Board of Trustees Meeting Minutes

Date: February 15, 2016

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

Present: Kara Christesen (Chair), Alyssa Ross (Secretary), Andy Ducharme, Dael Angelico-Hart (HOS), Jessica Wachsman, Christie Storniolo, Dianne Wright (C-Treasurer),

Regrets: Alexa Stewart, Christine Miele, Nicole Charest (Teacher Representative), Erin McArdle (Teacher Representative), Jody Ronayne (Co-Treasurer), Melissa Magnuson

Public: none

KC called meeting to order at 6:41 PM

1. Meeting Minutes from 1/11/16
    - AD motions to approve minutes, DW seconds. All in favor. None opposed.
2. Correspondence. Melissa Magnuson has resigned from BBOT. KC has replied to the letter sharing our thanks and accepting the resignation with regrets. MM has offered to still be a resource as needed.
3. Housekeeping
    - Rotary grant for 15K has been applied for; directed to science kits for 4-8
    - Several parents may be interested in joining the board, and KC is also working on someone in the community
4. Finance Update
    - JW had a computer crash, which has revealed some other technical issues such as backups not taking place as expected. JW to work with T-Seed to get a better plan. Currently we spend 5K with them (and then 2.5K for Haiku, so total tech budget is 7.5K).
    - Based on computer issues, finance meeting was canceled.
    - Goal is to present 2016-17 operating budget at March 9 finance meeting and then to BBOT on March 14, assuming no major changes from the committee.
    - Donor Relations job posted Friday, February 11. JW to post on Facebook, DAH to post in Bulletin. DW suggested the NH Employment Office which is a free service.

- JW has not received any responses to landlord letter. Town has told JW that no paperwork has come in for Planning Board to put the matter on their agenda.

5. Head of School Update
    - No change to enrollment numbers (221)
    - DAH went back to Spotlight tour sign in sheets; vast majority indicated they know about Birches from word of mouth
    - Middle School Spotlight tour is scheduled for March 10; CM will push on Facebook and have middle school parent ambassadors
    - Kindergarten lottery was held; Bob Elliot was there. First deadline for acceptance is Friday, February 19.
    - Ruth helped the middle school students volunteer at a Kids Fair at Woodbury Middle School; good community exposure both to community members and prospective families
    - Rescheduling vision screening for the school for March (was supposed to be on the snow day)
    - DAH creating a communication process for high school applications
6. Curriculum Update
    - Science
        i. Committee discussed the need to showcase more of the science curriculum, more of the problem solving approach v. the traditional lab work
        ii. Putting together a Science Solutions Fair for late March
        iii. May get science kits as part of Rotary grant
    - Creating an organizational chart as part of accountability report for renewal
7. Outreach
    - AR has a few items to post; K lottery and 3rd grade wax museum; enter the play (Birches players) with the focus of the community; also the Woodbury event and tie that to the Middle School Spotlight tour
8. Foundation Update
    - No update
9. Bylaw revisions.
    - Most changes were just grammatical; with a few exceptions
        i. Confirmed language around voting
        ii. Discussed language around term expiration not being tied to the fiscal year; agreed to develop a list of term dates for current board members
        iii. AS realigned the nomination policy language
    - AD motioned to accept Bylaws with changes; DW seconded. All in favor, none opposed.
    - KC to send to AR to sign; AR will return and distribute to all.
    - Also reviewed BBOT Nomination Policy to make language consistent with the Bylaws. AD motioned to accept Bylaws with changes; CS seconded. All in favor, none opposed. KC will print a copy for DAH binder, email to all including CM to post on website.
10. New Business.
    - BBOT goals review. We have looked at/reviewed each of the goals.
    - Some of the other recurring themes are MS retention, HS prep, teacher enticement. What are our other priorities?
        i. Beefing up test scores
        ii. Overall wait list
        iii. Others are to think about this

11. No public comment.

8:25 meeting adjourned**.**