

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

Board of Trustees Meeting Minutes -MAY 14, 2014 (Approved 6/11/14)

doc ref: ASD Board Minutes 2014MAY14

**Board Members Present (8):** Heather Bobbitt, Thomas Frischknecht, Kent Glossop, Kevin Harbison, Heather MacDonald, Joel Preminger, Brian Smith, Matt Southerton

**Board Members Absent (5):** David Alukonis, Jane Buck, Dr. Karen Graham, Kim Lavallee, Lucille Jordan

**Non-Voting Members Present (3):** Jennifer Cava, Patricia Sockey, Carolyn Marquis

**Others in Attendance:** Kym Harmon

Meeting called to order 6:33 PM by Thomas Frischknecht

**1. Public Comments - none**

**2. Approve Minutes from previous meeting, April 9 2014**

Motion to approve by Kevin Harbison, 2nd by Brian Smith all were in favor

**3. Policy: Second Reading - IMGA, IHAK, IHAB**

**a. IMGA-Service Animals**

**b. IHAK-Character & Citizenship Education**

**c. IHAB-Programs for Pupils with Disabilities**

Heather Bobbitt made a motion to have a consent vote for policies: IMGA, IHAK, and IHAB, 2nd by Brian Smith, all in favor

**4. Civil Air Patrol (CAP) - Kevin Harbison**

Nashua Composite Squadron growth is now large enough to set up a Cadet squadron at ASD as an after school enrichment program set up to excite kids about aerospace. Kevin Harbison presented the plan changes for the CAP Program to initiate the 801 Humphrey Cadet Squadron, the 1st one in the State of NH. The "8" in the number indicates it is exclusive to a school and is the 1st of its kind in NH. Operations started last Thursday and are planned for sequential thursdays going forward. Commanding Officer is Major Kevin Harbison. An official initiation ceremony will be held on May 29, 2014 at 7pm in the ASD Cafeteria. The Humphrey's are invited to attend. Currently there are 24 Cadets and 4 Great Start Cadets at ASD.

Questions from Thomas Frischknecht with regard to liability. Major Harbison stated the squadron under CAP is a self insured organization. There is no binding insurance or liability for ASD.

Questions also arose regarding the status or changes in the reporting structure regarding the relationship with ASD. Major Kevin Harbison responded that his position answers to the Command Wing and to Jenn Cava for reporting purposes. This is an enrichment program within ASD. CAP is supported by the Air Force. However, Major Harbison stated there are no Air Force recruiters presented at these events; rather the community involvement is focused on search and rescue. Recently the squadron competed in Canada at Drill Competitions. They were the only squadron who brought in their own bagpiper, a significant accomplishment.

Heather MacDonald inquired how an affiliation with ASD would benefit ASD vs not being affiliated

with ASD. Major Harbison stated that being affiliated with ASD means that the energy being channeled into the school will be more direct. There is a cadre of seniors whose sole purpose is to support the students in the programs. This 801st Humphrey Cadet Squadron will have access to aviation, instructors, flight simulators, resources as well as funding will support and benefit this enrichment program.

Joel Preminger “thanked” Kevin Harbison stating that this program will be an asset for ASD. Mr. Preminger inquired of any synergies for these programs for a larger benefit? Major Harbison directed the Board was directed to look at [www.CAPMembers.com](http://www.CAPMembers.com). STEM is a driven piece of the CAP model. The military model is instrumental in leadership training. Lastly Major Harbison indicated a plan to participate in Cyber Patriot, a national competition this squadron plans to participate in representing ASD and its STEM focus.

For more information, please contact Major Kevin Harbison at [Kevin.Harbison@asdnh.org](mailto:Kevin.Harbison@asdnh.org).

**Amendment entered with approval of meeting minutes 6/11/14:** For clarification, the 801st Humphrey Cadet Squadron’s Commanding Officer will report to the Civil Air Patrol’s Wind Commander. There is no formal legal affiliation nor liability between the Academy for Science and Design and the 801st Humphrey Cadet Squadron. ASD’s Director is not an official reporting party.

## **5. Items of Board Business**

### a. Board Chairman ( Thomas Frischknecht)

Parent Election- 3 parents have come forward from the email solicitation for parent board member slots. They are: Kevin Harbison, Kim Lavallee, Gregory Czuba.

An official formal election is not necessary since there are the 3 who came forward.

### b. Board Treasurer (Kim Lavallee)

#### 1. Finance report sent out to board in advance.

Kent Glossop asked where we are YTD. Thomas Frischknecht asked to comment on Kim Lavallee’s behalf as she was unable to attend this evening, he said the report does not show the 4th revenue payment that will come at the end of June 2014. This will reduce the negative amount on this report. ASD will still draw down the bridge loan for a cash flow perspective. Kym Harmon was recognized for her intuitive cost management as being instrumental in the current state of the financials. Thank you Kym Harmon.

2. Budget Update--David Alukonis not avail this evening and will be reporting at the next board meeting.

## **6. Director’s Report** (Jennifer Cava)

a. Director’s Report sent prior to tonight’s board meeting [https://docs.google.com/a/asdnh.org/document/d/1zJEi\\_3DPfh1LOOvyaJc-PIHdY3H8n5txAJVsvW3HGVg/edit?usp=sharing](https://docs.google.com/a/asdnh.org/document/d/1zJEi_3DPfh1LOOvyaJc-PIHdY3H8n5txAJVsvW3HGVg/edit?usp=sharing)

### 1. School Community:

a. Spring Gala on Friday, May 17th has a guest list of 100 attending and there are many great auction items in play. The Center for Innovative Schools was recognized for its effort towards assisting in the Spring Gala with sponsorship money towards the evening event. Excited to see how the gala results will help bring ASD closer to its 150K

goal.

b. Thank you to Patty Sockey for raising \$1000 for the fluorescent light "Lock In" Campaign.

## 2. Operations:

Admissions is very busy getting ready for the start of the 2014-2015 school year working with applicants, lottery and healthy waitlists for 6th and 7th grade. Confident that enrollment will be maximized. Post lottery applications are being received. Heather MacDonald has been instrumental in the admissions process. The "Intent to Re-enroll" responses have been collected and there is a handful that has not provided feedback.

## 3. Facility

Certificate of Occupancy for the last pod is still a concern. Unfortunately this process has taken an exorbitant amount of time and effort to meet all the requests presented by the inspectors. The final item that is currently holding up the process is the request for a report showing no deficiencies in the entire building, which is inclusive of the area/businesses in the building that are outside the responsibility of ASD. One deficiency affects this bldg is that the emergency pull station located outside is not connected to ASD's voice activation system. Concern is that Issue is that ASD cannot occupy this pod due to the areas that we cannot control at this point. This space has had rent paid as of July 2013 with no ability to occupy it due to occupancy permit issues. Jenn Cava will have more information in the next few days, but this is a very difficult position for the school as there are events such as finals, assemblies, summer school programs that this area is essential to have operational.

## 7. **Faculty and Student Affairs**

a. Faculty Report (Patricia Sockeye) A teacher's workshop was held today on curriculum development for next year which focused on the development of standards of writing across the curriculum. Senior projects will be presented June 2-3rd and SPARK day coming at the end of the month.

b. Student Body Report (Carolyn Marquis) Much conversation from upperclassmen has been generated with regard to the writing classes, Writing for the Real World and Professional Writing.

Response to this concern was addressed and the students are encouraged to seek council to defer anxiety about the writing across the curriculum topic. Jenn Cava highly encourages the students to pursue these courses as the focus is helping them learn to develop and put into practice writing challenges such as college essays.

## 8. **Committee Reports**

a. Finance (David Alukonis) last meeting cancelled, he is unavailable this evening.

b. Outreach (Brian Smith)

1. A \$25,000 contribution was received from The Founders Academy Foundation to go towards the Annunciation/PA system.

2. There is a grant application in review with FEMA, awaiting response.

3. Working on an American Honda Foundation grant- info to come in October. This grant is specifically geared for STEM schools. Value 20-70K.

4. Jane Buck is pursuing The NH Business Coalition.

c. **Personnel** (Kim Lavallee)

Kim asked Heather MacDonald to comment on her behalf this evening. Heather MacDonald reported that the Personnel Committee has put effort into reviewing the Director Jenn Cava's Self Assessment and has been preparing a management statement in response. as well as setting ongoing terms and measurable goals. This report will be ready to present at the June meeting and Jenn Cava has agreed to wait until June for this statement.

d. **Policy** (Heather MacDonald) No new information to report.

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

Focus to date has been entirely on program development. As such the next goal will be to focus on a Strategic Plan Document.

**9. Next Meeting**

a. Wed, June 11, 2014, at 6:30pm

b. Agenda items

1. This board meeting will be the Annual Organizational Meeting where voting on incoming board members, renewals, review structure of committees and the Board Chair.

2. Jenn Cava as Director will be opening this meeting with the State of School and Charter review presentation.

**Addendum to Directors Report: (School Community)**

Jenn Cava added graduation for seniors is Friday, June 6, 2014 at NCC. All are welcome to come but must notify the office asap as each senior will be given 10 tickets. Limited tickets Please notify Lisa Moser who is handling tickets. Also:

June 5th-- 12 noon, senior week Pizza event, board is invited to participate.

June 4th-- 8th grade Step Up Ceremony

June 4th -- ASD School Field Day will take place at Greeley Park - ½ day, no buses.

Heather MacDonald made a motion to adjourn the meeting at 7:47pm, 2nd by Kent Glossop, all were in favor.

Respectfully submitted,  
Heather Bobbitt  
Secretary

**4 Attachments**



**ASDBoardMinutes2014APR09DRAFT.pdf**

193 KB



**DRAFT IHAK-CharacterandCitizenshipEducation.pdf**



**IHBADraft.pdf**





IMGA Draft.pdf

