

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

Board of Trustees Meeting Minutes -SEPTEMBER 12, 2018 (Approved 10/10/18)

doc ref: 2018-SEPTEMBER 12- ASD Board Minutes

**Board Members Present (11):** David Alukonis, Rick Bartle, Peter Bewley, Heather Bobbitt, Rod Conard, Greg Czuba, Kent Glossop, Kim Lavalley, Heather MacDonald, Dr. Dan Moriarty, Gaynelle Swann

**Board Members Absent (1):** Dr. Karen Graham

**Non-Voting Members Present (2):** Jennifer Cava, Sarah Frischknecht,

**Others in Attendance:** Michael Bailey, Bonnie Doyle, Stuart Harmon, Kym Harmon, Dr. Renee MacDonald

**Meeting called to order 6:37PM by Peter Bewley**

1. **Public comments** There were no public comments.
2. **Nathan Wechsler Final Audit July 2017-June 2018 Summary**

[Preliminary Audit](#) link

Dr. Dan Moriarity arrived at 7:02pm.

Kelly D'Amore and Ashley Major, representatives from Nathan and Weschler, presented on the July 2017-June 2018 Risk Based Audit with a Powerpoint and hard copy distribution: Wrap up, Financial Report, and Preliminary Management Letter.

Dave Alukonis reported the Finance Committee met and reviewed the June 30, 2018 Audit and the Finance Committee recommends acceptance of this audit.

**Heather MacDonald moved the acceptance of the June 30, 2018 Audit. Dave Alukonis 2nd, all were in favor. So moved.**

Nathan and Weschler's Preliminary Management Letter is moved to the end of the agenda.

3. **Approve minutes from previous meetings**  
JULY 11, 2018 Board Meeting Minutes, note: no meeting of the Board for the month of August 2018.
  - [ASD Board Meeting Minutes 2018-07-11 DRAFT](#)

Peter Bewley made a motion to approve the July 11, 2018 meeting minutes, all were in favor, so moved. All in favor except Heather MacDonald, abstained.

#### 4. Policies

- [EEA - Student Transportation Services - 1st reading](#)

Peter Bewley made a motion to move EEA - Student Transportation Services 1st reading to the consent agenda for the October board meeting, all were in favor, so moved

#### 5. Items of Board Business

- *Board Chair*  
No report
- *Board Treasurer*
  - Budget update

P&L and Balance Sheet for Aug 2018:

- [Financial Report August 2018](#)

Kim Lavalée reports the July and August reports are to be tabled tonight as discussion and review of end of year entries need to be accomplished. She will be working on reviewing those in the upcoming week.

#### 6. Director's Report

*Director's Reflection: Due to a very busy start to the new school year, the Director's Report will focus on a summary of our current Enrollment and Admissions Update, as well as a brief staffing update, summer school update, and initial SAS testing report.*

##### Operations

- **Enrollment/Admissions Update**

*Our total number of students reported to the DOE on day 1 of school was 536. Our expected number on day 1 was 538. We had one new family contact us Sunday night to let us know that their 7th grader would not be attending; one returning family of a 7th grader that did not let us know they were on family travel until Friday, August 31st. Due to the diligent efforts of Amy Bewley, we are in an excellent position. In years past, we have been off by 15-40 students. We will continue to monitor enrollment carefully and make adjustments as we are able.*

*The chart below helps provide a clearer picture of what we saw on "day one" in terms of enrollment:*

	<i># of enrolled students</i>	<i>Out of enrolled students, how many were new to ASD this year?</i>	<i>How many additional students were enrolled and did not show up without prior notification?</i>	<i>How many students are currently on the Waitlist?</i>
<i>Sixth Grade</i>	<i>90</i>	<i>90</i>	<i>0</i>	<i>81</i>

<i>Seventh Grade</i>	<i>105</i>	<i>16</i>	<i>2 (1 returning, 1 will not attend)</i>	<i>32</i>
<i>Eighth Grade</i>	<i>97</i>	<i>15</i>	<i>0</i>	<i>7</i>
<i>Ninth Grade</i>	<i>83</i>	<i>18</i>	<i>0</i>	<i>13</i>
<i>Tenth Grade</i>	<i>58</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Eleventh Grade</i>	<i>60</i>	<i>0</i>	<i>0</i>	<i>3</i>
<i>Twelfth Grade</i>	<i>44</i>	<i>0</i>	<i>0</i>	<i>0</i>

*The total number of students currently enrolled at ASD as of September 2, 2018 is 537.*

### **Staffing Update**

Due to a family medical issue requiring her attention at home, ASD Humanities teacher Patty Socky resigned her position on Friday, August 24th. While this is certainly not an ideal situation, we have been hard at work to form a plan that will cause the least disruption to our students' learning and will promote their continued progress in their coursework.

For Humanities III students, we secured a long-term substitute. Mrs. Diane Becker, who holds teaching certification from out of state and is currently in the process of transferring that certification to the State of New Hampshire. She is a parent of a current ASD student and has spent many hours volunteering her time for our school in the past. On Wednesday, September 12th, 2018, the school has secured a new, part-time member of our faculty, Jared Grace, to take on the Humanities III classes. Mr. Grace holds certification in Secondary English and Social Studies, with teaching experience in Massachusetts. He will begin teaching on Monday, September 17th. The school would like to thank Diane Becker for her efforts to keep the coursework moving successfully in the interim.

For Senior Writing Seminar students, Humanities Department Head Doug Belley and High School Counselor Caitlin Belley have taken over in terms of planning and preparation for the coursework. At this time, students are actively working on college admissions essays, as well as covering the summer reading. Together the Belleys have crafted a comprehensive curriculum that will have seniors comfortably meeting college deadlines while also being exposed to various types of writing and literature.

For Advanced Language and Composition students, I am excited to share that I have taken over the instruction of the course. In my previous life, I was a high school and middle school Language Arts teacher, and I still carry certification in teaching English at the Secondary level in New Hampshire. I have missed the classroom, and look forward to working with the Language and Composition students. Unfortunately, due to the abrupt instructor change, the course can not be offered for Dual Credit this year (SNHU is unable to "approve" me as an instructor this late in the game, even though I meet all of the qualifications.) I have spoken with the students currently enrolled in the class and discussed the option of taking the AP test at the end of the year, for which I believe I will be able to very adequately prepare them.

### **Summer School Update**

ASD faculty member Chris Marsh completed a second year as Summer School Principal. We offered nearly two dozen enrichment and credit bearing courses taught by a combination of faculty, alumni, and

community partners. We had 225 seats filled across the classes (Roughly 15-20% higher than the year before), with students in every grade from 6 through twelve.

This year we implemented many lessons learned from the previous year - from better account tracking to more robust syllabi. Two particular standouts were an increase of incoming 6th graders attending courses and a Health class that reached its maximum capacity.

Mr. Marsh continues to work with the community and Business Office in order to increase enrollment, profit, and quality throughout the offerings. In the 2019 summer, he hopes increase the collaboration with the Guidance Department in order to attract more students to the Enrichment classes.

### **SAS Testing Spring 2018**

	<b>Percent at Level 3 (Proficient) or Above</b>	<b>Percent of Student Participation</b>
<b>Grade 6 ELA</b>	92%	99%
<b>Grade 6 Math</b>	88%	99%
<b>Grade 7 ELA</b>	89%	98%
<b>Grade 7 Math</b>	87%	97%
<b>Grade 8 ELA</b>	92%	97%
<b>Grade 8 Math</b>	92%	96%

\*Grade 8, 11 Science Scores are delayed

- Comparative data with rest of NH not yet available

Important Dates:

**Thursday, September 20th, 5:30 pm:** Center for STEM Invention Ribbing Cutting-- special thank you to Greg Czuba for the creation of the Czuba Conference Center-- to be introduced to the school community that evening at 6:00 pm:

Back to School Night (does the Board plan to have an informational table?)

Additional Director comments:

- PT English Teacher has been secured to cover this year- Jared Grace  
Mrs. Cava is teaching AP English Language and Composition  
Doug Belley taking Senior Writing Center
- Welcome to Chris Rossetti
- Welcome to Mike Krovinovic
- Summer School update: Chris Marsh increased proceeds by 15% over LY
- Initial SAS Testing results listed in report above
- Sept 20: Back To School Night/STEM Conference Center
- Oct 24: SPARK is being reorganized. Morning sessions will be outside presenters, Afternoon sessions will be faculty lead. A reception in the morning for outside presenters will be added.
- Bonnie Doyle delivered the admissions report and summary of her statistics.
- Dr. Renee McDonald presented on the customized Honors Chemistry and Honors Physics Textbook that have been implemented into the curriculum.

## **7. Faculty & Student Affairs**

Faculty Report (Sarah Frischknecht)

- Dr. Renee MacDonald (Science Dept Chair): The science department has integrated customized working textbooks for honors chemistry and physics. They have so far been an enormous asset to the students—a lot of good feedback coming from students and teachers. Students can actually annotate their own textbooks and highlight text, which has been very helpful.
- Amy Bewley (Marketing & Communications): Officials of National Merit Scholarship Corporation (NMSC) announced the names of approximately 16,000 Semifinalists in the 64th annual National Merit Scholarship Program today. ASD is proud to announce that two members of the class of 2019 have been named semifinalists - Ian Coolidge and Chris Couto. In addition, six additional seniors received Letters of Commendation - Laurel Nelson, Olivia Bennett, Nathan Yeung, Nick Couto, Evan Loconto and Wes Newsam. Also, board members will be receiving an invitation (via email - hopefully even by tonight) for the official "Ribbon Cutting" celebration for the NH Center for STEM Invention along with the other donors to the project. It will take place on Thursday, September 20th at 5:30 pm, which is 45 minutes before Back-to-School Night begins.
- Janice Caywood (Aerospace): A SPARK session in May involved collaboration with the Revolving Museum in Fitchburg to create the World's Largest Paper Airplane for a Guinness World Record. ASD's aerospace-themed poster pieces were collaged onto the 1" thick corrugated cardboard body of the sleek paper aircraft. The current record, set in Germany in 2013, had a wingspan of 59 feet and flew a distance of 59 feet. While this aircraft was ultimately determined to be not yet safe for airborne flight, over the next year the project will move to a larger space in Lunenburg to expand the wings then official submission for the record.
- Karen Legault (Math Dept Chair): The ASD Red Cross Club is hosting a blood drive on October 12th. If anyone has questions, please contact Karen Legault.

- Lisa Moser (Office Manager): ASD First Lego League has close to 50 members, with 6 ASD teams, one more than we hosted last year. We also received 2 grants from NHFLL which allowed this new team to be started up at no cost to the school or club participants.

### **8. Committee Reports**

- Facilities (Pete Bewley) schedule monthly meetings, TBD
- Policy (Greg Czuba) Met Aug 16, meeting again this month
- Strategic Planning/Initiatives and Outreach (Rod Conard) Met Monday, research for data for SWAT analysis. Corp relationship process, working this angle with SPARK sessions.
- Trustee Membership (Rod Conard) Interviewed a candidate this evening.
- Personnel (Kim Lavalley) Met Sept 10th.

### **9. Preliminary Management Letter**

Nathan and Wechsler Audit Preliminary Management Letter

[Preliminary Management Letter](#) link

Dave Alukonis reports the committee met in a joint session with the Personnel Committee on Sept 10th to discuss the Nathan Wechsler Audit of ASD 2017-18. It also went into details on the Preliminary Management Letters presented by the auditors. The joint Personnel and Finance Committee have assigned the upcoming meetings for Mondays at 7:30am thru October.

David Alukonis requested a more in depth discussion to go over the committees recommendations based on the Preliminary Management Letter from the Nathan Wechsler Audit. He expressed concern for confidence in the business office.

Peter Bewley noted the Board to be aware of RSA 91a Right to Know, RSA Meetings open to the public, Non public sessions: RSA: 91a 3:2A.

Kim Lavalley made a motion to go into non public session per 91a:3 2a and c  
Peter Bewley 2nd the motion. Kym Harmon opted not to have a non public session in kind.  
Motion is not passed.

David Alukonis reported the joint session of the Finance and Personnel Committees on September 10th recommended the following actions be taken in reaction to the Preliminary Management Letter:

1. The Business Manager be removed from any and all financial, accounting and bookkeeping functions.
2. The ASD Board of Trustees authorize an increase in the use of contracted accounting services (with existing or other provider) as needed to ensure for the adequate financial operations of the school.
3. The ASD Board of Trustees further authorize the Joint Finance and Personnel Committees, in concert with the Director, to seek out to engaged the services of a consultant, skilled and experienced in school business management and operations; who will be charged with reviewing the structure of the school's business operations and

who will recommend and prioritize necessary structural changes, improvements, processes and policies.

4. The ASD Board of Trustees authorize the Joint Finance and Policy committees to act in lieu of the ASD Board of Trustees on these matters and report to the ASD Board of Trustees at each Board Meeting until all relevant matters are resolved.

The Board of Trustees discussed at length the Draft and Preliminary Management Letters and the response of the Finance and Personnel joint committees to the letter. Nathan Weschler's 2017-18 audit created a Draft Management Letter to which ASD Management responded; that cleared up a few procedural issues initially presented which in turn generated the Preliminary Management Letter with ASD's Management's responses. Overall discussion amongst Board Members and Kym Harmon's comments to the joint committee's recommendations did not support any actions be taken. The Board asked that the Preliminary Management Letter be given back to ASD Management to work on the recommended improvements and to address any concerns, establish best practices/ procedures with the auditors input, as part of the contract we have with Nathan and Wechsler is to obtain input for best practices. The Board is to establish related policies. There was no move to change the Business Manager's role. Kym Harmon voiced her concerns to the Board on how this situation has been handled.

Greg Czuba made a motion to adjourn at 9:10pm. all were in favor, so moved.

## 2. Next Meeting

- Next meeting, Wed, October 10, 2018
- Recommended agenda items
  - Consent agenda item: [EEA - Student Transportation Services](#)

Respectfully submitted

Heather Bobbitt

Secretary, Board of Trustees