

APPROVED BOARD MINUTES

ASD Board Meeting February 8, 2012

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

Non-voting Members Present: Jennifer Cava, Douglas Belley.

Non-voting Members Absent: Andrew Myers

Others in Attendance: Kym Harmon, Andrew Slebodnick, James Overman, Angela Overman, Terry Williams, Jill Cane, Janet Taft, Jeremy Jackson, Sarah Jackson, Zack Olsen, Dominique Dadekian and TD Bank representatives Cheryl Elliott and Tricia Abood.

The meeting was called to order at 6:40 p.m.

1. Public Comments

None.

2. Approval of Board Minutes from the Prior Meeting

Mr. Jackson moved to approve the minutes. Ms. MacDonald seconded. 10 voted in favor with two abstentions.

3. TD Bank Presentation

Matt introduced Cheryl Elliott and Tricia Abood from TD Bank. Ms. Elliott explained the Affinity membership fundraising program. Members of the school community who currently bank at TD Bank or members who switch ask the bank to code their accounts for the school. Once 10% of the school's households, (including families, friends and business accounts) or at least 50 households, bank at TD Bank, the TD Bank foundation makes an annual contribution to the school based on the account balances for those members. The membership and balances are kept completely confidential from the school. Students could also enroll through their savings accounts. TD Bank will support the program also by setting up a table at open houses to answer questions or help people open accounts.

Ms. Abood explained the "Money Sense for Kids" financial education program. Mr. Frischknecht asked if the bank supports internship programs for high school students. This is not currently available, but today the bank approved a day long job shadow where different departments in the bank would explain what they do. At the end of the day, students would be invited into retail banks to learn about how they work on customer satisfaction.

Mr. Collins explained that he will sit down with TD Bank representatives to identify next steps and will share the information back with the Board.

4. State of the Charter

This presentation will also be hosted as a webinar by Ms. Cava on the 17th. Ms. Cava used the opportunity to officially express her interest in the director position permanently and to thank those who support the school.

The presentation has been saved in the same folder as these minutes.

5. Acting Director's Report

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- a. *New Honors/Awards:* A First Lego League team with ASD students was recognized for outstanding achievement. The school had three students on the team although only one was allowed to go to the White House. ASD earned top awards at the Math Counts completion: 1st place individual, 2nd place individual and 1st place team.
- b. *Dolciani Math Enrichment Grant:* A parent who is also a professor is putting together a grant proposal that would pay for a week long summer “encryption camp” for kids. Essentially, they would spend the week breaking codes. The grant request is \$5,000.
- c. *Annual Fund 100% Participation Drive:* Currently we have about 30% of families contributing to the annual fund. Ms. Cava has kicked off a renewed push to get to 100% participation by March 17.
- d. *Renewal Status:* Ms. Cava has sent the response to the first question to be reviewed by Roberta Tenney at the Department of Education and requested feedback.
- e. *Student Board Representative:* The students elected Dominique Dadekian as their Board representative: Ms. Dadekian is a 10th grader who has been at the school for three years. She will be letting the students know about Board discussions that are relevant and will communicate student concerns back to the Board. Ms. Humphrey asked that Ms. Dadekian be given time on the agenda each meeting.

Ms. Holden moved that Ms. Dadekian be invited to join the Board as a non-voting member. Mr. Glossop seconded the motion. It passed unanimously.

6. Committee Reports

- a. *Admission:* 203 complete applications have been submitted. These include: 101 6th graders, 57 7th graders, 29 8th graders, 11 9th graders, 4 10th graders and 1 11th grade. The 10th and 11th graders are grandfathered in from last year. The informational sessions begin on February 16, and are mandatory for all applicants. Testing will begin shortly after. A lottery will be needed and will be held in April. The exact number that can be accepted will depend on the space for next year.
- b. *Curriculum:* The committee is meeting, starting its focus on the curriculum for upper classes. We need to give the older students incentives to stay at the school, such as opportunities for college classes and hands-on internships. Mr. Collins is talking to colleges (UNH, Rivier College, Boston University, MIT). He has also started discussions with a college professor about ideas to create a curriculum structure from 6th grade on. The committee would like to add electives, such as taking advantage of online courses offered by MIT.
- c. *Outreach:* Mr. Collins is working with TD Bank to identify a method to offer a monthly contribution instead of a single payment for the annual fund. This could be coordinated with the Affinity program. Mr. White and Ms. Angela Overman explained to Mr. Collins how monthly contributions have been handled in the past.
- d. *Personnel:* The faculty continue to work on their performance appraisal plans. The next priorities for the committee are assessing needs for next year, depending on the space we will have next year, and work through teacher renewals. The administration will be revising the employee handbook. In preparation for next year, the committee will be looking at the process for evaluating teachers as well as the approach the school take to contracts. Mr. Belley offered information on objective observation processes for faculty members and suggested that the supervisor for his Master’s program could be involved in the committee’s work on evaluating teachers. Ms. Graham and Mr. White also offered their assistance.

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- e. *Policy:* The committee reviewed 16 finance policies for Board review at an upcoming meeting.

Mr. Jackson moved that three policies carried over from last meeting (BBBG, JH and BEDC) be approved. Mr. Glossop seconded the motion. The motion passed unanimously.

- f. *Strategic Planning & Finance:* Mr. Donovan will begin meeting with a prospective landlord to negotiate a lease on Friday. The school's lease runs through August, but requires six months' notice to terminate the lease. There has been no discussion on obtaining the first floor, and this does not seem likely.

Mr. Frischknecht expressed concern that information about the location of the potential facility had leaked out, and, as a result, parents have knocked on the landlord's door asking for a walk through of the facility. Mr. Frischknecht pointed out that there is a second building in the running as well, but this will not be disclosed at this point. There have been similar leaks around the director search. In both cases, the leaks could undermine the school's efforts to negotiate successfully.

Mr. Frischknecht confirmed that we may need a special Board meeting to make a site decision, depending on the timing of the negotiations with both locations.

In response to a question about the school budget, Mr. Donovan and Mr. Frischknecht stated that they have a good understanding of the numbers, but the budget for next year cannot be finalized until the site for next year is decided. Ms. Kym Harmon is prepared to produce a budget for several different eventualities.

7. Next Meeting

Next meeting will be on March 14 at 6:30 p.m.

The Board meeting adjourned at 8:20 p.m.

Respectfully submitted,

Idina Holden
Secretary