Board of Trustees Meeting Minutes
OPEN

Date: May 14, 2019

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

Present: Christie Storniolo: acting Chair (CES), Bob Hawkes (BH), Michael Gendreau (MG), Christine Miele (CM) Dianne Wright (DW)

Admin: Chris Smith (CDS), Jessica Wachsman (JW)

Consultant: WIlliam Nevious (WN)

Regrets: Kara Christesen (KC), Alyssa Ross (AR), Emily Haswell (EH), Erin Balfe (EB)

Public: Claire McCool, Debbie Kruzel

CES called meeting to order at 5:37 pm

General

- Approval of minutes from April 9 meeting. BH motions to approve, MG seconds. All others approve. None opposed. CM abstains
- Next meetings:
    - June 4: 5:15pm Finance committee
    - June 11: 5:30pm Board
- Future meeting dates will be discussed via Google docs for July and August
- Approval to create a subcommittee to conduct and deliver DOS review. BH motions, MG seconds. All in favor.

Foundation update

- Annual Appeal Letters
    - Spring letter mailed - second round of letters has brought in more donations
    - Alumni letter mailed 5/1
- Charity Gaming
    - Contacted Manchester Poker Room, they told me they were not taking over the

Cheers space as of yet.
    - Per Sen Morse new gambling halls are on hold because they are trying to push casinos in NH. Will follow up with Sen Morse
- Upcoming Foundation Activities
    - Adult Only Night Out: researching Comedy Night - cancelled
    - Cash Calendar Fundraiser entire month of May
- Friends of The Birches
    - No update

Dean of School update

- Enrollment
    - 218; stable and have added to the waitlist
    - All next year spots filled, 168 on waitlist
- Events and Updates
    - We've been working on the summative state testing.
    - We had a spotlight tours and got positive feedback.
    - Teacher appreciation week was a huge success and parents were supportive.
    - Friday May 17th middle school parents are coming in for coffee with Mr. Smith.
    - Thursday May 23rd elementary parents are coming in for coffee with Mr. Smith.
    - CDS substituted in the Kindergarten on May 30th and got to know the kids better.
    - Middle school dance on May 3rd was great
    - Our students sang "take me out to the ballgame" at the Fisher Cats game.
- Personnel:
    - Hiring middle school math teacher
- Staff Training
    - ADD Training happened on May 9; it went very well.
    - CDSI attended a Emergency Operations Plan training during the break.
    - Summer coding training for Mrs. Balfe
    - Mrs. Cox is going to Design Thinking in Education Training
    - UDL training continues
- Technology
    - We have received some more Chromebooks and are working on procuring Administration licenses which will allow us to update them and install programs en masse.
    - We had a visit from a technology consultant and got several good suggestions for things moving forward.
- Middle School
    - Going to Washington DC at the end of May
    - Sixth graders did a presentation on bullying for the fifth graders.

Committee Updates

- Finance:
    - Reviewed budget actuals through April 30. BH motions to accept, DW seconds. All others approve. None opposed.

- Governance
    - WN reviews new potential board members. Have had interviews with 3 potential members, several have done school tours and have been invited to attend. 2 potential members attending the meeting tonight.
- Outreach
    - Working through the Marketing Plan
    - Working on Instagram launch - focused on daily activity within the school
    - Working on Twitter launch – focus on arts integration, charter schools and major Birches activities but not day to day.
    - EB to join committee.
    - Next committee meeting to be scheduled for first week in May.
- Personnel:
    - Committee met and reviewed current policies, currently creating Drug-Free Workplace policy for review in June
- Strategic Planning:
    - WN, CES, CDS, parent Brian Baker, teachers Kathleen Cox, Karla Biel, Becky Hopkinson
    - Committee meeting weekly brainstorming sessions. 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 has established, with RT and WN

Policies

- Conflict Resolution Policy for review and approval. DW motions to approve Conflict Resolution Policy with changes, MG seconds. All in favor.

Consultant Update

- WN - we will start discussing the capital campaign. CES will start reviewing documents from WN and more information will be given at future meetings.

Public comment: none

No Non-Public Session.

DW motions to adjourn. MG seconds. All agree. 7:20 pm meeting adjourned