

DRAFT BOARD MINUTES

ASD Board Meeting May 15, 2013

Board Members Present: Heather Bobbitt, Thomas Frischknecht, Kent Glossop, Idina Holden, Patty Humphrey, Heather MacDonald and Brian Smith

Board Members Absent: David Alukonis, Jane Buck, Karen Graham, Brandon Jackson, Lucille Jordan, Kim Lavallee and Joel Preminger

Non-voting Members Present: Jennifer Cava, Lizzie Cassady and Doug Belley

Others in Attendance: Tracey Cassady, Kym Harmon, Lisa Moser, Maxwell Landry, Judith Landry

The meeting was called to order at 6:40 p.m. Mr. Frischknecht explained that because there was no quorum, voting could only be conducted if another Board Member joined the meeting by conference call. Ms. Lavallee would be called upon to do so if necessary.

1. Public Comments

None.

2. Approval of Board Minutes from the Prior Meeting

Deferred

3. Policy

Ms. Lavallee joined the meeting via conference call.

Ms. MacDonald presented the amended Admission Policy. It was last amended in June 2012. It has been updated to 1) remove the requirement for a Board level Admissions Committee – the committee has overseen the last two years of admissions, has served its purpose and will recommend dissolution at the June Annual Board meeting, 2) replace the lengthy process related detail with a statement that covers ASD charter and NH state requirements – there will be an administration level process in place with detail, 3) allow for placement test scores to be based on competency level vs. the arbitrary “80%” threshold, 4) fix grammar and 5) change the disclaimer to a version needed for 501(c)(3) status. Clarification was asked regarding out-of-state students. Ms. MacDonald indicated such students would not be offered placement ahead of New Hampshire students within a given grade level.

Mr. Glossop moved to move the policy forward to a 2nd reading. Ms. Humphrey seconded the vote. All voted in favor.

4. Items of Board Business

a. Board Chairman – The Board discussed the number of seats that would be offered to parents in a spring election. Mr. Frischknecht’s seat expires and Ms. Holden will be leaving the board. There are currently 14 out of a possible 15 Board members, 6 of those are external and 8 are parent members. Ms. MacDonald’s and Mr. Smith’s terms are up in June, and they are eligible to be reelected by the Board.

Mr. Glossop moved that two parent seats be up for election before the end of the year. Ms. Holden seconded. All voted in favor.

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Ms. Lavallee left the meeting.

5. Internship Graduation Requirement

Ms. Landry, Ms. Moser and Mr. Landry presented to the Board on difficulties in meeting the internship graduation requirement.

Ms. Landry explained that she had worked with her son to identify an internship for this summer. They spoke to many companies and people without success. Along the way, Ms. Landry had learned that because her son is not 18 he cannot sign a confidentiality waiver, required by most private companies. Concerns were also raised about liability. Despite many hours of effort she has been unable to help him obtain an intern position. In the past, there have been fewer students and the school has been able to work with them to help them reach their internship requirement, but there are not enough opportunities within the school to cover the larger classes.

Mr. Smith said his company has taken students who are interns based on a program with Westford Academy. They are hired as seniors (not juniors) and he intends to bring them back in subsequent summers and rehire them following college graduation.

Ms. Moser explained that her son is unable to get an internship in medicine because of patient privacy and is trying to get an internship with a vet instead. She echoed Ms. Landry's comments about the significant time commitment of the parents to arrange their internships, and the parents are learning it as they go. She had surveyed the students about the internship and shared excerpts of those results. Ms. Moser said that other parents have expressed concern about their children completing the graduation requirement and may even pull their children for senior year.

The policy on internships mentions an 'internship liaison' at the school.

Mr. Frischknecht added that in the last four years liability insurance has changed dramatically.

Ms. Cava said she is wary of the school creating a perception of guaranteeing the internships, however, the school is moving toward being more helpful, building relationships with the Chamber of Commerce that might benefit. The summer programs will likely need teachers' aides.

Mr. Glossop agreed that the school cannot guarantee an internship position. It does need to have a reasonable expectation of its students, and apparently needs a stop gap to help this year's juniors. He looked at the charter and said it refers only to a junior year internship/mentorship and does not include any of the other detail in the policy.

Ms. Holden said the school could provide more support without going as far as guaranteeing the internship.

The Board discussed other ways to accomplish the same objectives, such as a class or independent study. Ms. Humphrey asked if it would be possible to find several altruistic business people to come to the school to create a real-life experience in place of an internship. Mr. Smith and Mr. Glossop agreed.

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Mr. Frischknecht said the school needs a place or resource to support the internship, a function to recruit companies to participate in the internship program and alter language in the policy. He does not want people to leave the school because of the internship requirement.

Ms. MacDonald pointed out that the school already has rigorous academic requirements, 150 stewardship hours, senior project and other substantial requirement. The school could forego the internship or find a suitable substitute.

Ms. Cava asked for discretion from the Board to meet with current juniors to determine whether they have met the requirement described in the charter through other work.

Ms. Lavalley returned to the meeting via conference call to participate in the vote.

Mr. Glossop moved to allow the Director to have discretion on interpreting the apprenticeship graduation requirement with the view that this should not be an obstacle to graduation. Mr. Smith seconded. All voted in favor.

Ms. Lavalley left the meeting.

The Board requested that the Policy Committee review the policy. Mr. Glossop asked that a direct message from Ms. Cava be sent to current juniors and sophomores.

6. Director's Report

a. Operations & Personnel Report –

- The school is on track to meet its goal for all students have their schedules for next year in hand on June 14.
- The fire drill is being practiced now that the alarm has been separated from the rest of the building.
- The lockdown procedure has been practiced successfully. One additional drill is required.
- Ms. Cava is hiring for one full-time computer science teacher, two full-time math and 1 6th grade math teacher. Ms. Cindy Thomas is retiring.
- Ms. Cava may be requesting approval from the Board to set up part-time job sharing for the front desk.

b. Fundraising Update

- Annual fund is \$4,375 short of its goal. About 70% of families have contributed. A Nashua Community College student organized a pancake breakfast on behalf of the school which raised \$1,500 for security.
- A Used Book Sale this Saturday has been organized by a student as his stewardship project.
- The Drive 4 Your School event is expected to have made \$4000-\$5000 for the school.
- A fundraising event is being held at Barnes & Noble on June 1.

c. Update on Student News/Activities

- The prom went over very well. Ms. Cava will share photos at the next meeting.
- She reviewed a list of teams that are traveling for various competitions.
- ASD student took AP test at the school, which is now an official testing site. The results will be received in July.

d. Scholarships and College –

- 2 graduates are going to Worcester Polytech

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- 1 graduate is going to Fordham University
- 1 graduate is going to U Mass Lowell
- 1 graduate is going to Daniel Webster College
- 2 former students are transferring to WPI
- 2 graduates received Presidential scholarships to WPI
- 1 Junior received the Clarkson School Scholars Award (\$15,000)
- 1 Junior was awarded the Rensselaer Polytechnic Institute Medal Award (\$15,000 for 4 years)
- All graduates are New Hampshire Scholars and will be honored at the State House in a couple of weeks

7. Faculty & Student Affairs

a. Faculty Update

Mr. Belley said DC had been a fantastic trip with a lot of education and fun. He commended Mrs. Michaels for coordinating the trip. He said that the teachers had shared what they are doing at the most recent Teacher Workshop, which led to competition and collaboration. He added that having contracts and schedules worked out so early this year makes it easier for teachers to “get more traction” for next year.

b. Student Body

Ms. Cassady reported that the Student Council had lost some money on Prom but had expected this result. Spirit Week will be the week of Memorial Day. There will not be a Field Day this year.

8. Committee Reports

a. Communications – no update

b. Outreach – Mr. Smith met with Ms. Buck to transfer information. He will need time with Ms. Harmon and Ms. Cava to develop a bio on the school. He is researching websites for grants and looking at an online class for grant writing. Mr. Glossop will share a proposal that was successful. Ms. Humphrey said that Matt Southerton could work with Mr. Smith on how and where to apply for grants.

c. Personnel – No update

d. Strategic Planning – No update

9. Next Meeting

The next meeting will take place on June 19 instead of June 12, at 6:30 p.m. The Strategic Planning Committee meeting which conflicts will be rescheduled. This will be the Board’s annual organizational meeting.

The Board meeting adjourned at 8:50 p.m.

Respectfully submitted,

Idina Holden
Secretary