

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday July 28, 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), Maura Webster (remote), Nicholas Poirier (remote), Raul Porras (remote), Sheila Kelly (remote), Zakery Prescott (remote)

Trustees Absent

Dawn Capello, Jill Schafer, Laura Burgess, Roger Jarrett, Sowmini Sampath

Guests Present

Ellen Linzey (remote), Mike Nawrocki (remote), Sara Snow (remote), michael finkle (remote)

I. Opening Items

A. Call the Meeting to Order

Raul Porras called a meeting of the board of trustees of Advanced Math & Science Academy Charter School to order on Thursday Jul 28, 2022 at 6:04 PM. Chair Raul Porras Announced the meeting was Live Streaming on AMSA Facebook Page and the meeting is being recorded.

Timekeeper: Zakery Prescott

B.

Record attendance and guests

C. Public Comment

No public comment requested.

D. Flag Board discussion items from Public Speak

No items flagged.

II. Votes

A. Approve minutes from June 23, 2022 Training Session

Maura Webster made a motion to approve the minutes from Board of Trustees Strategic Planning Session on 06-23-22.

Bela Gorman seconded the motion.

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

Roll Call

Dawn Capello	Absent
Jill Schafer	Absent
Bela Gorman	Aye
Maura Webster	Aye
Raul Porras	Aye
Zakery Prescott	Abstain
Nicholas Poirier	Aye
Roger Jarrett	Absent
Benjamin Hammel	Aye
Laura Burgess	Absent
Sheila Kelly	Aye
Sowmini Sampath	Absent

B. Approve minutes from June 23 2022 Annual BOT Meeting

Sheila Kelly made a motion to approve the minutes from Annual Board Meeting on 06-23-22.

Zakery Prescott seconded the motion.

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

Roll Call

Nicholas Poirier	Aye
Dawn Capello	Absent
Roger Jarrett	Absent
Benjamin Hammel	Aye
Zakery Prescott	Aye
Laura Burgess	Absent
Bela Gorman	Aye
Maura Webster	Aye
Sheila Kelly	Aye
Jill Schafer	Absent
Raul Porras	Aye
Sowmini Sampath	Absent

III. Consent Agenda

A.

Handbook Updates- Reviewed and submitted by Governance Committee for Board Approval

Sheila Kelly made a motion to approve the 2022-2023 Student Handbook updates as presented with adjustments and recommended by the Governance Committee. Benjamin Hammel seconded the motion.

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

Roll Call

Sowmini Sampath	Absent
Jill Schafer	Absent
Dawn Capello	Absent
Sheila Kelly	Aye
Laura Burgess	Absent
Benjamin Hammel	Aye
Nicholas Poirier	Aye
Roger Jarrett	Absent
Bela Gorman	Aye
Maura Webster	Aye
Zakery Prescott	Aye
Raul Porras	Aye

B. 2021-2022 Annual Report

Maura Webster made a motion to approve the 2021-2022 Annual Report.

Bela Gorman seconded the motion.

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

Roll Call

Benjamin Hammel	Aye
Bela Gorman	Aye
Nicholas Poirier	Aye
Sowmini Sampath	Absent
Roger Jarrett	Absent
Raul Porras	Aye
Dawn Capello	Absent
Maura Webster	Aye
Sheila Kelly	Aye
Jill Schafer	Absent
Zakery Prescott	Aye
Laura Burgess	Absent

C. Architect Proposal Documents-Reviewed and submitted by Finance Committee for Board Approval

Nick Poirier provided a recap of the Finance Committee discussion regarding the architects proposal and the prework costs. There was a change in the scope of the project due to the cost. Based on the need to bring the 165 building up to code, the cost was going to be way over budget. Now it is a different project, changing the cost and the contract.

AMSA hired the design team to develop plans based on the original project, but those plans are no longer feasible. However, asking the architects to create a new design has an associated expense. New designs will cost 116K more than our original contract. AMSA has spent 176K to date.

The school needs a design that will fit into a master plan that allows for adding to the project over time, so the school can plan accordingly. The proposal is not to end the contract, rather to enter into a new contract. The Finance committee is looking to get a vote to limit the design team ability to go beyond the school's financial constraints, and if it does, the school can cut ties with the design team. They did not want the architects to think they could design a building that the school can't afford. They want the ability to break the commitment if over budget. They will have to back into the school's budget of 11M. When they submit their new design, the cost must be under 11M or the school will cut ties if necessary.

Raul Porras made a motion to authorize the Facilities Task Force to create a new contract based on the proposal and included milestones, allowing AMSA to opt out the contract after schematic designs and construction documents are created if over budget.

Bela Gorman seconded the motion.

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

Roll Call

Maura Webster	Aye
Nicholas Poirier	Aye
Sowmini Sampath	Absent
Raul Porras	Aye
Bela Gorman	Aye
Laura Burgess	Absent
Roger Jarrett	Absent
Sheila Kelly	Aye
Dawn Capello	Absent
Zakery Prescott	Aye
Benjamin Hammel	Aye
Jill Schafer	Absent

Raul Porras said it is easy to get discouraged..."but we have come very far. AMSA is one step closer, do not despair." Now this new proposal will need to be negotiated with Finegold in order to iron out the logistics. The board will not have to vote again if the design team agrees to the new terms.

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

No discussion was needed for the non-vote consent agenda items.

IV. Reports

A. Executive Director Report

See attached ED Report.

Executive Director Ellen Linzey began her report with thank yous to everyone for being available during the summer. Nick Poirier especially who has helped the Finance and Facilities Task Force with his expertise and keeping them sane! Also, thanks to the new Board Executive Team for their support.

Highlights

The updated SOA (Student Opportunity Act) is due on August 1. School must amend their SOA plan each year. District schools know how much money they have to spend on programs, whereas charter schools have to document where the money comes and how we use the funds to address academic and social

emotional concerns. Programs include the February and April student acceleration programs and the Math Intervention Program, that address learning gaps. AMSA also hired a full time ELL Academic Coach, and an additional counselor. We are now associated with Care Solace, a referral service for emotional support to be used by students, their siblings, families, and staff...anyone associated with the school and at no charge. Also included in our SOA programming is the TRAILS advisory curriculum, which will continue this year.

The AMSA Way document defines what our teaching and learning philosophy is using our core values as its foundation. Ellen will send this document out to board members before the end of August. The document was created through the combined efforts of the Blue Ribbon Panel, professional development, feedback from staff (two surveys) and the Community Council. The document will be posted on the school website. It is a living document and can be updated as needed. A great way to introduce the school to new staff and may be a helpful tool for the ED search committee. It would be good to know if a candidate could live by The AMSA Way. It is a tool to remind us of who we are at our best. It will guide our professional development programs this year. Do our policies fit our core values?

Building Update: See ED Report for timeline estimate

Tran Trang, former AMSA math teacher will be returning! We are all very excited to have this wonderfully talented teacher back in the classroom.

August 22-23: New Employee Orientation

August 24-26: Faculty and Staff Professional Development

August 29: 6th and 9th grade Orientation

August 30: First day of School

September 14: Back to School Night for Grades 6, 7, and 8

September 20: Back to School Night for Grades 9, 10, 11, and 12

September 29: Save the Date...Capital Campaign Event

August 15: 3rd Annual Golf Tournament!

B. Executive Director report Q&A

Reminder: Board members should save the date of September 29 for a Board social event...probably in the evening, with a 6:00 pm start time.

C. Parent Representative Report

Parent Representative Laura Burgess not present to report.

D. Faculty Representative Report

Faculty Representative Zakery Prescott said that due to summer break, there was nothing to report from the faculty.

E. Flag Board discussion items

F. Staff and Family Survey Results - Comments

The Survey Task Force did not meet due to illness and vacation plans. They were going to review the hundreds of survey comments, but they do plan to have this data available to share at the August Board Meeting.

G.

Board Self Assessment Results

Jill Schafer was not in attendance to report on the Board Self-Assessment. Data will be shared at the August Board Meeting.

V. Chair Business

A. Vacant Position: Education Committee Chair

Raul Porras mentioned that we are able to continue for a while without an Education Committee Chair, but the board will need to focus on filling the position soon.

The Education Committee has a broad representation of community, staff, and students. However, the board needs to find someone from the Board. Raul said for board members to reach out to him if anyone is interested in the role. It is the only committee where students participate, which is a selling point. Mike Nawrocki and Zakery Prescott are also members of the committee. The Education Committee Chair is an important position.

B. Appoint Executive Committee

Once in a great while, there are emergency decisions that must be made when the full board is not available for discussion and vote. As described in the bylaws, an Executive Committee is appointed to serve as a voting entity in an emergency. The committee and its limitations are described in the bylaws.

The Executive Committee are the four Board Officers and one additional member: Raul Porras, Dawn Capello, Roger Jarrett, Jill Schafer, and Sheila Kelly.

C. ED Evaluation Update

Liz Saul has agreed to continue to support the Board with the executive director evaluation review for the 2021-2022 school year.

The evaluation tool is available through Board On Track. Liz Saul will open the evaluation survey up to the Board on August 10. In early September, the Evaluation Task Force will look at the feedback and report back at the September Board meeting.

VI. Committee Reports

A. Development Committee Report

Development Chari Maura Webster provided a brief capital campaign update. She asked for every board member to be present at parent nights and to support school projects.

Capital Campaign donations are coming in.

The Development committee is taking on new members and is growing. They plan to have a concentrated effort to get behind this piece of fundraising. They hope to focus on the alumni population and encourage them to support AMSA.

Remember to support AMSA Golf Tournament and to donate auction items.

Ellen Linzey added that she would love to have company at the Capital Campaign tables that will be set up at the Golf Tournament and Parent Night events.

It was decided that Ellen will include a Capital Campaign update in her monthly ED report.

It was suggested that a Capital Campaign page on website would be helpful to provide updates as well as exposure.

Raul asked what is the best way for board members to communicate information about the capital campaign. Maura said she will consider providing a separate update if something comes up.

* Add to the August agenda: quick review of campaign materials and where they are found.

B. Education Committee Report

The Education Committee did not meet in July.

Should the education committee still meet without a Chair?

Can Zakery serve as the interim Education Committee Chair?

Can the Parent Representative be a committee chair?

Action: Check criteria for holding the role of Committee Chair

C. Governance Committee Report

See attached Governance Committee summary.

D. Finance Committee Report

The Finance Committee meeting was dedicated to the building project proposal, which was covered earlier in the meeting. There is nothing more to report.

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

Action: Research if parent/faculty representative board members are eligible to serve as a committee chair.

BoardOnTrack has a lot of helpful resources. There is an upcoming webinar on goal setting and how to distinguish between the Executive Director's goals and Board goals.

VIII. Meeting Wrap Up

A. Review action items from past BOT meetings

B. Collect Candidate Agenda Items and Action items for August 25, 2022 BOT Meeting

Board Self-Assessment

Family and Staff Survey results

Education Committee Chair
Capital Campaign Update (past of ED Report)
Quick review of capital campaign materials and where they can be found

C. Summary of Action Items

Action: Research if parent/faculty representative board members are eligible to serve as a committee chair.

D. Meeting Effectiveness Assessment

It was agreed that hybrid meetings are not ideal. The Governor has extended the remote participation through March 30 2023. However, an in-person meeting would be helpful periodically to provide a feeling of camaraderie.

The August BOT meeting will be remote. It was suggested that the September meeting be in-person, but given the number of evening events that board members have been asked to attend, it may be better to have the September meeting remote, and the in-person meeting in October.

IX. Closing Items

A. Adjourn Meeting

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

Roll Call

Nicholas Poirier	Aye
Bela Gorman	Aye
Sowmini Sampath	Absent
Laura Burgess	Absent
Benjamin Hammel	Aye
Roger Jarrett	Absent
Raul Porras	Aye
Jill Schafer	Absent
Dawn Capello	Absent
Sheila Kelly	Aye
Maura Webster	Aye
Zakery Prescott	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:18 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- 7-28-22 Handbook Updates 2022-2023.pdf
- AMSA_2021-2022_ANNUAL_REPORT_Final_Draft updated 7-28-22.pdf
- 7-28-22 Finance RE FAA CO 3 for execution.pdf
- 7--28-22 Finance RE Design Cost Breakdown and Comparison.pdf

- 7-28-22 Finance RE FAA New Design proposal 7-24-22 approved BB.pdf
- 7-28-22 Consent Agenda Committee Summary Governance from 7-13-22.pdf
- 7-28-22 BOT ED Report July 28 2022.pdf