Board of Trustees Meeting Minutes OPEN
Date: Monday, September 9, 2013 7pm

Held at: Birches Academy
419 South Broadway Ave, Salem, NH 03079

Present: Christie Storniolo, Chair, Holly Ruocco, Secretary, Kevin Collins, Treasurer, Dr. Dael Angelico-Hart, Head of School, Sarah Morris, Teacher Representative Ruth Templeton, Christine Miele, Dianne Wright, Melissa Magnuson, John Mack, Tara Ingalls, Ola Lessard

Committee/Community Members: Jessica Wachsman, Stephen Devito, Tamara Bentley, Andy Ducharme

Regrets: Caron Brown

1. Call to Order: CS called to order 7:01 pm

2. Chair CS would like to make to clarifications about 2 items from the Public questions last meeting. 1) There was a potentially verbiage that the board sees all correspondents that come into the school. However, this is at the discretion of the chair by law, as explained by the attorney. 2) After a complaint is made, response time is immediate but the resolution time will vary depending on the complexity and the time of year.

3. Approval last meetings minutes: MM motions to approve the minutes for 8/12/13, CM seconds. All in favor: All Oppose: none. Minutes are approved with the changes mentioned above.

4. HOS Update: Enrollment 170 student. 118 families. See Handout titled September Governing Board Update. DAH reviewed handout. Anti-bullying policy was in the handbook in its entirely. Sexual harassment was in the handbook as it's entirely. DAH and Attorney reviewed handbook and it was suggested that some policies be shortened. Policies are available upon request and will be posted on the website. The new policy added this year is sexual harassment.

Truancy Policy: Remove reference to college and change it to highschool visitation.

Absentee Policy: Include the word email as an accepted form of communication in addition to a written note. The time allowed to make up work is equal to the time missed, or at the discretion of the teacher but not less than the time missed.

Anti-Bullying Policy: (in it's entirety in the current handbook) Community service can be work around the school and receiving "behavior strategies". Remove the word "counseling".

Student Discipline Policy: The level of disciplinary action is subject to the discretion of the Head of School. Adding "and/or the coordinator", after Head of School. Adding Repeat offensives within any class could be grounds for further disciplinary action including suspension and/or expulsion. Add Review of Discipline step of Class 2 & 3 before the title Procedures for student Suspension and Expulsion. Under Class 1 offenses, #4 add "copy to parents". References need to be made bullying. Use * at top of page please see anti bullying policy. Reference needs to be made about alcohol/ drug use and added to Class III. Possession, Use or Distribution of a control, illegal or dangerous substance.

Civil Right Policies needs to be changed to Harassment, Discrimination, and Sexual Violence Policy for Students. Typo in second to last paragraph correct the word brinding to bringing.

JM motions to accept all the changes that were discussed above, DW seconds. All in favor: all All opposed: None. Policies passed.

Sexual Harassment Policy: CS decided to more this policy next month due to time restraints at tonights meeting.

CS asked that all committee reports be turned in by October 11 for the calendar year. CS discussed how we are going to get to all the strategic planning items from HR. Committees need to put items together, a statement and action item and prioritize. Mission statement and core values will be discussed in October meeting. CS would like a follow up to the Strategic Planning in Saturday February 8, 2014 9:00 am to 12:00 noon with a snow date of February 15, 2014. There were no objections to these dates. CS discussed the Board renewals of JM, KC, MM. OL motions to have renewal the board positions of JM, KC and MM, CM seconds. All in favor: All. All opposed: none. Board members JM, KC, MM are voted in for another year. KC motions to add Sarah Morris (SM) to the Board as the Teacher Representative, CM seconds. All in favor: All. All opposed: none. SM is now a non voting board member as the teacher representative.

A Vice Chair is needed by indicated by the Bylaws. Since no one volunteered up until now to fill this vice chair seat, CS asks for one tonight. There were no volunteers. CS will resend out the responsibilities and we will revisit this at the next meeting. We will not leave the October meeting without a Vice Chair. HR will be leaving in either Jan or March. The Secretary position will also need to be filled. CS and RT are currently undecided. CM and DW will be staying on.

4. Finance: KC reported that Finance Committee did meet over the summer. We did receive money from DOE. JW Reviewed cover sheet. JW called the state regarding the Auditor's reports from

the Audit. MM motioned to accept the report, RT seconds. All in favor: All. All opposed: none. The Financial Report is accepted.

5. JW reviewed the DOE 25 report. Average cost per pupil is $6355.89. The DOE gives us $5498.20. This is used as a guideline to help Fundraising to have a goal. All Board Members signed the certificate stating that we all received a copy of this report.

6. Curriculum Committee: No updates.

7. Outreach Committee: OL received update on fundraiser from JW and Aimee. JW gave report. Three total restaurants committed out of the goal of ten. Started to request donations and items are starting to come in. Information sheets would go out at Birches 101. JW handed out the packet. Discussed what each board member can do. OL is working with a man who is going to help get 200 mugs. Bags for people to take info on businesses who have donated and menu's from restaurant. JW will send out electronic packet.

7. Foundation Fund Raising: CS and SD will partner in the annual appeal.

8. Personnel Committee: No updates

9. Public Comment:

a. SD gave update, he contacted Chamber and a number of people in the community to help with the fall Fundraiser. So far the response has been positive.

CM motions to go into closed session, RT seconds. All in favor: All, All opposed: none. 9:29 pm.

KC motions to seal the minutes, DW seconds it. All in favor: all

Meeting Adjourned 9:55 pm