

APPROVED BOARD MINUTES

ASD Board Meeting September 12, 2012

Board Members Present: Heather Bobbitt, William Bonner, Thomas Frischknecht, Kent Glossop, Karen Graham, Idina Holden, Patty Humphrey, Brandon Jackson, Kim Lavallee, Heather MacDonald, Dale Reddington and Michael White

Board Members Absent: Matt Collins

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

Others in Attendance: Lisa Lewis, Danielle Curtis, Terry Williams, Lucille Jordan, Joel Preminger, Kym Harmon and Parker Delude

The meeting was called to order at 6:35 p.m.

1. Public Comments

Mr. Joel Preminger commended the Director and the Board on a smooth first few weeks in the new location.

2. Approval of Board Minutes from the Prior Meeting

Ms. Humphrey moved to approve the minutes from the August meeting with one change noted. Ms. MacDonald seconded. All voted in favor, with one abstention.

3. Items of Board Business

a. Board Chairman

- (1) Board Membership: Mr. Matt Collins is resigning from the Board. Mr. Frischknecht thanked Mr. Collins for his service on the Outreach committee. Mr. Reddington volunteered to take over as chair of the committee.
- (2) New External Board Member: Ms. Lucille Jordan was very involved in the founding of the school and for its first two years. She would like to rejoin the Board. Mr. Frischknecht reviewed the commitment requirements of a Board member. Ms. Jordan described her background and explained that she left the position previously because of other pressing commitments and is now willing to make a 2-year commitment.

Mr. Glossop moved to approve Lucille Jordan as a member of the Board for a term of two years. Ms. MacDonald seconded the motion. All voted in favor.

- (3) Parent Election:
Mr. White's term is up after four years and he will now need to stand for re-election by the parents. Mr. Frischknecht thanked Mr. White for his service to the Board over the past four years. Two seats are available for parent election, including Mr. White's.

Ms. MacDonald moved to open two seats for parent election. Ms. Lavallee seconded the motion and all voted in favor.

Ms. MacDonald will coordinate the election.

- b. Board Treasurer* – The budget is currently under extensive revision. Ms. Lavallee will ensure the budget will be emailed to the Board in time for next week's Strategic Planning Committee meeting.

APPROVED BOARD MINUTES

4. Director's Report

a. Operations

- The school received temporary occupancy permit on the day before school.
- Ms. Cava thanked ASDEF for putting together a tremendous picnic. The leftovers were delivered to the Nashua Food Bank.
- Initial meetings have taken place of each of the new administration committees: Discipline and Attendance Review Board, headed by Mr. Myers; Academic Review Board, headed by Dawn Korade; and Master Staff Development Committee, headed by Karen Olmstead.
- Student Advisories are up and running on Wednesdays.
- Wireless network has been tricky and is steadily improving.
- Hot lunch program, provided by Girls Inc., will start on October 1. Girls Inc is a nationwide program focused on helping girls up to 17 years in a variety of ways. They subsidize costs with their catering program, which covers 8-10 schools at the moment.
- Enrichment program begins Monday.
- Jess Golden is consolidating Special Education information. Currently we have 12 students on IEP and 40 on 504. This is expected to increase.
- The *Nashua Telegraph* sent a reporter to follow two students at school, which turned into an article and a video montage.
- October 5 has been slated as an open house for legislators and business people.
- Buses have started with issues noted. Ms. Cava is working with the district to resolve the issues and is finding them cooperative.
- Back to School Night is scheduled for tomorrow.
- NECAP tests are scheduled in October for grades 6, 7, 8 and 11, which will cover 300 students.
- Mr. Glossop was recognized as "Volunteer of the Year."

b. Charter Renewal Update

- The visiting team will be at school on October 15 and 17, talking to focus groups, interviewing teachers, students and parents, and attending classes.

c. School Goals

- Ms. Cava worked with the faculty to set two school goals for the year:
 - 1) Students will demonstrate ownership of their contribution to the ASD community as well as an increased awareness of their role in the global community.
 - 2) The curriculum at ASD will promote active communication and collaboration across disciplines (i.e. Learning Studios)
- Ms. Cava will provide updates to the Board on the goals as the year progresses.

5. Faculty & Student Affairs Report

- a. *Faculty* – Mr. Myers reported that, from his perspective, "it's been good so far." The first day of school ran so smoothly that it did not seem like the first day at a new school with double the number of students and double the number of faculty.
- b. *Student Affairs* – No feedback from the students yet. Ms. Dadekian explained the unique nature of the Learning Studios program, which is connected to the Next Generation initiative and serves as a pilot for new techniques for other classes in the school.

6. Committee Organizational Review

a. Communication

APPROVED BOARD MINUTES

Last month's meeting was dedicated to putting together the Board booth for the open house. Mr. Bonner is hoping for several new volunteers at this month's meeting.

Mr. Bonner would like to withdraw the suggestion noted last month for a Board newsletter because the Board has been well represented in the ASD newsletter.

Mr. Glossop has put together a proposal for an "ASD Interest" list which is in Ms. Cava's hands to decide how to implement.

The Committee will begin reviewing the public and internal websites for a redesign. As a long-term goal, Mr. Bonner would like to have the students involved in maintaining the website. In the meantime, the committee encourages parents and students to contribute ideas to the project.

- b. *Outreach* – Tabled until next month.
- c. *Personnel* - Meetings will be scheduled to immediately precede the Board meeting. Ms. Cava is putting together priorities for the committee for the year.
- d. *Policy* – No report.
- e. *Strategic Planning & Finance* - No report; next meeting next Wednesday.

Mr. Glossop inquired about the Curriculum Committee, which was moved to Administration last June. Ms. Cava has designated a committee head and is beginning to look at how to put together the committee with faculty and other interested volunteers. Ms. MacDonald and Ms. Cava will discuss how best to handle outstanding curriculum policies.

7. Admission Update

Admissions opened August 29. The schedule will be earlier this year to be competitive with private school deadlines – everything is about a month earlier than before. The process has been active. Many students who had interest for next year have also expressed an interest for this year. On the first day of school we had about 400 enrolled. Most recent count is 405. We still have open seats for 8th grade (ideal) or grades 9 and higher, depending on the student.

The Admissions process will be paper-based at the moment but will hopefully go back to being online. Ms. Lavallee has agreed to oversee and do what is necessary this year to support the admission process.

8. Other Agenda Items

Mr. Glossop requested that the Board address the question of the enrollment cap. This will be part of the Strategic Planning Committee report (if the committee is ready to discuss by next month).

Ms. Bobbit raised a question from a vendor interested in having a relationship with the school. Mr. Frischknecht suggested working with the Outreach Committee initially.

The Board discussed the need for significant fundraising this year. Mr. Frischknecht explained that a large expense is carried to get the building ready, which, along with fewer students than expected at the start of the year, has led to an anticipated budget deficit. The Board agreed that the Outreach Committee

APPROVED BOARD MINUTES

should work on identifying a fundraising strategy while the Strategic Planning Committee finalizes the budget figures.

Ms. Holden inquired about the HEFA loan discussed last month. A direct loan of \$100,000 has been approved. The loan is a 5 year program, where \$100,000 is lent at the beginning of the year and has to be paid back in November. After that, the money can be borrowed again without repeating the approval process.

The discussion clarified that last month's motion still holds with this new understanding of the structure. Now that the money has been taken in, it can be repaid, but could not be borrowed again subsequently without further Board authorization.

Ms. Harmon will ensure that the money received so far is accounted for in accordance with the motion in the August minutes.

9. Next Meeting

Next month's Board meeting for next month to October 17 instead of October 10, to allow the charter renewal visiting team to meet with Board members on the same day. The Strategic Planning Committee will be rescheduled to accommodate.

The next meeting will take place on Wednesday, October 17, at 6:30 p.m.

The Board meeting adjourned at 7:53 p.m.

Respectfully submitted,

Idina Holden
Secretary