Board of Trustees Meeting Minutes OPEN

Date: June 14, 2018

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

Present: Kara Christesen, Christie Storniolo, Christine Miele, Alyssa Ross, Michael Gendreau, Dianne Wright, Bob Hawkes

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

Regrets: none

Public: Aimye Haroutunian, Michelle Cole, Chris Smith

KC called meeting to order at 6:36pm

1. Approval of Minutes:
    a. May 8th. CS motions to approve with changes, CM seconds.
2. Correspondence.
    a. Potential board members: Kirsten Demott and Emily Haskell. Both have documentation to complete.
3. Board Member renewals for CS, CM, DW, AR. BH motions to accept renewals, MG seconds. All in favor.
4. Upcoming meetings
    a. July 10th – 5:30pm (finance) 6:30pm (full Board)
    b. August 21st – 5:00pm (full Board planning session)
5. Foundation
    a. Mega Cash Raffle – 218 tickets sold of the 300. Delayed date to June 20; will do via Facebook live.
    b. Other fundraisers generally on track.
        i. Yearbooks are a little over; will consider asking parents next year if they'd like to contribute a few dollars to the cost of classroom yearbooks.
        ii. Next year will move Special Friends Day and Scholastic Book Fair to December; will have more Spirit Wear available too before the holidays.
        iii. Bags to School fundraiser - $896 for the spring fundraiser.
    c. Annual Appeal. Down from last year. Lost a few large donors who are no longer Birches families. Second letter did bring in some donations but not as many as years past.

d. Charity Gaming. We were set up with Cheers Poker Room which is (at least) temporarily closed. On the waiting list for Chasers.
e. Activities under consideration for 2018-19; will have forecast in July
    i. Annual Appeal
    ii. Coupon book
    iii. Paint Night
    iv. Fill Your Cup scheduled for Friday, November 9th at Castleton. Donation requests are going out already.
    v. Halloween Trick or Treat
    vi. Clothing Drive
    vii. Scholastic Book Fair
    viii. Holiday Movie Date Night
    ix. Monarchs Game
    x. Chunky's (either tickets or movie premiere)
    xi. Cash calendar (goal for businesses to sponsor squares; looking to draw in March or May)
    xii. Penny Wars

6. School Update
    a. Enrollment remains at 219 students
    b. Have received some notifications for students who will not return; working on wait list – right now all spots are at least offered. Most leaving are due to moves.
    c. Recent activities:
        i. K orientation
        ii. Music Celebration
        iii. Arts Integration Night
        iv. NYC Trip
    d. Field Day, Friday June 14th
        i. Changed to a half day, morning at Birches then bus to field at 11am for lunch and then 11:30am start activities
        ii. Ordered t-shirts instead of buying their own
    e. Graduations, Tuesday June 19th
        i. K 9am
        ii. 8th grade 6pm
        iii. Will send pictures to AR to submit to paper
    f. JW attended Charter School Alliance meeting
        i. Focus on funding because 2019 is a budget year
        ii. Property tax rebate did not pass
7. Personnel
    a. Hired 8th grade math/middle school teacher
    b. Most teacher/admin contracts are signed; just a few outstanding to be completed. Only position to fill is a middle school teaching assistant.
    c. New position: Dean of Strategic Initiatives
        i. Dialogue on scope of role.
        ii. Renamed to Strategic Initiatives Consultant.
        iii. AR motions to accept job description with forthcoming changes. CS seconds. All in favor. None opposed.
8. Finance
    a. Funding for Strategic Initiatives Consultant.

        i. 35,000 for part time position
        ii. All board agrees on where the funding will come from but official vote to take place in July meeting with revised annual budget.
    b. Reviewed April actuals.
        i. CM motions to accept April. CS seconds. All in favor. None opposed.
    c. CM to validate monthly oversight on bank statements.
9. Outreach
    a. AR to send in K, 8th graduation.
    b. Website to be updated in the summer; proposal in development.
    c. All Board members to send revised bios.
10. Grievance Policy
    a. To be updated
    b. Goal to update by beginning of school year; CDS to send to CES
11. New Business
    a. Strategic Plan – KC to send to all for review by the July meeting; depending on scope of changes will discuss in standard July meeting or extended August meeting
    b. All Board members to send Google account info to KC.
12. Public Comment
    a. none

DW approves to adjourn. MG seconds. All agree.

8:56pm meeting adjourned**.**