

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes - June 14, 2017 (Approved at July 12, 2017 BOT Meeting)
doc ref: ASD Board Minutes 2017-06-14

Board Members Present (9): Peter Bewley, Heather Bobbitt, Rod Conard, Kent Glossop, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Dr. Dan Moriarty (joined at 7:05PM)

Board Members Absent (3): David Alukonis, Greg Czuba, Matt Southerton

Non-Voting Members Present (3): Jennifer Cava, Kym Harmon, Sarah Frischknecht, Brian Smith

Others in Attendance: Amy Bewley

Meeting called to order by Jenn Cava at 6:37PM

1. Extension of terms for existing Board seats up for renewal::

- Dave Alukonis extend 1 year
Kim Lavallee motioned to extend Dave Alukonis' term for 1 year, Pete Bewley 2nd, all in favor.
- Peter Bewley extend 2 years
Kim Lavallee motioned to extend Peter Bewley's term for 2 years, Kent Glossop 2nd, all in favor.
- Heather Bobbitt extend 2 years
Kim Lavallee motioned to extend Heather Bobbitt's term for 2 years, Karen Graham 2nd, all in favor.
- Rod Conard extend 2 years
Kim Lavallee motioned to extend Rod Conard's term for 2 years, Pete Bewley 2nd, all in favor.
- Greg Czuba extend 1 year
Kim Lavallee motioned to extend Greg Czuba's term for 1 year, Kent Glossop 2nd, all in favor.
- Kent Glossop extend 1 yr
Kim Lavallee motioned to extend Kent Glossop's term for 1 year, Karen Graham 2nd, all in favor.
- Heather MacDonald extend 1 yr
Kim Lavallee motioned to extend Heather MacDonald's term for 1 year, Peter Bewley 2nd, all in favor.

2. Board Officers – election of officers

- Chair
Kim Lavallee nominated Peter Bewley as Chair. Peter accepted. Kim Lavallee motioned for Peter Bewley to become to be the Chair, Kent Glossop 2nd, all in favor (Peter recused himself).

Peter Bewley proceed to run the remainder of the meeting.

- Vice Chair
Kim Lavallee nominated Heather MacDonald to continue as Vice Chair. Heather accepted. Heather Bobbitt 2nd, all in favor (Heather M. recused herself).
- Treasurer
Peter Bewley nominated Kim Lavallee to continue as Treasurer. Kim accepted. Karen Graham 2nd, all in favor (Kim recused herself).
- Secretary
Heather MacDonald nominated Heather Bobbitt to continue as Secretary. Heather B. accepted. Kim Lavallee 2nd, all in favor (Heather B. recused herself).
- Clerk
Kim Lavallee nominated Heather MacDonald to return to this roll. Heather M. accepted. Kent 2nd, all in favor (Heather M. recused herself).

3. Recognition of outgoing Board Member, Brian Smith

Many a warm thank you was expressed to Brian for his four plus years of service on the Board; one as Vice-Chair and three as Chair. He also served on numerous committees including Strategic Planning, Outreach, Facilities and Trustees Membership. Also countless other volunteer hours Brian has quietly contributed over the years -- and hopefully in years to come.

4. Committees

The current committees were discussed in regards to whether any changes might be needed (add, eliminate or modify). Current committees: Facilities, Finance, Personnel, Policy, Strategic Planning/Initiatives and Outreach, and Trustee Membership

It was agreed that Facilities, Finance, Personnel, Policy and Trustee Membership all need to continue in their current modes.

Dan Moriarity joined the meeting at 7:05pm

Discussion ensued on how to best move forward with Strategic Planning/Outreach in relation to Charter renewal and in general.

- The primary focus for Strategic Planning going forward:
 - Increased revenue including overall responsibility for corporate relationships.
 - Long range direction.
- Committee name will be changed to Strategic Planning & Corporate Relationships

Dan Moriarty motioned that Rod Conard continue as Strategic Planning Chair, Peter Bewley 2nd, all in favor, (Rod recused himself).

Committee Chairs (Strategic Planning, see above)

Facilities: Pete Bewley volunteered for facilities.

Kim Lavallee motioned Pete Bewley to be Chair for Facilities, Rod Conard 2nd, all in favor.

- Finance: Dave Alukonis indicated to Kim Lavallee prior to meeting that he would continue to serve as Chair if the Board so desired.

Heather Bobbit motioned Dave Alukonis to be Chair for Finance, Kim Lavallee 2nd, all in favor.

- Personnel: Kim Lavallee volunteered to continue as Chair.
Peter Bewley motioned Kim Lavallee to be Chair for Personnel, Kent Glossop 2nd, all in favor.
- Policy: It was discussed that the Board hoped Greg Czuba (who was not present) would consider continuing as Chair. He has since (post meeting) confirmed by email to Brian Smith that he would do so. This needs to be ratified at the July meeting.
- Trustee Membership:
Kent Glossop motioned Rod Conard to continue as Chair, Heather MacDonald 2nd, all in favor.

ACTION - Board needs to re-establish top level Board goals for the coming years, and each Board Committee needs to do the same

At the suggestion of Dan Moriarty to simply process: Kent motioned to modify current board operating rules to only need one motion, followed by discussion, then vote; no longer require a 2nd motion. Dan Moriarty 2nd, all in favor.

ACTION - all committee chairs to develop top level goals for the coming year by September board meeting along with list of then current committee members.

ACTION - all committee chairs to make sure all committee meeting minutes for the last five years are in the Board Committee Folders. Send any missing minutes to Heather MacDonald for posting.

Jenn Cava suggested methods to increase parent involvement with committees:

- New Student Orientation would be a great time to recruit new parent committee members.
- A letter from the Board Chair to the parent base at the beginning of the school year.

5. Public comments
None.

6. Approve minutes from previous meetings

- May 10, 2017 Board Meeting
Heather MacDonald motioned to approve, all in favor (1st vote not requiring 2nd motion - thank you Dan M.!)

7. Consent Agenda

- N/A

8. Policies (sent to Board on 5/26 for review)

- IHAMA - 1st reading
Dan Moriarty motioned to approve and place on the consent agenda for July, all in favor.
- GEBF - School District Internet Access for Staff, 1st reading

- GBEF-R - Acceptable Internet Use Procedures - Staff, 1st reading
- JICL - School District Internet Access for Students, 1st reading
- JICL-R - School District Internet Access for Students, 1st reading
 Though nothing extreme, there was enough suggested edits from both Brian Smith and Pete Bewley to require Policy to review.

9. Items of Board Business

- *Board Chair*
 - Rechartering
 1. [ASD Charter](#)
 2. [ASD Renewal Evaluation 11/9/2012](#)
 3. [Charter Changes 1](#)
 4. [Charter Changes 2](#)
 5. [Charter Changes 3](#)
 6. [NH Charter Renewal Process](#)
 7. [NH Charter Intent to Renew](#)
 8. [NH Charter School Renewal Guidelines](#)
 9. [Guidelines Process Spreadsheet](#)

Response from the named contacts for ASD's charter renewal have been lacking, despite multiple attempts by Jenn Cava to engage. She has a meeting with the Commissioner on 7/18 for other purposes, but will address the need to engage for charter renewal if no further responses have occurred.

- *Board Treasurer*
 - Budget update - on track.
[ASD Board Financial Report April 2017 Reconciled](#)

10. Director's Report

[Directors Year End Report](#)

11. Faculty & Student Affairs

- Faculty report
 Teachers wrapping up the year, enjoyed graduation and looking forward to 8th grade upgrade.
 Internet access has been challenging as of late.
 Sarah will continue as the Faculty rep
- Student Body report - NONE, JENN WILL HAVE NEW REP IN THE FALL

General:

Heather Bobbitt inquired about current feeling of "safety" within the school. Overall, Administration is confident there are no pending issues.

12. Committee Reports

- Facilities (Brian Smith)
 This month, reviewed a list of potential local properties, eliminating many based on criteria. Company willing to finance pinged again on interest, and indicated if we engaged, that finance could be arranged in a way that payments would not

be required until occupancy was taken and the current lease was terminated. they would make we were not paying for two places at once.

- Finance (Dave Alukonis) - did not meet
- Personnel (Kim Lavallee) - did not meet
- Policy (Greg Czuba) - 5 policies brought forward
- Strategic Planning/Initiatives & Outreach (Rod Conard) - met, continuing work on corporate relationship process, including what data base to utilize
- Trustee Membership (Rod Conard) - did not meet, 2 potentials in the cue, though at present, Board has not indicated a need for additional members or of what background.

13. Next Meeting

- Next meeting date
 - July 12, 2017
 - August 09, 2017 (Pete not here for August meeting) - will email board for availability
- Recommended agenda items
 - Send any suggested items to Heather MacDonald

Kim Lavallee motioned to adjourn 8:50, all in favor.

Respectively submitted by Heather MacDonald,
Vice-Chair, ASD Board of Trustees