

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -JUNE, 08, 2016 **Annual Meeting** (Approved 8/10/16)
doc ref: 2016-06-08 ASD Board Minutes.

Board Members Present (8): David Alukonis, Peter Bewley, Heather Bobbitt, Rod Conard, Kim Lavallee, Heather MacDonald, Brian Smith, Matt Southerton

Board Members Absent (4): Gregory Czuba, Dr. Michael Diffily, 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, Patty Conard, Amy Bewley, Mrs. Elaine Teft

The Annual Meeting to be opened and run by Jenn Cava until completion of item 2.

Annual Meeting was called to order 6:35 PM by Director, Jenn Cava.

1. Extension of terms for existing Board seats up for renewal (obtain formal acknowledgement by each member):

- a. Dave Alukonis extend an additional 1 year

Kim Lavallee made a motion to extend David Alukonis for 1 year, 2nd by Heather MacDonald, all were in favor, so moved.

- b. Greg Czuba extend an additional 1 yr

Heather Bobbitt made a motion to extend Greg Czuba for 1 year, 2nd by Peter Bewley, all were in favor, so moved,

- c. Kent Glossop: extend an additional 1 yr

Peter Bewley made a motion to extend Kent Glossop for 1 year, 2nd by Kim Lavallee, all were in favor, so moved

- d. Dr. Karen Graham extend an additional 3 yrs

Heather MacDonald made a motion to extend Dr. Karen Graham for 3 years, 2nd by Kim Lavallee, all were in favor, so moved.

- e. Kim Lavallee extend an additional 2 yrs

Heather Bobbitt made a motion to extend Kim Lavallee for 2 years, 2nd by Matt Southerton all were in favor, so moved.

- f. Heather MacDonald extend an additional 1 yr

Kim Lavallee made a motion to extend Heather MacDonald for 1 year, 2nd by Heather Bobbitt, all were in favor, so moved.

2. Board Officers – election of officers for 2016-17

- a. Chairman

Heather MacDonald nominated Brian Smith for Chairman, 2nd by Matt Southerton, all were in favor, so moved,

- b. Vice Chairman

Kim Lavallee nominated Heather MacDonald for Vice Chairman, 2nd by Brian Smith, all were in favor, so moved,

- c. Treasurer

Heather Bobbitt nominated Kim Lavallee for Treasurer, 2nd by Peter Bewley, all were in favor, so moved,

- d. Secretary

Kim Lavallee nominated Heather Bobbitt for Secretary, 2nd by Peter Bewley, all were in favor, so moved,

- e. Clerk

Kim Lavallee nominated Peter Bewley, 2nd by Brian Smith, all were in favor, so moved.

At this point the newly elected Chair, Brian Smith, will carry out the remainder of the meeting.

3. Committees

- 1. Add, eliminate or change any current committees (purpose). Current committees: Facilities, Finance, Outreach, Personnel, Policy, Strategic Planning and Trustee Membership

Brian Smith inquired if the Board felt any need to add, eliminate or change any of the current committees or their purpose, The consensus was to keep the committees the same for the upcoming year, with one inquiry as to whether Strategic Planning and Outreach wanted to combine their efforts. He asked those committees meet and get back to him at the August meeting of their findings.

- 2. Committee Chairs - Brian Smith announced as follows:

- a. Facilities: Brian Smith
- b. Finance: David Alukonis
- c. Personnel: Kim Lavallee
- d. Policy:; Greg Czuba
- e. Strategic Planning: Rod Conard
- f. Outreach:Matt Southerton
- g. Trustee Membership: Rod Conard

4. Recognition of outgoing Board Members.

Brian Smith acknowledged Tabor French, the Board Student Representative, is departing for college noting his contributions to enlighten the Board this past year 2015-16 on the students perspective, his many accomplishments at ASD and for a job well done. Tabor French was not able to attend our meeting tonight, so we all wish him the best as he begins his college career.

5. Public Comments - none

6. Approve Minutes from previous meeting

Heather MacDonald made a motion to approve the May 11, 2016 meeting's minutes, 2nd by Peter Bewley, 7 votes in favor, 1 abstained, David Alukonis, so moved.

7. Consent Agenda

- a. N/A

8. Recognition of Elaine Teft, the "Teft Reading Room"

Jennifer Cava introduced Mrs. Elaine Teft to the Board as our newest sponsor in the creation of the Teft Reading Room, in which she had placed a large contribution of special books and 1st editions into in order to preserve American culture and heritage. Her interest in ASD has grown since she was introduced to the school early this year and she found a special way to make her mark supporting students with the newly formed "Teft Reading Room"; located in the north wing outside of the Director's office. A special thank you to Mrs. Elaine Teft for coming tonight and sharing her vision as well as for the creation of such a valued resource for ASD.

Mrs. Teft was invited to speak to the Board and she shared her thoughts regarding this established library and it's many special collectible pieces she is sharing with ASD. She also is interested to establish a SPARK session in order to share pieces from her own private collection which the students can see and observe in person. These a museum grade items of interest. We look forward to her being part of the ASD community going forward. Thank you Mrs. Elaine Teft.

9. Policies

- a. EEAA Video and Audio Surveillance on School Property - 1st reading

https://docs.google.com/a/asdnh.org/document/d/1adfZePIMeYaVLLHcUFs98N0SP7RJp3j89SXQKKXKyWg/edit?usp=drive_web

Brian Smith noted vague language in this policy with regard to "In compliance with all state and federal laws". He asked the policy committee to look at this with regard to the process to access videos, those covered and those concerned, who initiates this policy and who is allowed to see the videos,. The policy committee will look at this policy, if there are no changes to be made it can come before the Board in August for a 2nd reading, if changes are made, those are to be distributed and a 3rd reading will be requested.

b. Admissions Version 4 - 1st reading

https://docs.google.com/a/asdnh.org/document/d/1oSrNXyhFpJJ99az_8VP6AikyzzjKghUUhDoLdxXic7l/edit?usp=drive_web

There were no questions posed to this policy.

Kim Lavallee made a motion to move Admissions Version 4 to the consent agenda for August's Board Meeting, 2nd by Peter Bewley, all were in favor, so moved.

c.. Youth Protection and Social Media are policies in the queue that the committee is reviewing,

10. Items of Board Business

a. Board Chairman (Brian Smith)

Brian has no additional comments to bring before the Board. He would like a consensus as to whether the Board will recess for July 2016 and begin again in August or if a July meeting is necessary. The Board agreed to resume August 2016.

b. Board Treasurer (Kim Lavallee)

Finance report sent out, all on track per Kim Lavallee.

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1552c461ddd963a9&attid=0.1&disp=inline&realattid=f_ip5tmzh50&safe=1&zw

Kim Lavallee reported that the Profit and Loss as well as the Budget reports were emailed to all Board members on June 5th by Kym Harmon. These figures are tied to Admissions, A special thank you to Kym Harmon and Amy Bewley in getting this information consolidated in time for this report for us this Board Meeting. The annual audit has begun and that will occupy the Business Office over the summer months. All Board Members are asked to prepare to review those initial findings and reports early on so that Kym Harmon is able to submit them to the State of NH in a timely fashion as we have managed in the years past.

11. Director's Contract/Goals/Review

- g. 2016-2017 contract terms/associated goals
- h. Contract extension 2017-2020/associated goals
- i. 2015-2016 performance review

https://docs.google.com/a/asdnh.org/document/d/1oTWbZnusyl1KxkBb646S1-tfhGXQgcVOqF4I-iuM1k/edit?usp=drive_web

Kim Lavallee said the Personnel Committee met on several occasions and recommends the acceptance of the Director's Contract/Goals/Review. Brian Smith inquired to the inclusion of Director, Jennifer Cava, in this process. Kim Lavallee confirmed her participation .

Kim Lavallee made a motion to accept the 2016 Director's 2016-17 Contract with extension thru 2020, the 2016-17 Goals, the 2015-16 Performance Review as presented,

2nd by Matt Southerton, all in favor, so moved.

12. Director's Report (Jenn Cava)

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

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=155355ca2cb710a0&attid=0.1&disp=inline&realattid=f_ip8ccv7s0&safe=1&zw

13. Faculty and Student Affairs

- a. Faculty Report (Patricia Sockey)

Patty Sockey reported:

1. The Staff feels recognized by the Board and Administration for their work and she feels they are in a very good place right now. They appreciate all the work done to make this a successful year and the financial decisions made to help recognize the Staff as part of the vetting process with all the budget changes faced by the school this past year.
2. American Red Cross Club made a donation
3. NHPAC - ASD awarded
4. Senior Fun Day a success
5. Senior Projects have been presented and their reports are laid out in the meeting room tonight for all to see.
6. Canobie Lake School Field Trip went well, everyone attending had a great day out.

- b. Student Body Report (Tabor French) not present

Patty Sockey added a few items in Tabor's absence:

- 1.
2. Prom was wonderful, great location and event in all
3. Student Council Elections for 2016-17 have been completed.

14. Committee Reports

1. Facilities (Brian Smith) The committee has received a response to their inquiry about options for the current school facility from the Tamposi Group via Jeff Knight. Discussions will entertain options to purchase bldg with a land lease, working at a long term lease for 20-25 yrs, and other location options as well. The committee will review what has been received and report back to the Board in August.
2. Finance (David Alukonis) present, no additional update.
3. Outreach (Matt Southerton) present, Matt reports:
 - a. Federal Grant was submitted by the NHDOE on 1 June
 - b. Legislation: Funding is on the Governor's desk

- c. Report back on obtaining professional fundraising company, \$5K to bring in consultants, \$7500 to run a capital campaign with no guarantee of payment, so this is tabled for now.
- 4. Personnel (Kim Lavallee) present, Kim Lavallee reports the following:
 - a. 2 resignations received
 - i. Rosy Gandhi
 - ii. Michelle Kavanagh
- 5. Policy (Greg Czuba) not present, no additional update.
- 6. Strategic Planning (Peter Savo) not present, Rod Conard reports committee did not meet.
- 7. Trustee Membership (Rod Conard)
 - i. Board review/awareness of committee's process ASD Recruitment Background Information submitted to the Board as shown below.

https://drive.google.com/a/asdnh.org/file/d/0B9YR5SHormTZTTZYLvNYdDc2bTQ/view?usp=drive_web

https://drive.google.com/a/asdnh.org/file/d/0B9YR5SHormTZQkFKSHRvMEs4MGc/view?usp=drive_web

https://drive.google.com/a/asdnh.org/file/d/0B9YR5SHormTZQlhhLUZTVnBnVGM/view?usp=drive_web

15. Next Meeting

- a. Wed, Aug 10,, 2016, at 6:30pm
- b. Recommended agenda items
 - i. Consent Agenda - Admissions 4 Policy
 - ii. ASD Strategy Initiatives Summary, May 2016

Kim Lavallee made a motion to adjourn at 8:40 pm 2nd by Peter Bewley, so moved.

Respectfully submitted,
Heather Bobbitt
Secretary

