

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

Board of Trustees Meeting Minutes -February 8, 2017( Approved 3/8/17)

doc ref: 2017-02-08 ASD Board Minutes

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

**Board Members Absent (2):** Kent Glossop, Matt Southerton

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

**Others in Attendance:** none

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 January 8, 2017 minutes, 2nd by Greg Czuba, all were in favor, so moved.

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

### **4. Policies -**

#### **ICA - School Calendar**

Policy was distributed by email to the Board for review prior to tonight's meeting.

Heather Bobbitt made a motion to accept the 1st reading of Policy ICA, the School Calendar, 2nd by Peter Bewley, all were in favor, so moved.

Heather MacDonald made a motion to put policy ICA - School Calendar on the consent agenda at the next Board Meeting, 2nd by Greg Czuba, all were in favor, so moved.

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

a. Board Chairman ( Brian Smith)

b. Board Treasurer (Kim Lavallee)

Profit and Loss and Balance Sheet:

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=15a0635a4d012275&attid=0.1&disp=inline&realattid=f\\_joyezr20&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=15a0635a4d012275&attid=0.1&disp=inline&realattid=f_joyezr20&safe=1&zw)

### **6. Personnel Budget for 2017/2018 (Kim Lavallee/Dave Alukonis)**

Kim Lavallee made a motion to approve the ASD Salary Proposal for 2017-18, 2nd by David Alukonis, all were in favor, so moved.

Dr. Karen Graham arrived at 6:40pm

## 7. Program of Studies 2017/2018 (Jenn Cava)

Jenn Cava requested the Board to make a motion to accept the Program of Studies for 2017-18. She would like to move forward with very few changes. This document was shared by email prior to this meeting.

Heather MacDonald made a motion to approve the Program of Studies for 2017-18, 2nd by Kim Lavallee, all were in favor, so moved.

## 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/18Sh5EPheFzLa1\\_Tr1kEwosw5jmxcx-LTucfRLTVel4o/edit?usp=sharing\\_eixpa\\_nl&ts=5894edeb](https://docs.google.com/a/asdnh.org/document/d/18Sh5EPheFzLa1_Tr1kEwosw5jmxcx-LTucfRLTVel4o/edit?usp=sharing_eixpa_nl&ts=5894edeb)

## 9. Faculty and Student Affairs

### a. Faculty Report (Sarah Frischknecht)

1. The Mathcounts chapter competition took place in Bedford, NH this past Saturday. ASD completely dominated this competition! Overall, 8 of the top 10 students were from ASD, the top 2 students in the sprint and target rounds were from ASD, the top 3 individuals in the fast paced countdown round were from ASD, and the first place team was from ASD! The next competition will be the state competition. ASD also received special recognition for fundraising that was done in 2015 (this was from a solv-a-thon, where people were encouraged to pledge money for each math problem students solved).
2. Due to the tremendous success of our first blood drive, the Red Cross has requested that we host another blood drive before the end of the school year.

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

1. New semester has begun and Honor Roll sent out
2. Student Council sponsored ASD's Lock In 7pm-7am -- fun and successful
3. Into the Woods winter theater performances completed
4. Putnam County Spelling Bee rehearsals for the Spring musical have begun
5. Robotics Team very active
6. BAE Student Rotations
7. Blizzard Bash & SnowBall Dances this weekend Friday/Saturday.

## 10. Committee Reports

- a. Facilities (Brian Smith) Meeting in 2 weeks
- b. Finance (David Alukonis) David Alukonis reported the committee has met and reviewed 2017-18 salary, proposal, working on budget incorporating salary, and working on Board Reserved Funds Policy
- c. Personnel (Kim Lavallee) Kim Lavallee reported the committee has met on a few

occasions to complete approval of the 2017-18 Salary Proposal and is working with administration with the contract renewals

- d. Policy (Greg Czuba) Greg Czuba reported their committee has been working on 4 policies, one submitted tonight, ICA-School Calendar . There are 3 policies currently being vetted including Alcohol Prohibited Drugs, and Equal Opportunity Employment. This committee will be meeting next week.
- e. Strategic Planning/Initiatives/Outreach (Rod Conard) Rod Conard reported their committee met on Monday, and have decided to focused their efforts to work with Jenn and the Charter Renewal which is due in September. Looking to have an initial reading of this in August, possibly a separate session in September if necessary.
- f. Trustee Membership (Rod Conard) Rod Conard reported the need to meet to move forward in finding a new board candidate. Mr. Conard asked for 2 volunteers, a non parent and parent board member to meet with him along with the Chair and Vice -Chair to vet a candidate his is bringing to this committee.. Kim Lavallee and Dr. Karen Graham volunteered and he will inquire on Kent Glossop's availability as well.

Director, Jennifer Cav, also announced The Glossop Lab is being developed and a Grand Opening is being planned for early May 2017, date to be announced.

#### **11. Next Meeting**

- a. Wed, March 8, 2017 at 6:30pm
- b. Agenda items
  - 1. 2017-18 School academic calendar
  - 2. Policy ICA-School Calendar Policy to be put on the Consent Agenda
  - 3. External Board Member introduction possibly if Trustee Membership Committee is ready.

Kim Lavallee made a motion to adjourn at 7:20 pm 2nd by Heather MacDonald, all in favor, so moved.

Respectfully submitted,  
Heather Bobbitt  
Secretary