

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes -JULY 11, 2018 (Approval 9/12/18)

doc ref: 2018-JULY 11- ASD Board Minutes

Board Members Present (10): David Alukonis, Rick Bartle, Peter Bewley, Heather Bobbitt, Rod Conard, Greg Czuba, Kent Glossop, Kim Lavallee, Dr. Dan Moriarty, Gaynelle Swann

Board Members Absent (2): Dr. Karen Graham, Heather MacDonald,

Non-Voting Members Present (1): Sarah Frischknecht

Non- Voting Members Absent (1): Jennifer Cava

Others in Attendance: Kym Harmon, Michael Bailey

Meeting called to order 6:35 PM by Peter Bewley

1. Public comments--None

2. Nathan Wechsler - Audit Planning

Ashley Major and Nina Timney presented their strategies for the 2017-18 audit plan process which began June 2018. The engagement objective is for reasonable assurance. There is paperwork Kym Harmon, Business Manager, must submit to the State of NH by deadline of Sept 30, 2018. Nov 15 is the deadline of the Form 990. The audit process will address areas such as controls and inherent risks, material thresholds. Ashley Major of Nathan Wechsler Accounting Firm will present the final audit to the Board on September 12th Board of Trustee Mtg. Review documents for this process will be sent out by email to the Board of Trustees prior to the Sept 12th meeting to field and address any questions or concerns. Some new areas being implemented, will address the New Lease Standard, Tax Reform on Charitable Giving, and Cybersecurity.

Dan Moriarity arrived at 6:42PM.

Gaynelle Swann arrive at 6:48PM.

Heather Bobbitt brought up there is a tight window between the distribution of this information that the Board is being asked to review (timeframe: Aug 30-Sept 11) and the September 12th Board Meeting. Request for all Board members to plan ahead for this important review and vote requirement slated for September 12th. Also noted is the Form 990 will shortly follow with similar attention for the Nov 14 Board Meeting to meet the State and Federal deadlines.

3. Approve minutes from previous meeting

[ASD Board Meeting Minutes 2018-06-13 DRAFT](#)

Greg Czuba made a motion to approve the June 13, 2018 meeting minutes, Kent Glossop abstained due to not being present for the meeting, all were in favor, so moved.

4. Consent Agenda

- a. [Draft Admissions Policy V5](#)
- b. [Draft Enrollment Policy](#)
- c. [Draft CBI - Evaluation of the Director](#)
- d. [Draft CB - School Director](#)
- e. [Draft ILBA - Student Educational Progress, Program Assessment/Evaluation, and Standardized Assessments](#)

Peter Bewley asked if there were any additional remarks, none were presented.

Peter Bewley made a motion to approve Admissions Policy V5XX, Enrollment Policy, Evaluation of the Director, School Director, Student Educational Progress, Program Assessment/Evaluation and Standardized Assessments all were in favor, so moved.

5. Policies - N/A

6. Items of Board Business

- a. *Board Chair - Peter Bewley*
- b. *Board Treasurer - Kim Lavallee*

Financial Report June 2018 (email sent by Kym Harmon in advance to Board)

https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=1647f9fc4743fc29&attid=0.1&disp=inline&realattid=f_jjeevva0&safe=1&zw

Kim Lavallee reports our budget is on track and on target. We are awaiting the EOY State of NH final payment for student enrollment, the final payment is expected for the end of July; there is enough reserve to cover expenses until that is received.

7. Faculty Report - Sarah Frischknecht

1st week of Summer School is wrapping up tomorrow, Thursday, July 12; not much news this month since school ended and many staff are on vacation.

8. Committee Reports

- a. Facilities (Pete Bewley)

The committee met prior to the board meeting tonight discussing capital campaign, potential properties reviewed; and working on setting a schedule.

- b. Finance (Dave Alukonis)

The committee did not meet.

- c. Policy (Greg Czuba)

The committee did not meet, planning to meet next week.

- d. Strategic Planning/Initiatives and Outreach (Rod Conard)

The committee met on June 2, to discuss longer term strategy.

3rd Wed of each month, process for corp relationships is the focus.
Open invitation for these meeting.

e. Trustee Membership (Rod Conard)

The committee met did not meet, asking for committee to meet for interviews.

f. Personnel (Kim Lavallee)

The committee did not meet, however there has been emails sent to both the committee and Board of Trustees to keep everyone abreast on the status of 2 open positions, Computer Science which was known prior to the close of school and a new one, Physics, which just became open as Dr. Frazdal will be moving out of state.

9. Next Meeting

- a. September 12, 2018 (reminder, there is no August 2018 meeting)
- b. Reminder of the Board's need to watch their emails to review the audit documents that will be voted on at the Sept 12, 2018 Board Meeting.

Greg Czuba made a motion to adjourn the meeting at 7:25pm, all were in favor, so moved.

Respectfully submitted
Heather Bobbitt
Secretary, Board of Trustees