

## **Academy for Science and Design (ASD) Board of Trustees**

Board of Trustees Meeting Minutes ASD Board Meeting 20131113. APPROVED  
November 13, 2013

**Board Members Present (10):** David Alukonis, Heather Bobbitt, Jane Buck, Thomas Frischknecht, Dr. Karen Graham, Kevin Harbison, Kim Lavallee, Heather MacDonald, Joel Preminger, Brian Smith

**Board Members Absent (2):** Lucille Jordan, Kent Glossop

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

**Others in Attendance:** Kym Harmon, Matt Southerton

Meeting called to order 6:33 PM by Thomas Frischknecht

### **1. Public Comments - none**

### **2. Approve Minutes from previous meeting**

Motion to approve October 2013 minutes was made by Kevin Harbison, 2nd by Brian Smith, all were in favor, so moved.

990 Form review was sent out to the board in advance. This document was presented by the auditors June 2013, ready for distribution for November.

Motion to approve the June 2013 Form 990 was made by Jane Buck, Kim Lavallee 2nd, all were in favor, so moved.

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

#### **a. Board Chairman ( Thomas Frischknecht)**

Thomas Frischknecht was given an invitation by Commissioner to join the Advisory Board for Charter Schools. He also noted that Heather MacDonald also sits on this 14 member Charter School Advisory Board.

#### **b. Board Treasurer (Kim Lavallee)**

Kim Lavallee stated her report was sent out to the board in an earlier email. Currently she feels everything has been timely and on track. A new form being worked on for future distribution.

There is a \$10K loan showing on the books and our HEFA loan was paid on time. The status on the 10K loan is being worked out on the person who made the loan to ASD.

### **4. Director's Report (Jenn Cava)**

Jenn Cava stated her Directors Report was sent out in advance to all Board Members via email for review prior to this evenings meeting. Her objective is to help encourage questions so that she can address those at the Board Meeting versus delivering the report line by line. The Directors Report is attached to the end of these minutes for reference. Jenn Cava added the following:

- Facility plans are waiting to be approved at the state level, hoping for resolution in December.
- Pothole debate: 66% of \$380 bill to fill the potholes was assessed to ASD.
- Annual fund is being more actively supported, but still need to keep momentum
- SPARK preparation: looking for a few more participants, community participants are encouraged to view SPARK in session December 4th.
- Suggestion that a student write an article for the Telegraph about the SPARK day.
- Nashua Police Department is doing a presentation on cyberbullying to be followed up on Advisory sessions.
- Facility plan for the fire voice annunciator requirement for the bldg. Need a push on the fundraising.

Thomas Frischknecht thanked Jenn Cava for her efficient distribution of the Directors Report email she has activated.

## 5. Faculty and Student Affairs

### a. Faculty Report (Doug Belley)

Doug Belley commented that everything is running smoothly for all with regard to:

- Faculty Report
- Parent Teacher Conferences
- Raising funds for Costa Rica Trip
- Retirement Plan active and seeing funds coming out of paycheck
- School year going along well and everyone seems to be looking forward to the Thanksgiving long weekend break.
- Faculty Board Representative position will be up soon; will need to see if anyone else is interested in taking this position.
- Projects in school: Learning studios, Debates, Humanities field trip to Tsongas Arena, a special dissection of a squid in biology resulting in an ink explosion.
- Learning Studios: website profiles are being developed by the students showing what each student is focusing on which then will be used to solicit community support.

### b. Student Body Report (Dominique Dadekin)

Dominique Dadekin stated she was voted back in as student board representative today via the Student Council. She is happy to have this resolved and plans to bring her senior project on statistical analysis on how to make the school a better place. She will plan on bringing her findings to the Board of Trustees in time.

## 6. Committee Reports

### a. Finance (David Alukonis)

David Alukonis reported his meeting have focused on Form 990, stmts reviewed, working on format changes within the next few months as the income and expense stmt isn't as clear on Quickbooks, as such the committee is working on a more succinct and easier to understand format in the future.

### b. Outreach (Brian Smith)

Brian Smith reported:

- \$15K lead from United Technologies is a NO go.
- \$500 grant from IEEE not a winner
- \$2000 grant status for "Math Circles" was submitted/won by Semra Kilic-Bahi.
- Volunteer program, volunteer grant \$250 from United Technologies

- Beth Scare working on contact for donor for science lab; she has been given floor plans etc to utilize in the ask.
- OPUS Advisors suggested a fundraising event: Gala or Spaghetti Dinner? they only support long term relationship building and charge by the hour; located in Portsmouth.
- Joel Preminger spent time with IEEE NH Chapter charter to support STEM in NH, internship and projects seem to be an area of help. We have an aligned interest.
- Thomas Frischknecht asked if they are aware of any federal grant we could approach, he will take any leads to the Outreach committee.
- A request that the Outreach Committee can really use the assistance of any experienced grant writers, any interested party contact Brian Smith.
- Higher Education Institutions?: Dr. Karen Graham -- will keep an eye open for grants that would be helpful to pursue.

Jane Buck commented:

- Ted Eddee is working on obtaining some of Fidelity's used equipment,
- PR: Patty Sockey meeting
- Press Releases are written but none have been published on the website, they have been sent to Jenn Cava and Lisa to get on the website.

Brian Smith is investigating the match programs for local companies that ASD parents may be aligned with.

- Email sent to BAE contacting their HR Dept for any match program they offer to their employees also parents here at ASD. This would be a helpful avenue to pursue. Jenn will coordinate an email via Lisa Moser to reach out to those parents.
- Fidelity has opportunity for ASD: a \$1 for \$1 match strategy.
- ASDEF still does not have a president for this organization. Direction is stagnant due to this factor. Plea for parent to step up.
- Welcome start of the year BBQ: add a fundraiser--Dunk tank suggested
- Attended NH High Tech Council last night making ASD presence

#### c. Personnel (Kim Lavallee)

Kim Lavallee reported committee working on rewrites to several policies that need updating involving topics such as: Smoking, Sexual Harassment, as well as establishing a timeline that can be used going forward in working with the Administration deadlines.

#### d. Policy (Heather MacDonald)

Heather MacDonald: no update at this time

#### e. Strategic Planning (Kent Glossop)

Kent is unable to be here, Thomas Frischknecht reported on his behalf that the committee developing short and long term plans involving the direction of the school. Proposals will come.

**2 attachments** — [Download all attachments](#)

**DirectorsReportNovember2013.pdf**



259K [View](#) [Download](#)

**ASDBoardMinutes20131009 APPROVED.pdf**



167K [View](#) [Download](#)

**7. Next Meeting**

- a. Wed, December 11, 2013 at 6:30pm
- b. Agenda items

Heather MacDonald would like to add the following:

Admissions: Out of state tuition to attend ASD for 2014.

Policies to be reviewed for next meeting.

[Brian Smith](#) motioned to adjourn at 7:28pm, [Ken Harbison 2nd](#), all were in favor.

Respectfully submitted,  
Heather Bobbitt  
Secretary