Board of Trustees Meeting Minutes
Date: February 16, 2021

Held via Zoom videoconferencing

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

CES called meeting to order at 5:35pm

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. Please note even when school reopens the Board may continue to meet via Zoom in order to limit activity at school.

Approval of minutes from January 12 regular meeting. BH motions to approve, PS seconds. All others in favor. None opposed

Correspondence

- Thanks from Ruth Templeton to the Board for their recognition at the holidays

Next meetings

- March 9: 5:30pm Finance committee
- March 16: 5:30pm Board
- April 6: 5:30pm Finance committee
- April 13: 5:30pm Board

Dean of School update

Enrollment

- 2020-21 enrollment at 224, wait list at 117
- K lottery February 17 10am - all 35 participants on the list have been given a Zoom link to watch the lottery

Status related to COVID

- Sent one class home as a precaution when one of their community members tested positive for Covid.

- We had a second community member test positive for Covid. Contact tracing did not necessitate sending out an entire class in this case.
- Starting March 15, people can again opt in to be in-person or remote; still waiting for all responses
- Will not do a buffer week around Feb vacation but will watch carefully

School Updates

- Working on starting after school clubs back up in a limited fashion
    - Debate club and 3D printing
    - Drama club with Grant money
- Mrs. Templeton is doing podcasting and financial literacy in Advisory with grades 7 and 8
- Mrs. Templeton trained 5 staff members in CPI so we can act as a crisis team; will have additional training and refreshers
- We had a snow day and an early weather release, and another day of remote learning; many parents expressed appreciation for the snow day; future weather events will be judged on a case by case basis.
- Host “Tea with Mr. Smith” on February 5th. The morning session seemed was generally the same group of parents that have attended past evening sessions, but they asked many good questions. Will be scheduling another night session soon. Considering recording for families who cannot attend.
- Mr. Jones had two ukulele recitals at school with students presenting a song of their choice. The kids did a great job.
- Health officer is starting a new job March 5; have posted for this position.

Foundation update

- Annual Appeal letter sent week of March 15
- Upcoming Fundraisers:
    - **Mega Cash Raffle**
        - Launch April 1st
        - 300 tickets sold at $100 each
        - Grand Prize $10,000, 2nd $2,500, 3rd $500
        - Need to sell a min of 230 tickets to make $10,000
        - It we sell all 300 tickets - Foundation will make $17,000 after payouts
        - We will select a drawing date once 150 tickets are sold.
    - **Bag To School/Clothing recycle drive**
        - Changing to FUNdrive in partnership with Savers: target date, May 15
        - Pay 20 cents a pound for all soft goods, 2 cents a pound for books
        - One drop off day: we need to bring all items to be weighed at the Plaistow Savers

        - Set up a Google form to have families pledge their “bag’ donations because contact must know the day of drop off of our bag total.
        - Can give out tax receipts to families who donate
        - We would need to rent or get a box truck donated (have a lead)
        - Reach out to a food truck for a possible partnership that day
    - **Read a Thon**
        - Instead of Penny Wars hosting a month long Read a Thon
        - Students will be given an online pledge format
        - Incentives for students and classrooms
        - Last week of March will be a “Spirit Week” Reading Round Up’ each day will have a reading-related prize
            - Reading Bingo
            - Guest Reading Video (looking for suggested readers)
            - Snacks & Story Book (each class will have story time with snacks provided by The Foundation)
            - PJ Day
- **Planning Stages**
    - Cookies & Canvas; virtual paint night in partnership with a bakery
    - Virtual Special Friends Day
    - Virtual Gaming Contest
    - Restaurant Nights
- **Recent Fundraisers**
    - Virtual Craft of The Month Club: Build a Birches Bear Mascot- February
    - Charity Gaming: 10 days at Concord Casino starting in February, including Superbowl Sunday

Committee updates

Finance

- Reviewed January financials. PS motions to approve, MG seconds. All approve. None opposed.
- Other grants are in the works. JW to keep board updated.

Personnel

- Have shared initial plan about Dean of School review process; CES to review

Outreach

- Continued to slowly add more to Facebook again
- Added more categories to Bloomerang
- In processing of creating a crisis management plan (list of contacts)
- Next meeting: March 8th 8AM

Curriculum

- Committee is exploring writing curriculums during professional learning communities times on Wednesdays

- Took a look at the initial data from the state assessments from earlier this year looking for areas of improvement; specifically asked graders teachers to look into this

Facilities

- Looked at one potential site, primarily to get a feel for what is in the market, price, etc. - PS has shared notes from the site visit
- Board has added input into a pros/cons list about expanding when we have a new building; committee to discuss and analyze
- Committee to put a packet together for all banks in consideration regarding project specs and financials

Assessment & Accountability, Capital Campaign, Governance, Strategic Planning

- No updates

Policy Reviews

Board reviewed Student Communication and Student Technology; CM will review input and provide a clean version
For March: Technology, Concussion

No non-public session or public comment.
BH motions to adjourn. AR seconds. All agree. 7:00pm meeting adjourned.