

Academy for Science and Design Board of Trustees Meeting

Meeting Minutes - October 9, 2013

REF: ASD Board Minutes 20131009 Google docs; Approved 11/13/12

Board Members Present (9): David Alukonis, Heather Bobbitt,, Thomas Frischknecht, Kent Glossop, Kevin Harbison, Kim Lavallee, Heather MacDonald, Joel Preminger, Brian Smith

Board Members Absent (3): Jane Buck,Dr. Karen Graham, Lucille Jordan

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

Others in Attendance: None

Meeting called to order 6:33 PM by Thomas Frischknecht

1. Public Comments: none

2. Approve Minutes from previous meeting with Addendum on electronic vote on Sun, Sep 15, 2013 to accept the 2012/13 Financial Audit performed and as reported to the Board on September 11, 2013 by the Nathan-Wechsler Accounting Firm.

Heather MacDonald motioned to accept the minutes and addendum as presented. Joel Preminger 2nd, all were in favor, so moved.

3. Items of Board Business

a. Board Chairman (Thomas Frischknecht)

i. 2012/13 Audit Approval

Thomas Frischknecht stated he wanted the minutes of 10/9/13 be ratified to reflect the addendum to be accepted into the 10/9/13 minutes showing the nine votes in favor of acceptance.

David Alukonis motioned to move the ratification of the minutes to reflect the addition of the addendum , Kim Lavallee 2nd, all in favor, so moved.

b. Board Treasurer (Kim Lavallee)

i. Budget update

Kim Lavallee stated what has been presented to her is within normal limits.

Joel Preminger inquired about the format change, discussion was had suggesting contacting Brandon Jackson, the former Chair, for the format that was achieved in last years meetings. Thomas Frischknecht will reach out to Brandon regarding this request.

4. Building Lease Renewal

Kent Glossop commented on ASD's triple net 10 yr lease with a 2 year renewal right action to be taken to Mr. Tamposi to exercise the renewal and the intention to stay. Strategic Planning

Committee recommend the lease be renewed for 2 years as indicated. Kent Glossop also stated the Strategic Planning Committee will work the scenario to consider the first right of refusal should the building go up for sale during this 10 year lease as one of the drawbacks of the current arrangement is ASD has to pay property tax. Another benefit of ownership would be more control in the cost of housing ASD.

ASD has assumed all the square footage currently available through the lease. Discussion was had on whether this was enough space for ASD's needs; it is. The current lease provides for ASD to have first right of refusal of any additional space should it become available as other tenants in the building. Lastly, Thomas Frischknecht reminded the board that this renewal is a multi year obligation which the board has responsibility to address.

David Alukonis moved the board approve the lease be renewed for the 2 years as indicated in the lease agreement. Kent Glossop 2nd. all were in favor, so moved.

5. Updating the CAP Addendum for the Charter

Kent Glossop referenced email (10/3/13) sent to the board of trustees to review. In April 2013, the ASD Board approved a charter amendment to increase the student population, however this is still pending. Strategic Planning Committee recommends the ASD charter (and specifically forwarding this to the State Board of Education) to include the following: an increase for next year, the peak is 650 instead of 675, and change the following language in the Charter-- Section (e) subsection Enrollment from:

“The school will serve a maximum of 450 students in grades 6-12”
and replace with

“ The school will serve students in grades 6-12. The number of students will follow the schedule in Table 1 with adjustments as necessary to compensate for variations in attrition rates.”

2014-15	500
2015-16	560
2016-17	610
2017-18	650

Kent Glossop continued by suggesting to use the table for the 1st four years and shift it out to the board of education. Thomas Frischknecht also added Director Jenn Cava also include this as part of her agenda to the Commission.

Joel Preminger motioned to accept the Charter modifications as above as well as the table presented. Kent Glossop 2nd. All in favor, so moved.

6. Director's Report (Jenn Cava)

a. Operations Report

1. Several potholes in the driveway have been repaired thanks to Kym Harmon's negotiations with the City of Nashua. Also, several irrigation heads have been repaired due to malfunctions.
2. A remedy has been found to address the need to have an additional wall installed into the new pod. The Fire Marshall said a wall needed to be constructed in this area, however, if the items in that area are removed from the bldg; this will negate the need to build a new wall. The items to be removed are comprised of partition walls and various office items is due to be discarded. Thomas Frischknecht has spoken for the partition walls.
3. The Administration continues to search for options to satisfy requirements of the Nashua Fire Marshall's office related to the Fire Annunciator. Currently, it appears there is an RSA to support the use of a PA system to satisfy this requirement, and the administration has reached out to the DOE for support in moving forward with this plan.
4. NECAP testing will occur over the next few days.
5. Jenn Cava has hired a replacement for Tech Design, Andrew French (Environmental Science) He has been volunteering in the school regularly. Most recently he has been shadowing Dawn Korade which will help in making her departure a more seamless for the students.
6. Jenn Cava will be presenting her Operations Report in advance to the Board of Trustees going forward. Allowing the board the ability to preview and assemble questions for her to address at future meetings.

b. SPARK Day update:

Jenn Cava reports that the new SPARK format was a total success over the previous enrichment programs. It was well received by the students, teachers and there were some community businesses who were able to participate due to the session design. For example, Ken Harbison gave a session on leadership, a CTO from DYN presented, EKTRON presented on artificial intelligence, State Representative, David Muritaki, held a session regarding the NH Science, Technology and Energy Committee. A lot of prep work was accomplished in order for the Cigar box guitars to be assembled and they were an extreme success. Fun community bldg session like Cake Pops and Magic was offered and a special session was offered by Dr. Farazdel on Quantum Mechanics and Complex Numbers. Jenn Cava loved this venue and requests that we advance the same initiative to bring more to the table for the future scheduled SPARK Conferences.

c. Online school ranking presence

Jenn Cava discussed that the ASD online ranking has been most recently listed as the #1 school in NH. There was confusing information about our location being in Merrimack still but Schooldigger.com is the online entity that has labeled ASD as "The Best School in NH". Being linked to Forbes Magazine will be awesome for us a presence being established. Bedford

schools are still ranking high in the state as well. Discussion was had requesting Jenn Cava check the state records to see if there is a way to correct the location misinformation of the old location and update this to Nashua.

d. Admissions

Admissions has been open for 3 wks receiving 115 applications and is open until Nov 22nd. The speed in which the applications have come in trumps last year which was 183 applicants in a 10-12 week period. The following is the distribution of the current applicants:

Grade	Applicants	w/ Sibling at ASD	Associated w/Faculty or Board of Trustee
6th	85	13	1
7th	15	1	0
8th	9	1	0
9th	6	1	0

Joel Preminger inquired about the current stability of this years population. Jenn Cava reported it is hovering around 450 students with no dramatic increase in departures noted. 450 was the number reported to the Board of Education.

7. Faculty and Student Affairs

a. Faculty Report (Doug Belley)

Doug Belley reported the retirement plan was well presented and received at September's Teacher's Workshop.. The school year continues to be moving along well and the SPARK Conferences today were great, showing a lot of variety and student involvement. Expectations were far exceeded and all in all it ran very smoothly for this new venue.

b. Student Body Report (Dominique Dadekian)

Dominique Dadekian commented on **SPARK** and how much better this venue was compared to the weekly enrichment format. She felt that the students were able to concentrate better as it was a day event not tucked into the last hours of a day and it was a reasonable block of time so that one could focus on something they chose.

Thomas Frischknecht asked Dominique Dadekian to discuss seat representative with the student body as a voted in position needs to be established. Dominique Dadekian will follow up with Student Council on this subject and report back to the board.

8. Committee Reports

a. Finance (David Alukonis)

David Alukonis announced committee meeting twice, received audit report that we accepted. The time sensitive calendar has been requested of the business office so that necessary approvals are met in order to meet the State of NH BOE deadlines. Committee goals are being developed which encompass clean audits, ending the year in the black, a budget calendar. Mid year goals are to review the budget for 2014-15 year as well as timely addressing policies required by the state. Long term goals will be to address additional policies.

b. Outreach (Brian Smith)

Brian Smith announce committee attendance has been low and his committee will be meeting next week. The goals he has established in a three prong approach addressing Community, Publicity and a Fundraising with a flow down goal of raising 210K as indicated on the budget.

1. Keep ASD in the news as much as possible using a high visibility media source
2. Better our relationship with local businesses and other school districts by increasing our involvement and presence at their events or place of business.
3. Form of team of grant writers to submit for additional funding for ASD from local companies and orgs as well as national as appropriate. He wants to take a proactive role and assign specific grants to members that have a specific focus area or strength.
4. Raise the awareness to the ASD staff of their existence and the the intent of this Outreach Committee by briefing at a teacher workshop. They would like to solicit the teachers on what their needs are so they can fill them by directing their grant efforts accordingly.

Heather MacDonald inquired about the high visibility media profile piece --Brian Smith suggested Jane Buck has been working on an idea of a media day but found interest is low as most if getting involved want exclusivity. Jane Buck will be putting her efforts towards this considering multiple events for visibility.

Brian Smith also stated they recently represented ASD at the EAA event, Young Eagles, where Dave Plantier and Kevin Harbison were active in the Civil Air Patrol. The EAA had 19 pilots volunteered to take up 118 kids up at their own expense this past weekend at the Nashua Airport for a 5-10 min flights. ASD Outreach representatives were present with a table displaying school trophies which had a lot of traffic as it was set up next to the Civil Air Patrol table.

Kent Glossop mentioned that the NH Tech Fest was coming up. Thomas Frischknecht suggested Outreach establish a calendar of recurring annual events that could be opportunities for community outreach and visibility.

c. Personnel (Kim Lavallee)

Kim Lavallee announced their committee's first meeting will be held on Oct 23rd at 1:30pm Kim also indicated she has sat down with Jenn Cava to establish goals as follows:

1. Developing procedures to review new hires.
2. Developing procedure to review rehires.
3. Reviewing the contract template

4. Developing a timeline necessary to work with administrations needs.
5. Review and move forward on policies that need to be completed
6. Review old policies to make sure we are in compliance

d. Policy (Heather MacDonald)

Committee Members are: Heather MacDonald (C)*, Jill Cane, Jenn Cava, Stephanie Dumoski, Jess Golden, Dr. Karen Graham*, Becki Paquette (* Board Member)

Current Goals developed by the committee at September meeting:

1. Continue to complete policies designated as required by law (NHSBA) and those deemed needed by the Board or Administration. Note, policies that fall under personnel and finance are delegated to those committees.
2. Begin review of existing approved policies to determine:
 - a. Any changes that ASD may want to consider whether due to legal changes to the template or adjustments needed based on experience with implementation.
 - b. Policy development as priority due at the law. Template review and any legal changes to address.

e. Strategic Planning (Kent Glossop)

Kent Glossop holding meetings on the 1st Wed of the month. The last meeting discussed the Lease renewal, Charter amendment for school and Charter for the committee. Their primary goal for the year is to develop a Strategic plan by March 2014 for Curriculum, Enrollment level, Facilities, Longer Term (projecting 5 yrs) budget, Staffing and Technology keeping in with the school's evolution. Following this goal will be to approve this projection at the May 2014 board meeting so it is finished in the school year.

9. Next Meeting

- a. Wed, November 13 , 2013 at 6:30pm
- b. Agenda items
Policies will be added.

Kim Lavallee motioned to adjourn the meeting at 7:22pm, Kent Glossop 2nd, all in favor, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary