Board of Trustees Meeting Minutes

Date: November 14, 2016

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

Present: Kara Christesen (Chair), Alyssa Ross (Secretary), Alexa Stewart (Vice Chair), Dael Angelico-Hart (HOS), Dianne Wright (Co-Treasurer), Nicole Matthews (Teacher Representative), Jessica Wachsman, Mike Gendreau, Christine Miele, Christie Storniolo

Regrets: Jody Ronayne (Co-Treasurer)

Public: none

KC called meeting to order at 6:32 PM

1. Student Share by Saplings who attended a leadership conference in Concord.
2. Wait list. MG made calls to people on the wait list to confirm interest; left messages and spoke live to a few others.
3. Meeting minutes for August and September.
    a. August: AS motions to approve, DW seconds. All in favor. MG abstains.
    b. September: DW motions to approve with minor change to 4b, MG seconds. All in favor. AR, CM abstain.
    c. KC to send to JW to post on website.
4. Misc Business
    a. No correspondence
    b. Fill Your Cup is Friday, November 18
    c. Dec 12 and Jan 9 are next two meetings
5. HOS report
    a. General updates
        i. Reviewed enrollment report
        ii. NWEA testing was done in grades 3-8
        iii. Birches "Writing Cans" are posted around the school (halls and classrooms) to visually show expectations for each grade level
        iv. Hat Parade was a success on Halloween; both creativity and engineering are involved

v. Set up an electronic voting process on Election Day through NH Kids Vote; each student had to register and vote, and learned about the entire process. Candidate summaries were given at Forest Forum the week before.
vi. Lunch vendor under discussion. Parent survey was sent, and will run a beta test with a new company.
vii. Saplings teaching assistant just got a grant-funded job; DAH is interviewing candidates now.
viii. Placed a Q&A on Charter Schools with a Birches ad in Greater Salem Magazine and 2017 Chamber Business Guide; going to 30K homes in January. This is also helpful for a fundraising outreach perspective as it helps with awareness.
ix. Also looking at do a postcard mailing to target to southern NH families in January. Will also look at targeting preschools without a kindergarten.

b. DAH goals 2016-2017.
   i. Will add Honor Roll for middle school, but will not do a Junior Honor Society.
   ii. No other changes.

c. Contingency plan.
   i. Has been reviewed in past meetings; changes were made and Board reviewed the revised version.
   ii. Board asked for minor wording changes (grammar, not substance).
   iii. August: CS motions to approve, AR seconds. All in favor.
   iv. Will be shared at an upcoming staff meeting.

6. Finance
   a. JW reviewed the July, August, September and October financial reports. Template has been template to show what is over 50% of budget; many of these items are front-loaded earlier in the school year or are one-time only charges, so no concerns.
      i. Discussed the mulch, which was a one-time charge that was over. Considering other options.
   b. CS motions to approve, AR seconds. All in favor.
7. Annual Review of Board Documents
   a. CS reviewed the content of the Conflict of Interest and Board Governance Responsibility and Etiquette policies.
   b. Each member of BBOT needs to sign these for this year. Forms were handed out, completed and passed back in.
   c. Will review the document in full in an upcoming meeting and decide if we want to make changes.
8. Outreach
   a. AR to reach out to Doug Ireland in January as part of Charter School Week
   b. Placed article on Kindergarten garden/farm stand along with Kindergarten-focused charter school.
   c. Will place an article about Socktober.
9. Curriculum update
   a. Meeting is scheduled; will provide an update at Dec meeting
10. Personnel
   a. Assistant to the Business Manager – hired Michelle Cole (10-15 hrs/week)

AS motions to adjourn and MG seconds at 8:06pm.