

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Thursday October 28, 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), Jill Schafer (remote), Liz Saul (remote), Maura Webster (remote), Nicholas Poirier (remote), Raul Porras (remote), Roger Jarrett (remote), Sheila Kelly (remote), Zakery Oglesby (remote)

#### **Trustees Absent**

Dawn Capello, Kristin Carney, Sowmini Sampath

#### **Guests Present**

Ellen Linzey (remote), Liana McLaren (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 Oct 28, 2021 at 6:08 PM.

#### **B. Record attendance and guests**

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 on AMSA Facebook. There will be no executive session after the open meeting this evening.

Zak Oglesby was assigned as timekeeper.

**C. Public Comment**

None

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

No items flagged.

**II. Votes**

**A. Approve minutes September 23 meeting**

Raul Porras made a motion to approve the minutes from Board of Trustees Meeting on 09-23-21.

Liz Saul seconded the motion.

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

**Roll Call**

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

**B. Finegold Architect Contract approval**

Ellen Linzey reported that she and Bob Baldwin have been negotiating a contract with the architect that was assigned to AMSA in September. (Discount of 50K)

The architect met with the Department Chairs yesterday to discuss physical classroom needs.

The contract proposal is attached.

Ellen Linzey is confident that they will make sure we have what we need.

Bob Baldwin added that this is a lot of money, but it is for full construction detailed drawings, a critical aspect of the project.

The proposal has been reviewed and approved by the Finance Committee, and they recommend board approval.

Nicholas Poirier made a motion to approve the architect contract.

Benjamin Hammel seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**C. Pre construction budget**

Bob Baldwin reported that 175K has been budgeted for other contracts. The vote is to give Ellen Linzey authorization to sign for expenses, such as permit fees and construction costs.

There are existing environmental conditions that will require investigation. Transportation engineers will develop a traffic plan and the city will need details. Funds will be needed for Geo-tech engineers for a gymnasium design foundation and

pre construction services that will be necessary before the project begins. This contract has been reviewed and discussed by finance, and they recommend board approval.

Sheila Kelly made a motion to approve the 175K contract.

Nicholas Poirier seconded the motion.

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

**Roll Call**

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

**D. Budget revision**

Bob Baldwin left meeting at 6:08pm

Liana McLaren presented the revised FY22 Budget (attached). The revisions reflect the building purchase and teachers union agreement. The revised budget is broken out by operating costs variances.

The revised budget has been reviewed and approved by the Finance Committee. They recommend board approval. Benjamin Hammel made a motion to approve the revised FY22 budget. Liz Saul seconded the motion. The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**E. Consent Agenda for Board meetings**

Sheila Kelly presented a proposal for a consent agenda. (see attached slides) The Governance Committee has been working on way to improve meeting efficiency. The consent agenda will allow routine items that do not require discussion to be grouped together for one vote at the beginning of a meeting. Examples include committee reports, board meeting minutes, and accompanying documents that have gone through a review process by committees and provided to board members in advance of a meeting. Board members would be expected to review document and be prepared to vote. Board members can request any item be removed from the consent agenda and added to the agenda for discussion.

Items not included in the consent agenda are the monthly updates from the Executive Director, Faculty Representative, and the Parent Representative.

It was agreed that the agenda and documents will be provided to Board members in advance of a meeting. They need to decide on the timeline and deadline for providing documents. Governance, Development, and Education Committee Chairs will be expected to provide their updates ahead of time. Finance Committee is exempted as they meet on the Tuesday before a Board meeting.

Raul Porras and Sara Snow will work on a template for committee updates. Raul Porras made a motion to approve implementing the consent agenda on a trial basis. Zakery Oglesby seconded the motion. The board **VOTED** unanimously to approve the motion.

**Roll Call**

Jill Schafer	Aye
Nicholas Poirier	Aye
Maura Webster	Aye
Roger Jarrett	Aye
Bela Gorman	Aye
Raul Porras	Aye
Zakery Oglesby	Aye
Sheila Kelly	Aye
Liz Saul	Aye

### **Roll Call**

Benjamin Hammel Aye  
Kristin Carney Absent  
Sowmini Sampath Absent  
Dawn Capello Absent

Roger Jarrett asked the Board for suggestions on a deadline for submission of committee reports and items for votes. It was agreed that the cutoff for providing documents is the week before on Thursday before a meeting, allowing board members to review over the weekend. The agenda will go out on Friday with consent agenda items.

## **III. Reports**

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

See attached ED report  
Ellen Linzey provided her monthly overview.  
Highlights included:

#### Back to school

Student behavior has been a concern, the lower school especially. Addressing behavior takes away from learning. The administration is dealing with teacher stress and burnout. The learning gaps are significant. These concerns were addressed at the recent All Staff meeting.

#### Nov 17 half day PD

The administration has changed their original plans for the professional development agenda to address these immediate and long term solutions, with a focus on student behavior and teacher stress.

#### MCAS update

MCAS was canceled in 2020, and the state offered modified participation in the spring 2021.

64% of our students returned to campus. those in person participated in MCAS. Those who remainder remote had the choice to come in to school to test or defer testing until the fall. Due to the unusual circumstances, there will be no accountability status at the state level related to MCAS results.

#### Enrollment and Attrition Update

Our enrollment number no longer an issue.  
The Marlborough net cap spending fluctuates, so enrollment by town can vary.  
Our waitlist is currently at 432.

#### Building update

Ellen thanked the Board for all their work toward getting the buildings!

#### upcoming events

Ellen showed the Sunovian 3rd year spring internship pictures. She will send the link for board to watch on their own.

Spirit Week was organized by Dan Amaral and Amanda Cense.

Virtual family forums are on Facebook and are recorded.

The Holiday Staff party is on December 14 at the Apex Center 4:00pm.

AMSA will be accepting application from November 23-February 4th.

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

Ben Hammel thanked Ellen for sharing the challenges. Maura Webster wanted to echo the sentiments of Ben and welcomed hearing the administrative perspective.

The lack of subs has become a national issue. Ellen said that they will figure it out, and in the meantime the mental health of our staff is very important. Bela asked as a parent, how do we get this out to parents community so everyone is on it together.

Roger Jarrett said we could not have made it to finish line without Ellen!

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

Bela Gorman has not received any communication from parents, so she did not have a report.

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

Zak Oglesby reported on three points.

1. Building purchase... The faculty are super thrilled!
2. Teacher burnout... They are exhausted and the student behavior is draining.
3. Substitute challenges..What is the solution? There is a mix of appreciation and concern

Raul asked what can the Board do to help teachers and staff deal with these challenges?

Ellen added, "Parents who are listening and want to sub...please contact us!"

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

No items flagged.

## **IV. Chair Business**

### **A. Chair Business**

ED Goals are almost done and will be reported at the November meeting.

Survey Task Force update

Raul and Zak discussed whether to conduct two surveys or one. Should we hold off on the pulse survey in the fall and just have the one survey in spring due to the reduced response rate?

Making a shorter survey but keep the ability to benchmark with a focus on fewer questions would make sense. They will meet in January to begin the process and hold the survey in March.

Roger Jarrett said that some questions may be good to trend over time, questions around morale and academic dishonesty, and add a hybrid for a few core questions around the core values and the mission.

The board agreed to move to the one survey in March.

Parents also have the Public Comment at Board meetings to bring up concerns.

## **V. Committee Reports**

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

Ben Hammel reported that the Development Committee is working with Betsy Grenier...and he said there is a good cross section of folks that will join in the campaign communication efforts.  
Ellen said the campaign committee is forming., maybe adding some alumni who are already in the workforce.

They would love to have someone from Maynard join these efforts. Dawn Campello has put out a Parent Maynard page.

#### **B. Education Committee**

Liz Saul reported that the Education Committee was unable to meet in October and does not have a report. They will meet next Thursday.

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

Sheila Kelly reported that Governance has continued to work on meeting efficiency, the strategic goals that are tied to our vision, and the Board job description.

Raul went over the job description, that describes what the board does and does not do.

They have policy and oversight, but do not manage school operations. Mention of the time commitment was included for transparency.

Action: Publish Board Job Description on website (Sara and Mike F.)

#### **D. Finance Committee report**

Liana McLaren presented the September financials (see attached report).

### **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 flagged for discussion.

### **VII. Meeting Wrap Up**

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

There were no action items from past Board meetings.

#### **B. Summary of Action Items**

Consent Agenda Template  
Job description published

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

OML Presentation  
Begin planning for January Strategic Meeting  
SAT Update

#### **D. Meeting Effectiveness Assessment**

Deadline for consent agenda items, committee reports, and minutes Thursday, November 11.

Roger said Committee Chairs can provide a summary of report minutes or minutes.

Zak Oglesby said that the Board was one and half hours ahead of schedule!

### **VIII. 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**

Nicholas Poirier	Aye
Benjamin Hammel	Aye
Kristin Carney	Absent
Bela Gorman	Aye
Dawn Capello	Absent
Maura Webster	Aye
Jill Schafer	Aye
Sheila Kelly	Aye
Sowmini Sampath	Absent
Roger Jarrett	Aye
Raul Porras	Aye
Zakery Oglesby	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 7:51 PM.

Respectfully Submitted,  
Sara Snow

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#### **Documents used during the meeting**

- 10-28-21 FA architect proposal 10-1-21.pdf
- 10-28-21 Board meeting cost authorizations (1).pdf
- 10-28-21 Pre Construction Costs.pdf
- Budget Revision Summary 10.28.21.xlsx
- 10-28-21 Proposal for Consent Agenda\_.pdf
- September\_2021\_Financial\_Statements.xlsx
- 10-28-21 BOT Job Description Draft.docx.pdf