

APPROVED MINUTES

ACADEMY FOR SCIENCE AND DESIGN BOARD OF TRUSTEES

MINUTES OF AUGUST 28, 2007 MEETING at 316 Daniel Webster Highway, Merrimack, NH

In attendance: Trustees Susan Hollins, Joseph Klewicki, Lucille Jordan, Skip Myers, Izuh Obinelo, Fred Kocker, Karen Graham, and Tom Popik. Chris Franklin and Kent Glossop as guests.

1. Call to Order: Acknowledging a quorum of the Board, Joseph Klewicki called the meeting to order at 5:20PM.

2. Tour of Facility & Discussion of Plan. The Trustees took a tour of the soon-to-be-leased facility at 316 Daniel Webster Highway. Susan provided an overview of the space plan, the types of spaces that will be created, and how the space use corresponds to the instructional program of the charter. She explained the various code and capacity considerations under discussion. Board members were familiarized with specific topics that have generated specific design features for egress and wall structures. Sue Hollins stated that she expected space to be ready by Sept 17. All fit-up is to be paid for by the federal grant. ASD has first right of refusal on other space on the same floor.

3. Approval of Minutes from Past Meeting. Motion by Klewicki to approve the minutes. Seconded by Graham. Unanimously approved.

4. Start-Up Report. The board listened and responded to a comprehensive review of start-up progress. Current estimates are a starting class of 35 students; some transportation issues for potential additional students are being worked out.

Faculty are in place with one position still being recruited. Only two faculty members are full-time. An active co-curricular program will offer a menu of choices each 6 weeks including clubs, teams, independent study, and short courses in topics of science, design, and other fields, in this way introducing students to the school's 7 areas of specialty. Already it is clear the school will open with 2 math team options and short courses in investing, traffic engineering, and architecture. Parents may have the opportunity to teach short courses on subjects within their area of expertise.

The recent grant revision was approved, aligning funds with actual needs. A revised budget will be presented after faculty and facility costs are finalized. Regarding college connections, Daniel Webster College is the first college connection established. An ASD 10-grade student has been accepted and the school appreciates beginning this relationship. A standard is in place for all courses to have a syllabus and 3 examples were shared with the board: Algebra I, Physics I, and Integrated Biology/Chemistry.

Nashua Community Technical College would like to review the possibility of course credit for students taking this level of coursework. Lucille Jordan mentioned the Running Start program. Students can use the library at New Hampshire Community Technical College—Nashua.

Although September 17th is set as the start date in the school's first location, teachers are planning 3 days or orientation the prior week if space can be located. Regarding meals, the students will bring their lunches. There will be a cafe setup for eating. Transportation is not provided by the school nor is it required as a service of the charter school. Parents need carpooling or other arrangements. One board member suggested the school might consider a transport service.

The technology program was explained briefly--a laptop program, several desktop computers for engineering and more advanced applications, drop power cords over work tables, a domain setup, and special storage for equipment. The computer program is planned for limited IT services. Susan mentioned the outpouring of volunteerism, and introduced two parents at the meeting, each volunteering time and talent to the school.

5. Financial Planning & Budget. Sue Hollins presented a preliminary budget for the 2007-2008 school year. Sue explained how the state grant interfaced with the budget estimate, various sources of revenue, and provided a document showing how the revised start-up grant would be applied to selected budget items, e.g. texts, instructional equipment and supplies, etc. The Board spent considerable time discussing strategic approaches to budget—the complete estimated initial budget, the revisions anticipated and reasons for same, and budget strategies under various revenue scenarios this year. The board also discussed board involvement in revenue, including familiarity with and participation in a fundraising plan. The board discussed the potential gap between expected funding and expected expenditures and whether this gap could be realistically filled by philanthropy. Another issue is that any final budget must subdivide expected expenditures between start-up expenditures, which can be spent under the federal grant, and operating expenditures which cannot be funded by the federal grant.

Tom Popik proposed a motion: That two budgets be constructed, one budget consistent within committed funding plus \$50,000 expected philanthropy, and another estimated budget based on committed funding and non-committed funding, both of these budgets to be subdivided between federal grants and non-federal sources, these budgets to be presented and reviewed at the next scheduled board meeting. Seconded by Sue Hollins. Unanimously approved.

6. Philanthropy. There was a discussion of philanthropy initiatives. One possibility is to invite potential donors to meet with board members. We also could form fund-raising committees. We need to solicit funding for specific items. We also need to prepare a fund-raising information package.

7. Lease. The Board needs to grant authority to sign a lease. Lucille Jordan made a motion: To enter into a lease consistent with the adjustments being currently negotiated. Seconded by Skip Myers. Unanimously approved.

8. Next Meeting. The was discussion of how the next meeting could be combined with grand opening ceremony. Tom Popik made a motion: That ASD have a grand opening ceremony at a date and time To Be Determined (TBD) in late October with a board meeting immediately before the ceremony. Seconded by Fred Kocher. Unanimously approved.

9. Adjournment. Movement to adjourn: Sue Hollins moved, Fred Kocher seconded. Adjourned at 7:43 PM.

Respectfully submitted:
Tom Popik,
Board Secretary