

# APPROVED BOARD MINUTES

## **ASD Board Meeting November 14, 2012**

**Board Members Present:** Heather Bobbitt, William Bonner, Jane Buck, Thomas Frischknecht, Kent Glossop, Karen Graham, Idina Holden, Patty Humphrey, Brandon Jackson, Lucille Jordan, Kim Lavalley, Heather MacDonald and Joel Preminger

**Board Members Absent:** Dale Reddington

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

**Others in Attendance:** Lizzie Cassady, Nicholas Zubo, Marc McClure, Kym Harmon and David Alukonis.

The meeting was called to order at 6:37 p.m.

### **1. Public Comments**

None.

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

Mr. Frischknecht pointed out that Mr. White should no longer be listed as a Board member.

*Ms. Holden moved to approve the minutes from the October meeting with the change noted. Mr. Jackson seconded. All voted in favor.*

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

#### *a. Board Chairman*

- (1) Mr. Frischknecht welcomed Mr. Joel Preminger as a member of the Board. Mr. Preminger was voted in last month. He requested a two-year term. He would like to participate in the Communications and Outreach committees.
- (2) David Alukonis introduced himself as a potential new Board member, describing his government, education and business experience. He has been interested in charter schools, especially STEM schools for some time. Ms. Jordan spoke in favor of Mr. Alukonis as a Board member.

*Mr. Jackson moved that Dave Alukonis be offered a position on the Board. Ms. Bobbitt seconded the motion. All voted in favor.*

Mr. Alukonis requested a two-year term initially. He will serve initially on the Outreach Committee. Mr. Reddington is unable to participate in the Board for the next 6-7 weeks for family reasons. Ms. Buck has agreed to step in temporarily as chair of the Outreach Committee.

- b. Board Treasurer* – The budgets will be released online prior to the Board meeting to give everyone a chance to review. The enrollment is at 414. No additional enrollment this year is anticipated with the exception of transfer students who are able to assimilate quickly.

### **4. Director's Report**

- a. Operations & Personnel Report* – Ms. Plante gave birth to a son on October 29. She has been replaced for the bulk of 2<sup>nd</sup> quarter by a woman getting her masters at SNHU. Ms. Cava is monitoring the change. Teachers' conferences occurred on election day. The first Admissions Open House took place last week

# APPROVED BOARD MINUTES

- (Ms. Cava commended the students who put it together.) A second Open House is anticipated for December 6.
- b. *Re-Charter Update* – Ms. Cava received the report from the visiting team. They will recommend us for renewal. We go before the state Board on January 16, tentative date. Ms. Cava will share the electronic version of the report with the Board members.
  - c. *Quality Performance Assessment* – Mr. Belley applied on behalf of ASD to be part of the first cohort in New Hampshire to focus on quality performance assessments for student work. Several other teachers have joined in part of this program and will be bringing their learning back to the rest of the faculty. ASD is the only charter school that is part of the cohort. Ms. Cava will provide a more detailed update with her State of the Charter report.
  - d. *Annual Fund Update* – 344 families in the school: 15% have either pledged or donated. At this point, pledges are \$39,671 with \$22,186 received. Ms. Cava will send out an email reiterating the request.
  - e. *Curriculum* – A committee of faculty has been reviewing the program of studies. By February 4, there will be an electronic copy of the program of studies distributed to the Board. February 11 there will be a question and answer discussion for Board members to hash out their questions. The program can be voted on in the Board meeting on February 13. Students will request courses in March, teachers will make recommendations for student placements in early May with schedules finalized by the end of the year. Ms. Holden asked whether there would be a public comment period. Ms. Cava will look into the best way to bring the parents' feedback into the process.

## 5. Faculty & Student Affairs Report

- a. *Faculty* – Mr. Myers commended the students for organizing the Open House. He reiterated the need for more labs. Ms. Buck asked if a paper exists that the Outreach Committee could use with potential corporate donors that documents what is needed. Ms. Cava will work on adding a cost estimate to a list of what is needed. Today will be Mr. Myers last meeting. Mr. Belley will be the new faculty representative with Ms. Dawn Korade as an alternate. Mr. Frischknecht thanked Mr. Myers for his service.
- b. *Student Body* – Ms. Dadekian said the Student Council is organizing both a food and coat drive. The Student Council is very interested in working with the Outreach Committee. Ms. Buck asked for one or two interns to help with corporate research. Ms. Dadekian explained this would be her last Board meeting as a student representative. Going forward, one student will be elected as both a non-voting member of the Student council and a non-voting member of the Board to serve as a liaison. Mr. Frischknecht thanked Ms. Dadekian for her service.

## 6. Committee Reports

- a. *Communications* – There have not been a lot of accomplishments this month. Mr. Bonner will press on the website improvements. Ms. Cava commended Nick Zumbo on outreach via social media on articulating the position and value of the charter school. Based on this, she has asked for a social media protocol for the school. Mr. Frischknecht requested that the committee look at a media plan, including social media. The next meeting will be this Tuesday at 6 p.m.
- b. *Outreach* – Ms. Buck reported that she has the bones of a committee, a list of companies where ASD parents work and a plan. She will work with Mr. Reddington on transitioning his plan and will schedule a meeting of the committee soon. She will need more people to help with asking for funds.
- c. *Personnel* – Ms. Lavalley reported that the committee is working on a discipline/dismissal procedure for Ms. Cava and they plan to finish it tomorrow.

# APPROVED BOARD MINUTES

They will then work to address the charter renewal recommendations, including setting goals and an evaluation process and creating a matrix for faculty evaluations by the end of December. Mr. Belley has joined the committee and Ms. Lavallee encourages additional faculty representation. The next meeting will be tomorrow during the day.

- d. *Policy* – Did not meet this month
- e. *Strategic Planning & Finance* – Mr. Jackson reported that the committee is focusing on information requested by the re-chartering visiting team. The committee plans to provide preliminary information to the team before the January 16 meeting. The next meeting will be the Wednesday after Thanksgiving.

## **7. Policy Review/Approvals**

Ms. Bobbitt moved that policy EB move with the noted corrections to final draft for vote at next meeting. Ms. Lavallee seconded the motion. All voted in favor with one abstention.

Ms. Holden moved that policy EBBC move with a correction that “2 or more school employees” should be trained to final draft for vote at next meeting. Ms. Lavallee seconded the motion. All voted in favor.

The members discussed policy IJOC. Ms. Holden encouraged volunteer training for child abuse awareness. The group discussed the logistics of background checks for volunteers. Ms. Humphrey questioned the specific reference to coaches. The policy committee will take the policy back to for further review.

## **8. Next Meeting**

The next meeting will take place on Wednesday, December 12, at 6:30 p.m.

The Board meeting adjourned at 8:38 p.m.

Respectfully submitted,

Idina Holden  
Secretary