

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday May 26, 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), 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

Benjamin Hammel

Trustees who left before the meeting adjourned

Sheila Kelly

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 May 26, 2022 at 6:00 PM.

B. Record attendance and guests

The Chair announced that the meeting was being recorded and is livestreaming on FaceBook.

There was an attendance Roll Call.

Zakary (Oglesby) Prescott was named Timekeeper.

C. Public Comment

There were no requests for public comment.

D. Flag Board discussion items from Public Speak

None taken.

II. Votes

A. Approve minutes 28 April

Bela Gorman made a motion to approve the minutes from Board of Trustees Meeting on 04-28-22.

Dawn Capello seconded the motion.

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

Roll Call

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

B. Approve minutes 17 May

Dawn Capello made a motion to approve the minutes from Special BOT Meeting on 05-17-22.

Liz Saul seconded the motion.

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

Roll Call

Raul Porras	Aye
Nicholas Poirier	Abstain
Jill Schafer	Aye
Dawn Capello	Aye
Bela Gorman	Aye
Kristin Carney	Aye
Zakery Oglesby	Abstain
Maura Webster	Aye

Roll Call

Sowmini Sampath	Abstain
Roger Jarrett	Aye
Sheila Kelly	Aye
Benjamin Hammel	Absent
Liz Saul	Aye

C. School Budget 2022 - 2023 school year

See attached budget presentation.

Raul Porras asked about the decrease in the food expense. There has been a decline in demand for catered school lunches.

Kristin Carney added there is a 2.5% increase in the tuition rate over the budgeted amount.

However, the final amount could change when we hear from the state at the end of June.

This is a good conservative budget for next year.

None of the future building expenses are included in the proposed budget, only existing expenses.

Sheila Kelly made a motion to approve the 2022-2023 budget.

Raul Porras seconded the motion.

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

Roll Call

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

D. Accept Faculty rep nomination

Note of correction: due to technical issues, the minutes taker did not hear the question regarding the name of the Faculty Representative for the 2022-2023 school year. Zakary (Oglesby) Prescott will serve another year representing the AMSA faculty. He will be officially welcomed at the June Board meeting.

III. Consent Agenda

A. Consent Agenda Items for Review (Non-Vote Items)

B. Consent Agenda Items for Review (Vote items)

Dawn Capello made a motion to approve the executive session minutes memo and the accompanying disclosure statement.

Sowmini Sampath seconded the motion.

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

Roll Call

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

IV. Reports

A. Executive Director Report

See attached Executive Director's Presentation.

Highlights included:

MCAS update

Family and Staff Surveys...happy highlights and sneak peak at results

Construction Update

Amanda Cense held down the fort while many administrators were out with COVID.

Lynn "The Closer" McCluskey Distributed COVID kits.

Parent Survey

92% empower students of all background and abilities to excel

94% challenged academically

97% Admin is doing a good job

Staff Survey

92% admin sets the tone for positive culture..same as last year.

95% morale is positive and strong.

100% Directors/supervisors support my skill improvement

Construction Update

Unfortunately, due to the cost, the architects are back to drawing board.

The Building Task Force would like to move the focus of the project to the academic building.

International Festival May 15 at the Hudson Elks Club. Ellen hosted a table for Capital Campaign.

Balance Day May 16

Senior Awards at the Best Western..Bethany Sepe was on maternity but there. Best Western

AMSA's Finest

Kia Kaha was awarded to Ajax Benander

Eagle Award was awarded to Rachel Bibiu who is off to Brown!

Presidential Scholar of 2022 Aryan Kumar. This is a White House Award. Only 161 in the nation out of 5000 candidates and only 2 in Massachusetts!

National Merit Scholar Class of 2022 Sruthi Kurada, one of 2500 in the nation!

The AMSA Yearbook Committee received the Bronze Publisher Award!

Events

Arts and Science Research Night May 25 - First combined event - Very successful!

Ellen Linzey and Liana McLaren hosted another Capital Campaign table to support the 2M campaign project. The PTO was providing hot dogs and food. People were socializing.

June 10 Graduation at 6:00 at ForeKicks. Rain date June 11.

Grade 8 Step Up Night June 6

Annual Faculty and Staff BBQ June 21

Golf Tournament August 15

Big Thank You to Nick Poirier and WD Walker Development for their support of the Golf Tournament three years in a row!

Sheila Kelly left at 6:27 PM.

B. Executive Director report Q&A

C. Parent Representative Report

Bela Gorman reported that she had many emails about the horrific incident in Texas. Parents are concerned about security at our school. There will be more discussion to happen. Do we need a Police officer on site? An email went out today from the Administration. They are doing all the necessary steps.

ALICE training and drills were done years ago in concert with the police department. The administration is discussing future training.

D. Faculty Representative Report

Zakary (Oglesby) Prescott said the tragedy has been on everyone's minds. Teachers also are wondering about the criteria of the evaluation system. There are two evaluations done by the Department Chair and one by an outside observer (administrator outside their department).

Their concerns are regarding what is the measure of the evaluation criteria? Can it be more transparent? Ellen said the evaluation criteria was already scheduled to be distributed to the staff.

E. Flag Board discussion items

Dawn Capello asked at what point in the agenda would the Board discuss the Executive Director Search Committee. Roger Jarrett said at the end of Chair Business.

V. Chair Business

A. Chair Business

Officer Appointments will be conducted at the June Board meeting.

Raul Porras said he would like the Survey Task Force to discuss the results prior to the June meeting when the results will be presented.

The Survey Task Force simplified the survey, making it shorter in hopes of driving participation. However, the response rate was not much different.

The suggested date for the Offsite Strategic Planning meeting is June 18.

The Planning Committee members are Raul Porras, Dawn Capello, Sowmini Sampath, and Roger Jarrett. What is the best use of this planning time to benefit school?

- SWAT analysis will dovetail with the ED search.
- Continue to refine 5-10 year goals and look at one year goals.
- Vision statement...vision goals and make them into actionable goals.

Themes have included:

Fundraising, corporate partnerships, academic and culture building, building and resources. expanding relationships with community and corporations, retention of talent, attracting and keeping talent.

Now the Board needs a plan the board can execute. Committees working separately may not be the best practice. The Board needs to support goals in a more tangible way.

Raul Porras added that we already have a strategy and we know the Board needs to move to being more tactical. Save the work that **can only be done together** for the strategic planning meeting.

Are we in agreement with the goal of the strategic planning meeting?
A tutorial would be helpful on how to be a corporate partner.

The Board should create a task list with action items, dates, and ownership. Have we made progress? How to course correct? How can the Board support the fundraising goal? They need to spend time to put together a plan with names attached so people will be accountable.

Ben Hammel and Maura Webster will reach out individually to members about giving and recruiting partnerships.

The Board will work collectively. Action is important but motivation is key. Try to avoid analysis paralysis! Each member has a big responsibility to play, although different.

Dawn Capello suggested a shorter strategic meeting at night instead of a multiple hour June Saturday. Do we put the Capital Campaign training off to September? Will it lose momentum if we wait? Schools live by a school calendar and June is a tough month. Fundraising is the better use of this time.

There was consensus for creating a fundraising playbook as the offsite theme. The challenge is when, September or June?

Ellen will put a Doodle poll out to board for a workable date, while considering Betsy's availability. How many hours? 2 hours? Day or night? In person, all remote? Do we do homework in advance or watch videos ahead?

Dawn suggested one two-hour in-person to begin with, and then plan another meeting.

Action : Doodle Poll to Board members
Action: Ellen will contact Betsy about her availability

Dawn Capello provided a brief ED Search Firm update. The Task Force has contacted 17 companies. They are now reading through proposals. They will meet again on June 3. They hope to create a stakeholder search committee. Anders Lewis is working on an email to the community that will go out next week. The Search Committee is moving at good pace. They have already heard from 4 firms with proposals.

VI. Committee Reports

A. Education Committee

See Senior Exit Survey Presentation.

Highlights

Seniors felt they missed out on a lot due to COVID.

Student parking was a big issue.

Mike Nawrocki and Amanda Cense took immediate action and figured out a solution to the parking. The Student Government sent letter of thanks for their quick response.

March is stressful time for seniors, they plan to wait until April next year to gather senior feedback. Ellen suggested that May would be better.

Letterman jackets were mentioned.

They would like more promoting of important games to boost attendance. AMSA spectators are small in number.

There is room for improvement for Music and Art.

Art Night was a positive event...more music during the school day.

Two spirit weeks this year, but next year moving to three.

They want to enhance the look of campus. Add murals, make the bathrooms look nicer, encourage student ownership.

Give seniors permission to paint the rocks on campus...make it look more like a school, a happier looking place. More announcements and hype about events..not just sports.

Mike Nawrocki participated in Challenge Success in the fall of 2019. He worked with them during Zoom out of Stanford CA, focusing on balance of academics and student wellbeing.

There were several PD as a result with student participation. AMSA is a Challenge Success school.

Jenna Logan is looking in depth with a consultant for mental health curriculum for all grades.

We have an onsite clinician from Riverside Services.

TRAILS from the University of Michigan, an Advisory mental health Program for the lower school, identifying students who are depressed.

Back to Future Program kids report they are so happy they went to AMSA as they feel more prepared for the rigors of college than their counterparts.

Mike Nawrocki thinks May is the best time to do the Senior Exit Survey.

Liz Saul suggested that Mike share the comments with the Dept Chairs. He said he has but not formally, which he plans to do.

Liz Saul will send the Senior Exit Survey Presentation to Sara Snow for posting.

B. Governance Committee report

Jill Schafer provided the Governance Committee update.
Sheila Kelly is in charge of the nomination of Board Officers.
Governance talked about this happening next month.
They discussed doing the Board self assessment through BoardOnTrack. She suggested that we could consider using a different tool, but that can be discussed in June

Raul said he can bring examples of self assessments from other boards.
The Board will use BoardOnTrack this June, as they want to do the self assessment in June. In the interest of time, they will use it this year to report out in June meeting.

Governance will get survey out in June and will report out at future date.

Action: Governance will get the Self Assessment Survey out in June.

Roger Jarrett announced if anyone is interested in being considered for an Officer position, contact him.

Odd years vote on Committee Chairs.
Even years vote on Board Officers.

Action: Sheila Kelly will coordinate the trustee term renewals.

C. Finance Committee report

See attached Finance Report.
April was a favorable month. A lot of time has been spent on the building project.

D. Development Committee Report

Maura Webster provided an update on the Development Committee. The Committee is mobilizing to support the Capital Campaign.

This is year three for the Golf Tournament.
Science Labs are to be specific part of the Capital Campaign.

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 further discussion.

VIII. Meeting Wrap Up

A. Review action items from past BOT meetings

Strategic Planning Meeting date still pending.

B.

Collect Candidate Agenda Items and Action items for June 2022 BOT Meeting (Annual Meeting)

Spring Staff and Family Survey Preliminary results and discussion.
Officer Elections
Governance self assessment launched in June... but not a report out at next meeting.

C. Summary of Action Items

Doodle Poll for Strategic Planning Meeting: Ellen
Contact Betsy for her availability for the Strategic Planning Meeting: Ellen
Board Self-Assessment: Governance Committee
Coordinate the Trustee Term Renewals: Sheila Kelly

D. Meeting Effectiveness Assessment

The Board discussed the pros and cons of Virtual meetings vs in-person meetings. They considered alternating between in-person and remote. The Board agreed to wait for guidance from the state before making any decisions. Zak reported that the Board was 39 minutes ahead

IX. Closing Items

A. Adjourn Meeting

Raul Porras made a motion to adjourn.
Maura Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- 5-26-22 2023 AMSA Budget Review.pdf
- 5-26-22 GOV Consent Agenda Committee Summary from 5-11-22.pdf
- 5-26-22 April 2022 Financial Statements.xlsx
- 5-26-22 Executive Session Disclosure Statement .pdf
- 5-26-22 Memo-Executive Session Minutes .pdf
- 5-26-22 BOT May 2022 ED Report.pdf
- 5-26-22 ED Comm Update_Senior Exit Survey.pdf