Board of Trustees Meeting Minutes OPEN

Date: September 15, 2014

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

Present: Diane Wright (Treasurer), Andy Ducharme (Chair), Dael Angelico-Hart (HOS), John Mack, Alyssa Ross, Melissa Magnasson, Kara Christesen, Christine Miele (Secretary), Jessica Wachsman, Erin McArdle (Teacher Representative), Nicole Charest (Teacher Representative)

Regrets: Alexa Stewart

Public: Aimye Haroutunian

AD called meeting to order at 7:07 PM

1. Head of School Update from DAH:
    a. Current Enrollment is at 196 students with 149 on the waiting list. First through Sixth grade is at 25 students each. Seventh grade is at 28 students with Eighth grade at 18 students. We have 37 new families this year.
    b. Our Charter has been amended to include 196 students and approval is pending on adding K next year.
    c. The Commissioner of the Board of Education will tentatively come to visit the school on October 6th at 9:00am.
    d. The Welcome Back Picnic run by the Foundation Board was our first school event and a wonderful success with most families attending.
    e. The Parent night was well attended and the Open House will be on 9/18 to meet the teachers.
    f. The Birches will be presenting our budget and budget process to the Finance Committee of the NH State Legislature on 9/23.
    g. Personnel and Curriculum Committees will be meeting in October. Discussion about ways to boost the 6th-8th grade waiting list as they are the lowest.
2. Foundation Update from AH: Presentation on planned fundraisers and events for the upcoming year to raise $90,000 in year 2014-2015. The Foundation is in need of more volunteers and a

Board Vice Chair for this year. AH will be reaching out to the parent community for an outreach/PR committee to gain more support.

3. Old Business: Meeting minutes from 8/18/14 for approval. MM motions to approve, AR seconds. All approved. None opposed. CM Abstains. Discussion of new teachers, new meeting space, and upcoming HAIKU website. Discussion of ways to remind families of unpaid art fees.
4. Finance Reports:
    a. Discussion from JW regarding DOE 25 Report which determines average cost per pupil from each school in the state. Report completed each year and must be signed by the entire board. The final page reflects a per year cost of $6,632 per student; however the cost does not include initial federal grant funds and front loaded expenses for long term curriculum costs. CM motion to approve DOE 25 for FY2014, AR seconds. All in favor.
    b. Monthly finance reports reviewed by JW. As school year has just begun, expenses are low. Year end funds were delayed due to necessary meeting with Commissioner to approve increase to 196 students.
    c. Received Title IIA grant $8,068 for professional development. Several teachers used grant funds to the NH Educators Summit. A second grant has been requested for $2,500 to hire a teacher to assist with middle school math and those students taking 9th grade math.
    d. Motion to approve Board Cover Sheet and Profit & Loss by Class. JM motions, KC seconds. All approved. None opposed.
5. Main Issues and Policy Updates:
    a. Accountability Plan – Plan has been submitted to the Board of Education. DW discussed changes to the reporting for next year.
    b. Outreach Plan – AR sent plan out in August. Review of Birches Fact Sheet and Birches Outreach Plan. Discussion of ways to bring legislators to the school. DW suggests adding information to the Outreach Plan to include goals of partnering with other charter schools and developing bonds within the community. DW suggested having the Chamber of Commerce Executive Director back to visit the school. AD suggests focusing on the fact that we are tuition free. AR will update several sections to include upcoming Kindergarten. AR will post to FB page looking for representatives from each town to liaise with the newspaper for posting pictures and articles.
6. DW makes motion to go into non-public session. AR seconds the motion.
7. JM options to return to public session. DW seconds.
8. AD motions to accept HOS Evaluation Results Summary. KC seconds. All approved. None opposed.
9. JW Motion to accept, with changes, The Birches Academy of Academics and Art Charter School Employment Agreement for DAH for 2014-2015. DW seconds.
10. DW motions to adjourn. CM seconds.

9:39 meeting adjourned.