Board of Trustees Meeting Minutes OPEN

Date: March 12, 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), Christine Miele (CM)

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

Consultant: WIlliam Nevious (WN)

Regrets: Kara Christesen (KC), Dianne Wright (DW), Emily Haswell (EH)

Public: none

CES called meeting to order at 5:35pm

General

- Board walked over to see new common area/music space.
- Approval of minutes from February 19 meeting. BH motions to approve, MG seconds. CM abstains. All others approve. None opposed.
- Correspondence: none
- Next meetings:
    - April 2: 5:15pm Finance committee
    - April 9: 5:30pm Board
    - May 7: 5:15pm Finance committee
    - May 14: 5:30pm Board
- Next Board retreat; April 6 8:30am-12

Foundation update

- Annual Appeal Letters
    - Will do a spring letter
    - Aim to have first draft 3/15 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.
    - 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
    - Penny Wars March 14-20
    - 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
    - All spots filled, 32 on wait list for K
- Events and Updates
    - New space
        - Door has been put into the Woods; waiting for some final touches and final inspection.
        - Students are going to have a naming contest and they will also help to design the Makerspace.
    - Two spotlight tours and got positive feedback
- Personnel:
    - Middle school ELA teacher resigned; middle school TA has stepped in as the long term substitute.
    - Established a morale group to keep the teachers and other employees happy and to know that they are appreciated.
        - Gift card drawings on Friday
        - Positive notes board in the teacher's room
        - Monthly staff newsletter
- Staff Training
    - Met with a staff member to work on capturing video as a silent movie and adding sound effects to it so the teacher could use it in a lesson on the people that make sounds for movies.
    - Rescheduled ADD training with Officer Smith
- Staff Review
    - CDS continuing formal observations starting
- Technology
    - Coding class
    - Audio/Video
    - 3D printing still generating great interest amongst the students
    - Received a grant from the state of New Hampshire and are ordering several Chromebooks to help teachers establish technology centers in their room.
- Middle School

    - Mrs. Balfe has done a fantastic job integrating art into her lessons on WW1.
    - Ms. Edwards is working with Mrs. Hawkes and CDS to create some lessons that bring the two disciplines together.
    - Mrs. Kinson has the students creating cells for their biology projects and they are working on relief maps.

Committee Updates

- Finance: did not meet so will not approve February until April meeting
- Governance
    - WN, CES and MG met with potential candidates, in follow up stage; also have some additional candidates
    - Have a draft of a letter on Schoolspring to recruit educators.
- Outreach
    - Shared Outreach plan; need to update template and will add to the open BOT file share
        - CM specifically discussed Reputation Management plan
        - CM creating donor database; meeting with AH to review
    - Website
        - Process far along; showing full Board tonight
        - Need to make some additional edits before go-live; awaiting information
        - Goal to launch by late March
    - AR and JW to work together on a press release regarding new space
    - Next meeting: have been requested by full Board to add a discussion about scheduling a legislative/Chamber of Commerce/neighbor open house
- Personnel: next meeting March 22 7:45am
- Strategic Planning: next meeting March 19
- Curriculum, Assessment & Accountability: CDS needs to establish.

Policies

- Student Discipline Policy, adding Simple Assault. CM motions to approve. AR seconds. All approve, none opposed.
- Conflict Resolution - CM and CES to meet and will bring to the Board in April.

New Website Review

- AR and CDS are going to work on technical aspects
- Goal to launch within 2 weeks

Public comment: none

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

CM approves to adjourn. MG seconds. All agree.
8:06pm meeting adjourned