

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

Board of Trustees Meeting Minutes -JUNE 13, 2018 DRAFT (Approved July 11, 2018)

doc ref: 2018-JUNE 13- ASD Board Minutes

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

**Board Members Absent (1):** Kent Glossop,

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

**Others in Attendance:** Michael Bailey, Amy Bewley

Meeting called to order by Jennifer Cava at 6:35 PM.

1. Extension of terms for existing Board seats up for renewal.
  - a. Dave Alukonis extend 1 year

Heather MacDonald made a motion to extend the external board seat for David Alukonis for 1 year, 7 in favor, David Alukonis recused himself, so moved.

- b. Greg Czuba extend 1 year

Heather MacDonald made a motion to extend the parent board seat for Greg Czuba for 1 year, 7 in favor, Greg Czuba recused himself, so moved.

Gaynelle Swann arrived at 6:40 pm.

- c. Kent Glossop extend 1 year, not present, emailed his desire to continue.

Heather MacDonald made a motion to extend the external board seat for Kent Glossop for 1 year, all in favor, so moved.

- d. Kim Lavallee extend 2 years and switch to External Board Member

Heather MacDonald made a motion to extend the seat for Kim Lavallee and convert her position from parent to external board member for - 2years, 7 in favor, Kim Lavallee recused herself, so moved.

- e. Heather MacDonald extend 1 year

Greg Czuba made a motion to extend the external board seat for Heather MacDonald for 1 year, 7 in favor, Heather MacDonald recused herself, so moved.

2. Board Officers – election of officers
  - Chairman

Heather MacDonald made a motion to nominate Peter Bewley as Chairman of the Board for the term June 13, 2018 thru June 2019, all were in favor, Peter Bewley abstained, so moved.

## The Chair, Mr. Peter Bewley assumed the role to direct the remainder of the Board Meeting at 6:40 PM

- Vice Chair

Greg Czuba made a motion to nominate Heather MacDonald as Vice Chair of the Board for the term June 13, 2018 thru June 2019, all were in favor, Heather MacDonald abstained, so moved.

- Treasurer

Peter Bewley made a motion to nominate Kim Lavallee as Treasurer of the Board for the term June 13, 2018 thru June 2019, all were in favor, Kim Lavallee abstained, so moved.

- Secretary

Kim Lavallee made a motion to nominate Heather Bobbitt as Secretary of the Board for the term June 13, 2018 thru June 2019, all were in favor, Heather Bobbitt abstained, so moved.

- Clerk

Peter Bewley made a motion to nominate Heather MacDonald as Clerk of the Board for the term June 13, 2018 thru June 2019, all were in favor, Heather MacDonald abstained, so moved.

### 3. Committees

- a. Review current committees - no additional committees were added, eliminated or changed.
- b. Committees & chairs:
  1. Facilities - Peter Bewley
  2. Finance - David Alukonis
  3. Personnel - Kim Lavallee
  4. Policy - Greg Czuba
  5. Strategic Planning/Initiatives and Outreach - Rod Conard
  6. Trustee Membership - Rod Conard

### 4. Public comments

There were no public comments.

### 5. Approve minutes from previous meeting

- [May 9, 2018 Board Meeting](#)  
[May 9, 2018 Board Meeting - Sealed Closed Session](#)

Heather MacDonald made a motion to approve the May 9, 2018 Open and Closed Session Meeting minutes, all were in favor, so moved.

### 6. Consent Agenda

- [EB - Safety Program V2](#)

Peter Bewley made a motion to approve EB, Safety Program V2 on the consent agenda, all were in favor, so moved.

- [EBCE - School Closings](#)

Peter Bewley made a motion to approve EBCE, School Closings on the consent agenda, all were in favor, so moved.

#### 7. Policies - All first reading

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

Peter Bewley made a motion to approve all first readings and move them to the Consent Agenda for July's Board Meeting. This includes Admissions Policy V5, Enrollment Policy, CBI - Evaluation of the Director, CB - School Director, ILBA- Student Educational Progress, Program Assessment/Evaluation & Standardized Assessments, all were in favor, so moved.

#### 8. Items of Board Business

- *Board Chair*
  - FY2019 Federal Funds General Assurances  
[NHDOE LEA GA Letter for FY18-19](#)  
[NHDOE LEA GA FY 18-19](#)
  - NHDOE Bureau of Federal Compliance (BFC)  
The NHDOE to comply with requirements from the Federal Government has created the Bureau of Federal Compliance (BFC) to monitor usage of Federal Funds distributed by the NHDOE. This will increase scrutiny on the usage of Federal funds and associated auditing. The BFC will be assessing risk for each Local Education Agency (LEA) to determine auditing schedules.
- *Board Treasurer*
  - [Financial Report May 2018](#)

Kim Lavalée reported that the final check from the State of NH is due in July for the FY2017-18, which will be reconciled back and the annual audit will begin June 16, 2018.

The budget is on track as presented.

#### 9. Director's Report

- [Year End Directors Report 2017-2018](#)

Jennifer Cava presented the details of the Directors Year End Report and also distributed a bound copy of ASD Highlights of 2017-18, Challenges and Upcoming Projects, Community Partnerships and Programs, SPARK presenters, a Profile of the Class of 2018, Enrollment and Admissions Stats, Academic Program Assessments and Fundraising statistics for 2017-18.

#### 10. Faculty & Student Affairs

- Faculty report

Sarah Frischknecht reports the staff is busy with final examinations, grading, and wrapping up the year.

- Student Body report

Tim Zumbo, a graduate of 2018, thanks the Board for the opportunity to serve the Board this past year and reports:

### **Student Council Update**

- There will be approx \$7000 in reserve for Student Council to begin 2018-19.
  - Remodeling Snack Shack
  - Fall Festival
  - Restocking Snack Shack
- End of year donations \$6500
  - Center for STEM Innovation
  - New Horizons
  - CASA
  - Senior Day
  - Repairing and tuning piano in the cafeteria
  - Breakfast for finals
  - Gifts for volunteers
  - Ping pong table(s)
  - Piano for chorus
- Planning for next year's STUCO has begun, new co-presidents have been elected.
  - New Presidents: Nathan Yeung & Evan Loconto

### **Graduation**

- Most people were happy and relieved to be done
- Less sadness than just people happy for each other
- One of the least emotional graduations among seniors

### **Future Student Leadership**

- Many areas in ASD to fill a leadership role
- Engaging students in the ASD community
  - Involvement in the Center for STEM Innovation
  - Working towards projects to benefit ASD
    - ASD's social environment
    - Educational influence
    - Practical projects and activities

Jenn Cava thanked Timothy Zumbo for his contributions over the past year as the student rep and Tim announced he will be attending UMass-Amherst in the Fall.

### **11. Committee Reports**

- Facilities (Pete Bewley) The committee did not meet last month.
- Finance (Dave Alukonis) The committee did not meet last month.

- Policy (Greg Czuba) Committee met last month, 5 new policies brought forth this month. Committee continues to work on policies.
- Strategic Planning/Initiatives and Outreach (Rod Conard) Efforts being concentrated on marketing and community outreach. Committee meets first Monday and 3rd Wednesday monthly, all are welcome to attend.
- Trustee Membership (Rod Conard) will need to meet as they have 2 perspective people to interview.
- Personnel (Kim Lavallee) Kim Lavallee reschedule meeting with Peter Motisis to continue feasibility studies.

#### 12. Next Meeting

- Next meeting date July 11, 2018

The Board will **not** meet on August 8, 2018 and will resume Sept 12, with the 2nd Wednesday monthly at 6:30pm.

Heather Bobbitt made of motion to adjourn the meeting at 7:20PM, all were in favor, so moved.

Respectfully Submitted,

Heather Bobbitt  
Secretary, Board of Trustees