# Board of Trustees Meeting Minutes
# Date: January 12, 2021

Held via Zoom videoconferencing

**Present**: Chair: Christie Storniolo (CES), Vice Chair: Christine Miele (CM), Secretary: Alyssa Ross (AR), Michael Gendreau (MG), Debbie Kruzel (DK), Bob Hawkes (BH), Pamela Sarantis (PS)
**Staff**: Chris Smith (CDS), Jessica Wachsman (JW), Aimye Haroutunian (AH), Erin Balfe (EB)
**Regrets**: none

CES called meeting to order at 5:33pm

## 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 December 15 regular meeting. CM motions to approve, BH seconds. All others in favor. None opposed. DK, PS, MG not yet present so did not vote.

Correspondence

- none

Next meetings

- February 9: 5:30pm Finance committee
- February 16: 5:30pm Board
- March 9: 5:30pm Finance committee
- March 16: 5:30pm Board

## Dean of School update

***Enrollment***

- 2020-21 enrollment at 223, wait list at 111
- K lottery moved to February 17; have 23 on the list
    - Created a flyer
        - Paid Facebook
        - Will ask families to post on their community pages.

        - Will share at the new daycare in our building open house Saturday, January 16
    - CDS to hold a Zoom information session for prospective families on January 28 at 9:00am; may add others
    - The state of New Hampshire did a rules review and while it has to be public, the lottery does not have to be done by someone not affiliated with the school. We will return to having a public figure post-COVID..

***Status related to COVID***

- Offered staff Covid testing on January 6
- Did not receive a large number of COVID exposure notifications from families over winter break
- Have had 102  of staff and students either showing potential symptoms of COVID or confirmed exposure; have had:
    - 5 positive test results
    - 41 people did not test and just quarantined
    - 56 people tested negative

## Foundation update

- Annual Appeal letter sent mid-December
- **Fill Your Cup:** Canceled April event and moved to November 19, 2021 at Castleton
- **Charity Gaming**: Gaming License approved. 10 days at Concord Casino starting in February, including Superbowl Sunday
- **Upcoming Fundraisers:**
    - Virtual Craft of The Month Club: Build a Birches Bear Mascot- February
    - Penny Wars: March

## Committee updates

***Finance***

- Reviewed December financials budget. PS motions to approve, BH  seconds. All approve. DK abstains. None opposed.
- JW met with group from Concord and the federal grant disbursement, learned:
    - if no one taps to expand this year then it rolls over to next year
    - Money for expansion is proportional to the size of expansion to 600K (i.e. if expanded by 50% eligible for 50%)
    - CARES act allocation for 2021 may be 3x the 2020 amount; we got 7K last year - this must be spent on COVID expenses by Sept 2021 for 2020 funds and TBD for 2021 funds - will cover nurse salary, new dividers, etc.

***Outreach***

- External Social Media:

        - Alyssa reviewed the need and usefulness of an intern right now. Holding off as we do not want more people in the school than necessary.
        - Alyssa is working on FB content - ensuring new content at least twice per week. Difficult to get content - going to work on Teacher Spotlights
        - Continuing work on Life After Birches page
- Ongoing Projects:
    - Christine will update Bloomerang with all donations since February. Debbie has taken over this upload process moving forward along with a Foundation representative.
    - Debbie will create an Alumni/Past Donor newsletter.
    - Christine will reach back out to the Parent Ambassadors to get the program running again. .
    - Debbie is still trying to reach the local realtor association for a possible blast email.
- Alyssa and Christine to discuss and create a crisis management plan (list of contacts); Alyssa has started this and will complete draft by February.
- New/On Hold Projects
    - Capital Campaign Website
    - Dean of School Blog/Podcast
    - Staff Training
- Next meeting: February 8th 8AM

***Governance***

- Continuing to look for new members
- Looking to advertise in Chamber newsletter

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

- All need to schedule meetings
- AR to document Dean of School review process by February

## Policy Reviews

***Held off on reviewing policies in January***
***For February: Student Communication and Student Technology***

## Facilities Planning

- Met with two commercial realtors, decision made to have a bank before we move forward with choosing/signing a deal
- Have upcoming meeting with Enterprise Bank and Pentucket, will schedule with Salem Co-operative
- Survey was sent to the Board members regarding opinions on school expansion; all members need to complete

No non-public session or public comment.
CM motions to adjourn. AR seconds. All agree. 6:29pm meeting adjourned.