

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -DECEMBER 9, 2015 (Approved 1/13/16)

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Board Members Present (10): David Alukonis, Peter Bewley, Heather Bobbitt, Rod Conard, Gregory Czuba ,Dr. Michael Diffily, Kim Lavallee, Heather MacDonald, Brian Smith, Matt Southerton

Board Members Absent (2): Kent Glossop, Dr. Karen Graham

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

Non-Voting Members Absent (1): Tabor French

Others in Attendance: Kym Harmon, Peter Savo, Amy Bewley

Meeting called to order 6:32 PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meeting

Kim Lavallee made a motion to approve November 2015 minutes, 2nd by Greg Czuba, all were in favor, so moved.

3. Policies

- From Personnel Committee (Kim Lavallee)
 - GBAA - Sexual Harassment - Employee/Staff

Discussion was generated. Dr. Diffily commented that he felt the language “District” needs to be clarified as the policies show the wording “school” and “district” and felt that a consistency needs to be adopted. Dr. Diffily proposed defining our District as “ASD District” as not to confuse responsibility. Heather MacDonald and Greg Czuba suggested developing a key or style guidelines to help with this clarification. The policy committee will take this under advisement and come to some decision to bring to the Board at a future meeting.

GBAA will be moved forward for a 2nd reading due to clarification of the School vs. District wording and clarifications requested.

- GBED - Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
- GCO - Evaluation of Professional Staff

Heather MacDonald made a motion to put personnel policies GBED and GCO onto the consent agenda for the January Board Meeting, 2nd by Greg Czuba, all were in favor,

so moved.

- From Policy Committee (Greg Czuba)
 - IHBCA - Pregnant Students
 - JLCD - Administering Medications to Students

A locked refrigerator is needed to comply with this policy. Heather Bobbitt will deliver a fairly new white small college size refrigerator that can be cable locked if a lock is needed in order to comply with the locked request.

Heather Bobbitt made a motion to put Policy Committee policies IHBCA and JLCD onto the consent agenda for the January Board Meeting, 2nd by Kim Lavallee, all were in favor, so moved.

- From Finance Committee (David Alukonis)
 - DB - Annual Budget
 - DBC - Budget Preparation
 - DBI - Budget Implementation
 - DGB - School District Debit Card
 - DIE - Audits

Heather MacDonald made a motion to put Budget Committee policies DB, DCB, DBI, DGB, and DIE onto the consent agenda for the January Board Meeting, 2nd by Kim Lavallee, all were in favor, so moved.

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4. Items of Board Business

- *Board Chair* (Brian Smith)
 - Building Committee report

Brian Smith reported the Building Committee met to talk through the initial ideas of lease, commercial real estate to review what options the committee can look into. More information will be coming in the next few months as this area is investigated more intensely.

Patricia Sockey arrived 7:15pm.

- *Board Treasurer* (Kim Lavallee)
 - Budget amendment

Kim Lavallee reports ASD is in great shape at this time.

- Budget update

Kim Lavallee reported due to Kym Harmon's careful budgetary management, ASD has been able to control its expenses in order to cover difficult times of the year, especially summer, which in the past, required access to a bridge loan. ASD received an

additional 69K from the State of NH which was not forecast into the current budget. Kym Harmon did contact the state to confirm these funds were accurately given. A committee was assembled by Jennifer Cava to prioritize requests that had been made to improve the ASD facility. This committee made up of the Director, Board members, Teaching and Admin Staff were assembled to prioritize the best manner in which these funds could be expended to address areas that have not been dealt with due to the monetary restrictions of the past. Kym Harmon suggested a large problem is the water heaters in the bldg as well as a review of the HVAC systems as they are in disrepair and ASD will need to address this concern in the very near future in order to have a system that will work. Heather MacDonald asked if any monies were earmarked for building appraisal which could be helpful in the discovery process for the Building Committee. This list of 11 items was presented to the budget committee and a request is made to allow these funds to be spent on the projects the committee has prioritized would most benefit ASD. Aside from facility issues with heat and water, the other issue receiving the most input was installing locking doors to help with lock down safety needs as well as controlling noise and security.

Matt Southerton made a motion to approve the spending of the 69K additional funding received as presented by the special committee, 2nd by Peter Bewley, all were in favor, so moved.

5. Director's Report for November 2015 (Jenn Cava)

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

https://docs.google.com/a/asdnh.org/document/d/1j58O_aNwsr923O10Vv7J51-BJsNEVz5qnvXs63maclA/edit?usp=sharing_eid&ts=5661e5c2

Jenn Cava reported the Admissions Enrollment deadline was last Friday. Applications increased this year. We do have to work with the 525 student cap of the Charter. Working with Admissions, to ensure sustainability of school, Care to exacerbate any excessive bubble with increase demand on teacher needs in order to meet appropriate demands of students enrolled at different grade levels. There is a consideration to take in more than 525 students to plan for attrition, however, knowing that no funding will be received from the State of NH if that cap is exceeded and knowing resources are also a concern. This is all being looked at as the planning stages continue. January 23, 2016 is the lottery date for admissions.

6. Faculty & Student Affairs

- Faculty report(Patricia Sockey)

Amy Bewley -

I did get iRobot to come for the day on Monday, December 14th to speak with and do demonstrations for all of the 6th graders. The students will get the presentation and demonstration during Rebecca's Engineering & Technology classes (iRobot is staying to do the same presentation for each of the 5 classes). I had been working on getting them here since last Spring, always trying for SPARK, but this was the only day they could do so I spoke with Rebecca about it and she said it would be a great fit for her students with what they are working on so instead of trying again for the SPARK day in March I took them now since who knows if it would

work out then.

BAE Systems is donating a total of 87 laptops to ASD for Smarter Balanced testing among other things. They no longer do the computer donation program, but I reached out asking for 20 laptops and they did agree to that. Then we discovered they had many more, but they were not donate-able because they still had the hard drives in them that had not been wiped and needed to be tested. We asked if we could bring students in to work on them and get more of them for the school, which they agreed to. Last week a group of High School students led by a senior who had done his internship with the program (Colin), myself and Pete Bewley (works at BAE) spent Wednesday night working on these which got us an additional 67 laptops for ASD. We are also getting monitor stations, monitors, keyboards and 3 large smart-boards from this donation with a value estimated by BAE Systems of over \$17,000.

Andrew French

This year's Technology Student Association (TSA) enrollment has almost doubled from last year! Three years ago we had just 13 members, last year 86, and this year we've registered 155 students, again making ASD the largest TSA school in New Hampshire.

While most TSA preparation and planning goes toward the competition at the Spring Conference (this year on March 17th and 18th), we entered 12 teams for a special fall event called The TSA / Verizon App Challenge. We had 3 high school and 9 middle school teams of 5-7 students design mobile software applications (Apps) that would benefit the community in some manner. Students were tasked to write four essays describing the app including: 1) a description of the problem or opportunity before the community; 2) how to solve the issue and how their app would achieve this challenge; 3) how their app would be unique in the marketplace; and 4) the features of their app. They also prepared formal 3-minute video commercials publicizing their app.

ASD's teams designed many different apps addressing: homework help; medical diagnosis; environmental cleanup and recycling; "How-to-Adult" to help young adults understand resumes, job interviews, budgets, taxes, mortgages, etc.; and even an app to help homicide forensic investigators understand bloodstain patterns at crime scenes (phew).

State winners will be announced on January 6th and will move on to regional competition and, if successful, the national challenge in June. Prizes include up to \$20,000 for the school, mobile devices for the students, and recognition on stage at the 2016 national TSA conference in Nashville, TN. Plus, winning teams will work with MIT experts to finalize their app ideas and with coding to make their app real and available to the market.

Thanks to the many wonderful parents and ASD personnel who have helped make ASD's TSA program so successful. Becca LaCourse, Rebecca Patterson, and Amy Bewley are coordinating the middle school chapter this year, and Andrew French is the high school advisor and the advisor for middle and high school's TSA / Verizon App Challenge. He also has been asked to serve on the TSA state Board of Directors. We would also like to recognize ASD junior Justin Yeung who was elected by the students to serve as the NH TSA Student Vice President.

We plan to provide the board with monthly updates on our progress with our normal TSA activities as well as any success with the Verizon App Challenge. Tabor French, a senior at ASD, long-time TSA member, and our chapter's president, will present these updates in the future (assuming he is not sick as today).

GENERAL-

Would it be possible to get hot water heaters sooner rather than later? I'm tired of having frozen hands half

the day.

- Student Body report (Tabor French) none to report, Mr. French is not present.

7. Committee Reports

- Finance (David Alukonis) Next meeting Fri, Jan 15, 8am.
- Outreach (Matt Southerton) Matt reported no committee meeting, however, identified approximately 6 grants aimed at teachers; Jenn Cava suggested forwarding them to the department heads to address in a timely fashion.
- Personnel (Kim Lavallee) committee met discussing hybrid qualifiers to improve review process. Next meeting, January 8 at 8am.
- Policy (Greg Czuba) committee met, there are 5 policies in queue.
- Strategic Planning (Peter Savo) committee has met twice for 3 hours each working to sequence its objective to the Charter. Next meeting Monday, 7-10pm.

8. Teacher/Staff Suggestion Box

No additional suggestions found in box this month per Brian Smith.

9. Next Meeting

- Next meeting date, January 13, 2016
- Recommended agenda items

Kim Lavallee made a motion to adjourn at 8:45 pm 2nd by Ron Conard, all in favor, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary