

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday July 29, 2021 at 6:00 PM

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

Trustees Present

Bela Gorman (remote), Benjamin Hammel (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), Zakery Oglesby (remote)

Trustees Absent

Dawn Capello

Guests Present

Ellen Linzey (remote), Liana McLaren (remote), Sara Snow (remote)

I. Opening Items

A. Call the Meeting to Order

B. Record attendance and guests

The meeting is being records and live streaming.
Time Keeper..Raul Porras
No Execliutive session!

C. Public Comment

No Public Comment.

D. Flag Board discussion items from Public Speak

No items flagged for further discussion.

II. Votes

A. Approve BOT meeting minutes 24 June 2021

Raul Porras made a motion to approve the minutes from Board of Trustees Annual Meeting on 06-24-21.

Maura Webster seconded the motion.

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

Roll Call

Zakery Oglesby	Aye
Liz Saul	Aye
Dawn Capello	Absent
Benjamin Hammel	Aye
Raul Porras	Aye
Jill Schafer	Aye
Sheila Kelly	Aye
Kristin Carney	Aye
Nicholas Poirier	Aye
Roger Jarrett	Aye
Sowmini Sampath	Abstain
Bela Gorman	Aye
Maura Webster	Aye

B. Approve minutes meeting 30 June 2021

Liz Saul made a motion to approve the minutes from Special Board Meeting on 06-30-21.

Benjamin Hammel seconded the motion.

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

Roll Call

Dawn Capello	Absent
Raul Porras	Aye
Sheila Kelly	Aye
Jill Schafer	Aye
Sowmini Sampath	Aye
Bela Gorman	Aye
Zakery Oglesby	Aye
Kristin Carney	Aye
Maura Webster	Aye
Benjamin Hammel	Aye
Nicholas Poirier	Aye
Roger Jarrett	Aye
Liz Saul	Aye

C. Approve minutes 14 July 2021

Motion to approve the minutes from Special Board meeting on 07-14-21.

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

Roll Call

Benjamin Hammel	Aye
Raul Porras	Aye

Roll Call

Kristin Carney	Aye
Dawn Capello	Aye
Liz Saul	Aye
Sheila Kelly	Aye
Roger Jarrett	Aye
Jill Schafer	Abstain
Maura Webster	Abstain
Zakery Oglesby	Aye
Nicholas Poirier	Aye
Sowmini Sampath	Abstain
Bela Gorman	Abstain

D. Approve annual report

Sheila Kelly made a motion to approve the 2020-2021 Annual Report.
 Benjamin Hammel seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Liz Saul	Aye
Kristin Carney	Aye
Benjamin Hammel	Aye
Nicholas Poirier	Aye
Raul Porras	Aye
Jill Schafer	Aye
Roger Jarrett	Aye
Zakery Oglesby	Aye
Bela Gorman	Aye
Maura Webster	Aye
Sowmini Sampath	Aye
Sheila Kelly	Aye
Dawn Capello	Absent

E. Updates to student handbook

Sheila was not able to attend the last Governance Committee. Governance approved...Sheila
 Sowmini reported on the review process for the handbook updates.
 Updates included clarification to some of the language regarding academic honesty and a change to the dismissal time on half days...from 12:00pm to 11:07am. This provides time for teachers to prepare for professional development activities.
 Zakery Oglesby made a motion to approve the 2021-2022 Handbook updates.
 Benjamin Hammel seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Benjamin Hammel	Aye
Dawn Capello	Absent
Bela Gorman	Aye
Roger Jarrett	Aye
Sowmini Sampath	Aye
Zakery Oglesby	Aye
Raul Porras	Aye
Maura Webster	Aye
Sheila Kelly	Aye
Liz Saul	Aye
Kristin Carney	Aye
Nicholas Poirier	Aye

Roll Call

Jill Schafer Aye

III. Reports

A. Executive Director Report

See attached ED Report.

Back to School Update

No guidance yet, but we are waiting for CDC guidance regarding masks and fall recommendations from DESE and the Governor.

At this time there are no masks for vaccinated people and no social distancing, but this could change.

We will be monitoring the Marlborough busing closely, as there is a bus driver shortage in Marlborough and all over the Commonwealth.

199/201 Forest Street Update

July 26 we signed the purchase and sale of the buildings, and plan to pass papers within 90 days.

Owner Senior Project Manager, Kseniya Slavsky, has been a great help.

Building Purchase Clarification

Ellen wanted to respond to some of the comments made by parents in the survey regarding the purchase. Some were wondering why we did not look at other buildings in Marlborough. The fact is that we have looked at many buildings and have come close to buying three other properties. The cost is tremendous. We did our due diligence. We just did not have the money to proceed, as the cost was tremendous. We decided that the most cost efficient solution was to buy our existing buildings. We can work on it while we occupy it. Charter schools are not able to fund building purchases like traditional public schools. We have to rely on bank loans and fundraising.

Golf Tournament -.August 10th

Ellen and Anders are offering an auction item: to be part of the back to school video!

B. Executive Director report Q&A

No questions.

C. Faculty Representative Report

Zakery Oglesby made his first report as the Faculty Representative. His first comment was to say how thankful he is for the generous bonus that was given to all staff. What a wonderful gift after such a horrible year. He is looking forward to working with the Education Committee. They are currently focused on the music program at AMSA. He believes that music is an important part of a well rounded education, as it teaches collaboration and the benefit of practice.

D. Parent Representative Report

Bela Gorman made her first report as the Parent Representative. She has not heard anything from parents but she plans to reach out in September at the Sept PTO meeting. Maura Webster (former parent representative) agreed that parent communication has been quiet.

E. Flag Board discussion items

No items.

IV. Chair Business

A. Chair Business

Staff and Faculty Year End Bonus

Liz Saul reported on the year end bonus of 5% for staff and faculty.

It was agreed that Ellen would receive the same bonus for her outstanding leadership through a long and arduous year.

Liz read a letter on behalf of Board thanking the administration, staff, and faculty for their dedication to educating and caring for students in such difficult conditions.

Survey Task Force Results

Raul Porras reported the May quantitative results are available to the public on website. The Task Force took more time to summarize comments from the two surveys, family and staff. There were 900 comments to review, but they did read through every one.

The important question is what does the Board do with the information.

Raul expressed his gratitude for all the feedback provided by parents and staff.

Summarize :

There was a similar response rate.

Do we have too many surveys? Are there too many questions? How do we make it shorter?

If making it shorter would improve the response rate, it would be worth it.

Board run surveys are important to provide a channel of feedback.

Overall observations

High approval of administration.

Communicate about the purchase process of the school buildings.

Academic excellence, balancing academia and mental health.

What does the board do? Families do not know.

What can we do about politics in the classroom? The Dept Chairs can help deal with this.

Lots of positive comments.

What is the responsibility of teachers and community for struggling students?

We all want the same things for our students, but we differ in perspective.

It should not be seen as rigor vs emotional needs. It is our mission to serve all students and focus on excellence. Rigor and emotional support are not conflicting concepts.

ACTION: Appoint another Survey Task Force for September meeting

ED Evaluation Task Force Update

Liz will email a reminder to Ellen's direct reports and to Board members to complete the evaluation survey.

Action: Complete evaluation

Roger Jarrett announced there will be a Finance Committee meeting on Monday August 2, to discuss the interest rate lock for purchasing the buildings.

Board meetings are now set in the 2021-2022 BOT Meeting Calendar (subject to change).

V. Committee Reports

A. Governance Committee report

The Governance Committee reviewed the handbook updated, but the strategic planning, and board member job description were tabled until August since two members were unable to attend.

B. Finance Committee report

See Finance Report

Kristin Carney presented the financial statements for June.

A highlight of the report is that tuition came in higher than expected by 3%.

No raises were planned for staff so bonus helped with that.

The audit report is planned for September this year.

C. Development Committee Report

Ben Hammel provided the Development Committee report. They have engaged with an outside consultant, Betsy Grenier, who is working on a feasibility study. The report will be done by August 12 and he will be able to deliver a broader update after that. They will begin their action plan over the next 12 months.

Ellen Linzey said the Development Committee is very important to the fundraising campaign. We need a group of energetic and enthusiastic volunteers that the Development Committee can work with.

Maura Webster added a few more plugs for the Golf Tournament on August 10!

If you have auction items for the tournament, please contact Maura Webster at m.webster@amsacs.org

D. Education Committee

Liz Saul provided an overview of the Education Committee meeting. Ed Harlow, leader of AMSA's Jazz band was unable to attend, but his wife Kathleen stepped in and joined the meeting. She is a great resource. She is a music professor at Berkley. Liz plans to survey parents in August to get feedback about a music program in order to gauge the interest level.

Ellen hopes to expand theater and music at AMSA through grants. The cost and space need to be considered. Ellen will assist them in working on a five-year plan.

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 flagged topics for discussion.

VII. Meeting Wrap Up

A. Review action items from past BOT meetings

Appoint new survey task force in September

Liz will send out a reminder to complete ED Evaluation Survey.

B. Meeting Effectiveness Assessment

The Board is looking forward to implementing the consent agenda. Sheila will write up some ground rules, review in Governance, and hopefully present in September.

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

Governance: Consent Agenda

Development Committee: Fundraising and Feasibility Study Update

There will be no executive session tonight.

VIII. Closing Items

A. Adjourn Meeting

Maura Webster made a motion to adjourn.

Benjamin Hammel seconded the motion.

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

Roll Call

Sowmini Sampath Aye

Bela Gorman Aye

Kristin Carney Aye

Nicholas Poirier Aye

Dawn Capello Absent

Raul Porras Aye

Benjamin Hammel Aye

Sheila Kelly Aye

Zakery Oglesby Aye

Liz Saul Aye

Jill Schafer Aye

Maura Webster Aye

Roger Jarrett Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,

Sara Snow

Documents used during the meeting

- 7-29-21 AMSA 2020-2021 ANNUAL REPORT DRAFT Final 7-26-21 .pdf
- 7-29-21 GOV Proposed Handbook changes 2021-2022 .pdf
- 7-29-21 2021 Spring Survey Results Presentation.pdf
- 7-29-21 BOT Meeting Calendar 2021-2022.pdf
- 7-29-21 Thank You Letter from the Board.pdf
- 7-29-21 June 2021 Financial Statements.xlsx