

APPROVED BOARD MINUTES

ASD Board Meeting October 17, 2012

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

Board Members Absent: Karen Graham, Lucille Jordan and Michael White

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

Others in Attendance: Kathleen Barlow, Jane Buck, Kym Harmon, Jay Leatherman and Rachel Putnam

The meeting was called to order at 7:04 p.m.

1. Public Comments

None.

2. Approval of Board Minutes from the Prior Meeting

Ms. Holden said the draft should be updated to reflect that the August minutes were approved last month.

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

3. Items of Board Business

a. Board Chairman

- (1) Parent Election Results: 67 voters participated and could vote for two candidates. Joel Preminger received 57 votes, Jane Buck received 41 and Jay Leatherman received 34. Mr. Preminger was unable to attend this Board meeting due to a business obligation out of town.

Mr. Glossop moved that the Board accept Joel Preminger as a parent member of the Board. Ms. Holden seconded and all accepted.

Mr. Preminger told Mr. Frischknecht earlier that he would accept if invited.

Ms. Buck said that she would be interested in helping with fundraising, marketing and political outreach.

Ms. Humphrey moved that we accept Jane Buck as a parent member of the Board. Ms. Lavallee seconded and all accepted.

When asked, Ms. Buck expressed a willingness to serve a two-year term. Mr. Preminger has not been asked the duration of his term.

Mr. Frischknecht thanked Mr. Leatherman for his interest and encouraged him to get involved through Board committee work. He requested to be included in Personnel and Admissions.

- (2) Review meeting rules: Mr. Frischknecht would like to return rules that were previously in place. The Chair will be the one to recognize members of the public for participation in the discussion of the Board.

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- b. *Board Treasurer – No budget update.*
- c. *Admissions:* Two students are taking over the organizing of admissions as internships. This includes Open Houses, PowerPoint presentations, data entry of the files and keeping track of everything. They will run the Committee like their own business through March. Ms. Lavalley is supervising their work and will respond to parent phone calls. Ms. Lavalley has become involved with the Admissions work as a volunteer, distinct from her role as Admissions Chair, at the request of the Director.

4. Director's Report

- a. *Operations & Personnel Report*
 - An error occurred through FOCUS where all 6th grade parents received report cards for all 6th grade students. FOCUS has accepted full responsibility for the error in writing. Ms. Cava will check to see if there are any regulatory bodies that need to be informed of the issue. The Board discussed moving to new school management software. Mr. Glossop will take the lead. He anticipates this will take until the end of the school year.
 - Current enrollment: 410 students.
 - Parent/teacher conferences will take place on November 6, 12:30-6:30.
 - Ms. Cava would like to put together a group to review and make recommendations when a book is challenged as a part of the text book. Mr. Glossop and Ms. Humphrey volunteered to participate.
 - Ms. Plante will be going on maternity leave soon. She will be replaced by a SNHU graduate student finishing their master's in English. This person will be working with Ms. Plante, and she will be overseeing her mentor teacher remotely. Ms. Cava will provide classroom observation.
- b. *Charter Renewal Update:* Ms. Cava was very impressed with the presentations made by the school to the committee. Initial concerns seemed to be around 6th grade and the amount of space that is available to that grade. The second concern was about the use of technology in school. This will include recommendations for labs and equipment.
- c. *Legislative VIP visit:* Three representatives attended, including the Chair of the House Education Committee. Ms. Holden asked whether there was specific action recommended. Ms. Cava said that we should try to ensure that people who are supportive of charter schools are elected into position. Ms. Holden asked whether information exists as to where candidates stand on the issue. The Board members were not aware of any central location for this information.
- d. *Field Trips:*
 - Field trips are planned out of state to the Lowell Industrial History Center and the Museum of Fine Arts in Boston. The 6th graders will go to the Palace Theatre.
 - Ms. Barlow would like to include her French students with the French club at Milford High School on a trip to Montreal April 20-22. It is a 3-day, 2-night trip.

Ms. Lavalley moved that the board approve the field trips presented tonight. Ms. Bobbitt seconded. All voted in favor.

Mr. Frischknecht clarified that the Board would not be accepting liability and those types of questions will need to be cleared through the Director.

- e. *Annual fund update:* So far, \$13,000 has been received. One parking space remains. One classroom will be named for the year. An additional \$15,000 has been pledged.

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5. Faculty & Student Affairs Report

- a. *Faculty* – Mr. Myers reported that the first Curriculum Committee meeting took place last week and will meet weekly for the next few weeks. Next month will be Mr. Myers' last month as a Board representative. The faculty will have an election to replace him. He was elected for a one-year term and has decided not to run for re-election. He did not know if Mr. Belley would run again.
- b. *Student Body* – Ms. Dadekian proposed that the student body representative to the Board be part of Student Council. She further proposed that the Student Body representative would be the president of the Student Council, as she is today. Ms. Humphrey suggested that this should not be the same role, so two different people could develop leadership skills. The Board discussed options with Ms. Dadekian and reviewed the Board's policy on student membership.

Ms. Dadekian has encouraged all Student Council members to attend Board meetings and has restructured the Student Council into committees based on what she has learned on the Board. The Student Council is putting together an Outreach Committee and would like to do a food drive and Toys for Tots. Ms. Cava asked to meet with Ms. Dadekian to discuss how it would work. Mr. Reddington said he would coordinate efforts with Ms. Dadekian.

6. Committee Organizational Review

- a. *Communications* – The ASD interest mailing list is up and running and being used as intended. A volunteer has provided several mock-ups for the website. The committee has had a great response for the call for volunteers for video and web development. Mr. Bonner suggested that Outreach might be a better committee for video and marketing materials.
- b. *Outreach* – Mr. Reddington has structured the committee to go into 3 directions simultaneously: (1) working with the advisories on how to give back to the community; (2) pull together resources to reach local businesses for sponsorship for funding, equipment, resources and shared marketing; and (3) work on national sponsorships and foundations, particularly the foundations that drive funding for education. So far they have made contact with 3 different companies who are available for additional conversation.

Mr. Reddington is structuring the Committee can continue going even if the Chair of the committee changes. Specific fundraising goals will be set up for short-term and mid-term goals. Mr. Reddington would like to meet with Strategic Planning and Communications to put together a package in the next four weeks on why someone would want to invest in or donate to this school. Ms. Buck suggested that the committee start with where the parents in the school work. Mr. Leatherman works for SAS and would like to talk further with Mr. Reddington about support. Mr. Reddington would like to get as many people as possible to help with the sales pitch.

- c. *Personnel* - No meeting last month.
- d. *Policy* – 4 policies are ready this month. The Committee is continuing to review the backlog.
- e. *Strategic Planning & Finance* – Ms. Harmon distributed the current school budget. Ms. Holden questioned the revenue projections for parent contributions and Board outreach. Ms. Harmon explained that lower student enrollment had changed the revenue projections from the state requiring a higher level of

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contribution from outside sources. Mr. Bonner asked about contingency plans should the contributions fall short. Mr. Frischknecht referenced an issue that had caused a reduction in student enrollment.

Mr. Bonner moved that a closed session be added to the end of the agenda to discuss the issue raised. Ms. Holden seconded. A majority approved the discussion.

Mr. Jackson moved that the budget be approved as proposed. Ms. Humphrey seconded. The budget passed 8-1 with 1 abstention.

The Strategic Planning Committee is working on a multi-year financial projection next, aiming to present at the January board meeting. The Charter Renewal committee strongly recommended that this be accelerated. The renewal committee would like the meat of the financial plan over the next several weeks in writing. Ms. Holden requested that be shared with the Board next month.

7. Policy Review/Approvals

Tabled until next meeting.

8. Other Agenda Items

Mr. Jackson moved that the Board go into closed session pursuant to RSA 91 A:3 II(c). Mr. Glossop seconded the motion. All voted in favor by roll call vote: Bobbitt, Buck, Bonner, Glossop, Holden, Humphrey, Lavalley, MacDonald, Reddington.

No decisions were made in this closed session.

Ms. Holden moved that the minutes of this session remain sealed indefinitely. Ms. MacDonald seconded and all voted in favor by roll call vote: Bobbitt, Buck, Bonner, Glossop, Holden, Humphrey, Lavalley, MacDonald, Reddington.

9. Next Meeting

The next meeting will take place on Wednesday, November 14, at 6:30 p.m.

The Board meeting adjourned at 9:39 p.m.

Respectfully submitted,

Idina Holden
Secretary