Board of Trustees Meeting Minutes OPEN

Date: April 9, 2019

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

Present: Christie Storniolo: acting Chair (CES), Alyssa Ross (AR), Bob Hawkes (BH), Michael Gendreau (MG), Emily Haswell (EH)

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

Consultant: WIlliam Nevious (WN)

Regrets: Kara Christesen (KC), Dianne Wright (DW), Christine Miele (CM)

Public: none

CES called meeting to order at 5:34pm

General

- Approval of minutes from March 12 meeting. BH motions to approve, MG seconds. All others approve. None opposed.
- Correspondence: letter from parent regarding a bullying situation; CDS was on copy and managed the situation.
- Next meetings:
    - May 7: 5:15pm Finance committee
    - May 14: 5:30pm Board
    - June 4: 5:15pm Finance committee
    - June 11: 5:30pm Board
- Board retreat held on April 6 8:30am-12
- School Calendar 2019-2020. AR motions to approve with minor formatting issues, DW seconds. All others approve. None opposed.

Foundation update

- Annual Appeal Letters
    - Spring letter mailed
    - Working on alumni letter
- Charity Gaming
    - Trying to track down the possible new owner of the Cheers Location
    - Contacted Nashua gaming facility
    - Started Charity Gaming application for this year
- Upcoming Foundation Activities
    - Adult Only Night Out: researching Comedy Night

        - Tentative date is May 17th and location Salem Derry Elks. Night will include raffles, live auction and comedy.
        - Working with Funny for Funds, Comedy Fundraising - they provide the comics and website for tickets sales & sponsorships.
        - Presale tickets $30 which will include a nacho bar. Hall holds 250 people.
        - Estimated expense budget for event is $2,000 (includes hall rental $400, comedians $1200, etc.).
        - Sponsorship packages will start at $100.
    - Cash Calendar Fundraiser entire month of May
        - Daily cash drawings for the Month of May 2019 looking at having $1,500 in cash prizes
        - Each family asked to sell 10 calendar raffles. Families will get 10 raffle sheets to sell.
        - Need to sell 650 raffles to $5000 (after $1500) payout
        - Prizes will be offered for the Student/Families who sold the most calendar raffles (4 pack to Canobie or Water Country, iTunes Gift Card)
- Friends of The Birches
    - Completed
        - Penny Wars March 14-20
    - Upcoming
        - Margaritas Night April 10 3pm-10[m
        - Scholastic Book Fair April 15-18
        - Special Friends Day April 18
        - Bag to School Clothing Fundraiser April 18-19 4/19th
        - Meat Bingo April 18 – Abrews Sports Pub in Dracut

Dean of School update

- Enrollment
    - 218; stable and have added to the wait list
    - All next year spots filled, 32 on wait list
- Events and Updates
    - CSA Theater put on a great show “The Fisherman and His Wife.”
    - Had a spotlight tour with positive feedback
    - CDS substituted in Mrs. Kinson’s science class as part of ‘teacher for the day’ program
- Personnel:
    - Hired a teaching assistant for 4/5 grade.
    - Hired an assistant for middle school
- Staff Training
    - CDS attended a threat assessment workshop in Concord
    - Technology training on delayed opening day with multiple classes based on level of proficiency.
    - Charter School Day had agood attendance; staff members attendeda variety of classes ranging from “Gamification of one’s classroom” to “Forming business partnerships with your school.”
- Staff Review
    - CDS continuing formal observations
- Technology
    - Received first batch of Chromebooks from the grant money
- Middle School

    - Some students in science were working with dirt and testing the PH level, and some dissolved eggshells in vinegar before subjecting the eggs to other varied solutions.
    - Science students also conducted experiments on soil from their yards to determine PH
    - Will look into giving PSATs to 8th graders – EB to add to list to research

Committee Updates

- Finance:
    - Reviewed budget actuals through March 30. AR motions to accept, MG seconds. All others approve. None opposed.
    - Title 4A grant technology and STEM items added for 10K; AR motions to approve, MG seconds. All others approve. None opposed.
    - 2019-2020 budget
        - We received a 2% increase from the state for 2019-20 and our expenses are 2.4% increase; CDS and JW reviewed expenses are cut where possible – advertising, printing, etc.
        - Committee is working on a new budget process
        - WN recommends adding a line for contingencies
        - Committee to investigate adding a guidelines structure to compensation pool.
        - BH motions to approve, EH seconds. CES, AR, MG approve. DW opposed.
- Governance
    - Have had interviews with 3 potential members, several have done school tours and have been invited to attend.
    - Finished draft of letter for Schoolspring to recruit educators; JW to post.
- Outreach
    - New website is launched.
    - Renamed inward-facing Facebook page away from Foundation to The Birches Family Corner.
    - Went back to original graphic designer to tweak the Foundation logo font and other formats of all logos optimized for social media.
    - Working on Twitter launch – focus on arts integration, charter schools and major Birches activities but not day to day.
    - EB to join committee.
    - During next all board meeting: have been requested by full Board to add a discussion about scheduling a legislative/Chamber of Commerce/neighbor open house
    - Next committee meeting to be scheduled for first week in May.
- Personnel:
    - AR, CES, WN working on Dean of School annual review; taking place outside of main committee as a subcommittee.
    - Next committee meeting May 3.
- Strategic Planning:
    - WN, CES, CDS, parent Brian Baker, teachers Kathleen Cox, Karla Biel, Becky Hopkinson
    - Committee will bring a draft over the summer of the strategic plan to the full Board for review and approval; will be a living document that will constantly evolve.
- Curriculum, Assessment & Accountability: CDS needs to establish.

Policies

- CDS and Michelle completed a drug free workplace policy for review

Consultant Update

- Board retreat held on April 6 8:30am-12 about capital campaign; will make a formal decision in the May board meeting (will be on the agenda) and if it's a go from there we need to map out the planning process, training schedule, foundational pieces, etc.

Public comment: none

No Non-Public Session.

DW approves to adjourn. AR seconds. All agree.
7:01pm meeting adjourned