

**ACADEMY FOR SCIENCE AND DESIGN  
BOARD OF TRUSTEES**

**MINUTES OF FEBRUARY 15, 2007 MEETING  
at New Hampshire Center for School Reform, Concord NH**

In attendance: Trustees Michael Fishbein , Susan Hollins, Karen Graham, and Tom Popik as board members. Carla Proulx and Ed McMonagle also attending.

1. Call to Order: Acknowledging a quorum of the Board, Michael Fishbein called the meeting to order at 5:28 PM.

2. Approval of Minutes from Previous Meeting. Michael Fishbein moved to approve minutes from the previous meeting as amended. Graham seconded. Unanimously approved.

3. Discussion of Information Session at NHCTC -Nashua. We received many questions from parents, particularly about the application process and initial grade levels at the school. We have an obligation to get information about the school throughout the state of NH.

4. Application Components. Sue Hollins presented potential components of an application. A page summarizing these components is included as an appendix to these minutes. Michael Fishbein made a motion: To adopt these application components, also to include health records, and to authorize creation of documents to execute these components. Second by Graham. Unanimously approved.

5. Application Process. Michael Fishbein made a motion: To authorize the operations officer to make available to the public the application process to begin not later than March 1, 2007. Second by Graham. Unanimously approved.

6. Grade Levels at ASD. Michael Fishbein made a motion: That applications be accepted for grade levels 7-10 with a proviso for grade level exceptions. Seconded by Karen Graham. Unanimously approved.

7. Lottery Policy:

Susan discussed lottery policy and explained that the Board needed to decide issues involved in a lottery policy so that admissions could proceed.

a. Discussion of Lottery Exceptions for Children of School Founders. Applicable law allows children of school founders to be admitted to charter schools without participating in a lottery. This provides an incentive for parents to expend substantial effort in starting a charter school. However, the number of lottery exemptions must be limited to preserve public confidence in the fairness of enrollment policies and the Board's policy should define "founders."

b. Definition of School Founders. Michael Fishbein made a motion: That “founders” are those whose service occurred prior to the opening of the school who are either members of the inaugural board (board members prior to school opening) or were members of the charter application design team. Seconded by Karen Graham. Unanimously approved.

c. Lottery Exemptions for Children of Founders. Michael Fishbein made a motion: That in any given year, ASD will allow at most four exemptions from the enrollment lottery for children of founders. Seconded by Karen Graham. Unanimously approved.

d. Sibling Lottery Policy. Michael Fishbein made a motion: Multiple siblings participating in the enrollment lottery in a given year will all appear on one lot. Seconded by Karen Graham. Unanimously approved.

e.. Enrollment Lottery Guidelines. Sue Hollins presented a document, “Enrollment and Lottery Guidelines.” This document is included as an appendix to these minutes.. Michael Fishbein made a motion: To approve the enrollment lottery guideline document as board policy, as amended by any motions adopted at this meeting of the board and prior to this vote. Seconded by Karen Graham. Unanimously approved.

10. Financial Officers. Sue Hollins made a motion: To affirm two board members who are financial officers to sign expenditure warrants on behalf of the board, these officers to be Michael Fishbein and Karen Graham. Seconded by Popik. Unanimously approved.

11. Discussion of Facilities. We are still looking for space in Nashua. The Board may have a meeting with some members attending via phone to act on any potential space.

12. Background Checks. Board members are asked to complete fingerprinting and background checks by the end of February.

13. New Board Member. Tom Popik presented a motion: That Izuh Obin elo be elected to the board for his international perspective, for a term of two years. Seconded by Graham. Unanimously approved.

14. Motion to Adjourn. At 8:18 PM, Tom Popik moved that the meeting be adjourned. Graham seconded. Unanimously approved.

Next meeting will be at New Hampshire Center for School Reform on April 19 at 5:00PM.

Respectfully submitted:  
Tom Popik,  
Board Secretary

# ACADEMY FOR SCIENCE AND DESIGN

## ENROLLMENT AND LOTTERY GUIDELINES

The Academy for Science and Design Charter School has established official guidelines for accepting applications and deciding enrollment by lottery. These procedures will be followed if lottery is needed.

### **DEFINITIONS:**

**Enrollment Decision Date:** One or more enrollment decision dates at which time student admissions decisions will be made.

**Founding Members:** For purposes of this policy, founding members are defined as key persons whose service occurred prior to the opening of the school and who are either members of the inaugural board of trustees (board members prior to school opening) or were members of the charter application design team. In any year, the Academy for Science and Design will allow at most 4 exemptions from the enrollment lottery for children of founders.

**Late Application:** An application received after the Application Deadline but before the beginning of school.

**Lottery:** A publicly posted and publicly conducted random drawing from names of student applicants desiring admission to The Academy for Science and Design Charter School.

**Lottery Adult:** An independent adult who actually draws ID-numbered objects representing student applicants from a container that contains ID-numbered objects for all students.

**Recruitment & Admissions Committee:** Two or more persons affiliated with the academy who will collect, review, and respond to applications; set up interview times; schedule and implement informational sessions and documents; schedule enrollment decision dates; and set up any needed lottery.

**Sibling Preference:** A sibling of a student already enrolled at the Academy for Science and Design Charter School and who seeks admission is accepted without requirement of going into a lottery. Any other eligibility criteria and guidelines stay in place, however. Multiple siblings participating in the enrollment lottery in a given year will all appear on one lot.

**Waiting List:** A list of applicants desiring admission when space becomes available.

### **ADMISSIONS PROCESS:**

1. Applications are initiated by a parent or legal guardian completing and submitting the school's student application form. This can be downloaded from the academy's website at [www.asdnh.org](http://www.asdnh.org)
2. Applications submitted up to the announced enrollment decision date will be reviewed by a Recruitment & Admissions Committee. The review will be for completeness, legal town of residence, age/grade of student, and any other criteria that has been determined. The review will confirm that parents understand the instructional program and school logistics with a member of the recruitment committee.
3. Completed applications will be sorted by entering grade.
4. If any contracts or statutory obligations are in place that require sorting by town or other feature, then applications will be sorted out, accordingly.

5. The number of spaces in the general lottery will be reduced by any allowable admissions outside the lottery, e.g. sibling preference.
6. Lottery ID numbers will be assigned to each applicant in the order that applications are received.
7. If a lottery is to be conducted, the following guidelines will apply:
  - a. The lottery will be conducted by an adult who is unaffiliated with the charter school -- who has no child applying to attend.
  - b. Applicants will be provided confirmation of being in the lottery, with their lottery number, and the date, time, and place of the lottery.
  - c. On the day of the lottery, the lottery adult will check to assure that each applicant's lottery number is on a lottery device (e.g. small ball, object, or paper).
  - d. All the objects with lottery ID numbers will be placed in a container.
  - e. Prior to drawing ID-numbered objects, the lottery adult will assert that all the lottery numbers have been double-checked and all eligible children are included.
  - f. Only the lottery adult will draw ID-numbered objects from the lottery container.
  - g. Personnel from the school's Recruitment & Admissions Committee will monitor selections to assure no one town or grade is oversubscribed (in accordance with NH statute).
  - h. Any student from any town who is not chosen will go on a waiting list in order of draw from the lottery; the waiting list should be available for interested parties to see,
    - i. Should students be selected who require placement confirmation from their districts (students in special education or exceeding the 10% rule), the Recruitment and Admissions Committee will contact the school to clarify attendance approval. Should the student's enrollment not be authorized, the next eligible student on the wait list will be contacted for admission.
    - j. As openings occur, students on the wait list will be contacted according to their order on the wait list, according to the grade level of opening.

Voted by the Board of Trustees, February 15, 2007

## FREQUENTLY ASKED QUESTIONS

Q1. Can students apply from outside the town where the charter school is located?

A. Yes. Any student in the state may apply. There is no transportation to and from school provided by the charter school; however, typically parents work together to create transportation or living arrangements.

Q2. What is the cutoff date for enrollment applications?

A. The Academy for Science and Design Charter School charter school will not establish a final cut-off date for enrollment in its first year and will continue enrollment applications and selection of students at designated intervals until the enrollment is full for the year.

Q3. How is a student's grade level at the Academy for Science and Design Charter School decided?

A...Any student applying for enrollment will be required to have successfully completed the preceding grade level and show documentation affirming prior schooling —home, district, or other. The presumption about grade placement is that students have successfully completed the previous grade and will be academically and developmentally ready for the next grade and not a lower or higher grade. Exceptions to this general grade placement guideline require review by the school's superintendent or board admission's committee.

Q4. Is there a sibling preference at the Academy for Science and Design Charter School?

A. Yes. The Board of Trustees has voted a provision for sibling preference, provided all other eligibility requirements are met (2.15.07). The reason for this is the school's commitment to family. The most common example of sibling preference is when a younger sibling of a student already enrolled wishes to attend the school. That younger sibling is automatically granted admission and need not apply through the lottery (assuming any other eligibility guidelines are met).

Q5. If the Board has a sibling preference policy, how do admissions work for 2 siblings applying in the first year or at the same time in any year?

A If multiple siblings apply at the same time, they must appear on one lot. The intent is that each family has one draw in a lottery and that the sibling preference policy not result in certain families having more lottery chances for initial admission. No policy of the board can override the statutory guidelines of 10% limitation per grade per district.

Q6. How does sibling preference affect class size or curriculum?

A. Sibling preference should not influence class size guideline. It is possible to imagine, however, a scenario in which the sibling preference policy could conflict with class size guidelines or where the sibling is not apt to thrive in a charter school with a particular curriculum philosophy and goals. Should this become a concern, some additional guidelines will be developed to assure the charter's original goals and purposes are maintained.

Q7: How does the waiting list work?

A...The waiting list is determined (at the time of the lottery) in the order that lottery numbers are drawn. Openings in the school are offered to those on the waiting list in strict numerical order. An applicant cannot defer an offer and keep his/her spot on the waiting list. If an offer is declined, that applicant is removed from the waiting list and the opening is offered to the next applicant.

Q8. Is the waiting list re-formed each year or does the waiting list continue from year to year.

A. This guideline has not been determined.

Q9. How does sibling preference affect the waiting list?

A. A sibling of an already-enrolled child may be offered admission before any child on the waiting list.

Q10. How do year-to-year admissions work?

A. Once admitted to the school, an admitted and attending student will automatically qualify for enrollment in subsequent years without being subject to an additional lottery. If, however, a student withdraws from the school, then that student will be considered a new student for future admission purposes and may be subject to lottery, depending upon vacancies.

Q11. How do parents know the lottery is fair?

A. Procedures are in place to assure the lottery and selection of students is random and fair: In the half-hour before the lottery, parents/guardians will have the opportunity to examine the lottery devices and verify that their ID number is in the lottery. Only the independent lottery adult will pull the IDed items from the container. All applicants will receive notification of their status. It is the responsibility of the school and the lottery adults to monitor applications prior to the lottery and to conduct the lottery in such a way as to eliminate the possibility of bias or over-enrollment in any grade.

Q12. What if my child is enrolled and we move? Can we continue?

A. Yes, parents who move retain their child's place, unless they are mitigating circumstances, e.g. moving out-of-state. There may be conditions where a student becomes ineligible to attend the school. If not, town of residence typically would not make a difference.

Q13. What if our family moves to another part of the country for a year? Can we leave the charter school and reclaim our spot when we return?

A. Situations like this would be handled on a case by case basis. The school staff would weigh issues such as length of absence and ability to stay connected to the curriculum or whatever issues they deem pertinent at the time.

