

# DRAFT BOARD MINUTES

## **ASD Board Meeting June 19, 2013**

**Board Members Present:** David Alukonis, Heather Bobbitt, Jane Buck, Thomas Frischknecht, Karen Graham, Idina Holden, Patty Humphrey, Brandon Jackson, Kim Lavallee, Heather MacDonald, Joel Preminger and Brian Smith

**Board Members Absent:** Kent Glossop and Lucille Jordan

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

**Others in Attendance:** Kym Harmon, Dominique Dadekian, Stephanie Dumoski and Kevin Harbison

The meeting was called to order by Ms. Jennifer Cava at 6:40 p.m.

### **1. Board Chairman Election**

A motion was unanimously passed naming Mr. Thomas Frischknecht as the Board Chair for another term. Mr. Frischknecht accepted the position.

### **2. Public Comments**

None.

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

May minutes were deferred until next month. Ms. MacDonald requested changes to the section on the Admissions policy. Ms. Holden will make the updates and resend. April minutes were also deferred until next month based on requested changes.

### **4. Board Member Nominations & Renewals**

Brandon Jackson and Idina Holden are both resigning their positions following this evening's meeting.

Two vacancies on the Board were opened last meeting for parent election and only two parents applied: Thomas Frischknecht reapplied and Heather Bobbitt applied as a parent member. No election was held.

Ms. MacDonald nominated Heather Bobbitt for a parent position on the Board for a 2-year term. Ms. Lavallee seconded. All voted in favor.

Ms. MacDonald nominated Thomas Frischknecht for the second parent position on the Board for a 2-year term. Ms. Lavallee seconded. All voted in favor.

Kevin Harbison was introduced to the Board for consideration as an external Board member. He is a commanding officer of the Civil Air Patrol unit. He believes that he can help the school to access opportunities to meet internship requirements and hopes to be part of the Outreach Committee. Ms. Lavallee, Ms. Humphrey and Mr. Smith spoke in favor of his candidacy. Mr. Harbison explained that his son is in the lottery – if he were to be accepted, Mr. Harbison would no longer be eligible for an external Board seat; he would either run for a parent seat or would only be able to serve on a Board committee as a non-Board member.

Ms. Humphrey moved to have Kevin Harbison join the Board. Ms. MacDonald seconded the motion. All voted in favor.

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Mr. Harbison accepted a 1-year term.

## **5. Board Officers**

Ms. Lavallee nominated Brian Smith for the position of Vice Chair. Ms. MacDonald seconded. All voted in favor.

Ms. Bobbitt nominated Kimberly Lavallee for the position of Treasurer. Dr. Graham seconded. All voted in favor.

Ms. Humphrey nominated Kent Glossop for the position of Board Clerk. Ms. Lavallee seconded. All voted in favor.

Mr. Jackson nominated Heather Bobbitt for the position of Board Secretary. Dr. Graham seconded. All voted in favor.

## **6. Committee Organizational Review**

Mr. Frischknecht proposed that the Admissions work be transferred to the responsibility of the school administration. He also proposed that the Outreach and Communications committees be combined. He proposed separating Strategic Planning from Finance.

Ms. Holden moved that the following committees be in place for Board 2013-2014 (subject to approval of the revised Admissions Policy later in this meeting): Personnel, Strategic Planning, Policy, Finance and Outreach & Communications. Ms. MacDonald seconded. All voted in favor.

Mr. Frischknecht appointed Mr. Alukonis as Chair of Finance, Mr. Smith as Chair of Outreach, Ms. Lavallee as Chair of Personnel, Ms. MacDonald as Chair of Policy. The position of Chair of Strategic Planning was left open. Committee chairs are responsible for recruiting their own committees.

## **7. School Safety Report**

Ms. Jennifer Cava shared a report from the safety committee (J. Cava, Jessica Golden, Jenny Betournay, Stephanie Dumoski, James Overman, Kym Harmon, Matt Buchanan (student) and Andrew French(parent)), in accord with policy EBB. The committee has identified improving the school's PA system as the biggest need. Several fundraisers have been held specific to safety costs. A grant will be requested to help pay for the improvements. The committee will stay in place for next year to implement its recommendations. Ms. Cava will provide an update to the Board at the start of school. Mr. Alukonis requested a list of the priorities and costs before the summer gets underway.

## **8. Review Director's Summary**

Ms. Cava shared the Director's report for the school year (attached). This follows the format that she reports to the Department of Education. She asked Board members to review on their own before the next meeting.

## **9. Board Chair and Director's Annual Report**

Ms. Cava and Mr. Frischknecht jointly presented the annual report.

Areas of more detailed discussion:

- Mr. Jackson expressed concern about the very low "proficient with distinction" in the 11<sup>th</sup> grade for the Math NECAP results, compared to the other grades. These 11<sup>th</sup> graders have been with the school for 4 or 5 years now. (19% for 11<sup>th</sup> grade compared to 72%-76% for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades) Ms. Dumoski learned

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coming in this year that students didn't feel confident because of turnover and inconsistency in the math program in the past. She feels that this has been brought under control this year. A tighter procedure has been established this year for the criteria under which students can advance to the next math class in September. Mr. Alukonis pointed out the same disconnect exists at the state level. He recommended looking at the average of absolute scores between the school and the state.

- Mr. Belley discussed the success of the Learning Studios and how those would be applied next year.
- Ms. Cava went into detail on the results of the recent parent survey and how she is addressing the areas for further improvement.
- Mr. Frischknecht ran through the accomplishments of the Board committees in the past year.
- Ms. Cava talked about the work she is planning to improve access to internships.
- Ms. Cava reviewed the low level of mastery achieved in Algebra I and II this year. She explained the shortcomings of how mastery is defined at the school and is working with faculty and staff to improve the definition. Ms. Holden pointed out that the gap in mastery translates to students facing a lot of summer work to move forward to the next course or potentially repeat grades. Ms. Cava also indicated that the change in faculty organization next year will help ensure that students get more timely feedback on grades and homework.
- Annual Fund total: The goal was surpassed--\$155,754.65 with 80% participation. Mr. Frischknecht added that this is significantly more than any other charter school in the state.
- Mr. Preminger asked about the relationship with Nashua School District. Ms. Cava replied it is going well, with nothing really negative.

## **10. ASD Retirement Planning Committee Report**

Ms. Holden presented the report of the Retirement Planning Committee. She explained the criteria that the committee considered and the research that the committee completed. The committee has found that a retirement plan could be set up for faculty and staff, funded with voluntary employee contributions only, at no cost to the school.

Ms. Bobbitt requested more information on how distributions would work. Ms. Holden will provide that information.

*Ms. Lavalley moved to approve the recommendation of the report: The Committee recommends that the Board authorize the creation of a 403(b) plan for the school. Initially, the plan would be funded entirely by employee contributions, which would exempt it from ERISA regulations. Eventually, if funding should allow, the Board could authorize the plan to be funded additionally with employer matching contributions. The Committee recommends that the Board authorize Idina Holden to work with Ameriprise to implement the retirement plan prior to the start of the 2013-2014 plan year. The Committee recommends that a professional be engaged to review the plan documents before they are approved by the Board. Dr. Graham seconded. All voted in favor.*

## **11. ASD Strategic Planning & Finance Committee Report**

Mr. Jackson presented the results of the Strategic Planning & Finance Committee. He reviewed the accomplishments of the year and presented the budget for 2013/14 school year. The budget projects a loss of \$37,934 for the year which includes \$60,000 in one-time fit up costs for the 4<sup>th</sup> pod. From an ongoing operations perspective the school would be in the black.

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Mr. Preminger asked about Mr. Jackson's confidence that the budget numbers would be achievable, citing high variances in the actuals of 2012/13. Ms. Cava responded that we know more of what the costs of the building and repairs will be, based on a year of experience. Mr. Preminger expressed concern that the fundraising target for next year is still aggressive. Mr. Smith added that operating expenses are not usually covered by grants. Mr. Frischknecht added that the target was set based on the need.

Mr. Alukonis asked about the state of the current year's financials and what is anticipated for the budget variance for the end of the year. Ms. Harmon anticipates going into July with \$30,000-\$40,000 positive.

Mr. Smith asked for clarification on how the budgeting process works. Mr. Jackson explained that this should be the last time that the budget is prepared by the Board; going forward it would be prepared by the administration for Board review and approval. Ms. Cava confirmed that she had significant input in the budget for next year.

Mr. Frischknecht added that this is the first time that the budget is based on reliable data without guesswork.

Mr. Jackson added that the current proposed staffing supports approximately 470 students. If the NHDOE accepts the charter amendment to increase enrollment beyond 450, the revenue would increase by \$109,800 without any additional significant expenses.

Ms. Humphrey asked Ms. Cava for the optimal enrollment for the school. Ms. Cava and Mr. Jackson agreed on 525 students, 75 students per grade. Because of current conditions – that students can only realistically enter between 6<sup>th</sup> and 7<sup>th</sup> grade and the current attrition rate – as many as 600 students may be targeted. The school needs to have more kids in the upper grades to offer the variety of courses required to fill the mission of the school. The Strategic Planning committee will need to take on those two issues (entry points and attrition) next year.

**Ms. Bobbitt moved to accept the budget as documented. Ms. Lavallee seconded. All voted in favor.**

## **12. Policy Committee**

Mr. Frischknecht requested questions about the revised Admissions policy reviewed last month. Ms. Bobbitt asked about the process for transitioning Admissions to administration. Ms. MacDonald said that there is documentation in rough draft and confirmed that she and Ms. Lavallee will work with the administration until the process is properly transitioned. Ms. Cava has identified a part-time faculty member to take over the process.

**Ms. Holden moved that the revised ASD Admission policy be approved. Ms. Lavallee seconded. All voted in favor with one abstention.**

## **13. Next Meeting**

There will be no meeting in July.

The meeting in August will be scheduled via email.

The Board meeting adjourned at 10:00 p.m.

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Respectfully submitted,

Idina Holden  
Secretary