Board of Trustees Meeting Minutes OPEN

Date: February 13, 2018

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

Present: Kara Christesen, Christie Storniolo, Michael Gendreau, Dianne Wright (by phone)
Regrets: Alyssa Ross, Christine Miele

Admin: Jessica Wachsman
Admin: Ruth Templeton
Teacher Rep: Erin McArdle

Public: Bob Hawkes, Mike Brengola, Michelle Cole

KC called meeting to order at 6:32 PM

1. Approval of Minutes: January 9th for approval. KC, CS, MG, DW approve.

2. Foundation Update.
    a. Mega Cash Raffle in the works.
    b. Candy Grams 2/14
    c. Bags 2 School in April/May.
    d. Second annual appeal to go in March. Have $13,000 in annual and $1,300 in company match.

3. Finance
    a. CS motions to accept the finance reports for 1/31/2018. MG seconds. KC, CS, MG approve.
    b. Received final payment of $450,000 from the state; we will get a true-up in July.

4. School Update
    a. Currently 220 students enrolled.
        i. Added 6th grader and 8th grader. 6th grade is full.
        ii. 49 on the waitlist for K, after the lottery.
    b. Senator Morse did the lottery on 1/31.

c. RT and JW doing a coffee with parents in the morning; will plan an evening one.
d. Middle School progress reports are going home this week.
e. DI Tournament is Saturday 3/10.
f. Middle School students volunteered at Kids Carnival with RT.
g. KC commented positively about the Birches Bulletin and the addition of student art work.
h. RT indicated that there has been good feedback on the Middle School hires.
i. CS did Windham Mom's Club preschool open house on 2/10.
j. All 8th grade students were included in the Salem High School Freshman Guidance Meetings. Debbie reached out to every school district to find out when there Freshman student nights and communicated directly with 8th grade parents.
k. Accountability report is due to the State of NH the end of August. JW & RT will review after February break. They will follow past years' format.

5. Hiring Committee.
    a. Committee meeting on 2/14 to finalize a pool of questions, including feedback from teachers. Christine and Diane are compiling leadership questions.
    b. Good pool of candidates within the pool.
    c. Interviews on the 2/19 and 2/21; week after vacation will be for additional interviews.
    d. Parent rep Michelle Cole left off the hiring committee meetings but will be looped in going forward.

6. Grievance policy
    a. CS indicated that Board will have a draft for review in the March meeting.

7. Upcoming document review plan:
    a. 2018-2019 Budget: March
    b. Revised teacher contracts: April
    c. Abbreviated handbook for students to be part of the planner: April
    d. Student advancement policy: May
    e. Teacher review process: June
    f. Dean of School review process: July

8. Public Comment: None.

CS approves to adjourn, MG seconds. All agree.

7:18 pm meeting adjourned**.**