

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Thursday May 27, 2021 at 6:40 PM

#### **Location**

Virtual Meeting

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

#### **Trustees Absent**

*None*

#### **Guests Present**

Bela Gorman, Ellen Linzey, Liana McLaren, Mike Finkle, Mike Nawrocki, Sara Snow

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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 May 27, 2021 at 6:43 PM. The Chair announced that the meeting is being recorded and is livestreaming on AMSA's Facebook Page. 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: Jessica Bowen

**B. Record attendance and guests**

**C. Public Comment**

No Public comment

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

No discussion items were flagged.

**II. Votes**

**A. Approve BOT meeting minutes from April 29, 2021**

Raul Porras made a motion to approve the minutes from Board of Trustees Meeting on 04-29-21.

Liz Saul seconded the motion.

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

**Roll Call**

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

**B. Accept Trustee nomination of Faculty Representative Trustee Zakery Oglesby**

Zakery Oglesby introduced himself to the Board. He is a Latin teacher at AMSA. He spent 6 years in kitchens as a sous chef, but his passion is studying the classics. He is very excited to have the opportunity to serve as a conduit for the AMSA faculty.

Sheila Kelly made a motion to to approve Zakery Oglesby as the Board's Faculty Representative.

Maura Webster seconded the motion.

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

**Roll Call**

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

**Roll Call**

Jill Schafer            Aye

The PTO has chosen Bela Gorman to represent AMSA parents for the 2021-2022 school year. Ms. Gorman has two children at AMSA, one in grade 6 and the other in grade 10. She has served two terms as the PTO treasurer. She is looking forward to building communication between the board and the parent community. Ms. Gorman is a Health Actuary, which entails math modeling for health insurance companies.

The Board welcomed Bela Gorman and will vote to accept her as the Parent Representative at the June 24, 2021 Board meeting.

**C. FY 2021- 2022 Budget**

See attached budget presentation

The data represents a baseline for operations only.

There are not enough facts to forecast with any certainty the cost of proposed building and renovations.

The return of staff and students to in-person on campus has caused the increase in expenses.

The Finance Committee has gone over the budget and recommends that the Board approve the operating budget as proposed, with a budget refresh possibly in October.

Benjamin Hammel made a motion to approve 2021-2022 budget.

Nicholas Poirier seconded the motion.

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

**Roll Call**

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

**D. Election of Liz Saul Trustee 2nd term**

Liz Saul's term ends on June 30, 2021. Liz Saul served as the Parent Representative for two one-year terms and has served almost four years as a Trustee due to the extension of her term in accordance with the bylaws. The Governance Committee would like to nominate Liz Saul for a one-year second term, which at the end of term will reach the 7 consecutive years limit.

Raul Porras made a motion to to approve a one-year second term for Liz Saul.

Benjamin Hammel seconded the motion.

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

**Roll Call**

Nicholas Poirier    Aye  
Jessica Bowen        Aye  
Sowmini Sampath   Aye  
Roger Jarrett        Aye  
Raul Porras           Aye

### **Roll Call**

Benjamin Hammel Aye  
Jill Schafer Aye  
Kristin Carney Aye  
Maura Webster Aye  
Sheila Kelly Aye  
Liz Saul Abstain

## **III. Reports**

### **A. Executive Director Report**

See attached ED Presentation.

Highlights:

Happy Birthday to Maura Webster and a big thank you for being AWESOME!  
Thank you to Faculty, Staff, Students, and Parents!  
MCAS has gone well and is almost complete.

Administrative Reorganization to take effect on July 1, 2021.

Academic and business side of school redefined that allows the ED to focus on the facilities project and development and to ensure a targeted focus on academic excellence and student support. Dr. Anders Lewis, Assistant Executive Director, and Principal Mike Nawrocki will oversee the Academics. Liana McLaren is now the Director of Finance and Operations. Lynn McCluskey will be Operations Manager. Dr. Lewis will continue to teach one grade 10 History class. Vice Principal Brianna Murphy is returning to the classroom, as teaching is her passion. Amanda Cence will join AMSA in July to become our new Vice Principal. Welcome!

Razzle Dazzle

The last day for seniors was a very special day, with a luncheon sponsored by the juniors. See the great photos and video.

AMSA is once again in the Quiz Bowl. Watch them compete against Needham June 5 at 6:00pm.

1000 scholarship each Kia Kaha...Eagle Award.

Senior Awards Night on May 19 was a major success due to Bethany Bartolini-Sepe, Aaron MacAdamans and Lynn McCluskey..

Upcoming events:

Graduation at Fore Kicks outside June 4 at 6:00pm.

Grade 8 Step-Up Night June 12 at 6:30pm (Zoom)

NHS induction

Annual Staff BBQ at Elks club in Hudson June 16 at 12:00pm.

Golf Tournament August 10

Roger Jarrett sincerely thanked Ellen Linzey for successfully bringing AMSA through such a difficult year. AMSA has persevered!

### **B. Parent Representative Report**

Maura Webster is excited to have Bela Gorman on the Board. Parent emails have been quiet.

She did want to mention that the Golf Tournament registration is coming up.

She hopes to see Board members help with the auction again this year.

Proceeds will be going to AMSA's research program.

### **C. Faculty Representative Report**

Jessica Bowen said the faculty emails have also been quiet. She was happy to welcome Zakery (Zak) Oglesby to the Board. She and Zak went out for breakfast to discuss the transition. She believes that Zak will bring a new perspective to the Board since he is a middle school teacher.

Teachers are surprised that the return to school has gone so well. Teachers have been busy. The seniors and MCAS have kept teachers hopping. The teachers are looking forward to the end of a very long year, with the hope of a "normal" next school year.

**D. Flag Board discussion items**

No discussion items flagged.

**IV. Chair Business**

**A. Chair Business**

Task Forces to appoint

ED Evaluation Task Force: Liz Saul, Raul Porras, and Roger Jarrett  
Union Task Force: Jill Schafer, Roger Jarrett, and Sheila Kelly

See attached Family and Staff Survey results.

The survey results provide just the quantitative results, no open responses or comments are available. Mr. Finkle will put the quantitative results on the website.

The parent response rate was similar to the 50% staff response rate.

Perhaps the survey should be shorter and/or cover other topics?

Jessica Bowen reported that only 63 voted in Faculty representative election

How do we drive survey participation?

The way the survey is written now includes neutral responses under favorable. How to add up the positive against negative?

The staff in general showed an overall positive perception of the administration and about knowing what is going on. 100% said they have the right tools to get the job done.

The mission question demonstrated a slight increase in those who disagree.

Are we asking too many questions?

The survey has 49 questions, with 13 questions resulting in a neutral response.

Do we need to include those questions?

The parent responses were similar, with a slight increase in the mission question, with 80% approval

The Board will discuss the results further at the June BOT meeting.

**V. Committee Reports**

**A. Governance Committee report**

Sheila Kelly reported that Governance met in May. The Committee discussed strategic planning, meeting efficiency, and Board recruitment.

Kristin Carney offered to help with recruiting.

The Board is seeking board members who are not parents.

Please contact Sheila Kelly or Roger Jarrett if you know of someone who is interested in being considered for the position of Trustee.

## **B. Finance Committee report**

See attached Financial Report that includes both March and April.  
Expenses are 180K lower than budgeted, with an increase in surplus, at 1.3 M.  
Tuition was 4% higher than expected.  
It was a favorable year.  
The surplus will be included in the school's general fund. Funds will be used to help with all the additional costs that are expected going forward.

## **C. Development Committee Report**

Ben Hammel reported that Development met in May. Now that we have building projects planned, we have the opportunity to put together a larger fundraising campaign.  
We will need outside assistance with larger fundraising strategies.  
Ellen Linzey said she has identified several organizations to help with fundraising, and has met with two of them. They suggested conducting a Feasibility Report. How do we get the Board more involved in fundraising?  
Ben Hammel made an official "ask" to the board to help with fundraising.

## **D. Education Committee**

Liz Saul said the Education Committee met in May. They discussed ideas about AMSA's music program and what could be done.  
The Education Committee is planning to conduct a survey for parents to delve into what they are looking for in a music program. The Committee will bring the survey results to Ellen before they are shared. They are looking at the short term and the long term. What are parents looking for in a music program and what is the level of interest.  
There is a group who is very vocal. but they want to know the scope of interest.  
The survey will be launched at the beginning of the school year.

Liz Saul wanted to mention the names of the two students, Trey Fuccillo and Allison Silva, who have served as student representatives on the Education Committee and thank them for their valuable perspectives and contributions.

## **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**

No topics were flagged for further discussion.

## **VII. Meeting Wrap Up**

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

Carry forward: Committees to post goals in BoardOnTrack.

### **B. Meeting Effectiveness Assessment**

The Board did an excellent on time.  
Liana McLaren was acknowledged for the expert and easy to understand budget presentation.

The Board will add an attendance call at beginning of every meeting.

The use of a Consent Agenda will be discussed by Governance and discussed further at the June meeting. The Board plans to being using a consent agenda in July.

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

Vote to accept the Parent Representative.  
Elect Committee Chairs  
Elect Trustees  
Detailed Survey Results  
End of year report for Trustees  
BOT Self Assessment

**D. Summary of Action Items**

No Action Items from this meeting other than Committees posting goals in BoardOnTrack.

**VIII. Closing Items**

**A. Call for motion to go into executive session**

Raul Porras made a motion to 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.

Liz Saul seconded the motion.

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

**Roll Call**

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

The Chair invited Ellen Linzey, Liana McLaren, Mike Nawrocki, and Bob Baldwin to join the executive session. The Board will not reconvene.

The open meeting ended at 8:29 pm.

The Board will take a short break and meet in executive session at 8:40 pm.

**B. Executive Session**

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:51 PM.

Respectfully Submitted,  
Jill Schafer

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**Documents used during the meeting**

- 5-27-21 2022 AMSA Budget Review.pptx
- 5-27-21 BOT ED Report.pdf
- 5-27-21 AMSA Family Survey - Spring 2021 Results.pdf
- 5-27-21 AMSA Staff Survey - Spring 2021 Results.pdf
- 5-27-21 March and April 2021 Financial Statements.xlsx