THE BIRCHES ACADEMY OF ACADEMICS & ART
A PUBLIC CHARTER SCHOOL

DRAFT

Board of Trustees Meeting Minutes
OPEN
Date: Tuesday January 14, 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, Nicole Charest, Teacher Representative Ruth Templeton, Christine Miele, Dianne Wright, Melissa Magnuson, John Mack Caren Brown

Committee/Community Members: Jessica Wachsman, Tara Ingalls, Ola Lessard, Tamara Bentley, Melissa Durant

Regrets:

1. Call to Order: CS called to order 7:06 pm

2. Approval last meetings minutes: HR motions to approve the minutes for 12/10/12, JM seconds. All in favor: All Oppose: none. Minutes are approved.

3. Finance: KC reported that the finance committee met and he reviewed the forms that all board members received. We are currently operating the school within each budgeted category. We do have a $6593.00 deficit after the 4 % equitable aide hold back. It is hoped that the deficit can be reduced with the efforts of the foundation. KC reviewed the Profit and Loss statement. JW reported that she had some families make annual donations directly to the school due to Foundation not having Tax ID from IRS yet. Meeting for preliminary budget talks is scheduled. Grant year starts April 1, 2013 and we are going to go to the state for grant budget.

4. Foundation Fund Raising: MM. In the month of January the Foundation Meeting was canceled due to no RSVP's, so Melissa did not have any information to give us. The Foundation board meets every other month. She will be meeting with Paula Patten to discuss implementing systems for reporting back to the BOT. KC suggested that the Foundation finances should be included in the P & L Statements. JM asked for a copy of the Foundation bylaws. MM will look into this further and bring the requested

information to the next BOT meeting in February. KC will be part of the dialogue with MM and PP.

5. Finance Committee Reports given by DW. See flow charts titled "**Finance Committee Workflow for Financial Requests"** There are going to be times during the month that a decision needs to be made. "Incidentals" What needs to be discussed is the amount that the board feels comfortable with, limits on per item or limits per day? What is the urgency of the item?

CS asked for options from the Board members. A discussion took place amongst board members. It was suggested that there be 3 categories.
DW will take the feed back and bring the new options to the next meeting.

6. Governance: CS, HR and JM meet with 2 parent members. Each current board member had been sent resumes prior to the meeting. See attachments. The two candidates are present at the meeting tonight to answer any questions. 1) Tara Ingalls, is a parent with two children in school and one future Birches Students, was introduced first and gave the board information about herself. She answered all questions. She can and will commit to the board hours and would be willing to be on the committees that are in need. 2) Ola Lessard is also a parent with one child at Birches, was introduced second and gave the board information about herself. She answered all questions. She can and will commit to the board hours and would be willing to be on the personal and curriculum committee. She is also willing to be part of a new committee, Public relations.

7. MM motioned to go into a CLOSED session for the board to discuss and vote on the two candidates. KC second motion. 8:16 pm

   Returned to Open session at 8:28 pm

8. DW motions to add Ola Lessard to the board, RT seconds the motion. All in favor: all Opposed: none. Ola Lessard is the new board member.

9. RT motions to add Tara Ingalls to the board, CB seconds the motion. All in favor: all Opposed: none. Tara Ingalls is the new board member.

   Both new members joined us at the board round table.

10. Head of School Update: See attachment "January Governing Board Update". DAH gave HOS update. 88 students total, purchased a server. She discussed the safety and lock down procedures that are in place. The Students and teachers have practiced lock downs and code green, yellow, red. DAH reviewed the extra precautions that can be put in place. DAH would like Intercom and shades within the next 60 days. CS asked that JW and DAH get pricing on #1. #2 and #4. #3 should be done immediately. CS asked DW to contact the fire and police benevolence fund. JW will also look into money from the grant.

See attachment "Report from Growth Planning Committee for the Birches". Outcome and recommendation was to add grade 5/6. DAH would like recommendations of the board for the remainder of the class. A discussion took place amongst board members.

RT motioned to add grade 5/6, CM seconds. All in favor: All Opposed: none
Grade 5/6 will be added

CM motioned to add 3/4, MM seconds. All in favor: MM, TI, HR, OL, KC, JM, CB, CM, RT
Opposed: CS and DW, Motion passes to add Grade 3/4

11. Public Comment: none

12. DW motions to adjourned the meeting, CM seconds.All in favor: all Opposed: none
Meeting is adjourned at 9:35 pm