

# PRELIMINARY BOARD MINUTES

## **ASD Board Meeting January 11, 2012 @ 6:42 p.m.**

Board Members Present: William Bonner, Jack Donovan, Thomas Frischknecht, Kent Glossop, Idina Holden, Brandon Jackson, Kimberly Lavalley, Heather MacDonald and Michael White.

Board Members Absent: Matt Collins, Karen Graham and Patty Humphrey..

Non-voting Members Present: Jennifer Cava and Andrew Myers

Others in Attendance: Terry Williams, Joel Preminger, Andrew Slebodnick, James Overman, Lisa Lewis, Kirsten Dumont, Kym Harmon

The meeting was called to order at 6:42 p.m.

### **1. Public Comments**

Terry Williams asked for progress on the charter renewal and whether the school has any plans to become accredited.

Mr. Frischknecht responded that the school is in the process of charter reauthorization and sees no reason that this would not happen. Ms. Cava added that the renewal is due September 17, which allows more time than we were originally expecting. The first piece of the application will be sent in the next week or so. The visiting team will come late May or early June. The final piece of the application will be the financial audits.

To the second part of Ms. Williams's question, Mr. Glossop confirmed that the Curriculum Committee has discussed accreditation, and the intent is to become accredited over time. The process requires that the school be in operation for at least five years before applying. Ms. Cava added that the process is similar to charter reauthorization.

Joel Preminger requested an update on the Director search. Mr. Frischknecht explained that the school operations had to be cleaned up before we could attract a serious candidate. Mr. Frischknecht's goal is to have the new director start by July 1 with the search committee forming shortly. The committee will be prepared to provide a timeline for applicants and interviews at the next Board meeting.

Mr. Preminger expressed concern that good candidates might be missed because of the delay. Mr. Donovan responded that there is a window in March and April when candidates change jobs. The season for hiring candidates is just beginning now. Mr. Frischknecht added that the school will be using recruiters to assist with the process. Mr. Preminger stated that July 1 is too late.

### **2. Approval of Board Minutes from the Prior Meeting**

Ms. Holden reported that the following edits had been requested by Ms. MacDonald: The student member policy is "BBBF" and several spelling mistakes.

Ms. Holden moved to approve the minutes from the December 14 meeting, with these changes. Ms. Lavalley seconded. All voted in favor.

Ms. Holden moved to approve the minutes from the October 9 meeting. Ms. Lavalley seconded. All voted in favor.

# PRELIMINARY BOARD MINUTES

## 3. Items of Board Business

- a. *Board Chairman* – agenda item deferred to the end of the meeting.
- b. *Board Treasurer.*
  - Audits. Mr. White reported progress in discussions with the first choice of accounting firm. They will give us a firm commitment by the end of the week, subject to price negotiation, to complete the three audits before the deadline in September 2012. The objective is to have a letter of engagement by next week for the state. Currently we have one completed year and three additional years will bring us current. This firm may want to review the first audit in order to confirm that the starting point meets their standards.

## 4. Acting Director's Report

- a. *Operations and Facility Report*
  - *Admissions* – Applications are flooding in. All applications are due Friday. Ms. Angela Overman will be in the building tomorrow even if there is inclement weather to make sure applications can be received.
  - *Safety Committee* has completed the safety manual. Teachers will be trained on Friday and an inspector from the Department of Labor will be visiting Friday to ensure full compliance.
  - *Parking Lot* – Today was the first ‘fender bender’ of the year.
  - *Plumbing Issues* – A flood in the girls’ bathroom rained down on the downstairs neighbor. Mr. White and Ms. Kym Harmon discussed how the school’s insurance could cover. The property manager is asking the school to replace the toilets. However, the school has not been reimbursed for the \$1,000 deductible incurred when a fire downstairs caused damage upstairs. There have been vandalism issues in both bathrooms. The administration has discussed how to address them and has not come up with a solution yet.
  - *Student Board Position* – Ms. Cava recommends that the Board accept two students for this position, which is consistent with the policy. This will mean less of a time commitment for one student. The students will submit their names and will vote for their representative, to join the Board meeting by February.
  - *Proposed Washington D.C. Trip* - Ms. Kirsten Dumont described the proposed trip. She plans to open it to the five AP History students and include two adults, 1 male and 1 female. She would rent a mini-van for the trip. The group discussed liability concerns. Ms. Lavalley suggested looking at joining with another school to save money. Mr. Frischknecht asked Ms. Dumont to prepare more information on the insurance and liability. Mr. Glossop suggested that the group look at airfare instead of car rental to save money and reduce liability. Ms. Cava offered to make some phone calls to see how other schools organize such trips. Mr. Frischknecht requested indemnification for the school. Mr. White added that a waiver would not be helpful in the case of an accident on the trip down there.

Mr. White moved to delegate the decision making to the acting director contingent on the financial issues and liability issues being satisfactorily addressed. Mr. Glossop seconded. The motion passed 6-1 in favor.

Mr. Jackson requested that a policy for field trips be considered. Ms. MacDonald agreed to look into a policy for the future.

- b. *Charter Renewal: See Public comments*

## PRELIMINARY BOARD MINUTES

- c. *Budget and Cash flow Status* – Ms. Harmon shared the school budget with YTD through December. The Board asked questions about the report. Ms. Harmon is reviewing the electricity bill and confirming the calculations that show a negative cash flow in August.
- d. *Annual Fund* – To date, we have received pledges of \$37,883.70 and received contributions of \$32,892.70. 68 out of 244 families have participated, 28% of the total. Mr. Bonner suggested that the weekly newsletter include a running total of how many families have contributed. Mr. Preminger also suggested posting a list of donors on the website and at the door.
- e. *State Reporting* – Ms. Cava confirmed that the following reports were submitted to the state: Certificate of Coverage, End of School Year Report 7/18/11, 2008/9 Audit, ASD Quarterly Budget vs. Actual Reports (12/31/09, 3/31/10, 6/30/10, 9/30/10, 12/31/10, 3/31/11, 6/30/11, 9/30/11) and missing Approved Board Meeting Minutes. She believes that some reports may have been previously submitted. The only reports that are missing are the audits and the Annual Report for 2008-2009. Ms. Harmon has requested information from ASDEF, Board members and others who were around at that time in order to piece together that final report. Once that is done, we will be caught up with the state.

### 5. Committee Reports

- a. *Admissions*: 226 applicants are logged, including 184 applicants who have completed an application online, 23 applicants who have not yet completed the application online, and 19 siblings for whom we don't have information yet. Included in these numbers are 56 students grandfathered from last year, 35 of whom have started the process, 8 have completed it. Of the 226 applicants, more than 51 applications are fully completed. Broken down by grade: 6<sup>th</sup> grade has 84 applicants, 7<sup>th</sup> grade has 56 applicants, 8<sup>th</sup> grade has 33 applicants, 9<sup>th</sup> grade has 7 applicants, 10<sup>th</sup> grade has 3 applicants and 11<sup>th</sup> grade has 1.
- b. *Curriculum*: Ms. Lavalley presented the update for Mr. Collins. The committee had an initial meeting touching base with staff to develop goals for the upcoming year.
- c. *Outreach*: Ms. Lavalley presented the update for Mr. Collins.
  - Mr. Collins has arranged with TD Bank to set up an account to support automated deposit or credit card payment in installment. This would allow donors to contribute small amounts over a period of time instead of in a large sum.
  - Mr. Collins is working with an Italian restaurant in the North End of Boston to take over the catering for school lunch, which would be higher quality food and would allow for more fundraising per lunch. Lunch orders have declined over time as food quality has deteriorated.
  - The vending machines have been set up with funds going to the student council. He is negotiating a better deal with Pepsi than the current deal with Coke for the vending machines. Pepsi would also be willing to give incentives to the school.
- d. *Personnel*: No update.
- e. *Policy*: The committee reviewed 15 policies and will be moving 12 forward to the Board next month. The Board reviewed BBBG, Faculty Members of the School Board.

Ms. Holden moved that we move policy BBBG forward to the next Board meeting. Mr. Glossop seconded. The motion passed unanimously.

# PRELIMINARY BOARD MINUTES

BEDC: Quorum. This is an existing policy which is now clarified to define 'voting members' as making up a quorum.

**Ms. Lavallee moved that we move policy BEDC forward to the next Board meeting. Mr. White seconded. The motion passed unanimously.**

JH: Policy regarding Absenteeism and Truancy. Changes were made to address concerns raised last month. Also, a section was added regarding 'repetitive tardiness' that is disruptive to the classroom. Ms. Cava clarified that this is lateness in arriving to school and not lateness in arriving at the classroom.

**Ms. Lavallee moved that we move policy JH forward to the next Board meeting. Mr. White seconded. The motion passed unanimously.**

f. *Strategic Planning and Finance:* The committee met last week and pinpointed a potential new facility. This location is in Nashua and is reasonably cost effective, has expansion potential, has park space nearby, is near the highway and the owner may do some of the upgrades for us. The Committee will begin negotiating with the owner. The Board will need to make a decision by the end of February in order to give proper notice to Sovereign Realty. We do not know yet whether the space downstairs will be available for expansion next year.

6. **Communications** – Mr. Bonner thanked the parents for attending and reminded the Board and parents that the Board is accountable to the ASD community and encourages additional participation. Mr. Bonner noted the active Outreach Committee and the faculty and student membership on the Board as recent progress in improving Communications. Mr. Bonner's suggestions for additional improvements to communication include:
- Include Board news items in the Weekly Newsletters. This could be as simple as including a link to the Board minutes, as well as noting newsworthy items.
  - Post Committee Meeting minutes – Committees are encouraged to post but they aren't published with the same regularity and formality as the Board minutes. Alternatively, the Committees could publish a summary.
  - Public Website Improvements:
    - (1) Make the Board content easier to find and access on the website.
    - (2) Make the Board members more familiar (brief bios and pictures) to the community.
    - (3) Make the site more phone or tablet friendly. Mr. Frischknecht suggested that the move to a new site would be a great opportunity to give the website a facelift.
    - (4) Stream or record Board meetings – This could also allow for attendance of Board members via Skype. Mr. Overman was asked to further investigate.
  - Attendance at Events: Encourage Board members to attend more events and have name tags that specifically call them out as Board members, and whether they are external members or parents. Include name tags at the Board meetings. Ms. Holden volunteered to create name tents for next meeting.
  - Clarify procedures when meetings go into closed sessions. Ms. Holden explained that the Board follows New Hampshire State Law as outlined in RSA 91-A governing public and closed sessions. <http://nhdcyf.info/rsa/91-a.html#91-A-3>

## PRELIMINARY BOARD MINUTES

Mr. Preminger asked that the attendance of non-Board members be recorded in the meeting minutes as well. Ms. MacDonald commented that the same parents seldom attend regularly. Mr. Preminger suggested that the agenda be made more visible to parents, either via email or in the Weekly Bulletin.

7. Off Agenda Topic: Mr. White is approving expenses around \$500 for leaks associated with the vandalism of the toilets. He suggested that funds from the vending profits would have to be used to cover the costs of vandalism. This suggestion was given to the administration to decide, assuming that the damage can be clearly seen to be deliberate. Mr. Glossop agreed in principal but cautioned that there should be an appropriate scaling so this does not wipe out the Student Council. Ms. Cava felt that an anti-vandalism education could be launched also.
8. Dissemination Grant – Mr. Frischknecht uncovered issues with the dissemination grant that was awarded to the school to provide services to other proposed charter schools. The grant was awarded in January of last year. The money has been used, but the service has not been fully provided. The Business Office has identified that some of the money was used to pay salaries of employees who were not supposed to be paid from that grant.

Mr. White moved that the Board go into closed session, citing RSA 91-A:3 II (a) and (c) as justification. Ms. Lavallee seconded the motion. Roll call vote in favor: Mr. Jackson, Mr. Glossop, Mr. White, Mr. Bonner, Ms. MacDonald, Mr. Donovan, Ms. Lavallee. Vote opposed: Ms. Holden. The motion passed.

Mr. Frischknecht asked Mr. Myers and Ms. Harmon to remain for the closed session.

\*\*\* Closed Session Starts \*\*\*

Mr. Jackson moved to keep the records of the closed session sealed, consistent with RSA 91-A:3 III. This motion was seconded by Ms. Lavallee. This motion passed by a roll call vote. In favor: Bonner, Donovan, Glossop, Holden, Jackson, Lavallee, MacDonald and White.

Mr. Jackson moved to end the closed session. Ms. Lavallee seconded the motion, which passed unanimously.

\*\*\* Closed Session Ends \*\*\*

9. The next meeting will be February 8, at 6:30 p.m.

The Board meeting adjourned at 9:48.

Respectfully submitted,

Idina Holden  
Secretary