

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

Board of Trustees Meeting Minutes - August 12, 2015

doc ref: ASD Board Minutes 2015-08-12 (approved 9/9/15)

**Board Members Present (9):** Heather Bobbitt, Murray Collette, Gregory Czuba, Kent Glossop, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Brian Smith, Matt Southerton

**Board Members Absent (3):** Peter Bewley, Michael Diffley, David Alukonis

**Non-Voting Members Not Present (3):** Jennifer Cava, Teacher rep, Student rep,

**Others in Attendance:** Ron Conard, Peter Savo

Meeting called to order at 6:33 PM by Brian Smith

### **1. Public Comments - none**

### **2. Approve Minutes from previous meeting**

Greg Czuba made a motion to approve the June 10, 2015 meeting's minutes, 2nd by Matt Southerton, all in favor, so moved.

### **3. Items of Board Business**

#### **a. Board Chairman ( Brian Smith)**

##### **1. Board Member Review:**

- a. Recruitment of new board members, Search committee will be formed to look at new candidates. Per newly approved policy BBB, appointed committee must bring recommendation to the Board.
- b. Heather MacDonald commented that there is an open seat to fill and whether this is to be filled by a parent or external member.
- c. 12 board members currently, Per newly approved policy, BBB, board will need to make decision on how to offset external and parent members. Board needs to make a decision about number of seats, parent and external to make up board and off set by one or the other.

##### **2. Committee Chairs for 2015-16 year:**

- a. Strategic Planning Chair - Brian Smith recommend Peter Savo

Brian Smith made a motion recommending Peter Savo for the Strategic Planning Committee Chair under unique circumstance as he is not currently board member, 2nd by Kim Lavallee, 8 in favor, 1 abstained, Heather MacDonald, so moved.

- b. Policy Chair - Greg Czuba
- c. Outreach Chair - Matt Southerton
- d. Personnel Chair - Kim Lavallee
- e. Finance Chair - David Alukonis (unconfirmed)
- f. Structure -Brian fielded the following questions, do we have the right committees in place for the coming year? Are there any missing?

Brian Smith does not see any reason to change the committees that we currently have. No

further discussion was made by the board.

- g. Committee Chairs expectations for advanced notification of meeting times, agenda and minutes (ref to website discussion).
3. New Website template for ASD was orig on the agenda this evening, but due to personal reasons, Jenn Cava is not available to present this evening.

b. Board Treasurer (Kim Lavallee)

Kim Lavallee reports the Profit and Loss as well as the Balance Sheet was sent out prior to this evening's meeting; all on track. The auditors on site visit has occurred and a year end report will be delivered at the Sept. meeting; Nathan Wechsler is the auditing group. We will need to prepare for reviewing documents prior to the September meeting. Questions must be answered prior to this meeting. All Board members are asked to prepare questions for the auditors from the report and inquire prior to the Sept. meeting, so the Board can vote on this audit at the Sept. meeting in order to meet the deadline for the state audit.

**4. Director's Report** (Jenn Cava)

- a. Director's Report for August 2015 emailed out prior to meeting  
[https://docs.google.com/a/asdnh.org/document/d/1xg0P-zZQs6yq3lXV1xUiOeO0j3Rhpyc-Ft8-xJGOXXQ/edit?usp=sharing\\_eid](https://docs.google.com/a/asdnh.org/document/d/1xg0P-zZQs6yq3lXV1xUiOeO0j3Rhpyc-Ft8-xJGOXXQ/edit?usp=sharing_eid)

Brian Smith reports for Jenn Cava who is out this evening, There is a lot of activity with construction, painting and moving of furniture in the preparation of the opening of the new school year. Call outs via emails have gone out to help community prepare for 1st day of school.

**5. Faculty and Student Affairs**

- a. Faculty Report ( teacher rep TBD) not here
- b. Student Body Report (student rep TBD) not here

**6. Committee Reports**

- a. Finance (David Alukonis) not in attendance. Members report no meeting, no report
- b. Outreach (Matt Southerton)

1. Funding per pupil with Gov. Hassan's veto has this on hold.

Greg Czuba asked with regard to the per pupil aid, if he thinks this budget issue will move to signature of governor or be added to the long line of disappointment. Matt Southerton stated this discovery will probably not happen until Sept 2015.

2. Property tax reduction bill passed this year with correction, process requires appeal with City of Nashua and will require a vote by the City. 90% reduction is possible with this success; law effective July 20th, however, Board would need to pursue this.
3. Charter School Association's Director Eileen Liponis, has moved to another position and

a part time Executive Director will be hired. The coalition seems to be driving the Pro Charter school mission. Matt Southerton would like to work on this strategic relationship.

4. Grant updates:

- a. One of the NH Charter School grants expired July. Another request for this grant has been submitted to the DOE, and we will know whether this will be approved in late Aug.
- b. Brian Smith, stated Jim Overman informed him that 4 of 5 water heaters are not working, Brian Smith submitted a grant to Lowes for these items
- c. Brian Smith submitted a \$3.500 grant requested to United Technologies; informed this was not granted.

c. Personnel (Kim Lavallee) did not meet, schedule a monthly meeting on Tuesday mornings starting in Sept.

d. Policy (Greg Czuba )Meeting is next Thursday, 1-3pm at ASD.

e. Strategic Planning (Brian Smith-acting chair) Brian Smith reported the committee met this evening prior to board meeting. Looked at templates. Pete Savo left with action to draft from prior meetings and brainstorming, and will collate a plan and set up a project plan with milestones.

**7. Teacher/Staff Suggestion Box**

- a. Items to address? No new suggestions over the summer. Internal update is requested for staff so they can keep up to date with what's going on at ASD. Brian will inquire with Amy Bewley to see where we can work this out. Brian will also send out an email to find out what they exactly want.

**8. Next Meeting**

- a. Wed, Sept. 9, 2015, at 6:30pm
- b. Agenda items

Heather MacDonald made a motion to adjourn at 7:20 pm 2nd by Kim Lavallee, all in favor

Respectfully submitted,  
Heather Bobbitt  
Secretary