Board of Trustees Meeting Minutes

Date: July 13, 2016

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

Present: Kara Christesen (Chair), Alyssa Ross (Secretary), Dael Angelico-Hart (HOS), Jessica Wachsman, Christie Storniolo, Dianne Wright (Co-Treasurer), Jody Ronayne (Co-Treasurer), Christine Miele

Regrets: Alexa Stewart (Vice Chair), Nicole Charest (Teacher Representative), Erin McArdle (Teacher Representative)

Public: none

KC called meeting to order at 6:38 PM

1. Meeting Minutes from 6/21/16. DW motioned to approved, AR seconded. All in favor. JR abstained.
2. October meeting. Second Monday is Columbus Day, so will move to Monday, October 17.
3. No Correspondence.
4. DAH review is not yet completed; KC will present this at the August meeting.
5. Strategic Planning session
    - Confirmed for August 15
    - Change name to 3-Year Goal-Setting Meeting – Strategic Planning is really the charter and could also infer hiring a consultant.
    - Agenda items to include: portfolios; arts integration in the curriculum. All other ideas to be send to KC by end of July; KC and DAH to meet to firm up agenda ahead of meeting.
6. Head of School Update
    - Enrollment: still a moving target but currently at 221
    - DAH met with HOS from Surrey Charter who just went through the renewal process, to understand their experience with the process and to help ensure we are not missing any key documents, like board meeting minutes. Surrey HOS met ahead of time with the head of the renewal committee to establish a specific schedule for the day, and had the questions ahead of time so everyone (teachers, staff, parents, students, board, etc.) could prepare ahead

- DAH working on many items over the summer including: refining handbooks and policies (especially a medical emergency policy, based on lessons learned from an incident in the spring and Contingency Plan for HOS absence over 5 days); scheduling and planning; issuing poor attendance emails; reminders regarding physicals; ukulele kits this year over built instruments that the 3rd graders can customize; working with Salem and Windham special ed directors who are both new; adding K-2 Spanish info onto website; Spotlight Tour notebook
- Teachers are going to summer development
- Homeland Security Grant work remains ongoing
- Summer camps are ongoing
- Reviewed 2 policies:
    i. Medical Emergency
    ii. HOS Contingency Plan
        1. Decided this can go into personnel handbook
        2. Team to review again to see if anything is missing
        3. Determined we will also develop a contingency plan for JW

7. Outreach Update
    - Confirmed the next legislative/CoC open house is scheduled for October 19
    - Can get legislative lists from the website; can ask Christina if there is anyone else to invite
    - Have AH do a personal invitation to her top hit list
    - CoC to do other promotions
8. Finance committee
    - Tabled for September meeting
9. Foundation Update
    - AH working on donations for Fill Your Cup
    - DAH met with Friends of the Birches to develop calendar for next year
10. Personnel Update
    - Hired paraprofessional for Manchester region

DW motions to close, CS seconds. All in favor. None opposed.
8:02 meeting adjourned.