

Academy for Science and Design (ASD)

Board of Trustees Meeting Minutes - NOVEMBER 14, 2018 (approved Dec 12, 2018)

doc ref: 2018-NOVEMBER 14- ASD Board Minutes

Board Members Present (8): Mike Bailey, Rick Bartle, Peter Bewley, Heather Bobbitt, Rod Conard, Greg Czuba, Dr. Karen Graham, Kim Lavalley

Board Members Absent (5): David Alukonis, Kent Glossop, Dr. Dan Moriarty, Gaynelle Swann, Heather MacDonald

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

Others in Attendance: Jessica Golden, Bonnie Doyle, Chris Marsh, Tricia Casey

Meeting called to order 6:35 PM by Peter Bewley

1. Public comments -There were no public comments
2. Approve minutes from previous meeting
[ASD Board Meeting Minutes 2018-10-10](#)

Peter Bewley made a motion to approve the October 10, 2018 meeting minutes, all were in favor, so moved.

3. Consent Agenda
 - a. [DKC - Expense Reimbursements](#)
 - b. [DBJ - Transfer of Appropriation](#)

Peter Bewley made a motion to approve DKC - Expense Reimbursements, all were in favor, so moved.

Peter Bewley made a motion to approve DBJ - Transfer of Appropriation, all were in favor, so moved.

4. Policies
 - a. [IHABBA - LIMITED ENGLISH PROFICIENCY INSTRUCTION](#) 1st Reading

Peter Bewley made a motion to move IHABBA - Limited English Proficiency Instruction, to the Consent Agenda for the December 14, 2018 Board Meeting, all were in favor, so moved

- b. [ASD English Language Learners Compliance Plan](#)
(Jess Golden, Assistant Director)

This is related to IHABBA Policy, 1st Reading above, Jess Golden asked for any input from the board and the board felt it was ready for her to submit to the DOE accordingly.

- c. [New Hampshire SAS-Standardized Assessment - Data 1st Year](#)

(Jess Golden, Assistant Director)

Dr. Karen Graham arrived 6:45pm.

d. Field Trip Proposal - [Greece and Italy](#) (Chris Marsh, ASD Teacher - Humanities) wanted to add this program to a Global Citizenship opportunity under EF Tours for April 2020. Chris Marsh passed out the 10 day itinerary which focused on Greco Roman culture along with Architectural Design within Florence and Rome. Max attendance per private bus is 49 travellers and there is ideally 1 chaperone per 6 student travellers. This is an international trip and board approval is requested.

Kim Lavalley made a motion to approve the Greece and Italy Global Citizen Trip for April 2020, all were in favor, so moved.

5. Items of Board Business

a. Board Chair

1. Treasurer Role & Election of New Treasurer
Resignation of Kim Lavalley
New Treasurer Candidate Mike Bailey

Peter Bewley made a motion to approve Mike Bailey for Treasurer, 7 were in favor, Mike Bailey abstained, so moved.

b. Board Treasurer - no report; September 2018 reports not submitted.

c. Consideration of Board Candidate, Patricia Casey, parent position
[Candidate](#), [Patricia Casey CV link](#)

Peter Bewley asked for any Board discussion and offered an opportunity for questions for candidate, Patricia Casey. There was a brief discussion on Patricia's broad experience working on Non Profit Organizations and when asked the length of term she is interested in serving; her response was committed to a 2 year term.

Rick Bartle made a motion to approve Patricia Casey as a parent Board Member, all were in favor, so moved.

6. Director Report - [November 2018 Director Report](#)

7. Faculty & Student Affairs - Sarah Frischknecht

From Nicole Manni (Art Teacher): Art students in the entire sixth grade will be taking part in a national Artist Trading Card swap. Artist Trading Cards (ATC for short) are tiny (2 ½" x 3 ½") pieces of original artwork created with the intention of swapping or trading with another artist. Academy for Science and Design has partnered with same aged students in a middle school in

Ohio. While the medium and technique was up to the student (painting, oil pastels, collage, etc.), all students created their artwork on the same size ATC with a theme of KINDNESS. The messages were inspirational. An uplifting example of sharing kindness among strangers. We are shipping our 90 cards to Ohio and are anxiously awaiting ATC's made by our new friends.

Also, we did a multi-SPARK Day project partnering with an organization called The Memory Project. We are in the process of drawing portraits of homeless children from the Philippines who otherwise don't have any photos of themselves due to extreme poverty. SPARK participants are learning how to draw facial portraits and use the medium of their choice to personalize each individual portrait. We are excited to mail the portraits out in December and receive a video of the children receiving the artwork our ASD students produced.

Advisory Collections for the holidays are working on special projects.

Tracy Mallock (School Nurse) has certified 12 staff and 10 students in Adult CPR/AED and First Aid through the American Red Cross.

Carolyn Perez (Science Teacher) is excited to mention that a generous donation was made to purchase microscopes for the school. We have 12 brand new microscopes for the high school students to use and a new instructor scope that has a digital camera to use for teaching.

8. Committee Reports

a. Facilities (Pete Bewley) The committee met Oct 15, major issues were drainage issues from the landscaping done at Acura, HVAC units that are no longer functional, working on how to compensate this situation. These HVAC units are over 60K each and require crane lifts, possible consideration are ductless units. Roof around these HVAC units have many leaks. There is a roof replacement fund. Physics lab have cubicle walls separating them, so there is a significant noise issue, so installing new walls would be useful. Summer work, painting classrooms. Next meeting is scheduled for Nov 19th.

b. Finance (Dave Alukonis) The committee met to discuss Jenn Cava's work on the administrative policies being implemented for procedures for monthly reporting and purchasing procedures.

c. Policy (Greg Czuba) The committee met last month and again tomorrow, in addition to what is on this is 4 policies in the works. Social media policy will also be looked at.

d. Strategic Planning/Initiatives, and Outreach (Rod Conard) Committee did not meet last month and will be meeting XX. Also, Rod has cancelled Nov 21st meeting. Recruiting Spark presenter for Dec 19th. Looking for leads on corporations to participate.

e. Trustee Membership (Rod Conard) Committee will be on hiatus as we are almost to full capacity,

f. Personnel (Kim Lavalley) Committee did not meet, many scheduling conflicts, planning to met November 7, discussed

1. Employee Retirement Plan

2. Schedule PC meetings for the remainder of the year
3. Schedule tier meetings with Jenn
4. Employee agreements and review of template
5. Personnel concerns

9. Next meeting date
 - a. December 12, 2018
 - b. Recommended agenda items

Greg Czuba made a motion to adjourn the meeting at 7:45pm, all were in favor, so moved.

Respectfully submitted
Heather Bobbitt
Secretary, Board of Trustees