

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Thursday April 29, 2021 at 6:45 PM

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Meeting will be held via remote participation See AMSA web site for information on accessing meeting

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#### **Trustees Present**

Benjamin Hammel (remote), Jessica Bowen (remote), Jill Schafer (remote), Kristin Carney (remote), Liz Saul (remote), Maura Webster (remote), Nicholas Poirier (remote), Raul Porras (remote), Roger Jarrett (remote), Sheila Kelly (remote), Sowmini Sampath (remote)

#### **Trustees Absent**

*None*

#### **Guests Present**

Ellen Linzey (remote), Liana McLaren (remote), Mike Nawrocki (remote), Padmaja Bandaru (remote), Sara Snow (remote)

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

Roger Jarrett called a meeting of the board of trustees of Advanced Math & Science Academy Charter School to order on Thursday Apr 29, 2021 at 6:49 PM. The Chair announced that the meeting was being recorded. There has been some issues with the Facebook live-streaming live, but the problem is being addressed. The Diversity Training was cancelled and will be rescheduled.

The Chair announced that the Board will go into executive session at the end of open session to discuss the purchase or lease of real property, since open discussion could have a detrimental effect on the process. The Board will not reconvene.

Timekeeper: Raul Porras

**B. Record attendance and guests**

**C. Public Comment**

There was no public comment.

**D. Flag Board discussion items from Public Speak**

No discussion items were flagged for further discussion.

**II. Votes**

**A. Approve BOT meeting minutes March 25, 2021**

Sheila Kelly made a motion to approve the minutes from Board of Trustees Meeting on 03-25-21.

Liz Saul seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

Raul Porras	Aye
Sowmini Sampath	Aye
Jessica Bowen	Aye
Roger Jarrett	Aye
Nicholas Poirier	Aye
Jill Schafer	Aye
Kristin Carney	Aye
Liz Saul	Aye
Benjamin Hammel	Aye
Sheila Kelly	Aye
Maura Webster	Aye

**B. Handbook Updates**

Raul Porras made a motion to approve handbook updates with required language and content.

Maura Webster seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

Liz Saul	Aye
Maura Webster	Aye
Jessica Bowen	Aye
Kristin Carney	Aye
Benjamin Hammel	Aye
Jill Schafer	Aye
Roger Jarrett	Aye
Sheila Kelly	Aye
Raul Porras	Aye
Nicholas Poirier	Aye
Sowmini Sampath	Aye

The updates include language that pertains to supporting the needs of foster children and children of military families.

Kate Driver participated in the necessary related training. AMSA obtained copies of approved policies from other charter schools, which have since been approved by our Governance Committee. The Governance Committee recommends Board approval.

### III. Reports

#### A. Executive Director Report

See attached ED Presentation.

Ellen Linzey opened her report with mention of how India has been so tragically affected by COVID. AMSA has many in the community from India, with family and loved ones living in India. She wanted them to know AMSA is thinking of them. Our community is coping with the devastating effects of the virus as well as other personal losses at AMSA. Our love goes out to all these families.

Gratitude

New Day is dawning at AMSA

MCAS and AP exams

Razzle Dazzle Time

Us New and World report

Upcoming Senior Events

Getting school ready for staff and students has taken many hours of work. Everything has to be reimagined. Our Facilities team had to count every chair and desk in every room. The school is expected to have seating charts for rooms and buses. The details are amazing.

The ED was glad to report that students are patient and happy to be back.

Students are given two 15 minute masks breaks a day.

There are 3 new lunch tents and 1 nurse tent.

Masks are off during lunch.

There are 3 lunch sessions, 30 minutes each

High school students go to forekicks for lunch.

For the purpose of contact tracing, students can pick a lunch seat the first day and that becomes their seat for the rest of the year. 88 students can sit and have lunch at one time.

Preparation was complicated, but we are ready. The school is as operationally safe as it can be.

AP exam dates range May 3 - June 2...with a very complicated schedule provided by College Board.

The process will be exhausting for our students and complicated for teachers.

Razzle Dazzle

US News and World Report has AMSA as #3 in Mass out of 365 high school, Nationally #93.

Senior Awards night will be a Zoom meeting on May 19 at 6:00pm

Senior Banquet/Prom will take place at Mt Wachusett Mountain on May 14 (AMSA students only).

The last day for Seniors is May 27.

Graduation for the class of 2021 will be held at Fore Kick on June 4th. The ceremony will be held outside with masks and 3 feet distancing.

Mike Nawrocki and Brianna Murphy have been working with the seniors advisors on making graduation memorable.

The Ed said, "Although our community was apart for 413 days, and the emotional toll on the community was great, we have continued to thrive. We have grown as a result."

She encourages everyone to get vaccinated.

Roger Jarrett thanked Ellen Linzey, her hardworking and supportive administrative team and staff for a smooth reopening.

#### **B. Faculty Representative Report**

Jessica Bowen said it was a busy week, as Ellen Linzey pointed out in her report. The faculty used all their energy to get open. Now what we have is ZOOM, which she likes to call her Zoomers and Roomers. Teachers follow a seating chart and taking attendance during the first 5 minutes is chaotic, but the second day was better. Teachers are pleased with the IT team, who come when you call! AMSA's IT team is great.

Teachers had to jump back in...following guidance, masks and one way traffic patterns. However, it is obvious that the students are happy to be back. Normal is joyous. appreciating what o=was once normal now special. Wonderful.. students really appreciate things. What was a chore and a burden is now a gift. She did want to mention that she received feedback from some teachers regarding administrative guidance given to teachers on how to handle their classroom and workload due to the tragedy. The request to not teach new material was not taken well by some teachers.

#### **C. Parent Representative Report**

Maura Webster reported on emails she received from parents who are concerned about the future of the music program.

From a parent's perspective, she heard that students were saying they were able to absorb more information in their in-person classes. From the students' perspective, students appreciated not being bombarded with a lot of work while coping with the news of the tragedy. It was moving for her as a mother and she hear that students were aware of the administration's efforts to ease their trauma.

Liz asked to have the music program information sent to her and she would put the future of the music program on the Education Committee agenda. Chorus was not run due to COVID but it is on the schedule for next year.

#### **D. Flag Board discussion items**

The Education Committee will further the discussion about AMSA's music program.

Liana McLaren and Ellen Linzey have been talking about the music program and other clubs. Roger Jarrett asked Ellen Linzey to report out on their progress regarding clubs. Ellen Linzey said she will provide an update to anyone who wants an update.

### **IV. Chair Business**

#### **A. Chair Business**

The Chair took time to sincerely thank the ED and her staff for their great efforts in returning to school.

Survey Task Force. (See report attached.)

The spring staff and family surveys will be open May 13-21.

Back to school will affect the response rates so they want to give staff and family some time, but they do not want to delay reporting on the results.

On May 27, the Task Force will be sharing quantitative results, then the Task Force will review the comments and report out at the June BOT meeting.

Raul Porras said he found the surveys an important tool for getting to know the school climate.

## **V. Committee Reports**

### **A. Finance Committee report**

The Finance Committee is still in the process of reviewing the Preliminary Budget and there are no monthly statements this time.

The Finance Committee will meet one or two more times before the next meeting, and be ready to present the FY 2021-2022 budget to the Board on May 27.

Kristin Carney said the budget is looking good for next year.

### **B. Development Committee Report**

The Development Committee met in April. They are reaching out to other groups who support the school. Rebecca Daugherty, the incoming PTO president, attended the meeting. The PTO and Development Committee will collaborate in aligning calendars and events.

The annual campaign has raised 21K from July 2020 to present.

It is time to engage with an outside development consultant. Ellen Linzey will get some names and interview. The Development Committee plans to expand their reach, with new momentum and a plan to build a longer term connection with the community.

Roger Jarrett thanked the community for exceeding the annual giving goal. He encouraged all board members to donate to AMSA's annual giving. He mentioned that donors take notice when considering interest in supporting an organization.

### **C. Education Committee**

Did not meet this month.

### **D. Governance Committee report**

Sheila Kelly said the Governance Committee will continue to work on diversity and inclusion, with Raul Porras taking the lead. The Governance Committee is also working on recommendations for meeting efficiency and will continue that work. Sowmini Sampath will continue to reach out to other Committee Chairs for feedback on the board goals template.

## **VI. BOT discussion of items flagged from Public Speak, ED, Faculty Rep, Parent Rep**

**A. Discuss topics and determine next step(s) for each topic nominated**

None

**VII. Meeting Wrap Up**

**A. Review action items from past BOT meetings**

Action carried forward: Committee Chairs to post goals in BoardOnTrack

**B. Meeting Effectiveness Assessment**

Meeting efficiency: the meeting went well.

The Board will begin using the consent agenda for the July meeting.

Committees will submit written reports for members to review before a meeting.

**C. Collect Candidate Agenda Items and Action items for May 2021 BOT Meeting**

Meeting topics for May 27:

Budget for next year

Staff and Family Survey quantitative results will be shared. (10 minutes)

Definition of Faculty Body for the Faculty Rep Election: Governance Committee

Board self assessment: Jill Schafer (15 minutes)

**D. Summary of Action Items**

None

**VIII. Closing Items**

**A. Call to go into Executive Session**

The Chair called for a motion to go into executive session to discuss the purchase or lease of real property, since open discussion could have a detrimental effect on the process. The Board will not reconvene.

Guests invited to join executive session include Ellen Linzey and Liana McLaren.

Open meeting concluded at 7:58 pm and the board will take a short break and enter executive session at 8:05 pm.

Raul Porras made a motion to go into executive session.

Benjamin Hammel seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

Sheila Kelly Aye

Kristin Carney Aye

Jessica Bowen Aye

Maura Webster Aye

Sowmini Sampath Aye

Roger Jarrett Aye

Liz Saul Aye

Raul Porras Aye

Jill Schafer Aye

Benjamin Hammel Aye

Nicholas Poirier Aye

**B. Executive Session**

### C. Adjourn Meeting

Benjamin Hammel made a motion to adjourn.

Raul Porras seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

Liz Saul	Aye
Roger Jarrett	Aye
Kristin Carney	Aye
Nicholas Poirier	Aye
Sowmini Sampath	Aye
Jill Schafer	Aye
Jessica Bowen	Aye
Maura Webster	Aye
Benjamin Hammel	Aye
Raul Porras	Aye
Sheila Kelly	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:37 PM.

Respectfully Submitted,  
Jill Schafer

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### Documents used during the meeting

- 4-29-21 8.ii Education of Children in Foster Care-Revised Fall 2020 (R1327285x7ADD1).docx
- 4-29-21\_8.jj\_Education\_of\_Military\_Children-Revised\_Fall\_2020\_\_R1327246x7ADD1\_(1).docx
- 4-29-21 April 29 Survey Task Force report.pdf