

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Meeting

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#### Date and Time

Thursday September 22, 2022 at 6:00 PM

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**Meeting will be held via remote participation. See AMSA web site for information on accessing meeting**

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#### Trustees Present

Bela Gorman (remote), Benjamin Hammel (remote), Dawn Capello (remote), Jill Schafer (remote), Laura Burgess (remote), Maura Webster (remote), Nicholas Poirier (remote), Raul Porras (remote), Roger Jarrett (remote), Sheila Kelly (remote), Zakery Prescott (remote)

#### Trustees Absent

Sowmini Sampath

#### Trustees who left before the meeting adjourned

Maura Webster, Nicholas Poirier

#### Guests Present

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

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### 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 Sep 22, 2022 at 6:00 PM.

#### B.

**Record attendance and guests**

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

Time Keeper: Zakery Prescott

**C. Public Comment**

No public comment requested.

**D. Flag Board discussion items from Public Speak**

None.

**II. Votes**

**A. Approve minutes from August 25, 2022**

Roger Jarrett made a motion to approve the minutes from Board of Trustees Meeting on 08-25-22.

Zakery Prescott seconded the motion.

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

**Roll Call**

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

**B. Accept and Approve Executive Director Performance Management Evaluation**

Liz Saul provided a brief summary of the Executive Director's evaluation results. The survey results have demonstrated consistent results with past years...all positive.

Raul Porras spoke on the outstanding leadership Ellen provided during these very difficult years.

Ellen is now working on her goals for the upcoming school year, which will be approved in October.

It is Ellen's intention to be involved with the school for at least one year after she steps down from being the Executive Director to support the new Executive Director, Capital Campaign, and building construction. A description of her new role is in the process of being developed.

Sheila Kelly made a motion to approve the Executive Director evaluation as presented.

Raul Porras seconded the motion.

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

**Roll Call**

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

**C. Approve Anser Contract Amendment**

Due to the need to change the scope of the construction due to being significantly over budget, there will be an additional cost for a redesign. The additional cost is over our current budget and new contract terms are necessary. The Finance Committee reviewed the amendment to the Owner Project Manager Contract with Anser, which provides provision for an extended timeline for the construction project.

It will be \$290K for a two year contract due to the redesign. Anser wants another \$100K to extend the timeline. They are not to exceed the budget and if we do not make another change to the project, there will be no other bill.

The Finance Committee was in agreement and recommends that the Board approve the amendment as written.

Nicholas Poirier made a motion to approve Anser amendment.

Benjamin Hammel seconded the motion.

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

**Roll Call**

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

**III. Consent Agenda**

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

There was no further discussion requested for consent agenda items.

## **IV. Reports**

### **A. Capital Campaign update**

Maura Webster provided the monthly Capital Campaign Update. There will be a Capital Campaign Kick Off on October 19 at the Botanic Gardens in Boylston. Board members are expected to RSVP.

Volunteers from the Capital Campaign Committee and some Board members attended both Parent Night events at AMSA. They spent time promoting the Campaign and answering questions. It was exciting to see the interest and she hopes to keep it alive!

The Development Committee is in the process of reinvigorating the committee. They have had three meetings with AMSA alums, who have agreed to be on alumni advisory. The important question is, "What are they interested in?"

Alumni Engagement Committee.  
Maura said she was on the Alumni Engagement Committee at her own high school and plans to be involved in developing this at AMSA. It is not just about the money. It is about the engagement and the connection, and helping them to move toward being more philanthropic.

Maura wants to provide lots of opportunities for people to donate!  
Maura Webster left at 6:23 PM.

### **B. Executive Director Report**

See attached ED presentation.

Ellen thanked Liz for her work on her evaluation, and for all her years of service as a mentor and confidant. She appreciates her and will miss her. Ellen took the time to express that she is grateful for the opportunity to be ED and to have been able to continue to be in service to AMSA and to work with the team. She will do whatever needs to be done to make this a smooth transition.

She thanked the board members who attended the Parent Nights for their support and enthusiasm.

It has been a great return to school. It was the smoothest since she has been at AMSA. Great  
Amanda Cence and Mike Nawrocki have done an outstanding job. The overall attitude of students and staff is different this year and very positive. It takes the whole community to spell success.

SAT  
English scores were consistent, but Math scores took a hit from the remote learning years.  
The state has confirmed this to be the case across the Commonwealth.

AP Summary  
89% 3 or above, exceeding our accountability plan goals.

Building Update

All systems are go! Schematic drawing are due on October 14. The Facilities Task Force will meet on November 10 and the Finance Committee will meet on November 15 to review and make recommendations. There will be a short Special Board meeting on November 17th to review and approve the construction schedule.

There are potential risks as the new project has not gone through an appraisal process.

The bank has to confirm that we have enough equity to support the debt. The team is aware that we have an 11M budget and we must be prepared to address any surprises.

#### Capital Campaign Update

There is a new theme for the capital campaign...Imagine Building Today for AMSA's Tomorrow.

We have received six applications already for the Director of Development position.

Kick-Off AMSA Family Event at the New England Botanic Gardens at Tower Hill, on Wednesday, October 19, at 7:00pm. There will be no cost to attendees.

Amanda Morin put this together.

9th grade orientation....what is important workshops ...high school.  
School counselors and advisors.

AMSA honors two of our seniors, Vedant Romoulik and Hannah Veracka, semifinalists in the 2023 National Merit Scholarship Program.

Jenna Logan, PE Department Chair, organized a Purple Flag event where students participated in the Marlborough Alliance for Prevention. This program educates students in the community about overdose and drug addiction, in hopes of bringing greater attention to the issue and to help remove the stigma. 2290 lost their lives to drug addiction in 2021. One purple flag was placed for each life lost.

#### Upcoming Events

Capital Campaign Kick-Off, New England Botanic Gardens October 19

PSAT Tuesday, October 25

Holiday Staff Party - December 13

Arts Night - January 24

Board strategic Planning Meeting - January 28

### **C. Executive Director report Q&A**

Parent Representative Laura Burgess asked if AMSA tracks those students who score a 4 or 5?

Ellen said College Board provides great reports and these reports are provided to teachers and Dept Chairs. They have all the data and they do track scores and extensive work is done with this data.

Ellen said this is an exciting time at AMSA. The staff and students are smiling and it feels much different than last year. Despite the rain, it is sunshiny at AMSA.

In response to questions regarding financial aid, Ellen said the school covers the cost of exams if a student cannot afford it.

Nicholas Poirier left at 6:45 PM.

#### **D. Parent Representative Report**

Parent Representative Laura Burgess reported that the AMSA uniform is a hot topic among those parents she spoke with. The PTO met with Mike Nawrocki and Amanda Cence about their concerns.

She said that uniform decisions lie with the Executive Director, and there will be no changes until the new Executive Director takes office.

At the next finance committee meeting there is a proposal to increase uniform aid and to consider the timeline in which families become aware of aid eligibility. She would like to see an increase in communication for those families and at the parent Information nights.

The PTO has added used uniform sales. However, it turns out that these sales do not help older students who need adult sizes. The used uniforms are usually in smaller sizes.

Parents mentioned there was confusion with ordering lunch. AMSA is having some growing pains using the new lunch ordering system. There are multiple systems for ordering and maybe it would be helpful to provide additional instructions on how to navigate the new program.

Ellen said there are instructional videos on how to use the new system. There is a YouTube video. She will ask to have the link available on the website.

Liana added that the previous lunch ordering program would not sign a student confidentiality agreement, so we had to break ties with the company. Since AMSA uses a caterer, there are very few options. They are working to resolve the issue.

The proposal to increase to our Financial Aid is a policy that would affect next year's budget. It must go through the process for the next fiscal year. The STEM Soaring Eagles foundation will cover the cost of additional financial aid for this year. Until then, parents may contact Ellen or Liana regarding financial assistance. We will communicate this to parents.

After meeting with Mike Nawrocki and Amanda Cence, Laura understands there are constraints with our current vendor and pricing. She asked if there will be a change of policy or change of vendor and if AMSA would consider allowing a plain navy blue polo without the AMSA logo.

#### **E. Faculty Representative Report**

Faculty Representative Zakery Prescott provided a brief update. He said the general consensus among teachers is that this is the best school start they have ever experienced, even veteran teachers. A world of difference. Everything was smooth and positive. It feels good. They are happy about the mental and behavioral aid offered for staff, students, and their families.

The only concern is about a lack of paraprofessionals in the classroom.

Ellen said this is a very important position. One of our paraprofessionals had an internal promotion and one had to leave AMSA. Unfortunately, there is a statewide shortage.

#### **F.**

**Flag Board discussion items**

No items to be flagged.

**V. Chair Business**

**A. Naming the Survey Task Force.**

Raul Porras reminded everyone that to be on the Survey Task Force is a great way to serve on the Board and to get to know the AMSA community. Please join. Please reach out if you are interested. He will not appoint until everyone has had time to express interest

**VI. Committee Reports**

**A. Development Committee Report**

All business was discussed during the Capital Campaign Update.

**B. Education Committee Report**

Interim Education Chair Roger Jarrett reported that the Committee met in September. They are building a calendar of what they want to complete this school year.

**C. Governance Committee Report**

Governance Chair Sheila Kelly reported there was no need to add beyond the consent agenda summary.

**D. Finance Committee Report**

Finance Committee Chair Roger Jarrett reported:

1. Overall they are ahead of schedule on the school budget by 162K
- 2 The Audit Report Summary will be presented at the October BOT meeting.
- 3 They are researching the cost to repair the chiller that has failed or is failing.

**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 further discussion was necessary.

**VIII. Meeting Wrap Up**

**A. Review action items from past BOT meetings**

The Q Code/Capital Campaign Cards were sent to all board members. The cards are also being shared with others in the community as an ongoing part of the campaign strategy.

**B.**

### **Collect Candidate Agenda Items and Action items for October 27, 2022 BOT Meeting**

The October 27 Board Meeting will be in-person. Note: The OML is still under the Governor's Extension for remote participation until the end of March 2023.

October Agenda:  
Audit Summary and Findings

#### **C. Summary of Action Items**

There were no action items given during this meeting.

#### **D. Meeting Effectiveness Assessment**

Zakery Prescott reported that the meeting was ahead of schedule by one hour and 40 minutes.

### **IX. Closing Items**

#### **A. Adjourn Meeting**

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

##### **Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:23 PM.

Respectfully Submitted,  
Sara Snow

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#### **Documents used during the meeting**

- AMSA ED Evaluation 2021-2022.docx
- 9-22-22 Anser OPM Amendment 1 - Final for signature.pdf
- 9-22-22 July 2022 Financial Statements.xlsx
- 9-22-22 Finegold Changer Order #3.pdf
- 9-22-22 GOV Consent Agenda Committee Summary from 9-07-22.pdf



- 9-22-22 BOT ED Report September 2022.pdf