

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Thursday September 23, 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**

Bela Gorman (remote), Benjamin Hammel (remote), Dawn Capello (remote), Jill Schafer (remote), Kristin Carney (remote), Liz Saul (remote), Maura Webster (remote), Nicholas Poirier (remote), Raul Porras (remote), Roger Jarrett (remote), Sowmini Sampath (remote), Zakery Oglesby (remote)

#### **Trustees Absent**

Sheila Kelly

#### **Guests Present**

Bob Baldwin (remote), Ellen Linzey (remote), Mike Finkle (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 Sep 23, 2021 at 6:03 PM. The Chair announced that the meeting is being recorded and is streaming live. There will be no executive session after the open meeting this evening.

Time keeper: Zakery Oglesby

**B. Record attendance and guests**

**C. Public Comment**

There was no public comment.

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

No items were flagged for discussion.

**II. Votes**

**A. Approve minutes August 19 Board Meeting**

Raul Porras made a motion to approve the minutes from Board of Trustees Meeting on 08-19-21.

Benjamin Hammel seconded the motion.

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

**Roll Call**

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

**B. Vote to the purchase of 199/201 Forest Street and Determine Loan Rate Lock based on 15 vs 20 years**

Benjamin Hammel made a motion to accept finance recommend rate lock for 20 years.

Liz Saul seconded the motion.

The document outlined 15 years vs 20 years.

The Finance Committee voted to lock into the 20 year rate to get the best long term interest rates.

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

**Roll Call**

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

**C. Authorize ED to serve as Signatory**

Dawn Capello made a motion to approve the Executive Director as the signatory for closing papers and related purchasing documents.

Benjamin Hammel seconded the motion.

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

**Roll Call**

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

Clarification: Ellen Linzey is the sole signatory. Jill Schafer will not have to cosign.

The Board will vote on another document that states that we are borrowing up to 24 million dollars. This will be the last of the property purchase votes.

Sowmini Sampath made a motion to approve purchase papers stating that AMSA is able to borrow up to 24 million for purchase and renovation.

Nicholas Poirier seconded the motion.

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

**Roll Call**

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

**D. Approve Anser Advisory Contract (Owner's Project Manager) Finance Committee Recommendation**

Liz Saul made a motion to Anser contract recommended by the Finance Committee.

Benjamin Hammel seconded the motion.

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

**Roll Call**

Sowmini Sampath Aye  
Bela Gorman Aye  
Roger Jarrett Aye  
Kristin Carney Aye  
Jill Schafer Aye  
Raul Porras Aye

**Roll Call**

Maura Webster	Aye
Sheila Kelly	Absent
Dawn Capello	Aye
Zakery Oglesby	Aye
Nicholas Poirier	Aye
Liz Saul	Aye
Benjamin Hammel	Aye

Bob Baldwin left the meeting after the vote.

**III. Audit Report and vote**

**A. Yearly Audit Report**

Finance Chair Kristin Carney reported on the Audit findings and Soaring Eagles STEM Foundation. (See attached reports)

In summary, there were no deficiencies or weaknesses found during the audit. It was a "clean" report.

Kristin took time to mention appreciation for all the hard work and many hours of audit preparation done by Liana McLaren, Director of Finance and Operations.

Kristin shared the auditors comparison chart that shows how we stack up against similar schools. We demonstrate a strong cash balance and accumulating capital. AMSA spent more on personnel than other schools. AMSA has access to 6.4 months of operating expenses, showing that we are in excellent shape. According to the report card ratio, we are all green.

The audit is usually reported on in October, but Liana McLaren was able to advance the audit by one month. The auditors reported the audit details to the Finance Committee and they voted to accept the findings. The Finance Committee recommends that the full Board approve the findings.

**B. Vote to accept audit report**

Benjamin Hammel made a motion to to accept audit findings.

Maura Webster seconded the motion.

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

**Roll Call**

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

**IV. Executive Directory Yearly evaluation report**

**A. Executive Director Evaluation**

Liz Saul reported on the Executive Director's evaluation findings. (See attached reevaluation report)

Liz Saul reported that it was a very good year for Ellen and her team.

Ellen Linzey clearly demonstrated strong leadership ability.

She will continue to focus on school and the closing on the property purchase.

The Board will continue to monitor the changes made to the organizational structure. The survey responses from the ED's direct reports were significantly positive and optimistic.

## V. Reports

### A. Executive Director Report

Ellen Linzey presented her monthly update. (See attached slides)

Ellen began her report mentioning how grateful she is to her team and the Evaluation Task Force. Also for the hard work that Liana McLaren and Kristin Carney have done for the audit and the purchase process. Liana McLaren has been keeping AMSA on track year after year.

#### Update Highlights

She introduced AMSA's new Vice Principal Amanda Cense. Amanda is a former Math teacher, who is organized and driven and a great addition to the administrative team.

#### Building Update

AMSA is ready to sign contact with the OPM (Owner's Project Manager)-Anser Purchase papers are being prepared.

Contract in process with Design/Architect Firm Finegold Alexander.

#### 2021 SAT Results (Spring-11th grade)

#### Diversity and Inclusion Update

This is still a priority at AMSA. Everyone is welcome here. The August professional development covered many aspects of racism, inclusion, and belonging. Peter Proulx is our Inclusion Coordinator and he will be expanding our program and developing inclusion activities based on a student survey DEI Climate Survey and school-wide self-assessment.

2021 SAT Not widely taken last fall... current 12th graders compared to what they did other years.

1272 School Mean 1096 State Mean Global Mean 998

#### 2021 AP Summary

There were more similarities this year than last year, but the date is still not the same.

AMSA students and teachers did a great job. The AP exams were Full length this year, with no modification of content.

Exam administration choices and windows were expanded, offering many options..online or paper...or both. We were able to be very flexible, but the cost was the amount of orchestration with personnel, space, and time.

There were some notable highlights

Every AP teacher and student exceeded expectation.

AP Calculus BC 100% scored 5

We are all very proud.

505 exams were administered!

This month's Razzle Dazzle included pictures of the 9th Grade and 6th grade Orientations and students enthusiastically enjoying Math class.

#### Upcoming Events

Back to School Nights are in-person. One adult per child and masks are required. October 20 is a half day for students and PD for staff.

Mike Finkle usually posts the ED slides but he will highlight them in the announcements this month.  
Bela Gorman wants to make sure that the AP news reaches all parents.

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

Faculty Representative Zak Oglesby reported that he had many messages today. The overall mood is positive. Students are doing well, despite all the new things. He was asked by some teacher to bring forward that teachers would like to have the long range school event dates so they can plan accordingly. He also mentioned that some teachers are finding the change to the regular class time of 45 minutes to be very short compared to the remote learning blocks of 70 minutes. This is a long term project and some teachers are interested in exploring possibilities.

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

Parent Representative Bela Gorman reported that she had some emails from parents about mask, mask policy, and wondering if AMSA will mandate vaccinations for clubs and sports.

Ellen Linzey said the mask mandate was from state and not an option. We cannot force children to get vaccinated. School Nurse Maureen Searl is tracking students in the Health Office. 55% of AMSA students are vaccinated to date...less if you include 6th graders. Mike Nawrocki has already had conversations about changing the schedule. He is collecting input from students and parents too.

Padmaja Bandaru, CS Department Chair, said making the blocks longer is a good idea for some subjects but not for many others, especially for classes that do not meet every day.. Any changes must be what is best for students. Mike Nawrocki will discuss this further with Zak.

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

None

## **VI. Chair Business**

### **A. Chair Business**

The ED Evaluation Task Force is now disbanded. Roger Jarrett thanked Liz Saul and Raul Pooras for joining him in the evaluation efforts.

Roger Jarrett is now looking to appoint a new Survey Task Force. Raul Porras asked if we should consider scaling back, conducting only an annual survey. The fall pulse survey may not be a good idea any longer as the response rate has been low. Raul Porras said he will stay on Task Force and encourages others to join.

The new Survey Task Force:

**Zakery Oglesby**

**Raul Porras**

**Dawn Capello**

The Survey Task Force will meet and make recommendations at the next meeting on how to proceed with the upcoming surveys.

## **VII. Committee Reports**

### **A. Development Committee Report**

Ben Hammel reported that the Development Committee met in September. They went over the contract with Betsy Grenier.

The Committee worked on creating action items related to the capital campaign

The new theme for the Building Campaign is **2 years and 2 million dollars**.

The Committee will have timelines and cost projections soon.

They are considering keeping the annual capital campaign for donations for tangible things.

Maura Webster will work with Ellen Linzey on the letter for the annual campaign.

### **B. Education Committee**

Liz Saul reported that the Education Committee met on the 9th September . They made a general review of MCAS. The overall feeling was good. AMSA is far ahead of other schools with testing.

Mike Nawrocki provided an update on the Back to School process and progress. There is no accountability reporting for MCAS this year.

The Education Committee will be looking at the test results that Ellen Linzey shared with the Board tonight.

Liz mentioned that they may discuss the idea of longer periods in Education Committee. They also plan to meet with the new Vice Principal at their next meeting.

### **C. Governance Committee report**

Governance Committee Chair Sheila Kelly was unable to attend the meeting. Jill Schafer provided the update.

1. Strategic Framework: Updating smart goals, meeting with committee chairs, The discussion will continue in October.

2. Sheila has created the guidelines for the Consent Agenda. The only question remaining is on the timing of document to be ready for review. It was agreed that distributing document by the Monday before a meeting would provide ample time for review, exempting the Finance Committee, since they tend to meet closer to Board meetings. Sheila will reach out to Kristin to ask her opinion. She would like the Board to consider if the Monday before would give the Board ample time to receive agenda and do homework.

The goal of the consent agenda is to streamline the meeting process, but preparation is important.

Committee Chairs would have to prepare their reports ahead of time. Any board member can request to move a topic or report to the agenda for discussion.

With the help of Raul Porras, the Governance Committee has completed the Board Job Description. The purpose is to help other, especially prospective Board members, to know what it means to be a member, the responsibilities, and time commitment.

Action. Raul Porras will send the Board Job Description and the Consent Agenda to Board members. Members can provide individual feedback.

Governance will report out next month on the Consent Agenda, possibly to become a board policy document. The target is to have the Board vote in October and start implementing the Consent Agenda in November.

Jill will follow up with Sheila about the draft job description. Jill reminded board members they should not REPLY ALL when sending feedback to Jill and Raul. Members should see both documents before the October meeting.

**D. Finance Committee report**

Kristin reported on the Financial Statements for July/August  
See attached Financial Statements.

New budget will be updated next month.

The revised Budget will be voted on in October.

The school must have the revised budget ready by November 1 and sent to DESE as part of the Annual Report revision.

**VIII. 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.

**IX. Meeting Wrap Up**

**A. Meeting Effectiveness Assessment**

The meeting was completed ahead of schedule.

There is no additional feedback and Roger looks forward to implementing the consent agenda

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

Consent Agenda

Board Job Description

Survey Task Force Recommendations for next steps

Finance - Revised Budget

OML Presentation in October or November

Finegold Architect Contract approval

**X. Closing Items**

**A. Call for motion to adjourn**

Raul Porras made a motion to adjourn.

Liz Saul seconded the motion.

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

**Roll Call**

Sheila Kelly      Absent

Benjamin Hammel Aye

Roger Jarrett      Aye

Nicholas Poirier      Aye

Liz Saul      Aye

Maura Webster      Aye



**Roll Call**

Sowmini Sampath Aye  
Jill Schafer Aye  
Dawn Capello Aye  
Bela Gorman Aye  
Raul Porras Aye  
Zakery Oglesby Aye  
Kristin Carney Aye

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,  
Sara Snow

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**Documents used during the meeting**

- 9-23-21 Interest Rate Lock .pdf
- 9-23-21 Signatory Authorization OFFER .pdf
- 9-23-21 Signatory Authorization VOTE.pdf
- 9-23-21 Advanced Math and Science Academy Charter School Board Report Draft 9-16-2021.pdf
- 9-23-21 Advanced Math and Science Academy Charter School Financial Statements Draft 9-16-2021.pdf
- 9-23-21 Advanced Math and Science Academy Charter School Management Letter Draft 9-16-2021.pdf
- 9-23-21 Advanced Math and Science Academy Charter School Ratios Draft 9-16-2021.pdf
- 9-23-21 AMSA ED Evaluation 2020-2021.pdf
- 9-23-21 ED BOT September 2021.pdf
- 9-23-21 August 2021 Financial Statements.xlsx