

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

**APPROVED MINUTES OF MARCH 26, 2008 MEETING
at Academy for Science & Design, Merrimack NH.**

In attendance: Trustees: Kent Glossop, Karen Graham, Susan Hollins, Izuh Obinelo, Tom Popik, Jennifer Starr. Also present: Chris Franklin, School Director; members of the faculty; and parents.

1. Call to Order: Acknowledging a quorum of the Board in attendance, Head of School Chris Franklin, as clerk, called the meeting to order at 7:10 p.m. as neither the chairman nor vice chairman was present.
2. Board Membership Topics: Resignations and Appointments
 - a) **Motion** by Franklin/2nd Popik: **To accept the resignations** of Robert Myers and Joseph Klewicki with regret. Passed. Unanimous.
 - b) **Motion** by Hollins/2nd Obinelo: **To nominate Patricia Humphrey** as Board Trustee for the opening of Founder/Contributor, for a 2-year term beginning March 2008 through June 2010. Passed. Unanimous.

7:20 p.m. Trustee Lucille Jordan joined the meeting.

- c) Board members with terms ending: June 2008. All three board members briefly discussed their willingness to continue for an additional term.
 - d). Head of School as Trustee: Board members discussed practical considerations of a Head of School being a trustee and voting, when the Board was the director's supervisor and employer. L. Jordan made a comparison to a school superintendent who joins the board at all meetings but is not a voting member of the board itself. Changes needed to fill this slot were briefly discussed. .
3. Board Officers: There was brief discussion about an organizational meeting. The following actions were taken to address board officers:
 - a) **Board Chairman:** Nomination by Hollins, for Karen Graham and a question as to her willingness to serve. Dr. Graham declined. **Nomination** by Franklin; 2nd Humphrey: for **Kent Glossop** to be Board Chairman. Passed. Unanimous.
 - b) **Board Vice Chairman: Nomination** by Franklin; 2nd Glossop: for **Karen Graham** to be Vice Chairman of the Board. She agreed. Passed. Unanimous.
 - c) **Secretary:** Tom's term is not yet concluded but he indicated a willingness for a new secretary. **Nomination** by Kent; 2nd Lucille: For **Susan Hollins** to be Board Secretary. Passed Unanimous. The Board thanked Tom for his conscientious efforts as Board Secretary.
 - d) **Financial Officers:** The Board discussed the role of financial officers. Hollins reviewed RSA 197:23-a to clarify this role in relationship to Treasurer duties: "*the treasurer shall have custody of all moneys belonging to the district and shall pay out the same only upon orders of the school board or upon orders of the 2 or more members of the school board empowered by the school board as a whole to authorize payments.*" Availability of trustees to serve as financial officers was discussed. **Motion** by Hollins; 2nd Jordan: That the **two financial officers of the Board be Izuh Obinelo and Chairman Kent Glossop**, and that the financial officers be empowered to authorize payments, e.g. signing warrants. Passed. Unanimous.

- e) **Treasurer/Assistant Treasurer:** Trustee Lucille Jordan continues as treasurer but is not always available. **Motion** by Jordan; 2nd Humphrey: That **Jennifer Starr be nominated as assistant treasurer** with authority to sign checks. Passed. Unanimous. Two issues discussed were the treasurer(s) being bonded and an adjustment made at the bank so that treasurer(s)' financial signing authority be on record.
4. Approval of Minutes: **Motion** by Humphrey/ 2nd Graham: To **approve** the draft meeting **minutes of February 25, 2008**. Passed. One abstention: Hollins, was absent.
5. School Business:
Head of School Chris Franklin reviewed business items. The insurance company updated the school's building insurance to conform with the lease. No action or policy re-write is needed by the board.
- a) Matriculation into the retirement system for 2007-2008 is still pending. The Board's prior vote to join and reasons for and against public retirement participation were discussed. Teachers receive their contributions upon leaving the system. Options and FICA payment implications were discussed. Tom moved to table the discussion until the next meeting.
 - b) Tuition for out-of-state students: **Motion** by Popik; 2nd Humphrey: To establish **out-of-state student tuition for 2008-2009 at \$9,500**. Several board members and parents noted the quality and value of the school's unique faculty and program.
 - c) Board Meeting Structure: Several members spoke of the need for a set structure for board meetings. **Motion** by Popik/2nd Hollins: To have a regular **meeting schedule on the 2nd Wednesday of each month from 6:00 p.m. to 8:00 p.m.** for the foreseeable future. Passed. Unanimous. Mtgs will be held at the school at 316 Daniel Webster Highway in Merrimack. Next meetings: April 9th; May 14th; June 11th.
 - d) Board Contact: Following discussion, it was agreed that all board members have email addresses posted using first.last@asdnh.org.
 - e) Phone Bridge: There was consensus for board members to request this, if needed.
6. Committee Needs:
- a) Discussion of Marketing specific to Nashua's pending strike. No specific action taken. **Motion** by Popik; 2nd Humphrey: **That a Marketing Committee be formed**, with parents solicited as to their interests, and a membership decision be finalized at the next regularly-scheduled meeting. [Tom Popik and Izuh Obinelo volunteered to be the Board members] Passed. Unanimous.
 - b) Fundraising: **Motion** by Hollins; 2nd Humphrey: **That a Fundraising Committee be formed** that considers as its first charge the identification of future board members connected to the business community, for discussion at the next meeting. Passed. Unanimous. Ideas were shared regarding possible, future evening, weekend, and/or summer educational programs that might generate entrepreneurial revenue. Hosting programs of other groups and tutoring options were suggested. There is consensus to look at these options for the future.
 - c) Applications committee. A point of view offered was that the board should not handle student applications.
 - d) Parent Association: The point of view suggested was that the parent group stay a parent group and not a committee of the board. Posting requirements makes committees cumbersome, but parents are surely welcome to attend board meetings and actively participate in committees.

7. Reports:

- a) Administrative: Chris will have a report for the next meeting with updated data.
- b) Pending Legislation: Sue reported on legislative activity and status of bills that could result in operational and facility funding. Thirteen votes are needed in the Senate to pass the operational funding bill.

8. Next Meeting Topics

- Retirement Matriculation
- Business Plan and Outreach
- Reports: Marketing & Board membership,
- Committees: Clarification of Charge
- Legislation Update
- Other

At 9:15 p.m., Tom Popik motioned for adjournment. Jennifer Starr seconded the motion and the full board voted to adjourn.

Respectfully submitted,
Susan Hollins, Secretary