Board of Trustees Meeting Minutes OPEN
Date: Monday May 13, 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, Kevin Collins, Caren Brown, Tara Ingalls, Olga Lessard

Foundation President: Stephen DeVito

Committee/Community Members: Jessica Wachsman, Tamara Bentley

Regrets:

1. Call to Order: CS called to order 7:01 pm and introduced Stephen DeVito to the board.

SD is the new Foundation President effective May 14, 2013. He was invited all all Board Meeting.

2. Governance Board: No correspondence has been received by the Secretary.

3. Approval last meetings minutes: JM motions to approve the minutes for 04/8/13, CM seconds. All in favor: all Oppose: none. April 8, 2013 Minutes are approved.

4. Head of School: See handout, May Governing Board Report, DAH reviewed enrollment and wait list numbers. DAH reviewed the Parent Satisfaction Survey and discussed her feelings. DAH is concerned about getting all the required curriculum finished with the time restraints in the day. CB suggested we discuss this at further length at the strategic procedure meeting.

5. Parent Satisfaction Survey will be sent to all parents with comments included, with the names removed. Next year there will be have a box to check if the parents want their comments private/published.

6. Hiring Updates: All position are posted, resumes screened, scripts for interviews, interviews in process. 4 candidates for PE teachers, all dropped out. 7/8 classroom: 5 candidates, 1 teacher accepted. There are 6 positions open for teaching assistants grades 5 through 8, 10 candidates have been interviewed, 1 official offer. There are additional interviews being conducted this week.

7. Governance: CS introduces the BOARD GOVERNANCE RESPONSIBILITY and ETIQUETTE POLICY. JM motions to discuss, CM seconds to open discussion. CM brought up attendance policy. CS gave clarity to some line items. JM motions to close the discussion, MM seconds. All of favor: all. MM motions to accept the BOARD GOVERNANCE RESPONSIBILITY and ETIQUETTE POLICY, LO seconds that motion to accept policy. All in favor: all, All opposed: none.

BOARD GOVERNANCE RESPONSIBILITY and ETIQUETTE POLICY is now accepted as Board Approved Policy. CS will make the final changes and HR will get that Policy to Debbie to be added to the Approved Policy Binders.

8. June 3, 2013 is regular Board Meeting at 7:00 pm. June 24th will be a special board meeting that starts at 5:30 pm. All will be in attendance.

9. Curriculum and Assessment: DAH gave update. CB is spending her time this summer helping Birches to integrate math and science with art integration, using the standards that are currently in place.

10. Finance: KC reports finances. KC is submitting a recommendation for FINANCIAL CONTROL POLICY. (See attachment) KC read each point and answered all questions that were asked. JW reports that the first year grant is up. We have now started to use our second year grant. A maintenance person to do odd jobs was not in the budget. Finance moved money around within the same committee and we allocated $1500 to cover that expense. We kept the bottom line unchanged. Finance sub committee approved this. State Audit is scheduled for week of July 22, 2013. JM recommended that the wording be changed in Financial Control Policy that the board has an opportunity to accept the financials reports at each board meeting. JM motions to accept tonights reports, CB seconds to accept tonight reports. All in favor: all All opposed: none Abstaining: none

11. Personnel: TI reported that there are still a few edits to be made on the HOS survey's. When this is completed (target date by the end of June) this will be emailed to the Board Members and the employees of Birches. Results will be reviewed and personnel committee will meet with the HOS to discuss. Teacher evaluations are done by the HOS and she uses pre and post conferences, evaluation cycle and questionnaire. MM asked if teachers were ever used to evaluate teachers. DAH and JM had

never seen this happen in all the years of teaching and being in education.

12. Outreach: OL reports that the outreach was asked to take over the foundation board as it was dissolving. SD recently took on this leadership position. OL met with SD and it was discussed that Outreach and Foundation would be working together to be clear on fun raising, and policies. As the Foundation grows they will take over and Outreach will step away. However, both committees will continue to work together for the success and advancement of the school. There are two big fundraising events in the plans. 1) Potter's Bowl or Soup bowl. 2) Adventure Race's to bring the community together. OL gave explanations of each event. This Outreach/Foundation need all BOT members to come together to gather Major Sponsors and Celebrities.

13. Foundation Fund Raising: bank accounts were successfully transferred to SD and HR, they are now the only authorized signers on the account. Foundation meeting is tomorrow, 5/14/13. SD will report the outcomes.

14. Public Comment: none

CM motions to adjourn the meeting. CS adjourns the meeting at 9:32pm.