Board of Trustees Meeting Minutes
Date: August 25, 2020

Held via Zoom videoconferencing

Present: Chair: Christie Storniolo (CES),Vice Chair: 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)
Public:Chris Medeiros

CES called meeting to order at 5:36pm

General

This meeting is taking place during the COVID-19 pandemic; we are holding the meeting via videoconferencing software. The public was notified and invited to join. CES noted that even when school reopens the Board may continue to meet via Zoom in order to limit activity at school.

Approval of minutes from July 21 regular meeting and July 30 special meeting. CM motions to approve, MG seconds. All approve. None opposed.

Approval of minutes from July 30 special meeting. CM motions to approve, MG seconds. CM, MG. BH, AR, CES approve. DK abstains. None opposed.

Correspondence

- Kara Christensen resigned from Board of Trustees, effective August 11

Next meetings

- September 8: 5:30pm Finance committee
- September 15: 5:30pm Board
- October:6 5:30pm Finance committee
- October 13: 5:30pm Board

Dean of School update

Enrollment

- 2020-21 enrollment at 220, wait list at 170
- 11 students opted for new schools: charter, private, traditional public

- Full remote by grade

K: 6	Gr 1: 6	Gr 2: 4	Gr 3: 9	Gr 4: 1
Gr 5: 3	Gr 6: 8	Gr 7: 6	Gr 8: 7	

School Reopening

- Physical dividers are in progress in classrooms to help keep kids separate
- Students are rostered for the hybrid model and parents have been notified of the schedule
- Working on different frameworks for delivery of online material to remote students and students on their off days in the hybrid model
- Received a $2000.00 donation for more Chromebooks

Personnel/HR

- Third grade TA resigned; hired a replacement
- Middle school science teacher resigned; hiring in process
- School nurse interviews are being scheduled

Foundation update

- Foundation Financials:
    - Foundation raised for school year 2019/2020 $70,332.95
    - Cash on Hand: $403,800
- Current Fundraisers:
    - Three Rivers Wreaths & Plants
        - Selling mums until Sept 15 to be picked up at the school
        - All bulbs are a direct ship to purchaser
        - Goal is to raise $1,000; at $267.50
- Ongoing Fundraisers:
    - Tuft & Needle 25% of all mattress sales will go to the school.
    - We earned a free mattress to raffle off
    - As of last week we earned $633
- No in person events have been planned; will work on virtual events & fundraisers and new budget

Committee updates

Finance

- June 30 financials budget to actual. BH motions to approve, AR seconds. All in favor. None opposed.

- July and August will be reviewed in September.

Assessment & Accountability, Capital Campaign, Curriculum,, Outreach, Strategic Planning

- All need to schedule meetings

Governance

- Sent a letter inviting people to join the Board; received 5 responses
- Will contact each once the onboarding process is reviewed

Personnel

- CDS 2019-20 review in process with subcommittee of AR, CES. Survey input people compiled and will have an update in September.

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Policy Reviews

August policies to review

- Suicide Prevention
    - Three parts: Suicide Prevention Policy, Suicide Prevention and Response Plan, Suicide Risk Assessment Procedures, the policy and plan; tabled final vote from July to incorporate feedback and make each document consistent. Motoin to accept Suicide Prevention Policy, Suicide Prevention and Response Plan and Suicide Risk Assessment Procedures. BH motions to approve, MG seconds. All in favor. None opposed.
- Board nomination policy. Approved in 2016. Updated language but no substantive changes. Proposed changes:
    - offer the ability to submit a qualification letter or a resume (was just resume) - decision: agree that either is ok
    - How many reference letters (3, as soon as you're interested) - decision: retain 3 references, can be verbal or written
    - When should ask for those (as soon as you're interested) - decision: ask after the first round of review
    - Confirm that Birches pays for the background check
    - DK motions to approve, AR seconds. All in favor. None opposed.

September policies to review/vote on

- Child Restraint and Seclusion
- Personal Medical Leave

No public comment.

No non public session.

MG motions to adjourn. DK seconds. All agree. 7:11pm meeting adjourned.