# Board of Trustees Meeting Minutes
# Date: July 20, 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), Jessica Wachsman (JW), Erin Balfe (EB), Aimye Haroutunian (AH)

CES called meeting to order at 5:34pm

## General

This meeting is taking place during the COVID-19 pandemic; we are holding the meeting via nferencingvideo co 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 June 22 regular meeting. PS motions to approve, MG seconds. All others in favor. None opposed.

Correspondence

- None

Next meetings

- August 17: 5:30pm Finance committee
- August 24: 5:30pm Board - will be in person
- September 14: 5:30pm Finance committee
- September 21: 5:30pm Board

## Dean of School update

***Enrollment***

- Four slots open for next year that Debbie has reached out to; wait list at 136
- Scheduled spotlight tours through January; will advertise wait list at the same time we promote those - will also list them in the Pelham Old Home Days program

***Events and Updates***

- Summer camps for students are occurring at the school
- Barriers have been dismantled and stored

- Assumption is that we will be able to fully open with masks optional, but that is depending on the state, CDC and/or virus situation; state is now saying household contact is only required for quarantining (v. classroom exposure)
    - CES asked CDS to have the nurse share an update from her state briefings during the August meeting
- Will have painting and carpets cleaned before school starts
- Looking at storage options for materials that were ordered for COVID; grants can be used for this. Considering a volunteer day in August to help clean up and organizing the school.

***Personnel Update***

- The Math teacher resigned; have scheduled interviews for her replacement.
- Interviewing for TAs.

## Foundation update

***2021-22 Planning:*** Goal likely to remain $80K but will validate.

***Current plan:***

- August 1 start of Fall Mum fundraiser
- August 30: Back to school BBQ - Free event
    - Meet & Greet teachers 4:00-5:00
    - Groups separated by last name to control traffic flow in the classroom and parking areas
    - Will serve hot dogs, hamburgers, veggie burgers, chips, water, Hoodsies and freeze pops
- Sept: Annual Appeal mailing, Boo Hoo-Yahoo coffee event with Kindergarten parents
- October: Meadow Farms Catalog sales
    - Socktober
    - Halloween event - Free party at the school
- November:
    - Fill Your Cup fundraiser (may be rebranded) 11/19
    - Canned food drive
- December:
    - Movie Night/Stuff a Mascot Event 12/3
    - Scholastic Book Fair December 12/10-12/17
    - Grandparents/Special Friends breakfast 12/14
- January: Cultural Fair, School Choice Week, Alumni Open House
- February: Candy Grams
- March: Read a Thon

- April: Cash Calendar
- May: Spring party
- June: NH Day of Giving

## Committee updates

***Finance***

- Did not have finance meeting in July so will review year-end financials in August
- Will discuss budget modifications with grants, student allocation from the state, etc.

***Governance***

- Candidate to be interviewed during July meeting has been tabled due to conflicts of interest; that person may do some other work for the school, however
- MG has two other potential candidates he is continuing to pursue but asks Board to send additional suggestions
- Will do a targeted review of the lower grades to see if we can get some of those parents interested in the Board; will also mention at the Kindergarten breakfast and Spotlight tours

***Personnel***

- AR sending v1 to CES this week and then will review that version together July 22
- Will schedule time with CDS early August
- CM will review job descriptions based on changes to Student Services Coordinator

***Outreach***

- AR continues to look for a 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
- AR and CM are updating the marketing plan for the 2021-22 school year

***Curriculum***

- Reviewing 2020-21 test data; gains look good but want to compare it against other schools' data

***Facilities, Strategic Planning, Capital Campaign***

- No meeting or updates - but will have a new plan for staffing CC in the September meeting

## Policy Reviews

***July***: none
***August***:

- Homework
- NH NAEP Inclusion Policy - English Language Learners
- NH NAEP Inclusion Policy - Students with Disabilities

Board will review bylaws since it's been 10 years; attorney will check any legal changes, we know we want to look at Board make up rules around staff. CES will send the Board the current document for everyone to review by the August 24 meeting.

No non-public session.

No public comment.

MG motions to adjourn. BH seconds. All agree. 6:46pm meeting adjourned.