Board of Trustees Meeting Minutes

Date: June 21, 2016

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

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

Regrets: Erin McArdle, Christine Miele, Jody Ronayne (Co-Treasurer)

Public: Mike Gendreau

KC called meeting to order at 6:39 PM

1. Meeting Minutes from 5/9/16. AS motioned to approved, CS seconded. All in favor.
2. Correspondence: Birches teachers/staff would like to provide dinner during the August strategy session for the BBOT in appreciation of their dedication to the school. BBOT asked NC to pass along thanks to the teachers/staff.
3. General reminders/discussion
    - July 13th 6:30pm meeting
    - August meeting will be August 15th at 5:30pm; both a BBOT mtg and strategic planning
    - Need to write thank you notes to the Charter School Champions; BBOT will each write notes before the end of this meeting and KC will mail.
4. KC motioned to go out of public session. AS seconded. All in favor.
5. AS motioned to go back into public session. CS seconded. All in favor.
6. Head of School contract renewed for 2016-17. DW motions, CS seconds. All in favor.
    - KC will bring it to new contract to DAH on June 22 so both KC and DAH can sign.
7. 5 Year Renewal – Board responsibilities
    - Entire BBOT will be part of focus group
    - Questions include:
        i. Roles/responsibilies of the board; what areas or decisions are outside the scope?
        ii. What criteria are used to determine whether the school is successful
        iii. How does the board evaluate HOS

iv. What are the school's greatest challenges? What strategies are being employed to meet them?
v. Describe a recent policy decision made by the board from proposal to enactment.
vi. How are new board members identified, recruited, selected and oriented.

- KC will recommend a policy to review; will get a clear definition of policy v plan to help aid the decision
- Date of this review not likely to be before May 2017
- Will form a new sub-committee to focus on the renewal, focused through the curriculum meeting

8. Strategic Planning session, August 15
    - With this being the first year of no major changes, agreed that we want to focus on what makes us unique as an educational institution in order to attract families
    - Specific points to discuss:
        i. Portfolios – purpose, role, relation to personal learning goal, long-term goals as part of the charter
        ii. Middle School – preparation, high school application process
        iii. KC asked for other input to be sent to her
9. Head of School Update
    - Enrollment: still a moving target but currently at 221
    - 8th graders going to Salem HS, Windham HS, Timberlane, Trinity, Central Catholic, Lowell Catholic, Founders, Pinkerton or Brooks (student on wait list at Brooks)
    - Since last meeting:
        i. Fine Arts/Integrated Arts night
        ii. First Birches Spirit Week created by student government
        iii. Musical celebration
        iv. Career Day (DAH shared brochure)
        v. First Kindergarten graduation
        vi. Field Day
        vii. End of the Year teacher party
        viii. More curriculum mapping with teachers (NC shared Google doc, a work in process)
        ix. First Birches Clean Up Day
    - Grade 4 has been chosen to participate in the NAEP testing next February – reading and math – no individual scores, just by school; looks at trends, comparison by state and country
    - NH Alliance for Public Charter Schools – met on June 14 when DAH was not able to attend due to 2016-17 planning session with teaching staff
10. Curriculum Committee
    - Created a tracker to show by grade, by month, by A/B year
    - Shows assessments
    - Shows arts-integrated, coordinated with Mrs. Hawkes that matches the curriculum
    - Will add Common Core at a later time to show connection to standards
11. Organizational Chart
    - Renaming Business Manager to Business & Operations Manager
    - Renaming front office assistant to Assistant to Business & Operations Manager
    - Reworking format; will review again in July

12. Finance committee
    - Committee did not meet so will review June budget at next meeting
    - JW got a new bid for the blinds as part of the Homeland Security grant
    - JW working on camera installation as part of the Homeland Security grant
    - Renewed liability and workers compensation insurance
    - As of July 1, JW will be responsible for the accounting procedures of the Foundation, as a separate company under Quickbooks
    - Working on new report card system; ensuring the technology is good
13. Foundation Update.
    - Mega –Cash Raffle: One of the people who won the raffle (the 2.5K) is going to do a matching grant challenge
    - Looking for a treasurer
14. Personnel Update
    - Mrs. Black-Ward's teaching assistant moved to a full time position; hired Kelsey Wright
    - Mrs. Hampstead is going to officially retire; Mrs. Stone will stay half time and then seeking another half time assistant
    - Hiring a paraprofessional
15. BBOT
    - Mike Gendreau submitting his application
    - Will interview/vote in the July meeting

AR motions to close, KC seconds. All in favor. None opposed.
8:37 meeting adjourned**.**