

## **Academy for Science and Design (ASD)**

Board of Trustees Meeting Minutes -OCTOBER 12, 2016 Approval 11/9/16

doc ref: 2016-10-12 ASD Board Minutes

**Board Members Present (9):** David Alukonis, Peter Bewley, Heather Bobbitt, Rod Conard, Gregory Czuba, Kent Glossop, Heather MacDonald, Brian Smith, Matt Southerton

**Board Members Absent (3):** Dr. Karen Graham, Kim Lavallee, Dr. Michael Diffley

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

**Others in Attendance:** Kym Harmon, Amy Bewley, Jess Golden

Meeting called to order 6:40 PM by Brian Smith

### **1. Public Comments - none**

### **2. Approve Minutes from previous meeting**

Peter Bewley made a motion to approve the September 14, 2016 meeting's minutes, 2nd by David Alukonis, all were in favor, so moved. Abstained: Heather Bobbitt

### **3. Consent Agenda - none**

### **4. Policies - none**

### **5. Items of Board Business**

#### **a. Board Chairman ( Brian Smith)**

Brian Smith announced the receipt of Dr. Michael Diffley's resignation as an external Board member effective immediately as he is no longer in the area with the recent takeover of Daniel Webster College by Southern New Hampshire University.

#### **b. Board Treasurer (Kim Lavallee) Profit and Loss and Balance Sheet Reports:**

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=157ab53bf7f8ce6e&attid=0.1&disp=inline&realattid=f\\_ju34v5f30&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=157ab53bf7f8ce6e&attid=0.1&disp=inline&realattid=f_ju34v5f30&safe=1&zw)

Kim Lavallee is not present this evening. No update.

Finance report was sent out in advance of meeting today via email to the Board. A few clarifications were requested on the credit of -\$89,391.11 in the Accounts Payable Balance Sheet and Profit and Loss Trust Agency line item of expense of \$23,088; explained as credit prior to a large expense such as rent and the later, a holding area for open projects, which at this time is the Glossop Lab. This explanation by David Alukonis and Kym Harmon was accepted by the Board inquiries.

## **6. Commencement Ceremony Participation** (Jess Golden)

Discussion on how the Board stands on the inclusion of senior students who will graduate with the minimum State of NH graduation requirements but will not fulfill ASD graduation requirements. Question is whether these students should participate in the ASD graduation ceremony when they are not receiving their diploma from ASD but another school, usually their district high school or VLACS, due to a transfer in order to graduate outside of the ASD graduation standards. Director was looking for discussion with the Board, not a vote or recommendation, and was appreciative of the various perspectives to help in determining the plan for graduation.

## **7. Charter Renewal** (Jenn Cava)

Powerpoint presented by Director, Jenn Cava, delivered to the Board as a status update on the plan to move forward with this renewal application process.

Charter Renewal Update October 2016.pptx

<https://drive.google.com/open?id=0B3dMD7WLG5uT3pNUFZneEJkNER5Rk9qUFI5cDNIUHAgX3dR>

## **8. 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/1eykb-jbGlleucKdOQAMVDg9pyBVc2hha1aXMqTExhaw/edit?usp=sharing\\_eixpa\\_np&ts=57fd3c9e](https://docs.google.com/a/asdnh.org/document/d/1eykb-jbGlleucKdOQAMVDg9pyBVc2hha1aXMqTExhaw/edit?usp=sharing_eixpa_np&ts=57fd3c9e)

Additional comment added by Jenn Cava, that there is a special session in the next SPARK day where a parent will be connecting ASD students with Project ENABLE where the students will be designing and printing a hand prosthetic for a 3rd grade boy in Bedford.

## **9. Faculty and Student Affairs**

- a. Faculty Report (Sarah Frischknecht)

- Mrs. Patterson had the 8th graders at Plimoth Plantation for her American History classes.
- Tomorrow Mrs. Sockey's AP Language & Literature class is headed to Boston to attend a luncheon to benefit Rosie's Place, a woman's shelter. The featured speaker is Jeannette Walls, the author of *The Glass Castle*, which the students read for the class. Students are providing Rosie's Place with 2 student-made PSAs looking at Alcoholism and Gambling. The Academy for Science and Design will be recognized in the program as a sponsor/supporter.
- Mrs. Cashin is having a political Lobbyist come and talk to her Government & Civics class about the role of a lobbyist in the political system.

- Mr. French reports that TSA is entering the Verizon App Challenge again. Last year students won \$10,000 for the school with this challenge. Looking forward to seeing what exciting app they come up with this year.

b. Student Body Report (Fiona Doyle)

- Fall Festival activities were well executed indoors despite the heavy rainfall.
- Students excited with the upcoming SPARK offerings.
- Students are signed up to take PSATs in the near future.
- Seniors are receiving early decision enrollment.s
- Colleges have been at ASD for admissions and they have had feedback that the students are asking really good questions.

## 10. Committee Reports

- a. Facilities (Brian Smith) no meeting, no report
- b. Finance (David Alukonis) will meet shortly and focus on policy concerning access and use of the fund balance line item in the budget.
- c. Personnel (Kim Lavallee) meetings scheduled monthly on the 1st Tuesday at 7:30am.
- d. Policy (Greg Czuba) Committee met on Sept 15th; discussing areas such as Electronic Communications, Background Investigations, Restraints, Conflict of Interest policies.
- e. Strategic Planning/Initiatives/Outreach (Rod Conard) Monday meetings will be started shortly, schedule to be announced; interested in setting up sub teams for Outreach
- f. Trustee Membership (Rod Conard) did not meet, no report.

Jenn Cava publically thanked Amy Bewley for coordinating the establishment of a Memorandum of Understanding (MOU) between ASD and the Nashua Police Department to comply with RSA 193-D; Safe School Zones. Amy worked with Deputy Chief Michael Carignan of the Nashua Police Department. A special note that our neighbor, the Sunnyside Acura Dealership, has agreed to help ASD with emergency evacuation procedures should students and faculty need to be relocated to another facility. Lastly, the Nashua Police Department has announced increasing their presence for Nashua schools by physically coming to the schools for walk thrus. ASD is included in their plan.

## 11. Next Meeting

- a. Wed, November 9, 2016, at 6:30pm
- b. Agenda items
  - Report for First Admissions Open House

Greg Czuba made a motion to adjourn at 8:30 pm, 2nd by Rod Conard, all in favor, so moved.

Respectfully submitted,

Heather Bobbitt  
Secretary