

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -JANUARY 13, 2016 (Approved 2/10/16)

doc ref: 2016-JAN-13 ASD Board Minutes

Board Members Present (8): David Alukonis, Peter Bewley, Heather Bobbitt, Rod Conard, Kent Glossop, Dr. Karen Graham, Heather MacDonald, Brian Smith

Board Members Absent (4): Gregory Czuba, Dr. Michael Diffly, Kim Lavalley, Matt Southerton

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

Others in Attendance: Kym Harmon, Amy Bewley, Jyoti Sharma, Handoula Usman
Arun Alex, Deepa Jacob, April Tian

Meeting called to order 6:37 PM by Brian Smith

1. Public Comments

Brian Smith reviewed the Admissions process to set the stage for the public comments. Tonight 4 families are appealing the Board for individual consideration of their child's application to be accepted for the sibling lottery due to not meeting the deadlines outlined in the Admissions instructions for applicants.

a. Deepa Jacob and Arun Alex (ASD Parents): Admissions
Family is appealing for individual consideration for their child for sibling lottery acceptance as the application deadline was not met due to various family commitments and the running of the Lego League.

Heather MacDonald asked the family if they attended the required information sessions. The response was no.

Kent Glossop asked if exceptions were made in the past for this. The answer was no due to past public and state agency scrutiny which challenged ASD's admission process. As such ASD Admission is very careful to follow the policies, procedures and qualify the requirements outlined for its application process in order to insure integrity of the process

Kent Glossop asked if consideration was declined, would the child be on the waitlist for the 2015-16 lottery outside of the sibling lottery along with the others who had turned their applications in on time and attended the information session with the parent/guardian and applicant. Response was this applicant will be placed at the end of the wait-list, after all of the applicants whose applications were received on time and were eligible for the lottery. The applications are date stamped and place at the end in

the order that they are received.

Brian Smith, Chairman, asked the Board to vote if an exception was to be made to add the applicant to the sibling lottery: Board members voted 1 yes, 6 no, 1 abstained (Peter Bewley) resulting in no exception granted.

b. Jyoti Sharma (ASD Parent): Admission

Family is appealing for individual consideration for child to be allowed to participate in the sibling lottery. The applicant's application was submitted after the deadline, a family member attended two of the information session however they were late missing much of the presentation. The family member was told after the first presentation they would need to attend another information session with the applicant to qualify for the requirement but again was late and did not bring the applicant with them to the second information session. Family health concerns and many schedule conflicts were factors in the ability for them to meet the application deadline.

Heather MacDonald asked the Board to take a moment to read the Admissions page which clearly outlines the application process, required information sessions with applicant as well as how this information was disseminated and deadlines outlined. Note the families of current ASD students are given email notice for the application process due to the sibling lottery through email and reminders in the weekly bulletin.

Brian Smith, Chairman, asked the Board to vote if an exception was to be made to add the applicant to the sibling lottery, Board members voted 0 yes, 7 no, 1 abstained (Peter Bewley) resulting in no exception granted.

c. Handoula Usman (ASD Parent): Admissions

Family is appealing for individual consideration for child. Application was in on time, however arrived late, 6:20pm, to the Oct information session with the applicant. Doors were locked and she knocked on the doors to see if anyone would let her in. Mrs. Doyle did allow her in as she did have another child who was working as a volunteer that night and would need to reach her child. Parent assumed the allowance was to see the presentation and heard presentation from the middle school session and graduation requirements; she felt she had hear the majority of the information session prior to the tours given. The confusion was that the parent did not understand they were not officially signed in nor on time, so the attendance did not count toward the requirement and she should attend another session in Nov. This information was not clearly

communicated by ASD, and she felt if she had known, she would have gladly arranged to attend the Nov session to comply. Since there is no proof of the conversation for her to attend another session and she assumed her attendance was qualifying, she is asking for individual consideration for their application to be granted an exception.

Brian Smith, Chairman, asked the Board to vote if an exception was to be made to add the applicant to the sibling lottery, Board members voted 6 yes, 1 no, 1 abstained (Peter Bewley), resulting in the exception granted.

d. April Tian (ASD Parent): Admissions

Family appealed for special consideration for child as they did turn their application in on time and planned to attend the Nov session, however, due to a family member's emergency medical surgery/hospitalization, the family was unable to attend the Nov session. Family is asking for an exception to be considered for this circumstance as they could not meet the information session requirement.

Brian Smith, Chairman, asked the Board to vote if an exception was to be made to add the applicant to the sibling lottery, Board members voted 7 yes, 0 no, 1 abstained (Peter Bewley), resulting in the exception granted.

10 min break given, reassembled at 8:45pm

2. Approve Minutes from previous meeting

Heather MacDonald made a motion to approve the December 9, 2015 meeting's minutes, 2nd by Peter Bewley, 6 in favor, 2. abstained- Dr.Karen Graham and Kent Glossop, so moved.

3. Consent Agenda - Policies

- a. IHBCA - Pregnant Students
- b. JLCD - Administering Medications to Students
- c. DB - Annual Budget
- d. DBC - Budget Preparation
- e. DBI - Budget Implementation
- f. DGB - School District Debit Cards
- g. DIE - Audits
- h. GBED - Tobacco Products Ban Use and Possession In and On School Facilities and Grounds
- i. GCO - Evaluation of Professional Staff

Motion to approve 9 policies, IHBCA ,JLCD,DB,DBC,DBI, DGB, DIE, GBED, GCO by Heather Bobbitt and 2nd by David Alukonis, all were in favor, so moved.

4. Policies

a. Policy Committee (Greg Czuba)

i. JKAA - Restraining Student - First Reading

David Alukonis inquired about the ability for staff training and if trained, would this require them to use it in a circumstance requiring student restraint? Jenn Cava will convene with Jess Golden on the training question before moving forward on this inquiry. This policy will be taken back to Policy Committee for further review.

b. Personnel Committee

i. GBAA - Sexual Harassment - Employee/Staff -- Second Reading

Motion to approve 2nd reading of GBAA as final by Peter Bewley and 2nd by David Alukonis, all were in favor, so moved.

5. Items of Board Business

a. Board Chairman (Brian Smith)

Letter is due with regard to the Notice to landlord of intent to renew lease for another 2 years.

Heather Bobbitt made a motion to approve the signature to approve the letter to the landlord of the intent to renew the lease for another 2 years, 2nd by Kent Glossop, all in favor, so moved.

b. Board Treasurer (Kim Lavallee)

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=152366a9c6bf0278&attid=0.1&disp=inline&realattid=f_jjag85ch0&safe=1&zw

David Alukonis speaking on behalf of the Treasurer's report. Nothing on of concern noted, P & L, revenues coming in advance of where we predicted so we are in a good position at this time.

6. Director's Report (Jenn Cava)

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

https://docs.google.com/a/asdnh.org/document/d/1d4wwBfy6yTNqVVX4zSjlxMe2apyLzJkxfqUoRcCXII/edit?usp=sharing_eid&ts=56900ad5

1. Curriculum /Program of Studies for 2016-2017 overview. Classes being reevaluated due to demand and additional offerings and changes due to interest level dropping are being proposed. Latin, Health and Wellness, Personal Fitness additions and the loss of an

Aeronautics course due to demand. Interest in classes is taken into consideration.
Tabor French inquired if these fitness courses will replace the PE VLACS; currently this is not the plan until we can really offer the courses on campus

2. Field Trips seems to need to plan it a bit prior to being able to inform the Board prior to Asking for approval. Asking Board if we can ask planner to prepare details to present at a future board meeting for the planning of the April 2017 Costa Rica potential.

3. Mr. Overman was in most days during Holiday break installing locking doors. There are 5 remaining classrooms that do not have locking doors. Security for those rooms has been established for how to move these students into a locked areas

5. Hot water has been addressed, now available.

6. Signage meeting is on the docket for this week

7. Charter renewal was last done in year 6, DOE initiated a delay for renewal. Currently we need to be reapproved by the State by 2018. Director, Jenn Cava would like to initiate this in the Spring of 2017.

7. Faculty and Student Affairs

a. Faculty Report (Patricia Sockey)

1. Staff is wondering about next year's budgeting with regard to the \$500,000 addition to the budget. What's going on? We'd like a report on any decisions as well as process.

Response: The doors and hot water were some of the items that were a result of this additional funding. Jenn Cava will ask Kym Harmon to provide a copy of the 11 items that were decided by committee in how this money was to be budgeted.

2. Lisa Moser: Please thank the board for approving the expenditure to get the classrooms the doors. I have heard nothing but rave reviews from all
3. Susan Chauvette: Definitely thank the board for approving expenditures for the classroom doors. The doors help lessen the noise in the sixth grade hallways when the upper grades use their lockers or go to class.
4. Karen Legault: We have an 8th grade student who is a concert violinist . Ms. Legault is recommending asking her to perform at the Spring Gala.

b. Student Body Report (Tabor French)

1. Senior applications ongoing, early acceptances are in; very positive and a lot of support from ASD English teachers over Christmas break.
2. TSA: Application idea, Build an app with an opportunity to win at the state and continue to go to National TSA competition. Winner gets the app developed by MIT. ASD middle school and high school won best in state.
3. TSA Conference at Attitash and many are getting ready for the competition.
4. Yule Ball successful Student Council social in Dec.
5. Annual ASD Lock In 7pm-7am is upcoming.

6. Students complaining about the “epidemic” of rolling backpacks.

8. Committee Reports

- a. . Building/Facilities: (special committee) Brian Smith
Met last night gathering data, 2 year window to decide plan of action.
- b. Finance (David Alukonis)
Friday next meeting 8am
- b. Outreach (Matt Southerton not in attendance)
Brian spoke for Matt, next year is 25 yrs in Charter School, this topic will be hot.
- c. Personnel (Kim Lavallee not in attendance)
Heather MacDonald focus working on tiering system to blend items of years with recognition for unique features to see if we can present a more predictable plan for teachers and would this be an affordable plan. This is a hybrid tiered system and is very unique.
- d. Policy (Greg Czuba not in attendance)
Heather MacDonald reviewed the committee met, terminology established for policy to reinforce documentation to assist with policy construction and approval.
- e. Strategic Planning (Peter Savo not in attendance)
Rod Conard reviewed the committee has been meeting on Monday evenings, 7-10pm weekly meetings, setting researchable ideas from brainstorming sessions. Strategy support team, Core team will research ideas on kill or move forward. Asking for time on the March 2016 Board Meeting.

9. Teacher Suggestion Box: Checked, no new submissions.

10. Next Meeting

- a. Wed, February 10, 2016 at 6:30pm
- b. Agenda items

[Rod Conard made a motion to adjourn at 9:20 pm 2nd by Kent Glossop](#)

Respectfully submitted,
Heather Bobbitt
Secretary