Board of Trustees Meeting Minutes

Date: May 9, 2016

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

Present: Kara Christesen (Chair), Alyssa Ross (Secretary), Dael Angelico-Hart (HOS), Jody Ronayne (Co-Treasurer), , Nicole Charest (Teacher Representative), Erin McArdle (Teacher Representative), Jessica Wachsman, Christie Storniolo, Alexa Stewart, Christine Miele, Dianne Wright (Co-Treasurer) <via phone>

Regrets: Andy Ducharme

Public: Aimye Haroutunian

KC called meeting to order at 6:35 PM

1. Meeting Minutes from 4/11/16
    - KC asked for one change in the bullet regarding the EMPG grant.
    - AR motions to approve revised minutes, JR seconds. All in favor. None opposed.
2. No correspondence.
    - JW to confirm BBOT mailing list is working with the new Exchange email server.
3. General reminders/discussion
    - HOS evaluation committee is meeting May 16 at 6pm
    - Goal for July meeting is to have emergency plan draft review; JW and DAH working on this
    - August meeting will be August 15th at 5:30pm; both a BBOT mtg and strategic planning
4. Head of School Update
    - Enrollment and wait list for next year are looking good
    - Awarded the Homeland Security Grant for $12,796 for blinds, security cameras and intercom system; do not yet have the funds as FEMA needs to release them. Work is expected to be done by the start of the school year. AR to promote this in the papers once the money is released.
    - Grades 4 and 8 taking science NECAPS in May.
    - Kindergarteners led Forest Forum for the first time last Thursday, with the help with the 6th graders.
    - Teacher Appreciation Week is this week.

- Charter Association has changed to NH Alliance of Charter Schools; kick-off event took place with awards to thank legislators who support charter schools. BBOT is going to write notes to each of the winners plus Bob Elliott to thank them for their support. JW getting list for distribution.
- Reviewed Parent Satisfaction Survey. Will keep it open and solicit more responses; can do so at Fine Arts night, reminder on Facebook, through teacher communications, etc.

5. Foundation Update.
    - Foundation treasurer resigned after 3 years in the role, as of June 30.
    - At Charter School Alliance meeting, an accounting group presented and we learned that most charter schools that started after we were founded do not have a 503(c) so we may want to re-examine the way we do ours. Accountant does think we should have different tax IDs but is assessing the structure/relationship based on long term planning needs (buying a building, etc.) JW communicating with him regarding open questions to get further input. Accountant recommends we get this done before the end of the fiscal year (June 30).
    - Reviewed the Foundation operating budget.
    - Mega –Cash Raffle promotions are ongoing. Could take money from the advertising budget to promote. AR to reach out to papers to see if they'll publish for free and if not will pursue advertising.
6. Outreach update.
    - AR submitted Charter School Alliance picture with Senator Morse.
    - AR is reviewing website to make recommendations to streamline some of the pages. Once complete, will send to Aimye Haroutunian and CM for their input. May need to meet once that next review is done to agree to changes. CM can make most of the changes once decided.
    - AR to reach back out to teachers for arts-integrated information.
    - Will promote raffle. (See section 5 for details.)
7. Organization chart: everyone to review version that KC emailed and confirm at next meeting
8. Finance Update
    - JW updated many line items with comments. Reviewed 2016-17 proposed budget.
    - AR moved to approve budget, AS seconded. All in favor, none opposed.
9. Moved to non public session. CS moved, CM second. All in favor, none opposed.
10. Return to public session. AR moved, AS second. All in favor, none opposed.
11. Statement of Finance Activity
    - Reviewed January – March
    - AS moved to accept all 3, AR seconded. All in favor, none opposed.

AR motions to close, KC seconds. All in favor. None opposed.
8:35 meeting adjourned**.**