

ACADEMY OF SCIENCE AND DESIGN

Minutes of the Board Meeting

October 15, 2008

PRESENT: Kent Glossop, Chris Franklin, Director, Jennifer Starr, Michael Fishbein, Patty Humphrey, Shanti Nair, Michael White, Caroline Harlow, Isuh Obinelo, Rose Padfield, Rebecca Paquette, Karen Graham, Heather Evans, Christine Fulford, Jill Kane, Ellen Mohnkern, Bob Bragdon, and Diane Ramirez.

Kent Glossop, Chairman, called the meeting to order at 6:10 p.m. The minutes were approved as written.

Lucille Jordan sent a letter of resignation, due to the pressures of time. She commended Chris Franklin for his work in guiding the ASD.

Jennifer Starr was appointed treasurer.

Three new candidates were individually approved for Board membership, all of them current parents: Caroline Harlow, who will head the Outreach Committee, Rebecca Paquette, who will serve on the Curriculum Committee and Michael White, who will serve on the Fundraising Committee. Caroline and Rebecca will serve a two year term and Michael will serve for one year.

We should pursue another Board member from the Nashua Community College.

Caroline Harlow will serve as assistant treasurer. In a separate motion, Lucille Jordan was removed from the treasurer position.

Chris Franklin is searching for a representative from the public school realm to serve on the Board.

Chris Franklin and Caroline Harlow were unanimously voted to Board membership at the New Hampshire Chartered Public School Association. Monthly meetings are on Tuesdays from 2:45:4:30 p.m. at 89 South Street, Concord. They will serve until the end of their ASD Board term or until they are recalled.

Chris Franklin announced that ASD had received a federal grant in the fully requested amount of \$305,000. He made these points:

- The grant allows for flexibility in spending.
- Money shouldn't sit in the bank for more than two days.
- It will not help with cash flow issues.
- It will pay for a curriculum developer.

Shanti Nair and Isuh Obinelo and possibly Lorinda Franklin will serve under Caroline Harlow on the Outreach Committee.

An extensive discussion of the Curriculum Committee ensued after teacher Diane Ramirez questioned the need for a curriculum developer.

A summary of some of the points made:

- The Curriculum Committee will hire the curriculum developer.
- The Curriculum Committee will provide oversight of the curriculum developer.
- Curriculum plans have to be created in each of the ASD focus areas.
- Stipends will be available to teachers for developing curricula for these areas.
- The teachers and curriculum developer will write the content.
- The committee will make sure the vision and content align with the school mission as stated in the charter.
- The teachers state what is in their courses. The curriculum developer provides a framework with unit goals, measurements, etc.
- He “provides a template for teachers’ goals.” (Fishbein)
- In addition, the curriculum developer would be in charge of the student handbook and catalogue and would look for initiatives for grants.
- The curriculum committee should write its charge and the first item should be to define itself. Then it should define its operational procedures.
- Perhaps it should have co-chairmen.
- Its meetings have to be public and published.
- Volunteers for the curriculum committee include Shanti Nair, Rebecca Paquette, Karen Graham, Heather Evans, Christine Fulfurd, Ellen Mohnkern, Bob Bragdon.

Kent Glossop talked about the Strategic Planning Committee, which deals with facility and hiring a director.

Facility could be at the Nashua Community College, the other side of the hall, another facility fitted for a school, or construction of a new building.

It was suggested that Chris investigate the possibility of expanding into the empty space in the present location.

Administration Report: (Chris Franklin)

- We have lost two students.
- Planning for next year has begun, including open houses and lottery dates.
- Only 7<sup>th</sup> and 8<sup>th</sup> graders will be admitted, probably 40 each year.
- Maybe we should add a sixth grade (first year of middle school.)
- We will probably add 1 or 2 teachers next year.

A discussion ensued about a potential cash shortfall because of nonpayment of state funds until January. Although this turned out to be moot, (in fact funds will be available in December) several good ideas were put forth:

- A fundraising letter to parents should stay positive, explaining that the science lab was paid for outright and caused the shortfall. It might be covered by contributions.
- We could open up a line of credit at Citizens Bank.
- Written requests for contributions should be followed up by phone calls.
- Parents should be invited to a conversation about the shortfall, perhaps the next PTO meeting.
- Jenn Starr and Michael White offered to do the phoning.

The next meeting will be on November 12 at 6:00 p.m.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Patty Humphrey, secretary