



DRAFT

Board of Trustees Meeting Minutes

Date: April 9th, 2024

Held at The Birches Academy @ 5:30 PM

Present: Chair: Christie Storniolo (CES), Vice-Chair: Christine Miele (CM), Secretary: Alyssa Ross (AR), Treasurer: Michael Gendreau (MG), Alexis Goldsack (AG), Samantha Moulton (SM), Danielle Richards (DR), Pamela Sarantis (PS), Becca Allan (BA)

Regrets: None

Staff: Chris Smith (CDS), Jessica Wachsman (JW), Erin Balfe (EB), Aimye Haroutunian (AH)

Public: Jennifer Carpine (JC)

CES called meeting to order at 5:36 PM

General

Approval of minutes from March 13th meeting. CM motions to approve, SM seconds, BA and MG abstains. All in favor. None opposed.

Correspondence

- None

Next meetings:

- Full Board
 - May 14th, 5:30 PM In Person
- Finance
 - May 7th, 5:30 PM Via Zoom
- Outreach
 - April 15th, 8:00 AM In Person

Upcoming Events:

- Board Only Retreat lead by State of NH (Karen) - dates TBD weekday in afternoon
- Combined Retreat will be in Fall
- Information Night April 10th @ 5:30 (Pam, Jessica, Sam & Christine)
- Fine Arts Night May 16th
- 3rd Grade Wax Museum April 19th
- 41 Students attending DC April 16th -19th

Public comment:

- Jennifer Carpine discussed other possible ways to inform people about events and updates other than social media

Dean of School update

Enrollment

- 234 enrolled
- Wait list at 278
- Kindergarten 37 of 37 have accepted - 20 additional on waitlist

Personnel

- There are ads for vacant positions for next year.
- Jessica and Michelle did a full benefits analysis.
- A math and third grade teacher a hired for next year (pending budget approval)

Committee Updates

Finance

- Reviewed Budget vs. Actuals (March)
 - Approval of budget vs. actuals for March. CS motions to approve, PS seconds, no abstains. All in favor. None opposed.
- Reviewed 24-25 Budget
 - Funding is going up \$180 per student next year. That is reflected. 1 out of state student
 - Lease aid has to be applied for every September. We can get it for the portion of time we don't own the building
 - CSP Grant- computers, furniture, software
 - Teachers line items include two new teachers and additional specials teachers hours
 - Added part time person coming in to help with the front desk
 - Added project manager- yearbook, handbooks, project focused items
 - Additional RT 1 and Title 1 funding to provide more support
 - Increasing the amount of people eligible for benefits and how to offer benefits to them-
 - Currently only Full time salaried professionals

- Hope to offer it to hourly employees- specials teachers and office staff
 - Benefits went up 10% from last year
 - Increase company match to 3% with a financial advisor coming in August to provide more information. Currently at 45% participation but would like to encourage more
- Approval of Budget for the 24-25 year. CM motions to approve, MG seconds, no abstains. All in favor. None opposed.
- To make sure that there is always someone available to sign checks in case someone is away or unavailable, DR and BA will be appointed.
 - Approval of DR and BA as check signers. PS motions to approve, MG seconds, no abstains. All in favor. None opposed.

Governance

- In the process of connecting with one person of interest.
- Looking for candidates of the board with no conflict of interest.
- In July, the positions for chair, vice chair, secretary, and treasurer will transition to other current board members.

Personnel

- Met to discuss CDS review.

Outreach

- AR/AG/Intern SEO optimization for website
- Info Night - kick off Treehouse Campaign
- Looking for big businesses for naming opportunities.
- Getting Alumni newsletters, ALMA notifications, mailing postcards, ect. for funding
- QR code for donation everywhere
- Day of giving will kick off at the end of the year concert. Not NH gives. Q Give

Curriculum

- Didn't meet.

Policies

- Held discussion to update and clean up by-laws.
 - Motion to approve the amended Birches Bylaws. BA Motions to approve. MG Seconds. All in favor. No opposed
- Reviewed new Chemical Hygiene Policy- Needed for grant
 - Motion to approve Chemical Hygiene Policy. PS Motions to approve. BA Seconds. All in favor. No opposed.
- Reviewed new Student, Faculty, Staff and Visitors Non-Smoking Policy-

- Motion to approve Student, Faculty, Staff and Visitors Non-Smoking Policy. BA Motions to approve. MG Seconds. All in favor. No opposed.

Facilities, Strategic Planning

- Expansion:
 - Moving forward with hired general contractor, PointsNorth Contracting
 - Architect is fine tuning plans
 - BullMoose knows that they have to be out by June 1st
 - April 23rd facilities will go before the Salem planning board at 7PM to present
- Concept & design is done.
- Over April vacation the LED lights will be done upstairs and in Kindergarten rooms as part of phase one
- Due diligence for purchasing the building is being performed such as building and structural inspections, environmental surveys, and a completed appraisal
- State of NH Opt in Survey Questions
- Committee being formed to establish goals for the school community over the next 3 -5 years
 - 3 sessions during school; will find subs for teachers who will participate
 - Monday May 6th 9 AM - 12 PM
 - Wednesday May 15th 12 PM - 3 PM
 - Third date TBD
 - BA & SM are going to attend
 - 6 hours each
 - Lunch and stipends provided

Foundation Update

Upcoming Events

Birches Day of Giving

- June 5th - 6th
- 24 hour fundraising period
- Will launch at the end of the year concert
- Save the date postcards have been created
- Account is set up on Qgive
- AH is attending training webinars

Cash Calendar, March Madness Read a Thon, Chick Fil A Completed & Discussed

Non Public

Approval to move into non-public session per RSA 91-A:3, II(a) at 7:43 PM. CM motions to move into a non-public session, BA seconds, no abstains. All in favor. None Opposed.

Approval to move out of the non-public session and into public at 8:04 PM. CM motions to move out of the non-public session, AG seconds, no abstains. All in favor. None Opposed.

Vote to seal the minutes under RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Returning to Public

CS motions to adjourn. PS seconds. All agree. 8:07 pm meeting adjourned. None Opposed.