Board of Trustees Meeting Minutes OPEN
Date: Monday, December 16, 2013 7pm

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

Present: Christie Storniolo, Chair, Dr. Dael Angelico-Hart, Head of School, Sarah Morris Teacher Representat, Kevin Collins, Treasurer, Ruth Templeton, Dianne Wright, Melissa Magnuson, John Mack, Caren Brown, Andy Duchane, Ola Lessard

Committee/Community Members: Jessica Wachsman, Martha Bedrosian, Christine Saba, Alex Saba

Regrets: Holly Ruocco, Secretary, Christine Miele,

1. Call to Order: CS called to order 7:03 pm

2. Approval last meetings minutes: JM motions to approve the minutes, AD seconds. All in favor: All; All Oppose: None. Abstained: CB, OL. Minutes are approved.

3. No correspondence received by the secretary.

4. All committees should provide their strategic plans to CS ASAP. MM will share with the Foundation the items from the Strategic Session in June.

5. CS requested a vote for a vice-chair. AD submitted his name for consideration. MM motions to approve AD as vice chair, DW seconded. All in favor: All. All oppose: None. Motion approved.

6. Finance: Finance reports reviewed. JM motioned to accept the 11/30/13 financial reports, AD seconds. All in favor: All. All opposed: None. Reports Accepted.

   Kevin and Jessica reviewed the Audit Reports and items contained within. JM motioned to accept, KC seconds. All in favor: All. All opposed: none. OL & DW abstained.

   Kevin & Jessica reviewed the Finance Policy. MM asked about who currently has check writing, that is DAH, DW and CS. Policy will be stored on the website and in the binder in DAH's office. We will add the meeting date the policy was approved. MM motions to accept the reports, AD seconds. All in favor: All. All opposed: None. Motion passes.

   Jessica provided a status on the renovation of the expansion space. The landlord has indicated that they are not able to only complete 3000 sq of space to achieve a return on their investment and for the money they will have to spend on fire safety, 3rd egress, etc. Discussions continue but Birches has no wiggle wrong on expenses. Board should be prepared to have further discussions with 10 year plan in January.

7. Head of School Report: See attached report submitted by DAH. Additional dialogue regarding adding K in 2016. Fire safety will not allow K on the second floor will require a waiver from the State Fire Marshal. We receive $3725 per student for K. We may need to add to balance budget. We will discuss with attorney the law around collecting money for a full day program. For January meeting DAH will talk with attorney about possible ways to charge tied in with what the space looks like and the 10 year financial plan.

   MD reviewed the monthly meetings in Concord. Board discussed approach with making connections with legislative contacts. MD, JW and DAH will review current bills and determine who we can reach out to. Discussed value of belonging to the association and MB and DAH and they will continue to monitor. CS will reach out to Eileen Liponis on what our expanding needs are as we continue to grow and the value of what we are spending.

8. Curriculum Committee Update: See attachment of updates.

   Discussed transportation and the lawyer indicating that we are tied to the laws and are limited to what we can do. More discussions will be had to what options are available.

   Discussed report cards and concerns were raised whether parents understood where their children stand academically. DAH and MB will be reviewing the middle school report further to enhance and deal with inconsistencies in the process and whether grades are on the report card; a system to monitor grades openly for parents to access real time. Possibly a cover sheet to explain the process for parents to understand.

9. Personnel Committee: DAH updated the board that the committee met to prioritize the strategic session. Discussed ways to recognize our staff. MM will bring ideas to the Foundation and The Friends of the Birches.

10. Outreach: Ola provided an update regarding 3 communication policies. What the parent community can expect from the school and what we would like from parents. Will be in the handbook and on the website. Policy for the staff and what the expectations are outbound to parents. Policy for Ambassadors of the school. The committee has prioritized their strategic items. Survey will be going out on how parents would like to be communicated to, what their preferences are so we are hearing from them. Update in the Salem Patriot on the Birches will begin in next paper. The committee is putting together a video from a highschool student conducting volunteer hours to be used for promotional purposes. CS will reach out to Peter Rayno to see if we can use any of the footage from the video done last year.

Meeting adjourned at 9:24 pm.