Board of Trustees Meeting Minutes

Date: March 10, 2020

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

Present: Chair: Christie Storniolo (CES), Secretary: Alyssa Ross (AR), Michael Gendreau (MG), Bob Hawkes (BH), Debbie Kruzel (DK), Christine Miele (CM)
Staff: Chris Smith (CDS), Jessica Wachsman (JW), Aimye Haroutunian (AH), Erin Balfe (EB)
Consultant: WIlliam Nevious (WN)

CES called meeting to order at 5:40 pm

General

Approval of minutes from Jan 14 meeting. CM motions to approve, MG seconds. CM abstains. None opposed.

Correspondence: none

Next meetings

- April 7: 5:15pm Finance committee
- April 14: 5:30pm Board
- May 5: 5:15pm Finance committee
- May 12: 5:30pm Board
- June 2: 5:15pm Finance committee
- June 9: 5:30pm Board

Miscellaneous business

- Need to validate who has current access to the bank account/has signing authority through Enterprise Bank. Recommendation is CDS, MG, AR. *CES motions to approve, BH seconds. All in favor. None opposed.*
- State of NH has added a new process that Dean of School and Chair of Board must sign a document for confirming compliance for General Assurances,

Requirements and Definitions for Participation in Federal Programs. *AR motions to approve, CM seconds. All in favor. None opposed.*

Foundation update

Spring Campaign

- Cash calendar for May
- Sales start in March (going home week of March 16) through April 24
- Goal: 10K, though budgeted 5K
    - 1K calendars sold at $10/each = $10K
    - 224 students, need to sell 4.4 on average to meet goal
    - Asking families to sell 15 each
- Lottery/Raffle application sent into Salem PD

Annual Campaign

- Next mailing will be around April 1
- Would like the BOD approval and direction on tone for letter considering the launch of The Treehouse Campaign

Friends of the Birches

- Held Valentine Candy Grams and Krispy Kreme fundraiser
- Restaurant Night at Texas Roadhouse: February 18
- Pizza Tuesday launched March 3
    - Pizza and side for lunch
    - Working with Giovannis has a potential to make $400 extra income for the Foundation
- Penny Wars: March 19-25; winner announced March 26

Community Events

- Had a craft table at Kids Carnival, Community Crossroads event a February 1
- Had a craft table at Windham MOMS Club February 8

Dean of School update

Enrollment

- 224
- K for next fall has 21 approved; waiting on confirmation for the other 4 slots - have an additional waitlist of 15

Events and Updates

- Staffed the Kid's Carnival at the Woodbury school on Saturday, February 1; had quite a few kids and parents volunteer to help and represented our school well.
- CDS attended a FEMA training on Tuesday, February 4
- Parent Meeting for ADD Training went well
- Vex Robotics team is meeting; has a prototype robot and is working on the software to test for design and performance
- Middle School held midterms
- CDS went to MC2 Charter school in Keene as part of the Charter renewal process to learn about the process for when we go through it next; made connections with other educators and the head of the NEA.
- CDS testified before the joint legislative committee on February 7 about having a full hearing on the education grant.
- Spotlight tour on February 12
- Held an instructional rounds session on February 13 to advance the Universal Design for Learning (UDL) framework.
- Successful talent show on February 18
- Sprouts held their wax museum on February 19

Personnel/HR

- Mrs. Kinson is getting ready to go out on maternity leave; Ms. Polino will be stepping in for her.

Corona Virus update

- CDS attending call updates from the State designed for educators, not scheduled but happening frequently
- Actively considering every event we have scheduled that mixes students and/or families
- Considering future field trips - next one isn't until of May
- Testing technology for remote learning - even within the school to alleviate mixing classes (i.e. Pi Day will be streamed to each classroom)
- School admin will assess any technology licenses and ask BBOT for budget, if needed

Committee updates

Finance

- 2020-21 budget

        - includes new categories, leading to more precise views - however, some questions remain because we don't know what we will get for lead aid, amount of income from Night Owls, etc.
        - Lease Aid application due March 31, then allocations will take place
        - Approved 3% increase for teacher salaries
        - *MG motions to approve, DK seconds. All in favor. None opposed.*
- Federal grant:
    - CDS went before the committee in their February 18 meeting
    - Came out of committee on March 9 with amendments, vote taking place in full Senate on March 19
- April 7 meeting will review budget actuals through January-March; BBOT will vote in April.

.

Outreach

<u>External Social Media and Outreach</u>

- Marketing intern developed Instragram plan; have only made a few posts so far but have more planned
- Need more daily content on public Facebook page
- AR, CDS created a Life After Birches page on the website - others may follow such as Artist of the Month or STEM page.
- Website survey launched; will analyze results after March 13

Governance

- Looking at 4 potential candidates to join BBOT; have drafted letters that are being fine tuned
- Have ruled out 2 others

Assessment & Accountability, Curriculum, Personnel, Strategic Planning

- All need to schedule meetings

.

Policy Reviews

March policies to review

- Recruitment and selection
    - Made changes; M. Cole will review input. Final review and approval to take place in April meeting.
- Food allergy guidelines
    - MG motions to approve, DK seconds. All in favor. None opposed.

April policies to review

- Anti-Bullying
- School Entry/Enrollment

- Federal Funds

Capital Campaign

Kickoff events

- March 26 kick off meeting postponed due to Coronavirus concerns; to be rescheduled - likely April 16; held at school
- Second meet and greet targeted for May 7; may be offsite
- BBOT members need to provide input on who to invite

Tasks in Progress

- Website

Public comment: none

No non public session.

AR motions to adjourn. BH seconds. All agree. 8:00pm meeting adjourned.