Board of Trustees Meeting Minutes OPEN

Date: February 19, 2019

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

Present: Christie Storniolo: acting Chair (CES), Alyssa Ross (AR), Dianne Wright (DW), 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), Christine Miele (CM)

Public: none

CES called meeting to order at 6:02pm

General

- Approval of minutes from January 15 meeting. BH motions to approve, EH seconds. DW abstains. All others approve. None opposed.
- Correspondence: none
- Next meetings:
    - March 5: 5:15pm Finance committee
    - March 12: 5:30pm Board
    - April 2: 5:15pm Finance committee
    - April 9: 5:30pm Board
- Will schedule another Board retreat; date and time TBD

Foundation update

- Annual Appeal Letters
    - Will do a spring letter
    - Aim to have first draft 3/10 with mailing date of 3/28
- 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.
    - Special Friends Day and Scholastic Book: Spring
    - Spring Fundraiser: Cash Calendar Fundraiser entire month of May
- Friends of The Birches
    - Recent activities
        - Manchester Monarchs games February 10th
        - Valentines Day candy grams
    - Planned activities:
        - Penny Wars: March 14-20
        - Scholastic Book Fair: April 5-18
        - Meat Bingo: April 18 – Abrews Sports Pub in Dracut supports local nonprofits.

Dean of School update

- Enrollment
    - 217: no change from last month
    - 111 on wait list
- Events and Updates
    - The second staff appreciation sub day happened on Friday, February 8th: Mrs. LeBlanc. Was educational in terms of determining when CDS can best contact Mrs. LeBlanc.
    - Saturday, February 2nd several staff members volunteered at the Woodbury School Kids Carnival.
    - Completed the NAEP testing for 4th and 8th grade.
    - Middle school students got together with the 1st and 2nd graders to help them paint the game pieces they had made for their class on the 3D printer.
- Personnel: We hired a para to fill our vacant spot in 3rd grade.
- Staff Training
    - UDL Team training: February 5th
    - 3D Printer: February 11th and 12th
    - Social Pragmatics and Identity Training: January 22nd, but the ADD training was postponed by the Windham police department due to high sickness numbers in the department. Rescheduling.

- Staff Review
    - CDS conducting formal observations starting in February.
- Technology
    - CDS visited ASD on Tuesday, January 29th to take a look at their school and get some ideas about what other schools are doing.
    - Coding class had its second meeting
    - Students are showing a greater interest in the 3d printer

Committee Updates

- Finance
    - Reviewed budget to actual through December 31. BH motions to approve. MG seconds. All in favor. None opposed.
    - Potential Bills/Grants
        - Professional development: have $7500 to support professional development from February 2019 by September 2020; half by September 2019.
        - Have $10,000 for student development
        - Potentially 90K in building aid (lease aid) from NH; part of the Governor's proposed budget
        - Watching all pending legislation and will ask for parents to send letters of support if needed
    - Third amendment to the lease re extra space. Reviewed lease and will make recommendation to add date to section 2.3 to August 1, 2020 to October 1, 2020.
    - Also asked to make sure there is a note in the amendment that we are a school and noise will be as such per the original lease.
    - AR motions to approve that Board chair will sign lease amendment. DW seconds. All in favor. None opposed.
- Governance
    - Board at large provided 3-5 recommendations of potential members; Committee reviewed the suggestions and is making a priority list to target.
    - Committee members are meeting with potential candidates this week, in an exploratory phase.
    - Considered external advertising; for now will focus on putting a letter on Schoolspring to recruit educators.
- Outreach
    - AR, CM, AH, WN met February 8 to review Outreach plan
    - CM creating donor database.
    - AR worked with Kelly Hawkes to promote Syria art program with 6th graders; ran in February 14 Windham Independent
    - Next meeting: have been requested by full Board to add a discussion about scheduling a legislative/Chamber of Commerce/neighbor open house
    - Website

        - AR provided visual and written input to CDS
        - CDS is in the process of making changes
        - AR, CDS, CM meeting ongong to continue edits
    - CDS met with Rockingham Mall re signage options; sending to AR.
    - AR and JW to work together on a press release regarding new space
- Personnel - first meeting scheduled for January 23
- Strategic Planning - have not met since last Board meeting, next meeting January 16
- Curriculum, Assessment & Accountability
    - Not yet established.
    - WN expressed his opinion that this is critical to form. WN is willing to join with CDS and RT until an academic Board member is identified.

Policies

- Student Discipline Policy, adding Simple Assault - entire Board will review in March

Consultant Review

- Feasibility Review
    - All staff, Leadership and Board team have been interviewed; WN reports consistency across all interviews
    - Reminder: this stage is to determine if project is:
        - Feasible, that donors are eager and willing to give, capitalize on excitement
        - Feasible, contingent that problems are addressed before moving forward or to develop a plan to address them during the course of the campaign
        - Not feasible, need to develop infrastructure before proceeding
- Case for Support - all Board members to provide WN with input
- Board Recruitment and Development
    - People have sent names but asked entire Board continue to nominate people.
    - Goal to have minimum of 3 new Board members by the end of the school year.
    - Have asked Board to think about options for a permanent chair in the event that KC cannot return to that role.

Public comment: none

Non-Public Session.
Return from Non-Public Session. Minutes are sealed.

DW approves to adjourn. MG seconds. All agree.
9:17pm meeting adjourned