APPROVED

Board of Trustees Meeting Minutes

Date: October 10, 2023

Held at The Birches Academy

Present: Chair: Christie Storniolo (CES), Secretary: Alyssa Ross (AR); Vice-Chair: Christine Miele (CM); Treasurer: Michael Gendreau (MG); Becca Allan (BA), Alexis Goldsack (AG); Pamela Sarantis (PS)
Staff: Chris Smith (CDS), Jessica Wachsman (JW), Erin Balfe (EB), Aimye Haroutunian (AH)
Public: none to speak

CM called meeting to order at 5:34pm

General

Approval of minutes from September 12 meeting. MG motions to approve, AG seconds. All others in favor. None opposed.

Correspondence

- Two parents requested info about joining the Board after Parents Night

Next meetings:

- Full Board
  - November 14, 5:30pm
  - December 12, 5:30pm
- Finance
  - November 7, 5:30pm
  - December 5, 5:30pm

Dean of School update

Enrollment

- 234 enrolled
- Wait list at 251 - 22 on the 2024 K wait list

Personnel to be hired

- School nurse
- Night Owls lead

Foundation/Friends update

Held first Friends in person meeting:

- Halloween Saturday event
- Socktober
    - New MS leadership club is going to lead this

Upcoming:

- Casino Gambling/Concord October 8-17
- Bags 2 School clothing drive October 19 pick up/October 20 drop off
- Luna Bistro October 28 – portion of proceeds donated
- Spirit Week October 30-November 3
- Cash Calendar sales will start; drawings to start in January

Fill Your Cup:

- AH did an FAQ; CM to add it to the website
- Ticket sales have started
    - Goal 350
    - As always, ticket sales start slow but sell out by the week before; currently around 50
    - Great response for sponsorships to send teachers
- Student contest to design a Birches themed ornament to be made on the Glowforge

Committee updates

Finance

- Reviewed Sept 30 budget to actuals. Received first set of funding for this school year; next one to come on December 1 which is based on a November 1 headcount..Motion to accept budget to actual as of 9/30/23. PS motions to accept. AG seconds. All others in favor. None opposed.
- Audit delayed by auditor, to November 6-7

Governance

- We have a few candidates further along in the process; one of whom was going to be interviewed tonight but needed to delay until the November meeting since we had not submitted the background check yet
- 13 people responded with interest after Parents Night; MG following up with everyone

Personnel

- CES and AR to meet for Dean of School review prep

Outreach

- Looking into Wreath donation through CoC and holiday meals package through KoC
- Website:
    - Continue to update/enhance website
    - Will update staff pictures
    - AR to reach out to Michelle Cole for additional bios
- Newsletter: Had a proposed template but need to rework; AR to do this in November
- Logo: AR to reach out
- Social media:
    - AG is sharing content regularly
    - AG looking at creating teacher-focused video content; EB to look to see who can do this filming at school
- Accolades
    - Received top ratings from Niche; looking for more ways to promote that - will add to the Accolades page -
    - Will also add Best of the 60

Strategic Planning

- Need to reconvene as a Strategic Plan is now required to submit to the state
- CES and BA will meet to looking at the last plan

Curriculum

- Science
    - Key question: as a STEAM school, how to we integrate it into everything we do? We are already doing this in many ways; CDS helping to guide discussions to help teachers see the big picture.
    - Asking teachers: What do you wish students knew coming in to your grade and what do you want to teach?
    - BA to join committee for this project

Facilities

- Did meet, will discuss in non-public session

Policy Reviews

October:

- Meeting Minutes. CM motions to approve, MG seconds. All others in favor. None opposed.
- Employee References and Verification Policy (Prohibiting, Aiding and Abeting of Sexual Abuse). CM motions to approve, PS seconds. All others in favor. None opposed.
- Student Conduct Policy.. CM motions to approve, AG seconds. All others in favor. None opposed.
- Policy and Procedure for Records Retention. BA motions to approve, AG seconds. All others in favor. None opposed.
- Training and Information on Child Sexual Abuse Prevention Policy. PS motions to approve, MG seconds. All others in favor. None opposed.

November: TBD

CES motions to move into non-public session per RSA 91-A:3, II(a) at 7:24pm.. AR seconds. All in favor.

CES motions to move out of non-public session and into public at 8:25pm. AR seconds. All in favor.

Vote to seal the minutes of the non-public session *under RSA 91-A:3, II(a):The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.* PS motions to approve, CM seconds. All others in favor. None opposed.

AR motions to adjourn. AG seconds. All agree. 8:26pm meeting adjourned.