

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes - October 10, 2018 (approved November 14 2018)

doc ref: 2018-OCTOBER 10- ASD Board Minutes

Board Members Present (8): Rick Bartle, Peter Bewley, Heather Bobbitt, Rod Conard, Dr. Karen Graham, Kim Lavallee, Heather MacDonald, Dr. Dan Moriarty

Board Members Absent (4): Dave Alukonis, Greg Czuba, Kent Glossop, Gaynelle Swann

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

Others in Attendance: Mike Bailey, Bonnie Doyle, Doug Belley

[Meeting called to order 6:45 PM by Peter Bewley](#)

1. Launch of Live Free and Design Competition at the NH Center for STEM Invention (Doug Belley)
 - Competition hosted by the NH Center for STEM Invention that encourages New Hampshire High School students to develop innovative design solution that will improve the Granite State.
 - Notice sent from the DOE out to school superintendents encouraging participation
 - Grant funded: OMRON Foundation
 - This year's focus is "Improving Accessibility" and each year the focus will be changed.

Dr. Dan Moriarity arrived 6:48pm

Dr. Karen Graham arrived at 6:57pm

Rod Conard asked for a brief summary of the new format of the Senior Project changes.

Doug Bewley brief the Board on Senior Project update with a rubric and timeline with 8 deadlines. The ASD Senior Projects will entail:

1. Proposal 4 sections, 250 words ea
 2. Literature review: 2000 words, 7 credible sources
 3. Product : lab report, Constructed Prototype, Design Portfolio
 4. Presentation: 30 min presentation (25 w/o questions)
2. Public comments - none
 3. Approve minutes from previous meeting
 - a. [ASD Board Meeting Minutes 2018-09-12 DRAFT](#)

Peter Bewley made a motion to approve the September 12, 2018 meeting minutes, 7 approved, Dr. Karen Graham abstained, all were in favor, so moved.

4. Consent Agenda
 - a. [EEA - Student Transportation Services](#)

Heather MacDonald made a motion to approve EEA - Student Transportation Services all were in favor, so moved.

5. Policies
 - [DKC - Expense Reimbursements](#)
 - [DBJ - Transfer of Appropriation](#)

Kim Lavallee, stated that “District” should be changed to “School” in our policies as all NH Charter Schools are given the same district code, SAU#401 and suggested we investigate this language for policies updates.

Peter Bewley moves to delegate the policy committee to make appropriate changes on policies with regard to the wording, “District” vs “School”.

Bonnie Doyle clarified that DOE has established SAU#401 for all NH Charter Schools, however, ASD has been exclusively assigned District #725. She noted state reporting is uploaded under SAU#401.

Peter Bewley withdrew the motion pending further research.

Heather MacDonald made a motion to approve DKC - Expense Reimbursement to the consent agenda for the November Board Meeting, all were in favor, so moved.

Clarification is these policies were enacted due to the recent response to addressing issues in the Management Letter.

Heather MacDonald made a motion to approve DBJ - Transfer of Appropriation to the consent agenda for the November Board Meeting, all were in favor, so moved

6. Board Establishment of maximum enrollment number for 2019-2020.
 - a. [Proposal From Administration](#)

Dr. Dan Moriarty made a motion to establish a maximum total enrollment of 550 for the 2019-2020 school year as of August 1, 2019. In the event total enrollment falls below 525, the Board directs the Director to extend offers to maintain a minimum of 525 students, all in favor, so moved.

7. Items of Board Business

a. *Board Chair*

i. Reinstatement of “missing” Board Minutes

[ASD Board Minutes January 23, 2013 Draft](#)

[ASD Board Minutes February 13, 2013 Approved](#)

Peter Bewley made a motion to acknowledge the January 23, 2013 Draft minutes, all were in favor, so moved.

Peter Bewley reminded that all committees have their minutes sent to the Clerk for posting, per RSA 91-A, right to know.

b. *Board Treasurer*

i. [July 2018 Balance Sheet Revised](#) and [July 2018 P&L Report Revised](#)

ii. [August 2018 Balance Sheet](#) and [August P&L Report](#)

Kim Lavallee reported the July 2018 financial reports have been updated with the monthly procedural adoption of adding explanatory notes for any line item showing a 5% variance from the budget. Teri Gerlach, bookkeeper, has reviewed August 2018 financial reports indicating there were no notes required and September 2018 is currently being worked on. We are going back to being one month in arrears with the reporting structure to the Board moving forward.

Dr. Moriarity moves to accept the July and August 2018 treasury reports, all are in favor, so moved.

8. Consideration of potential new Board Member
[Candidate](#)

Rick Bartle made a motion that Mike Bailey be accepted as an external Board member, effective with the November 2018 Board Meeting, all were in favor, so moved.

Mike Bailey opted for a 2 year commitment as an External Board Member. He is interested in continuing his participation with Facilities, Strategic Planning. Kim Lavallee asked if he would consider joining Finance.

9. Director Report - [October 2018 Director Report](#)

10. Faculty & Student Affairs

Teachers would like to get a status on research being done regarding potential retirement plan expansion.

11. Committee Reports

a. Facilities (Pete Bewley)

Committee met, Facility is our 2nd largest expense. Strategic Planning is asked for input on the bldg. Next mtg next Mon, 7:30am at ASD.

- b. Finance (Dave Alukonis) Committee met Oct 1 and went over the monthly reporting, met with Teri, bookkeeper, working to adopt new procedures and controls as they are in development.
- c. Policy (Greg Czuba)
Committee meet, currently working with Jess Golden on a policy for English as a 2nd Language Policy and Use of Personal Vehicles in Transporting Students. They will also be working on maintenance of policies and look into the District vs School discussion this evening.
- d. Strategic Planning/Initiatives and Outreach (Rod Conard)
Committee met 1st Mon (Strategy) and 3rd Wed (Outreach) monthly, Researching to ready for a SWOT (Strength, Weaknesses, Opportunity, Threats) analysis, Outreach is working on SPARK day which will be populating the database they are development.
- e. Trustee Membership (Rod Conard)
Mike Bailey is the newest Board Member as of this evenings vote. Committee has a candidate being brought forward for an internal board opening, this individual has capital campaign experience.
- f. Personnel (Kim Lavalley)
Did not meet, setting a meeting for next week.

12. Next Meeting

- a. Next meeting date, November 14, 2018
- b. Recommended agenda items

[Rick Bartle made a motion to adjourn the meeting at 9:40pm, all were in favor, so moved.](#)

Respectfully submitted
Heather Bobbitt
Secretary, Board of Trustees