

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Thursday August 19, 2021 at 6:00 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), Dawn Capello (remote), Kristin Carney (remote), Liz Saul (remote), Maura Webster (remote), Raul Porras (remote), Roger Jarrett (remote), Sheila Kelly (remote), Sowmini Sampath (remote), Zakery Oglesby (remote)

#### **Trustees Absent**

Bela Gorman, Jill Schafer, Nicholas Poirier

#### **Guests Present**

Anders Lewis (remote), Ellen Linzey (remote), Liana McLaren (remote), Mike Finkle (remote), Mike Nawrocki (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 Aug 19, 2021 at 6:00 PM. Roger Jarrett announced that the meeting is being recorded and is live streaming on Facebook through the AMSA website homepage. Members in attendance were named. The chair also announced that there would be no executive session after the open meeting.

Time keeper: Zakery Oglesby

**B. Record attendance and guests**

**C. Public Comment**

No Public comment

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

No discussion items were flagged from Public Comment.

**II. Votes**

**A. Approve minutes meeting 29 July 2021**

Sheila Kelly made a motion to approve the minutes from Board of Trustees Meeting on 07-29-21.

Dawn Capello seconded the motion.

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

**Roll Call**

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

**B. Updates to Registrar's procedures**

Sara Snow provided a brief summary of the updates included in the enrollment policy amendment.

- Application window will open in November instead of October and the lottery date has been moved from January to the last Friday in February.
- Language has been added to better describe admission eligibility for homeless students in accordance with new regulations and state guidance.
- Proof of residency will require three documents instead of two.

The enrollment policy has been "provisionally approved" by the Office of Charter Schools and School Redesign. Once the Board votes to approve, the enrollment policy will be submitted to the Commissioner for final approval.

Zakery Oglesby made a motion to approve enrollment policy as amended.

Liz Saul seconded the motion.

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

**Roll Call**

Bela Gorman	Absent
Sowmini Sampath	Aye
Jill Schafer	Absent
Nicholas Poirier	Absent

### **Roll Call**

Sheila Kelly	Aye
Dawn Capello	Aye
Raul Porras	Aye
Kristin Carney	Aye
Maura Webster	Aye
Benjamin Hammel	Aye
Liz Saul	Aye
Zakery Oglesby	Aye
Roger Jarrett	Aye

## **III. Building and Campus improvement Financing Update**

### **A. Locked in rate for building purchase and campus improvement**

Liana McLaren, Director of Finance and Operations, provided details regarding the rate lock for the building purchase financing terms. (see attached document)

The finance committee met on August 2nd to discuss locking in the interest rate for our building financing. On August 2nd the base interest rate was 2.63%. Our consultant Bob Baldwin presented a spreadsheet that showed the interest rate steadily declining since May 17th from a rate of 2.88% down to 2.63%

With hopes in getting the best possible rate, the finance committee decided to watch the interest rate for the next several days and lock it in when it when it either reached below 2.5% or above 2.7%. On August 9th the interest rate was 2.71% and it was locked in on that day.

Currently our interest rate is locked in for either a 15 or 20 year period. We can make that decision later. The two basis points (.02%) can be paid at the time of the closing or added to the loan to be paid over time.

## **IV. Reports**

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

Ellen Linzey presented her monthly update (see attached report)  
Masking and Safety protocols was sent out to parents today at 4:30 pm

#### Highlights

Back to School Welcome- Excited to kick off the school year with professional development.

New teachers and administrators will begin on August 23 and 24. The rest of the staff and all teachers will return on August 25 for three days of professional development.

Everyone is looking forward to the PTO sponsored lunch on Thursday!

AMSA will be using a new substitute teacher product.

A DEI (Diversity, Equity, and Inclusion) summer book list and documentary list was provided to staff and teachers. We will be holding discussion groups again this year during staff/faculty orientation.

There will also be training on IT Security and Student Data Protection

Teachers will have time to meet with their departments and also have some time to set up their classrooms. We will hold our first faculty roundtable of the year to discuss the AMSA 2025 initiative.

#### AMSA 2025

There will be a committee, consisting of members of the administration, staff, teachers, Education Committee, and other members of the school community to

discuss what is fundamental to what we do at AMSA. How do students learn best? What is our cohesive philosophy? What have we learned over the years and especially this past year? This will be a year long initiative with the goal of creating a document that defines our teaching and learning best practices. Heading in the same direction but in unique boats.

#### Inclusion and Belonging 2021-2022

We will hire an inclusion assistant to help us update our handbook policy, and to make sure our practices are inclusive. We will put together a team of stakeholders to conduct a self assessment that will result in the creation of a multi year plan, which will be part of the ED's goals.

#### Masking and Safety Protocols

Initially AMSA will implement an indoor mask mandate for all students...regardless of vaccination status. Mask will be required on buses at all times  
Since grade 6 students are not eligible for the vaccine, students will be distanced during lunch.

64% of our staff are vaccinated. All staff must wear masks when working with children.

Ellen is attending a meeting with the Marlborough Superintendent about the busing and she will have more information tomorrow at 12:30.

AMSA is going back to pre-pandemic schedule so there is no time to include mask breaks. However, students will be able to remove masks when they travel between buildings.

Students participating in sports will be expected to wear a mask indoors, but outdoor masking is optional.

#### Building Update and Capital Campaign

The finance committee locked in an interest rate with Boston Private

Phase 1 Betsy Grenier has completed a Feasibility Study, and the amount of money needed and the timeline is reasonable.

#### Phase II Internal and Board infrastructure

Create a Capital Campaign Team of dedicated and enthusiastic volunteers.

#### Six areas of ED Focus

- Faithful to AMSA's Mission and Core Values
- Building a culture of Trust and Respect
- Teaching and Learning Initiative (AMSA 2025)
- Inclusion and Belonging Initiative
- Purchase and Construction Project
- Development and Fundraising

#### Upcoming Events

August 30 New student Orientation for grades 6 and 9, and any new students.

August 31 First day of school for all students

September 21 Parent Night Grades 6 and 9

September 28 Parent Night Grades 7 and 8

September 30 Parent Night Grades 10, 11 and 12

## **B. Executive Director report Q&A**

Raul Porras wanted to make sure that parents and staff know that the Board is reviewing the survey results and areas of concern, and actionable items will be addressed.

Anders Lewis added his thoughts about the upcoming year and the AMSA 2025 Initiative. Unity will be the goal of bridging the different views held by our teachers regarding the whole child and academic excellence, and finding the common ground. That common ground will be the foundation of this initiative.

Anders said we have the ability to define what excellence is and create a blueprint. We can do that. The work will not be easy, but through respecting our differences and coming together, we will be able to define our best learning practices.

Roger Jarrett asked if there is a protocol to follow if someone has COVID. Ellen said the protocol is complicated, so parents should review it on the website or reach out to Maureen Searl.

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

Maura Webster stepped in for Bela Gorman. Maura said that most of the questions she has heard from parents were answered in Ellen's presentation. Most parents are in favor of masking at school.

Maura reiterated Ellen's urging for parents to read the health protocols carefully. Will the Family/Community forums be in person or virtual?

Ellen said that Mike Nawrocki has not yet scheduled the Family Forums, but the first few will be virtual. It was interesting to note that virtual meetings are far better attended than the in-person meetings. There will be a forum for new AMSA families on Wednesday, August 25.

### **D. Faculty Representative Report**

Zakery Oglesby said most of the questions he has been receiving are about masking. There is a general "grudgingly acceptance" among the faculty. It is best to have a policy for everyone to follow and to establish a norm since differing opinions could lead to divisiveness among colleagues.

He shared a general staff opinion that holding meetings in the cafeteria are uncomfortable....please find another way.

### **E. Flag Board discussion items**

No discussion items flagged.

## **V. Chair Business**

### **A. Chair Business**

Roger had little chair business to report.

Liz Saul said that the Executive Director Evaluation is done. In September she will have a memo completed and then they can meet with Ellen to discuss her goal setting. Liz will report on the year end ED evaluation at the September BOT meeting.

Raul Porras said they will appoint a new Survey Task Force at the September meeting. He asked members to think about it and reach out to Roger Jarrett if interested in serving on the task force.

## **VI. Committee Reports**

### **A. Education Committee**

The Education Committee did not meet in August so there is no update. Liz Saul will have an update in September.

### **B. Governance Committee report**

Sheila Kelly reported that Governance reviewed the enrollment policy updates at the last committee meeting. Governance is still working on meeting efficiency and strategic planning goals.

Sheila plans to present on the consent agenda at the September BOT meeting.

Raul Porras has also been working on a board job description. If you would like to see it, please contact Raul.

### **C. Finance Committee report**

Kristin Carney reported that Finance Committee has been busy working on the audit and the financing for the building purchase, and will review the monthly financial statements at the September BOT meeting.

### **D. Development Committee Report**

Ben Hammel reported that the Development Committee had a productive meeting in August.

Betsy Grenier presented her feasibility study. The Committee is digesting the information and are in the process of turning what she provided into tactical action plans.

They hope to come up with ideas for staffing volunteers for the building campaign.

They need great relationship builders.

Sources of funds and where the money will be spent will be important.

The Development Committee will be able to report in greater detail in September.

Roger Jarrett said if someone is interested in joining the Campaign Committee, they should contact Ben Hammel or Ellen Linzey.

Maura Webster reported that the preliminary amount raised from the Golf Tournament is Maura is 18K! She expressed her gratitude to everyone who participated in the tournament and the auction.

They raised 6K more than last year.

## **VII. 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 discussion topics flagged.

## **VIII. Meeting Wrap Up**

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

Parents will receive information about the new student orientation. Students in grades 6 and 9, as well as any student who is new to AMSA this year.

Mike Nawrocki reported that students did not use lockers this past spring.

Although the administration has not had a formal discussion about lockers, they will be assigned this year.

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

- There will be one more vote needed to give authority to a school representative to sign the purchase and sale document. The vote will take place at the September 23 BOT meeting in open session.
- Audit Report
- ED Evaluation assessment and vote
- Appoint new Survey Task Force
- Development Report
- Governance: Consent Agenda
- Board Job Description

**C. Meeting Effectiveness Assessment**

Zakery Oglesby was a great time keeper.

**D. Summary of Action Items**

When the agenda or draft minutes are ready, Sara Snow will check BoardOnTrack to make sure all members are selected in the agenda and meeting minutes share pages.

**IX. Closing Items**

**A. Adjourn Meeting**

Liz Saul made a motion to adjourn.

Benjamin Hammel seconded the motion.

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

**Roll Call**

Sowmini Sampath Aye

Raul Porras Aye

Jill Schafer Absent

Bela Gorman Absent

Maura Webster Aye

Roger Jarrett Aye

Benjamin Hammel Aye

Kristin Carney Aye

Zakery Oglesby Aye

Dawn Capello Aye

Liz Saul Aye

Sheila Kelly Aye

Nicholas Poirier Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:19 PM.

Respectfully Submitted,  
Sara Snow

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**Documents used during the meeting**

- 8-19-21 AMSA Enrollment Policy Updates Provisionally Approved 8-10-21.pdf

- 8-19-21 Summary of Proposed Enrollment Policy Updates .pdf
- 8-19-21 Rate Lock Summary.pdf
- 8-19-21 BOT ED Report August .pdf