Board of Trustees Meeting Minutes OPEN

Date: November 20, 2018

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

Present: Kara Christesen(KC), Christie Storniolo (CES), Christine Miele (CM), Alyssa Ross (AR), Dianne Wright (DW), Bob Hawkes (BH), Michael Gendreau (MG), Emily Haswell (EH)

Admin: Chris Smith (CDS), Jessica Wachsman (JW), Erin Balfe (EB)

Consultant: WIlliam Nevious (WN)

Public: none

KC called meeting to order at 7:36am

- Approval of Minutes:
  - October 9 meeting. CM motions to approve with changes, AR seconds. All approve. None opposed.
- General
  - Correspondence - letter received
  - Next meetings:
    - December 11: 5:15pm Finance committee
    - December 18: 7:30am Board
    - January 8: 5:15pm Finance committee
    - January 15: 7:30am Board
- Foundation update
  - Annual Appeal Letters
    - Looking to send prior to Thanksgiving break
  - Fill Your Cup
    - Sold 249 tickets, 18 teacher sponsors
    - 2 Silver Sponsors ($500), 3 Bronze Sponsors ($250)
    - Still confirming final profit

    - Kidstuff coupon book: $1,732.50 in sales
    - Epilepsy Bag to School Fundraiser
        - Collected 3,074 soft and 470 household goods/books/toys. Down from the spring.
        - Profit: $624.20
    - Spirit wear
        - Great response on new logo and items
        - Foundation decided to purchase items to keep on hand in the school store
    - Charity Gaming
        - Looking into 2019 gaming application
        - Cheers Poker Room has reopened but still trying to find another Poker Room to join. Will reach out to the owner of Cheers to see if we can schedule our last day for 2018.
    - Upcoming
        - Scholastic Book fair to held week on December 3-7
        - Special Friends Day: December 6
        - Parent Date Night/Movie Night: December 7
- Dean of School update
    - Enrollment at 219; down 5 this month
    - Lion's club is coming Wednesday the 14th to do eye testing
    - Received Department of Security report; reviewing for changes that can be made to ensure the Birches is the safest it can be
    - Added a section to our handbook and sent a message out in the Bulletin to confirm that we follow Salem's transportation policy including the section that deals with recording on busses.
    - Website
        - JW, CDS working on a template; will produce an example for the BoT to look at in December meeting
        - BoT will review mockup before January meeting
    - Middle School Update
        - Some scheduling issues for 5 students due to variety of math levels; to address Ms. Kinson has created a Google Classroom for a 'fliiped classroom' - successful to date
- Staff Training
    - Ms. Kinson was trained as a CPR/First Aid Instructor; completed initial training with staff and will schedule additional trainings.
    - Ms. Ham attended a "Pictures in writing" training on October 12
    - ALERT training for staff as initial step in active shooter response.
    - Ms. Hopkinson attended the New Hampshire Alliance of World Language Teachers (NHAWLT) Conference; came back with many resources and has offered to meet with anyone interested to go over specific items from the Google Doc she generated at the conference such as hyper docs and break in boxes.

- Finance
    - Reviewed budget to actual through October 31. CM motions to approve. CES seconds. All in favor. None opposed.
    - Additional space in building. Salem said we don't need to go before planning board. JW getting quotes for work that would need to be done. Would look to take occupancy in January. Motion to proceed without exceeding approved maximum. CM motions, MG seconds. All in favor. BH abstains.
- Public comment: none

DW approves to adjourn. AR seconds. All agree.
8:28 meeting adjourned