

ACADEMY FOR SCIENCE AND DESIGN
CHARTER SCHOOL

MEETING: BOARD OF TRUSTEES
April 9, 2008

In attendance: Trustees: Kent Glossop (chair), Karen Graham, Susan Hollins, Patty Humphrey, Lucille Jordan, Jennifer Starr. Appointed & participating at 6:25 p.m., Shanthy Nair. Arriving at 6:40 p.m., Izuh Obinelo. Participating by phone at 8:30 p.m., Tom Popik. Also present: Chris Franklin and Gina Rubery.

- I. **Call to Order:** Acknowledging a quorum of the Board in attendance, Chairman Glossop called the meeting to order at 6:17 p.m.
- II. **Approval of Minutes:** **Motion** by Jordan; 2nd Graham: To approve Board minutes of March 26, 2008. Passed. Unanimous.
- III. **Board Membership:** Patty discussed her efforts as regards board membership and engaging the business community. The board discussed its composition, size, and positions. **Motion** by Jordan; 2nd Humphrey: **To clarify that the Head of School will be an *ex officio*, non-voting member of the board, freeing a voting position on the board.** Passed. Unanimous. **Motion** by Jordan; 2nd Graham; [referencing the opening]: **To use the 3rd highest vote from the previous PTO election to add a parent to the board.** Passed. Unanimous. Discussion included a review of the voting that took place: each family voted for 2 parent representatives and 2/3 of student families participated. **Motion** by Starr; 2nd Graham: **To nominate Shanthy Nair to the board**, parent and volunteer extraordinaire. Passed. Unanimous. Discussion included the talent of all parents expressing interest. Discussion was for this to be a one-year term.
- IV. **Committees and Committee Charge**
The Chairman reviewed two committees—Marketing and Fundraising. Board members reviewed a description of each committee, the intended role and duties, board member and non-member participation, and how committee work fits into the school's governance structure. Lucille discussed the distinction between board policy and written details of committee functioning. Committees will work with and through the school's director and report to the Board of Trustees.

Trustee Izuh Obinelo arrived at 6:40 p.m.

Motion by Hollins; 2nd Graham: **To establish an Outreach Committee for marketing and public relations with a committee mission and a general charge taken from the “summary” and “details” of documentation**

reviewed. The Outreach Committee will not be responsible for the 5 items discussed as exclusions. Passed. Unanimous

Mission: To have oversight for the school's marketing activities and be responsible for a common and consistent look and external appearance of the school. To be responsible for all advertising on behalf of the school, working within a budget set by the Board of Trustees.

General Charge: working with consultants and volunteers, creating the look for visible media, creating and printing materials to be distributed by the school, creating press and other releases, events, advertising, market research, and the like.

Exclusions: Management and maintenance of the website; printing business cards and materials for school operations; setting up open houses; advertising for personnel; purchasing or contracting on behalf of the school, with all financial commitments handled through the school director.

Motion by Hollins; 2nd Humphrey: To establish a Fundraising Committee with a committee mission of developing and implementing a specific fundraising strategy for the academy. Passed. Unanimous.

Board members may attend any board committee meeting. Specific board committee members are: Outreach Committee—Obinelo, Popik, Nair; Fundraising—Humphrey, Starr, Nair.

V. **Reports:**

Chris Franklin provided information to the board on various administrative topics. Next year's student enrollment plan is to expand to 50 students. Space use and noise in current space is under consideration. The majority of students plan to continue next year, an indication of the school's quality. The school is mostly recruiting in grades 7, 8, and 9. Student recruitment is going well. The lottery is scheduled for May 14th, 2008.

The projected cost per student for next year is \$8,400, including an estimated \$1200 per student facility cost. Projected monthly expenditure in 08-09 is \$35,000/month, inclusive. Additional funding needs and estimates are a chemistry lab--\$25,000, physics equipment--\$50,000, software--\$10,000, and computers--\$10,000.

Projected program needs and ideas include supplemental courses for the few students in grades 10 and 11; access to virtual courses to augment offerings; possibly music; expanding courses currently offered to accommodate increase in students. One additional teacher and increased time for part-time teachers is projected for the additional 18 students.

Regarding increased college opportunities and college admissions services, Lucille offered that her college be pursued for courses (would be provided on a scholarship basis) in science, languages, and other areas and that a college placement counselor might be available to work with ASD's three juniors.

Costs for public retirement participation were shared for employer and employee over a period of several years. Charter school participation in state retirement is limited to full-time teachers. The Board discussed the pros and cons of the state retirement system.

Trustee Tom Popik called in at 8:20 p.m.

Other: Chris provided information regarding forming as a 501(3)c, including a district and a charter school that formed as a 501(3)c. Patty discussed having a school foundation. The Board discussed setting up a brokerage account. Jenn explained prior research on brokerage accounts and will bring the required wording for a board vote needed for the next meeting.

VI. **Adjournment: Motion** by Humphrey; 2nd Graham: **To adjourn.** Passed. Unanimous. The Board adjourned at 8:46 p.m.

Respectfully submitted,
Susan Hollins
Secretary