Board of Trustees Meeting Minutes
Date: April 12, 2022

Held at The Birches Academy

Present: Chair: Christie Storniolo (CES), Vice Chair: C.hristine Miele (CM), Treasurer: Michael Gendreau (MG), Debbie Kruzel (DK), Bob Hawkes (BH), Pamela Sarantis (PS)
Staff: Chris Smith (CDS), Jessica Wachsman (via phone)
Regrets: Alexis Goldsack (AG), Secretary, Alyssa Ross (AR), Erin Balfe (EB)

CES called meeting to order at 5:36pm

General

Approval of minutes from March 15 regular meeting. DK motions to approve, MG seconds. All others in favor. CM and PS abstain. None opposed.

Correspondence

- Letter from potential Board candidate; shared with Governance committee

Upcoming events:

- May 19: Fine Arts Night 5:30PM - 7:00PM
- June 2: Charter Renewal Review at Birches
- June 7: Musical Performances 6:00PM - 7:00PM
- June 7-8: Birches Day of Giving, aligned with NH Gives
- June 14: Eighth grade graduation
- July 14: State Board of Ed Charter Presentation

Next meetings

- May 3: 5:30pm Finance committee
- May 10: 5:30pm Board
- June 21: 5:30pm Finance committee
- June 28: 5:30pm Board
- July 27: 5:30 Finance Committee
- August 23: 5:30 Board

General business

- Blue Ribbon application submitted

School Highlight

- None

Dean of School update

Enrollment

- 224 enrolled
- Wait list at 152
- Kindergarten for 2022-23; 25 admitted, 30 on waitlist

Events and Updates

- Middle School trip to Washington DC is next Tuesday through Friday; remaining students have two field trips scheduled so far
- Middle school dance scheduled for May 6
- Class Spirit Nights in the planning stages
    - Saplings
    - Leaves (since they missed theirs as Saplings)
- CDS attending recertification classes for CPI training.

Personnel

- One open position - TA for Kindergarten
    - Have received an application and are looking but it wouldn't be until next year
    - Have potential interest from another candidate

Policy Updates

- None for this month
- Volunteer Policy for May

COVID Update

- Quarantine numbers - students and staff, currently at 1
- Results from the last two SASS tests were all negative

Charter Renewal

- We got a new template and are working on it now. It is much less cumbersome than the original. In process and still due 5/2
- Added request for community input into communications survey announced April 8 by the Outreach committee; will request directly on April 13 via email and FB family community
- Visit June 2; will ask Board and others to join

- Consideration of adding more students each year on the Charter. This is for approval only by the state to give us an option to expand but may not be utilized.
    - Year 1 of renewal 22/23 - 250 students
    - Year 2 of renewal 23/24 - 275 students
    - Year 3 of renewal 24/25 - 300 students
        - Motion to update charter to add 75 more students to renewal process over 3 years, PS motions, BH seconds. All in favor. None opposed.

- Charter mission update to add STEAM components and direct attention to the scientific method and technology best practices in learning by adding a new item to the mission statement (#4).
        - Motion to approve an additional fundamental access to our mission to utilize scientific method and technology best practices. BH motions, PS seconds. All in favor. None opposed.

Foundation update

- Decided to postpone Special Friends Day to fall

Upcoming events (some pending confirmation)

- April: Community Service Project - Birthday Wishes; collect items to create “Birthday Boxes”
- April: Special Friends Day, date TBD
- May: Clothing Drive drop off starts May 4 and ends May 5, 9 am.
- May 9-13: Teacher & Staff Appreciation week
- June: NH Day of Giving: June 7-8
- June Field Day: TBD
- June: Casino Gaming 6/20-6/29

Committee updates

Finance

- Reviewed March 2022 budget v. actuals. Motion to accept period ending March 2022. DK motions to approve, PS seconds. All approve. None opposed
- Audit review for May

Governance Committee

- Working with 3 interested board members
- Mike and Pam are working through the interested people
    - Working on references for one person

        - Starting conversation with second person
        - Emailing response and expectations to the third person

.***Outreach/Day of Giving***

- Communications survey sent to families April 8; deadline to submit April 23
- AR to focus on website changes; there is a new version of Squarespace that adds some good functionality
        - Creating a new page on Foundation
- Day of Giving:
        - Announced on social media April 7
        - Asking for Virtual Ambassadors
            - Created FAQ for volunteers
            - Email and social media request planned for April 20
        - Making updates to NH Day of Giving web page including adding videos from Mr. Jones
        - Save the date postcards ordered, will be mailed by May 1
        - Christie is away May 23rd - June 5th

Curriculum

- 4 teachers working attending a training offered by the State for Social Emotional Learning (SEL)
- Met with teacher about 5th grade science curriculum
- Free subscription from NH to Discovery Education for all academic disciplines

Personnel

- AR updating annual survey; will send by April 21 to staff and Board
- AR and CES starting DOS review

Strategic Planning

- No update

Facilities

- No update

PS motions to adjourn. DK seconds. All agree. 7:24 PM meeting adjourned.