

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

Board of Trustees Meeting Minutes -June 10, 2015 (Approved Aug 12, 2015)

doc ref: 2016-6-10 ASD Board Minutes

### **Annual Organizational/Board Meeting**

**Board Members Present (10):** Heather Bobbitt, Gregory Czuba, Dr. Michael Diffily, Thomas Frischknecht, Kent Glossop, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Brian Smith, Matt Southerton

**Board Members Absent (2):** David Alukonis, Dr. Shiby Thomas

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

**Others in Attendance:** Peter Bewley, Murray Collette, Kym Harmon, James Overman, Emily Jacobs, Fiona Doyle, Bonnie Doyle

Meeting called to order 6:30 PM by Heather MacDonald

1. Board Member Terms/Renewals
  - a. Extension of terms for existing parent seats up for renewal by the Board (Heather Bobbitt and Thomas Frischknecht)

*Heather MacDonald indicated 2 parent members were up for renewal and that Thomas Frischknecht had opted not to renew his term.*

Matt Southerton made a motion to approve Heather Bobbitt for another term as a parent member, 2nd by Kim Lavallee, all were in favor, so moved.

*Heather Bobbitt indicated she will extend for a 2 year term and continues her interest to serve on the Personnel Committee and either serve on Finance or Strategic Planning.*

- b. Extension of terms for existing external seats up for renewal by the Board (Michael Diffily and Matt Southerton)

*Heather MacDonald indicated 2 external Board members were up for renewal and that Michael Diffily and Matt Southerton both have indicated they would like to renew their seats.*

Kim Lavallee made a motion to approve Michael Diffily for the extension of his external board member seat, 2nd by Greg Czuba, all were in favor, so moved.

*Michael Diffily indicated he will extend for a 5 year term and continues his interest to serve on the Personnel Committee.*

Kim Lavallee made a motion to approve Matt Southerton for the extension of his external board member seat, 2nd by Heather Bobbitt, all were in favor, so moved.

*Matt Southerton indicated he will extend for a 3 year term and is interested in serving on the following committees: Strategic Planning, Outreach and Finance.*

- a. Consideration by the Board to open two external seats (Kent Glossop and Heather MacDonald)

*Heather MacDonald indicated an interest to open 2 more external Board positions on the Board for interested parties to continue to serve, Kent Glossop and Heather MacDonald.*

Heather Bobbitt made a motion to open two external board member seats, 2nd by Greg Czuba, all were in favor, so moved.

Heather Bobbitt made a motion to approve Kent Glossop for an external Board member seat, 2nd by Kim Lavallee, all were in favor, so moved.

*Kent Glossop indicated he would serve a 1 year term and is interested in serving on the Strategic Planning Committee.*

Kim Lavallee made a motion to approve Heather MacDonald for an external Board member seat, 2nd by Greg Czuba, all were in favor, so moved.

*Heather MacDonald indicated she would serve a 1 year term and is interested in serving on the Policy, Personnel and Strategic Planning Committees.*

- b. Board ratification of parent nominated Board members (Peter Bewley, Murray Collette, and Brian Smith)

*Heather MacDonald indicated the results of the parent vote for 3 open Parent Board Members were Peter Bewley, Murray Collette and Brian Smith.*

Kim Lavallee made a motion to bring Brian Smith on to serve as a Parent Board Member, 2nd by Greg Czuba, all were in favor, so moved

*Brian Smith indicated he would like to serve for a 2 year term and is interested in serving on the following committees: Outreach and Strategic Planning.*

*Greg Czuba asked Peter Bewley why he'd like to serve on the Board. He indicated he is interested in serving and has 2 children at ASD, he also would like to serve on the Policy Committee.*

Brian Smith made a motion to bring Peter Bewley on to serve as a Parent Board Member for a term of 2 years, 2nd by Matt Southerton, all were in favor, so moved

*Peter Bewley indicated he would like to serve for a 2 year term and is interested in serving on the Policy committee.*

*Greg Czuba asked Murray Collette why he'd like to serve on the Board. Murray Collette indicated he has had a son at ASD for the past 4 years and would like to use his management experience to assist in the development of the school. He is interested in serving on the Personnel and Policy Committees.*

Kent Glossop made a motion to bring Murray Collette on as a Parent Board Member for a term of 2 years, 2nd by Heather Bobbitt, all were in favor, so moved.

2. Board Officers – election of officers

a. Chair

Matt Southerton made a motion to approve Brian Smith for Board Chair for the 2015-2016 session, 2nd by Kent Glossop, all were in favor, so moved.

*(Brian Smith as the newly elected Chair has taken over running the meeting at this point.)*

b. Vice Chair

Brian Smith made a motion to approve Heather MacDonald for Vice Chair for the 2015-2016 session, 2nd by Kim Lavallee, all were in favor, so moved.

c. Treasurer

Brian Smith made a motion to approve Kim Lavallee for Treasurer for the 2015-2016 session, 2nd by Heather MacDonald, all were in favor, so moved.

d. Secretary

Kim Lavallee made a motion to approve Heather Bobbitt for Secretary for the 2015-2016 session, 2nd by Greg Czuba, all were in favor, so moved.

e. Clerk

Kim Lavallee made a motion to approve Heather MacDonald for Clerk for the 2015-2016 session, 2nd by Peter Bewley were in favor, so moved.

3. Committees

a. Add, eliminate or change any current committees (purpose). Current committees:

- i. Finance
- ii. Outreach
- iii. Personnel
- iv. Policy
- v. Strategic Planning

*Brian Smith indicated he will defer from establishing new chairs for the committees this evening and will spend the next month to reach out to all chairs, seek their input and intentions and bring his committee chair recommendations to the next Board Meeting.*

b. Recognition of outgoing Board Members (Brian Smith)

*Brian Smith thanked Thomas Frischknecht, Vice Chair 2014-15 and previous Chair for all his contributions, mentioning the gavel received as outgoing Board Chair at the last annual meeting wishing him continued successes.*

*Brian Smith went on to thank Patty Sockey for her service to the Board as the ASD Faculty Representative. They discussed a representative for the 2015-16 term and they will discuss an email that will go out to the faculty for a vote for representation. Results will be announced at the September Board Meeting.*

*Brian Smith continued with thanking Student Board Representative, Carolyn Marquis, for her service on the Board this past year and wished her well as she leaves ASD as a graduate and wished her well in her further education. Carolyn Marquis indicated a student representative will be selected for the September Board Meeting.*

*Both Patty Sockey and Carolyn Marquis were presented with gift cards from Brian Smith as a token of appreciation for their contributions in keeping the Board apprised of input from the faculty and student body.*

4. Public Comments - none

5. Approval of draft minutes from the May Board Meeting.

Kim Lavalley made a motion to approve the May 13, 2015 minutes, 2nd by Greg Czuba, all were in favor, so moved. abstained: 2 not on the board and 1 member not present at May's meeting; Murray Collette, Peter Bewley and Dr. Karen Graham.

6. Consent Agenda – Policy BBB

BBB – School Board Member Selection

[https://docs.google.com/document/d/1Mxvd2WBHIQaC6ELdiZHxKbPGHqZq7r7OKwJfFh\\_7A1Q/edit](https://docs.google.com/document/d/1Mxvd2WBHIQaC6ELdiZHxKbPGHqZq7r7OKwJfFh_7A1Q/edit)

Heather Bobbitt made a motion to approve Policy BBB- Amendment 2, School Board Member Selection, as an approved Board policy, 2nd by Kim Lavalley, all in favor; 2 new members abstained, Peter Bewley and Murray Collette.

7. Board Business

- a. Chair -- *Brian Smith stated that the 2015 Graduation Ceremonies held June 5th at the Nashua Community College (NCC) was a wonderful event noting ASD's appreciation to NCC for allowing us to use this venue for the ASD Class of 2015 Graduation. 16 ASD Graduates shared this momentous occasion with their families, friends, faculty and Board members.*
- b. Treasurer -- *Kim Lavalley indicated unlike years past, they are able to not enlist the need to activate the HEFA Loan for June, noting Kym Harmon's exemplary ability to keep ASD's budget tight but covering expenses. This*

*is the first year we haven't had to access this Line of Credit (LOC); a notable accomplishment. Thank you, Kym Harmon, ASD Business Manager.*

## 8. Director Report

### a. Faculty Concerns for 2015-2016 school year:

1. Jenn Cava has hired a Certified Guidance Counselor, Caitlyn Belley, to fill the new position for the new school year. She will be serving the guidance department with a focus on the college admissions for ASD students. She has been seen at ASD over the past year serving her internship at ASD, speaking at SPARK and most recently chaperoning for the school wide field trip to Canobie Lake.
2. Jenn Cava also indicated that ASD will be saying goodbye to Emily Jacobs. We wish her well as she moves to Southern NH University and will miss her at ASD.

b. The Director's Report is a powerpoint presentation; 2014-15 Review showing the evolution of ASD during this past year, as well as the statistical data and results of survey data collected from students, faculty and parents. (This presentation was emailed to the Board prior to this evenings meeting)

*(10 min break)*

## 8. Faculty Report\_(Patricia Sockey)

*Patricia Sockey indicated the school is busy completing the year and finals this week. As a result the email she sent out to the faculty went unreplied due to the busy time of the year. She hoped that the faculty box was checked for any input. (Brian Smith indicated he has done so.) In replacement of her report, she has invited Emily Jacobs to be a guest speaker to provide some feedback on ASD.*

*Emily Jacobs stated she has made a difficult decision to leave ASD at the end of this school year 2014-2015 as she was provided a position at SNU with a 33% increase in pay. She indicated this was not an easy choice as she has enjoyed working at ASD. recognizing her experience with the senior administration, Jenn Cava, Jess Golden, and Stephanie Dumoski; as one that has been very supportive, holding the faculty to the high standards necessary to operate the mission of ASD, yet not to a level of micromanagement. She noted Jenn Cava, as Director, performing "with grace under pressure" in her position.*

*Emily Jacobs spoke on things the Board can consider doing within the school to speak towards teacher retention. . Emily is very aware of budget issues, but wanted to voice her opinion that a small incentive increase in pay would be well received as a stabilizing*

*factor for staff retention. The lack of resources is troubling and these circumstances can deflate and take a toll on teachers over time. The teachers are hopeful for better circumstances and the students are the motivating factor. Overall, she expressed how happy she has been working here and her 2 children will continue to attend, so she will be around and not out of sight.*

#### 9. Student Report\_(Carolyn Marquis)

Carolyn Marquis reports that Prom went really well and that the Graduates are having a hard time staying away from ASD. They coordinated a Breakfast for Champions this week for those taking finals to bring back some community tradition which was very well received. It boosted the morale of the students taking finals and the staff here. The 8th grade Step Up Ceremony is being held at 1:30pm, June 11 in the 6th grade recess area outside, bring your own chair (BYOC) requested.

#### 10. Committee Reports -

- a. Finance (David Alukonis) *David Alukonis unable to attend this evening, however there was no meeting held since the last Board Meeting.*
- b. Outreach(Matt Southerton)  
Bill status as follows (taken from email update)
  - i. HB126 – bill to create a commission on charter SPED  
Status – Passed house & senate.
  - ii. HB555 – bill to allow charter students to participate in district extra-curricular program  
Status – Passed the house but held up in committee in the senate.
  - iii. HB662 – bill to exempt charters from property taxes  
Status – Passed the house with strong bipartisan support but was amended heavily in the senate. House and Senate will negotiate later in a committee of conference.
  - iv. HB563 – bill to increase charter funding  
Status – bill received strong bipartisan support in the house however no senate democrats supported increased funding per pupil (very disappointing). HB563 was tabled however the increase in per pupil aid was added into the budget in the senate finance committee. Senate democrats voted against the increase in per pupil aid amendment in the finance committee, again very disappointing.
- c. Personnel (Kim Lavallee)
  - i. *Kim Lavallee reports her committee will be meeting over the summer, reviewing the process for new hires and policies.*

- ii. *Director Review/2<sup>nd</sup> year contract terms was sent out via email to the Board, Kim Lavallee indicated she has received no further feedback and is looking for a motion to approve.*

Greg Czuba made a motion to approve the Director Review/2<sup>nd</sup> year contract terms, 2nd Michael Diffily, all approved with 2 abstained; new board members, Murray Collette and Peter Bewley. so moved.

d. Strategic Planning (Brian Smith)

*Brian Smith reports meeting this past month. There was assigned homework and the committee met again a week ago to discuss the following:*

1. *Discussed a new building, could one be purchased ? What it will cost and where would it be? Is it even possible? Brian Smith approached Bellwether Credit Union and received no response. He will be looking at other agencies. Peter Savo is working with him on this investigation.*
2. *Looking into programs that would support bringing in tuition paying International Students; this would be through an established program that covers housing/host families; i.e., ASD would not manage that aspect.*
3. *Next meeting will be 1st Wed of month at 6:30pm*

e. Policy (Greg Czuba)

*Greg Czuba indicated the committee is working on 7 policies;*

1. *3 drafts in July*
2. *2 drafts planned in Aug*
3. *2 governed by activities outside committee.*
4. *Next meetings will be held 7/16 1-3pm at ASD and 8/20 1-3pm, respectively. They will revisit monthly meeting in the new session.*

11. Next meeting & agenda items

- a. No July Board Meeting
- b. Next Board Meeting scheduled Wed, August 12, 2014, at 6:30pm
- b. Agenda items

Kim Lavallee made a motion to adjourn at 8:40 pm 2nd by Greg Czuba so moved

Respectfully submitted,  
Heather Bobbitt  
Secretary