

Academy of Science and Design

Minutes of the Board Meeting

October 13, 2010

Present: David Chauvette, Meili Kronenfeld, Jennifer Cava, Idina Holden, Joakim Karlsson, Jack Donovan, Patty Humphrey, Izuh Obinelo, Kent Glossop, Jim Hochberg, Nzenalu Obinelo, Peter Gousios, Susan Correia, Thomas Frischknecht, Michael White.

Absent: Karen Graham, Jim Forsythe, Shanthi Nair, Rebecca Paquette

Thomas called the meeting to order at 6:50 p.m.

There were no public comments.

The minutes from the previous meeting were unanimously approved.

Michael White was unanimously elected Treasurer. Thomas will also be able to sign checks. Kent Glossop should be stripped of this right, as he is no longer chairman. Michael will adjust matters with the bank.

Selection of parent Board members

Idina Holden, Nzenalu Obinelo, and Jim Hochberg were present as parents that have expressed interest in serving on the Board. Jim MacMahon also expressed interest but did not come to the meeting.

Parents will be able to cast votes at the school entrance or electronically. The Board will ratify the parents' choices of the top two vote getters at the next Board meeting.

If Izuh's wife is nominated to the Board, he will step down.

Jack Donovan thanked the parents for being willing to serve.

Director's report—David Chauvette

- Plans are being formulated for a sixth grade for next year.
- We can get out of the lease without cost at the end of the 2011 school year.
- Solidscape is in flux.
- Magnetic locks have been installed on the doors.
- The school is in good shape for the upcoming fire inspection.
- The Superintendent of the Merrimack school district has agreed that in case of an emergency, the students can take refuge in the gym or cafeteria of Merrimack High School. There may be no bus availability, however.
- There is a traffic bottleneck in the morning. Jim Overman is working on it.
- ASD may qualify for the school lunch program. This comes with a lot of paperwork.
- It may be possible to collect tuition from towns who tuition their high school students to other districts. Mont Vernon is one such town and there are 8 students currently enrolled from there.
- The Dissemination Grant, which Dave will sign on Monday, will, if awarded, bring the school \$50,000 over two years. Matt Southerton helped with this.
- David is exploring the possibility of other STEM grants.
- ASD celebrated Overman Day at the school in thanks for all Angela and Jim have done.
- Shannon Michaels is organizing Monarch's Day on November 5 and ASDEF is organizing a bowling night.
- ASDEF has also organized kickback cards at Hannaford's, Shaw's and Stop-n-Shop.

- David is looking into summer programs such as one At the U of Maryland and at UMass in Lowell.
- No students have left ASD but the work is hard and there may be some dropouts.
- The school is operating within budget except for in 3 places: an art teacher, computer teacher and electricity use.
- Shannon Michael's is organizing the fundraising for the Annual Fund. David will send a personalized letter to each parent. The goal is \$40,000.
- 100 visitors are expected for the first Open House.
- The Board should meet in the cafeteria for the next meeting when we discuss plans for the following school year.

Committee Reports

Personnel Committee-Sue Correia

The five goals are

- Adhere to the Merrimack district established timeline for hiring.
- Finalize Faculty Handbook II by January for the committee and February for the Board.
- Develop a method of evaluation for the Director.
- Develop a bonus plan.
- Approve personnel policies by January 1.

Strategic Planning Committee—Jack Donovan

- Monitor cash flow.
- Develop a rough budget for 2012 by the end of February.
- Analyze facility options for a move in 2012.
- Develop a strategic vision and business plan.

Curriculum Committee—Kent Glossop

- The curriculum for the upper grades will be approved in March.
- Section I of the instructional policies will be approved by the end of the year.

Development Committee—David Chauvette

- The Nashua Telegraph will cover the Open House on Saturday.
- David will find a parent to take charge of Outreach and submit the name to Thomas for his approval.
- Patty will continue outreach to large companies in the area such as BAE and Fidelity.

Policies

The following policies were unanimously approved:

JIA, JI, JIC, JICD, JIHD, JLDBA, JLIA.

JBAA will be referred to the Policy Committee for further review to look into the appropriateness of the assistant director as well as the director being the receiver of complaints.

Presentation on Bullying Policy—Jennifer Cava

Jennifer's report will be referred to the Policy Committee for review.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Patty Humphrey, secretary