Board of Trustees Meeting Minutes

Date: October 20, 2014

Held at: The Birches Academy
419 South Broadway, Salem NH

Present: Dianne Wright (Treasurer), Andy Ducharme (Chair), Dael Angelico-Hart (HOS), John Mack, Melissa Magnuson, Kara Christesen, Christine Miele (Secretary), Jessica Wachsman, Erin McArdle (Teacher Representative), Nicole Charest (Teacher Representative), Alexa Stewart

Regrets: Alyssa Ross

Public: Jody Ronayne, Bev DeLuca

AD called meeting to order at 7:08 PM

1. Public Comment or Correspondence: None
2. Head of School Update from DAH:
    a. Enrollment and waitlist same as last meeting; did lose one 8th grader who was getting nervous about making friends as she moved onto the more traditional HS next year.
    b. 1st Spotlight tour one week from Wed
    c. 1 week from today Legislative Open House
    d. This Thursday 10/23 the Commissioner of Education is coming to visit The Birches; Dael has been training 7-8th graders on how to give tours, speak to audiences, etc. (students missed recess 2 days/row!)
    e. Had the first Open House as well as a parent orientation since last month
    f. Administered the NWEA test; electronically on iPads; results were immediate; went up in everything except in current grade 6; scores were compared to 'Fall' to 'Fall', but last year the test was actually in January so it wasn't a true 'Fall to Fall' comparison period; Dael will email the Board a summary sheet of results from the NWEA test
    g. First ever Fall Fun Social for grade 6-8 to make the experience more similar to a traditional Middle School
    h. Fire drill this morning; last time Fire Dept. was here they asked if we had ever thought of blocking an exit; today they were asked to block an exit; students adapted, turned around and did very well; only took an additional 30 seconds to get out of the building.

i. Going to write an official NH state approved emergency plan in conjunction with the Fire and Police Depts.; the Fire Dept., Police Dept., Supt. Office, Homeland Security all keep copies of this
j. All parents get an individual username and password tomorrow for Haiku; new PIS; sites such as Art, Music, and Spanish will not be up and running yet; HR, math classes, and main academic classes in MS will be up
k. Spanish teacher gave her notice and this Friday is her last day
l. Did hire a teacher for 1 hour per day to teach accelerated algebra to be paid based on Title 2A grant and a bit out of the regular budget
m. Recognizing teachers through Teacher of the Month by picking a teacher's name and a teaching assistant/other staff person's name out of a hat; student volunteers will interview and write a piece about them for the Leaflet
n. Curriculum – looking to strengthen the Arts Integration Piece
o. KC reviewed current evaluation documents for teachers and principals at Salem HS and how we can use this to create an evaluation framework for The Birches. Discussion of DAH goals set for 2014-2015. Greater review in January of evaluation creation for future years. DAH will reflect on goals and objectives set for 2014-2015.

3. Question and Answer Session with BBOT candidate
    a. The BBOT interviewed Jody Ronayne on her qualification and experience. The BBOT will discuss and vote at the next board meeting.
4. Finance Reports:
    a. Monthly finance reports reviewed by JW. Finance Reports were not voted upon for approval. Fire-proof safe was purchased per state law requirement for record retention procedures.
    b. JW requested $8,000 grant from MediTech for science equipment. Waiting for approval.
    c. We have collected 60% of art fees to date which is up from this time last year.
5. Foundation Update: JW gave out sponsorship packets for Fill Your Cup event in November. Donations are coming in and the event planning is underway. MM will give update each month on fundraising status.
6. Main Issues and Policy Updates:
    a. Policy of Record Retention – Review of policy. No changes requested. Will be reviewed again and voted upon in November.
    b. Policy on Use of Restraint – Review of policy. JW will research cost of training and DAH will come to next meeting with review of existing staff certifications and recommendation of new staff to be trained.
    c. Outreach Plan from AR– Open House is scheduled for Monday Oct 27 at 9am. Sent out just about 100 invitations; received some declines and approximately confirmations. Coordinating calling reminders this week. We also expect some people will come without RSVP. Start with a tour then move to some prepared remarks on the school, covering both an overview of who we are, our students, our methods as well as the misconceptions contained in the FAQ. May talk about the fundraising piece. Will have printed FAQs available - and can send to any key people who said they were unable to attend. Reached out to a number of local papers to share the October Leaf of the Month - overview + picture. I am also asking each about publishing info on the Spotlight Tours. Papers include - Windham Independent, Pelham/Windham News, Hudson/Litchfield News, Salem Observer, Manchester Union Leader, Londonderry

Times, Nutfield News, Windham Patch (and if that works, I will reach out to other Patch sites), Eagle Tribune (NH section)

7. Old Business: Meeting minutes from 9/15/14 for approval. JM motions to approve, AS seconds. All approved. None opposed. AS abstains.
8. JM makes motion to go into non-public session. MM seconds.
9. AM Motions to come out of non-public session. AS seconds.
10. CM options to return to public session. AS seconds.
11. DW motions to adjourn. MM seconds.

9:34 meeting adjourned.