

Academy for Science and Design (ASD) Board of Trustees Meeting Minutes-August 28, 2013

REF: Board Minutes 20130828.doc, Approved by the board on 20130911

Board Members Present (11): David Alukonis, Heather Bobbitt, Jane Buck, Thomas Frischknecht, Kent Glossop, Dr. Karen Graham, Kevin Harbison, Kim Lavallee, Heather MacDonald, Joel Preminger, Brian Smith

Board Members Absent (1): Lucille Jordan

Non-Voting Members Present (3): Jennifer Cava, Douglass Belley, Dominique Dadekian

Others in Attendance: Lisa Lewis, Terry Williams, Kym Harmon, Lucie Slebodnick

Meeting called to order at 6:41 by Thomas Frischknecht

1. Public Comments

- a. Lisa Lewis posed 2 questions
 - i. Requested a solution be sought to address the current potholes in the driveway.
 - ii. Concern regarding the school day ending at 3:15pm and how this will affect students who want to participate in sports or other activities that require the student to leave earlier.

Thomas Frischknecht asked Lisa Lewis whether she had contacted the Administration with this request. He stated protocol for such instances should be brought to the attention of the Administration first. Lisa Lewis did respond that she had not contacted the Administration prior to bringing these concerns to the Board. Jenn Cava joined the discussion and said she'd follow up on the pothole issue and contact the landlord if necessary.

Jenn Cava continued with the reasoning for adjusting the school start and dismissal times this school year in order to accommodate busing issues, as well as, dismissal time to accommodate the businesses we share the parking lot with and their departure. She recommended a solution to suggest any student who wants to attend activities that would involve them leaving school earlier than 3:15, to seek discussion with their teachers which this departure would involve. Instructional time to meet state requirements should not be an issue.

2. Approve Minutes from previous meetings (April, May & June 2013), it was noted that some current board members were not active at these meeting and would not participate in voting as membership was changed in June 2013.

- a. Heather MacDonald moved that April's minutes be approved, 2nd by Jane Buck, Vote: Favor 8, Against 0, Abstentions 1, so moved.
- b. Heather MacDonald moved that May's minutes be approved, 2nd by Brian Smith

Vote: Favor 6, Against 0, Abstentions 5, so moved

- c. Heather MacDonald moved that June's minutes be approved, 2nd by Jane Buck

Vote: Favor 9, Against 0, Abstentions 1, so moved

3. ASD Retirement Plan

Heather MacDonald commented that although the original documents were distributed to the board of trustees prior to this meeting for review; Idina Holden felt it necessary to table the approval request as a closer look was needed prior to the Board of Trustee approval process. The committee will bring this matter back for full ratification in September. Permission was granted previously by the board to pursue a 401-3B plan, regulations are being establish and investments will be held in annuities. This plan will be available to all employees.

Heather MacDonald tabled discussion for next board meeting for final approval.

4. Policy JFABD First Reading: Admission of Homeless Students:

First reading for policy for admission projected on board for all to read, Heather MacDonald stated policy committee reviewed along with Jess Golden, Dean of Student, to update this template. Heather MacDonald carried discussion on definition clarifications brought up by Brian Smith, Jane Buck and David Alukonis regarding residency determination and migratory student status. It was stated that the admissions process requires a notarized residency affidavit which clarifies concerns raised. Priority was given to this policy as it is required by law.

Heather Bobbitt moved to accept the first reading of Policy JFABD: Admission of Homeless Students, 2nd by Kim Lavallee, Vote: Favor 9, Against 0, Abstentions 0, so moved.

5. Items of Board Business

- a. Board Chairman (Thomas Frischknecht):

Board Membership

- i. Renewal Memberships: Thomas Frischknecht, announced that he was made aware that 2 current board members had completed their terms, Heather MacDonald and Brian Smith. Both needed to be voted in for a second term by the Board of Trustees.

Kim Lavallee moved to renew both Heather MacDonald and Brian Smith for a 2nd, 2 year term backdated to July 1, 2013, motion 2nd by Jane Buck, Vote: Favor 9, Against 0, Abstentions 0, so moved.

- ii. Resignation of Membership: Thomas Frischknecht distributed a letter of resignation from Patricia Humphrey dated August 24, 2013 noting she was on the the founders of the school and worked to get the charter initially set up. He also commented her exceptional contributions of valued input and financial resources were instrumental in the success and vitality of ASD as it stands today. She wishes ASD continued success and continues to pursue the development of more charter school models to provide the vision and commitment to excellence in education for others. It was suggested the board consider a part of the school

be named in her honor. Kent Glossop was also mentioned in this dialogue to be a significant influence in taking on the burden to deal with incomplete pockets of activity so that the larger picture would be accomplished.

b. Board Treasurer (Kim Lavallee):

Budget Update

- i. Kim Lavallee report June and July budget reports were distributed prior to the board meeting and in good order; although the format may change in the near future, all is fine. She stated a surplus is showing at this time, however, an enormous payroll is due. The HEFA loan funds have not been assessed as a resource, but is available should there be any delay regarding the per pupil aid due in from the State of NH.
- ii. Fidelity Trading Account- Kim stated Kent Glossop is the current signature for the account and due to 2 signature rule; it is important to have additional resources available to sign from that account when necessary. Kim asked the board consider a motion to add Kim Lavallee, Jenn Cava and Thomas Frischknecht as additional signatures. Joel Preminger, asked for clarification. Kent Glossop clarified the account was established to receive donated securities. Currently the funds in the account don't merit holding the securities, so they are cashed in to sustain the account. As the account builds however, it will then be able to maintain securities accordingly. Thomas Frischknecht added this account is used to accept security donations to ASD.

Kent Glossop motioned the Board direct the Treasurer, Kim Lavallee and Director, Jenn Cava as well as, Board Chairman, Thomas Frischknecht, be added as signers to Fidelity Trading Account. Motion 2nd by Karen Graham, all in favor: 10, so moved.

6. Director's Report (Jenn Cava)

a. Operations Report

- i. First day of school went smoothly albeit no busing and everyone had to drop kids off, buses starting transporting about 160 kids on the 2nd day. ASD opened with 444 confirmed students. There are still some that changed their mind last minute; which will be discussed later. Today we have 453 students.
- ii. Start time for school is 8:15am to accommodate school buses arrival, Dismissal was reworked as the businesses in the development changed their leave time resulting in a 3:25 dismissal.
- iii. ASD experienced significant network issues first 2 days of the school. Mr. Overman is handling the issue.
- iv. Tutoring is available on sight, Michelle Upton. She is renting space to work with students, there is a charge for tutoring.
- v. Upcoming events/dates important:
 - a. Back to School night--- Sept 12, traditional open house forum will be to address groups of parents. There will be a table in the café to help parents with BYOD (Bring your own device: laptop) recommendations

- i. Brian Smith will set up a table and shelter to represent ASD Board, Jane Buck will also be at the table. Committee sign up will also be avail at the table for opportunity for Outreach.
 - b. Admissions Open House Sept 23rd, Jane Buck will coordinate Press release for open houses coming up. 4 confirmed board members will be there.
- b. Facilities update
 - i. Jenn Cava is really proud of the way the school managed to open. There was a significant decrease in parental and volunteer involvement to get the final things established. Looking to improve communication for volunteers.
 - ii. 3 Phases were addressed
 - a. Phase 1: walls up in 6th grade, bigger classrooms
 - b. Phase 2: Laboratory development
Completed phase 1 & 2 with 60K budget, also rewired bldg. for wireless improvement. Mr. Overman is troubleshooting the wireless issues and may be in the market for a new server—anticipating a 3-5K expense. North Point Construction was helpful in getting these projects done. They were able to obtain some free lab cabinetry for us. PA system should be up and running shortly.
 - c. Phase 3: Bull pen is no longer, reorg'd. Junior/Senior area established. Doug Belley is near and able to help with Jr./Sr. projects on going.
- c. Faculty and Staff changes/additions

Jenn Cava noted the staffing changes for the 2013-2014 academic year.

i. New additions to the faculty/staff include:

Emily Jacobs (Integrated Biology and Chemistry)
 Patricia Sockey (Advanced English)
 Jay O'Connell (6th grade Math)
 Angela Cooper (Algebra 1)
 Jeff Weiner (Computer Science)
 Madge Smith (Computer Science)
 Seth O'Mahoney (Guidance Counselor)
 Renee MacDonald (Algebra II, Precalculus)
 Bonnie Doyle (Sub Coordinator)
 Amy Bewley (Front Desk - part-time)

ii. Staff who did not return this year include:

Angela Overman
 Karen Olmstead
 Carin Plante
 Cindy Thomas

iii. Changes to Positions/Roles/Responsibilities:

Andy Myers (Head of Sciences)
 Stephanie Dumoski (Dean of Academics)

Doug Belley (Head of Humanities)
Lisa Moser (Operations Manager: absorbed portions of Webmaster's job)
Kathleen Barlow (Admissions Manager, part-time)
Jessica Golden (Dean of Students - title change only)
Shannon Michaels (reduction in hours)

- d. DOE enrollment request- Formal request submitted this summer to be heard by the state board for adjustments with the enrollment cap for the ASD Charter. Nothing has been heard as of yet.
- e. Summer School/Camp results
 - i. 121 enrollments in summer camps.
 - ii. Gross income from summer camps \$26,589-salaries and instructors= \$P&L 15K Net made on summer camps see the P & L for details
 - f. Other
 - i. Organizational Chart for Roles distributed
 - ii. Enrollment and Attrition Data tracked
 - i. Today we had 453 students at ASD; 8 additional 8th grade students admitted due to discussion with teachers and additional space allowances with the new layout. Waiting lists are being used to fill any openings that are occurring daily.
 - ii. A detailed discussion was had on the levels of questions that could be asked of students who left; did those kids start at 6th grade or did they come in late.
 - iii. Facing an issue of delivering a very highly trained middle school and when considering high school, there are factors that we need to research to find what we need to do to keep the students interested in staying at ASD. Joel Preminger suggested we have a discussion with the local high school to see if we can improve relations with them.
 - iv. Discussion was had on an App for college applications which takes the information and blasts it out to colleges; something that will be investigated.

It was suggested that Strategic Planning look more closely at Jenn Cava's statistics regarding the enrollment and attrition data with development and planning. Research to be done on why and what we could do. Kevin Harbison mentioned asking who made the decision, parent or student? What is drawing students away?

6. Faculty and Student Affairs

a. Faculty Report (Doug Belley)

Reported the staff is excited to receive Retirement Plan information. There is a lot of positive energy; the staff is excited about the layout and new walls; all but 3-4 are no longer pushing carts around as they have a set room and are making that space their own. He feels this reduction in noise will be extremely helpful and they are even more excited to be in the same facility again this year.

Jenn Cava stated Doug Belley is head of faculty and working on common assessment. The staff is able to focus on instruction and the unification of curriculum and its implementation to alleviate some patchwork in the past. Current efforts are being made to build on and continue to

develop the upper curriculum as a focus this year.

b. Student Body Report (Dominique Dadekian)

Dominique Dadekian is covering for student representative until an election is held.

Dominique reports the start of her 5th year at ASD is going very smoothly. Now that she is a senior, she is reflecting on the improvements that have been made and especially enjoys the privilege of the new area designated for the juniors and seniors.

7. Committee Reports

It was noted that each Committee Chair is able to obtain a key—see Kym Harmon

a. Finance-(David Alukonis) reported no meeting.

b. Outreach— (Brian Smith)

i. Brian Smith was able to obtain some movie cameras, a high end microscope, humidity chamber for IBC, tool chests with tools, and is currently waiting to hear about a 15K grant for the science lab.

ii. Outreach held 2 meetings, decided on a 3 pronged approach using Communications, Publicity and Community Outreach.

iii. Brian Smith working on the grant writing.

iv. Next mtg will be on Sept 18th and will be held on the 3rd Wed of the month, 6:30pm

Tom Frischknecht stopped at charter schools around the country this summer and found grant success was more successful with established charter schools using a professional grant writer vs. volunteers as a whole. The most successful grants were school that hired a grant writer. Typically grant success was focused on getting supplies such as whiteboards vs. dollars for expenses.

Joel Preminger encouraged committee chairs use the public distribution list in emails.

c. Personnel—(Kim Lavalley) reported no meeting over the summer.

d. Policy—(Heather MacDonald) Admissions meeting occurred, but no policy meeting.

e. Strategic Planning- (Kent Glossop - Vice Chair) did not meet.

8. Next Meeting

a. Date: September 11, 2013 at 6:30pm

b. The agenda to include:

- ASD Retirement Plan
- Auditors Brief
- 2nd reading of Policy JFABD: Admission of Homeless Students

Motion to adjourn by Heather MacDonald, 2nd by Jenn Cava, All in favor, noted 8:25pm.

Respectfully submitted,

Heather Bobbitt

Secretary

ASD Board of Trustees