

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -May, 11, 2016 (Approved June 8, 2016)

doc ref: 2016-May-11 ASD Board Minutes

Board Members Present (9): Peter Bewley, Heather Bobbitt, Rod Conard, Dr. Michael Diffily, Kent Glossop, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Brian Smith

Board Members Absent (3): David Alukonis, Greg Czuba, Matt Southerton

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

Non-Voting Members Absent (1) Tabor French

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

Meeting called to order 6:35 PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meeting

Kim Lavallee made a motion to approve the April 13, 2016 meeting's minutes, 2nd by Peter Bewley, 1 abstained (Dr. Karen Graham). So moved.

3. Consent Agenda

No items to present

4. Policies

No items to present

5. Items of Board Business

a. Board Chairman (Brian Smith)

1. Board Member term renewals and intents have been requested, current status of renewals are as follows:

- Greg Czuba extend an additional 1 yr
- Heather MacDonald extend an additional 1 yr
- Dr. Karen Graham extend an additional 3 yrs
- Kim Lavallee extend an additional 2 yrs
- Kent Glossop: unknown, TBD
- Dave Alukonis extend an additional: 1 yr

2. Facility report: Kim Lavallee reported that information from Tamposi Group, Jeff Knight, will be available by the end of May for our June meeting. We are looking for their response to our facility inquiry so strategic planning can be done.

b. Board Treasurer (Kim Lavallee)

Budget Report: Kim Lavallee acknowledged the P&L/ Balance Sheet was emailed to Board in

advance of tonight's meeting.

Profit and Loss Report, Balance Sheet Report:

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1549c61c703bf467&attid=0.1&disp=inline&realattid=f_io1wbymy0&safe=1&zw

No questions. All on track, acknowledged Kym Harmon's efficient and effective performance in keeping things running smoothly. Office is preparing for the annual audit, which is scheduled 3rd week of July. Please be aware, Board members may receive phone calls or letters from auditors; your timely response is important.

6. Strategic Planning Update

Documented plan to be reviewed prior to June Board Meeting, see link below, this was also sent out in an email just prior to tonight's Board meeting:

<https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=154a16264afea02d&attid=0.1&disp=inline&safe=1&zw>

7. 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/148MZJD3wqWbciwoqqbpO-2raAWAJduUWB yVdLxuOVPS/edit?usp=sharing_eid&ts=572cde2f

- Liability insurance vetted and new carrier is contracted.
- Dr. Farazdel on medical leave of absence for the remainder of this school year, administration has Ms. Stephanie Dumoski and Mr. Walter Manny covering these upper level classes to complete the year for the enrolled students. Quantum Physics class does not have a replacement teacher. Dr. Farazdel intends to return for the 2016-17 school year.
- Open teaching positions for the 2016-17 school year have been posted, (FT: English, Social Studies, Science, PT: Spanish, PT: Math)
- Teacher contracts were delivered.
- 2016 Graduation class: 30 seniors.

8. Faculty and Student Affairs

a. Faculty Report (Patricia Sockey)

1. FACULTY APPRECIATION: Patricia Sockey reports the Faculty feels "showered with love", teacher appreciation luncheon was exceptional, and teacher longevity award was unexpected and faculty is very pleased.
2. WMUR VISIT: Meteorologist Kevin Skarupa from WMUR visited our sixth graders on Monday, speaking on water cycle, types of clouds and extreme weather. He also shared a little about the technology he uses to predict the weather and how the maps appear on TV.
3. AWARDS:
 - a. Junior Brin Harper has been selected as a 2015-2016 winner of the

National Center for Women & Information Technology (NCWIT) Maine, New Hampshire, and Vermont Affiliate Award for Aspirations in Computing. She is being recognized for her computing-related aspirations and for her demonstrated aptitude and interest in computing; solid leadership ability; good academic history; and plans for post-secondary education. Her award will be presented on Saturday, May 14, 2016. The ceremony will be held at the University of New Hampshire STEM Discovery Lab, UNH Manchester, 88 Commercial Street, Manchester, NH.

- b. Senior John Williams has put together a car show to benefit Make-A-Wish New Hampshire. Every four days Make-A-Wish New Hampshire grants the wish of a child diagnosed with a life-threatening medical condition in NH. This car show will take place on Saturday, May 21st from 10 am – 2 pm at St. John Neumann in Merrimack.
4. VOLUNTEER APPRECIATION: Breakfast honoring wonderful volunteers was held on April 19th to thank all of our wonderful volunteers for everything that they do for ASD all year.
5. AWAITING NEWS: 6th grade Engineering & Technology teacher, Rebecca LaCourse, is in the running for NH State and National Teacher of the Year Program; she spent the day on April 14th showcasing some of her work and speaking with the committee who will select the NH Teacher of the Year
6. LONDON TRIP – amazing and awesome. Wonderful experience for everyone. 27 students and 4 adults attended this April trip abroad.
7. Student Council gave all of the faculty and staff ASD tee shirts with our names on them. STUCO also provided pastries, fruit and coffee for the faculty last Friday
8. PROM - reported to be absolutely awesome, approximately 93 people attended the event, held at the beautifully renovated, Birch Wood Vineyards, formerly known as “Promises to Keep”.

b. **Student Body Report** (Tabor French)

No report, Tabor French not present this evening.

9. Committee Reports

- a. Facilities (Brian Smith) no more updates available at this time, waiting on facility response from Tamposi Group, Jeff Knight which is expected later this month.
- b. Finance (David Alukonis) David Alukonis not present, Kim Lavallee reported committee did not meet.
- c. Outreach (Matt Southerton) Matt Southerton not present
 - i. Rod Conard reported that Mrs. Conard attended the Nashua meeting on the property tax issue re: Charter schools in Nashua and reported the tax discussion was tabled.
 - ii. Jenn Cava reported a new merged entity advocating for Charter Schools is now the NH Public Charter Alliance, Matt Southerton is the Executive

Director. Jenn Cava is on that new board.

- d. Personnel (Kim Lavallee) Kim Lavallee reported committee met, finished the Director's review for Jenn Cava. A document will be sent out to Board for review and will need to be voted on for the June meeting.
- e. Policy (Greg Czuba) 2 policies are being vetted: Video surveillance & Modified Admissions Policy will be brought to the Board in June for first reading.
- f. Strategic Planning (Peter Savo) document submitted to the Board to review prior to June's Board meeting.
- g. Trustee Membership (Rod Conard) criteria and search process document will be submitted to the Board for June's board meeting. Initial discussion on consideration of enlarging Board to 15 members to help fill areas that we need to develop.

7. Next Meeting

- a. Wed, June 8, 2016, at 6:30pm (Annual Meeting)
- b. Recommended Agenda items:
 - Board Member renewals
 - Election of Chair
 - Election of Vice-Chair
 - Election of Treasurer
 - Election of Secretary
 - Election of Clerk
 - Directors Review/Goals/Contract
 - Strategic Plan
 - Policies
 - Facilities report
 - Elaine Teft - introduction of the Teft Foundation, [www. teftfoundation.org](http://www.teftfoundation.org)

Peter Bewley made a motion to adjourn at 7:20 pm 2nd by Rod Conard, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary