

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -OCTOBER 14, 2015

doc ref: ASD Board Minutes 2015-10-14.(Approved @ 11/11/15 Board Mtg)

Board Members Present (7): David Alukonis, Heather Bobbitt, Dr. Michael Diffily, Kent Glossop, Kim Lavallee, Heather MacDonald, Brian Smith

Board Members Absent (4): Peter Bewley, Dr. Karen Graham , Greg Czuba, Matt Southerton

Non-Voting Members Present (3): Jennifer Cava, Patricia Sockey, Tabor French

Others in Attendance: Kym Harmon, Rod Conard, Peter Savo

Meeting called to order 6:33 PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meeting

David Alukonis made a motion to approve the September 9, 2015 minutes, 2nd by Kim Lavallee, 6 members were in favor, Kent Glossop abstained, so moved.

3. ASD Audit - Nathan Wechsler & Co

Kim Lavallee made a motion to recognize the following pecuniary benefits which auditors state are necessary to note in minutes, Form 990, and publish locally. Brian Smith 2nd motion, 5 members in favor, 2 opposed (Heather MacDonald, Heather Bobbitt), so moved.

a. 2014-15 Academic Fiscal Year

Sarah Frischknecht \$40,269.86, Marjorie Smith:\$34,924.47, Amy Bewley: \$18/hr; less than \$24K

b. 2015-16 Academic Fiscal Year Contracted Amounts

Sarah Frischknecht \$39,000, Marjorie Smith:\$37,500, Amy Bewley: \$18/hr.; est.\$33,120
Kim Lavallee made a motion to publish these amounts in a publication in this area, David Alukonis 2nd., 5 members in favor, 2 opposed (Heather MacDonald, Heather Bobbitt), so moved.

4. Policies

a. IJOA - Field Trips & Excursions (Consent agenda)

b. KED - Facilities or Services - Grievance Procedure (Section 504) (Consent agenda)

Passed forward to policy.

5. Items of Board Business

a. Board Chairman (Brian Smith)

1. Rod Conard presented for Board position - interview & questions

Rod spoke of his experience in Applied Behavioral Science, consulting and non-profits. He is keen in participating in Strategic Planning and working on raising money for ASD. He has had a successful history with the Smithsonian Education Center on STEM and inquiry based STEM

education and would like to bring this experience to the ASD Board. He agreed to a 2 year commitment for his term.

Heather Bobbitt made a motion to recommend addition of new parent Board member, Rod Conard, 2nd by Kim Lavallee all were in favor; so moved.

b. Board Treasurer (Kim Lavallee)

Profit and Loss:

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=15063eb5fe2415a0&attid=0.1&disp=safe&realattid=f_ifq3wh790&zw

Balance Sheet:

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=15063eb5fe2415a0&attid=0.2&disp=safe&realattid=f_ifq3wlv1&zw

Finance reports sent out to the Board prior to tonight's meeting: all on track. Audit items to go now to Finance Committee in order to move forward on the material findings and recommendations.

Dr. Diffley asked about timing on submitting the audit report to the State of NH DOE and if there is a penalty for submitting the report late. Kym Harmon indicated the report is already at the DOE with the exception of each Board Member signing DOE 25 document for which signatures are being gathered this evening, and indicated there is no penalty for submitting the signature pages late. Audit was due by September 20, 2015 and that deadline has been met.

6. Director's Report (Jenn Cava)

https://docs.google.com/a/asdnh.org/document/d/155nhhwru07Twj3XjvHmV36XvqDqj75xqlfb51LQZl3l/edit?usp=sharing_eid&ts=561d22b6

Director's Report sent prior to tonight's Board meeting, some highlights are:

- Current student enrollment is reporting at 524.
- Admissions is very positive
- Projecting forward with Middle School to High School track; currently 40 kids planning to transfer out after 8th grade to attend high schools elsewhere.
- 30 student in the Senior Class and they are actively working on college applications.
- STEM commendation added to NH Scholars this year which means an additional criteria of GPA 3.2 to add this commendation to that award.
- TSA is heavily attended by the students at ASD; 2/3rd of the NH membership; hosting the Fall rally here at ASD.
- Annual Fund near to \$50K, This year we have 89 families thus far; more families are participating. Next large push is at parent-teacher conferences.

7. Faculty and Student Affairs

a. Faculty Report (Patricia Sockey)

- Teacher's Lounge Suggestion Box inquiry
- Lots of excitement generated about being #50 High School in Newsweek
- Faculty and Staff Sick Bank is moving forward; collecting a pool and a faculty committee is assembled to manage this.
- Fall Festival, Sun, October 18, 2-6pm at Alpine Grove
- Welcome to our our new Student Body Representative, Tabor French

b. Student Body Report (Tabor French)

- Happy to be representing the student body
- Halloween Parties/Dances and game nights are planned for student body for Oct 23rd & 30th; more to come in the weekly bulletin
- Over 300 people have purchased tickets to attend this weekend's Fall Festival

8. Committee Reports

a. **Finance** (David Alukonis)

The committee met to review comments from the audit and have worked on 5 policies.

1. Use of Quickbooks was a material finding and the committee discussed the options of software and agreed that the newest version of Quickbooks will do the job for our size organization. Cost constraints and the cost that re-training would require would be more than we can budget; therefore, the newer version with its additional controls should be fine moving forward and felt although the auditors identified it as a material issue, it is not one we need to concern ourselves with at this juncture under the committee's review.

Dr. Diffley, asked if that comment will again revisit the audit and would this be noted again next year? David Alukonis stated that he feels we are fine based on other schools using this as their base and this is common practice.

2. Debit card use; necessary safeguards are in place using our existing bank and bank statements.

3. Accounting Statements are not produced by a CPA is a material weakness. David Alukonis noted most schools, whether by GAAP or GASBY, are producing accounting statements in house; as this is a costly process and not an issue the committee feels is necessary to change. The committee recommends we continue to have the Business Manager produce and deliver these documents to the Board as has been done to date. We do not have an accountant on staff to produce these documents at this time and do not want to pay an outside organization to produce these statements.

Dr. Diffley is concerned with these material findings and if they are not addressed in a more concrete manner, will this affect ASD's ability to gain accreditation. David Alukonis stated his experience has shown this material weakness has not affected school and public institutions from being accredited.

4. Policies that will be sent out to the Board membership for review prior to the next Board meeting will be:

- a. DIE: Audits
- b. DB: Annual Budget
- c. DBC: Budget Prep
- d. DGD: School District Debit Card
- e. DBI: Budget Implementation

This Friday, Oct 16 from 8-9a, the finance committee will meet to discuss Form 990.

b. **Outreach** (Matt Southerton)

Matt Southerton is unable to be here tonight, Brian Smith speaking on his behalf. Brian Smith indicated the committee met at the beginning of the month, discussed additional funding.

c. **Personnel** (Kim Lavallee)

Kim Lavallee reported the committee met Oct 13, and set meeting dates for the year as well as moving forward with 3 policies to be brought to the Board members for review at the next Board meeting which include:

1. Performance Evaluations
2. Tobacco Use in and on School premises
3. Sexual Harassment

d. **Policy** (Greg Czuba)

Greg Czuba is unable to be here this evening, Heather MacDonald speaking on his behalf. The committee did not meet this month, however, there are several policies which will be brought in for 1st reading in December.

Kym Harmon and Jennifer Cava discussed with the Board whether ASD would need a policy put in place to deal with the retraction or refunding of donations made, the idea would be to make a policy in place to state donations to be non-refundable. Heather MacDonald suggested if that was the case it could be simply: Policy on DZC: Donations

The Board of Trustees recognizes any donation, once made to the school as non-refundable.

The Board decided the overall consensus was that should a donor request a refund, that ASD would honor that request on a case by case basis not to jeopardize the school's financial position. The concern would be if the funds were spent on a particular project or accounting that the refund would not be retractable or refunded. The Board will look at each ask for a refund on a case by case basis, but felt a refund policy is not warranted at this time.

e. **Strategic Planning** (Peter Savo)

Brian Smith introduced Peter Savo as the Chairman of the Strategic Planning Committee. Peter

Savo reported the committee met and worked on sharing new objectives for the committee. Primarily to:

1. Identify the most valuable efforts with the limited resources available.
2. Formalize teams to work on projects.
3. Work on projects to achieve ASD critical goals
4. Foster the engagement of cross functions of participants to help align the systems and ASD endeavors.

9. Teacher/Staff Suggestion Box

Brian Smith reported no additional suggestions have been found in the Teacher Staff Suggestion Box. He is working on two items that are being considered dealing with teacher access within the school and is researching possibly implementing the recognition of a student of the month.

10. Next Meeting

- a. Wed, Nov 11, 2014, at 6:30pm
 - b. Agenda items
- Policies:
- Finance: 5
 - Personnel: 3

Jennifer Cava additionally reported there will be an NPR story on ASD next week on the Michael Brindley morning edition. The reporters spent a lot of time with teachers, students, and around the school in general. She has no idea what will be reported, but hopes for a great story about the students and ASD's teachers.

Heather Bobbitt made a motion to adjourn at 8:34 pm 2nd by Kent Glossop, all in favor, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary