

APPROVED BOARD MINUTES

ASD Board Meeting

October 12, 2011 @ 6:30 p.m.

Board Members Present: Matt Collins, Jack Donovan, Thomas Frischknecht, Kent Glossop, Karen Graham, Idina Holden, Patty Humphrey, Brandon Jackson and Kimberly Lavallee

Board Members Absent: Jim Hochberg and Michael White.

The meeting was called to order at 6:32 p.m.

1. Public Comments

Fred Teeboom asked that the minutes reflect that in the meeting in September he had referenced his piece in the March 5 Nashua Telegraph and had distributed it to the Board to read. He also handed out copies of RSA 194-B:9 regarding pupil selection, enrollment and separation for Chartered Public Schools. He stated again that aptitude is a legitimate basis for discrimination and weighted lotteries are allowed. He said that state law allows academic achievement as a standard for aptitude. Mr. Teeboom also suggested demonstrated interest as a standard. He recommended that the Admissions process stay away from 'counseling.'

Mr. Teeboom presented the Chair with a light to be used for timing speakers in the future.

2. Approval of Board Minutes from the Prior Meeting

Mr. Frischknecht stated that Ms. Rebecca Paquette has resigned her position from the Board, effective last week, due to her work load on a new project. Mr. Frischknecht asked that attendees in the minutes of the Oct 9 Board meeting be updated accordingly.

Ms. Humphrey moved that the minutes from September 28 Board meeting be approved. Mr. Jackson seconded the motion. All voted in favor.

3. Items of Board Business

- Mr. Frischknecht announced that Mr. David Chauvette has resigned as Director, effective October 13.
- Mrs. Angela Overman presented an update on dual credit courses. She explained that ASD is unable to get credit for Visual Basic, so cannot get credit for C++ either. She believes we will be able to get dual credit through Nashua Community College for pre-calculus, calculus, advanced chemistry and advanced biology. The credentials have been tentatively approved and still need to be approved by the professors. Because courses run year long and NCC runs the same material in a single semester, students can be registered for the second semester and receive the same number of college credits.

4. Director's Report (provided by Ms. Jennifer Cava)

- Ms. Cava reported that Ms. Lavallee is chairing the new Safety Committee, which will write a joint loss management program. The committee reviewed the program requirements with Inspector DiGangi. The program should be submitted by November 21, and every two years following. This will be followed by an inspection of our facilities, likely in December.
- Ms. Cava introduced Ms. Sarah Frischknecht to present an opportunity to bring ASD students on a tour of Austria, Switzerland and Germany in July,

APPROVED BOARD MINUTES

2012. She asked for Board permission to either endorse the trip or to allow her to use school email and resources to communicate the trip to the students. The trip would be shared with the Souhegan Valley Chorus of Milford. Ms. Frischknecht addressed questions from the Board regarding the trip. Ms. Humphrey thanked her for making a fantastic opportunity available.

Mr. Glossop moved that the Board allow the trip to be associated with ASD, with appropriate disclaimers and that students needing financial aid approach ASDEF. This was seconded and approved unanimously.

5. Committee Reports

- Outreach: Mr. Collins said he is working on some activities for November with two corporations. He will bring more information to the Board.
- Policy: Mr. Frischknecht suggested that the policies be approved in a consent vote.

Ms. Humphrey moved that we consider the policies under consent vote. Ms. Lavallee seconded. The motion was approved unanimously.

Ms. Holden moved that we approve all the policies that were reviewed and moved forward in the meeting of September 28 in a consent vote. Ms. Lavallee seconded. The motion was approved unanimously.

The following policies are included: IHCD, IKB, BBB, EHB, EI, EIB, JBAA, KI, Admissions Policy.

- Strategic Planning and Finance: Mr. Donovan explained that the committee is focusing in on one potential property for next year. The committee is looking at leasing the property in the short-term. It appears to have several people interested. The committee is also looking at whether the downstairs of the current building would be available.
- Curriculum: Mr. Glossop is looking for a replacement for the committee chair.

6. Angela Overman

Ms. Holden moved that the Board go into closed session, referencing RSA 91-A:3 section II(c) as the reason. Mr. Jackson seconded. The following members voted in favor: Mr. Collins, Mr. Donovan, Mr. Glossop, Ms. Graham, Ms. Holden, Ms. Humphrey, Mr. Jackson and Ms. Lavallee. There were no votes opposed.

Mrs. Overman exercised her right to attend the closed session. The Board agreed that Mr. Jim Overman could also remain.

*** Closed Session ***

*** End of Closed Session ***

7. Other Business

The public session began with a question from Ms. Jill Cane, who asked how the Board would be handling the announcement about the Director's resignation. Ms. Cane suggested that a Board member talk to the students first thing in the morning and explain they need to treat the situation with respect. The Board discussed with Ms. Cava the best time to make an announcement, agreeing to an announcement over lunch with students and faculty, a follow-up meeting with staff and faculty

APPROVED BOARD MINUTES

after the meeting, and a town meeting with the parents on a designated evening. The communication would begin with an email sent by Mr. Frischknecht tonight.

Ms. Holden moved that the Board appoint Jennifer Cava as acting Director while the Board conducts a Director search. Ms. Lavallee seconded. All voted in favor.

Ms. Humphrey moved that the Board create an executive committee to be a support team for our acting Director to help in operational matters in which she requires.

Ms. Cava said that she anticipates a struggle coming into the role of acting Director with the knowledge that a search is going on. She expressed concern that the support team would undermine her authority by implying the Board does not think she can manage without the support.

Ms. Holden expressed concern that Mr. Chauvette's departure leaves a lot of balls in the air with fewer hands to juggle. Ms. Cava agreed and asked that the committees on the Board step up to help with the extra activity. Mr. Frischknecht agreed saying that, if he comes into the school too many times, he undermines Ms. Cava.

Ms. Humphrey withdrew her motion.

Mr. Glossop asked Ms. Cava what other help she needs. This led into a detailed discussion of different activities. Ms. Cava concluded that she can work with the Volunteer Coordinator to bring in additional help.

Ms. Cava expressed concerns about special education, saying she could use some additional support, because there isn't someone internal to the school to pick it up. Ms. Lavallee said she knew someone that could fill the role. Mr. Jackson recalled that, at one point, the Board had created a part-time position to cover that. Ms. Cava said that right now there is a consultant vacant? Ms. Cava said that right now there is a consultant working two hours per week to handle some of the more intensive issues. Now one push is needed to review all the IEPs and 504s and make sure the school is in compliance with all the special education laws. Mr. Frischknecht said he had understood Mrs. Chauvette was hired to deal with those things specifically. Ms. Holden added that the Personnel Committee was informed that Ms. Cava would handle special education part-time as well. Ms. Cava answered, "That could be the case; I don't know."

Mr. Glossop asked Ms. Cava if she is aware of budget issues. Ms. Cava is not aware. Mr. Glossop asked about facilities. Ms. Cava said she has seen two under consideration. Mr. Glossop commented that the Board has to figure out who can cover what work. Ms. Cane offered her services as a consultant to help with budget, staffing and special education.

Ms. Lavallee asked if Ms. Cane is certified to sign off on the IEPs. Ms. Cava said that she can sign off. Ms. Cane pointed out this would require her to attend the meetings. The Board discussed the sending district's responsibilities in special education, and Ms. Cava described the activities that ASD is currently supporting. Mr. Donovan thought it sounded like a policy issue for all the charter schools. Ms. Humphrey suggested that Matt Southington be consulted. Ms. Cava asked again for someone to assess the current state. Mr. Frischknecht wants to understand Mrs. Chauvette's role in special education. Ms. Cava asked if she could ask the consultant to do more than two hours per week. Mr. Frischknecht answered that Board approval is not needed for a temporary consultant.

APPROVED BOARD MINUTES

Ms. Holden asked how Ms. Cava would be brought up to speed on the budget. Mr. Donovan responded that he would talk with Paul to get the current information. He would follow up and then go through the budget with Ms. Cava once it is understood by the Finance committee.

Mr. Frischknecht said he and Ms. Lavalley would meet with Ms. Cava in the morning to go over operational matters. Mr. Glossop said he would try to attend as well.

Mr. Frischknecht suggested to the Board that it allows either the Chair or a committee to start the search for a Director and identify some possible candidates. He also asked to be allowed to approach executive recruiters specifically qualified for this purpose. Mr. Jackson registered concern about the budget, but Mr. Frischknecht said it would be covered. Ms. Humphrey asked that several Board members agree on the requirements for the new Director. Ms. Cava asked to be involved as well.

Mr. Jackson moved that the Board create a Director search committee to be headed by the Board Chair to identify 2-3 qualified candidates. Ms. Holden seconded. All voted in favor.

Mr. Jackson moved that the Board authorize the committee to engage an executive recruiter for a price not to exceed the available donation. Ms. Holden seconded. All voted in favor.

Ms. Holden asked if the org chart should be decided by the Board tonight. Ms. Cava asked that it wait for a few days. Mr. Collins asked whether Mr. Chauvette hired the assistant that was planned. Mr. Frischknecht answered that Kim Harmon started on October 3, although a contract has not been signed. Mr. Frischknecht learned that a second person was supposed to start today as a part-time bookkeeper, although a contract has not been signed. Mr. Frischknecht would like to combine the two roles again into the one that was approved by the Board.

The Board discussed the state of the budget. Mr. Collins said the budget handed out this evening does not match the operational numbers that have been shared previously. Two months ago, the budget had a positive cash flow, and now it is significantly negative. The Board continued to discuss the budget. Mr. Donovan said the Finance committee would take the lead on resolving the questions.

Ms. Cava asked the Board to consider an adjustment to her salary. Mr. Frischknecht asked the Personnel Committee to consider the request.

The Board summarized the action items from tonight:

- Mr. Frischknecht is going to send out e-mail by tomorrow morning
- Mr. Frischknecht is going to have 8 a.m. meeting with Jen and other Board members to address more details, including the org chart
- Mr. Frischknecht is meeting at lunch tomorrow with students and faculty
- Mr. Frischknecht is meeting with staff and faculty tomorrow at 3:25
- Ms. Cava will set up meeting with parents for the evening of October 20.
- Mr. Donovan will set up a meeting with Paul to get a handle on the budget
- Mr. Donovan and the Strategic Planning committee will figure out where things are with the sites under consideration
- Mr. Frischknecht will add members to the Director search committee and identify a recruiter

APPROVED BOARD MINUTES

- Ms. Cava will talk to Mrs. Chauvette about IEPs
- Ms. Cava will talk to Mr. Donovan about the budget to increase contractor hours to address special education
- Ms. Lavallee will follow up with Matt about the distribution of responsibilities for special education between the charter school and the sending district
- Ms. Cava will notify the new bookkeeper that their services are not immediately needed
- Ms. Holden and the Personnel Committee will complete job descriptions and take up the question of Ms. Cava's salary
- Ms. Cava will work with the volunteer coordinator to address gaps in coverage

8. Adjourn

Ms. Lavallee moved that the Board adjourn. Mr. Glossop seconded. All voted in favor.

The Board meeting adjourned at 9:41.

Respectfully submitted,

Idina Holden
Secretary