Board of Trustees Meeting Minutes

Date: April 11, 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), Andy Ducharme, Nicole Charest (Teacher Representative), Erin McArdle (Teacher Representative), Jessica Wachsman, Christie Storniolo, Alexa Stewart, Christine Miele, Dianne Wright (Co-Treasurer) <via phone>

Regrets: none

KC called meeting to order at 6:38 PM

1. Meeting Minutes from 3/14/16
    - AR motions to approve minutes, AD seconds. All in favor. None opposed. CS, AS abstain.
2. Correspondence. AD has submitted resignation from the BOD as of June 8. KC accepts with regret. AS motions to approve. AR seconds. All in favor. None opposed.
3. Reviewed everyone's start/end of term dates; AR to send file to KC.
4. Upcoming BBOT meetings.
    - Confirmed next meetings dates May 9 and June 21. JW to update school calendar.
    - Looked at dates for summer meetings. Decided on July 13. Will decide August in next meeting.
5. Head of School Update
    - Have gotten 2016-17 return feedback from all but 6 families; 10 people leaving so far. Most are due to relocating, other charter schools, private schools. Have filled some spots already with siblings, and will start to reach out to others.
    - SPD did a Drug Awareness program for the 7th and 8th graders
    - Scientific Solutions fair held; feedback was positive but science is still listed lower on the parent satisfaction survey.
    - 7th/8th graders are finishing up Smarter Balanced testing this week then all grades will be complete.
    - Charter Association meeting is tomorrow

- Held Charter School Day at Birches; had about 120 attendees with a lot of positive feedback.
- Martha looked at all the curriculum programs that we have and listed many details including license renew date. JW will list out the original prices and the expected prices for budgeting.
- The Birches Academy of Academics and Art Board of Trustees, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of *$12,796.00* for the purchase of surveillance cameras, access control intercom and blinds to reduce visibility into classrooms. Furthermore, the Board acknowledges that the total cost of this project will be $*25,592.00,* in which the Town will be responsible for a 50% match *$12,796.00.* The Birches Academy of Academics and Art Board of Trustees hereby authorizes Dr. Dael Angelico Hart as the authorized signor and the acceptor of the grant agreement as written. Additionally the Board authorizes Ms. Jessica Wachsman as the second subrecipient with the authority to maintain detailed accounts of all expenses incurred in connection with the project; and that receipts, invoices, bills and other similar documents shall support such accounts. The Birches Academy of Academics and Art Board of Trustees authorizes Dr. Dael Angelico Hart to sign the Grant Agreement in the presence of a Notary/JP on the day following, April 12, 2016, the Board meeting of April 11, 2016 and that the agreement shall be signed with no written changes. AD motioned to approve. AS seconded. All in favor. None opposed.

6. Outreach update.
    - Pi Day in local papers mid-March
    - AR to reach back out to teachers for arts-integrated information.
    - Will promote raffle.
7. Bylaws. DAH to put the seal on the revised documents that were signed by AR. JW to upload to website.
8. Nomination Policy has been revised; BBOT approved these on 2/15/16. AS to send to entire BBOT, and CM will post to website.
9. Foundation update
    - Confirmed we will do the $100 raffle; maximum of 300 to be sold for a maximum grand prize of 10K. Tickets to be sold through the end of school. If we get all 300, the Foundation will make about 20K.
    - Decided to use an iPad mini to help towards the goal to get 100% participation in the Annual Appeal.
    - Will have someone at Arts Integration Night, etc. with the Square to collect donations for Annual Appeal; looking into what we can do for selling the raffle tickets as well.
    - Discussed future of Foundation board now that Aimye Haroutunian is a FT employee; will make a decision for start of next school year. Could have a 501(c) status for the school and close the Foundation; to be discussed with Finance committee in April.
10. School org chart; CM revised based on input from prior meeting. CM to create a final draft and send to BBOT.
11. Finance Update
    - Discussed last month's review of first pass at 2016-17 budget. DW to share with the concerns the group had and will move the approval to the next meeting.

12. HOS Review. AS said she will join, and CS, KC, AD and AR will continue from last year. KC will send dates to kick off the process. CS suggested we document the process this year as well, and said she can take that on.
13. Succession Planning.
    - Need to differentiate between Succession Planning v. Emergency Planning. BBOT agreed Emergency Planning is the priority.
    - DAH, JW and Ruth Templeton to come up with a draft for Emergency Planning to bring to the BBOT.
    - Succession planning may be more about more long term planning about the structural organization of the school regarding if we want to budget for an assistant head of school.
14. Charter Renewal.
    - DAH has a charter leader meeting tomorrow and will try to get an update, though she does not necessarily expect that they'll have the date this soon.
    - By the end of this school year, DAH needs to write a letter to the charter committee for an update.
15. Non public session. KC moved, AR second. All in favor, none opposed.
16. Return to public session. KC moved, AR second. All in favor, none opposed.

AD motions to close, AS seconds. All in favor. None opposed.
8:28 meeting adjourned**.**