

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

Board of Trustees Meeting Minutes -SEPT 10, 2014 (approved 10/8/14)

doc ref: ASD Board Minutes 2014SEPT10

**Board Members Present (10):** David Alukonis, Heather Bobbitt, Gregory Czuba, Thomas Frischknecht, Kent Glossop, Kevin Harbison, Kim Lavallee, Heather MacDonald, Brian Smith, Matt Southerton

**Board Members Absent (1):** Dr. Karen Graham

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

**Others in Attendance:** Kym Harmon, Patty Conard, Rod Conard, Dr. Pietro Savo, Rajesh Potti, Jaya Vishal Prakash, Jody Creel, Ted Ede

**Meeting called to order 6:40 PM by Brian Smith**

**1. Public Comments - none**

**2. Approve Minutes from previous meeting, August 13, 2014.**

**Ken Harbison made a motion to approve the previous meeting's minutes of August 13, 2014, 2nd by Thomas Frischknecht, all were in favor, so moved**

**3. Nathan Wechsler & Company, PA (Results of Audit)**

Kelly D'Amore, CPA and Ashley Davison, CPA presented their findings through an audit wrap up and recommended adjustments and the internal controls reviewed. Everyone received a copy of the audit prior to the meeting to allow all board members to make any inquiries. This is a risk based audit. Form 990 will now be started and reviewed by the Finance Committee and is due November 15, 2014. This 990 will be available and the schedule B, Schedule of Contributors over \$5K, is not open to public. GASB financial statements are applicable to our situation.

**David Alukonis made a motion to approve the results of the audit, 2nd by Thomas Frischknecht, all were in favor, so moved.**

**4. Policy: EBBB, JICFA, JICG (2nd reading consent agenda)**

**Kim Lavallee made a motion to approve EBBB: Indoor Air Quality, JICFA: Hazing, JICG: Tobacco, 2nd by Kent Glossop, all were in favor, so moved.**

**5. Jody Creel: Botany Field Camping Trip:**

**Reviewed the request made to allow Mr. Creel to move forward with the Botany Field Camping Trip. Heather MacDonald commented as an ASD "internal planned/sponsored trip" there is a necessity to incorporate ASD's waiver liability form into Mr. Creel's plan.**

**Heather Bobbitt moved the board accept Mr. Creel's Botany Field Camping Trip with the condition that the waiver liability form referenced, be incorporated, Kim Lavallee 2nd motion, all were in favor, so moved.**

## 6. Items of Board Business

### a. Board Chairman ( Brian Smith)

1. ASD has a stock asset in the Fidelity account that has matured currently valued at 11,838.84 and Board Chairman, Brian Smith is looking for recommended course of action from the Finance Committee to bring back to the Board for the October board meeting.
2. External Board opening: Brian Smith has had a response from his most recent letter sent to the ASD community and there are three external board interests. Brian Smith will meet with those three individuals and bring his recommendation to the October Board Meeting.

### b. Board Treasurer (Kim Lavallee)

Finance committee has brought forward a new format for reporting ASD financial status to the meeting tonight. Kim Lavallee asked David Alukonis, Chair of the Finance Committee, to introduce the new reports. Mr. Alukonis presented the Profit and Loss Budget Performance Report and the Balance Sheet going over each column and their purpose. These forms are replacing the old Excel Budget Spreadsheet which was transposed from Quickbooks in the past. Heather MacDonald commented on understanding the the cash assets. Greg Czuba asked about cash flow statements. David Alukonis commented that the Finance Committee will be addressing the cash flow statement as it is developed this upcoming year. The Board commented on the ease of understanding these reports versus the previous method.

(link for reports:)

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=148613ae5af95c75&attid=0.1&disp=inline&realattid=f\\_hzve3hpp0&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=148613ae5af95c75&attid=0.1&disp=inline&realattid=f_hzve3hpp0&safe=1&zw)

## 7. Director's Report (Jenn Cava)

Director's Report: 2013-2014 End of Year Report (emailed: 9/8/14)

(link for report:)

[//mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1485592915526b5a&attid=0.1&disp=inline&realattid=f\\_hztv9i2a0&safe=1&zw](//mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1485592915526b5a&attid=0.1&disp=inline&realattid=f_hztv9i2a0&safe=1&zw)

Board members as well as public attendance actively participated in discussion with with Jenn Cava during her presentation. Areas of review were: Enrollment, NECAP results: ASD vs State of NH, How Performance Concerns and Focused Efforts Addressed in the New Curriculum such as Writing Across the Curriculum, Special Education and Guidance, Fundraising Efforts, School Culture/Climate, Visibility & Marketing, Communications, Charter/Mission Exploration. Jenn Cava also distributed the results of the Parent Survey taken for the 2013-2014 school year. 57 responses were received.

## 8. Faculty and Student Affairs

### a. Faculty Report (Patricia Sockey)

Patty Sockey reports the following news:

1. From Amy Bewley:

· To summarize: the governor is sponsoring a video contest *What's so Cool About Manufacturing?* For New Hampshire 8th grade students, it requires working with a local manufacturing business partner

and BAE Systems has agreed to work with ASD to partner up on this. So far only Renee's advisory is participating, but hopefully they all (or at least more than one) will as well, Having the business partnership is the pretty cool part since BAE needed to get all kinds of permissions and clearance for this because of security issues and they were totally willing to do so and are pretty excited about working with the students, even offering to come and talk to them ahead of filming in the Hudson facility about the electro-optics program.

- High School student newspaper columns will start running in the Nashua Telegraph this Sunday – the 1<sup>st</sup> article is written by Ian Ayer. 6 students will be writing columns for ASD – the articles will run every 2 weeks for the entire school year.
- Admissions for the 2015-2016 school year open Monday September 15th.

2. From Abbas Farazdel:

Nashua Community College (across 101A from us) has been very helpful to ASD. I occasionally use their physics and chemistry lab facilities for our ASD students.

3. From Sarah Frischknecht.

- The yearbook staff is already hard at work on the yearbook and is very excited to be working with a new publisher, Josten's.

4. From Dave Plantier:

8 flight sims completely functional—beginning work on 3 integrated air traffic control sims to work the 8 aircraft sims. Also opened a dedicated online study center and library. The ASD Humphrey Squadron info meeting has over 40 people already signed up to attend.

5. From Rebecca Patterson:

Her class has started blogging in American History to increase digital citizenship and writing in class and across the curriculum.

6. From Doug Belley:

- The learning studios students are working on designing a multipurpose workroom to hopefully assist Jenn in getting a grant for NH young entrepreneurs.
- The Granite State challenge team has already met twice this week to begin strategizing Team ASD's upcoming season on the high school TV quiz show.

b. Student Body Report (Carolyn Marquis)

Carolyn Marquis wanted to bring the Student Council proposal to have a Fall Festival at the Alpine Grove location on October 19 from 1-6pm. This event is promoting ASD Community and will include students, their family, the faculty for a fun afternoon out. Food, games and events are being planned. Estimate cost is \$2000 which will be drawn from their Student Council Fund. The Student Council is planning to charge \$10 per ticket, \$30 family ticket. Dinner will be provided by the Alpine Grove center.

Thomas Frischknecht asks that the Student Council write a defined plan on this event. Brian Smith stated the Board wished them well in this endeavor.

## 9. Committee Reports

- a. Finance (David Alukonis) no further report
- b. Outreach (Matt Southerton)
  1. Contacted Nashua Chamber of Commerce to open discussion on networking with local business. It is noted that Amy Bewley will be participating in the Chamber of Commerce on behalf of ASD.
  2. National School choice in January 25, 2015
  3. Legislative issues: HB 1128 was on the floor today, a study committee on special education which heard reports from charter school advocates.
    - c. Personnel (Kim Lavallee) Committee will start meeting in October, policies to be reviewed.
    - d. Policy (Heather MacDonald) 2 policies are in the queue, committee will be meeting next week, transition in process. Policy Committee will meet the 3rd Monday monthly at 1pm.
    - e. Strategic Planning (Kent Glossop) contents of what the goals are this year, accreditation discussion, info for the November board meeting. Meetings are on the 1st Wed of the month.

## 10. Next Meeting

- a. Wed, Oct 8, 2014, at 6:30pm
- b. Agenda items
  - Policy: 2 items
  - President of DW College interested in community work and interaction with ASD
  - Chamber of Commerce

**Kim Lavallee made a motion to adjourn at 9:02 pm 2nd by Gregory Czuba, all were in favor, so moved.**

Respectfully submitted,  
Heather Bobbitt  
Secretary