

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

Board of Trustees Meeting Minutes - SEPT 13, 2017 (approval @Oct 11, 2017)

doc ref: 2017-SEPT-13 ASD Board Minutes

**Board Members Present (9):** Peter Bewley, Heather Bobbitt, Rod Conard ,Greg Czuba, Kent Glossop, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Matt Southerton

**Board Members Absent (2):**David Alukonis, Dr. Dan Moriarty

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

**Others in Attendance:** Kym Harmon, Kelli D'Amore, CPA, Ashley Major, CPA, MSA

**Meeting called to order 6:33 PM by Peter Bewley**

1. **Public comments** There we no public comments
2. **Approve minutes from previous meetings**
  - July 12, 2017 Board Meeting Minutes

Heather MacDonald made a motion to approve the July 12, 2017 meeting minutes, 6 were in favor, Matt Southerton, Kent Glossop, & Karen Graham recused themselves, so moved.

### **3. . Consent Agenda**

- N/A

### **4. Annual Audit - 45 min (Nathan Wechsler & Company)**

Ashley Major, CPA and Kelli D'Amore, CPA presented review of the 2016-2017 Audit.

Opinion: Clean

Recommendations: 1. Vote of amount of Board designated for special projects

2. Closure needed on Board Designated Funds; finish policy, vote on \$

3. Give summer school line item a more realistic budget projection

6:40PM : Dr. Karen Graham arrive during presentation.

### **5. Policies**

#### **1st reading : address any pre-questions**

- a. Operating Reserve Policy - Dave Alukonis

Discussion to change unrestricted funds to designated funds

Heather McDonald made a motion to accept the Operating Reserve Policy pending change of "unrestricted funds" to "designated funds" and move this to the consent agenda, all in favor, so moved.

The Finance Committee needs to review ASD's existing policy DIH - Fraud Prevention and Fiscal Management.

- b. School District Credit Cards Policy - Dave Alukonis

Discussed objective of this policy was to procure and establish a credit card and retire the debit card. Discussed addition of limits. Suggestion made to update DIH Fraud Policy as well.

Peter Bewley moved to add School District Credit Cards Policy to consent agenda. All were in favor, so moved.

- c. EBC - Crisis Prevention and Response - Greg Czuba

Heather McDonald made a motion to move EBC, Crisis Prevention and Response to the consent agenda, all in favor, so moved

- d. GEBF - School District Internet Access for Staff- Greg Czuba

Greg Czuba commented by allowing staff and students to bring in their own devices, this policy is more difficult to control.

Peter Bewley made a motion to move GEBF to the consent agenda, all were in favor, so moved

- e. GBEF-R - Acceptable Internet Use Procedures - Staff-Greg Czuba

Greg Czuba made a motion to move GBEF-R to the consent agenda, all were in favor, so moved

- f. JICL - School District Internet Access for Students-Greg Czuba

Heather MacDonald made a motion to move JICL to the consent agenda, all were in favor, so moved

- g. JICL-R - School District Internet Access for Students-Greg Czuba

Greg Czuba made a motion to move JICL-R to the consent agenda, all were in favor, so moved

## 9. . Items of Board Business

- *Board Chair (Peter Bewley)*

Peter Bewley asked the Board of Trustees to address the annual vote requirement per DOE on staff and administration being allowed to create audio and video recordings during class, etc.) which is different from what Policy EEAA - video/audio surveillance covers.

Heather MacDonald made a motion the Board approve ASD staff and administration to create audio and video recordings of students during the instructional day, providing permission from the parent/guardian exists in the Beginning of Year Form for the 2017-2018 school year. All were in favor, so moved.

- *Board Treasurer (Kim Lavallee)*
  - Budget update

## P&Ls and Balance Sheets for May, June, & July 2017:

The link for the reports are below:

[May and June 2017](#)

[July 2017](#)

Kim Lavallee reports our budget is on track and on target. The 2016-17 Audit has been a focus of the Business Office and stated, the year end adjustments for the audit will flow into July 2017.

### **10. Director's Report - Jennifer Cava**

[https://docs.google.com/a/asdnh.org/document/d/1CJJ25yIV68CbUI9OOQ4KYeMiBLys5HuLnEOMUcilf8/edit?usp=sharing\\_eip&ts=59b1506d](https://docs.google.com/a/asdnh.org/document/d/1CJJ25yIV68CbUI9OOQ4KYeMiBLys5HuLnEOMUcilf8/edit?usp=sharing_eip&ts=59b1506d)

- a. Enrollment has gone very smoothly, sold 525 students and Amy Bewley has a very healthy waitlist.
- b. Charter Renewal Team here on Oct 5th; Heather MacDonald recognized for going thru the last 5 years of Board Minutes, which has been helpful.
- c. Standardized Test: NH DOE has voted on the American Institute for Research (AIR) testing company for Math/English/Science for grades 6,7,8,11. Dissolution of NECAP and Smarter Balance.
- d. Welcoming 2 new teachers and a school nurse, Aimee Siler (Humanities) and Sean Kraus (7th grade History and Current Events, Science & Technology). School nurse, XXXX, is a direct hire and her backup is a parent RN should there be a need.
- e. Summer School income nearly doubled this year.
- f. Nashua School Superintendent, Dr. Mosley, has been unavailable to meet with Director on 2 appointments; looking to resolve this and build a relationship with him in regard to ASD.
- g. Senior projects: Director meeting with each Senior to take an active role in progress and work on expectations for project structure and presentations. Jenn discussed the idea of creating an award for this and Greg Czuba suggested a Hall of Fame for Senior Projects. More to come on this development.
- h. Back to School Night is Sept 19 for parents. Heather MacDonald will create a Board of Trustee Overview sheet to have available for the Back to School Night on Sept 19th. This will include all Board of Trustee monthly meeting dates.

Peter Bewley challenged Board of Trustees to review current topics to support Senior Project early on for mentor opportunities as well as sitting for final presentations.

### **11. Faculty & Student Affairs**

- Faculty Report (Sarah Frischknecht)

1. Mr. French is taking his high school environmental science class to UNH on Oct. 5 to participate in the NH Soil Judging Contest. This contest "provides an awareness of common characteristics of soil, how these characteristics affect selected uses of the soil, and how some land uses may be 'judged' to

be better than other based on soil features.” More info can be found at:  
[http://straffordccd.org/?page\\_id=484](http://straffordccd.org/?page_id=484)

2. Concerns have been voiced by many of the faculty regarding IT situation. The impression is that the situation has gotten worse. Many classes rely heavily on internet access for various classroom tools and technology opportunities and these classes are unable to provide the quality of instruction that these teachers have prepared. The following email written by Ms. Janice Caywood expresses what many of the faculty are feeling:

This is a request to the Board for investment in reliable IT equipment at ASD.

My Aerospace classes rely heavily upon reliable network service (as do all the space science related courses).

Significant elements of the curriculum are internet video-based because of the wealth of cutting-edge, relevant educational videos available. Additionally, students make weekly current events presentations from material they've posted in Classroom. Our quizzes and Final exam rely upon interactive Google tools and an online database. And my daily attendance report and urgent requests to staff require immediate, reliable access. As you see, we rely heavily on the network to teach these science classes.

Therefore it was alarming when five of my students abruptly lost network connectivity halfway through the Final exam on Thursday 6/8. All the work they had done on the Final up until that point was lost. They were forced to restart their Final from the beginning.

The incident was difficult to navigate on the fly, and raised broader concerns with finals slated the following week for the rest of the school.

This was not an isolated incident; the network had degraded over the prior 4-6 weeks as connections were slow and video signal was intermittently dropped while audio signal remained.

If we are to build upon our reputation as a nationally-acclaimed STEM school, we are beyond the point of being able to cobble together unreliable, used equipment as the backbone of our school network. I urge the board to consider this as a top priority consideration as the fall semester begins.

**Board discussion on implementing an IT Review Committee immediately to discuss status of Equipment and Bandwidth and what are the challenges and solutions that need to be in place to resolve this situation. Greg Czuba was willing to work this need. Note the internet was not available this evening for the Board Meeting. Evidently a new server was being installed.**

- Student Report (Timothy Zumbo)  
Welcome to Tim Zumbo, our newest Student Board Representative for the upcoming year.
  1. Seniors are working on choices for colleges; looking many aspects including: Safeties, Target, Common reach and Outliers, Financial aid, Scholarship opportunities, 4 year degree + 1 yr MA, Study abroad, and assistance in finding jobs after graduation as being all concerns they are keeping in mind.
  2. Student Council: Executive and Fundraising Meetings to date.
    - a. Sept 29: Back to School Dance & Game Night
    - b. Snack Shack operational
    - c. Fundraising: Pizza sales

## 12. Committee Reports

- **Facilities** (Peter Bewley)  
The committee met July 17, will meet after Board Meeting tonight.
- **Finance** (Dave Alukonis) Committee did not meet this past month, nothing to report.
- **Personnel** (Kim Lavallee)  
Kim Lavallee committee did not meet this past month.
- **Policy** (Greg Czuba)  
Committee did not meet, due to meet next week.
- **Strategic Planning/Initiatives and Outreach** (Rod Conard)  
Committee did not meet, Oct 2 is the next meeting.
- **Trustee Membership** (Rod Conard)  
Committee did not meet.

## 13. Next Meeting

- Next meeting date, October 11, 2017
- Recommended agenda items
  - Determine and vote on amount for Operating Reserve
  - Requested at least 2 weeks in advance when possible.

Kim Lavallee made a motion to adjourn the meeting at 8:45pm, all were in favor, so moved.

### **Addendum to the Board of Trustee Minutes:**

On September 19, 2017, Peter Bewley requested the Finance Committee review the 2016-17 Audit draft and make its recommendation.

David Alukonis, Chairman of the Finance Committee, reviewed the audit and found it to be fine according to notes and understandings.

Electronic Vote Requested by Chairman, Peter Bewley for the acceptance or rejection of the 2016-17 Audit by Nathan Wechsler & Company, PA by September 22, 2017.

10 of 11 Board of Trustee votes of acceptance were received by the 9/22/17 deadline:

Heather MacDonald, Matt Southerton, Greg Czuba, Karen Graham, Heather Bobbitt, David Alukonis, Peter Bewley, Kent Glossop, Rodney Conard, Kimberly Lavallee.

The 2016-17 Audit Draft by Nathan Wechsler & Company, PA is approved as of September 22, 2017. So moved. This will be ratified at the October 11th meeting.

Respectfully submitted  
Heather Bobbitt  
Secretary, Board of Trustees