Board of Trustees Meeting Minutes OPEN

Date: January 9, 2018

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

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

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

Public: Aimye Haroutunian, Bob Hawkes

KC called meeting to order at 6:37 PM

1. Approval of Minutes: December 12th for approval. KC, CM, DW, MG, CS approve with changes. AR abstains.
2. Public Comment or Correspondence:
    a. Received one parent letter regarding the hiring process for new Head of School.
    b. Received one staff letter expressing interest in being involved in the hiring process.
3. Upcoming meeting dates: February 13th, March 13th, April 10th - finance 5:30, board 6:30
    a. KC asked all to confirm attendance once agenda email has been sent
4. Foundation Update from AH:
    a. Held Foundation meeting on January 8; reviewed fundraising:
        i. KidsStuff – made $987.50 (not on original plan)
        ii. Barnes & Noble - $373.64 (down from 2016; store was slow)
        iii. Movie Night - $428.21 (down from 2016)
        iv. Parent-lead enrichment - $3407 (over estimate)
    b. Charity Gaming dates have been confirmed for Cheers. March 9-18; estimated 2K per night.
        i. Have been told that it's better to stick with one location rather than split, so that preferred dates are given
    c. Mega Cash Raffle:
        i. $100 per ticket with only 300 to be sold
        ii. Grand prize 10K, second 2.5K, third .5K

        iii. Beats headphone raffle for anyone selling more than 3 tickets
        iv. Tentative drawing date May 31 which is the spring musical
        v. Can reduce the prize money if all 300 tickets are not hold
    d. Birches Choir singing at Manchester Monarchs game
5. School Update from RT:
    a. Current enrollment is 220. 214 on the waitlist.
    b. Kindergarten has 61 students in the lottery, with 11 siblings – lottery is January 31
    c. Spotlight tours:
        i. January 10, 2018 – 9:00 am
        ii. February 9, 2018 – 9:00 am
        iii. February 13, 2018 – 5:00 pm
        iv. March 7, 2018 – 9:00 am
        v. April 10, 2018 – 5:00 pm
        vi. May 9, 2018 – 9:00 am
    d. School activities
        i. Middle school dance was held January 6
        ii. Spirit Day January 11
        iii. Working on talent show, Children's Stage Adventures, NYC middle school trip
    e. Teacher Workshop Day January 16 – working on calendaring, scheduling and then team meetings
    f. Next staff meeting January 18 – AR will represent Board
    g. Windham Mom's Club reached out to us to attend one of their events – the Day Care Fair on February 10th. CS, JW to coordinate.
6. Finance
    a. Want to offer free full-day kindergarten for 2018-19 school year. CM motions, CS approves. All in favor.
    b. Legal fees had a 5K budget; current actual is $14,464; board approves overage as well as to increase line item to 15K. CS motions, AR approves. All in favor.
    c. Reviewed October, November and December finance reports. CS motions, AR approves. All in favor.
    d. Considering adding a high school student teacher to Night Owls. KC checking with SHS for options.
7. Personnel:
    a. Dean of School job posted on School Spring starting January 5. Have gotten some applications.
    b. Processes for hiring committee.
        i. Discussion: when to bring in teachers for minimal classroom disruption?
            1. EM felt the hiring for the middle school teachers worked well, where Board/admin made first round decisions then teachers met finalists.
        ii. CM, RT, DW will do pre-screening and possibly with a teacher rep; will poll the teacher committee to make decision.
    c. Hiring committee make-up:
        i. 3 teachers; 1 K-2, 1 3-5 and 1 6-8; EM will be 6-8, K. Cox for K-2, need to decide between K. Livingston and H. Black-Ward for the 3-5 slot who both volunteered; KC will talk to them both regarding the options.
        ii. Michelle Cole will be the parent rep; has HR background
        iii. Board: CM, RT, DW
    d. Will share news of the hiring process to the Bulletin and then on our Facebook page

8. Promotion
    a. Will get photos from:
        i. K lottery
        ii. Trees art clock project (may also do video)
        iii. Ski Club
    b. JW will send AR the contact for changing the photos on the website
9. Grievance Process
    a. Reviewed what Salem has, proposed Birches policy
    b. CS and MG will develop process; will review in a future meeting
10. Public Comment:
    a. Bob Hawkes is interested in joining the Board. He has nomination process/application materials and will submit to Board. Once received, interview date to be scheduled.

DW approves to adjourn, CM seconds. All agree.

8:32 meeting adjourned**.**