

ACADEMY FOR SCIENCE AND DESIGN
CHARTER SCHOOL

MEETING: BOARD OF TRUSTEES
May 14, 2008

In attendance: Trustees: Kent Glossop (chair), Susan Hollins, Patty Humphrey, Shanthi Nair, and Jennifer Starr. Arriving at 6:47 p.m., Izuh Obinelo. Arriving at 7:22 p.m., Tom Popik. Also present: Chris Franklin and Heather Evans.

- I. **Call to Order:** Acknowledging a quorum of the Board in attendance, Chairman Glossop called the meeting to order at 6:12 p.m.
- II. **Approval of Minutes:** **Motion** by Starr, 2nd Nair: **To adopt the Board minutes of April 9, 2008.** Passed. Unanimous.
- III. **School Calendar:** **Motion** by Hollins; 2nd Nair: **To adopt a school calendar for 2008-2009 with August 27th scheduled as the starting day** as proposed (calendar to be attached) and with June 12th the 180th-day and 5 additional days included for snow make-up days. Passed. Unanimous. The 2008-2009 calendar is developed to blend with calendars of Nashua and Merrimack.
- IV. **Reports**
Fundraising: Shanti Nair and Patty Humphrey discussed the contacts they have made and the referrals received. Progress in fundraising is continuing. Patty mentioned an excellent and moving project video she'd reviewed and by consensus the board supported development of a short, school video of students and their comments. Rahesh Nair agreed to produce the school video to be used for marketing and fundraising. Jennifer and others discussed the possibility of funding from the New Hampshire Charitable Foundation.

Jennifer returned to the subject of a brokerage account.

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

A Fidelity account can be set up with no money and there are no inactivity fees. A board member questioned transfer fees. **Motion** by Hollins; 2nd Nair: **To establish a brokerage account at Fidelity Investments** for the purpose of accepting and managing stock donations for the financial benefit of the school. Passed. Unanimous

Motion by Hollins, 2nd Nair: **For the treasurer and assistant treasurer to be the authorized individuals** for the board's brokerage account, to purchase, trade, sell, assign, transfer, and/or deliver any and all stocks, bonds, options, or any other securities, listed or unlisted, in said account, and to execute actions related thereto. Passed. Unanimous.

V. **Director Discussion**

Chris Franklin, school director, reminded the board that his appointment would end in June and sought opinion how to proceed—to extend his appointment, advertise and recruit, or make other arrangement. Board members thanked Chris for his good work and energy on behalf of the school. The position was discussed in terms of the areas of oversight needed and responsibilities involved. Chris estimated that the continuing work of a business manager, were he to continue with business management into the future, was approximately one day/week because functions are automated. Outreach, educational program oversight, specialized programs, teacher support, policy advisement, and other components of school administration were identified.

Patty suggested that if Chris' time is extended, the Board should recruit now for a future director who can work with Chris and learn about the school and develop his/her own vision. Funding realities were discussed. \$60,000 is in the draft next year's budget but there is no funds for a director position currently.

(Trustee Tom Popik arrived at 7:22 p.m.)

Sue suggested that the board consider small and specialized administrative needs such as special education oversight and liaison being handled by a small consulting contract. There was a support for a concrete proposal that takes into account the various different needs of the school's administration, including outreach. Izuh discussed the need to clarify a position description.

Motion by Nair; 2nd Hollins: **To create a subcommittee for personnel needs for school management.** Passed. Unanimous. Committee members are Glossop, Hollins, Nair. **Motion** by Glossop; 2nd Starr: **To affirm that the Board would like to extend Chris Franklin's time as director beyond June 30th, 2008.** Passed. Unanimous.

VI. **Student Recruitment**

To date, 43 applications have been submitted; 32 applications were completed; 28 students were accepted; 4 students were not accepted based on fit. No lottery is needed at this time. Teacher Heather Evans explained that the faculty had looked for ways to accept every student but a few students did not have prerequisites for the school's curriculum based on information submitted and school screening.

With 28 newly-accepted students and 31 of 32 potential returning students, the grade breakout for 2008-2009 is grade 7 – 21 (21 new); Grade 8 – 15 (2 new); Grade 9: 17 (4 new); Grade 10 (1 new); Grade 11—3. These are total possible students at this time. Students are not grouped by grade in courses.

Susan shared a parent communication expressing confusion about grade 10 applications and suggested a vote to clarify this year's recruitment guideline for the record. **Motion** by Hollins; 2nd Starr: **The Board affirms a recruitment policy for 2008-2009 for grades 7, 8, and 9; for other grades**

applications will be reviewed for exception individually based on the ability of the school to accommodate a student's curriculum needs.

Passed. Unanimous.

V. Facilities & Chemistry Lab

The board engaged in a long discussion of growth, facilities, estimated fit-up costs to accommodate a doubling of school size, noise and movement in the current space, potential change of partitions to walls, the chemistry lab location, possible expansion to the other side, cost per student at 32 vs. 60 students, how expansion will change the school experience this year and any year, and architect opinion. Susan suggested the architect firm that handled the original plans and setup be consulted.

VII. DOE Accounting System, Current & Future Year Budgets

The board heard a presentation on object and function codes used in public school budgeting, amounts spent to date, the extensive volunteerism by parents and others, and a proposed budget for 2008-2009. The board's discussion covered the cost of growth, a \$50,000 allowance for contracted specialists, the constant facility costs at approximately \$65,000/year not including expansion, benefit allocations, facility changes needed with growth, the peer experience, space, doubling teaching staff if student enrollment doubles, the \$3800 per student available next year if legislation isn't changed, and student demographics. No action was taken. Chris explained that the school has enough money to finish this school year. Kent clarified that the school's budget year ends June 30th. Spreadsheets shown tonight will be forwarded to board members.

VIII: Motion by Popik; 2nd Humphrey: To adjourn, at 9:16 p.m.
Unanimous.