DRAFT

Board of Trustees Meeting Minutes OPEN

Date: February 19, 2015

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

Present: Andy Ducharme (Chair), Dael Angelico-Hart (HOS), Christine Miele (Secretary), Jessica Wachsman, Nicole Charest (Teacher Representative), Erin McArdle (Teacher Representative), Kara Christesen, Alyssa Ross, John Mack, Alexa Stewart, Jody Ronayne

Regrets: Melissa Magnuson, Dianne Wright (Treasurer), Christie Storniolo

Public: None

AD called meeting to order at 7:07 PM

1. Public Comment or Correspondence: None
2. JM Motions to go into non-public session RSA 91-A:3 I(a)(b)II(a), AS seconds
3. AR motions to come out of non-public session RSA 91-A:3 I(a)(b)II(a), JM seconds.
4. AD praised the Staff, Administration, and Teachers for smooth transition during the Gas Leak in school earlier in the month.
5. Head of School Update from DAH:
    a. DAH-8th grade lost 3 students…15 in the class now…
    b. Snow has now made last day at 6/17/15…Wednesday
    c. Emergency Response Plan created and actually executed on 2/10/15
    d. Woods has been a great spot for indoor recess
    e. Camps are now being set up for Summer programs. Advertising dollars being spent for the programs
    f. Washington D.C. trip fundraising and fundraising!
    g. Charter Association/Charter Leader Meeting
    h. Christina D'Allesandro getting us information on when to reach out to the parents to influence our legislators.
    i. Chili Cookoff for the Legislators on 3/4/15
    j. Long Term Planning is needed
    k. Personnel Update
        k.i. Monique Simard ½ Seed Teaching Assistant
    l. Spotlight Tour before our next BBoT Meeting March

m. Lottery Date is 3/14/15 at 3:30

6. Finance Reports:
    a. Committee did not meet this month due to weather. The committee met this week regarding the 2015-2016 budget. The budget will be brought to the March meeting for approval.
    b. JW met with landlord and lease has been prepared for signing. New tenant downstairs is concerned about level of noise from indoor recess downstairs. JW and DAH met with landlord and new tenant. Landlord offered additional space downstairs which we declined. AD signed contract.
    c. Kindergarten committee is working hard to furnish the room.
    d. Energy savings plan and fundraiser discussion regarding meeting with Northeast Power. We are working with current provider to get refund back that was paid at original setup of account. Once we get the refund back, we will switch providers.
7. Foundation Update:
    a. JW gave update on fundraising. We have received over $30,000 in annual appeal which is the original goal. We have increased the goal to $35,000. An additional mailing will be out in the Spring.
    b. Casino night is being organized for April 17th at Searles Castle in Windham. Volunteer help is needed to gather sponsorships for the evening.
8. Main Issues and Policy Updates:
    a. Monique Simard contract review and approval. Motion to approve MS contract AS, JM seconds. All in favor. None opposed.
    b. Non-Disclosure Agreement Policy review – Changes needs as follows. Please remove word volunteer on first paragraph. Remove quotations around section 5. New signing sheet will be created noting that by signing the log, you agree to the NDA. Any specialist working at The Birches full-time must sign the NDA. DAH will send NDA to attorney for review and inquire about sign-in policy. Vote on NDA will be held in March. JM motion to send to attorney, AS seconds. All in favor. None opposed.
    c. Dah reviewed Emergency Response Plan. CM requested a few changes. HVA Analysis tool still needs completion.
    d. HOS evaluation Committee will review date for meeting after vacation.
9. Old Business: Approval of minutes from January meeting will be completed in March.

9:32 meeting adjourned**.**