

# Academy for Science and Design

## Board Meeting Minutes – Sept. 8, 2010

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Board Present: David Chauvette, Susan Correia, Thomas Frischknecht, Kent Glossop, Karen Graham, Joakim Karlsson, Meili Kronenfeld, Izuh Obinelo

Board Absent: Jack Donovan, Jim Forsythe, Patty Humphrey, Shanthi Nair, Becki Paquette, Michael White

Others in attendance: Heather Macdonald, Ellen Mohnkern

The meeting was called to order at 6:50 (minimum quorum)

### Public comment

none.

### Minutes

The board approved the minutes of the previous meeting.

### Director's Report—David Chauvette

- Minor discipline issues
- Looking at electronic locks - several thousand to get/install.
- Finance
  - o \$307,380 expected from the state
  - o Low point in early Nov. for payroll prior to 2<sup>nd</sup> state payment. Could use some donations by that point. 2 additional low points, but none lower until summer (June/July/Aug progressively worse.)
- Fundraising
  - o Shannon Michaels helping - she has a degree in fundraising for nonprofits.
  - o Planning 2 things:
    - Annual fund – US Mail first, reminder for end of year giving
    - Gala fund, silent auction items needed. Looking for \$4-\$5K base donation to fund.
- Grants
  - o NH got a grant – Matt Southerton forward information
  - o Most for 1 project is \$25K, but can apply for more than one
- Some new parents concerned about focus
- Issue with storage of excess materials
- Solidscape has renewed lease for 1 additional year (through spring 2012?)
- Grade 6 evaluation for next year
  - o Rough cut shown would have 294 students in the same space
  - o This year: 1-12<sup>th</sup>, 4-11<sup>th</sup>, 8-10<sup>th</sup>, ~50-9<sup>th</sup>

- Startup costs largely paid at this point
- Concerns given getting comments from parents about “turning into a middle school” and board concerns expressed when expansion was approved in spring 2009.
- Board members - consider how many scenarios to ask the admin to explore
- Given growth, space, etc., grade 6 and move/lease renewal interact. (If grade 6 is added on top of normal flow, next year will be the last ASD would fit in existing space, and it would be very crowded - 50% density increase from current year, almost 2X from 2008-10.)
- Timeline:
  - Oct board meeting – discuss and approve scenarios for admin
  - Evaluation from Director to report back at Nov or Dec. meetings
  - Director will post the existing lease in the official documents area for Board member access

## **Committee Reports**

### **Advancement (merger of Outreach/Fundraising) —Patty Humphrey**

No report

### **Curriculum Committee—Kent Glossop**

First meeting of the year planned for Wed. Sept. 14, 6:30pm. Several messages have been posted to the asd-curriculum group in preparation for the meeting. Currently identifying/recruiting members.

### **Personnel Committee—Sue Correia**

Sue was officially appointed chairman of this committee and reported that the last two part time staff positions had been filled. A Teachers Handbook is being developed and a first draft is being reviewed.

### **Policy Committee—Meili Kronenfeld**

Did not meet. Next meeting, Tues. Sept. 14, 6:30pm.

### **Strategic Planning (now including Finance)—Jack Donovan**

No report

### **Student Affairs Committee—Becki Paquette**

No report

## General

The Chairman reminded committee chairs to send committee membership lists to him, and to identify the top 3 goals for each committee for the coming year as part of the overall plan.

## Board Members

Becki would like to step down as Treasurer. Michael White has agreed to assume the role at the next meeting.

## Discussion of parent board member elections

Currently 13 of 15 positions filled. 6 are currently parents (one external became a parent), 7 are external, including former parents. Observation: A general strategy for filling positions annually would be 2 parent positions per year, unless there are resignations, in which case there would be more. This matches with the 4 year parent term (i.e. 2/yr at 4 years => 8 parent positions.) Policy (BBB) calls for “approximately” half of board to be parents, half external.

Board approved election of 2 parent members, to occur prior to the Oct. meeting, using the approach from previous years. (Notice will go out to parents that they can stand for the advisory election. The election will be conducted among those candidates. The candidates with top 2 votes will be presented to the board for final approval.)

## Training

Training on using Google docs was started, about 8pm, and quorum was lost during the training as individual board members needed to depart.

Key points:

- <http://home.asdnh.org> to log in (<http://docs.asdnh.org>, calendar, etc.)
- All board members have asdnh.org accounts. Email forwarding needs to be set
- Policies, etc., are stored in the ASD Official Documents folder, part of which is exposed to the web
- Apparently not all members in asdboard were set up the same – that may explain some access issues.

Issues:

- Between existing Google docs and Google groups, there are multiple logins making things more complicated than desirable. May want to consider migrating to Google docs to simplify. Issue with migration of existing group contents. Also, not clear can get quite the same setup as existing groups. Kent will explore.

Respectfully Submitted, Kent Glossop