

## **Academy for Science and Design (ASD)**

Board Meeting Minutes - December 11, 2013 ( Approved 1/8/2014)

doc ref: ASD Board Minutes 2013DEC11, Approved

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

**Board Members Absent (2):** Jane Buck, Lucille Jordan

**Non-Voting Members Present (2):** Jennifer Cava, Dominique Dadekian

**Non-Voting Members Absent: (1)** Douglas Belley

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

Meeting called to order 6:36 PM by Thomas Frischknecht

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

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

Motion Joel Preminger, 2nd Brian Smith, all in favor, 1 abstention

### **3. Policy: 1st Reading to the Board** (Ref: Policy Committee: Heather MacDonald, Chair)

#### **JLF:**

No comments, questions,

Motion to accept 1st Reading JLF by Brian Smith, 2nd by Joel Preminger, all in favor.

#### **JLD:**

Discussion: Kent Glossop asked why national coordination was stricken. Explanation from Heather McDonald, was referencing comments previously made at policy meeting by Jess Golden, Guidance Counselor, who recommended abiding by the NH State Standard. There were no other questions.

Motion to accept 1st reading JLD by Kim Lavallee, 2nd by Kevin Harbison, all in favor.

#### **KA:**

No questions, comment was made by Joel Preminger suggesting additional sentences be added to promote community involvement. However, Board was reminded to keep process separate from policy.

Motion to accept 1st reading KA by Dr. Karen Graham, 2nd by Kim Lavallee, all in favor.

### **4. Items of Board Business**

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

##### **1. Public criticism of ASD.**

Thomas Frischknecht noted ASD successful testing results noted for public review at the NH State level has set the bar high. This level of exposure has opened ASD up for criticism with regard to public comments on how some teachers are not Certified, etc. He feels the the results speak for themselves and criticism isn't warranted for concern.

2. Two External Board Member positions are currently vacant.

Thomas Frischknecht stated Matt Southerton's interest in joining the board as an External Board Member and on further to participate with the Outreach Committee. Matt Southerton took the floor reviewing his credentials and expertise with fundraising, grant writing as well as his political involvement in Concord that would promote ASD sending a solid message to the constituents to promote ASD and the charter school agenda as a whole. It was also noted that Matt Southerton was involved with the grassroots development of ASD and that history should be taken into consideration.

Board concerns for Matt Southerton's acceptance was to address any conflict of interest. Mr. Southerton stated he had no conflict of interest and his goal was to increase ASD's credibility with its proven performance records. He would also like to be instrumental helping with grant writing/research, organizing parent groups with grassroots support and advocate for charter schools. He indicated he would best use his talents for the Outreach/Fundraising Committee. He felt his network connections, wealth of knowledge with the political climate regarding charter schools and his bipartisan history would be an asset.

Kent Glossop motioned to accept Matthew Southerton as an External Board Member, 2nd by Heather Bobbitt all in favor, so moved. Initial term for external board member was offered and Mr. Southerton opted for 2 years term.

b. Board Treasurer (Kim Lavallee)

Kim Lavallee stated Finance Report sent prior to bd mtg for review, all on track, The 10K & 100K Loans have been paid back in full. She wanted to announce a special accomplishment by ASD's business office, recognizing ASD Business Manager, Kym Harmon and ASD Accountant, Barbara Tierney, who were instrumental in getting ASD's annual audits in on time to the State of NH. It was also noted that ASD was the only charter school to get their audits in on time; a great accomplishment showing their commitment to the improved systems implemented by ASD's business office.

The Board Committees have been tasked with developing their own timelines to address timely approvals necessary for the administration to meet upcoming deadlines.

Lastly, clarification was made on Board donations vs Annual Fund donations. If a Board member wants to make a contribution, they can do so by earmarking those funds accordingly. The Annual Fund is made up of contributions from the parents and students of ASD. Donations to ASD are tax deductible allowed by law under the IRS for 501(c)3 entities.

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

Jenn Cava stated the Director's Report was submitted to the board prior to this meeting. Mrs. Cava deferred to Dominique Dadekian, a senior student and Student Body Board Member to share exciting news. Dominique announced she has been granted early acceptance to Dartmouth for the Fall 2014. She then thanked the Board for allowing her participation as the

Student Body Representative. Dominique is excited to be the first student from ASD to attend Dartmouth and hopes to reveal ASD as a resource for future applicants consideration. Jenn Cava commented she will also be adding information to the Director's Report regarding recent ASD PSAT scores which were phenomenal.

b. Voice Evacuation System:- Jenn Cava has recently received a letter from the State Fire Marshal, regarding the voice evacuation system. Letter states the architectural plans appear to meet the requirement for state laws, however the NFPA 70 National Electrical Code are in question and only Nashua officials will be the final say on this electrical code issue. The City of Nashua stated we should have a full building fire evacuation system. Mrs. Cava investigated the cost and the bad news is that we would have to replace everything. It is unclear on how to navigate this issue, as every fire department interprets this code differently. The requirements have occurred from a code change from a manufacturing application to a school setting. Any schools that have done facility improvement work triggers enforcement of this updated regulation. RB Allen was the contractor that installed the current system. Jenn Cava would like to establish a action group to navigate this issue. A more effective intercom system would not solve this issue. This is an integrated system which cannot use a PA system as a solution. She requested a Task Force Action Group be established.

c. Internship Update: Tom Driscoll from MicroScan came to her offering internships and possibilities to open conversations with ASD. Jenn Cava is encouraged with this community involvement that MicroScan, an ASD neighbor, has made.

d. Lab: A company (unnamed) has been interested in investing in our lab. More info to come once more solid information is available.

e. ASD Amherst Street Sign is not visible. Thomas Frischknecht will approach Mr. Tamposi to see what our options are. Kym Harmon stated the sign was a donation from a parent who helped when the school moved in the Summer 2012 just to get it out there, it was never done by a professional sign company and that could be quite costly should that avenue be taken. If we are to update it or change it, we would need to see what Mr. Tamposi would allow.

## **5. Faculty and Student Affairs**

a. Faculty Report (Doug Belley) Thomas Frischknecht stated he has excused himself tonight.

b. Student Body Report (Dominique Dadekian) Dominique reported no updates.

## **6. Committee Reports**

a. Finance (David Alukonis)

The Finance Committee would like to recommend a change in the way unemployment compensation and workmans comp is administered at ASD. This change would save ASD \$7K in annual expenses. The Finance Committee would like to request board approval to have LGC administer this program which also bundles workman's comp into the equation. This change is being brought about per recommendation of Barbara Tierney from the business office, as ASD's non profit status qualifies us to utilize this program. Currently ASD pays unemployment compensation to the State of NH. The committee is asking for Board input and approval to make this change as this change will commit ASD to multi year funding. Additionally should there be

any legal intervention needed, LGC's administration will coordinate.

David Alukonis made a motion to approve setting up LGC to administer the State Unemployment as well as the Workmen's Comp programs for ASD, 2nd by Heather MacDonald, all in favor. So moved.

b. Outreach (Brian Smith)

Brian Smith reported that with the Publicity side of Outreach, Jane Buck has been working with Mrs. Sockey and the Journalism Club to promote writing into the Telegraph about ASD. Also, Jane Buck will be inputting Matt Southerton's network list into the Outreach Committee List. Brian Smith then introduced, Jennifer Bond, an ASD parent and employee of All Pro Productions/All Pro Appearances to bring about her fundraising idea to the board. Ms. Bond proposed a fundraising opportunity to sell raffle tickets to win Two 2014 Patriots Season Tickets with tailgating amenities. Ms. Bond stated All Pro has a limited time offer on this fundraiser as they only contract one in order to allow the fundraiser to sell 200 to 300 tickets, at \$100 each. The cost to contract this fundraiser is \$10K which requires a down payment of \$2500 upon signing the contract and the balance of \$8500 due prior to August 2014 when the raffle drawing is held. This fundraising program then has the potential to raise up to \$10K(w/200 tickets sold) or \$20K(w/300 tickets sold). Once All Pro contracts the fundraiser, they do not offer it to surrounding communities to defer competition of sales by adjoining towns. This would be a word of mouth fundraiser done by ASD students and parents. Raffle is completed and drawn August 2014.

The Board had much discussion regarding this fundraising proposal with it's financial commitment as well as if there would be any legal repercussions. Another consideration was the commitment necessary by ASD people in order to executing this fundraiser successfully. As these questions were not easily addressed, the Chair has recommended a proposal be submitted to the Outreach Committee for review and the discussion was tabled for further investigation.

c. Personnel (Kim Lavallee) Committee continues to review policies and calendar. Personnel Committee will meet Jan 8, 2014.

d. Policy (Heather MacDonald) 3 policies brought to board tonight for 1st reading and they were approved. 2nd reading will be on agenda for January 8th's Board Meeting.

The current ASD Admissions Policy calls for the Board to annually set the out of state student tuition rate. Heather MacDonald researched tuitions at other regional middle and high schools, presented via spreadsheet prior to this meeting for review, and recommended ASD set the annual tuition for this coming year at \$10K. It was also noted should an out of state student join ASD, a contract will need to be developed to support payment procedures and numerous other considerations.

There were no questions or comments

Kent Glossop made the motion to establish the tuition rate to attend ASD for an out of state student at \$10K for the upcoming 2014-2015 school year, 2nd by Kim Lavallee, all were in

favor, so moved.

e. Strategic Planning (Kent Glossop)

Kent Glossop stated there was Committee interaction with the Administration for thoughts on the future curriculum. The committee highlighted targeted focus areas to approach the attrition problem and refocusing this issue to make it a more positive spin for ASD. Also looking for additional admissions entry points that are not currently seen. Consideration to make a change in the program for 2 traditional tracks. 1 Track for middle school only and Track 2 for the full middle school/ high school to graduation experience. Faculty and Staff to be involved in this discussion prior to bringing this back to Strategic Planning Committee. This should be revealed in the February board meeting.

**7. Next Meeting**

- a. Wed, January 8, 2014, at 6:30pm
- b. Agenda items

The motion to adjourn at 7:55pm as made by Kim Lavalley, 2nd by Ken Harbison.

Respectfully submitted,  
Heather Bobbitt  
Secretary