

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

Board of Trustees Meeting Minutes -JANUARY 24, 2018 Approved Feb 14, 2018

doc ref: 2018-JAN-24 ASD Board Minutes

**Board Members Present (7):** Peter Bewley, Heather Bobbitt, Rod Conard, Greg Czuba, Kent Glossop, Dr. Karen Graham, Kim Lavallee

**Board Members Absent (3):** Dr. Dan Moriarty, David Alukonis, Heather MacDonald

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

**Non- Voting Members Absent (1):** Timothy Zumbo

**Others in Attendance:** Stephanie Dumoski, Dr. Renee MacDonald, Andrew Frischknecht

**Meeting called to order 6:40 PM by Peter Bewley**

**1. Public comments** There were no public comments

### **2. Approve minutes from previous meetings**

November 8, 2017 Board Meeting Minutes, note there was no Dec 13, 2017 or Jan 10, 2018 Board Meeting due to the lack of a quorum, so they were cancelled.

Kim Lavallee made a motion to approve the November 8, 2017 meeting minutes, all were in favor, so moved.

**3. Consent Agenda:** n/a

### **4 . Curriculum Discussion: Fifth Year Math/Science Options**

Proposed changes to ASD's Math and Science Programs - Stephanie Dumoski, ASD Curriculum Coordinator, and Karen Legault, ASD Mathematics Department Head, and Renee MacDonald, Science Department Head.

Reference Link of proposals:

<https://drive.google.com/open?id=0B3dMD7WLHg5uX2UwUkU0TnAtTlpiS3BURIZ5eThOazRkMU9F>

Stephanie Dumoski along with Dr. Renee MacDonald presented 2 curriculum change proposals (Google Doc link above). The Math and Science course modifications were presented to the Board, discussing the reasons for their proposal, pros/cons as well as securing confidence in maintaining the level of rigor necessary for the course to be considered as an additional option to meet ASD graduation requirements.

Proposal 1: Mathematics --to make an additional offer of Advanced Statistics as an additional option towards meeting the 5 math graduation requirements. It was clear the administration was able to integrate this change effective immediately, Spring 2018.

Heather Bobbitt made a motion to approve the proposed changes to graduation requirements for mathematics curriculum all were in favor, so moved.

Proposal 2: Science: Modify the IBC/EBC course progression by separating these classes into Biology, Chemistry with the addition of a new course, Physical Science. This allows for a more accurate progression of these science courses for students. As IBC has been an integral part of the ASD STEM curriculum for many years, the pros and cons of this change were made evident resulting in Board support in moving forward with this proposal. Kent Glossop, wanted to encourage a voice to the administration developing curriculum to maintain interdisciplinary best practices, gain and show proficiency, are sustainable yet reflective on ASD's unique position in STEM educational mission; while fostering best practices.

Greg Czuba made a motion to approve the proposed changes to graduation requirements for the science curriculum related to the IBC/EBC progression all were in favor, so moved.

**5. Student Field Trip to Washington DC**, June 2019- Rebecca Patterson, 8th grade American History teacher, proposed coordinating a student field trip for 3 days proposed for summer June 2019. A 4 day long weekend, June 22-24, 2019. This tour is being designed for ASD High School students. The itinerary is developed by EF Tours which the school has been using as a tour resource. She would like it to be a bus that would hold approximately 30-50 attendees (students and chaperones).

Link for proposal/itinerary:

[https://drive.google.com/file/d/0B5DA6LtqAIR4VEtKd00tQ1ROZS1sTFAzdmdTak5LUHM4Ty1j/view?usp=sharing\\_eil&ts=5a6a05ed](https://drive.google.com/file/d/0B5DA6LtqAIR4VEtKd00tQ1ROZS1sTFAzdmdTak5LUHM4Ty1j/view?usp=sharing_eil&ts=5a6a05ed)

Kim Lavalley made a motion to allow Rebecca Patterson to move forward with the Washington DC trip for June 2019.

## 6. Policies

- [IKAA - Interdisciplinary Credits](#)
- [IHCA - Summer Activities](#)
- [IKE - Promotion and Retention of Students](#)
- [JG - Assignment of Students to Classes and Grade Levels](#)
- [JLC - School Health Services](#)
- [JLCK - Special Physical Health Needs of Students](#)

Peter Bewley asked for a few corrections to the policies presented:

- Request JLCK cross out "cross checked with Laconia"
- JLC two locations 3rd para, principal, change to Director
- Drop disclaimer at the end of these policies.

Peter Bewley made a motion to approve 1st readings of IKAA, IHCA, IKE, JG, JLC, JLCK, with the suggested corrections and that they be moved to the consent agenda for the next Board Meeting, all were in favor, so moved

## 7. Items of Board Business

- *Board Chair*  
Ratify Board vote for Fairpoint contract

There was a email vote registered in order to make a timely decision in accessing a better option for ASD's internet provide with Fairpoint. In order to make this decision clear in the minutes, the Board Chair asks a motion be documented accordingly.

Peter Bewley made a motion to ratify the Board email vote for the Fairpoint contract, all were in favor, so moved.

Greg Czuba suggested it would be prudent to investigate and potentially create a redundant internet protocol to manage the traffic should a backup plan ever be necessary to implement. A cost investigation for this suggestion is worth looking into. The new system has given ASD exceptional performance, so very happy. Online vote did occur, just need a motion to be noted in the minutes.

- *Board Treasurer*
  - Budget update (emailed to members 12/8/17)

P&L and Balance Sheet for October 31, 2017:

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=160371b095527f60&attid=0.1&disp=inline&realattid=f\\_jay6015y0&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=160371b095527f60&attid=0.1&disp=inline&realattid=f_jay6015y0&safe=1&zw)

P&L and Balance Sheet for November 30, 2017

<https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=160c7d32474217bb&attid=0.1&disp=inline&safe=1&zw>

Kim Lavallee reports our budget is on track and on target.

## 8. Director's Report

[https://docs.google.com/document/d/1E5mMPxYuC5dWlQcCspHNzAR1xnD7k02Y1yUoeTfw008/edit?usp=sharing\\_eil&ts=5a4fb8cb](https://docs.google.com/document/d/1E5mMPxYuC5dWlQcCspHNzAR1xnD7k02Y1yUoeTfw008/edit?usp=sharing_eil&ts=5a4fb8cb)

Jenn presented her report via email link shown above in a prior email to the Board, additionally she spoke on:

- Admissions lottery occurred, found things continue to go smoothly largely due to Amy Bewley's involvement and experience.
- Charter School renewal still in process, State voted to extend our charter by 6 mos as the charter renewal team has not delivered their site visit report and recommendations to the State BOE. Currently the team that visited this past fall has been disbanded, as such this responsibility has not been addressed on the state level. Jennifer Cava will follow

the progression of this situation keenly to make sure it moves forward; currently ASD will need to wait for the directive from the State on how this will be addressed.

- **Exciting news!**: Jennifer Cava and Amy Bewley were made aware of an exciting grant opportunity by Tom Driscoll, a corporate partner with ASD who works at MicroScan. Jennifer and Amy worked to secured ASD's first corporate donation to the school. OMRON Corp has honored ASD with a \$50K grant to build the ASD Center for STEM inventions which is intended to be a collaborative lab. This grant was conditional on Jennifer Cava raising an additional 15K in matching funds; board members have come up with these funds and we are expecting the grant to be delivered to ASD for March 2018. Goal is to start new construction on this project this summer.

## 9. Faculty & Student Affairs

- **Faculty Report (Sarah Frischknecht)**

1. The school just finished up midterms, so faculty are busy finishing up semester grades.
2. The art teacher Nicole Manni asked me to share the following:

**Scholastic Art and Writing Awards - Sabrina Kearney, Gillian Doyle, Kira Gousias**, will be awarded their Gold, Silver and Honorable Mention Awards Certificates/pins at the Award Ceremony/Reception on February 4th, 12-2 pm. at the Stockbridge Theatre at Pinkerton Academy. The gallery hours are Monday - Friday from 9am - 4pm, Saturday and Sunday from 11am - 3 pm. And can be viewed at [Artsonia.com](http://Artsonia.com). To view: put Academy for Science and Design in the search bar. Mrs. Manni has been taking digital images from the last 8 years featuring 285 works of art from this year as well as 11,000 images available from previous years.

- **Student Report (Timothy Zumbo) not present, but sent his report via email**

1. **Student Council Update**

- ❖ Snack Shack
  - ❖ Steadily selling 85-110 dollars a day in total sales
  - ❖ Two people will be put into place for managing inventory, advertising, and volunteer shifts
- ❖ LOCKIN
  - January 26th-27th
  - Volunteers are squared away
  - All activities and expenses have been figured out
- ❖ Semester Two Plan
  - Ian and I are working on a new plan for Student Council in Semester Two
  - We want to hold a large fundraiser, involving all of Student Council, and the ASD community
    - Community yard sale and other ideas are being tossed around

2. **ASD Feedback**

- ❖ What do you enjoy most about ASD/Why are you attending ASD?
  - High Schoolers
    - Student #1: "The thing I enjoy most about ASD is the small student body which allows for a more close relationship with all the teachers and the students in your grade. Furthermore, all of the teachers want and can see you succeed which makes one want to work even harder with their positive support."
    - Student #2: "I like that there's been very little cases of drugs or people taking any substances unlike most other schools."
    - Student #3: "I absolutely adore the school culture and generally accepting nature of the student body."
  - Middle Schoolers
    - Student #1: "I enjoy how are teachers are quite skilled and do not need a teaching degree to teach what they love or are good at teaching."
    - Student #2: "ASD's community and academics one of the school's best qualities. I feel like I, along with many of the other students, enjoy the sense of community that ASD provides to everyone who goes here."
- ❖ What are ways ASD could be improved? (Reasonably)
  - High School
    - Student #1: "If one aspect could be improved about the ASD community is to have more sport teams like basketball and such to allow for more school spirit."
    - Student #2: "One thing to improve would be the building overall, although this is not a real possibility right now."
    - Student #3:
  - Middle School
    - From the students I discussed improvements with, they all had sports focused ideas. One student simply said, "I just want to go outside. Maybe utilizing the outside areas we have more during classes."

### 3. Senior Goals Before Graduation

- ❖ Person #1: "I was hoping to help out with the design of the new space we received a grant for."
- ❖ Person #2: "I want to make sure that kids stay interested in Science Olympiad because interest has been declining over the year. The more younger students interested and join, the better we will do at competitions and continue the clubs success."
- ❖ Person #3: "My goal is to encourage other students, especially in middle school to volunteer for the school and join multiple clubs to find their interests and passions."
- ❖ My Goal: I want to donate back to ASD through a gift to the building, or preferably, all of the staff in ASD by cutting material costs for teachers and admission. I am still thinking of a fledged out plan depending on how successful Student Council does and what we agree is best for ASD.

## 10. Committee Reports

- **Facilities** (Peter Bewley) Committee has been on hiatus, looking to convene in May.
- **Finance** (Dave Alukonis) not present, Heather Bobbitt reported the committee met on two occasions to discuss the impact of the Tier Program for the teachers as well as the 2018-19 budget. There are 2 meetings planned for February 5 (2-3:30pm) Teachers

Tier Program to ready proposal for February's Board Mtg and Feb 12 (6-7:30) to continue work on the 2018-19 budget for March's Board Mtg.

- **Personnel** (Kim Lavallee) Committee met, spent a full day Jan 8th (8-3pm) to work on hearing Tier 3 presentations from 10 teacher candidates. Next meeting is scheduled for Monday night 1/29 at 6pm.
- **Policy** (Greg Czuba) Committee due to meet Feb 22nd to discuss 3-4 policies in the pipeline.
- **Strategic Planning/Initiatives and Outreach** (Rod Conard) Committee met and focused on the corporate relationship development process, next meeting schedule and on the website.
- **Trustee Membership** (Rod Conard) did not meet.

[Peter Bewley has received Matthew Southerton resignation from the Board and it was accepted.](#)

Board discussion for Trustee Membership Committee to actively seek external and parent candidates to fill open Board openings.

#### **11. Next Meeting**

- Next meeting date, February 14, 2018
- Recommended agenda items

[Kim Lavallee made a motion to adjourn the meeting at 8:55pm, all were in favor, so moved.](#)

Respectfully submitted  
Heather L. Bobbitt  
Secretary, Board of Trustees