Board of Trustees Meeting Minutes
OPEN

Date: October 9, 2018

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

Present: Acting Chair: Christie Storniolo (CES), Christine Miele (CM), Alyssa Ross (AR), Dianne Wright (DW), Bob Hawkes (BH), Michael Gendreau, Emily Haskell (EH)

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

Consultant: WIlliam Nevious (WN)

Regrets: Kara Christesen

Public: none

CS called meeting to order at 6:36pm

- Approval of Minutes:
    - September 12th meeting. DW motions to approve with changes, CM seconds. MG abstains. All approve. None opposed.
- General
    - Correspondence - none
    - Board retreat October 13th
    - Fill Your Cup: November 9th - today is the last day to buy discounted tickets
    - Next meetings:
        - November 13th: 6:30pm Board

        - December 11th: 5:30pm Finance committee, 6:30pm Board
- Foundation update (JW)
    - Hamilton Raffle
        - Sold 87 tickets so far
        - Selling through October 11
    - Annual Appeal
        - Letters going out next week
        - Spreading the word about Monthly Momentum, have had more people sign up
    - Fill Your Cup
        - Pentucket Bank silver sponsor
        - 74 tickets so so far
        - Still reaching out for donations and sponsors
        - Senator Morse, Senator Regan and Representative Elliot have been invited
    - Spirit Wear
        - On sale October 1-15
        - Launched new products and website
    - Kidstuff coupon books
        - 76 books sold
        - Sale going through October 12
        - Nearly $1000 in profits
    - Bags to School drive: October 17-18
    - Yankee Candle holiday sale
    - Scarecrow competition by each classroom; will put all entries outside by the end of this week and hold a vote on Facebook
    - Windham Harvest Fest October 13th; will have booth
- Dean of School update
    - Enrollment at 221; down 2 this month
    - Field trips
        - 7th and 8th graders went to NHTI
        - 6th graders to Camp Lincoln
    - ALERT training October 10th
    - Added screening to play area to keep items/students out of the creek

    - Reached out to Seacoast to set up an observation for kindergarten teacher to see how they do K and pre-K
- Staff Grievance Policy
    - CM, CDS updated based on input at last meeting and provided Board final version. AR motions to approve.. CM seconds. EH abstains. All agree. None opposed
        - WN is going to compare to Pinkerton's and will share any insights next meeting
- Finance
    - Had state audit, all went well
    - Reviewed 2017-18 year end actuals. CM motions to approve. AR seconds. All in favor. None opposed.
    - Reviewed budget to actual through September 30th. CM motions to approve. DW seconds. All in favor. None opposed.
- Committees
    - Grievance committee
        - Need 2 members.
        - WIll be temporarily CES, AR. Will formalize in an upcoming meeting.
        - WN looking into an HR training.
    - Building and other committees will be discussed after Board Retreat
- Outreach
    - AR, JW, CDS, WN met regarding website overhaul; got two quotes and will discuss how to proceed
    - Added EH bio to website
    - Wrote press release re CDS; sending to local media and local politicians
    - Submitted Hamilton lottery to papers (also ran in Salem CoC)
    - Will submit scarecrow contest pictures to papers
- Public comment: none

DW approves to adjourn. AR seconds. All agree.
7:42pm meeting adjourned