Board of Trustees Meeting Minutes OPEN

Date: June 11, 2019

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

Present: Christine Miele (CM) [acting Chair], Bob Hawkes (BH), Dianne Wright (DW), Alyssa Ross (AR), Emily Haswell (EH)

Staff: Chris Smith (CDS), Jessica Wachsman (JW), Aimye Haroutunian (AH)

Consultant: WIlliam Nevious (WN)

Regrets: Kara Christesen (KC), Erin Balfe (EB), Christie Storniolo (CES), Michael Gendreau (MG)

CM called meeting to order at 5:38 pm

General

Approval of minutes from May 14 meeting. BH motions to approve, DW seconds. All others approve. None opposed. AR, EH abstain.

Next meetings

- July 9: 5:15 Finance meeting
- July 30: 5:30pm Board meeting
- August 20: 5:30pm Board retreat

2019-2020 Board officers

- Motion to nominate executive team: CES – chair, CM – vice chair; EH – treasurer; AR – secretary.
- BH motions to approve. DW seconds. All approve. None opposed.

Charter School budget update

- JW provided update
- Budget is not yet approved
    - Lease aid has not been funded for many years, but is back under consideration: can be a 30K cap per charter school.
    - House budget has no change in allocation to students, Senate version has $370/student.
    - Proposal to repeal Keno-garten and fund K at the same rate as 1-8 students for the 2019-20 year; would also make the K students eligible for free and reduced lunch aid.

Foundation update

2019-2020 planning

- Fall signature event: Fill Your Cup
- Late winter: Daily Cash Calendar
- Scholastic Book Fair
- Will finalize schedule for events & fundraisers last week of June

Annual Appeal

- Final push for Annual Appeal $10k in 10 days
- Trying to reach the families that did not donate

Charity Gaming

- Per Sen Morse new gambling halls are on hold because they are trying to push casinos in NH
- Still waiting for the follow up with Sen Morse

Dean of School update

Enrollment

- Remains at 218
- All next year spots filled, waitlist is robust

Events and Updates

- Coffee with Mr. Smith for 6-8 on May 17, a number of parents came and the conversation was active
- Coffee with Mr. Smith for K-5 on May 23, but no parents availed themselves of the opportunity that day
- Kindergarten orientation was on June 3
- CDS met with the Head of school from Windham Academy on June 5
- Spring concert was June 6

Personnel

- Hiring: Middle school math teacher and 4/5 teacher; have had a number of interviews with promising candidates and some second interviews are coming back in
- Hiring: 1/2 teaching assistant

Technology

- We got two Chromebook licenses for the administration portion; allows us to move forward with increasing our Chromebook numbers.

Middle School

- DC trip took place; got a lot of positive feedback about the behavior from our students.
- Students who did not go to DC went bowling and they represented us very well also.

Committee Updates

Finance

- Reviewed budget actuals through May 31. EH motions to accept, BH seconds. All others approve. None opposed.
- Checking signing policy. Motion to remove KC and DW as check signers, and add EH and CM. AR motions to accept. BH seconds. All others approve. None opposed.
- Motion to give acting chair (CES) authorization to sign all teacher and Dean of School contracts. BH motions to accept, EH seconds. All others approve. None opposed.

Governance

- Board member recruitment:
    - One candidate withdrew from consideration due to time commitments.
    - Have upcoming meetings scheduled with other potential candidates.

    - Current Board members will attend Fall school activities to help recruit new parents as Board members.
- Board member recruitment and onboarding process:
    - Only suggested change is to eliminate background fee. Will need to vote on the Board Nomination Policy in the July 30 meeting, which includes this change.
    - Looking into creating a binder to provide potential new board members to help them better understand the school, the history of the Board, documentation, etc.

Outreach

- Met May 20, with EB joining for the first time.
- Next meeting to be scheduled for July.
- AH and CM reviewed donor list, creating a plan to prioritize business targets and set it up in a way that it is easier to help volunteers reach out.
- EM focusing on IG, photos within school.
- AH and CM working on brochure inserts.
- AR continuing to update website, researching Twitter strategy.
- AR, CDS, JW to meet over the summer to talk about Dean of School update format.

Personnel

- Drug free work policy reviewed, to be voted on in July meeting.
- AR and CES working on CDS review. Surveys completed to staff and Board with good participation. Review to be held in July.

Strategic Planning

- Committee meeting weekly on Tuesdays, with productive discussions. Establishing goals and milestons.

Curriculum, Assessment & Accountability

- Have not met since last meeting; to be scheduled.

Policies

Financial Control Policy

Motion to approve. BH motions to accept. EH seconds. All others approve. None opposed. AR abstains.

Consultant Update

Public comment: none

No Non-Public Session.

DW motions to adjourn. BH seconds. All agree. 7:55 pm meeting adjourned