

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Annual Meeting

Date and Time

Thursday June 24, 2021 at 6:00 PM

Location

Virtual

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

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)

Trustees Absent

Sowmini Sampath

Guests Present

Bela Gorman (remote), Bob Baldwin (remote), Dawn Capello (remote), Ellen Linzey (remote), Liana McLaren (remote), Mike Nawrocki (remote), Sara Snow (remote)

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 Jun 24, 2021 at 6:02 PM.

B. Record attendance and guests

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 compensation for represented and non represented personnel and 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.

Time keeper: Raul Porras

C. Public Comment

Liz Saul did not receive requests for public comment.

II. Votes

A. Approve BOT meeting minutes from May 27, 2021

Liz Saul made a motion to approve the minutes from Board of Trustees Meeting on 05-27-21.

Benjamin Hammel seconded the motion.

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

Roll Call

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

B. Approve minutes Board of Trustees diversity training meeting May 27 2021

Sheila Kelly made a motion to approve the minutes from Diversity Training on 05-27-21.

Liz Saul seconded the motion.

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

Roll Call

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

C. Approve agreement with Teachers Union

The agreement has gone through the Finance Committee. The contract starts on August 24, 2021 and is a three year contract. Negotiations went well and successfully ended on good terms.

Liz Saul made a motion to approve the three year contract with the Teachers Union.

Raul Porras seconded the motion.

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

Roll Call

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

D. Approve Ben Hammel Director STEM Soaring Eagles Foundation

Roger Jarrett made a motion to approve Ben Hammel as a Director on the Stem Soaring Eagles.

Liz Saul seconded the motion.

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

Roll Call

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

E. Accept Trustee nomination of Parent Representative Trustee Bela Gorman

Roger Jarrett made a motion to approve Bela Gorman as the Parent Representative for a one-year term.

Maura Webster seconded the motion.

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

Roll Call

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

F. Trustee Election Dawn Capello

Sheila Kelly provided some background on her knowledge of Dawn Capello. Dawn is an AMSA parent and offers a wealth of experience. She served on the Maynard

School Committee, the Maynard Building Committee, and was a member of the Maynard Board of Selectmen. She was part of the work building the new high school that included many green initiatives. Dawn also has expertise in finance and project planning.

Dawn Capello also spoke directly to the Board. She has been engaged with startups and loves technology. She enjoys being part of a team and looks forward to contributing to AMSA's plans for the future. She is a Science, Technology and Math person, and loves budgeting, strategic planning, and working on major projects.

Sheila Kelly made a motion to approve Dawn Capello as a member of the AMSA Board of Trustees.

Benjamin Hammel seconded the motion.

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

Roll Call

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

G. Trustee Election Maura Webster

Raul Porras made a motion to full trustee position.

Liz Saul seconded the motion.

Maura Webster join us a full member...Brings a lot to the table AMSA parent marketing and development. The board **VOTED** unanimously to approve the motion.

Roll Call

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

Maura Webster joins the Board as a full member. Maura brings a great deal to the table, as an AMSA parent, and valuable expertise in marketing and development.

H. AMSA Board of Trustees Committee Chair Elections

Jill Schafer made a motion to approve Ben Hammel as Development Chair.

Maura Webster seconded the motion.

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

Roll Call

Jessica Bowen	Aye
Sheila Kelly	Aye
Raul Porras	Aye

Roll Call

Roger Jarrett Aye
Jill Schafer Aye
Liz Saul Aye
Kristin Carney Aye
Benjamin Hammel Abstain
Nicholas Poirier Aye
Sowmini Sampath Absent
Maura Webster Aye

Raul Porras made a motion to approve Liz Saul as Education Committee Chair.
Sheila Kelly seconded the motion.

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

Roll Call

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

Maura Webster made a motion to approve Sheila Kelly as Governance Committee Chair.

Jessica Bowen seconded the motion.

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

Roll Call

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

I. Authorize actions with Mass Development relative to financing

Bob Baldwin explained that the financing was drafted by the legal counsel at Mass Development in conjunction with Boston Private. The bond will be issued through Mass Development and AMSA will apply this summer. Since the timeframe of the bond will exceed the length of the charter term, AMSA will need to get authorization from DESE to apply for the bond.

Roger Jarrett made a motion to authorize actions with Mass Development to apply for financing.

Nicholas Poirier seconded the motion.

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

Roll Call

Liz Saul Aye
Sowmini Sampath Absent
Jessica Bowen Aye
Benjamin Hammel Aye

Roll Call

Sheila Kelly Aye
Nicholas Poirier Aye
Jill Schafer Aye
Roger Jarrett Aye
Kristin Carney Aye
Maura Webster Aye
Raul Porras Aye

J. Authorize actions with DESE relative to financing

Roger Jarrett made a motion to authorize AMSA to apply for permission from DESE to apply for this loan through Mass Development since the life of the loan will exceed the charter term.

Sheila Kelly seconded the motion.

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

Roll Call

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

III. Reports

A. Executive Director Report

See attached ED Report

Ellen Linzey opened her report with a big welcome to new Board members!

Report Highlights:

- Summertime Thank yous to teachers, counselors, staff, administrative Team and Board of Trustees, and special thanks to the CBA Negotiations Team, Back-to-School Planning Team and the Crisis Response Team.
- Class of 2021 Graduation was held at ForeKicks. Thanks to Lynn McCluskey, Mike Nawrocki, and Brianna Murphy for all the hard work and planning.
- Fall Back-to School Guidance: at this time, all health and safety guidance including masking and physical distancing will be lifted. However, we will observe distancing in the classroom during summer school sessions.
- AMSA had great success with sports and we appreciate and respect Pete Jones for his hard work and dedication to the students. Ellen said AMSA is so proud of the kids.

The focus is always on AMSA's mission and core values. The Six Areas of Focus for the upcoming year are:

- Trust and Respect- maintaining a culture of trust and respect is #1.

- Teaching and learning Initiative-what has changed and where do we need to catch up
- AMSA 2025 Initiative- this will be our 20th anniversary - long term goals to make us even better
- DEI Initiative - PD programs to help students to visualize themselves in the school and belonging to the school community. Focus on representation of our students of diversity and celebrating the difference...so they feel that they belong. Engage in a self- assessment of the curriculum.
- Purchase and Construction Project- hope to own both buildings by September and break ground by late spring or early summer. Thank you Bob Baldwin and Nick Poirrier for all your hard work in making this purchase move forward!
- Development and Fundraising- We will be conducting a Feasibility Study in August with the help of Betsy Grenier, founder of Hannah Street Consulting

As quoted by Steve Smyth, "We are entering the Golden Age of AMSA."

B. Parent Representative Report

Roger thanks Maura for serving as the Parent Representative and her willingness to continue on as a full Trustee.

Maura reported there was no parent news. She has been enjoying attending sports games and the feedback from parents has been good. As a parent herself, she is grateful to the admin and faculty for all they have done for the students. It was a great end of school year. Maura looks forward to working with Bela Gorman.

C. Faculty Representative Report

Jessica Bowen provided her final report as the Faculty Representative. She said this year felt like the longest year. The teachers are exhausted, but happy and relieved that they made it. Jessica said she hope we never have to do this again! for new teachers this is all uphill from here. Colleagues will now have a chance to rest and be ready to return to school. In person teaching was restorative. It was great to be in front of students and teachers are looking forward to a return to somewhat normal.

The teachers are pleased with the three-year contract. This was an example of what great things can be accomplished collectively without taking away from education, keeping the spirit of excellence at heart. The teachers are grateful and are pleased that the Admin and Board were able to make this happen. Jess also mentioned the optimism expressed by Steve Smyth, when he referred to this time as entering the Golden Age of AMSA.

Jessica made a point to thank the faculty for letting her represent them. She hopes she has done honor to them. Jessica wishes Zakery Oglesby the best of luck as assumes the role of Faculty Representative.

D. Flag Board discussion items

The Board members offered best wishes to Jessica Bowen. The Board will miss her valuable perspectives and her entertaining wit.

IV. Chair Business

A. Chair Business

The Chair confirmed the committee affiliation for each new Board member: Zakery Oglesby will serve on the Education Committee.

Bela Gorman will serve on the Development Committee.
Dawn Capello will serve on the Finance and Audit Committee.

The Chair announced that the Negotiation Task Force is now disbanded.
Members of the Task Force included Roger Jarrett, Jill Schafer, and Sheila Kelly.

Liz Saul provided an update of the ED Evaluation Task Force (Roger Jarrett, Raul Porras, and Liz Saul). They will open it up on BoardOnTrack for Ellen and Board members to complete evaluation.
It starts with Ellen and then it goes to Board members.

The Survey Task force did not meet yet and will have to put it off to the next meeting..

Action: Get parent and staff surveys posted on website.

There will be a Special Board meeting next week Wednesday, June 30 or Thursday, July 1.
Reserve June 30 and keep July 1 as a backup.

V. Committee Reports

A. Education Committee

Liz Saul wanted to highlight two students who were mentioned in Ellen's ED report..2 of the 9 students served as Education Committee Student Representatives, Trey Fuccillo and Allison Silva.

At the June Education, Mike Nawrocki spoke about Challenge Success,. They will come in and work with high performing schools. How do we keep the rigor around excellence while looking at wellness and other challenges? Workshops are offered to teachers and students. The Education Committee will work with folks from Challenge Success to get more information.

The second focus at their June meeting was to discuss the performing arts and music. They were planning to put out a survey, but they learned that Ed Harlow was also surveying parents. The Education Committee will connect with Ed Harlow and coordinate efforts. What are the long term plans for AMSA's music and performing arts? The Committee plans to wait until the beginning of school year to survey parents.

Ellen suggested that Liz contact Ed Harlow soon.
Jill asked about new student representatives on the Education Committee. Liz said they have one senior and will add more. She would like to have a balance of juniors and seniors. At least two students.

Jessica Bowen said she would like to attend the meeting when they discuss the music and arts expansion.

B. Governance Committee report

Sheila Kelly reported that the Governance Committee met this week.
The Committee discuss Board and Committee goals, strategic planning, and meeting efficiency.

Her report on the Consent Agenda will be ready for the July meeting.
The consent agenda is an attempt to move the meeting process along and improve meeting efficiency, The consent agenda will provide board members with documents and meeting materials ahead of time, so members can review before

meetings. Any member who wishes to request discussion during the meeting, can move an item off the consent agenda.

The Board will vote to confirm the consent agenda at the next meeting.

Sowmini Sampath, Sheila Kelly, and Ellen Linzey are working on the strategic goals, and the Board self-assessment. They are using the data to focus on SMART goals for committees and the Board as a whole.

Jill Schafer reported on the Self Assessment..Ellen Linzey did a great job distilling the information into slides, highlighting areas needing improvement.

The self-assessment is directly tied to setting Board goals. Sowmini Sampath has been working on a multi year development plan.

The Development Committee and Finance will work together.

The Board needs to be on the same page with policies, procedures, compliance, financial objectives that also tie into recruitment and orientation of new Board members.

Ellen Linzey will share the slides with all the Committees Chairs.

The items highlighted in Yellow are the low hanging fruit and will be worked into committee goals.

Workshops for Board members on School Finances would be valuable. For example, understanding how tuition is calculated.

Kristin Carney and Sheila Kelly will continue to work on board recruitment and the onboarding process for new Board members.

Part of the onboarding process is assigning Mentors for new members:

Bela Gorman: Maura Webster

Dawn Capello: Sheila Kelly

Zakery Oglesby: Raul Porras (and Jessica Bowen)

C. Finance Committee report

Kristin Carney provided the May Financial Report. (see attached financial report)

Highlight: Tuition rates are pending due to tuition updates that are not yet available.

There will be a need to revise the FY2022 budget in the October timeframe, once we have an idea of actual expenses and the tuition updates have been posted.

Preparing the audit is going well and the Board will be able to approve the audit in October. There is a chance it could be ready for approval as early as September.

D. Development Committee Report

Ben Hammel reported that Bela Gorman joined the Development Committee. They are working on getting a Feasibility Study done, which will support their development plan. As a new Director of the STEM Soaring Eagles, he looks forward to making good collaboration connections for creating strategies and investing goals. He is waiting for the results of the study.

At this time, AMSA does not have an assessment of our capabilities to raise money or develop fundraising approaches. How do we define our commitments to alumni, families, corporations, and the local community?

They are working to coordinate their fundraising efforts with the PTO, and the Golf Committee, making it a very professional approach.

Maura Webster spoke on behalf of the Golf Tournament, August 10. They are still waiting for more golfers to sign up but they are especially looking for auction items.

Please donate items!

More money was raised from auction than from the other games and events during the day.

People can sign up on the AMSA Website...under Quick Links.

amsacs.org/community/golf-tournament

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 items.

VII. Meeting Wrap Up

A. Review action items from past BOT meetings

Consent Agenda will be used for the July meeting.

B. Meeting Effectiveness Assessment

Great job. Meeting materials were sent out before meeting and the Board was able to get through the votes quickly. This was very effective.

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

Roger Jarrett asked that members keep June 30 on their calendar for a Special BOT Meeting.

They will hold a Finance Committee meeting at 5:00pm followed by a BOT meeting at 6:00pm

Agenda items for July

Annual Report

Survey Task Force Review

Handbook Updates (will go to Governance First)

Committees and Board will set meeting dates for the 2021-2022 school year

The Chair proposed that we replicate last year's meeting calendar

The next two Board meetings:

July meeting, Thursday, 22 July

August meeting Thursday, August 19

D. Summary of Action Items

Action:

Email ED evaluation forms

Committees to set meeting dates for the 2021-2022 school year.

Consent agenda to begin in July

Create Zoom link for Special BOT meeting June 30

VIII. Closing Items

A. Call for motion to go into executive session

Raul Porras made a motion to to into executive session to discuss the purchase of facilities.

Jessica Bowen seconded the motion.

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

Roll Call

Nicholas Poirier Aye

Sheila Kelly Aye

Jessica Bowen Aye

Jill Schafer Aye

Kristin Carney Aye

Maura Webster Aye

Benjamin Hammel Aye

Raul Porras Aye

Roger Jarrett Aye

Liz Saul Aye

Sowmini Sampath Absent

The Chair invited Ellen Linzey, Liana McLaren, Mike Nawrocki, and Bob Baldwin to executive session.

The Board ended the open session at 7:58pm.

The Board and guests will take a short break and meet back in executive session at 8:05 pm.

B. Executive Session

C. Adjourn Meeting

Raul Porras made a motion to adjourn.

Jessica Bowen seconded the motion.

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

Roll Call

Benjamin Hammel Aye

Roger Jarrett Aye

Maura Webster Aye

Nicholas Poirier Aye

Kristin Carney Aye

Sowmini Sampath Absent

Raul Porras Aye

Jill Schafer Aye

Jessica Bowen Aye

Sheila Kelly Aye

Liz Saul Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:06 PM.

Respectfully Submitted,
Jill Schafer

Documents used during the meeting

- 6-24-21 Summary of Memorandum of Agreement 2021 .pdf

- 6-24-21 BOT ED Report June 2021.pdf
- 6-24-21 May 2021 Financial Statements.xlsx