DRAFT

Board of Trustees Meeting Minutes OPEN

Date: January 12, 2015

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

Present: Andy Ducharme (Chair), Dianne Wright (Treasurer), Dael Angelico-Hart (HOS), Christie Storniolo, Christine Miele (Secretary), Jessica Wachsman, Nicole Charest (Teacher Representative), Erin McArdle (Teacher Representative), Alyssa Ross, Alexa Stewart (phone)

Regrets: Kara Christesen, Melissa Magnuson, John Mack

Public: None

AD called meeting to order at 7:08 PM

1. Public Comment or Correspondence: None
2. Head of School Update from DAH:
    a. *Enrollment, Waitlist, and Growth* –
        a.i. Waitlist is robust. 19 already on waitlist for K for next year. 1st grade waitlist lower than hoped. AR will be working on flyer and outreach.
    b. *School Update* –
        b.i. First school dance was a great success for the middle school students
        b.ii. Ruth Templeton, Director of Student Services, is working on study habits, keyboarding program, cyber bullying, planning trip to DC, Response to Intervention, and running student government. She has been doing a wonderful job in this newly created position this year.
        b.iii. January 20th is professional development day for staff, which will include overview of restraint training and emergency response planning.
    c. *Charter Association* –
        c.i. Meeting reviewed upcoming bills in Congress affecting Charter schools.
        c.ii. DAH called other Charter school to poll opinion on value of Charter Association membership
    d. *Strategic Planning* -
        d.i. DAH has been reviewing plan from last year and is starting to develop 3 year plan. AD will research outside location for planning meeting. CS spoke about adding a strategic item to the agenda each quarter.

e. *Personnel Update* –
   e.i. DAH interviewed internal candidates for K position. We have hired the Seeds 1 assistant teacher for the K position.
f. *Curriculum Update* –
   f.i. Committee met regarding portfolios and data to be shared next month

3. Finance Reports:
   a. JW reviewed the current financial statements. CS motions to accept December Finance Reports. AR seconds. All accepted. None opposed.
   b. JW reviewed discussions with landlord regarding taking additional K space downstairs. JW will be going to the planning board to re-class space from retail to education. Construction will begin soon on the space.
4. Foundation Update:
   a. JW reviewed planned fundraisers expected revenue versus actual collected revenue. JW reviewed Annual Appeal collection to date. Fundraising is going really well this year.
5. Main Issues and Policy Updates:
   a. DAH reviewed the updates made to the Hiring Policy. CS motions to accept the Hiring Policy with changes. AR seconds. All in favor. None opposed.
   b. HOS Evaluation Committee – AD discussed creation of committee. AD, KC, AR, and CS have volunteered to work on updating the HOS Evaluation. CS requested that a policy be created by the committee. Decision to have committee develop rules on review process, and create a draft that shows the general directions of the goals for board review. April 13th meeting will include draft of evaluation for review.
6. Old Business: Approval of minutes from December meeting with changes. CS approves, DS seconds. All in favor. Next meeting on February 9th.
7. Contract for New Employee: AD reviewed contract for Janine O'Donnell. CS motions to accept, AR seconds. All in favor. None opposed.
8. AR motions to go into non-public session RSA 91-A:3 I(a)(b)II(a), CS seconds.
9. CS motions to come out of non-public session RSA 91-A:3 I(a)(b)II(a), DW seconds.

8:46 meeting adjourned**.**