Board of Trustees Meeting Minutes

Date: September 14, 2015

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

Present: Kara Christesen (Chair), Christine Miele (Secretary), Andy Ducharme, Dael Angelico-Hart (HOS), Jessica Wachsman, Alyssa Ross, Christie Storniolo, Dianne Wright (Co-Treasurer) (Call-In), Nicole Charest (Teacher Representative), Jody Ronayne (Co-Treasurer)

Regrets: Erin McArdle (Teacher Representative), Alexa Stewart, Melissa Magnuson

Public: None

KC called meeting to order at 6:59 PM

1. Meeting Minutes from 8/10/15:
    a. CS motions to approve minutes from 8/10/15, AD seconds. All in favor. None opposed.
2. No correspondence
3. Contact info for BBoT to be updated to KC and CM
4. KC requests all committee members and give update at each BBoT meeting which should include progress on strategic planning goals. KC discussed process for changing committees.
5. Bylaw Review – KC reviewed BBoT bylaws changes and Foundation bylaws. BBoT bylaws will be sent to attorney for review.
6. Head of School Update from DAH:
    a. Enrollment total of 224. All classes are full. Waitlist total of 220.
    b. Review of reasons why students left this year. Several students left due to last minute lottery spot opening in other charter school that runs through high school.
    c. Welcome Back Ice Cream social on August 24th was well attended. School opened on Aug 26th and Aug 28th for K. K class was finished and officially opened on Sept 3rd.
    d. New Family Orientation on 9/10 was quite well attended. First spotlight tour on Sept 29th and Back to School Open House on Sept 16th.
    e. Charter Association is still looking for an Executive Director. Meeting postponed to Sept 22nd.

    f. Curriculum Committee – Smarter Balanced scores are in and will be released to the public in November. Students in grades 3-8 are NWEA testing this week. Looking to add another Wi-Fi drop to improve future testing.
    g. Personnel Committee – New gym teacher and Kindergarten assistant have been hired.
7. Outreach Update: Review of PPT from AR. AR discussed promotional calendar for local publications, more outreach for new Board members, review marketing material, and Chamber of Commerce review
8. Foundation Update: Fill Your Cup on November 20th.
9. Finance Reports:
    a. Audit was completed and triggered an IRS review. Foundation working with accountant and IRS to resolve issues with missing returns
    b. Reports not available due to updates made related to payroll
    c. JW will have July, August, and September reports available for review and approval at October meeting.
    d. Audit completed in July – no issues identified.
    e. Payroll went to automatic timecards.
    f. State Budget update – expecting budget agreement in the legislature by October.
    g. JW did not pay rent in August for K space as it was unfinished. Birches will be reimbursed by LL for Kindergarten field trip and other bills. JW will speak to LL to agree on total dollar.
    h. Charlie Donohue assisted greatly with his resources in Salem.
    i. Investment options discussed. Possibly moving funds to a money market. DW will reach out to Leah Rogers at the bank.

8:50 meeting adjourned**.**