

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday January 27, 2022 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), Dawn Capello (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

None

Trustees who arrived after the meeting opened

Bela Gorman

Guests Present

Ellen Linzey (remote), Liana McLaren (remote), Mike Finkle (remote), Mike Nawrocki (remote), Sara Snow (remote)

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 Jan 27, 2022 at 6:03 PM. Attendees were called by name and recorded.

B. Record attendance and guests

Chair Roger Jarrett announced that the meeting was being recorded and was livestreaming on AMSA YouTube.

Timekeeper appointed: Zak Oglesby

C. Public Comment

None

D. Flag Board discussion items from Public Speak

No items were flagged for discussion.

II. Votes

A. Approve Minutes

Sheila Kelly made a motion to approve the minutes from Board of Trustees Meeting on 11-18-21.

Raul Porras seconded the motion.

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

Roll Call

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

B. Consent Agenda Items

Dawn Capello made a motion to 2022-2023 School Calendar.

Liz Saul seconded the motion.

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

Roll Call

| | |
|-----------------|--------|
| Kristin Carney | Aye |
| Dawn Capello | Aye |
| Bela Gorman | Absent |
| Maura Webster | Aye |
| Benjamin Hammel | Aye |
| Liz Saul | Aye |
| Raul Porras | Aye |
| Zakery Oglesby | Aye |

Roll Call

Nicholas Poirier Aye
Sowmini Sampath Aye
Roger Jarrett Aye
Jill Schafer Aye
Sheila Kelly Aye

The Chair acknowledged that Governance Committee submitted their meeting summary for review prior to the meeting.

The Chair removed the procurement policy revision vote from the consent agenda for further discussion.

III. Cash Disbursement Memo and Revised Procurement Policy Vote

A. Vote to approve revised Procurement Policy

See attached Cash Disbursement Memo and Revised Procurement Policy. Treasurer Kristin Carney presented the changes to the procurement policy. The Finance Committee recommends that the Board approve the revisions.

Benjamin Hammel made a motion to approve revised procurement policy.

Maura Webster seconded the motion.

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

Roll Call

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

Bela Gorman arrived at 6:20 PM.

IV. Reports

A. Executive Director Report

See attached ED Presentation

Executive Director Ellen Linzey provided her monthly update.

Highlights include:

AMSA is shifting to the new state sponsored (optional) At-Home Testing Program. There is no cost to the school. Staff and students will test weekly. Test kits will be distributed every 2 weeks at school. The Test and Stay Program and contact tracing has been discontinued.

AMSA DEI (Diversity, Equity, and Inclusion) Initiative

DEI Coordinator Peter Proulx will present to the Board at the February 17 BOT meeting. The group, with the help of CS Chair Padmaja Bandaru, conducted a student survey in grades 6-12 in November. 881 students participated! They will conduct a self-assessment with AMSA stakeholders in February-April. They plan to post a DEI website page by April and create a statement that will be incorporated into AMSA's core values.

SAT Rankings

AMSA students did remarkably well in spite of the difficult circumstances presented by the pandemic.

Building Update

The Team is making great progress as they continue to move through the design phase. They meet with the architects, the owner project manager, and project consultant on a weekly basis.

She covered some of AMSA's *hopes and dreams* for the project. There will be a focus on science labs on the third floor of the white building, with two classrooms, prep rooms, additional storage, and collaborative work space. Maps of the proposed gym were shared.

They hope to get as much of the gym built in phase 1 as possible. What we can't afford in phase 1 will be moved to phase 2. They expect to have plans and cost projections for the March BOT meeting.

Razzle Dazzle

Ellen shared performance photos of the chorus, jazz band, and drama club. Also kudos to the varsity indoor track team.

A signing ceremony on January 6 was held for Rachel Bibiu, who has committed to continuing her academic and track career with Division 1 Brown University. Congratulations Rachel!

AMSA will be visiting the four elementary school in Marlborough on Friday, January 28. Ellen, Anders Lewis, Mike Nawrocki, and Peter Proulx will meet with fifth grade students as part of our recruitment plan. Charter schools are required by the state to engage in robust recruitment strategies to ensure diversity and equity among lottery applicants.

Upcoming Events

Family Forum on February 2

Arts and Science Night on May 25, which will be a great Capital Campaign opportunity, so put this on your calendar!

Graduation on Friday, June 10

The annual strategic planning meeting date has yet to be determined.

B. Executive Director report Q&A

Sommini Sampath said the school has done a fantastic job with reporting the SAT and AP data and the Board supports the ED in her process. Regarding the SAT, she asked the ED what she and the guidance staff are thinking about planning a strategy for the future of the exam?

The ED responded that the school counseling office is great and works closely with parents and students. The College Board has made changes to the exam, which will require new preparation strategies. They will certainly point students in the right direction.

Education Committee Chair Liz Saul suggested that Kate Driver might present their plans for addressing the changes to the exam to the Board at some point in the future when they have had time to review.

AMSA is currently running SAT prep classes.

Faculty Representative Zak Oglesby asked "Do we know if the building project will help alleviate sharing rooms?" Earlier this week, the ED met with the scheduling team (Joe Bengiovanni and Brian Bakkala). They are happy with what they will have to work with, but AMSA would need 44 more rooms to give everyone their own classroom. AMSA is looking at September 2023 for building upgrades.

C. Parent Representative Report

Parent Representative Bela Gorman said she does not hear from parents regularly. She would like to find a way to let parents know she is available to them. What she has heard are concerns about the staffing shortage, and the frequency of substitute teachers. Parents are concerned with the disruption in the curriculum. Parents are wondering if the administration is doing anything to make sure students are getting the most value in the classroom.

Ellen responded, reporting that AMSA has had three unexpected staff changes. "You do the best you can." We are pleased to have secured the last long term substitute teacher needed, so staffing has been stabilized. Ms. Bandaru and Ms. Jagielski made excellent staffing choices.

It has been challenging, but we were fortunate that our parents jumped in to help us. When one of Lower School Math teachers had to resign, Chris Houle, jumped in. Patrick Snow, another parent, has taken over for a CS teacher who resigned. Both parents have the skills and expertise needed. It was a scramble and it will take a couple of years to recover. Although we had hoped otherwise, this is not a normal year and we are still managing through a pandemic. We have a lot of work to do to catch up, but we are in good shape.

Bela mentioned she heard from a parent regarding references to suicide in the summer English and History reading assignments. Ellen said there have been many conversations about this feedback, and there will be more context and sensitivity going forward.

A parent also asked if there is a way the school could provide students with opportunities to recognize students from their own towns.

Ellen ended her report with words of gratitude for the overwhelming parent support during these trying months.

D. Faculty Representative Report

Faculty Representative Zak Oglesby reported that the teachers are very happy with the support provided by the administration. They are also very happy about the plans for creating green space on campus.

However, their main complaint was they felt the covid wave was not handled as well as it could have been. There was confusion and stress around the absences. They thought there should have been more centralized information. Teachers were scrambling to know what to do.

Ellen agreed, "It was rough." Nurses were working late into the night keeping up with all the absences. She was grateful for the offers by 16 parents to help the nurses with covid testing. Kate Driver took over managing the Zoom links for absent students. Many members of the administration and support staff helped out in the classroom or with the health office. They have talked about implementing a central List, but the overwhelming amount of information is hard to track.

AMSA has learned some lessons and the administration will be able to adjust faster going forward, providing help earlier where needed.

E. Flag Board discussion items

No items flagged for discussion.

V. Chair Business

A. Chair Business

AMSA is accepting applications for new students. See AMSA website for details. Raul Porras, Sowmini Sampath, and Roger will meet to determine a date for the strategic planning meeting. He expects to have a date set prior to the February 17 BOT meeting.

VI. Committee Reports

A. Education Committee

Liz Saul said she will provide a summary of the Education Committee meeting for the next consent agenda. They met late in January.

Liz said she is wrapping up as the Education Committee Chair. The committee has come up with the highlights of what the committee has done over the past six years. She strongly recommends that the committee continue to have student representatives, as they have been extremely helpful.

The committee will conduct an Exit Survey for seniors, that will open in April. They will provide a report on the survey data in June. She hopes this will become an annual practice.

She will work with Communications Manager Mr. Finkle to share the results with the community.

B. Governance Committee report

Governance Chair Sheila Kelly reported that the committee is still working on onboarding documents.

Jill Schafer is still working on changes to the wording in the minutes policy regarding executive session minutes. The committee plans to have the changes ready for the Board to review in February or March.

C. Finance Committee report

See attached finance reports.

Finance Chair Kristin Carney provided an overview of the financial statements. She is looking forward to seeing the cost estimates for the building project.

D. Development Committee Report

Development Chair Ben Hammel reported the committee met in January. They met with the consultant who had good feedback, saying they were on track and following the process as planned. The capital campaign team is creating materials and moving forward. He asked board members to engage in some corporate engagement. He strongly encouraged members to help support the capital campaign efforts. He said members of the board or community should reach out to the Development Committee if they want to help.

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 nominated for discussion.

VIII. Meeting Wrap Up

A. Review action items from past BOT meetings

There are no action items from past BOT meetings.

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

- It was suggested that Kate Driver should be provided with questions regarding the College Board changes and SAT exams, so she can better prepare for responding to the Board. A written response would give the Board time to digest the information and if the Board requires more information, then Kate could be invited to attend a meeting.
- Date for the Strategic Planning Meeting
- Peter Proulx to present DEI results
- Governance to present updates to the executive session minutes policy (February or March)

C. Summary of Action Items

No action items.

D. Meeting Effectiveness Assessment

Raul Porras reminded the board that they were piloting the consent agenda this month. Governance submitted a summary and he would like the other committees to try for the next meeting. The goal is to reduce the time taken to report on committee business.

Kristin Karney added that she discussed with the Finance Committee meeting earlier in the month so they can participate in the consent agenda.

IX. Closing Items

A. Adjourn Meeting

Maura Webster made a motion to adjourn.

Liz Saul seconded the motion.

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

Roll Call

| | |
|-----------------|-----|
| Raul Porras | Aye |
| Sheila Kelly | Aye |
| Dawn Capello | Aye |
| Kristin Carney | Aye |
| Benjamin Hammel | Aye |
| Jill Schafer | Aye |

Roll Call

Liz Saul Aye
Sowmini Sampath Aye
Nicholas Poirier Aye
Zakery Oglesby Aye
Roger Jarrett Aye
Bela Gorman Aye
Maura Webster Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- 1-27-22 Cash Disbursement Memo FY22 .docx
- 1-27-22 Governance Jan 12.docx
- 2022-2023 AMSA School Calendar Approved by ED.pdf
- 1-27-22 BOT ED Report.pdf
- 1-27-22 December 2021 Financial Statements.xlsx
- 1-27-22 Finance November 2021 Financial Statements.xlsx