

Academy for Science and Design

Board of Directors

Minutes of the Meeting

9/9/09

Board Members Present: Peter Batula, Sue Correia, Jack Donovan, Kent Glossop, Karen Graham, Patty Humphrey, Mary Fries, Andrew Maloney, Jennifer Minicucci, Shanthi Nair, Repecca Paquette, Michael White

Absent: Izuh Obinelo, John Slater

Kent Glossop, Chair, called the meeting to order at 6:40 p.m.

Principal's Report—Andy Maloney

- The school is four times its former size
- Scheduling has been the only major glitch.
- Morning meeting consists of pledge, announcements.
- The teachers have connected well with the students.
- There is a clean up detail every afternoon.
- In 2 weeks parents will have access to students' schedules and accounts.

Two sets of minutes were approved from the previous two Board meetings on 7/8/2009 and 8/12/2009.

The operations of committees, as laid out in a previous communication from the Chair, were **approved**. (Attached.) This includes changing to post committee minutes to publically accessible Google groups in place of the ASD web site.

Strategic priorities-Kent Glossop

The board discussed strategic priorities, adding 2, and **approved** this as the stated direction for the school for the year.

- Financial stability
- Satisfaction
- Improvement of operations, including an operations manual including health and safety procedures.
- Road map for areas of focus
- Significantly improve awareness and relations.
- Make significant progress on policies including health and safety

(Original proposal attached.)

Kent discussed retaining school spirit, which includes such things as pushing boundaries, being different, inviting speakers, teachers as key decision makers, and innovative teaching.

Budget—Chris Franklin

By next August there will be a \$125,000 deficit, assuming raising \$32,000 from the parents.

The Finance Committee will review the budget in detail. (Note: Current plan is at the 9/14 Strategic Planning Committee.)

Curriculum Committee—Mary Fries

The committee will develop the high level course curriculum for the seven areas of focus, concentrating on two at a time, based on feedback from leading edge students on priority areas. The committee will finish, review and recommend to the full board the policies for internships, stewardship and senior projects.

They will also be working on other issues such as grades.

(For full minutes, see the curriculum committee group.)

Fundraising Committee—Patty Humphrey

The committee has a goal of raising \$100, 000 from three basic sources:

- Parents- 50,000. --Shanti Nair She will be sending out a letter to parents at the beginning of October making an initial request. She will also ask parents to let the school know if the companies where they work have charitable foundations which match funds with employees' gifts or support educational programs.

- Foundations- \$20,000-- Sue Glossop and Lorinda Franklin

Sue will start trying to raise money from the foundations of companies that parents work for.

Lorinda is working on a grant from NASA, which would be obtained in partnership with UNH

- Individuals and corporations--\$30,000—Patty Humphrey

The first goal is to invite a member of the NH High Tech Council to join the Board of ASD.

Outreach Committee—Jennifer Minicucci

- Opening of schools was covered by articles (2) in the Nashua Telegraph, Union Leader, and Merrimack Journal. An AP blurb was on NHPR and New England Cable News had a full report about the school, which aired 3 times.
- The committee had its first meeting. Matt Southerton will help develop a media relation's list. There will be press releases every month or so. Instead of Spotlights,
- Groups of people will be invited to the school at Open Houses (one in November, 2 in the spring). The committee will attend community events, make presentations at libraries, and refresh the web site, with Matt Southerton's help, if the Board approves.

Policy Committee—Peter Batula

The committee will have its first meeting on September 22

Strategic Planning—Kent Glossop

The committee will meet next Monday.

Finance Committee—Kent Glossop

The committee will meet before the next Board meeting.

Miscellaneous

The issue of flexibility in the seniors schedule and the schedule of distantly traveling students was discussed. There will be flexibility for these students, if the reason for early dismissal is legitimate.

The board **approved** changing the policy to explicitly say that the Principal will have the authority to decide.

Respectfully submitted,

Patty Humphrey, Secretary

Operating approach for board committees – Approved 9/9/2009

(See also <http://groups.google.com/group/asd-board/web/default-operating-approach>)

1. Full board minutes will continue to be posted on the ASD web site
2. Each committee, like the full board, will have a Google group. Specifically, asd-curriculum, asd-outreach, asd-fundraising, asd-strategic-planning and asd-policy. It is expected mail exchanges for the committee can simply use {committee}@googlegroups.com
3. The Google groups are membership restricted, but are *public* information. Specifically, anyone can ask to inspect it. In practice, this means if any parent or other person requests access, it will be granted, since they have the right to access records.
4. Board *committee* minutes will be posted only in a Google group for the specific committee, not on the public web site. (Part of this is practical to reduce overhead to enable the committees to function as effectively as possible.) Minutes may use a document format like the attached, but may simply be a web page per meeting date inside the Google group so that the committee secretary can record minutes directly into a page.)
5. The recommended format for board committee minutes is *similar* to the attached. However, they do not need to be in the exact format nor this complete. The key things:
 - a. The minutes should be understandable by committee members not at the meeting, and give a reasonable idea for other board members to understand if there may be implications.
 - b. They must accurately capture decisions by the committee, and in particular must capture any decisions that are about forward items to the full board for approval, or are about issues the board delegated to the committee completely.
 - c. They should capture expected actions, particular prior to the next meeting. There are a lot of things that are going to be going on this year, and we need to make sure we don't have things being dropped.

(Excerpt from <http://groups.google.com/group/asd-board/web/academy-for-science-and-design-goals-and-objectives-for-2009-10>)

ASD Strategic Goals and Objectives, 2009-10

***DRAFT ONLY – rev. 5, 2009/09/04 ***

Strategic goals

1. Financial stability
2. Improve school community satisfaction, including students, parents and staff
3. Significantly improve operations for current year so we are ahead rather than in catch-up mode
4. Progress toward capabilities for 2010+, including complete roadmap for HS students with projected electives for focus areas