Board of Trustees Meeting Minutes
Date: August 23, 2022

Held at The Birches Academy

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

CES called meeting to order at 5:37pm

General

Approval of minutes from June 28 regular meeting. AG motions to approve, MG seconds. AR abstains. All others in favor. None opposed.

Approval of minutes from July 27 special meeting. AG motions to approve, MG seconds. All others in favor. None opposed.

Correspondence
- None

Upcoming events:
- August 29: Back to School BBQ
- September 7: Tears & Cheers

Next meetings
- Full Board (in person)
    - September 13: 5:30pm (retreat)
        - Attorney will come
        - Closed for Public
    - October 11: 5:30pm
    - November 15th: 5:30pm

- Finance (Zoom)
    - September 20: 5:30pm
    - October 4, 5:30pm

General business
- Charter was renewed on July 14

    - AR will update website with new language
    - We are approved for up to 300 students, but we are trying to be very mindful about where we would add any right now.

Dean of School update

Enrollment

- 223 enrolled
- Wait list at 156
- Kindergarten for 2022-23; 25 admitted, 24 on waitlist

Events and Updates

- Working on the Emergency Operations Plan (EOP), new format
- Safety grant has been submitted
    - Cameras & should hear back soon
    - Computer Monitoring Software-Surveillance
- Expansion grant has been submitted
    - October
- Teacher ADD training August 30
    - parent information day will be set up with trainer for this fall if possible

Personnel

- New hires:
    - middle school English teacher
    - two middle school TAs
    - after school program lead
    - Spanish teacher (3 Days)
    - Chorus teacher (2 Days)
- To be hired:
    - TA for grades 1/2
- Changes
    - Alysa Mulligan has moved from 1/2 grade class to RTI position
    - Julie Davis has taken over Alysa Mulligan's room

Foundation update

Recent activity

- Music Program Donor for many in house instruments
- Received check from Canobie Toyota/Honda

Upcoming events - will have more details in September

- Tears and Cheers
- Grandparents Day
- Reworking Hot Lunch program
- Clothing Drive - returning to original vendor, dates TBC

Committee updates

Finance

- Did not meet; will vote on month ends for June-September in October meeting

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

- Will do again in May in conjunction with Music Celebration
- Looking to move away from NH Gives based on dates not aligning to Music Celebration
- Website
  - Need to update with new charter language AR & CS
  - Update with Squarespace
  - Once we have Back to School Night meeting dates we will look to prepare a presentation to get Parent Ambassadors
  - Will create new pages for Friends and Foundation
    - Have developed some options for a Friends logo to help the community better see the difference

Governance

- MG working with one potential BOT member. Documents have been sent for review and she asked we follow up early in September
- MG goal is to bring on 2 more new BOT members before end of year 2022

Personnel

- CDS review scheduled for September 2

Curriculum

- Dibbles 3 times a year

Facilities

- New building owner toured and was very interested in learning about the school. Loved the kindergarten space, thinking about picnic tables.

Policy Reviews

August: *none*
August: *none due to retreat*
October: *Volunteers - Volunteer Contracts or "Applications"*

BA motions to adjourn. PS seconds. All agree. 6:39 pm meeting adjourned.