Board of Trustees Meeting Minutes

Date: February 21, 2023

Held at The Birches Academy

Present: Chair: Christie Storniolo (CES), Secretary: Alyssa Ross (AR) (remote); Treasurer: Michael Gendreau (MG); Becca Allan (BA), Debbie Kruzel (DK), Alexis Goldsack (AG), Pamela Sarantis (PS)
Staff: Chris Smith (CDS), Jessica Wachsman (JW), Aimye Haroutunian (AH), Erin Balfe (EB)
Regrets: Vice-Chair: Christine Miele (CM)

CES called meeting to order at 5:39pm

General

Approval of minutes from January 24 meeting. AG motions to approve, PS seconds. All others in favor. None opposed.

Correspondence

- Thank you note from Michelle Cole for Board Valentines Day chocolates

Next meetings

- Full Board
    - March 14
    - April 11
        - Mrs. Black-Ward will do a Teacher Spotlight
- Finance
    - March 9

Events:

- Blue Ribbon Celebration - March 10, 6pm-10pm
- Legislative Open House - March 13 at 9am

Dean of School update

Enrollment

- 226 enrolled
- Wait list at 197
- Kindergarten Lottery for 2023-2024

    - Lottery was held February 1 with Senator Abbas pulling the numbers
    - 21 students have accepted. 4 pending. 44 on waitlist.

Events and Updates

- STEM conference/STEM coordinator
    - CDS and teachers all took different classes that were relevant to their focus areas
    - Alison met with a lot of vendors
    - Alison is doing a tech demo at each staff meeting with learnings from the conference, is also asking teachers regularly what they need (needs assessment)
    - Looking into a range of apps/tools that they encountered
- Designated volunteer program has been a great help in covering staff who have been out with illnesses and family issues; we continue to have people out with illnesses and family issues. It hasn't been overwhelming, but it is taxing.
- We went before the New Hampshire Excellence in Education Awards Program (EDies) Board on February 20 and told them about our school; should hear back in a couple of weeks whether we will continue in the process.
- CDS held a successful CPI training on the February 11 for four staff members
- Winter break week of February 27th. We return March 6th.
- We have made some adjustments to middle school math and continue to advertise for a second teacher.

Personnel

- Still looking for part time Math
- Still looking for 3rd grade TA

Foundation/Friends update

Recent activity

- Teddy Grams for Valentines Day

Upcoming activity

- Blue Ribbon Celebration March 10, Castleton Event Center
    - 140 tickets sold so far, including or plus 14 teacher tickets
    - Online ticket through Boonli. https://www.birchesacademy.org/schoollunch
    - Family & allergy friendly buffet.
        - Mixed Greens Garden Salad

        - Seasonal Vegetable Medley
        - Herb Roasted Red Bliss Potatoes
        - Honey Ginger Marinated & Grilled Chicken Breast
        - Baked Macaroni & Cheese
        - Chicken Tenders
        - Cash bar
- Cash Calendar April 2023
    - Daily cash drawings for the mMonth of April 2023; looking at having $1,500 in cash prizes
    - Process
        - Calendars can be purchased for $10 each.
        - Calendars may be purchased via PayPal or by cash or check.
        - A ticket will be drawn each day during the month of April to determine that day's prize-winner. The winner's name goes back into the drawing to try to win again.
        - We will call/email daily winners and announce them on our Facebook
    - We ask each family to sell 15 calendar raffles. Need to sell 1,150 raffles to raise $10,000 (after $1500) payout.

Committee updates

Finance

- Motion to accept revised 2022-23 budget. PS motions to approve, AG seconds. All in favor. None opposed.
- Motion to accept 2022-23 budget actuals as of January 31. DK motions to approve, PA seconds. All in favor. None opposed.

Governance

- A potential member sat in on January meeting but not yet ready to interview
- Has received information on 2 potential new BOT members not affiliated with the school.
- Goal is to have 2 new BOT members before the end of second quarter of 2023.

Facilities

- Met but nothing to report

Outreach

- Met February 4 to review overall marketing plan for 2023/2024
- Identified a vendor to update the website and newsletter; need to determine next steps with CDS, JW re contracts, other processes, etc.
- AR sent Mrs. Hawkes news to Salem Life; didn't have a picture by deadline so will send that for the next issue

Personnel, Curriculum, Strategic Planning did not meet

Policy Reviews

February: Accident Reporting. AG motions to approve, DK seconds. All in favor. None opposed.

March: Wellness

PS motions to adjourn. AG seconds. All agree. 7:22 PM meeting adjourned.