Board of Trustees Meeting Minutes OPEN

Date: May 8, 2018

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

Present: Christine Miele (acting Chair), Alyssa Ross, Michael Gendreau, Dianne Wright, Bob Hawkes

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

Regrets: Kara Christesen, Christie Storniolo

Public: none

CM called meeting to order at 6:40pm

1. Approval of Minutes: April 18th. MG motions to approve with changes, BH seconds.
2. No correspondence.
3. Upcoming meetings
    a. June 14th– 5:30pm Finance, 6:30pm Board (note: a change from June 12th)
    b. Will discuss in June meeting July and August meeting dates; will also discuss optimal day of the week for Board to meet for next school year
4. Foundation
    a. No official update due to Teacher Appreciation Week.
    b. Mega Cash Raffle – 103 tickets sold of the 300.
        i. AR will investigate putting into the paper, free or paid.
        ii. JW will add to Facebook pages week, including that they can pay online; will also do paid Facebook ad.
5. School Update
    a. Enrollment at 219 students.
    b. Reviewing 2018-19 Intent to Return form; still coming in but only a few no's so far which were mostly due to relocation. Have reached out to some people from waitlist for known openings and have 231 people on wait list for all ages.
    c. All K have accepted for 2018-19; 53 people on the K waitlist.
    d. Middle School dance held Friday, May 4.
    e. Field trips:
        i. NYC 7th/8th trip next week. Students not going will do Boda Borg and Museum of Science, along with 6th graders.

ii. 1st/2nd Seacoast Science Center
iii. 3rd Quarrybrook
iv. 4th/5th Strawberry Banke

f. Middle School changes
i. Informing parents during Thursday, May 10 meeting:
1. Will share changes to middle school
2. Also will focus on 5th grade puberty presentation and 6th/7th grades for Washington, DC prep meeting
ii. Students: Friday, May 18th 2018-19 middle school course selection day
iii. JW will share in a special edition of Birches Bulletin

6. Promotion and Retention Policy
a. Discussed and made changes.
b. CM to adjust some formatting and send to RT.
c. MG motions to approve with changes, AR seconds. All approve.

7. Finance
a. Reviewed February and March.
i. Reimbursed 22K from insurance company but this is not enough based on bids; JW to go back to adjuster.
ii. MG motions to accept, A seconds. All approve.
b. June meeting: Board will approve April and May budget actuals.

8. Personnel
a. Teacher contracts:
i. JW shared teacher contract with lawyer for review since it had not been reviewed since its inception; only minor changes made
ii. Teacher contract provided this week; all accepted/returned. Assistants/specialists will receive contracts next week.
b. 8th grade math/middle school teacher
i. Have conducted 3 interviews, have 1 more to be scheduled
ii. Happy with quality/background of candidates
iii. Will come back and meet the team
c. HOS Hiring Committee
i. Have had ~10 first interviews, ~6 second interviews; of those Committee has narrowed it down to 3 candidates
ii. Next steps:
1. One coming in for a second interview Thursday and to meet with teachers
2. One coming in Friday to meet with teachers
3. One coming in by Monday to meet with teachers
4. After those meetings, Committee will make recommendation for which candidates to bring before the Board
a. Discussed timing options to bring them in; looking at Friday, May 18, Tuesday, May 22 or Wednesday, May 23 – will know better once final candidate is scheduled , decision is made on how many to bring in and of those availability is confirmed. Need to share with public 48 hours in advance.
5. Michelle Cole to start checking references this week

9. Outreach
a. AR sent in pictures Stage Adventures to local publications.

b. Website to be updated in the summer; proposal in development.

10. Public Comment
    a. none

DW approves to adjourn/MG seconds. All agree.

7:49pm meeting adjourned**.**