

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -August 13, 2014 2014 APPROVED

doc ref: ASD Board Minutes 2014AUG13

Board Members Present (9):David Alukonis, Heather Bobbitt, Gregory Czuba, Thomas Frischknecht, Kent Glossop, Kevin Harbison, Heather MacDonald, Brian Smith, Matt Southerton

Board Members Absent (2): Dr. Karen Graham, Kim Lavallee

Non-Voting Members Present (2): Jennifer Cava, Patricia Sockey

Non-voting Members Absent (1): Carolyn Marquis

Others in Attendance: Kym Harmon, Derek Bobbitt, Suvasish Acharya, Kathleen Barlow

Meeting called to order 6:34 PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meeting

Heather MacDonald made a motion to approve the previous meeting's minutes, 2nd by Thomas Frischknecht, all were in favor, so moved.

3. Policy: EBBD, JICFA, JICG

a. EBBD: Indoor Air Quality - previously distributed to board member prior to meeting, Heather MacDonald asked if there were any questions or concerns. There were none. Thomas Frischknecht made a motion to approve the first reading of EBBD, and to place policy on the consent agenda for the next board meeting. Heather Bobbitt 2nd motion, all were in favor, so moved.

b. JICFA: Hazing --previously distributed to board member prior to meeting, Heather MacDonald asked if there were any questions or concerns. There were none. Heather Bobbitt made a motion to approve the first reading of EBBD, and to place policy on the consent agenda for the next board meeting. Kent Glossop 2nd motion, all were in favor, so moved.

c. JICG: Tobacco --previously distributed to board member prior to meeting, Heather MacDonald asked if there were any questions or concerns. David Alukonis commented that the word "Principals" be changed to Director; correction made. Kent Glossop made a motion to approve the first reading of EBBD, and to place policy on the consent agenda for the next board meeting. Kevin Harbison 2nd motion, all were in favor, so moved.

4. Items of Board Business

a. Board Chairman (Brian Smith)

1. Discussed at the June meeting to have EOY report for the August meeting, however he requested due to the lighter attendance that this report be moved to the September meeting.

2. Committee Chairs were designated:
 - a. Finance: David Alukonis
 - b. Outreach: Matt Southerton
 - c. Personnel: Kim Lavallee
 - d. Policy: Greg Czuba
 - e. Strategic Planning: Kent Glossop

b. Board Treasurer (Kim Lavallee) - not present.

1. Budget update: distributed to board by Kym Harmon under Quickbooks reporting format.

5. Director's Report (Jenn Cava)

- a. Director's Report emailed to all board members prior to board meeting
 - a. Special Presentation honoring past Chair, Thomas Frischknecht. A personalized gavel was presented to Mr. Frischknecht by Jenn Cava in recognition of Mr. Frischknecht's extensive involvement, troubleshooting skills and support for the stabilization of ASD. Mrs. Cava went on to comment on the tremendous work he has given to ASD and culminated by wishing him well as he works to open Founders Academy.
 - b. Operations
Jenn Cava commented that it has been a really great summer; having few minor but great changes to the building. The school start emails went out today.
 - c. Important dates/actions
Jenn Cava introduced Mdme Kathleen Barlow as she is presently seeking the board approval to commit to Explorica to finalize the plans to offer a tour to France and Germany for ASD's 8th-12th graders during the Spring Break, April 24-May 1, 2015. Mdme Barlow distributed the travel information, fees and itinerary to the board. Mdme. Barlow asked if anyone had any questions or concerns she could address.

Heather MacDonald asked about a backup plan to be in place for any transit hold ups. Mdme. Barlow will make sure there is a plan in place for this as this was a concern during the last trip abroad.

Kevin Harbison made a motion to approve the plan with Explorica to offer the France to Germany trip to 9-12 graders, 2nd by Kent Glossop all were in favor, so moved.

- d. Curriculum & Instruction
New Teachers programs by Douglas Belley and Teachers workshops will be June 20-22, 2014.

e. School Community

1. ASDEF working on back to school community event: Friday, Aug 22, 4-7 pm ASDEF is planning a welcome back pizza party, Kona truck in the parking lot. Booths are available for club representation. 6th grade orientation will be occurring during this time as well, so Jenn Cava encouraged board members to attend for representation.

2. Sep 16th: Back to School Night: a push to begin the Annual Fund is on the agenda.

Gregory Czuba inquired about levels of donation, recognition board, room sponsorship. Discussion was had that the goal needed to be set as the monies raised will be a cumulative goal of the school and the Outreach committee. \$150-\$200K was established as the range for this years goal.

f. Director's Report:

This report has been reset to the Sept agenda and Jenn Cava asked if anyone has any area with statistical data that anyone is interested in, please contact Ms. Cava via email, jenn.cava@asdnh.org

6. Faculty and Student Affairs

a. Faculty Report (Patricia Sockey) "Can't believe its next week and excited to start the year.

b. Student Body Report (Carolyn Marquis) not here to present, no activity due to summer break.

7. Committee Reports

a. Finance (David Alukonis)

1. Sept 3rd, copies of the audit will be received for board review, please review it and have questions available for us to. Auditors will be at that meeting.
2. Format of our report has changed to strictly the Quickbooks format. .
3. Next meeting will be the 3rd of Sept.
4. Auditors stated that ASD was the most prepared, a special note to recognize Kym Harmon for all her hard work in this achievement.

b. Outreach (Matthew Southerton)

1. Publicity

2. Fundraising

a. Brian Smith was able to secure 10 fire extinguishers for the school.

b. Brian Smith also working on a donation from charitable donations group at his United Technologies. \$1500 UTC sending to ASD but this must be used for

- computer science and engineering expenses.
- c. FEMA grants still in process. Trying to get money to help cover the fire annunciator.
- d. Grants in the works:
 - 1. Jenn working on one
 - 2. Outreach committee working on one,
- e. Outreach committee to meet Monday, Aug 18th at 6:30pm
- f. Matt Southerton commented on political discussion in Concord today. Still working on increasing support for Charter School

c. Personnel (Kim Lavallee) not here to comment

d. Policy (Heather MacDonald) no updates.

e. Strategic Planning (Kent Glossop) Committee meeting set for Sept 3rd at 6:30pm.

7. Next Meeting

a. Wed, September 10, 2014, at 6:30pm

b. Agenda items

1. Policy
2. Audit by accounting firm, Nathan Wechsler Company, will be presented and the board will be asked to vote on this audit during the Sept 10th's board meeting. Information necessary for board review will be disseminated prior by the Finance Committee Chair in order to request the board vote on Sept 10th on the audit as there is a very tight turnaround time. As such, board members are notified to review important email to prepare for this request in advance. All questions from the board are asked to submit right away so that they can be addressed prior to the board vote on Sept 10th.
3. Directors Report EOY

[Greg Czuba made a motion to adjourn at 7:50 pm 2nd by Heather MacDonald](#)

Respectfully submitted,
Heather Bobbitt
Secretary

