Board of Trustees Meeting Minutes OPEN
Date: Monday November 18, 2013
Held at: Birches Academy

Present: Christie Storniolo (Chair), Kevin Collins (Treasurer), Andy Ducharme , Dael Angelico-Hart, Ola Lessard, Christine Miele, Ruth Templeton, John Mack, Sarah Morris, Dianne Wright

Regrets: Caren Brown, Holly Ruocco, Melissa Magnusun

Public: Aimye Haratounian, Steve DeVito, Tammy Bentley, Jessica Wachmsan

7:02 – Call to Order

1. CM is secretary for this meeting in the absent of HR
2. Approval of Meeting minutes –JM motions to approve minutes from 10/21/13, RT second. All in favor – CS, KC, DAH, OL, CM, RT, JM, DW. AD – abstained.
3. Correspondence – email from Steve DeVito to Governing Board. Expressed thoughts regarding recent fundraising event and print in newspaper.
4. Governance Update – Strategic items need update. Outreach has spoken about working on the plan and Finance Committee has framework setup. Personnel Committee has been working on the strategic plan. December deadline for all committees to send to Holly their formal updates. February 8th strategic planning session has been reserved, with a February 15th snow-date. CS will send out job description for Vice Chair in December.
5. Head of School Update – See handout. CS asked about wait list. Wait list in all grades currently, with 5th and 6th most robust with 2nd grade lowest. CS asked about Charter Member Association meeting and discussion regarding increasing funding to

50%. Vote did not pass for 50% funding at the state level. Additional vote in January and discussion of ways to get more student involvement. CS spoke about robo-emailing to get community involvement for January vote. CS feels that legislature would feel inundated with impersonal email process and that a better option would be more direct contact with legislature. CS feels more discussion is needed on the value of belonging to the Charter Association at the cost of $5,000 annually.

6. Sexual Harassment Policy – RT suggest removing the second paragraph regarding discriminated classes it duplicates the first paragraph. Replace all counseling and training to "behavioral strategies". RT discusses discussion of FERPA and is it appropriate. SM discussed how the Sexual Harassment Policy relates to the Discipline Policy. DW wanted to ensure there is a Sexual Harassment Policy in the employee manual. DW suggests removal of "termination of employee" and addition of "in accordance with our Discipline Policy". DW Change second paragraph on page 4, to "the Head of School". Same paragraph "the complaint <u>should</u> be filed." DW discusses creation of third party to review HOS complaints. If complaint is against HOS, we need to discuss with Jim what actions will be taken. DW made change to 5D "acceptance". VI – Disciplinary action is in accordance with our Discipline Policy. DW suggests removal of second IX and second paragraph from the first IX. CS will contact Jim regarding address of complaint in XIII. CM suggests addition to section III, "All Birches employees, volunteers, students, and those providing professional services are required to report…" SM discussed necessity of the section of the final paragraph of section II regarding the "intended or not". JW motions to approve new policy with changes – RT second. All in favor – CS, KC, JM, CM, DW, AD, OL, RT. – All opposed – none. Motion passes.

7. CS discussed creation of Conflict Resolution Policy and the members will review the policy an upcoming board meeting

8. Curriculum Committee Review: DAH discussed option of discontinuing use of busses with lawyer in order to allow for full days class for those students. Looking at options of changing school hours to accommodate one way of bussing by beginning earlier in the morning. Discussion about getting on the middle school rather than elementary school bus schedule. DAH will discuss with committee option of polling families to discuss possible change to transportation schedule as well as change of school day. DAH and committee, joined by Melissa Squires, has been working on strategic plan with committee to focus on arts integration.

9. Personnel Committee Review: DAH interviewed candidates for Curriculum/ Technology position with JM and Nicole Charest. CS requested all committee meeting dates for public distribution.

10. Outreach Committee Review: No meeting this month. OL discussed putting together a comprehensive communication policy for the school with committee as a top priority. OL and committee have reviewed strategic plan. OL discussed possibility of short monthly surveys to families.

11. Finance Committee Review: Committee met on October 7, 2013. JW reviewed new AlertNow system that is active. JW informed that we received second equitable aid payment on November 14th of $278,000. JM Motions to accept the October 31, 2013 financial statements, AD seconds. All in favor – yes. Opposed - None. Motion passed.

12. Public comments: JW and Amy Haratounian submitted a letter to the board regarding the Fill Your Cup Fundraiser. Many people were to be thanked and not all can be pointed out directly. The Board recognizes receipt of the letter.

13. AD motions going into non-public session, KC seconds. All in favor. Motion passed.

14. AD motions to come out non-public session DW seconds. AD moves to seal the minutes. OL seconds. All in favor. Motion passed.

15. DW motions to adjourn. OL seconds. All in Favor. Motion passed

16. Meeting adjourn 10:35pm.