Board of Trustees Meeting Minutes

Date: November 12, 2019

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

Present: Chair: Christie Storniolo (CES), Christine Miele (CM), Bob Hawkes (BH), Alyssa Ross (AR), Michael Gendreau (MG), Debbie Kruzel (Dk)
Staff: Chris Smith (CDS), Jessica Wachsman (JW)
Consultant: WIlliam Nevious (WN)

CES called meeting to order at 5:30 pm

General

Approval of minutes from Sept 17 meeting. CM motions to approve, BH seconds. All others approve. None opposed.

Correspondence: received resignation of Board member Emily Haswell

Next meetings

- December 3: 5:15pm Finance committee
- December 10: 5:30pm Board
- January 7: 5:15pm Finance committee
- January 14: 5:15pm Board
- February4: 5:15pm Finance committee
- February 11: 5:30pm Board

Foundation update

Fill Your Cup, November 22

- Ticket sales opened Monday, September 16

- Senator Morse, Senator Reagan, Rep Bob Elliott are confirmed to come
- Entertainment; DJ Wild Bill & Tardy Brothers
- Ticket Counts: Adults/144 (including sponsors and free tickets) and Children/92
- Working on finishing up class projects

Charity Gaming

- Concord Casino ran October 4-10: 10 days $2650
- Attended Rivers Casino meeting in October/currently on wait list
- We can apply for new application August 2020

Annual Campaign

- Will continue as usual despite capital campaign's introduction

Friends of the Birches

- Kidstuff coupon book sale is over; estimate $787.50 profit
- Yankee Candle fundraiser ended 11/8
- Parent Date Night/Movie Night at the School 12/6
- Scholastic Book Fair scheduled for 12/16-12/19; parent shopping night 12/18
- Special Friends Day scheduled for 12/19

National School Choice Week: begins January 29

- Chamber Open House 1/29
- Looking to host and Current Family & Alumni Open House would like to be Jan 31

Dean of School update

Enrollment

- 225
- Waitlist needs to be built up, especially at 2nd and 5th grades
    - Outreach committee to brainstorm ideas - will consider targeted FB ads
    - Considering a specific open house for middle school

Events and Updates

- Crazy Hat Parade was a big hit
- Universal Design for Learning (UDL) training is well underway; 5 teachers plus Ruth are being trained and other teachers will host instructional rounds to show the rest of the staff this concept

Personnel/HR

- Fully staffed; one teacher on maternity leave
- Policies
    - sexual harassment policy for employees (For December)
    - Federal Grant Policy or Suicide Prevention Policy (For December)

Middle School

- Sixth grade is improving behaviorally as they adapt to middle school
- Intergenerational Collaborative speaker coming to to Mrs. Kinson's class to talk about steam engines and bring examples for the students.

Committee updates

Finance

- Federal grant was tabled in Concord on November 8; next discussion on December 6
- Reviewed financial statements through October 31 and August 31. CM motions to accept, MG seconds. DK abstains All others approve. None opposed.

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Governance

- Continue to explore Board member candidates; have a few potential nominees.

Outreach

- Brochures are updated
- Active schedule created and being executed by Facebook.
- Starting to activate Twitter.

Strategic Planning

- 2 meeting scheduled
- Planning session scheduled

Personnel, Curriculum, Assessment & Accountability

- All need to schedule meetings
- DK to be added to Curriculum

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Policy Review

- *Approval of Entrance Age Policy. AR motions, MG seconds. All approved,.*
- *Approval of Transgender Policy. CM motions, MG seconds. DK abstains. All others approved,.*

Public comment: none

CM motions to adjourn. MG seconds. All agree. 7:05 pm meeting adjourned