

AMSA Board of Trustees

Policy for Formulation of Policies

Background

The Board of Trustees of AMSA develops written policies to serve as guidelines for the operation and successful functioning of the Board.

A policy is a broad principle adopted by the Board that sets a framework for standards and procedures for actions. It indicates the intent of the Board regarding its operation to the School's administration, faculty and staff as well as the general public.

Process of Policy Development

- Policies are consistent with all state and federal laws as well as the Massachusetts Department of Elementary and Secondary Education and AMSA's own charter and By-Laws
- Policy proposals may originate with any individual Trustee, any Board Subcommittee or the Executive Director
- The Governance Subcommittee of the Board conducts the research necessary to develop a policy and will develop written drafts of all policies
- The Board will discuss all proposed policies at regular meetings of the Board and will allow public comment prior to a vote

Process of Policy Adoption

The Board of Trustees reserves for itself the final authority on policy adoption. The formal adoption of a policy is recorded in the Board meeting minutes. Each policy adopted will be assigned a policy number and included in the Board Policy Manual. Each policy adopted will supersede any existing policies that may be in conflict.

Policy Number	A-100
Adopted	June 13, 2013

AMSA Board of Trustees

Agendas for Board Meetings

Policy A-101

Background

A written agenda for all business for Board meetings is always prepared. Agendas are made available to the public in advance of all meetings in accordance with Massachusetts Open Meeting Law.

Process of Agenda Development

- At the end of the previous meeting, the Chair solicits requests for topics known at the time to be addressed in the future and the Chair, in consultation with the Executive Director, agree on advance topics that will be added to the agenda for future meetings.
- All Sub-Committee Chairs send requests for agenda topics to the Chair advance of the scheduled Board meeting allowing for reasonable time prior to the posting notice deadline of 48 hours, in accordance with Massachusetts Open Meeting Law.
- The Chair develops a draft agenda and submits it to all Board members in advance of the scheduled Board meeting allowing for reasonable time prior to the posting notice deadline of 48 hours, in accordance with Massachusetts Open Meeting Law.
- All Board members, including non-voting members, may request additions to the agenda in advance of the posting deadline. The Chair and the Executive Director will work together to formulate the final agenda.
- The agenda includes the items listed below plus any other business that may legally come before the Board, such as policy development and grant acceptance:
 - Public Comment
 - Action on Minutes
 - Review of Outstanding Action Items
 - Executive Director's Report
 - Subcommittee Reports
 - Old Business
 - New Business

The Chair may alter the order of the agenda, especially if guest speakers or participants are scheduled.

Process for Agenda and Supplementary Documents Distribution

- The Chair and Executive Director will distribute the agenda to all Board members within a reasonable time to allow for review and the Director of Accountability will post for the public in all municipalities of the regional school district as well as on the AMSA website in accordance with Massachusetts Open Meeting Law.
- If the Board plans to hold an executive session before, during, or after an open session, the agenda will state the purpose.
- The Secretary and the Director of Accountability will compile all supplementary documents.

Board Subcommittee representatives and individual Trustees tasked with agenda items will send all supplementary documents to the Secretary and/or the Director of Accountability within a reasonable time prior to the meeting.

- The Secretary and/or Director of Accountability will deliver supplementary documents to all Board members prior to a meeting, providing a reasonable time for review. All Board members are responsible for reviewing all supplementary documents in advance and arrive at the meeting prepared for discussion.
- Any additional supplementary documents that are distributed at the Board meeting must be submitted to the Secretary and the Director of Accountability the day after the meeting.
- Within five business days of the meeting, the Director of Accountability will post supplementary documents on the AMSA website.

Policy Number	A-101
Adopted	June 13, 2013
Amended	October 24, 2013
Amended	May 28, 2020

AMSA Board of Trustees

Minutes Policy A-102

Background

A written record for all Board meetings is always prepared and filed with the Director of Accountability. The minutes for all Board meetings shall adhere to AMSA Board of Trustees Bylaws and Massachusetts Open Meeting Law.

Process for Minutes of Regular and Special Board Meetings

A draft version of the minutes will be made available to a subset of the Trustees by the Director of Accountability within seven days after the meeting for initial review. All edits will be sent to the Secretary for necessary revisions within seven days of receiving the minutes.

A reviewed draft of the minutes will be made available to all Trustees seven days in advance of the meeting at which the minutes are to be approved. This will allow proper review and discussion of minutes at the next board meeting.

Minutes are reviewed, revised if needed, and approved at the Board meeting. The approved version will be sent to the Director of Accountability for archival and publication to the AMSA website within seven days of the board meeting.

Process for Minutes of Committee Meetings

A draft of the minutes will be made available to all committee members seven days after the meeting. All edits (e.g.: typos, grammar) will be sent to the Committee Chair within seven days of receipt.

Final minutes will be sent to the Director of Accountability by the Committee Chair for archival and publication to the AMSA website within seven days after the committee meeting.

Process for Minutes of Executive Session Meetings

The Secretary will send a draft of the Executive Session minutes to the Board Chair within seven days after the meeting. After review and approval by the Board Chair, the Secretary will send the approved version to the Director of Accountability for archival. Executive Session minutes that have not disclosed will be clearly designated as confidential. The Board will review the Executive Session Meeting minutes for disclosure in compliance with Open Meeting Law on the schedule stated in the Board calendar.

General Process for Minutes

All drafts will be clearly designated as such with a watermark or labeled as DRAFT, approved versions will be labeled as APPROVED. Approved minutes for release will be in PDF format for distribution and posting to the AMSA website.

Policy Number	A-102
Adopted	June 13, 2013
Amended	May 28, 2020

AMSA Board of Trustees

Meeting Schedules for Standing & Special Committees Policy A-103

Background

Standing Committees are permanent Board committees, established by the AMSA Board bylaws, which meet on a regular basis to conduct ongoing governance of AMSA.

Special (ad-hoc) Committees are created for specific purposes and meet on an as needed basis and are subject to Open Meeting Law.

Process for Meeting Schedule Development

1. Standing Committees will meet no less than quarterly.
2. Standing Committee meeting schedules will be published at the start of the school year along with regular meetings.
3. Meeting agendas will be distributed to Committee members within a reasonable time prior to meetings allowing for review and meeting the public posting deadline in accordance with Massachusetts Open Meeting Law.
4. Written minutes of all committee meetings shall be adopted and kept in accordance with the Open Meeting Law and AMSA Board of Trustees Minutes policy (A-102).

Policy Number	A-103
Adopted	June 13, 2013
Amended	May 28, 2020

AMSA Board of Trustees

Evaluation Policy

Background

The Board will evaluate the Executive Director annually. The evaluation shall be:

- To promote professional excellence and improve the skills of the Executive Director
- To improve the quality of the education received by AMSA students
- To improve the basis for the review of the job performance of the Executive Director

The Board has developed this process for annual review of the Executive Director's performance based upon the evaluation tool available through charter school governance specialist, Board OnTrack. The final evaluation report of the Executive Director will guide compensation decisions and goal development for the following school year.

Process for Evaluating the Executive Director (ED)

Phase 1: Annual Goal Development

Board Input: The Board identifies key areas of focus based on the prior year's evaluation and AMSA's overall goals and strategic plan. A list of areas of focus is provided to the ED for review and reflection.

ED Goal Development: Based on the prior year ED's assessment, the ED identifies at least two goals to propose to the Board: one related to improving his or her own professional practice and one related to improving student learning and achievement.

Phase 2: Analysis, Goal Setting, and Plan Development

The Governance Committee reviews the ED's proposed goals, key strategies, and benchmarks of progress. In consultation with the ED and with the objective of achieving mutual agreement, the committee revises, as needed, and adopts at least one professional practice and one student learning goal.

Once adopted by the Board, the professional practice, student learning, and other goals—with their key strategies and benchmarks of progress—become the ED's Annual Plan. The plan serves as a basis for assessing the ED's performance.

Phase 3: ED Plan Implementation and Collection of Evidence

The ED implements the Annual Plan, with assistance from the Board, as appropriate; Board members and the ED individually collect evidence of progress on goals and performance.

Phase 4: Mid-Cycle Goals Review

At a mid-cycle review, the ED reports on progress being made on the goals in the ED's Annual Plan. The Governance Committee reviews the report, offers feedback, and discusses progress and possible mid-cycle adjustments with the ED.

Mid-cycle adjustments and progress report are presented to the full Board.

Phase 5: End-of-Cycle and Summative Evaluation Report

The ED prepares and submits an End-of-Cycle Report on progress toward each goal in the ED Annual Plan.

The Board agrees on a third-party evaluation survey (e.g., Board OnTrack's "CEO Evaluation" tool) and all Board members complete the survey. The survey will evaluate the following:

- ED's ability to manage, lead, make decisions, communicate
- ED's use of physical and financial resources in a judicious manner
- ED's demonstration of broad knowledge of matters that aid in the effective management of AMSA

Board members will have at least one week to complete their individual evaluations and submit to the third-party evaluation survey company. Board members must be objective in their assessments and evaluate the ED based upon evidence observed throughout the year and information provided by AMSA stakeholders. The Board may agree to seek additional input (e.g., from the ED's direct reports, other specific constituencies).

The Chair appoints a task force comprised of three members to summarize all feedback into an evaluation summary memo. The memo will be based on all feedback received, including but not limited to the results of the third-party evaluation survey, results of stakeholder surveys and evidence provided by the ED. The task force will present the summary memo to the Board for discussion during open session.

Policy Number	A-104
Adopted	November 21, 2013
Amended	October 27, 2016

AMSA Board of Trustees

Complaint Process Policy

Background

Anyone may submit a complaint to the Board of Trustees of AMSA (the “Board”). Complaints involving alleged violations of AMSA’s Charter or M.G.L. c. 71, § 89, or 603 CMR 1.00 are deemed “Charter Complaints” and complaints on all other matters are deemed “Non-Charter Complaints.” The Board will handle Charter Complaints and Non-Charter Complaints differently. This policy is to describe the process for submitting a complaint to the Board and documents the actions that the Board will take to address complaints it receives.

Process for Initial Inquiry

For all Charter Complaints, the grieving party may bring it to the attention of the Board by submitting the Initial Inquiry Form to the Governance Committee Chair.

All Non-Charter Complaints should be first directed at the lowest possible level to the persons immediately responsible for reviewing and addressing these complaints, according to the relevant handbook (i.e., Student-Parent Handbook, Faculty and Staff Handbook, Employee and Human Resources Manual). There should be attempts to resolve the issue directly with the school. If the grieving party is not satisfied that the complaint has been adequately addressed by the school, the grieving party may bring it to the attention of the Board by submitting the Initial Inquiry Form to the Governance Committee Chair.

Process for Addressing an Initial Inquiry

Within 14 days of receiving the Initial Inquiry Form, the Governance Committee Chair will contact the grieving party. The Governance Committee Chair will work with the grieving party to understand the specific nature of the complaint to determine whether or not the complaint is a Charter Complaint or a Non-Charter Complaint. The Governance Committee Chair will explain the process for filing a formal complaint to the Board and answer any questions related to filing a formal complaint.

Process for Filing a Formal Complaint

If the grieving party wishes to proceed to file a formal complaint to the Board, the grieving party must submit the complaint in writing to the Board Chair and the Governance Committee Chair using the Formal Complaint Form and provide any relevant documentation related to the complaint. Organizations can file a complaint on behalf of their constituents. The Board will not accept or act on complaints that are filed anonymously or submitted on behalf of another individual.

Process for Addressing a Charter Complaint

After receipt of the written formal complaint and before the next regularly scheduled Board meeting (if the formal complaint is submitted at least five days before such Board meeting), the Chair in consultation with the Governance Committee Chair shall appoint a task force composed of at least two Trustees to review the formal complaint, and the identity of the task force members will be announced

at such Board meeting and the grieving party will be informed. At this point, the Trustees and subject(s) will receive a copy of the formal complaint. If the written formal complaint is submitted less than five days before the next regularly scheduled Board meeting, then the Chair shall inform the grieving party of the identity of the task force members within 30 days of the date the formal complaint is submitted. The task force shall contact the grieving party as soon as reasonably practicable to initiate its review. If there is a change in the composition of the complaint task force the Chair will notify the grieving party and the Board.

The task force shall review the complaint with diligence and may interview all involved parties. The task force will report the current status of the formal complaint review at each subsequent regularly scheduled Board meeting until the task force has completed its review. The task force will communicate its findings in writing to the Board and to the grieving party. The Board makes a decision regarding all Charter Complaints.

Process for Addressing Non-Charter Complaints

After receipt of the written complaint and before the next regularly scheduled Board meeting (if the written complaint is submitted at least five days before such Board meeting), the Chair in consultation with the Governance Committee Chair and, if a complaint is related to Committee business, the relevant Committee Chair, will determine whether an investigation is warranted. At this point, if warranted, the Trustees and subject(s) will receive a copy of the formal complaint. If the written complaint is submitted less than five days before the next regularly scheduled Board meeting, then the Chair shall inform the grieving party whether an investigation will be initiated at or before the next subsequent Board meeting.

If the Chair and Governance Committee Chair determine that a review is warranted, the Chair shall appoint a task force composed of at least two Trustees to review the complaint, and the identity of the task force members will be announced at the next Board meeting. The task force shall contact the grieving party as soon as reasonably practicable to initiate the review. The task force shall review the complaint with diligence and may interview all involved parties. The task force will report the current status of the formal complaint review at each subsequent regularly scheduled Board meeting until it has completed its review. The task force will communicate its findings in writing to the Board and to the grieving party. The entire Board makes a final decision regarding all Non-Charter Complaints.

If the Chair and Governance Committee Chair determine that a review is not warranted, the Chair shall inform the grieving party that a review will not be conducted.

Policy Number	A-105
Adopted	November 21, 2013
Amended	August 18, 2016

AMSA BOARD OF TRUSTEES

INITIAL INQUIRY FORM

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Email: _____

1. Have you met with AMSA's Executive Director?
2. Date of meeting:
3. Please provide a detailed statement of the nature of the complaint, including any law or provision of the charter that you allege has been violated. (Attach extra pages if necessary.)

I affirm that the information and documentation I have provided with regard to this complaint is true and accurate to the best of my knowledge.

Signature: _____

AMSA BOARD OF TRUSTEES FORMAL COMPLAINT FORM

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Email: _____

1. Have you met with AMSA's Executive Director?
2. Date of meeting:
3. Please provide a detailed statement of the nature of the complaint, including any law or provision of the charter that you allege has been violated. (Attach extra pages if necessary.)
4. Please attach any correspondence between you and the school related to your complaint.
5. Please provide a statement of your desired outcome. (Attach extra pages if necessary.)

I affirm that the information and documentation I have provided with regard to this complaint is true and accurate to the best of my knowledge. I authorize the AMSA Board of Trustees to review this complaint, including contacting the person(s) named in this complaint, to attempt resolution. I understand that, during the course of such review, it may be necessary to reveal my identity and other facts discovered in this inquiry to the person(s) who are the subject of the complaint, a limited number of AMSA administrators or persons who may have further information or responsibility relative to my complaint.

Signature: _____

AMSA Board of Trustees
Executive Director Professional Development Policy

Background

The Board of Trustees believes that the excellence in teaching, administration and support services are critical drivers of success for AMSA and its students. We also believe that achieving and maintaining excellence is an ongoing process of learning. Therefore, AMSA provides professional development opportunities to help teachers, administrators and staff to continuously improve their skills.

Process of Professional Development

To achieve the goal of ongoing professional development of all staff, the Executive Director will budget and oversee a program for all personnel, including himself or herself, as appropriate. As a matter of school operation, the Executive Director will have final authority over the design, execution and disbursement of funds for professional development activities. Any professional development event for the Executive Director with an expense greater than \$2500 or more than three (3) consecutive school days requires Board Chair approval.

The Executive Director may also propose unbudgeted professional development activities for himself or herself to the Board of Trustees for approval. The Board of Trustees will approve such requests, if in its opinion the benefit to AMSA is proportional to the expense incurred.

Policy Number	A-106
Adopted	4-28-16

AMSA Board of Trustees Task Force Policy

Background

The Chair of the AMSA Board of Trustees from time-to-time appoints a Task Force to investigate a topic and report back to the Board. A Task Force can consist of both Trustees and members of the public. The primary roles of a Task Force are to research information and track data about a specific topic.

Policy

1. A Task Force should be primarily tasked with gathering information and reporting back to the Board. Task forces should not be operating in a way to handle decisions or other work within the Board's jurisdiction. For example, the task force should not be delegated with decision-making authority to select the recruiting firm to assist in hiring the executive director.
2. A Task Force must not consist of a quorum of the Board.
3. Task Force members should avoid meeting to discuss "opinions." Rather, Task Force members should be gathering facts, to be reported to the Board, and then analyzed and discussed with the Board pursuant to open meeting laws.
4. Task Force members may not operate in a manner where they represent themselves as having the authority to make decisions, or act on behalf of, the Board.
5. Task Force members engaging in email or other conversations should not copy or forward to other Board members who are not on the Task Force.
6. Task Force members should consult with the Secretary if they have questions or concerns regarding the scope of the Task Force or Open Meeting Law.
7. A Task Force will disband when its assignment is complete.

If a Task Force is *fact-finding*, it is not subject to Open Meeting Law requirements. If a Task Force's purpose includes *making recommendations*, their meetings are subject to Open Meeting Law requirements.

Policy Number	A-107
Adopted	August 18, 2016

AMSA Board of Trustees

Remote Participation Process Policy

Background

The AMSA Board of Trustees has approved the use of remote participation in meetings. This policy describes the process for using remote participation in Board meetings including executive session, Committee meetings, and other meetings subject to Open Meeting Law (OML) within the jurisdiction of the AMSA Board of Trustees.

The AMSA Board of Trustees strongly recommends that members physically attend all posted meetings whenever possible. The AMSA Board of Trustees acknowledges their responsibility to ensure that remote participation is not used in any way that defeats the purposes of the OML, namely promoting transparency with regard to deliberations and decisions on which AMSA Board of Trustees policy is based.

Permissible reasons for remote participation

1. Personal illness
2. Personal disability
3. Emergency
4. Military service
5. Geographic distance

Remote participation requirements

Meetings using remote participation are subject to the following procedures and restrictions:

1. A quorum of the Board, Committee, or Task Force must be physically present at the meeting location. Members who participate remotely shall not be deemed to be absent.
2. A member who wishes to participate remotely must, as soon as reasonably possible prior to a meeting, notify the Chair or, in the absence of the Chair, the person chairing the meeting, his/her intention to do so and the reason and facts supporting the request.
3. The Chair or the person chairing the meeting shall make the determination of whether the request for remote participation is valid.
4. The Chair must announce at the beginning of the meeting the name of the member(s) participating remotely, the reason for the remote participation and the means of remote participation.
5. The acceptable means of remote participation is conference telephone or any other technology that is available that enables the remote participant and all Committee members and visitors present to be clearly audible to one another.
 - a. If video technology is used, the remote participant must be clearly visible to all persons present at the meeting location.
 - b. The Chair or, in the Chair's absence, the person authorized to chair the meeting shall make the determination on the means of participation.

6. When feasible, the Chair or, in the Chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting.
7. All votes taken in the meeting must be roll call votes and recorded in the minutes.

Remote participation meeting minutes requirements

When a member participated remotely, the minutes shall reflect the following:

1. Means by which remote participation was delivered
2. Beginning time for remote participation
3. Technical difficulties noted
4. Interruption in the remote participation, if applicable
5. Time of interruption or disconnection of remote participation, if applicable

At the Chair's discretion, discussion may be suspended in the event of any technical difficulties or disconnection by the remote participation of member(s).

Executive session requirements

A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

Legal Ref.: 940 CMR 29.10; M.G.L. Chapter 30A, Chapter 39: Section 23A and 23B

Policy Number	A-108
Adopted	August 18, 2016

AMSA Board of Trustees

Attending School Events and School Visit Policy

Background

Guiding Principles

- Board members are encouraged to visit AMSA and to attend AMSA events.
- Board members should be visible and known to the school community, and help nurture a collegial atmosphere.

Representation at School Events

On an annual basis, each member is assigned a group of events that he or she shall serve as the Board representative at special events such as promotions, award ceremonies, and back to school nights.

At no time, while visiting AMSA for events, representation, or information shall a member make promises, either overt or implied, interfere with administration, or involve him or herself in personnel issues, student records, or union activities. Board members should behave in a manner that shows respect for all and preference for none.

School Visits

Board members are encouraged to visit AMSA and AMSA events. When visiting AMSA other than to provide ceremonial representation, members will:

- Contact the principal for arrangements. This will ensure minimal disruption to the school program.
- Sign in at the school office upon arrival.
- Be considerate of administration, faculty, and staff time by:
 - a. expressing objectives of visit
 - b. adhering to the time allotted for the visit

Additionally, to help create a successful visit, members will:

- Refrain from disrupting classes that are in session
- Respect a denial of observation in a particular program or class if there is testing, etc.
- Refrain from asking personnel questions of administration, faculty or staff
- Refrain from asking for personal information about students
- Report visit experience to Board members at open meeting

By observing the above protocols for visits, members will be well received. Faculty and staff enjoy “showing off” their programs and will appreciate the interest taken in them by the Board.

Parts of policy modeled on

<http://www.fsusd.org/cms/lib03/CA01001943/Centricity/domain/50/protocols/P%2030%20Visiting%20Schools.pdf>

Policy Number	A-109
Adopted	5-18-17

AMSA Board of Trustees

Ex Officio Committee Member Policy

Background

The purpose of this policy is to help ensure highly effective committees by including AMSA Administrative staff with relevant expertise in designated committees of the Board.

The appointment of Committee Chairs and Committee members is governed by section 5 of our Bylaws.

AMSA Board Committee ex officio voting members

Education	Principal
Finance & Audit	Business Manager
Governance	Director of Accountability

Implementation

The Committee Chairs will appoint the above ex officio voting members to their respective committees in accordance with section 5.1 of our Bylaws.

Policy Number	A-110
Adopted	6-15-17

AMSA Board of Trustees

Board Advisory Council

Background

The Board Advisory Council provides guidance, advice, and support to help the AMSA Board of Trustees achieve its strategic objectives.

The purpose of the Board Advisory Council is

1. To be articulate spokespersons for and ambassadors for AMSA among alumni, friends, associates, and colleagues;
2. To advise, counsel, and support the Board of Trustees to further the mission of AMSA;
3. To assist in the acquisition of resources essential to the further advancement of AMSA in its teaching, research, and service missions.

Members of the Board Advisory Council will be called AMSA Ambassadors.

Expectations

- Represent AMSA as an ambassador
- Support the Board of Trustees in an advisory capacity
- Be available to share your expertise and insight with Trustees
- Use personal and professional expertise for benefit of AMSA
- Contribute to the AMSA annual giving campaign

Nominations

AMSA Ambassadors will be nominated by Chair and approved by majority vote of Board of Trustees.

Conflict of Interest

Members of the faculty, administration, staff, Board of Trustees, or other individuals, for whom there may be a conflict of interest, may not serve on the Board Advisory Council.

Removal

The Board of Trustees may, by a majority vote of its members, remove any member of the Board Advisory Council.

Policy A-111

Adopted 11-29-18