

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

Board of Trustees Meeting Minutes -November, 9, 2016 (Approved 12/14/16)

doc ref: 2016-11-09 ASD Board Minutes

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

**Board Members Absent (2):** Greg Czuba, Matt Southerton

**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**

Peter Bewley made a motion to approve the October 12, 2016 meeting's minutes, 2nd by Heather MacDonald, 2 Abstained, Dr. Karen Graham and Kim Lavallee, so moved.

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

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

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

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

1. Kim Lavallee inquired on the discussion had at November's Board Meeting regarding the ASD Graduation participation ceremony requirements, specifically what the takeaways were regarding the request of participation of non ASD graduates in the ASD Graduation ceremony. Mrs. Cava reviewed a difference of opinion was shared and the administration left with the following issues to be addressed; ASD Community and a distinction between an ASD graduate and an ASD non-graduate. Kim Lavallee voice her concern that the complexities of being an ASD Graduate not be watered down in any manner. Mrs. Cava felt she has learned this issue has become a highly emotional decision and no matter the outcome of seniors not fulfilling graduations requirements, whether their participation in the ceremony will create , it is likely there will be people unhappy with the implementation of including non ASD graduates in the ASD graduation ceremony.
2. ASD Charter renewal and goals is upon us. Rod Conard volunteered to bring this to the Strategic Planning Committee to see if they wanted to bring any matters to Mrs. Cava in her preparation for this process.

#### **b. Board Treasurer (Kim Lavallee)**

1. Budget update - Profit & Loss, and Balance Sheet were sent out, all on track.

See link:

<https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1584688c67c948ca&attid=0.1&disp=inline&realattid=1550478986555949056-local0&safe=1&zw>

2. 990 Review- is for informational only, the Finance Committee did look at this document and agreed it was good to send to the State of NH as presented from Kym Harmon.

## **6. Open House Update 2017-2018**

The first of two Open Houses has occurred for the new ASD Applicants and this year a new format was introduced allowing the students to split up into lab groups and those groups were taken into a classroom situation where they were able to interact with a faculty and student volunteers in a classroom setting. Administration stayed with the parents in cafeteria fielding questions. Half of the ASD faculty/staff worked the 1st Open House and the 2nd event will be staffed by the other ½ of the faculty/staff. Amy Bewley took a survey and will review comments to see how this new process was received and what ASD can do to improve the Dec Open House.

## **7. Director's Report (Jenn Cava)**

- a. Director's Report sent prior to tonight's board meeting, see link:

[https://docs.google.com/a/asdnh.org/document/d/1Bns95cRa-nbd3gSe\\_FQKcfrbeekodMLjnth9sVWOMzY/edit?usp=sharing\\_eixpa\\_nl&ts=58236734](https://docs.google.com/a/asdnh.org/document/d/1Bns95cRa-nbd3gSe_FQKcfrbeekodMLjnth9sVWOMzY/edit?usp=sharing_eixpa_nl&ts=58236734)

Additional concerns are:

1. Fire Inspection - Exit signs and Emergency Lighting directionals need to be addressed to bring ASD into Nashua's fire inspection compliance.
2. Enable Project: This event has evolved from a SPARK session presented by parent, Bob Kennett, who is taking this project to the next level in order to allow ASD Students and Computer Teacher, Madge Smith to bring about the opportunity for ASD students to work on a hand prosthetic project which will uniquely use a 3D printer to create a printed hand for a child in need. The project will allow the child to work with the students so they can troubleshoot the engineering of this prosthetic to achieve certain functions the child wishes to be able to perform with the prosthetic hand.
3. ASD's IT replacement for Mr. Overman's departure is moving forward with 2 assessments.

## **8. Faculty and Student Affairs**

- a. Faculty Report

1. Bridget Phillips is working with the entire sixth grade is participating in **ExploraVision**. We have made it cross curricular with Engineering Technology and Science. The 6th grade students are

working in groups of 3-4 students. Each group chooses a current technology to research. They look at the present technology and the technically historically. Then the students work together to improve the technology and design what it will look like and how it will function 20 years into the future. This includes looking at necessary breakthroughs and consequences of the future technology. The students get to build model web pages that they will later submit plus present to the class. Students are working on this project in both Engineering Technology and Science classes. A few examples technologies students are working with are: submarine, microwave, refrigerator, digital camera, wrist watch, zipper, velcro, and traffic light. This is a national competition.

**2. Hack-a-Palooza at Dyn** in Manchester. ASD (headed by Madge Smith) took three teams of 3 students each with varying programming experience. Our teams placed 2nd, 5th, and 13th out of 16 total teams from local high schools. In addition to the coding challenges competition, students were given a tour and listened to presentations by Dyn employees about their work and challenges (Dyn was in the news recently for the Internet crash.) Mrs. Smith says she is very proud of our students performance and professionalism throughout the whole day. Dyn mentioned that they wanted to come to ASD this week or next to present the trophy in a more formal fashion.

3. Madge Smith attended the **CS4NH Launch** at UNH Manchester on Saturday, 11/5. This organization is working to "Expand K-12 Computer Science Education in NH". Attendees included NHDOE (Virginia Barry, David Benedetto/NH DOE STEM coordinator), state legislature, [code.org](http://code.org), NH business professionals, K-12 teachers, NH college professors. CS4NH falls under the umbrella of CS4All which is the national organization promoting computer science education. President Obama kicked this off in his State of the Union address in January. ASD is far ahead of most schools (in NH and nationally) by already having a 1 year computer science graduation requirement!

#### b. Student Body Report (Fiona Doyle)

1. School Theater/Plays:
  - a. Shakespeare Play, Thursday after school on Nov 17 and Friday evening the 18th.
  - b. Into the Woods - February School Winter Play
  - c. Putnam County Spelling Bee - May School Spring Play
2. The first Admissions Open House went well and the students reported they really enjoyed the interface they encountered with the classroom setting vs the previous "tour" style interaction.
3. ACT scores are in - less about memorization and more about critical thinking skills.
4. Colleges visitation has been positive. Early action and early decision is expected in early Dec. for some seniors.

### 9. Committee Reports

- a. Facilities (Brian Smith) The Facilities Committee did not meet.
- b. Finance (David Alukonis) David Alukonis reported the Finance Committee action with reviewing NH State DOE Form 990 and that the next meeting will be held in January 2017.
- c. Personnel (Kim Lavallee) Kim Lavallee reported the committee met to discuss the Federal Overtime Employment Law, FSLA Compliance for Exempt and

Nonexempt Employee Classifications. As such, the committee discussed the 3 staff members involved and is making recommendations for their positions to be reorganized to abide by this new overtime labor law. As such the committee will send an email vote out to Board Members in December.

- d. Policy (Greg Czuba) The Policy Committee did not meet.
- e. Strategic Planning/Initiatives/Outreach (Rod Conard) Rod Conard has established a meet time for this committee to be the 1st monday of each month 6:30-8:30pm. Rod Conard will send out document for Board to review.
- f. Trustee Membership (Rod Conard) The Trustee Committee did not meet.

Kent Glossop wanted to discuss a proposal he has distributed at tonight's meeting to move forward with the idea of creating an Advisory Board that would potentially meet quarterly designed to improve external connections. The Board is asked to read this proposal in order to discuss the validity and value of creating this entity. Feedback is requested.

#### **9. Next Meeting**

- a. Wed, December 14, 2016, at 5:30pm
- b. Recommended Agenda items

[Kim Lavallee made a motion to adjourn at 7:44pm 2nd by Peter Bewley, so moved.](#)

Respectfully submitted,  
Heather Bobbitt  
Secretary