Board of Trustees Meeting Minutes
Date: October 11th, 2022

Held at The Birches Academy- EB Classroom

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

CES called meeting to order at 5:38pm

General

Approval of minutes from 8/23/22 regular meeting. PM motions to approve, DK seconds. CM abstains. All others in favor. None opposed.

Correspondence

- Board member Bob Hawkes submitted resignation. Board thanks him for his service.

Upcoming events:

- October 13th Camp Lincoln Middle School

Next meetings

- Full Board (in person)
    - November 15th 5:30pm
    - December 13th 5:30 pm
    - Rescheduling meeting with Jim- CES will reach back out
        - Attorney will come
        - Closed for Public
- Finance (Zoom)
    - November 10th is next finance meeting
    - December 6th

General business

- Parent Night- Avoid Deny Defense- CDS trying to schedule
- Train Students- Little children follow teacher
- Ready for Teacher Highlights

Dean of School update

Enrollment

- 225 enrolled
- 300 approved
- Wait list at 141
- Kindergarten for 2022-23; 25 admitted, 34 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
    - Grant is delayed waiting on federal approval
- Expansion grant has been submitted
    - October
    - CS is in touch with the Avoid, Deny, Defend instructor for Salem to host another parent night. I'm waiting for dates.
    - Kayla and CS are planning to attend a training for SROs tomorrow which will talk about emergency response organizations and what the response will entail.
    - CS attended a training on teaching chess in schools and am working with some teachers to try and find a way to incorporate this into class.
    - Saplings and Sprouts went on a field trip to the wildlife sanctuary, and we are trying to plan more trips to get the students out of the building and learning.
    - We are administering the beginning of year state assessment so that we can have comparable data to better track growth and to compare with our other data points.
    - Mrs. Mulligan and Mrs. Balfe attended a UDL training and will be adding a UDL minute to our staff meetings as we continue to work on incorporating the UDL framework into our teaching.
    - Three parents came in on the Monday Holiday to construct a GAGA ball pit which had been donated anonymously to the school. We still need the three final pieces of wood, and they are forthcoming.
- Beginning of the year assessment & end of the year assessment- DIBBLES

X. Covid Update

- All persons tested in SASS were negative

Personnel

- We hired a substitute and are working to increase our pool.

Foundation update

Recent activity

- October: Meadow Farms Catalog sales
    - Socktober (sock collection for the homeless)
    - Spirit wear has been extended to 10/14

- November:
    - Daily Cash Calendar sales start
    - Canned food drive
- December:
    - Scholastic Book Fair December
    - Grandparents/Special Friends breakfast
    - Movie Night TBD

Upcoming events -

- Fill Your Cup- Change Name
- Grandparents Day
- Reworking Hot Lunch program
- Clothing Drive - returning to original vendor, October 20-21

Committee updates

Finance

- Did not meet;
    - Reviewed FY 22 Year End Financials- the money spent overage was left from the PPA loan. There's no more extra cash
    - Audit was 9/6-9/8- waiting on reports. All reports good
    - July and August Reports in drive - not a lot of activity.
        - First Payment delayed rent for 9/1- working with landlord- all set
    - Working on an updated budget - waiting on Grant Notification for STEAM Grant before bringing forward- we should hear the first week of October. Should hear in December about School Safety Grant
    - The IRS denied us the Tax credits we took last year because of our GOV't status (and not the 501 status most charters have) and so we need to repay $5,183. Waiting on invoice.

- Motion to approve 6/31 financials- CS motions to approve. MG Seconds. All in favor. No opposed.
- Motion to approve 7/31 financials- CS motions to approve, PS Seconds. All in favor. No opposed.
- Motion to approve 8/31 financials- CS motions to approve, PS Seconds. All in favor. No opposed.
- Modify Special Education for 9/30 Budget (CES). Motion to approve 9/30 financials- AG motions to approve, DK Seconds. All in favor. No opposed.

.***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 has not uploaded any paperwork & has a goal for 2 people by the end of the year.

Facilities

- Pam is Chair
- Discussed potential spots that did not work out but Chris (Agent?) understand that we are hot to trot

Personnel, Curriculum

- Have not met.

Policy Reviews

October: *Volunteers - Volunteer Contracts or "Applications"*

- Packet for new volunteers- Regular (needs teacher) and Designated (on own)
- Volunteer policy was updated where there was redundant paragraph (CS)
- Make sure that the link goes to the right place.

Motion to approve Volunteer Policy- DK motions to approve, MG Seconds. All in favor. No Opposed.

- Confidentiality Policy CS

Motion to approve guidelines - BA motions, MG Seconds, All in favor. No opposed.

- COVID Policy Guidelines with student testing updated

Motion to approve Updated COVID Policy- AG motions to approve, MG Seconds. All in favor. No opposed.

Non Public- CES called non public 7:12 PM

Non Public- CES adjourn non public 7:32 PM

Motion to seal the non public session approve CS motions to approve, MG Seconds. All in favor. No opposed.

PS motions to adjourn. MG seconds. All agree. 7:33 PM meeting adjourned.