

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -SEPTEMBER, 14, 2016 Approved 10/12/16

doc ref: 2016-09-14 ASD Board Minutes

Board Members Present (12): David Alukonis, Peter Bewley, Rod Conard, Kent Glossop, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Brian Smith, Matt Southerton

Board Members Absent (): Heather Bobbitt, Dr. Michael Diffily, Gregory Czuba

Non-Voting Members Present (3): Jennifer Cava, Sarah Frischknecht, Fiona Doyle

Others in Attendance: Kym Harmon

Meeting called to order 6:35 PM by Brian Smith

1. Public Comments - none

2. Approve Minutes from previous meeting

Kim Lavallee motioned to approve the August 10, 2016 meeting's minutes, 2nd by Peter Bewley, 3 abstained: David Alukonis, Peter Bewley, Dr Karen Graham and Matt Southerton all others were in favor, so moved.

3. Consent Agenda - none

4. Policies - none

Kent Glossop arrived at 7:43pm

5. Annual Audit (Nathan Wechsler & Company)

Ashley Major and Kelli D'Amore presented/reviewed the June 30, 2016 Preliminary Audit. It was another clean audit. The final version will be available to ASD later this week which will include minor updates discussed.

[Preliminary Audit June 30, 2016](#)

990 is due November 15th; draft expected mid October.

David Alukonis motioned to accept the audit with discussed edits, 2nd by Kim Lavallee, all in were in favor, so moved.

6. Items of Board Business

a. Board Chairman (Brian Smith)

Brian was able to attend the opening of the first day of the Teacher Workshop to welcome all back as well as special note of the new teachers.

b. Board Treasurer (Kim Lavallee)

Monthly Finance report sent out to Board for review. [Balance Sheet/Profit and Loss Report](#)
Once again, kudos to Kym Harmon for another successful audit

7. Europe School Trip - April 2018 Proposal, Sarah Frischknecht

Sarah Frischknecht presented a 12-day, World War II Themed European Trip planned for April 2018. To include numerous destinations, where possible following the historic path of the Allies. The trip will be managed through EF Tours. Sarah with her background in German and international travel is working with Shannon Michaels (master of managing students while traveling) and Doug Bellay (master of history) to map out the details. There is no cap on the number of participants, though it is estimated to be around 30.

[Kim Lavallee motioned to approve the Europe School Trip April 2018, Peter Bewley 2nd, all were in favor, so moved.](#)

8. Charter Renewal

Brief discussion of both Administration and the Board respectively addressing suggestions made by the previous charter renewal team. Jenn to send the Charter Renewal Report to the Board.

9. Advisory Board

Brief discussion as to merits, primarily being to enable individuals who otherwise would not have the time commitment, but with the desire to be associated with ASD/and ASD with them, to have a role in supporting the school. Rod Conard and Kent Glossop to work this into the framework already established for Trustee Membership and bring to the October meeting.

10. Director's Report (Jenn Cava)

[Director's Report September 2016](#)

Very happy with enrollment; Amy Bewley did wonderful job staying on top of managing the ever changing numbers to insure starting and maintaining a stable enrollment. Currently at 525.

Seventh and eighth grades are full up from a course availability perspective.

Admissions for the 2017-2018 school year opened Monday; 100 applications within the first three days.

Kent Glossop inquired whether all the current seniors were on track to graduate this year. Two are not going to meet the ASD Graduation requirements and Administration is working with the families to determine if the students will remain for another year or how they will instead graduate with a NH state degree. Discussion on options for these two as well as others in the future in October meeting.

Kent also asked if the attrition rate between 8th and 9th has changed. Exact numbers will be available for October.

11. Faculty and Student Affairs

Faculty Report, Sarah Frischknecht

The Board welcomed Sarah Frischknecht as the new Faculty Rep to the Board.

- We're excited to have our new faculty members! They seem to fit in very well and the "veteran" teachers look forward to working with them.
- We've hit the ground running-- field trips are already planned and underway. Yearbook Staff is excited to be working on our 10th anniversary edition. We are headed as a staff to Concord this Friday to learn new techniques and get ideas to make this one the best yet.
- Kim Cashin will be taking Humanities II to the Tsongas Industrial History Center on October 11th as part of our Industrial Revolution unit.
- All of the 6th grade and 8th grade students who do not already have one are getting Nashua Library cards again this year so that they can access the online tools available to them through the Nashua Public Library. The students in Learning Studios who would like a card are also getting them (many got them already last year). Additionally, the library is sending out staff members to talk with Rebecca Patterson's American History students about the different database options available to them for research and to talk with Madge Smith's students about copyright for the digital age (specifically what is OK and what is not OK to copy from the Internet).
- We have 5 high school students writing for the Nashua Telegraph this school year, all have done it in the past. The students are seniors Brin Harper and Justin Yeung, juniors Ian Ayer and Tim Zumbo and sophomore Nathan Yeung. The first article will run on Sunday, September 25th and is being written by Tim Zumbo. ASD will have an article every other week for the entire school year.
- ASD is partnering with a local artist Jerry Beck and the City of Nashua on a community-and family focused public art project. We will be offering ASD students the opportunity to participate in a year-long public art project will include the creation of 10 artist/community groups kitchen table-like artworks that will be located in downtown Nashua. The project is called the Comeback Kitchen Table Project.
- During our SPARK sessions from Oct, 2016—April, 2017, we will design a public art table that will focus on the theme of history, communication, creativity, peace and community celebration. The artwork will incorporate a range of kitchen table art-forms and include table and chairs, fabric, plates, utensils, lighting and edible art. Comeback Kitchen Table Project will open in the Spring of 2017. After the opening, the ten (10) public art kitchen tables will be on display in downtown Nashua at selected locations.
- Also, through Donors Choose and the generosity of many contributors, the Art Room now has a projector and document camera! We have already put them to use for displaying and demonstrating projects/techniques.
- We've had some other successful DonorsChoose Projects as well for the German and math classes, adding technology and needed classroom items.

Student Report, Fiona Doyle

Jenn Cava introduced Fiona Doyle who was one of seven students interested in the position and was chosen by the Faculty to fill the role.

Fiona herself is interested in mechanical or electrical engineering, or computer science. She has been Involved in most every group/activity at ASD.

Seniors are starting to focus on life post ASD.

New students are adjusting to ASD's culture of diversity and acceptance, especially with focused help from older students.

TSA will only exist for the high school level this year.

Students are working with Mrs. Harmon and Mr. Overman to address there not being enough microwaves. Have identified two main issues; lack of electrical outlets (finding solutions to that with Mr. O) and then obtaining microwaves (guidance from Mrs. H.)

Love the new teachers.

Junior/Senior area whiteboard, students are working to independently raise the funds and do the work to add another to the Senior area.

12. Committee Reports

- Facilities (Brian Smith)

Brian reviewed the recommendations to the Board from the committee.

First to approve an amendment to the current lease which extends ASD's options to renew (every two years) through August 2032.

Second to continue to investigate and pursue options to eventually procure a facility (current or other) as it is deemed to be the most fiscally responsible, long term strategy, providing terms and funds prevail:

- Current expectations barring any unexpected financial windfall:
 - Timing to be 5 or more years out (need to build up down payment).
 - Location to stay within Nashua and Merrimack corridor, within several miles off the Everett Turnpike (Route 3) .
 - Continue to make upgrades to the current facility keeping foremost in mind the quality of education, safety, and general comfort of staff and students.

Peter Bewley motioned the Board approve the amendment to the current lease as proposed, Kim Lavallee 2nd, all in favor, so moved.

Brief discussion regarding the possibility of any of the DWC buildings becoming available, which might prove ideal.

- Finance (David Alukonis)
No Update
- Personnel (Kim Lavallee)
No meetings. Department heads did wonderful job integrating the 9 new teachers.
- Policy (Greg Czuba)
Meeting tomorrow, closed on several topics in August.
- Strategic Planning/Outreach (Rod Conard)
Brian, Rod and Matt have discussed combining Strategic Planning with Outreach. Outreach has had little luck with grants, NH and ASD is not a demographic target for many of the grants available. Matt would continue to keep ASD apprised of government related items. SP has not met over the summer; will be getting the Board level committee back together shortly.
- Trustee Membership (Rod Conard)
Anyone who has a thought for someone that would be interested, send to committee.

Additional Items:

Jenn Cava announced that ASD has three National Merit semifinalists. It is normal for much larger schools to have four or five.

A meeting is scheduled for later this week with large audience to “start” the work on updating the missions statement.

13. Next Meeting

Wednesday, October 12, 2016, at 6:30pm

Recommended agenda items:

- Review Charter Renewal Recommendations
- Students who want to graduate from state of NH/other alternative versus ASD.

Kim Lavallee made a motion to adjourn at 8:26 pm, 2nd by Rod Conard, all in favor, so moved.

Respectfully submitted,

Heather MacDonald

Fill in Secretary in place of Heather Bobbitt