

# APPROVED

## **ASD Board Meeting May 9, 2012**

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

**Board Members Absent:** None.

**Non-voting Members Present:** Jennifer Cava, Dominique Dadekian, Andrew Myers

**Others in Attendance:** Doug Belley, James Overman, Sovindhan Dhanaraj, Poongothai Balasanjeen, Michael Collins, Marc McClure, Neel Dhanaraj and Kym Harmon.

The meeting was called to order at 6:38 p.m.

### **1. Public Comments**

None

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

*Ms. Holden moved to approve the minutes from the April meeting. Ms. MacDonald seconded. All voted in favor.*

*Ms. Holden moved to unseal the minutes from: 9/14/11, 8/17/11, 5/11/11, 4/13/11 and 5/19/10. Mr. Bonner seconded. The motion passed with seven votes in favor.*

### **3. Items of Board Business**

#### *a. Board Chairman*

- Facility Update – Mr. Frischknecht explained that a group from the school had recently walked through the Amherst Street facility with the Nashua fire inspectors, the director of the Nashua development office, lessor and current lessee's facility manager. No reasons were identified that would prevent the school from being in that location. Then, the school representatives contacted Northpoint Construction to draw up preliminary floor plans (these were posted at the meeting). The floor plan was shared with city officials today to ask if they would consider a phased implementation. The meeting went very well, and Mr. Frischknecht feels like they were willing to work with the school. Mr. Frischknecht also explained that the deposit (\$32,884) has been secured as has the initial letter of credit (\$50,000). A second letter of credit for \$100,000 is still needed. The letters of credit will be released back to the school in December 2014. Ms. Cava said the announcement was a tremendous relief to the community and she did not receive any negative emails. Mr. White asked how the letter of credit was obtained. Mr. Frischknecht explained that it was a private letter of credit, not from a bank. Ms. Humphrey said that there is no doubt in her mind that without Mr. Frischknecht this never would have been achieved.
- Board Member term of office – Next month will be the annual organizational meeting of the Board. Terms are coming to an end for the following Board members: Mr. Donovan, Mr. Glossop, Mr. White, Ms. Lavalley, Ms. Holden and Mr. Jackson. All are eligible to be renewed by a Board vote, except Mr. Glossop who would need to stand for re-election by the parents. Mr. Glossop, Mr. White, Ms. Lavalley and Mr. White confirmed their interest in continuing. Mr. White would not continue as Treasurer.

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- Parent Elections – School policy allows for parent elections to occur at any time. Mr. Frischknecht advocated that not all parent terms expire at the same time and proposed that an election for Mr. Glossop’s seat take place in the next few weeks. The Board discussed the relative merits of terms all ending in June of the year instead of 24 months from the date of the election. Another Board seat will be available in the fall.

Ms. Humphrey moved that an election take place in the next few weeks for Mr. Glossop’s seat. Mr. Jackson seconded the motion. 9 voted in favor. 1 member recused.

Mr. Jackson proposed that the Policy Committee study Board election process.

- b. *Board Treasurer* – Mr. White announced that the audit is now underway. Ms. Kym Harmon added that the auditors have been at the school this week and things seem to be going well for 2008/9. There is some documentation that is still being located for 2009/10. The audit is on track to complete in July.

#### 4. Director’s Report

- a. *Operations & Personnel* – Ms. Cava has spoken with the head of the team that will be visiting the school for Charter renewal. Senior project presentations are on Friday. NECAPs are next week. Contracts for all faculty and staff are due back signed on May 11; about 60% have been returned already. 1 teacher has taken a leave for the remainder of the year and Barb Gendron has stepped in to take over those classes. Interviews for positions for next year are underway. Ms. Cava is planning to extend offers by about May 25.
- b. *Nashua Business Relations* – Ms. Cava met with the Nashua school superintendent to introduce herself and the school. Another discussion is scheduled for later in the summer. She has also met with the President of Nashua Community College who is excited to have ASD as a neighbor (she is a former member of the ASD Board). ASD has renewed its membership in Nashua Chamber of Commerce.
- c. *High-Tech Council* – Mr. Frischknecht and Ms. Cava attended a dinner this week to build relationships with the membership.
- d. *Budget/Cash Flow Update / Dissemination Grant Update* – Necessary hours have all been logged against the dissemination grant. Ms. Harmon shared the budget and cash flow. Expenses for the move and the ‘fit up’ would represent an increase over what is represented in the budget. Mr. White suggested approaching the parents of new students to participate in fundraising.

#### 5. Faculty & Student Affairs Reports

- a. *Faculty: Andrew Myers* –
  - The Fisher Cats’ game was a huge success last week. The children learned more than they were expecting, and it was a great community-building event.
  - Algebra I classes will finish this year and two will actually go beyond the normal curriculum, which hasn’t happened in the past.
  - All the teachers were pleased and relieved with the announcement of the new location. Mr. Myers asked if the teachers could have a walkthrough of the building. Mr. Frischknecht said that would be arranged, along with a walk through for the Board.

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- Teachers felt sometimes they are the last ones to know when things are happening. For example: In October, several teachers heard first from students that the director had left.
  - Sometimes the Board committee minutes are not published in a timely fashion. (This was addressed by the Board chair at last month's meeting.)
  - This year, 3 or 4 students did a senior project. In a few years there will be many more students doing this, and Mr. Myers anticipates this being an issue for faculty member time. Mr. Glossop said this was extensively discussed by the Curriculum committee at the time, but the decision on how to address that has been deferred. Mr. Collins will have the Curriculum committee revisit the issue. The Learning Studios may be able to tie in with the senior project to help add support.
  - Ms. Harmon and Mr. Myers have spoken on the benefits programs and have identified a new health care plan that would be viable for January 1. Mr. Collins and Ms. Holden confirmed that the Outreach and Personnel committees intend to jointly review retirement options for the teachers.
  - Faculty members are pleased with the efficiency of our Business Manager. In summary, Mr. Myers said the school feels like it is becoming a real school, having reached a major stage in its evolution. Mr. Myers closed by inviting the Board members to visit the school and sit in on classes.
- b. *Student Affairs Report* – Ms. Dominique Dadekian presented out on what students like about the school and where their concerns are. This presentation is available along with these minutes. At the conclusion of the presentation, Mr. Glossop suggested a 'suggestion box' for students to anonymously give examples of work load and assignments that are good or bad or activities that have disappeared, so the staff could discuss how to address. Ms. Humphrey agreed with the concern about lack of physical education. Mr. Glossop and Mr. White agreed with the students' concern about how colleges view the ASD. Ms. Cava will look into the accreditation process because if the school is accredited it would help the perception with colleges. Ms. Dadekian added that the students are excited about the new facility and relieved that it has been announced.

## 6. Committee Reports

- a. *Admissions* – Ms. Lavalley said that Admissions had gone very well with few bumps. Anticipated enrollment for next year: 6<sup>th</sup> grade - 94, 7<sup>th</sup> grade - 99, 8<sup>th</sup> grade - 95, 9<sup>th</sup> grade - 75, 10<sup>th</sup> grade - 58, 11<sup>th</sup> grade - 33, 12<sup>th</sup> grade - 5. This assumes that the current students will stay with the school and the invitations extended to applicants are accepted.
- b. *Curriculum* – The curriculum committee will be focused on the senior project in upcoming meetings. The committee sent course descriptions and a summary of recommendations to Board members on May 3. Ms. Holden asked whether the changes were noted in the document. They were not.

Mr. Donovan moved to approve the Program of Studies as recommended. Ms. Humphrey seconded the motion. The motion passed, with 7 votes in favor.

Mr. Collins will send out a list of revisions for Board reference.

Ms. Cava acknowledged the efforts that Ms. Dawn Korade has put in over her own time to complete this. Mr. Collins thanked Ms. Cava and the Curriculum Committee members for their dedication to the effort.

- c. *Policy* – Rebecca Paquette has joined the Policy Committee, a member from outside the Board. The committee has added 3 new policies to the Board queue.

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- d. *Personnel* – No update.
- e. *Outreach* – Mr. Collins is looking for additional members.
- f. *Strategic Planning & Finance* – A rough budget has been developed for the year based on 440 students. Enrollment is capped at 450 by the Charter. Ms. Cava discussed increasing the cap with the DOE. The projection is that we would be able to cover the deficit we have been carrying forward with the new budget. The school would be in the black and would cover the deficit because we would have hit the necessary critical mass.

### **7. Next Meeting**

The next meeting will take place on Wednesday, June 13, at 6:30 p.m. This will be the Annual Organizational Meeting.

The Board meeting adjourned at 8:26 p.m.

Respectfully submitted,

Idina Holden  
Secretary