

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

Board of Trustees Meeting Minutes MARCH 12, 2014

(APPROVED 9 APR 2014 BOARD MTG)

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

**Board Members Absent (2):** Lucille Jordan, Kim Lavallee

**Non-Voting Members Present (3):** Jennifer Cava, Patty Sockeye, Dominique Daedekin

**Others in Attendance:** Kym Harmon, Andrew French, Sloane French, Tabor French, James Overman, Stephanie Dumoski, Fred Teeboom

Meeting called to order 5 :35PM by Thomas Frischknecht

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

### **2. Approve Minutes from January 8, 2014**

Motion to approve January 8, 2014 minutes was made by Kevin Harbison, 2nd David Alukonis, all in favor, minutes will be moved to the ASD Clerk account and will be open for public viewing.

Note: There are no Feb 2014 Board of Trustee Minutes as the meeting was postponed until tonight due to inclement weather; as such tonight's meeting will be extended to accommodate agenda items.

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

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

1. Welcome Patty Sockeye, ASD new faculty board member
2. Special Recognition of ASD Community Service: Service Certificates were presented by Chairman, Thomas Frischknecht on behalf of ASD's Board of Trustees to Tabor French, Sloan French, Andrew French, and James Overman for their exceptional contributions in making Pod 3 available for accommodation without any funding. Many hours were dedicated to cleaning up the area, disposing of unusable items, dismantling of items that impeded it's occupancy. All this effort allows for this area to be available for use to the ASD community moving forward as the City of Nashua would not allow it's occupancy until certain measures were met. These individuals spent many of their free hours and weekends making this possible.
3. Ratification of the Fire Annunciator System installation in the ASD is requested tonight as there was an executive decision made by default of the Director to install a fire annunciator system to abide by the necessary building code while the students were not in school during February vacation week in order for the school to remain open. This occurred as the system previously installed no longer met updated codes due to the fact ASD had to update construction, the school was subject to the new code resulting in ASD falling under the requirement by the City of Nashua to make the installation. The good news is the system that was installed also included a PA system which in addition to the fire annunciator will allow for

school wide announcements. This project cost was secured by James Overman and the contractor who installed it at cost with no profit was DEI Systems. The cost was \$49,300. This was not a budget item that was planned for or predicted, so this emergency installation was required to keep the school open and as such must be reflected in the minutes under ratification. 25K was paid immediately to DEI for the installation which was secured by Thomas Frischknecht, from a donor that wishes to remain anonymous, and with the stipulation that the balance of \$24,300 would be raised by the Board of Trustees as an ASD Community fundraising effort. Thomas Frischknecht stated he has also secured a donation from the Founders Academy of \$500 and he will match that donation at \$500. Thomas Frischknecht invited the Board Members to follow suit if possible.

Heather Bobbitt made a motion to approve the ratification for the Annunciator System as presented by Thomas Frischknecht, the motion was 2nd by Brian Smith.

Brian also mentioned that it would be important to thank the donor for their \$25K contribution as well as DEI for their quote in not making a profit off this installation. Brian Smith also indicated he will be donating \$500 to assist in the fundraising effort necessary.

4. Review of the term renewals of Board Members Terms of Service due June 2014.
  - Kevin Harbison, external, 1 year initial term, up for renewal by Board in June. Voiced to continue service, pending knowledge of his son's enrollment at ASD this coming school year. Should his son join, he will need to resign as external member - would be eligible to run as parent.
  - David Alukonis, external, 2 year initial term, up for renewal by Board in June. Voiced to continue service.
  - Jane Buck, parent, 2 year initial term, up for renewal by Board in June. Declined to stand for renewal.
  - Kent Glossop, parent, 2 year initial term, up for renewal by Board in June. Voiced to continue service.
  - Joel Preminger, parent, will step down as member due to graduation of child.
  - Kim Lavalley, parent, end of 2nd 2-year term, must stand for re-election by parents / Board ratification is desires to continue to serve.

Summary from above is that current changes will open up 3 parent board member seats which will require a parent election this Spring 2014. Also the Chairman is to review the external positions that will be available for the June 2014 board meeting.

Jane Buck motioned for the Board to open parent elections to fill all 3 parent Board seats that will be open, with the intent to have new parent Board members ratified at the June Board meeting and fully join in July 2014. Joel Preminger 2nd this motion, all were in favor, so moved.

b. Board Treasurer (Kim Lavalley) Chair out ill, no report made this evening.

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

- a. Director's Reports : Feb 8th and March 5th's Directors Reports were sent for board review prior to tonight's meeting. See attachment #1 below.
- b. Jenn Cava updated with a "Thank You" to all the committee members for all the personal time dedicated to work thru the items necessary to bring recommendations forward to the Board recognizing their volunteering spirit and commitment on behalf of ASD.
- c. The student cap for an increase to 500 this upcoming year and 525 the following year was approved by the DOE. The increase approval was timely for the planning and forecasting for the Program of Studies Project. Jenn Cava and Stephanie Dumoski worked with Strategic Planning to improve the planning and will deliver the program of studies to the board later this evening.
- d. Hold the date: Friday, June 6th, Graduation Ceremony will be held at NCC and this event will be separated from the 8th Grade Step up program.
- e. The NH Charter Schools Best Practices Conference hosted by the NH Public Charter School Association, will take place on the ASD Campus this Friday, March 14th. Board Members are invited to come for the start and if anyone wants to attend the courses, they will need to contact Lisa Moser ASAP, Coffee and sweets will be in the cafeteria at 8:30 prior to the start of the conference. There will be students speaking about their experience at the launch off of the conference.
- f. Finally the actual Annunciator for the system is due in and final work to make the system fully operational should take no more than 2 days work to fully complete this project. Once completed, the city will need to inspect prior to giving a full Occupancy Permit.

#### **5. Program of Studies Proposal by Stephanie Dumoski**

Controlling and managing attrition was a task the Board charged Jenn Cava with to solve as experienced by ASD. Developing another feasible entry point into ASD for 9th grade was another goal in this review. Along with these objectives, a plan that supported a long term, sustainable education plan that the faculty, learning studios, and committees could embrace as well as fulfill ASD's charter and the NH State requirements would be critical in it's adoption. Creating stronger program which would allow for flexibility for a middle school and a high school track was also a goal. Learning to turn the attrition issue into a positive by embracing it was an ultimate outcome.

The proposal had to rearrange the requirements without reducing credits required for graduation while living up to the spirit of the expressed by the Founders in the Charter.

Discussion was open for questions about the program of studies proposal.

What areas that makes ASD unique is the Middle School and the Learning Studios, Areas of Specialization and Senior Project.

Stephanie Dumoski presented a detailed powerpoint proposal (see attachment #2 below) She asked for board approval with the proposed changes in order to plan the implementation of this program with no increased cost aside from some increase in materials. This would affect

students starting 2014-15. This would require the board to proceed with the board authoring a charter amendment on the differential.

A motion was made by Brian Smith to approve the Program of Studies Proposal as presented by Stephanie Dumoski with the action necessary for the Board of Trustees to generate a charter amendment for the physical education credit to be adjusted. Heather MacDonald 2nd this motion. All were in favor.

Kent Glossop of the Strategic Planning Committee indicated he would work on the charter amendment necessary to be brought forth for the adjustment for physical education credit.

The overall program changes and the Program of Studies was sent out ahead of time for the Board to review. The Program of Studies was structured to support the Program changes presented at the meeting. Given the Board approved the Program changes, Jenn asked if the Board was ready to approve the Program of Studies as well. Thomas Frischknecht asked if there were any further questions. No further questions.

Brian Smith made a motion to accept the Program of Studies, which was 2nd by Karen Graham, all were in favor, so moved.

## **6. Teacher Contract Renewals**

Jenn Cava asked the Board of Trustees for their approval for her to move forward with renewal contracts as presented for review. The personnel committee chair is ill, however, Thomas Frischknecht spoke on behalf of Kim Lavalley, in that the personnel committee recommends to the Board of Trustees the allowance of the Director to move forward with the contract renewal process for the 2014-2015 school year. Clarification was made that details were discussed at the personnel committee meeting and that the timing is essential at this time to pursue this process.

Heather Bobbitt made a motion to allow the Director, Jenn Cava, to move forward with the Teacher Contract Renewal process as planned. This motion was 2nd by Kevin Harbison, all were in favor, so moved.

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

a. Faculty Report (Patty Sockeye) New member tonight representing the faculty, Patty Sockeye stated she looks forward to her contribution in this position. No other news to report.

b. Student Body Report (Dominique Dadekian)

Dominique stated she has 2 meetings left to represent the student body before her senior graduation and proposes a student election to be held within the next month in order to establish a new student representative to carry on the responsibilities of this position. This will allow for a smoother transition as future students fill this position as well as establishing the student body contact prior to the new school year. A discussion was had encouraging her idea

to move forward with the student election as stated.

Brian Smith of the Outreach Committee communicated a strong request to the student body representative, Dominique Dadekian, to communicate to all graduating Seniors encouraging them to be aware and to pursue unfulfilled scholarships available from the NH Charitable Foundation.

## **6. Committee Reports**

### **a. Finance (David Alukonis)**

1. Delayed from February Report is that the budget item of fundraising effort that was tasked to the Outreach Committee will not be realized and as such this \$150K loss of revenue will result in a 60K shortfall for yearend. Operational efficiencies have been taken into consideration as such a proposed deficit of 33K will be realized. The Finance Committee did not make any recommendation and will let this deficit run into the following year.
2. Fund balance carried forward is \$448,490. This discussion will be made with the auditors.
3. Budget for the coming year 2014-2015 requires a 2.5 personnel increase.
4. 2014-2015 Budget proposal is for \$2,899,008 as total income and expenses. Conservative measures does not predict large donations but the committee is hopeful that we can put positive numbers in these line items.

Joel Preminger asked that should the per pupil aid increase with passage of HB435 that the Budget Committee revisit the 2014-2015 Budget presented. HB435 would increase per pupil funding by \$895; which would be an additional 447K to work into the 2014-2015 Budget.

David Alukonis moves we accept the 2014-2015 Budget prepared by Kym Harmon, Brian Smith 2nd motion. All in favor, so moved.

(See 2014-2015 Budget attachment #3 below)

### **b. Outreach (Brian Smith)**

1. Brian Smith, Committee Chair, has moved the meeting to begin at 6:30pm on the 3rd Monday of the month. 3 new people showed up at the last meeting, and they went thru Matt Southerton's plan on a strategy on how the committee will work to chase down grants and websites to review. The committee will be having a grant writing workshop in the computer lab for the next meeting as they will need access to computers for this workshop, however the successive meeting would meet in Rm 144.
2. Gates Foundation grant is being worked on Anne Terry.
3. NH Charitable Foundation doesn't do grants for public school, however, they are interested in seniors apply for their scholarship program,
4. The committee is looking into a sustainable grant writing program, to build the plan, NH Charitable Foundation may entertain a grant to build a plan for a sustainable grant

writing.

5. Community Outreach is to mobilize the importance of passing HB435 message to ASD parents. Reports have indicated a lot of response to this promotion and the committee will continue to pump emails to parents as this vote is scheduled to hit the floor sometime next week.

6. Senator Reagan came to tour the school and Jenn Cava and Thomas Frischknecht spoke to him regarding our legislative concerns. He is the Chairman of the Charter School Open Enrollment and Legislative Oversight Committee.

c. Personnel (Kim Lavallee) not here, tabled for the next meeting agenda.

d. Policy (Heather MacDonald) Committee met and has a few more policies in the queue for next month's agenda.

e. Strategic Planning (Kent Glossop) Working with the faculty for many months on the formalization of the Program of Studies which he feels will objectively defining the school and it's future sustainability.

## 7. Next Meeting

a. Wed, April 9, 2014, at 6:30pm

b. Agenda items

2 Policies to be presented.

Heather MacDonald made a motion to adjourn the meeting at 8:25pm, this motion was 2nd by Brian Harbison, all were in favor, so moved.

Attachments are in google drive format:

1. Directors Reports

February 2014

[https://docs.google.com/a/asdnh.org/document/d/1b1ZJ9zAPs-9Cfat\\_CThVmHNpCRgVHTZ-3YaxgRdBDMw/edit?usp=sharing](https://docs.google.com/a/asdnh.org/document/d/1b1ZJ9zAPs-9Cfat_CThVmHNpCRgVHTZ-3YaxgRdBDMw/edit?usp=sharing)

March 2014

<https://drive.google.com/a/asdnh.org/file/d/0B3dMD7WLHg5uWU1XMzVYMF9QYldWNNRhIdNiLXJoWUIOVTZJ/edit?usp=sharing>

2. Program of Studies Proposal presented by Stephanie Dumoski

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=144c1000434a0c39&attid=0.1&disp=inline&realattid=f\\_hsriiwaw0&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=144c1000434a0c39&attid=0.1&disp=inline&realattid=f_hsriiwaw0&safe=1&zw)

3. Budget 2014-2015 presented by Kym Harmon

<https://drive.google.com/a/asdnh.org/file/d/0B3dMD7WLHg5uUlhM2pYa21oQnNWOEtSVTQ1RTMwWIRfNVZv/edit?usp=sharing>

Respectfully submitted,

Heather Bobbitt  
Secretary