

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes - September 9, 2015 (approved 10/14/15)

doc ref: 2015-09-09 ASD Board Minutes

Board Members Present (9): David Alukonis, Peter Bewley, Heather Bobbitt, Gregory Czuba, Dr. Karen Graham, Kim Lavalley, Heather MacDonald, Brian Smith, Matt Southerton

Board Members Absent (2): Dr Michael Diffily, Kent Glossop

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

Others in Attendance: Kym Harmon, Kelli D'Amore

Meeting called to order 6:34 PM by Brian Smith

1. Public Comments - none

2. ASD Audit - Nathan Wechsler & Company

Presenting the audit: Kelli D'Amore

Kelli D'Amore presented the audit and provided a copy of her presentation to each Board member. She noted Nathan Wechsler & Co, an independent source, reports a clean, unmodified opinion. Kelli D'Amore indicated this is the 9th year the company has complete the ASD audit. This audit was sent out in advance to all Board members from Kym Harmon, so that the Board would present any questions to be answered by nathan Wechsler in advance of tonight's presentation. As such Kym Harmon, the Business Manager provided advance notice to the Board to be prepared to vote on the audit as she is looking to meet the State of NH submission deadline of Sept 30, 2015. Form 990 is due to be reviewed by the Finance Committee prior to its final release.

A motion to accept audit as presented was made by David Alukonis 2nd by Peter Bewley, all were in favor, so moved.

Brian Smith made a formal announcement congratulating Kym Harmon, ASD Business Manager, for the successful and timely completion of another year's audit and the Board recognized her performance and control in working with such a limited budget.

Dr. Karen Graham joined the Board Meeting in session at 6:45pm

3. Approve Minutes from previous meeting

Greg Czuba made a motion to approve the Aug 12, 2015 meeting minutes, 2nd by Heather MacDonald, all were in favor, so moved.

4. Policies (Greg Czuba)

a. KED - FACILITIES OR SERVICES - GRIEVANCE PROCEDURE (SECTION 504) (first reading)
https://docs.google.com/document/d/1Vc1oqWIXH94WGAqci9VbXfi6N4jQJ24TokjO_CZFhl/edit

Peter Bewley made a motion to accept the 1st reading of KED and put KED on the consent agenda for the next board meeting, 2nd by Karen Graham, all were in favor, so moved.

b. IJOA - Field Trips and Excursions (first reading)

https://docs.google.com/document/d/1K2hIOW8loQuZ-Y6us_3ptfl7vH9rqvreEzLQ4M0AmK4/edit

David Alukonis requested a modification for outside the 50 United States, versus international. The Board agreed to change the wording accordingly and let it move forward to the next meeting consent agenda.

Karen Graham made a motion to accept the 1st reading of IJOA and put IJOA on the consent agenda for the next board meeting, 2nd by Kim Lavallee. all were in favor, so moved.

5. Items of Board Business

a. Board Chairman (Brian Smith)

1. Murray Collette resigned from the Board as a parent board member as he no longer has a child attending the school. This leaves a parent board member seat empty, The Board discussed options to leave this seat empty or to fill it. The Board also discussed whether to open an external seat, with a committee to move forth with that effort.

Greg Czuba motioned to fill the parent Board member seat, open an external seat, and establish a search committee for the external board member, 2nd by Karen Graham, all were in favor, so moved

2. Brian Smith added Kent Glossop has recommended Rod Conard for the parent Board member opening as Rod was next in line from the most recent parent election, followed by Dina Frutos-Bencz. Brian will approach them to see if they have an interest in pursuing this position. If they are both interested, Brian Smith will invite them to present their intentions to the Board for a vote to fill the seat. This is an exception to the recently updated policy BBB.

3. Brian Smith received a request from Dr. Michael Diffily with regard to the audit and asked for follow up on the recommendations. David Alukonis, Finance Committee Chair, stated he will take that responsibility to his committee agenda.

4. Kim Harmon discussed ASD's Fidelity Investment Account. Kent Glossop is the only signer on the account currently associated with ASD, though ASD took steps to fix this last year. Fidelity requires the Board to vote to add/remove signers and provide proof of such through a copy of Board minutes. Kent would also like to eventually be removed from the account.

Karen Graham made of motion to add Brian Smith (Board Chair), Jennifer Cava (Director), and David Alukonis (Finance Committee Chair), to have the authority to sign on the Fidelity Investment Account and to implicitly remove Michael White and any other signers (unknown) except for Kent Glossop, in order to update the account for action, 2nd by Peter Bewley, all in favor, so moved.

b. Board Treasurer (Kim Lavallee)

The Audit report was emailed in advance from Kym Harmon, Business Mgr., to the Board for review to vote on tonight. Also, she emailed in advance the Profit and Loss Performance for June 2015 and August 2015 for review. Note: July 2015 was not produced as there was no July 2015 Board Meeting. See links below for each.

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=14fae2dedb94000c&attid=0.1&disp=inline&realattid=f_jebo66es0&safe=1&zw

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=14fae2dedb94000c&attid=0.2&disp=inline&realattid=f_jebo67kt1&safe=1&zw

6. Director's Report (Jenn Cava)

a. Director's Report September 2015 sent prior to tonight's board meeting

https://docs.google.com/a/asdnh.org/document/d/1Kl4_MzUjWbqtt_FCBZdVccxCC80ZL5tqJsiGh-Vd9ho/edit?usp=sharing_eid

- a. Smooth opening of the school year. There was an immense amount of hard work along with painting and furniture movement done by many volunteers in order to prepare the school for opening. Even alumni have returned to assist and some came even between starting their fall semester classes! Raya Fratkina had staff volunteers from her workplace, Cartera come in as a company community service event to assist in the effort. Thank you goes out to all who helped.
- b. ASD was recognized in Newsweek's report ranking #50 in the Best High Schools in the Nation which is superb news. The ASD community is enjoying this accolade and several of our public servants, Rep Ann Kuster and Raymond Buckley, tweeted on this accomplishment. Jenn Cava said she has invested in a few banners which are hung in the school in order to celebrate this accomplishment.
- c. ASD opened with 522 students. Amy Bewley, Admissions Manager, has monitored this with great care in order to ensure enrollment as close to 525 as possible. Today, Jenn Cava reports ASD has 527 enrolled students, adding from the wait list as slots open.
- d. A field trip request has been submitted by Mr. Creel as he is looking to bring his Botany students on a Camping Trip to Pillsbury State Park. This was a successful trip last year.

Creel Field Trip

Matt Southerton made a motion to approve Jody Creel's request to organize and carry out an overnight Botany field trip at Pillsbury State Park in September 2015, 2nd by Greg Czuba, all were in favor, so moved.

- e. Chem Lab unveiling Friday 9/11 prior to ASD's Back to School Night/Annual Fund Kick Off.
- f. Oct 4th-- BBQ I Fall Festival to be held at Alpine Grove, Hollis, NH
- g. ASD Annual Fundraising Gala is scheduled for April 8, 2016 at Fratellos in Manchester, NH.
- h. Jenn Cava, has been working on ASD' new website. The website is templated and served thru Sharp School. A sample preview was viewed by the Board. She will be keeping the Board up to date on her progress.

Kim Lavallee departed from the Board Meeting in session at 8:17pm

7. Faculty and Student Affairs

a. Faculty Report (Patricia Sockey)

- 1. Excited about the start of the school year and proud of being #50!!!
- 2. Clubs organizing and getting underway
- 3. Over 200 TSA kids signed up so far
- 4. Working on faculty sick bank idea
- 5. Not much else to report—getting busy with the year

b. Student Body Report (student rep)

no report, student election planned; anticipating a rep for the October session.

6. Committee Reports

a. Finance (David Alukonis)

No meeting held; next 3 meeting have been scheduled for the 3rd Friday of the month at 8am at ASD.

b. Outreach (Matt Southerton)

- 1. 2 small grants applied for. Lowes was declined, still active is the MicroSoft grant to provide teacher supplies.
- 2. Holding pattern on the legislature for reduction in property taxes. First avail petition will be in 2016. Matt would like to pursue this in the outreach committee. David Alukonis stated this will most like be a March 31st deadline.

c. Personnel (Kim Lavallee)

Kim Lavallee attended Board Meeting tonight, but had to leave early; David Alukonis reported on behalf of Kim Lavallee that the next meeting is scheduled for Sept 22 at

8am.

d. Policy (Greg Czuba)

7 policies are being reviewed; 2 will be on the consent agenda for 2nd reading for the Oct meeting and possibly a couple for 1st reading..

e. Strategic Planning (Peter Savo)

Peter Savo not in attendance, no report; Brian Smith said next meeting in October TBA.

7. Next Meeting

a. Wed, October 14, 2014, at 6:30pm

b. Agenda items

2 policies TBA, policies KED and IJOA on consent agenda

Matt Southerton made a motion to adjourn at 8:45 pm 2nd by Heather Bobbitt, all in favor, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary