

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -FEBRUARY 11, 2015 (approved 3/11/15 mtg)

doc ref: ASD Board Minutes 2015-02-11

Board Members Present (10):David Alukonis, Heather Bobbitt, Gregory Czuba, Dr. Michael Diffily, Thomas Frischknecht, Dr. Karen Graham, Kevin Harbison, Kim Lavallee, Heather MacDonald, Brian Smith

Board Members Absent (3):Kent Glossop, Matt Southerton, Dr. Shiby Thomas

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

Non voting members absent: (1) Carolyn Marquis

Others in Attendance: Kym Harmon

Meeting called to order 6:40PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meetings

Heather MacDonald made a motion to approve the December 10th 2014 meeting's minutes, 2nd by Greg Czuba, all were in favor, so moved.

Heather MacDonald made a motion to approve the January 14th 2015 meetings minutes, 2nd by Greg Czuba, all were in favor, so moved.

3. Items of Board Business

a. Board Chairman (Brian Smith)

Brian Smith reports Board Member, Kevin Harbison, has announced his parent board member resignation as he is now a full time ASD faculty member. This seat is open.

Heather MacDonald and Thomas Frischknecht recommend the Board announce Parent Elections in March to the ASD Community. Heather MacDonald will provide templates to Brian Smith. Also, it is recommended a review of positions and poll be taken of the current board member's intentions in order to forecast open seats for the upcoming board elections. Heather MacDonald will send board member spreadsheet link to Brian Smith to review.

Brian Smith delivered an informative presentation on ASD to the Nashua Rotary Club; a crowd of approximately 60 people in attendance, including ASD parents, Patty and Rod Conard.

Brian Smith has been asked to serve as a judge for the ASD Poetry Out Loud Competition. He will also be present for the Civil Air Patrol promotion occurring tomorrow evening.

b. Board Treasurer (Kim Lavallee)

Finance report sent out to Board via email in advance, all on track.

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=14b766312232be77&attid=0.1&disp=inline&realattid=f_i602q19c0&safe=1&zw

Special note: 880K check for per pupil aid was received today from the State of NH.

Thomas Frischknecht wanted to know if the Bridge Loan historically used will be necessary this summer as a letter prior to June is necessary to activate this. To review, the Bridge Loan is available to ASD for a period of 5 years and must be repaid no later than Nov 4th annually.

Kym Harmon responded suggesting the Bridge Loan would not be needed the summer, however, she will review this inquiry to make sure. Noted, should we not activate the Bridge Loan, it would be the first year it isn't used.

4. Director's Report (Jenn Cava)

- a. Director's Report sent prior to tonight's Board meeting

https://docs.google.com/a/asdnh.org/document/d/1muq0gmu21G6rzNUDX5fEQB5NbQ6z8_gu1hjjLjOiPzs/edit?usp=sharing_eid

- a. Planning for 2015-16.
- b. Working on updating any changes to the Program of Studies. Upon completion this will be sent to the Board with a cover sheet depicting key changes as Jenn Cava is requesting its approval at the March 2015 Board Meeting. Jenn Cava is not anticipating any major changes.
- c. Smarter Balance Testing: Jess Golden and Jenn Cava went to a DOE training session. A flurry of new information was announced in order to administer the test online. Jenn Cava felt these late changes as well as no teacher training manual for the administration of this test presents a challenge. A temporary computer lab will be set up by Mr. Overman in order to configure the 125 computers needed to administer this test online. April-June is the open window for completing the process. The back up plan in order to accomplish this testing would be paper tests versus the preferred online process.
- d. Summer School Principal will be Douglass Belley.
- e. ASD's 2015-16 Admission Lottery is complete. Very successful. The sibling exemptions may present an issue in the future and the Board may want to look at possibly limiting the number of exempt siblings. This would require a modification to the charter.
- f. Bldg fixes: mostly HVAC related.
- g. Looking for approval for Technology Student TSA Conference in March which includes an overnight in Lincoln NH; parents and teachers are chaperoning.
- h. Annual fund: \$138K which includes parent donations and corporate matches received to date.
- i. Snow days: The allotted 5 days have been used; looking at options. Considering using teacher workshop days versus adding days to end of year.

Brian Smith suggested ASD talk to the Nashua School District, to see if they would consider coordinating the idea of using teacher workshop days regarding bus schedules.

j. Snow delays are difficult with Nashua School System due to buses.

k. Best Practices Conference is scheduled for March 13th. Request Board Member attendance in order to mix with others in the morning. Thomas Frischknecht along with a few other board members will be presenting a session on Board Membership Best Practices.

l. SPARK Conference went very well today with some special sessions such as Mechanical Dissections, African Drumming, and Energy Interests.

m. Program of Studies and School Calendar for next year will need to be on the agenda for approval and review at the March Board Meeting.

Greg Czuba asked for status on private school attrition.

Jenn Cava stated students asking for recommendations to private schools from ASD and possibly leaving has been predictable to date; however, difficulty remains in the last minute requests for recommendations needed for these applications.

Greg Czuba made a motion to approve the TSA Trip in March to Lincoln NH, Kim Lavallee seconded, all were in favor, so moved.

a. Faculty/ Student Report (Patricia Sockey)

Patricia Sockey reported she did not receive an overwhelmingly large response from the faculty with the business of storms every three days...however:

1. Madge Smith's students are earning \$ (donors choose credits) as she teaches them a certain programming course through Khan Academy where they can ultimately earn \$4000. Some of that money will go toward purchasing robots for students to use and program during their last unit of the school year.

2. James Jenkins did an awesome job scheduling (and rescheduling) Poetry Out Loud this year – rescheduled- Tuesday February 17 from 4:30 – 6:30. Good afternoon of poetry and musical accompaniment—so please attend.

3. Andrew French is taking 85 TSA students and 35 chaperones to the conference in Lincoln. He is thrilled about Rebecca's assistance.

4. In the background... faculty is always hopeful for some retirement matching programs and salary increases.

b. Student Body Report (Carolyn Marquis not avail this evening, Patricia Sockey to report on her behalf)

1. Lockin – cleared over \$1200 fundraising for clocks at ASD (Student Council purchased extra supplies for the evening, so as not to burden ASD's stock)
1. Valentines Dance Friday
2. Game Night March 27th

Patty Sockey also wanted to notify the Board she is researching an opportunity for a British Literature Trip for 2016 and more info will be coming forth.

6. Committee Reports

a. Finance (David Alukonis)

David Alukonis reports his committee met earlier today, working on proposed budget for 2016, conferring with personnel committee and will bring more in March.

b. Outreach (Matt Southerton in D.C.unavailable tonight, Brian Smith reporting for committee)

1. Rotary Club out-brief previously given in Chairman's report earlier this evening.
2. Property Tax effort update -- Letter drafted, Matt would like to meet with Tamposi Firm, but needs introduction.

[Thomas Frischknecht will initiate setting up a meeting for Matt Southerton.](#)

3. Last Outreach meeting held; 2 present; Matt Southerton and Brian Smith. Brian commented on inconsistency of attendance to this committee meeting.

c. Personnel (Kim Lavallee)

Kim Lavallee reported the committee has assembled to review request of increase of 4 Staff positions: FT Guidance, FT Science, and PT Nursing and additional Administration supportive position. Currently reviewing salaries. Next meeting, Thursday to complete this process for March board meeting.

d. Policy (Greg Czuba)

Greg Czuba reports 5 policies in different stages of development. One policy will be deferred due to State. Committee to meet next week.

[Brian Smith asked how many policies we have left necessary for State of NH. Heather MacDonald will report this status for board meeting in March. Estimate we are 80% done on those required by NH State School Board.](#)

e. Strategic Planning

Brian Smith is acting chair in Ken Glossop's absence. He reports a great brainstorming session with a focus on sustainability; committee grouped themes plotting pros and cons. Next month will continue the process and put together a document to share with the Board after assemblance is made.

[Jenn Cava added reminder for the Spring Gala Fundraiser to be held at Fratellos in Manchester](#)

on March 20th. Board encouraged to attend. Ticket sales are slow right now. Requesting additional donations for the auction. Kym Harmon sent email invitations and printed invitations as well as establishing the online tickets.

Dr. Karen Graham inquired on any follow up with regard to the NH State STEM Task Force announcement as there was much discussion at last month's meeting.

Jenn Cava decided to work on submitting a letter to them, draft in play. Working on turning this announcement into a positive experience. Considering ways to reference Governor's report by announcing ASD as being the first in meeting the call.

7. Next Meeting

- a. Wed, March 11, 2015, at 6:30pm
- b. Agenda items

Greg Czuba made a motion to adjourn at 7:30 pm, 2nd by Kim Lavalley, all in favor, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary