

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

Board of Trustees Meeting Minutes -DECEMBER 12, 2018 (Approved Jan 9, 2019)

doc ref: 2018-DECEMBER 12- ASD Board Minutes

**Board Members Present ( 8 ):** Rick Bartle, Peter Bewley, Heather Bobbitt, Patricia Casey, Kent Glossop, Dr. Karen Graham, Heather MacDonald, Dr. Dan Moriarty

**Board Members Absent ( 5 ):** Michael Bailey, Rod Conard, Greg Czuba, Kim Lavallee, Gaynelle Swann

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

**Others in Attendance:** Bonnie Doyle

Meeting called to order 6:41 PM by Peter Bewley

1. **Public comments** There were no public comments
2. **Approve minutes from previous meetings**

Karen Graham made a motion to approve the November 14, 2018 meeting minutes, all were in favor, Heather MacDonald abstained, so move.

### **3. Consent Agenda**

- [IHABBA - LIMITED ENGLISH PROFICIENCY INSTRUCTION](#)

Peter Bewley made a motion to approve IHABBA - Limited English Proficiency Instruction, all were in favor, so moved.

### **5. Items of Board Business**

- Board Chair

Dave Alukonis submitted his resignation and Peter Bewley asked for any interested candidate for Finance Committee Chairperson.

Peter Bewley stated Michael Bailey has shown interest.

Heather MacDonald made a motion to nominate Michael Bailey to the role of Finance Chair, all in favor, so moved.

- Board Treasurer - Michael Bailey not present; Heather MacDonald spoke on his behalf. Finance Committee met Friday, Dec 7, to review the September and October 2018 and recommends the reports for acceptance by the Board.

P&L and Balance Sheet for September & October 2018 (submitted by Teri Gerlach)

- [September P&L 2018 Report](#)
- [September 2018 Balance Sheet](#)

- [October P&L 2018 Report](#)
- [October 2018 Balance Sheet](#)

Peter Bewley made a motion to accept the September 2018 and October 2018 Financial Statements. All in favor, so moved.

## 6. Director's Report

There has been additional student issues in behavior, including vaping.

### Admissions/Enrollment

The deadline for all completed applications seeking to be included in the admissions lottery was Monday, December 10th, at 1:00 pm. Below is a report prepared by Bonnie Doyle, ASD Registrar and Admissions Coordinator, detailing the status of admissions/applications at the time of the deadline.

#### **2019 - 2020 Admissions Information:**

October 27, 2018 Admissions Information Session:

	<b>Number of Registered Applicants</b>	<b>Number that Attended Session</b>	<b>Number of Applicants that Did Not Attend</b>
<b>All Grades</b>	213	194	19
<b>6th Grade</b>	132	126	6
<b>7th Grade</b>	35	29	6
<b>8th Grade</b>	15	13	2
<b>9th Grade</b>	26	23	3
<b>10th Grade</b>	3	2	1
<b>11th Grade</b>	2	1	1

December 1, 2018 Admissions Information Session:

	<b>Number of Registered Applicants</b>	<b>Number that Attended Session</b>	<b>Number of Applicants that Did Not Attend</b>
<b>All Grades</b>	197	167	29
<b>6th Grade</b>	74	63	11
<b>7th Grade</b>	58	50	7

<b>8th Grade</b>	26	20	6
<b>9th Grade</b>	29	27	2
<b>10th Grade</b>	5	4	1
<b>11th Grade</b>	3	2	1
<b>12th Grade</b>	2	1	1

Combined Admissions Information Sessions :

	<b>Number of Registered Applicants</b>	<b>Number that Attended Session</b>	<b>Number of Applicants that Did Not Attend</b>
<b>All Grades</b>	410	361	48
<b>6th Grade</b>	206	189	17
<b>7th Grade</b>	93	79	13
<b>8th Grade</b>	41	33	8
<b>9th Grade</b>	55	50	5
<b>10th Grade</b>	8	6	2
<b>11th Grade</b>	5	3	2
<b>12th Grade</b>	2	1	1

Online Application Completed:

<b>Grade Level</b>	<b>Number of Applicants</b>	<b>Percentage of Applicants</b>	<b>Last Year's Numbers at 4/12/2018</b>
<b>6th Grade</b>	199	53.93%	214
<b>7th Grade</b>	75	20.33%	81
<b>8th Grade</b>	39	10.57%	30
<b>9th Grade</b>	43	11.65%	53
<b>10th Grade</b>	8	2.17%	3
<b>11th Grade</b>	2	1.36%	4
<b>12th Grade</b>	0	0.00%	0
<b>Total</b>	369	100.00%	386

Completed Applications - Eligible for the Admissions Lottery (online, paper and info session):

<b>Grade Level</b>	<b>Completed</b>	<b>Exempt Applicants</b>	<b>Last Year's Completed</b>
<b>6th Grade</b>	175	29	181
<b>7th Grade</b>	64	6	54
<b>8th Grade</b>	27	2	24
<b>9th Grade</b>	35	3	37
<b>10th Grade</b>	5	0	0
<b>11th Grade</b>	0	0	3

Current enrollment in 2018-2019 is 530 students:

<b>Grade Level</b>	<b>Population</b>
<b>6th Grade</b>	89
<b>7th Grade</b>	105
<b>8th Grade</b>	95
<b>9th Grade</b>	81
<b>10th Grade</b>	56
<b>11th Grade</b>	61
<b>12th Grade</b>	43

2018 - 2019 Applicants remaining on waitlist (138 applicants as of 12/11/18):

<b>Grade Level</b>	<b>Number of Applicants</b>
<b>6th Grade</b>	82
<b>7th Grade</b>	32
<b>8th Grade</b>	8
<b>9th Grade</b>	13

**ASD Student Performance on PSAT/NMSQT, 10th and 11th Graders**

Grade	Avg Total Score	Avg English/Writing Score	Avg Math Score	# Test Takers
ASD 10th Grade	1205	594	611	44
NH 10th Grade	978	493	484	4,843
National 10th Grade	933	471	484	1,824,741
ASD 11th Grade	1255	622	633	47
NH 11th Grade	1036	525	511	7,335
National 11th Grade	1014	512	501	1,705,538

ASD Gala, April 12; 6:30-11:30 at the DoubleTree by Hilton, Nashua, a buffet dinner and silent auction is planned.

**7. Faculty & Student Affairs** (Sarah Frischknecht)

ASD had 6 FIRST LEGO League teams this year, consisting of 50 middle school students, and coached by 13 parent volunteers and 2 high school mentors. Four of these teams performed well enough in qualifying tournaments to move on to the NH State FLL Tournament. At the state tournament on Sunday, December 2, all performed exceptionally well, with 3 receiving trophies:

Kozmic Crew won the Innovative Solution Award for their project

RoboRangers won the Programming Award

AweSTEM was selected for the 2nd place all-around Champions' Cup. This is just one step away from an invitation to Global Finals!

We held the middle school MATHCOUNTS competition yesterday. The top student scored very high – it is especially exciting because this student plans on staying at ASD through graduation. From the top participants, a team of 4 students and 6 additional individual students will represent ASD and compete in the Chapter competition in February. (Side note: We lose many, if not most, of our top middle school math students who leave to attend high school elsewhere. So, our team that represents ASD at the

chapter and state competitions is usually made of students who do not stay through graduation. So this year is a little exciting that we finally have a top student who has decided to stay at ASD.)

Last night was the first informational meeting for the school trip to Greece and Italy organized by Chris Marsh. Roughly 100 people attended the meeting, and by midnight last night, enough people signed up to travel that Mr. Marsh had to start a waiting list! Very exciting to see the students excited about these history trips.

Members of the faculty are always asking about updates on the board's search for a retirement plan that has a matching benefit. This has been on their minds for several years now. Updates are always appreciated.

## 8. Committee Reports

- **Facilities** (Peter Bewley)  
The committee met, key things looking at-- bids with regard to classroom walls (Physics and History rooms with partition walls) looking for information regarding the HVAC units. Properties are still an open discussion.
- **Finance** (Committee Chair resigned, Heather MacDonald reported) David Alukonis resigned as Chairman. Mike Bailey, Board Treasurer, has stepped in to help with the responsibilities during the transition. He has scheduled a bimonthly meeting on Friday to review the financial manifests going forward. The Finance Committee met Dec 7th, they are working on preliminary budget put together by Jenn Cava, Kym Harmon, and Teri Gerlach for 2019-2020, and reviewing the Tax form 990. The next Finance meeting is scheduled for January 4th at 7:30am and 1st Friday of the month thereafter, times vary from 7:30am to longer, see the announcements accordingly for the schedule.
- **Personnel** (Kim Lavalley not present, Heather MacDonald presented update)  
The committee met November 30th to discuss the upcoming staffing needs for 2019-2020. Preparations for the Teacher's Tier Program is also underway preparing for presentations. The committee will be turning over the staffing budget projections to the Finance Committee for their work on the new budget. Next meeting is Dec 14th at 7:30am.
- **Policy** (Greg Czuba not present, no update)
- **Strategic Planning/Initiatives and Outreach** (Rod Conard not present, Rick Bartle reported on his behalf)  
Outreach committee has been working on a project to source new speakers that will present for SPARK; the committee is focusing on developing a model that it plans to implement with the March 27, 2019 Spark session. Strategic Planning committee met and continues to work on a framework for a strategic planning for facilities and the why to this development.
- **Trustee Membership** (Rod Conard not present, no update) No current activity/candidate review.

## **9. Next Meeting**

- Next meeting date January 9, ,2018
- Recommended agenda items

Fred C. Church (ASD's Insurance) to present coverage/services in the event ASD's building is not useable for some duration (damage or other physical issue that would prevent use)

Heather Bobbitt made a motion to adjourn the meeting at 8:02pm, all were in favor, so moved.

Respectfully submitted

Heather Bobbitt

Secretary, Board of Trustees