DRAFT

Board of Trustees Meeting Minutes
Date: Monday October 15, 2012 OPEN
Held at: Birches Academy 419 South Broadway, Salem NH 03079
7/8 classroom

Present: Christie Storniolo (Chair), Jessica Wachsman, Holly Ruocco, Ruth Templeton, Dr. Dael Angelico-Hart, John Mack, Caren Brown, Kevin Collins, Nicole Charest, Christine Miele, Dianne Wright, Melissa Magnuson

Regrets: none

1. Call to Order: CS 7:01 pm

2. Approval last meetings minutes: HR motions to 8/21/12 and 9/10/12 meeting minutes, JM seconds. All in favor: all Opposed: none. Minutes approved.

3. **Business:** HR read the resignation of Jennie Chisholm as Vice Chair. Board members were asked if they had questions regarding this resignation. No Board members had any questions.

4. **Announcements/New Business:** Dr. Dael Angelico-Hart reviewed her updates. Each board member had a copy and the document was also emailed to everyone earlier this morning. See attached documents

5. **Committee Reports**

Governance Update:

Conflict of Interest Policy: CS reviewed this document, each board member will be required to sign this and disclose any conflicts, relationships presently and in the future. Dianne Wright recommended some changes of the wording. JM motions to make the following change, KC second : "Disclosure within in 5 days should be made to the board secretary for the potential conflict to be discussed at the next board meeting. If the potential conflict requires immediate review the board officers will meet to determine if a conflict exists within 5 days or less."

All in favor: all Oppose: none Change is approved.

JM motions, CB seconds to adopted the Conflict of Interest Policy. All in favor: all
Opposed: None
Conflict of Interest Policy is in effect.

Board Nomination Policy: DW had a number of grammatical changes. CS made note of all the recommendations and typos. DW recommends the following change, "Board is responsible to make determination of what the Board needs are and notifying the candidate prior to the interview that a criminal back ground check at their expense." JM motions to make changes, HR seconds. All in Favor: all Oppose: none. Changes will be made.

RT motions to approve the Policy, CB seconds. All in favor: all Oppose: none
Board Nomination Policy is in effect.

Governance Responsibility and Etiquette Policy: DW suggested that the board over sees any major purchases. KC is in the process of writing the Financial Policy, a discussion took place. Currently the board approves line items budgets. DW suggests that board oversees how and where the Foundation money being raised is being spent. A policy will need to be developed on how this will happen. Add #10: Oversee the lottery and admission. Add #11: Responsibility to comply to all state laws. CS suggested we make the changes and revisit this at the next board, after changes have been made.

Individual Responsibilities: #4 DW would like clarity on the number of absentees. #11 Conflict of interest in writing, not verbally. #5 reworded "Be prepared to contribute approximately 8-10 hours per month toward board service which <u>may</u> include:"
#10 Remove "Give an annual financial contribution" and replace with "Support and/or contribute to capital campaign at a level that is personally meaningful."

Board Etiquette: Add a bullet to respect peoples time and sticking to agenda items.

JM motions to table the vote on this Governance Responsibility and Etiquette Policy. MM seconds. All in favor: all Oppose none. Motions passes to table this Governance Responsibility and Etiquette Policy until next meeting when changes can be made.

Curriculum & Development: Dr. DAH spoke about CB's work with the 7/8 math core curriculum because there is no core curriculum for math that exists anywhere. CB's goal is to be competitive with everyone. MM asked questions on who sets the homework, the HOS or the individual teachers. Dr. DAH leaves that up to the teachers.

Finance: KC reports that progress is being made in the recording systems. Intent is to provide the cover page and P & L prior to every board meeting so this can be reviewed by board members. JW reported on the technology being purchased. She suggested that we purchase a server. Any money that can be saved through donations will be put towards valuing our teachers and staff. CM was concerned about knowing if we are on

track or over budget and suggested another column. CM noted that the deficit balance is greater than last month. JW will look into this. JW and KC are still working on reports.

Foundation: MM attended a meeting of the Foundation Board. There were 35 people there. All events have been successful with the big event coming up Friday night October 19, 2012. The amount of money raised to this point is unknown. Paula patten will have a total after October 19, event. Paula Patten is doing an amazing job.

Personnel: no update

Operations:

Resident Policy: CM reviewed the Policy for Providing Proof of NH Residency and Residency Affidavit. Since we are on the state border we need to ask for more documentation from residents. A discussion took place as to whether we should have every family fill this out every year or ask already existing students to check a box on the intake forms. We will be asking for all current Birches families to provide additional documentation to complete the files. Also to include a custody agreement and legal guardian changes be made on in take forms. All information will be kept in a locked cabinet. CM motions to change wording to "Custody Agreement" and that every new student fills this out and adopt this Policy, MM seconds All in favor: all Opposed: none. Changes are made and Policy is in effect.

Public Comments: None in attendance

Policy: no update

CS: NH Legislative has been invited to Birches. Friday November 16, 9:00 am Location at Birches. Invites will go out after the election. She asked that all board members do what they have to, to be present that day. CS discussed the DOE not approving new charter schools because of funding concerns. We need to discuss how we want to grow next year and in which direction. NC will head up a group which will include Dr. DAH and the teachers and anyone else who would like to participate.

We have two interested board members. We will contact them to postpone this decision until until the board meets again to discuss the needs of the board..

Meeting Adjourned: MM motions to adjourn, JM seconds, CS adjourned at 9:25 pm