

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

Board of Trustees Meeting Minutes -MAY 9, 2018 (Approved 6/13/18)

doc ref: 2018-MAY 9- ASD Board Minutes

**Board Members Present (9):** Rick Bartle, Peter Bewley, Heather Bobbitt, Rod Conard, Greg Czuba, Kent Glossop, Heather MacDonald, Dr. Dan Moriarty, Gaynelle Swann

**Board Members Absent (3):** David Alukonis, Dr. Karen Graham, Kim Lavallee

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

**Others in Attendance:** Michael Bailey, Patrick Jackson, Shawn Jackson

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

1. Welcome new board member Gaynelle Swann
2. Public comments: There were no public comments
3. Approve minutes from previous meeting
  - a. [ASD Board Minutes 2018-04-11](#)

Rod Conard made a motion to approve the APRIL 11, 2018 meeting minutes, six were in favor, Kent Glossop abstained as he was not present at that meeting, so moved.

Rick Bartle arrived at 6:45pm

4. Consent Agenda
  - [IMAH](#) - Daily Physical Activity (new)

Rod Conard made a motion to approve IMAH all were in favor, so moved.

- [JICD](#) - update to existing policy (Student Conduct, Discipline and Due Process)

Pete Bewley made a motion to approve JICD all were in favor, so moved.

5. Policies
  - a. [EB - Safety Program V2](#) - updated

Heather MacDonald made a motion to approve EB - Safety Program V2 to the consent agenda for June 2018 , all were in favor, so moved

- b. [EBCE - School Closings](#) - new

Heather Bobbitt made a motion to approve EBCE - School Closings to the consent agenda for June 2018, all were in favor, so moved

6. Items of Board Business

a. *Board Chair*

i. No Report

b. *Board Treasurer - no report*

Budget update- April 2018 P&L, Balance Sheet was sent out via email prior to this mtg:  
[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=16340a56530fc417&attid=0.1&disp=inline&realattid=f\\_jgxwphn30&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=16340a56530fc417&attid=0.1&disp=inline&realattid=f_jgxwphn30&safe=1&zw)

7. Director's Report

[https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=163406d54a9476c7&attid=0.1&disp=inline&realattid=f\\_jgxu2h840&safe=1&zw](https://mail.google.com/mail/u/0/?ui=2&ik=bd938e7d32&view=att&th=163406d54a9476c7&attid=0.1&disp=inline&realattid=f_jgxu2h840&safe=1&zw)

Additional updates:

- Jennifer Cava will be speaking at the National Consortium of Secondary STEM School Conference in Texas in November 2018.
- ASD's Charter was renewed by the State Board of Education.

Gaynelle Swann arrived at 7pm.

- The Concord Monitor requested an interview to discuss ASD demographics.
  - ASD has been selected for a State on NH Board Meeting on May 9, 2019.
  - Teachers' contracts for the 2018-19 have all been offered; Madge Smith, the Computer Engineering Teacher has not renewed and ASD is looking for a full time Computer Science Teacher for 7 classes.
  - A senior will not be participating in the the ASD Graduation ceremony having not satisfied all assigned work; an allowance to complete it over the summer has been offered.
  - US News and World Report has announced that ASD will be listed as #1 in NH and #269 nationwide in their publication.
8. Faculty Report (Sarah Frischknecht)
- Chris Marsh, summer school principal: "Summer School enrollment is open. Last year saw tremendous growth in the program, and we're hoping to continue that growth by offering classes that are both in demand and fit our mission. Enrollment is open from now until June 6th."

- Lisa Moser, office manager: “We have some very exciting SPARK sessions coming up on May 23rd. Besides the senior project presentations and the 6th grade talent show, we have been lucky enough to offer the following:
  - Hayley Lapoint, WMUR meteorologist, will be teaching a workshop on storm identification and tornados in NH!!! (I'm very excited about this!)
  - Greg Zimmerman, ASD parent, will be bringing a 1921 Model-T as part of a Keep It Simple engineering concepts workshop
  - Mrs. Mack & Mr. French will be taking a field trip to the Wells National Estuarine Reserve where students will collect and identify plankton, as well as learn about various water testing processes. This trip is free to students, as it has kindly been funded in its entirety by ASDEF.
  - Mr. Jenkins will be hosting a workshop on the history and physics of the carousel at Canobie, and then introducing Ray Bradbury's "Something Wicked This Way Comes". Talk about cross-curricular!”
  
- Drama Club: The Shrek the Musical is this weekend! Friday, 11th 7pm, Saturday, 12th 5pm .....\$10 per ticket, concessions available
  
- Alex Hytner, Helping Hands Club Adviser: “The members of the Helping Hands club have held multiple fundraisers and donated \$850 in total to different organizations like Direct Relief, the NH Coalition Against Domestic Violence and Sexual Assault, and Harbor Homes. Helping Hands also bought and donated over 300 items to United Way for their annual baby shower totaling just over \$860. Helping Hands was able to donate an overflowing box full of toys from student and family donations to the Marine ‘Toys for Tots’ drive during the holidays. Along with fundraising, Helping Hands has also donated time at the Nashua Soup kitchen, which our current T-shirt sale money will be donated to as well, and Families in Transition.”
  
- Madge Smith, Computer Science: Madge attended the Extreme Redesign Challenge hosted by AET Labs at WPI with students Kira Gousios and Alex Kedzierski, who submitted a 3D printed insulin refrigeration. Their design was in the top 10 of all entries. The submission was well liked, especially by the event coordinator, "Your team was fantastic! For what it's worth I thought their project, design, and the video was extraordinary!". They came in 3rd in the online world challenge! Thanks go to Mr. French for helping Alex print his design. Alex and Kira said they had more fun and learned more than they had anticipated.

## 9. Student Report (Tim Zumbo)

### **Student Council Update**

- PROM Recap
  - Took place at Alpine Grove on May 5th from 6-10 PM
  - Sold about 100 tickets at \$30 each
  - Spent roughly \$4,000 on PROM

- Everyone had a great time (students and chaperones)
  - Lower attendance among 9th graders this year
  - Roughly the same number of sophomores from last year
  - High attendance from seniors and juniors
- Decorations were dramatically improved in main hall and photo room, Mrs. Ayer, Mrs. Harmon and Mrs. Sockey were very instrumental in the decorations as well.
- ROMP (last Student Council event of the year)
  - ROMP(middle school dance) is May 18th from 6-9 PM
  - Advertising and ticket sales start Thursday, May 10th
- Based on Current Projections,
  - Student Council should be able to donate at least \$2,000 towards ASD's new space
  - A discussion will be held SPARK Day as to what other charities were in mind - CASA
  - Possible scholarship
  - Volunteer appreciation for everyone who has helped with events and made Student Council what it is this year

### **End of the Year**

- Seniors are once again realizing there is less than a month left
- Everyone feels ready and excited for summer

### **10. Committee Reports**

#### **a. Facilities (Pete Bewley)**

The committee met prior to Board Meeting this evening. Discussed facility plan on how to proceed. Agenda is posted on the ASD Board official documents under Committees. Discussed the option of a capital fund for a new location or improvement of the existing facility. Concern about long term sustainability.

#### **b. Finance (Dave Alukonis) not present**

Committee did not meet this past month, nothing to report.

#### **c. Policy (Greg Czuba)**

The committee met brought 2 policies forward tonight.

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

The committee met on Monday, Efforts being concentrated on marketing and community outreach. Committee met to review and update progress on the project list to get the Corporate Relationship Process up and running. Our goal is to turn this process on in August 2018. Will be meeting on the 1st Monday ( Process) and the 3rd Wed of each month (vision and mission action).

**e.Trustee Membership (Rod Conard)** The Board needs to determine if we need to fill more seats. We have some parent and non parent candidates to review.

**f. Personnel (Kim Lavalley) not present,** Heather MacDonald reported about the meeting May 8th to discuss the current retirement plan with Peter

Motsis. Discussed the feasibility of doing a 401K match and Peter is running the options as well as long term costs for the committee to review. Peter will be discussing the modeling at June's meeting. The committee will be reviewing employment agreements for any necessary updates as well as updating any existing personnel policies. Personnel has an action tonight to discuss the Director's Contract.

The Board paused to officially welcome Gaynelle Swann to the Board Table.

Heather MacDonald made a motion to go into closed session pursuant to RSA 91-A:3 II.(a), for the Director's Annual Review and Contract Terms

**Roll Call to go into Closed session:**

Rick Bartle- Y  
Peter Bewley- Y  
Heather Bobbitt - Y  
Rod Conard- Y  
Greg Czuba- Y  
Heather MacDonald- Y  
Dr. Dan Moriarty- Y  
Gaynelle Swann- Y

**Closed Session**

**Open Session resumed.**

Heather MacDonald made a motion to seal the minutes of the closed session pursuant to RSA 91-A:3 II.(a),

**Roll Call to seal the minutes:**

Rick Bartle- Y  
Peter Bewley- Y  
Heather Bobbitt - Y  
Rod Conard- Y  
Greg Czuba- Y  
Heather MacDonald- Y  
Dr. Dan Moriarty- Y  
Gaynelle Swann- Y

Dan Moriarity left at 8:10pm

Greg Czuba left at 8:15pm

11. Next Meeting

- a. Next meeting is the Board Annual Meeting, June 13, 2018

- i. Election of Board Chair
- ii. Consideration of renewal for five current board members
- iii. Election of Vice-Chair, Treasurer, Secretary and Clerk
- iv. Committees/Structure and Chairs
- v. Summer Meeting Schedule

Discussion had on how the process works for setting the new board, how committees are set and how committee chair and vice chairs are set up for each year. Heather MacDonald will send out some files for the Board to reviewed prior to June 13 meeting.

ASD Commencement for 32 Graduates is scheduled for at Nashua Community College in the Auditorium June 8th at 6:30-7:30pm.

Heather Bobbitt made a motion to adjourn the meeting at 8:24pm, all were in favor, so moved.

Respectfully submitted  
Heather Bobbitt  
Secretary, Board of Trustees