

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Special BOT Meeting

Date and Time

Tuesday May 17, 2022 at 7:00 PM

Location

Virtual

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)

Trustees Absent

Sowmini Sampath, Zakery Oglesby

Guests Present

Anders Lewis (remote), Ellen Linzey (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 Tuesday May 17, 2022 at 7:00 PM.

B. Record attendance and guests

The Chair announced that the meeting is being recorded and is live streaming on Facebook.

The Board will meet in executive session to discuss contract negotiations with the Executive Director, as meeting in open session could be detrimental to the negotiation process. The Board will reconvene after the discussion. There will be a pause in livestreaming until the Board reconvenes.

Time keeper: Raul Porras

C. Public Comment

No public comment.

Sheila Kelly made a motion to go into executive session.

Benjamin Hammel seconded the motion.

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

Roll Call

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

The Chair announced that Ellen Linzey has been invited to join the executive session.

D. Flag Board discussion items from Public Speak

No items flagged.

II. Executive Session contract negotiations with nonunion personnel

A. Return to Open session

The Board reconvened at 7:16pm

Live Streaming was resumed.

III. Votes:

A. Approve Executive Director contract 2022 - 2023

Raul Porras provided a brief summary of the one year contract, from July 1, 2022 through June 30, 2023. Other than the end date and termination clauses, all else is the same.

165K

12 sick days

20 vacation days

Maura Webster made a motion to approve contract.

Benjamin Hammel seconded the motion.

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

Roll Call

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

Ellen is leaving the position of Executive Director at the end of 2023...see attached letter to the AMSA Community. Ellen is "graduating"....not going away. She will continue her work with the building project. Her reasons for leaving the role of school leader are all positive.

B. Discussion on whether or not to hire executive search firm

Dawn Capello thanked Ellen for her patience with the contract process. AMSA will get another year of Ellen's expertise, knowledge, and leadership. Ellen has given the Board the luxury of advance notice which will give them time to search for another candidate. Dawn said we are lucky to have Ellen and the Board appreciates her decision and how she chose to handle it.

The Board has to decide to use a search firm or attempt to find a candidate on their own.

The Pros to hiring a firm would be the bandwidth and knowledge they could offer, providing a large network net to cast. The Con is the cost.

Questions:

The Board needs to decide to go forward and start making decisions now.

Do we seek proposals from Search firms? What is the timeline?

The working group for finding an Executive Search Firm include:

Dawn Capello, Raul Porras, Jill Schafer, Anders Lewis, Liz Saul, (and special guest Liana McLaren). They will get proposals, check references and bring their recommendations back to the Board. The Board will make the final decision on which firm.

It is vitally important that the process is open and transparent. STABILITY and TRUST are key. We must be committed to a thoughtful and transparent process. Having a firm with education experience would be helpful.

Anders will work hard to help the process and reduce load for others.

There will be interviews, meetings with stakeholder groups, parents, staff, students, etc.

Having an outside firm can provide the right anonymity.

The Board will make the final decision, but it will be influenced by the feedback from the AMSA community.

Roger Jarrett made a motion to To seek bids from search firms to assist us with the executive search for a new Executive Director starting with 2023-2024 school year.

Raul Porras seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Creating a ED Search Committee Task Force

A. Discuss

The interview committee members will need to have a lot of availability. This will be an important group. The Charter School Association recommends about 5-8 members, but they feel that we will need a larger number as representation is important. Anders and Dawn said they will stay on the committee.

The working group is settling on recommending a search firm. The ED Interview Task Force will be vetting the actual ED candidates. What roles do we need on the Task Force? It was agreed that the Advisory Council would not be involved in the process, since may were involved in the past searches.

This Task Force does the preliminary work. The Board agreed on nine roles to be included initially and they can always add another later if needed. Dawn, Anders, Raul, Upper School Teacher, Lower School Teacher, Upper School parent, Lower School parent, a Counselor, and a Science or Math Department Chair.

How do we appoint two parents or staff to the Task Force? They should open the process and make the call for recruits to everyone. It should be open to anyone to self nominate if they are interested in serving on the Task Force. Dawn, Raul, and Anders will serve as the Task Force Leads. They want to make sure there are different voices from the whole child perspective and the academic perspective to assure an ideological balance. Kristin Carney suggested that each person interested in joining the Task Force should submit a letter stating why they want to join. Also suggested is a 15 minutes zoom meeting interview. Dawn, Raul, and Anders will make the decision on who joins the Task Force. Members need to be motivated and really care about AMSA.

No vote is needed in the creation of the Task Force, it has been established. Membership can be adjusted as needed. Roger has empowered the Task Force Leads to remove people if it does not work out or they can add more people or

additional roles. Students will be an important part of the focus groups and feedback gathering, but will not serve on the Task Force.

The search firm will be able to guide us in how to seek input from all stakeholders.

V. Closing Items

A. Adjourn Meeting

Bela Gorman made a motion to adjourn.

Liz Saul seconded the motion.

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

Roll Call

Nicholas Poirier	Aye
Benjamin Hammel	Aye
Sowmini Sampath	Absent
Dawn Capello	Aye
Raul Porras	Aye
Jill Schafer	Aye
Kristin Carney	Aye
Maura Webster	Aye
Bela Gorman	Aye
Zakery Oglesby	Absent
Roger Jarrett	Aye
Sheila Kelly	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 8:00 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- Letter from the AMSA Board of Trustees May 2022.pdf
- MCPSA Succession Planning and Leader Transition Guide - Updated October 2021.pdf