

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -JULY 12, 2017 (approved Sept 13, 2017)

doc ref: 2017-JULY-12- ASD Board Minutes

Board Members Present (8): David Alukonis, Peter Bewley, Heather Bobbitt, Rod Conard, Greg Czuba, Kim Lavallee, Heather MacDonald, Dr. Dan Moriarty,

Board Members Absent (2): Kent Glossop, Dr. Karen Graham, Matt Southerton

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

Others in Attendance: Maureen Mooney

Meeting called to order 6:40 PM by Peter Bewley

1. Public comments

Maureen Mooney, Dean of Founders Academy in Manchester, NH spoke on 3 points:

- a. Thanking Board Members for their contributions to ASD.
- b. Announcing Best Practices 2018 will be hosted by their charter school and it will be held on March 16, 2017.
- c. Merrimack is listed at #5 in the top 30 safest communities in USA by the Safewise Report. This report mentions having a STEM school as part of the equation which helped rank Merrimack, which is reflective of ASD when it was located in Merrimack.

Subject: The 30 Safest Cities to Raise a Child in America - 2017 | SafeWise

<https://www.safewise.com/blog/safest-cities-to-raise-a-child>

2. Approve minutes from previous meetings

- June 14, 2017 Board Meeting Minutes

Heather MacDonald made a motion to approve the June 14, 2017 meeting minutes, no discussion, Six members were in favor; Greg Czuba and David Alukonis recused themselves, so moved.

Dr. Dan Moriarty joined the Board Meeting at 6:50pm.

3. Consent Agenda

- IHAMA - Teaching About Alcohol, Drugs, and Tobacco, 2nd reading

Heather MacDonald made a motion to approve IHAMA - Teaching about alcohol, drugs and tobacco, all were in favor, so moved.

4. . Items of Board Business

- *Board Chair*

Pete Bewley, Board Chairman, reported that there have been significant computer issues which have been addressed since our last Board Meeting. There were several IT upgrades made due to a significant loss of the school's server during the last days of 2016-17 school year. An updated server, network switches, and UPS backup replacements were implemented along with a split teacher and student virtual network.

Jennifer Cava thanked Mr. Bewley for his extensive contribution of time and effort in seeing this project to completion. His expertise and involvement saved the school funds as this project was initially quoted to cost \$9000. Pete Bewley, Andrew Daley (ASD's assigned IT specialist from All Covered) and Jenn Cava were able to resolve this problem with \$2600 in funds, along with the access to a \$3500 Staples grant, and a generous Dell Server donation which was spearheaded by the assistance of Mr. Bruce George (VMWare).

- *Board Treasurer*
 - Budget update

Kim Lavalley stated financials distributed via email seem to have some column formatting issues, but numbers are financially sound. She also reported the auditors have started their walk thru, and interviews occurring at the end of June and plan to resume their audit next week with Kym Harmon's return. Kim Lavalley reports our budget is on track and on target.

P&L and Balance Sheet for May 2017:

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=15d1e6aacc514ac8&attid=0.1&disp=inline&realattid=f_j4u8364s0&safe=1&zw

5. Rechartering (Pete Bewley)

Peter Bewley shared a spreadsheet of questions and tasks as well as individuals assigned to each of these items in order to research for the report that Jenn Cava is to submit to the rechartering team prior to their site visit. The Board is ultimately responsible to address each topic and Jennifer Cava, the Director has many meetings setup with several people to prepare for the report in anticipation of the rechartering team visit and evaluation. The ASD rechartering project will require substantial effort in the upcoming school year.

Rechartering spreadsheet:

https://docs.google.com/a/asdnh.org/spreadsheets/d/18IYJkbv176G4UtzMq-mPnzlejKW7LOzxoqQwPcFidVQ/edit?usp=sharing_eip&ts=5966a93e

6. Director's Report

- IT issue resolved per Peter Bewley's summary (as noted above)
- Tiered System Characteristics Draft shared with Board Members. This will be discussed more at the next Board Meeting. Mrs. Cava noted this is a draft, no promises of it's impact to salaries have been established to date.

- Jenn Cava shared a proposed Mission/Vision/Core Belief Statements with the Board for their initial comments. She followed with the fact this document reflects a culmination of work teachers and staff have prepared in their workshops to create an updated Vision/Mission/Belief Stmt which will be used in the rechartering effort.

7. Faculty & Student Affairs

- Faculty Report (Sarah Frischknecht) Summer school was started this week. The enrollment has increased over last year. Program offerings are varied.

8. Committee Reports

- **Facilities** (Pete Bewley)
The committee is scheduled to meet on Monday, July at 6:30pm. Only 3 properties on the list are available at this juncture. 44 Simon Street which is the only property for sale, formerly EMC - 9 Townsend (Flir)a lease property and 22 Cotton Road also a lease property.
- **Finance** (Dave Alukonis) Committee did not meet this past month, nothing to report
Next meeting Friday, July 14th at 8 am to discuss Board Reserved Funds..
- **Personnel** (Kim Lavalley)
Committee did meet and established goals for 2017-18 along with setting up the committee meeting schedule for the upcoming year. Also it reviewed the Tiered System that was shared with the Board tonight. Next meeting is scheduled for Sept 12th, 8-9:30am.
- **Policy** (Greg Czuba)
Committee did not meet in June. Meeting next Thursday, July 20th.
- **Strategic Planning/Initiatives and Outreach** (Rod Conard)
Met Monday, July 10 and discussion was a goal of setting up a contact database to fuel STEM internships, senior projects, and SPARK sessions. There were also efforts discussed on making goals to concentrate on marketing and community outreach.
- **Trustee Membership** (Rod Conard)
Committee did not meet, Rod Conard reported the committee is recruiting board members at this time; some names are being discussed, however he is looking for input from the Board on what specific needs the Board wants to meet with these future candidates.

Heather MacDonald suggested the Board meet for a brainstorm work session in a less official capacity in order to establish some goals and prepare for the recharting task force. A meeting was scheduled for Sept 18 from 6-8pm.

13. Next Meeting

- Next meeting date, Sept 13th, 2017@ 6:30pm

Heather Bobbitt made a motion to adjourn the meeting at 8:10pm, all were in favor, so moved.

Respectfully submitted
Heather Bobbitt
Secretary, Board of Trustees