Board of Trustees Meeting Minutes OPEN

Date: December 17, 2018

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

Present: Christie Storniolo: acting Chair (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), Ruth Templeton (RT)

Consultant: WIlliam Nevious (WN)

Regrets: Kara Christesen (KC)

Public: none

CES called meeting to order at 7:32am

- Approval of Minutes:
  - November 20 meeting. CES motions to approve with changes, CM seconds. All approve. None opposed.
- General
  - Correspondence - none
  - Next meetings:
    - January 8: 5:15pm Finance committee
    - January 15: 5:30pm Board
    - February 5: 5:15pm Finance committee
    - February 12: 5:30pm Board
- Foundation update
  - Annual Appeal Letters
    - Sending this week
    - Looking to revamp Annual Appeal FAQ sheet for spring mailing. Add graphics & parent quotes.

    - Spring Fundraiser: Cash Calendar Fundraiser
        - $10 a calendar
            - Will be asking each family to sell
            - Prizes for the Student/Families who sell the most calendar raffles (4 pack to Canobie or Water Country, iTunes Gift Card)
        - 31 chances to win: daily cash drawings during May
        - Looking at having $1,000 in cash prizes
        - Asking local businesses to sponsor
    - Friends of The Birches: working on a plan to recruit new volunteers to help with smaller events & fundraisers
    - Upcoming
        - Adult Only Night Out
            - Have been approached by new families who are interested in a Spring adult only night
            - Researching Comedy Night/Trivia Night
        - Special Friends Day and Scholastic Book fair moved to Spring
        - Penny Wars: March
- Dean of School update
    - Enrollment at 214; down 5 this month
        - Have several offers out
        - Have 27 applications in for K lottery
    - Events and Updates
        - 4-8 Winter Concert was 12/13
        - Middle School chorus will be going to Greystone retirement center to sing on 12/19.
        - Principal of the day winner will be leading us on 12/20.
        - Starting our first Robot Club in January as an after school club, and we will have the robot after it's over.
        - Worked with AH to update Annual Appeal letter
        - Strategic Planning committee has met twice; working on creating goals to help lay a foundation for other work.
        - 3D Printer is up and running; CDS working on a strategy for rolling it out to the entire school
        - Fill a Wish - teachers have asked in lieu of holiday gifts to provide supplies specific to each classroom
    - Middle School
        - Mrs. Kinson continues with the flipped classroom and the students have really bought into the model.
    - Staff Training
        - Mr. Fanning led the middle school training on social pragmatics
        - Mrs. Templeton led a training on Fountas and Pinnell.

        - The UDL team did instructional rounds at the school as part of their ongoing training.
        - Mrs. Hopkinson shadowed a peer at another school on 12/11 to compare practice; her counterpart will be shadowing her for a day in the future. She found the process very informative.

- Finance
    - Reviewed budget to actual through November 20. CES motions to approve. CM seconds. All in favor. None opposed.
    - Audit went smoothly, no issues cited. Audit will be posted on the website.
        - WN asked how long we've had the current auditor. JW said 7 years. WN recommends we review the auditor every 5 years.
- Policies
    - Whistleblower: CM reached out to legal counsel; he does not feel we need this based on NH state law. We will review the Employee Handbook to see what language is currently in there, but Board agrees to follow legal counsel.
    - CDS researching what other schools have with regard to defining simple assault in their policies.
- Committee Reviews
    - Current full committees:
        - Outreach: CM (chair), AR, AH
        - Curriculum: CDS, RT (need Board member)
        - Personnel: AR, CES, CDS, WN - will add Michelle Cole; need a meeting to determine chair
        - Finance: EH (chair/Treasurer), CES, MG, DW
        - Governance: MG (chair), DW, CES, WN
    - Ad hoc:
        - Strategic Planning:
        - Building
        - Conflict Resolution
    - Motion to elect EH as Treasurer. DW moves. BH seconds. All agree.
    - January meeting: each chair to discuss current tasks, meeting schedule.
- Website
    - CDS and JW worked on a draft; sharing with Board members for feedback
    - AR, CM to review and provide input to CDS, timeline in January meeting
- Public comment: none

CM approves to adjourn. MG seconds. All agree.
8:27am meeting adjourned