

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -MARCH 9, 2016 (Approved April 13, 2016)

doc ref: 2016-03-09 ASD Board Minutes

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

Board Members Absent (3): Kent Glossop, Greg Czuba, Rod Conard

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

Others in Attendance: Kym Harmon, Sharon Corr, Peter Savo

Meeting called to order 6:34PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meeting

David Alukonis made a motion to approve Feb 10, 2016 meeting's minutes, 2nd by Kim Lavallee, all were in favor, so moved.

3. Items of Board Business

a. Board Chairman (Brian Smith)

Suggestion box not getting used. No other items to report

b. Board Treasurer (Kim Lavallee) Budget update

Kym Harmon doing a fantastic job, Finance report sent out, all on track,

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1535764c010444ac&attid=0.2&disp=inline&realattid=f_iljq47yq1&safe=1&zw

4. Budget 2016-2017

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1533eee9349f48fa&attid=0.1&disp=inline&realattid=f_ilcpva0w0&safe=1&zw

Dr. Michael Diffley brought concern to the Board regarding the loss of the amount in the Fundraising Income line item listed. Concern expressed not to lose the momentum to help create a fund balance to serve the sustainability of the school. Much discussion was shared about not losing this line item's value and it's development into an endowment fund source idea.

Michael Diffley made a motion to put \$150K into the Fundraising Income line item as a revenue source in the 2016-17 budget, 2nd by David alukonis, all were in favor, so moved.

Michael Diffley made a motion that this \$150K Fundraising Income line item is not a

metric that will tie to the Director's performance evaluation, 2nd by Matt Southerton, all were in favor, so moved.

David Alukonis made a motion to amendment budget and to adopt it with this amendment, 2nd by Heather MacDonald, all were in favor, so moved.

5. Personnel Renewals 2016/2017

Kim Lavallee reported the personnel committee met with the Director and discussed contract renewals. The committee is making a recommendation to the Board to support renewals with the exception of one non renewal. Position will need to be replaced and will not displace the budget.

Peter Bewley made a motion to accept the personnel recommendation, 2nd by Dr. Mike Diffley, all in favor, so moved.

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/1346Ph4MtRYgVg2-LgvSEiL09DBPmybH_ukKxjlcV-70/edit?usp=sharing_eid&ts=56e05595

7. Faculty and Student Affairs

- a. Faculty Report (Patricia Sockey)

1. Workshop today, Jenn Cava, Director, unveiled the process that had gone into the planning of the salary increases and value was felt by the teachers today.
2. Sr Lowenthal planning an info mtg for Costa Rica
3. London trip leaves on 22 April

- b. Student Body Report (Tabor French)

1. TSA will be headed up to Attitash for the 2 day conference, aprox 300 kids are planning to attend, 1/3 will be represented by ASD.
2. ASD Blizzard Bash/Game Night is this Friday
3. Team Phoenix is doing well in their competitions
4. College acceptances still coming in for seniors

8. Committee Reports

a. Facilities (Brian Smith) on hiatus waiting on Jeff Knight on the proposals for this bldg, haven't met since. A commercial realtor has been proactive in trying to assist ASD in vetting the information. Hoping to hear from Jeff Knight this week, Kim Lavallee

b. Finance (David Alukonis) working on budget and meeting this friday, 8am

c. Outreach (Matt Southerton) offered to work on a quote to pursue a professional

d. Personnel (Kim Lavallee) no additional to report

e. Policy (Greg Czuba not present) Heather MacDonald reporting on behalf of Greg Czuba, Policy met over the month, no new policies completed, debating policies such as Admission, Video surveillance and Distance Learning policies.

f. Strategic Planning (Peter Savo) meeting Monday night, building a vision for 3, 5, 7 yrs, Looking to do a survey, capitalize on US News & Report Top High School rating, low teacher turnover rate, high school supportive group, financial health, state of the art equipment, recognizing a need to be adopted by a defense contractor, building independent, 85% retention rate, build relationships with local colleges, build that revenue per student up. Presenting to the Board in April.

g. Trustee Membership (Rod Conard not present) Brian Smith reported on behalf of Ron Conard, committee having difficulty on establishing meeting times. 6 Board members terms are up this year; if these people can discuss with Brian their intentions, this would be helpful in planning. June Board meeting, officer elections and committee chairs. Brian Smith announced the Board Chair position will be open.

9. Next Meeting

- a. Wed, April 13, 2016, at 6:30pm
- b. Agenda items
 1. Strategic Planning presentation

Kim Lavallee made a motion to adjourn at 8:02 pm 2nd by Heather Bobbitt

Respectfully submitted,
Heather Bobbitt
Secretary