

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Annual Board Meeting

Date and Time

Thursday June 23, 2022 at 6:30 PM

Location

AMSA upper school cafe with remote participation

Meeting will be held at AMSA in the upper school cafe with 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, Liz Saul (remote), Maura Webster, Nicholas Poirier (remote), Raul Porras, Roger Jarrett, Sheila Kelly, Sowmini Sampath (remote), Zakery Oglesby (remote)

Trustees Absent

None

Guests Present

Cindy Albert, Ellen Linzey (remote), Liana McLaren (remote), Mike Finkle, Mike Nawrocki (remote), Rebecca Daugherty, Sara Snow

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 Jun 23, 2022 at 6:33 PM.

Roger Jarrett announced that the meeting was being recorded and is livestreaming.
Timekeeper is Zakery Prescott.

B. Record attendance and guests

C. Public Comment

One parent attended in-person to make public comment.

Rebecca Daugherty, parent and current co president of the AMSA PTO began with words of appreciation for AMSA. As an active member of the AMSA community, she has heard parents mention the Disney trip. She is disappointed that the trip will no longer be available to seniors. The Class of 2023 will be the only class to have not gone on the Washington DC trip and now they will be the first not to go to Disney. She said the class of 2023 feel as though they have been labeled as having a reputation and seen in a negative light. She is asking the school to be mindful of the mental health of our children and all students deserve to have their voices heard.

D. Flag Board discussion items from Public Speak

The Disney Trip will be flagged for later discussion.

II. Votes

A. Approve minutes from 26 May

Sheila Kelly made a motion to approve the minutes from Board of Trustees Meeting on 05-26-22.

Benjamin Hammel seconded the motion.

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

Roll Call

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

B. Executive Director search firm selection

Raul Porras provided a summary of the search committees' process for finding a search firm.

The goal was to make sure the process is transparent and all voices are heard. The Task Force received four proposals. They interviewed all four. The top two were shared with the Board, along with all comments and recommendations.

The Task Force asked them all the same questions. Cost and timeline were important.

The two firms were EOS and K12 Search Group.

EOS

John Tarvin knows AMSA and worked with Anders when he was making the transition to Executive Director. Their process was transparent and objective, with a definite timeline.

K12 Search Group had a strong assessment proposal and rubric. They said they would be fair and objective, transparent, and their timeline was similar to EOS.

However, K2 suggested a search committee should be comprised of more non board members than board members. K12 said that was not strategically sound. The cost for K12 was a minimum of \$65K, which is 20K more than EOS.

Dawn thought it was a good search process. Both firms can do a great job. EOS has local connections and knows Massachusetts law. EOS has worked with Mcauliff, and a Montessori school, and has the most experience in Massachusetts. They also have access to a local pool of candidates. It was a tough choice. EOS has multiple people and is focused on charter schools that are similar to AMSA. EOS had great references.

The Task Force recommends to move forward with EOS.

Raul Porras made a motion to approve EOS as the ED Search Firm.

Maura Webster seconded the motion.

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

Roll Call

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

We do not have to authorize the expense as it is already in the budget. The contract is between EOS and the school.

C. Accept Faculty rep nomination

Maura Webster made a motion to zak.

Sheila Kelly seconded the motion.

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

Roll Call

Raul Porras	Aye
Roger Jarrett	Aye
Bela Gorman	Aye
Jill Schafer	Aye
Sheila Kelly	Aye
Liz Saul	Aye
Benjamin Hammel	Aye

Roll Call

Sowmini Sampath Aye
Dawn Capello Aye
Nicholas Poirier Aye
Kristin Carney Aye
Zakery Oglesby Abstain
Maura Webster Aye

D. Accept Parent Rep nomination Laura Burgess

Dawn Capello made a motion to Laura Burgess.
Maura Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Trustee Bela Gorman first term

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

Roll Call

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

F. Trustee Roger Jarrett second term

Raul Porras made a motion to approve Roger Jarrett to serve a second term as Trustee (two years due to 7 year limit).
Maura Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Sowmini Sampath Aye

Roll Call

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

G. Trustee Raul Porras second term

Maura Webster made a motion to approve Raul Porras to serve a second term (three years).

Kristin Carney seconded the motion.

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

Roll Call

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

H. Trustee Jill Schafer second term

Sheila Kelly made a motion to approve Jill Schafer for a second term (two years) due to 7 year limit.

Roger Jarrett seconded the motion.

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

Roll Call

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

I.

Election BOT chair

Zakery Oglesby made a motion to approve Raul Porras as Chair (two year term).
 Roger Jarrett seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

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

J. Election BOT Vice Chair

Raul Porras made a motion to approve Dawn Capello as Vice Chair (2 year term).
 Maura Webster seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

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

K. Election BOT Secretary

Maura Webster made a motion to approve Jill Schafer as Secretary for another two year term.
 Roger Jarrett seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Liz Saul	Aye
Maura Webster	Aye
Nicholas Poirier	Aye
Zakery Oglesby	Aye
Raul Porras	Aye
Jill Schafer	Abstain
Benjamin Hammel	Aye
Roger Jarrett	Aye
Sowmini Sampath	Aye

Roll Call

Sheila Kelly	Aye
Dawn Capello	Aye
Kristin Carney	Aye
Bela Gorman	Aye

L. Election BOT Treasurer

Kristin Carney made a motion to approve Roger Jarrett as Treasurer for a two year term.

Roger Jarrett seconded the motion.

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

Roll Call

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

M. Election Development Committee Chair Maura Webster

Benjamin Hammel made a motion to approve Maura Webster as the Development Chair to complete the remaining one year left in the term.

Sheila Kelly seconded the motion.

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

Roll Call

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

III. Reports

A. Executive Director Report

See presentation ED Update

Ellen Linzey began her report with words of appreciation for AMSA teachers, counselors, staff, the admin team, and the board of trustees. Ellen wanted to especially thank the two members who are leaving the Board, Liz Saul and Kristin

Carney. Liz has faithfully served as the Education Committee for many years and has made many contributions to AMSA. Kristin came on as a trustee and soon became the Treasurer and Chair of the Finance Committee, a huge commitment! Kristin does not have a child at AMSA, and her commitment was based on her desire to see AMSA succeed. Kristin will continue to serve as a consultant.

Graduation class of 2022 on June 12 was held at ForeKicks. Everyone was pleased. A big thanks to Lynn McCluskey, the "Closer", along with class advisors Aaron MacAdams, Christie Jagielski, Mike Nawrocki, and Amanda Cence.

The DESE Mid Cycle Review results were very positive. Findings showed AMSA is faithful to its mission and is implementing all key design elements. We are living our mission and core values and our kids are learning. We want to make sure the new ED will continue to make this a priority for the next charter renewal. The process will begin again in 2024.

See the attached ED presentation for the Building update, timeline estimate, and concept drawings.

Razzle Dazzle

The Quill is AMSA's literary and creative magazine. Carolyn Rousseau leads the club

Leaders of Tomorrow (150 students) is continuing to be out in the community with the help of its advisor, Mark Vital. They have "adopted" the Kane Elementary School. Other Marlborough high schools have also adopted elementary schools. This is a wonderful opportunity for AMSA students to share their passion for STEM and serve as ambassadors for AMSA.

PTO sponsored a great field day on the last day of school at ForeKicks.

Mark Vital created the M20 Summit STEM event. He established the Marlborough STEM Council.

AMSA, Marlborough High School, Assabet, Innovation Academy Mayor Vigeant and Commissioner Riley attended the M20 Summit. Students showed their work on green project, ways to make marlborough more green. Mayor Vigeant asked the students to send him their ideas. The group has partnered with local companies.

Support the Golf Tournament!

Jill Schafer made an emotional comment regarding the wonderful community contributions made by the Leaders of Tomorrow. Mark Vital has these students doing so much. Jill shared her story of how the Leaders of Tomorrow were there for her family when she lost her husband.

B. Executive Director report Q&A

No questions.

C. Faculty Representative Report

Zak Prescott said all teachers were well aware of the Herculean task it was to get through this school year. However, teachers are concerned with next year's schedule with regards locations of classrooms. Some teachers say that there are teachers who don't move as much as others. Teachers are requesting that there is equity and transparency to the scheduling process. Also, teachers need to know there is no "ownership" of rooms. There needs to be a consistent message that classroom are for common use.

D.

Parent Representative Report

Bela Gorman has not received any communication from parents this month.

E. Flag Board discussion items

F. Survey Task Force Report

Survey Task Force Update

They made some changes to the survey and reduced the number of questions. However, reducing the number of questions did not increase the response rate. They are still working on what can be done to increase the response rate. One possible reason is the survey comes as an email from Panorama. Some may not recognize this as an AMSA survey and ignore it. Adding AMSA in the subject line would help.

When is the right time to conduct the survey? They decided the fall is not a good time, but there is no perfect time. It seems that spring is when the feedback is best.

The Survey Task Force will report in more detail on the surveys at the July BOT meeting. The survey summaries shown tonight will be available on the website as part of the posted documents from this meeting.

Thanks to Lynn McCluskey who serves on the Survey Task Force and makes each survey run smoothly.

IV. Chair Business

A. Chair Business

Roger Jarrett adds his thanks to Liz and Kristin!

Bela Gorman provided a brief introduction for Laura Burgess, AMSA's new Board Parent Representative. Laura is an AMSA parent with two students. Her background is perfect for AMSA.

Laura Burgess introduced herself as having an 8th grader and 6th grader coming in this fall.

She is very excited to be a part of the community and to sit on the Board of Trustees. She is the Assistant Academic Dean at Clark University. Education is her passion. She hopes this will provide an opportunity for her to connect more with parents.

The Board Self Assessment should have been completed yesterday. Board members should complete the assessment as soon as possible. Jill Schafer will have the results for the July meeting.

Board members are reminded to complete their financial disclosure forms.

Dawn announce the Executive Search Committee Task Force:

Julianna Farrell: Lower/Upper School Parent. Served on Community Council.
Linda Velasquez: Lower/Upper School Parent. 20 years of HR Director at Bose
Peter Proulx: Lower/Upper School History/AP teacher, DEI Coordinator
Joe Bengiovanni: Upper School Chemistry teacher, Scheduling Team
Marty Richardson: English Dept Chair

Sara Pantano: High School Adjustment Counselor/at AMSA since 2007
Dawn Capello
Raul Porras
Sowmini Sampath
Anders Lewis

Thanks to everyone who applied. This is a big time commitment! Anyone who was not selected is encouraged to send feedback or suggestions to the Search Committee.

The summer Board meeting are on July 28 and August 25. Committees should send Sara their summer committee meeting dates.

We should have guidance from the Governor by July 15 if public meetings will be in person or continue with remote participation. Roger Jarrett said we will continue with remote as default until there is a ruling otherwise.

V. Committee Reports

A. Development Committee Report

The Development Committee met this week. They received updates from Maura Webster and Ellen Linzey on the progress of the Capital Campaign and the advancements in donations. They also discussed the transitioning of the Chair role from Ben Hammel to Maura Webster.

B. Education Committee

Liz Saul reported that the Education Committee met this week. They focused on the ED search. They will be passing along information to Raul and Dawn to kick off the next phase of the ED search. They will utilize information from others who were involved in previous ED search committees.

C. Governance Committee report

Governance met continuing on process for onboarding members. Looking at codifying election process for officers transparent and open procedures who is interested in those positions. draft that.

D. Finance Committee report

See attached financial statements and reports.
The Finance Committee has created a new process for the building project plan and estimates. Liana McLaren has put together the 2023-2023 capital plan, which is a great foundation for the future of the building project.

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

Raul Porras addressed the Disney Trip, which was flagged from the public comment. What he said it was a matter of what the board can and cannot do. The Disney trip has been a tradition at AMSA, but it is under the operations of the school. It is not part of the Board process. There is an issue when the board

begins to enter into the area of operations. The administration has the authority to make such decisions without Board approval. The administration made a decision and the board cannot interfere. The senior trip will be replaced with something else. The Board is there to listen, even if they can't change the outcome.

Roger Jarrett mentioned there is a complaint process. If someone feels that something is not being addressed through the regular channels, they can contact the Governance Chair.

VII. Meeting Wrap Up

A. Review action items from past BOT meetings

Self Assessment
Board Financial Support for Capital Campaign

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

Agenda items for the July 28, 2022 BOT Meeting
Staff and Family Survey Results with comments
Self Assessment Results
Update on a process for multiple candidates for Board officer positions (Governance)

C. Summary of Action Items

Board Self-Assessment to be completed by all members asap
Roger and Liz and Raul working with Ellen on evaluation.
ED evaluation survey will go out this summer
We need a new Education Committee Chair
Contact Raul if interested in serving as the Education Committee Chair.
Are there executive session minutes to review?

D. Meeting Effectiveness Assessment

Hybrid model for meetings is hard.
85% of the board is 100% committed to giving.
Do we want to add a capital campaign update to meetings?
Make it a standing agenda item going forward, as Capital Campaign Update.

VIII. Closing Items

A. Adjourn Meeting

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

Roll Call

Roger Jarrett	Aye
Benjamin Hammel	Aye
Bela Gorman	Aye
Sheila Kelly	Aye
Raul Porras	Aye

Roll Call

Kristin Carney	Aye
Nicholas Poirier	Aye
Liz Saul	Aye
Jill Schafer	Abstain
Maura Webster	Aye
Dawn Capello	Aye
Sowmini Sampath	Aye
Zakery Oglesby	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- 6-23-22 May 2022 Financial Statements.xlsx
- 6-23-22 Finance Consent Agenda 06.13.2022.pdf
- 6-23-22 2023 AMSA Budget Review.pdf
- 6-23-22 GOV Consent Agenda Committee Summary from 6-08-22.pdf
- BOT Meeting Calendar 2022-2023 .pdf
- 6-23-22 2022 Spring Survey Staff Results.pdf
- 6-23-22 2022 Survey Results Summary.pdf
- 6-23-22 2022 Spring Family Results.pdf
- 6-23-22 ED Search Firm Selection.pdf
- 6-23-22 BOT Meeting Calendar 2022-2023 PROPOSED.pdf