

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

Board of Trustees Meeting Minutes -JANUARY 8, 2014

doc ref: ASD Board Minutes 2014JAN08 Approved at 13MAR 14 Bd Mtg

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

**Board Members Absent:** Lucille Jordan

**Non-Voting Members Present** : Jennifer Cava, Dominique Daedekin

**Others in Attendance:** none

Meeting called to order 6:45 PM by Brian Smith as acting Chair this evening, Thomas Frischknecht will be delayed.

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

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

Motion to approve December 11, 2013 minutes was made by Joel Preminger, 2nd Heather MacDonald, all in favor

### **3. Policy: 2nd reading - JLF, KA, JLD**

Kent Glossop made the motion to approve 2nd reading and adopt, 2nd Kim Lavallee all were in favor.

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

b. Board Treasurer (Kim Lavallee)

Finance report not in as of yet due to statements not all in today, report will be sent out shortly.

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

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=144b6e477c59aad3&attid=0.1&disp=inline&realattid=f\\_hsorhpf0&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=144b6e477c59aad3&attid=0.1&disp=inline&realattid=f_hsorhpf0&safe=1&zw)

The Directors Report was sent to all board members electronically prior to tonight's board meeting, (copy at the end of the minutes).Jenn Cava reviewed a few of those items, however, largest issue is having a building permit to move forward regarding the 4th pod which is the area we picked up with the lease in July 2013.

A big thank you to Doyle, French-Buck family in moving the myriad of items that needed to be removed.

Fire voice evacuation system must be in place for us to get an occupancy permit for the 4th pod.. Ultimately having a fire voice evacuation system which also serves as a PA system would be the best as it also would serve to help should a lockdown situation occur.

## 5. Faculty and Student Affairs

a. Faculty Report (Doug Belley) not present, Jenn Cava to follow up with faculty representative.

b. Student Body Report (Dominique Dadekian)

Dominique Dadekian is happy to report she has received a Merit Scholarship from Dartmouth. She had no other news to report.

## 6. Committee Reports

a. Finance (David Alukonis) the committee did not meet due to schedule and holiday conflicts. The committee will meet next week, January 15th at 5:30pm.

b. Outreach (Brian Smith)

1. Publicity
2. Fundraising

Discussion was had regarding whether the committee could raise the 150K as they currently don't think that number is feasible and although the last few years there have been some last minute donations to assist,, they want to notify the finance committee that this is not been achieved and it needs to be reevaluated. Brian has asked Matt Southerton to formalize a draft to create fundraising: Brian feels the need to formalize a plan as the grant process is scattered. Matt will create a 4 prong approach;

1. Branding and marketing of ASD
2. ID of outside donors
3. Research state and federal grants that apply to ASD
4. Create a matrix to measure and quantify what works

This new plan will need board participation. Action will be to develop a plan with outside donors.

Joel Preminger is currently in discussion with IEEE.

Brian Smith wants to go thru the grant application process and investigate partnerships with foundations. He would also like to publicize to the ASD parent populations specifically to take advantage of employer match programs and donations that corporations have available in order to promote employees and their communities.

At the next committee meeting, they plan to formalize the draft plan presented and present to the Board at the February meeting in order to show the direction they will be taking going forward. Brian Smith is planning their next committee meeting to be a grant writing workshop, followed by a grant writing party in March. All are welcome.

Next steps are to update the tri fold brochure and information templates for marketing purposes. The committee is considering another day other than the 2nd Wed of the month to see if they can entice more individuals to participate in this committee.

Heather Bobbitt offered looking into the accounting methods and tax codes in how "marketing" dollars could be used with small corporations for their marketing dollars in 2014. She suggested having events small corporations can advertise in will allow

them to utilize funds for marketing purposes, but those monies must be sponsoring an event of some sort. Like a banner or on T-shirts for events. She will report back to the Outreach Committee on the specifics she finds shortly..

Jane Buck has opened up many dialogues and made many contacts focusing on the recognition of ASD.

Matthew Southerton announced that bill HB 435, which allows more per pupil aid to Charter Schools, passed in the House today. Next it will be going to the House Finance Cmtee, then the Full House then the Senate. More info to come; many were very excited to see this happen today. Tough battle will be the Finance Cmtee. Monies are already budgeted as a line item, so that is helpful in this vote, however, the parents who have contacted their representatives on this subject put the pressure on them to vote for this bill. Keep up the emails to your representatives was Matt Southerton's advise as this interaction makes a difference.

c. Personnel (Kim Lavallee)

Met this morning, 3 policies coming to the board next month. Several others are more labor intensive and will be worked to completion

d. Policy (Heather MacDonald)

Met and more are being put into the queue. 3 passed this evening.

e. Strategic Planning (Kent Glossop)

Met last night, reviewed the proposals for program and sequence changes, Jenn Cava and Stephanie Dumoski will be taking it to the staff and then they will report back to the committee and this outcome will be brought before the board at the February 12th meeting..

Board Chairman ( Thomas Frischknecht) no comments today; he apologized for his late arrival due to a telephone conference that went longer than he had hoped. Appreciated Brian Smith's taking the helm in his stead tonight.

## **7. Next Meeting**

a. Wed, February 12, 2014, at 6:30pm

b. Agenda items

Program changes - Strategic Planning

Motion to adjourn the board meeting was made by Jane Buck at 7:30pm , 2nd by Kent Glossop. all were in favor.

Respectfully submitted,  
Heather Bobbitt  
Secretary

Copy of :

February 2014: Director's Report

Director's Reflection: February marks the beginning of the 3-month period focused on planning for the 2014-2015 academic year, most specifically in terms of our academic program and personnel. At the end of April, all contracts will be offered to returning staff, a Program of Studies will be adopted and shared with the student community, a master schedule will be developed, summer school planning will be in full swing, our first round of student enrollments will be completed, a school calendar will be voted on and submitted to the state, and we will be squarely in the hiring process for new positions that have become available. The goals of this month in regard to this planning process are to make some key decisions in regard to ASD's academic program and begin the process of determining the academic/personnel needs to support and improve our program.

Accomplishing all of this will be significantly aided with the information that we are now operating with as a result of the State Board Meeting last Thursday, February 13th. At that meeting, ASD was granted an increase of our cap from 450 to 500 for the 2014-2015 academic year, and then an increase to 525 for the years following. I am certainly grateful that we were given an answer that day as this increase is a significant factor in all of the planning for next year that needs to take place in the coming weeks.

I will email you a portion of the presentation I put together for the State Board, as I am having trouble inserting the PDF into this document.) A giant thank you again to Thomas Frischknecht and Kent Glossop who attended in support of this effort and were available for follow up questions (as well as Kym Harmon who came for moral support!)

#### 1. Curriculum & Instruction

- Strategic Planning for Academic Program

ASD Administration has been meeting with the Strategic Planning Committee with a focus on the

future of the academic program, specifically as it relates to our attrition rate at the 8th and 9th grade level. During the meeting on February 19th, Dean of Academics Stephanie Dumoski will be presenting a program proposal that she and I developed and vetted/fine tuned with the members of Strategic Planning over several weeks of time. We believe that framing our program in the way that we will be proposing on Wednesday night will address the attrition rate in

an effective way, as well as bring more options to students within our academic program. There are no materials being shared ahead of time as Wednesday's proposal presentation is intended to be the "Board's introduction" to the idea. Information related to the program change proposal

will be shared subsequently, as well as accessible to any Board members unable to attend Wednesday's meeting.

- Conceptual Physics/Earth Space Science

Our faculty member that has been absent since November 20th on a medical leave has now returned to full time work. The additional 2 Earth Space Science classes (beyond the full time schedule) are being taught by Michelle Upton, a longtime ASD substitute and private tutor of many ASD students (particularly in the subject of math.)

- Grading Period Change

Last year, the decision was made to move from quarterly grades that are all averaged together to create a “final” grade for courses to 2 semester grades (which also include midterm grades.) This shift is in harmony with the concept of having competency in classes being more important than seat time. This also supports the program by being a much better method for grading in courses such as IBC. Unfortunately, our Student Management Software, Focus, is not conveniently set up for this shift; however, the support team at Focus has been very willing to work with Lisa Moser to adjust it.

- More Midterms Focusing on Performance Tasks

I am pleased to share with the Board that our faculty continues to make ASD’s program innovative and engaging for our students. One way that I see this happening is by teachers developing some very impressive assessments that reflect the shift towards quality performance assessment and “real world” tasks, rather than basic memory recall. One teacher who has really impressed me the most in this regard is Sarah Frischknecht, who teaches Algebra I and German. Over the past three years at ASD, she has pushed herself out of her “comfort zone,” and has demonstrated such creativity and ingenuity in her teaching, particularly in regard to the types of assessments she develops. Please click below to review her most recent midterm for her Algebra I class

[Algebra I Midterm Assessment](#)

- Summer School Principal Named

I would like to announce that our Summer School Principal will be Andy Myers. We have had a few initial meetings to set a timeline and some goals for the program. Andy has developed a website for ASD’s Summer School and is beginning to build a staff for his program. Summer school will be available to current ASD students, applicants (or those recently enrolled,) and possibly even outside students, depending on space available.

## 2. Operations

- Admissions Update

The Admissions Lottery was completed on February 8th. 200 applicants were included in the lottery (this includes applicants with completed applications as of the 11/22 deadline excluding applicants that are exempt from the lottery due to sibling status or employee/Board member’s children.) Families have had their “overall” position in the lottery communicated. This week, they will be given a position specific to the grade applied for.

Please see the chart below for more specific information related to applicants for 20142015:

Lottery Siblings Total

6

th

Grade 143 25 168

7

th

Grade 34 10 44

8

th

Grade 12 1 13

9  
th  
Grade 7 1 8  
10  
th  
Grade 2 0 2

Also interesting is to note the rise in applicants at each grade level for students interested in ASD for 20142015 in comparison to those interested in 20132014:

Applicants for  
20132014  
Academic Year  
Applicants for  
the 20142015  
Academic Year  
6th Grade 132 168  
7th Grade 30 44  
8th Grade 8 13  
9th Grade 6 8  
10th Grade 0 2  
11th Grade 0 0  
12th Grade 0 0  
Total: 176 Total: 235

- Facility Update

We have reached out to Mr. Tamposi after receiving an estimate from RB Allen and Stellos for the Fire Voice Evacuation system. Our request was either in financial assistance with installation of the system or with him reaching out to RB Allen with the request for a more affordable price. Jeff Knight has recently informed us that the price estimated (close to \$60,000+) is the best that can be done. We are awaiting one final estimate from DEI to complete the work, and have high hopes that this will be more affordable for the school. Other than that, excellent progress has been made by Mr. Overman and Mr. French in continuing to empty out the assembly area.

### 3. School Community

- SPARK

We had another excellent SPARK Conference on February 12th, which was visited by a couple of individuals from the Dept. of Education. Below is a link to all the course descriptions:

SPARK Day Feb 12

Please note: Our final SPARK day moved from June 4th to May 28th. On this day, we will have 22 seniors completing their senior project presentations, and I am deeply in need of individuals to provide feedback to these students. Please consider coming into the school on this day during one or more of the sessions to support this important aspect of our program.

### 4. Advancement

- Annual Fund

The total amount received for our Annual Fund is \$93,865.02, with \$8,612.50 in outstanding pledges.

Soon, information regarding our Gala at the Currier will be shared with the Board. The Gala is scheduled for

Friday, May 16th.

- College Admissions/Scholarships

Below is a list of the College programs that have accepted our seniors along with merit based scholarships they have received. So far, it is my understanding that almost all of our seniors have been accepted to their "first choice" (with a few students still waiting to hear from their first choice.)

College Acceptance/ Merit Scholarships, and Planned Majors for ASD Class of 2014

Worcester Polytechnic Institute, \$24,000/yr, Mechanical Engineering  
Dartmouth College, Full Scholarship, PreMed

University of Hartford, \$18,200/yr, Engineering

University of Maine, \$15,000/yr, Engineering

Hofstra University, \$23,000/yr, Biomedical Engineering

Georgia Tech, Computer Science

Case Western Reserve University, \$22,000/year, Environmental Engineering

Worcester Polytechnic Institute, Computer Science

UMass Lowell, \$9500, Computer Science

New England School of Communication, Audio Engineering

Western New England College, \$66,000, Environmental Engineering

University of North Carolina Chapel Hill, PreMed

Perdue, Computer Science

Green Mountain College, \$7500/yr, Environmental Science

University of Virginia, PreMed

RoseHolman Institute of Technology, Civil Engineering

ColbySawyer College, \$68,000, Environmental Science

Norwich University, Biology

Gordon College, \$11,000/yr, Physical Therapy

UMass Amherst, PreMed

University of Rhode Island, Biomedical Engineering

University of Vermont, Computer Science

State University of New York Potsdam, Engineering

UMass Amherst, \$12,000, Civil Engineering

Drexel University, Environmental Engineering

Juniata College, \$20,000/yr, Environmental Engineering

## 5. Important Dates/Action Items

1) The next SPARK session is April 2nd please consider coming in to the school and offering a session (or twisting someone's arm into coming in!)

Below is the link to the SPARK informational flyer (both the flyer and the registration form are right on our main web page as well)

<https://docs.google.com/a/asdnh.org/file/d/0BywEg2vQyj9uNUxNd1p1Wkt5Q3M/edit>

2) MAY 16th at 5:30 will be our Gala for participants in the Sponsor a Young Scientist Program.

More information to come. Save the date!

3) March 14th will be the New Hampshire Public Charter School Association's Best Practices Conference, hosted again at ASD. All Board members are invited and encouraged to attend (AND as the Chairperson of the Conference Committee I am very interested in seeing if any of our members would offer some type of session at the conference with the wealth of experience our Board has, it seems like a great opportunity for ASD to help support the Charter movement in New Hampshire.) Please let me know if you plan to attend.