

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### **Date and Time**

Thursday November 18, 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), 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**

Kristin Carney

#### **Trustees who left before the meeting adjourned**

Benjamin Hammel, Jill Schafer, Maura Webster

#### **Guests Present**

Bob Baldwin (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 Nov 18, 2021 at 6:00 PM.

**B. Record attendance and guests**

Roger Jarrett named all Board members in attendance. He announced that the meeting is being recorded and live streaming on AMSA Facebook.

Time Keeper... Zakery Oglesby

**C. Public Comment**

No public comment requests.

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

No items flagged.

**II. Votes**

**A. Consent agenda: minutes October 28 meeting**

Raul Porras made a motion to approve the minutes from Board of Trustees Meeting on 10-28-21.

Sheila Kelly seconded the motion.

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

**Roll Call**

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

**B. Construction Management at Risk Procurement approval**

Bob Baldwin explained the application for the use of Construction Management at Risk Procurement for renovations and new construction at their campus.

Massachusetts State Law allows organizations to look for and select general contractors based on qualifications and to hire the one they like. It is good practice to bring a construction manager on board early to provide input on cost, lead times, offer better ideas, and explain how to "phase" a project before the bidding process begins.

Construction Management at Risk Procurement allows an organization to go into a project knowing who they are going to partner with, and to make a decision based on trust and proven experience. There is a cost factor for these services, usually 2-4% of the cost.

AMSA will be privy to what the contractor is charging, how they will staff the project, and understand the competitive pricing. Board oversight and approval is required to authorize the Construction Management at Risk Procurement Application that is submitted to the Inspector General. Once approved by the state, the school can move forward on the project and send out a request for general contractor qualifications. The interview process can begin within 2 months, maybe by January. Bob Baldwin made it clear that voting on the Construction Management at Risk Procurement application obligates the school to do nothing, but to do so is a good idea. The school still has options.

Sheila asked if there have been issues with other schools he has worked with regarding this application. Bob Baldwin said he has never had a problem since the law was passed in 2005. A school may pay more for more service, which is never a drawback.

Nicholas Poirier made a motion to approve AMSA's application for the use of Construction Management at Risk Procurement for renovations and new construction at their campus on Forest Street in Marlborough.

Liz Saul seconded the motion.

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

**Roll Call**

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

**C. Committee Updates for Consent Agenda**

It was noted that the Development Committee submitted a summary of their November meeting. (Summary attached)

**III. Reports**

**A. Executive Director Report**

See attached ED Report.  
Building updates are included in the AMSA Board Dashboard (attached).

Report Highlights  
Community Council

Ellen Linzey and Anders Lewis have brought back the Community Council. This year, members are parents only to encourage more parent voice. 24 parents have volunteered to serve on the 2021-2022 Community Council. Members represent all the core towns and then some and have children in a cross section of grade

levels. They held their first of four in-person meetings on Wednesday. There was a lot of positive feedback.

#### Communication Reminders

Ellen's main message was to keep up with the established communication process. Be patient and be kind. Everyone is struggling on all sides of the table.

#### Staff Pulse Survey

The survey posed four questions, two regarding the general feeling of how things are going at school and two regarding communication and support. The overall response is although things have been hectic and difficult, the staff is overwhelmingly happy with the administration's communication and systems of support. The Lower School is dealing with behavior issues, which has been the focus of our most recent professional development program. The entire faculty came together to share best practices and support each other, creating Tool Kits to address student behavior.

#### Razzle Dazzle.

Spirit Week ended with a Door Decorating Contest in the Lower School. Winners enjoyed a pizza party!

Leaders of Tomorrow (with over 120 members and Led by Mark Vital) is very active in the community. People who know of a service opportunity, please contact Mark Vital.

#### Upcoming Events

December 14th - Staff Holiday Party - Board Invited @ 4pm

January 19th - 8th Grade Virtual Parent Night @ 6pm

January 20th - Arts Night @ 7pm

January 22nd - Board Strategic Planning Meeting @ TBD

February 2nd - Virtual Family Forum @ 6pm

Accepting Lottery Applications - Nov 23rd - February 4th

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

Liz Saul added well deserved kudos to the fall sports teams who have done so well. Pete Jones runs a magnificent sports program. AMSA is now preparing for winter sports.

Ellen Linzey will meet with the Commissioner on Monday. AMSA has been fortunate with the number of students with COVID...just 5 with no internal spread. Our nurses have done an outstanding job!

Bela Gorman asked if there is any news about the substitute teacher shortage. Ellen reported that the school hired a new internal substitute but we are looking for more. Since the last meeting, parents have come forward. Amanda Cence has done a great job managing the substitute teachers. The number of adult absences has come down as well. Anyone interested in subbing should contact Amanda Cence or Virginia Burke.

### **C. Faculty Representative Report**

Zakery Oglesby said he did not have a lot to report, but he did have a note of appreciation from teachers. Although many teachers have found the past months to be challenging, they are comforted knowing the Administration is listening.

He received one request from a teachers who would like the Administration to consider saving the campus trees when deciding where to build the gym.

Also, he was asked to look into changing the warning bell time from 3 minutes to 1 minute in order to extend class time.

Raul Porras asked if the behavior issues are getting better. Zakery said there is still a high level of behavior issues, but he has heard that the second quarter feels better. Teachers are generally feeling more on top of things now.

**D. Parent Representative Report**

Bela Gorman has nothing to report. No communication from parents.

**E. Flag Board discussion items**

No items were flagged.

**F. Executive Director yearly goals**

See attached ED goals.

Bela Gorman questioned how some of the ED goals can be measured. Liz Saul agreed that is is difficult to measure some goals, but they make use of surveys to determine progress. Raul Poras said it is important to have measurable goals, but we do not want to miss goals that are important to the ED role just because they are not easy to measure. Front and center, given the history of school climate, it has to be mentioned. Can you measure trust and respect? It is hard to measure but important to keep these goals included.

Liz Saul said one of the challenges is to keep some questions to follow trends, but they also want to include questions that are relevant to immediate concerns or issues.

Bela Gorman has a background in surveys and agreed to provide support and expertise to the Survey Task Force.

Raul Porras said they want to make survey simpler. The lack of response was due to too many questions and survey fatigue.

Sheila Kelly asked why are the goals related to the building only 10% of the goals? Ellen said the goals have always focused on education attainment and social emotional attainment. Although the building is a huge focus, she is the leader of a school and it is still all about the kids and the staff.

Maura Webster left at 6:30 PM.

Benjamin Hammel left at 6:35 PM.

Jill Schafer left at 6:55 PM.

Roger Jarrett offered his thanks to Ellen and looks forward to another successful year ahead.

Sowmini Sampath made a motion to approve ED goals.

Bela Gorman seconded the motion.

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

**Roll Call**

Jill Schafer	Absent
Liz Saul	Aye
Benjamin Hammel	Absent
Sowmini Sampath	Aye
Roger Jarrett	Aye

**Roll Call**

Zakery Oglesby	Aye
Kristin Carney	Absent
Maura Webster	Absent
Bela Gorman	Aye
Sheila Kelly	Aye
Dawn Capello	Aye
Nicholas Poirier	Aye
Raul Porras	Aye

**IV. Open Meeting Law Training (OML)**

**A. OML**

See attached OML presentation.

Boards have obligation to follow OML.

Contact Sheila Kelly or Governance if you have a question related to Open Meeting Law.

Members discussed the releasing of executive session minutes. It is by request, they are not usually posted. Dawn Capello asked if the Board needs to approve the executive session minutes and Sheila Kelly said they have to approve them before they can be released.

**ACTION:** Add process for approving executive session minutes to December Governance Committee Meeting agenda.

**V. Chair Business**

**A. Chair Business**

Roger Jarrett said he was looking for volunteers help plan the strategic planning meeting on January 22, 2022. Volunteers include Dawn Capello, Sowmini Sampath, Raul Porras, and Sara Snow.

The Chair made the following suggestions:

Discuss the results from last year's strategic planning meeting.

Review the results of the board self assessment.

Focus some time on board recruiting.

other:

Raul Porras reminded the Board that Sowmini Sampath has been working on a meeting framework that would eliminate the need to start from scratch each year. Raul suggested we focus on more long term goals such as improving faculty salaries.

Consider asking the Board Advisory Council to attend the strategic planning meeting.

**VI. Committee Reports**

**A. Governance Committee report**

The Governance Committee was unable to meet in November. Raul Porras offered to create a template for committees to share their meeting summary as part of the consent agenda. Although it was not discussed at committee, he has shared the template for the Board to see.

Roger Jarrett suggested that the committee chairs use the template for the December BOT meeting.

## **B. Finance Committee report**

Liana McLaren presented October Financial Report (see attached Finance Report).

## **C. Development Committee Report**

Ben Hammel had to leave early, but he made two requests:

1. Would all board members make a meaningful donation to annual giving campaign.
2. Call to action for members to assist in the capital campaign committee or recruit others to join the committee. Contact Ellen Linzey with the names of motivated people who may be interested in helping with the campaign.

## **D. Education Committee**

Liz Saul reported that the Education Committee discusses test scores and how testing was handled during the pandemic. Zak Oglesby said that from what he has heard, MCAS scores demonstrated that students who perform in the middle range stayed there. However, changes were more likely in the extreme ranges. High performing students did better and low performing students did worse.

Unscientific process.

Overall, MCAS scores were strong. They are questioning just how important tests such as the MCAS, PSAT, SAT will be in the future. Will they have the same significance?

Liz reported that on October 15 Marlborough voted for a no homework policy. This had no impact on AMSA, but she wants people to be aware of this decision.

Liz Saul said that they had only one student member on the Education Committee, but she made a big contribution. It was suggested that in the May/June time frame they conduct a Senior exit interview survey in order to catch students while they are still invested in AMSA. The committee will be discussing what topics and data they will be looking for in student feedback.

The school is dealing with behavioral challenges. The Administration and Faculty dedicated their November professional development to coming up with strategies. Liz Saul said she will add this topic to the Education Committee December 9 agenda.

Liz said she is leaving the Board and the Education Committee this year, but she strongly recommends keeping student members on the committee.

## **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 topics were flagged.

## VIII. Meeting Wrap Up

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

Add process to approve executive session minutes to the December 8 Governance Committee agenda.

- Roger Jarrett will work with the Strategic Planning Committee to create an agenda for the January 22 meeting.
- Action from Development: Call for Board members to make a donation to the annual campaign and actively recruit members for the campaign committee.

### B. Collect Candidate Agenda Items and Action items for Jan 2022 BOT Meeting

The deadline for consent agenda items is December 22. This includes a meeting report, using the new template, from each committee (Finance excluded), November draft minutes, and any other information/documents that can be reviewed and voted on without discussion.

Strategic Planning topics to be determined so the January 6, 2022 meeting can be posted by Dec 22.

### C. Meeting Effectiveness Assessment

Zak Oglesby reported that the meeting was ahead of schedule.

The more the Board can review ahead as part of the meeting packet saves time.

Roger Jarrett said we will work on getting meeting agendas out earlier.

Raul Porras suggested that members would be more comfortable if they were given more time to consider joining a committee or task force and not be asked when in a group setting.

## IX. Closing Items

### A. Adjourn Meeting

Raul Porras made a motion to adjourn.

Liz Saul seconded the motion.

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

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:48 PM.

Respectfully Submitted,  
Sara Snow

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

- 11-18-21 DRAFT - Executive Director Goals 2021-22.pdf
- 11-18-21 OIG Application for Review.pdf
- 11-18-21 Development Committee Report Summary for Consent Agenda.pdf
- 11-18-21 ED Report BOT November 2021 Report.pdf
- 11-18-21 OML.pptx
- 11-18-21 BOT Job Description Draft.docx.pdf
- 11-18-21 Consent Agenda Committee Report template.docx
- 11-18-21 AMSA Board dashboard 11-17-21.pdf
- 11-18-21 October 2021 Financial Statements.xlsx