Board of Trustees Meeting Minutes
Date: June 22, 2021

Held via Zoom video conferencing

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

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 May 18 regular meeting. MG motions to approve, PS seconds. All others in favor. None opposed.

Correspondence

- None

Next meetings

- July 13: 5:30pm Finance committee
- July 20: 5:30pm Board
- August 17: 5:30pm Finance committee
- August 24: 5:30pm Board

Dean of School update

Enrollment

- A few slots open for next year that Debbie has reached out to; wait list at 143

Events and Updates

- Held 8th grade graduation
- Parent donated Kona Ice for the whole school on Monday, June 14

- Held Canobie Lake trip. It seemed to form a lot of community connections that had been absent during the pandemic, particularly among the Kindergarten families.
- Got a generous donation for the music program which enabled us to get some equipment (amps for the keyboards, electric ukulele) to produce a more inclusive program.
- Mr. Jones held a gameshow where he pitted staff against students in a comprehensive music knowledge bowl.
- Initial state testing data is great.
- Next year will continue single grade classrooms in part because it will be easier to pivot if there are any COVID outbreaks.

Personnel Update

- Ruth has been meeting with new Special Services Coordinator Kayla DiOrio to bring her up to speed on special education procedures.
- Ms. Boisvert will be joining us as Middle School English teacher.
- Will have some openings for TAs; will hire for these later in the summer.

2021-22 Scheduling

- CES asked CDS and EB to provide an update on the status and approach.
- Mr. Jones will be the sole music teacher with Mrs. Stolar retiring, so they're working on a new approach to music planning.
- Spanish teacher is on sabbatical to finish her doctorate program so the former Spanish teacher will sub through January, but her schedule is more limited.
- Working to re-incorporate electives in the middle school, including letting that age group have some classes together again.
- 7th and 8th graders will have an elective course co-taught between Mr. Jones and EB on music history.
- 4th/5th grade music will do half a class at a time as it allows Mr. Jones to have more progress in a shorter time; very successful with his style.

Foundation update

***Mega Cash Raffle*:**

- Have sold 199 tickets of 300 possible
- Pushed drawing date to June 29 to try to sell more tickets
- Grand Prize $10,000, 2nd $2,500, 3rd $500
- After payout and before credit card fees we are at $7000

2021-22 Planning: AH to meet with CM to discuss capital campaign events/impact on Foundation planning; all event dates below are subject to change.

- September: Back to School picnic/BBQ - 10 year anniversary, Mums sale, Annual Appeal Mailing
- October: Socktober, Halloween event
- November: Fill Your Cup, food drive
- December: Scholastic Book Fair, Grandparents/Special Friends Breakfast, Movie Night
- January: Cultural Fair, School Choice Week, Alumni Open House
- February: Candy Grams
- March: Read a Thon
- April: Cash Calendar
- May: TBD
- June: TBD

Committee updates

Finance

- JW has received some new info that helps better estimate line items like health insurance and workers comp.
- Reviewed financials through May 30. BH motions to approve, CM seconds. All approve. None opposed.

Governance

- BOT will interview a candidate during July 2021 meeting.
- MG has two other potential candidates in the process of reviewing paperwork.
- CES is working with our attorney to see if there is a conflict with having someone on the BOT who is also a substitute teacher.

Personnel

- 2020-21 survey was sent to all staff; received 18 replies.
- CES and AR have reviewed initial input; AR sending v1 to CES within a week and then will review that version together.
- AR will then schedule time with CDS to hold review.
- CM asked AR and CES to review job descriptions based on changes to Student Services Coordinator.

Outreach

- AR actively working with MC on a communications intern starting in the fall; posting is with several colleges now.
    - AH suggested sending to the CoC. She will send that contact to MC.
- CM sent out first alumni newsletter.
- AR and CM are updating the marketing plan for the 2021-22 school year.

Facilities

- Group met to discuss optimal size of building; feel there is a good plan for what type of space is needed for each room.

Strategic Planning, Curriculum, Capital Campaign

- No meeting or updates

Policy Reviews

June: no policy reviews
July: weapons at school (to be confirmed)

Moved to non-public session.

No public comment.

CM motions to adjourn. PS seconds. All agree. 6:52pm meeting adjourned.