

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Special Board Meeting

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#### Date and Time

Thursday November 17, 2022 at 6:00 PM

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**Meeting will be held via remote participation. See AMSA website 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), Sowmini Sampath (remote), Zakery Prescott (remote)

#### Trustees Absent

*None*

#### Trustees who left before the meeting adjourned

Laura Burgess

#### Guests Present

Bob Baldwin (remote), Ellen Linzey (remote), Kseniya Slavsky (remote), Liana McLaren (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 Nov 17, 2022 at 6:06 PM.

#### B.

## **Record attendance and guests**

### **C. Public Comment**

There was no public comment requested.

## **II. Votes: Schematic Designs and Moving Forward on Project**

### **A. Update**

Ellen Linzey led the building project update. It was believed that we would have a construction budget at this time, but we realized that what we have is a first level estimate. As we move to the next state of development, we will receive another set of updated drawings and estimate in March and another in August. At this time we will be able to put the project out for bidding. The two votes today will be for:

1. Approve the next phase of schematic drawings, which will be much more detailed for \$400K
2. Continue to move forward with project

Bob Baldwin provided details.

Last summer, they were charged with working with an 11M construction cost. Based on this directive, they had a \$600 per foot with 17,000 feet, which included the loop road connector.

After working with WT Rich and the Architects cost estimator, they realized the project would not be delivered for 11M. It was closer to 13.6 M.

They had to recalculate the cost and do some value engineering. This is where they look at the scope of the project and determine what items are not critical and remove those. This brought the estimate down to 12.6M.

At the Finance Committee, they agreed that it would be in the school's best interest to continue to design and move forward with three contingencies:

- 1 10% design contingency
2. Escalation...carrying 4.5 % for construction inflation.
3. 2% money that will be spent during the project.

When they get the new estimates, they will come back to the Board for approval in August after bids are in and they have a contractor. August is the end of the timeline.

On the financing side, the bank is only willing to finance on 80% of the school's value. But we have a 2.4M guarantee with Mass Development, so the 1.1M that we are short is solved by increasing the Mass Development guarantee.

If we decided to wait, the interest rate could go up, so to move ahead is best. We will have more detailed estimates in March.

Nick Poirier explained that we will be managing the process...value managing not value engineering. This will make sure the cost will not get out of control. We will err on the side of caution. There is some fluff in the estimates to provide room for unseen costs, 16.2% built in. With the three contingencies we are on track. We've set the milestones in place for risk. Nick said for him, it is an easy vote to continue.

Ellen agrees with Nick, but she voiced her concern that costs are going up and she wants to make sure that we are careful. We will go slow and be mindful. We want to run the process not let the process run us. People are working hard but we can't control the economic circumstances that we are facing now.

Bela supports everything that Nick said and she is comfortable with moving forward with the project, as we have invested so much money already.

Nick added that we will establish checkpoints as the construction documents come in. We will own all the documents and if we need to shelve the project for some reason, we can wait and start again. Once we know the cost, we can see if it is too much and make the decision then to go forward or wait. However, he is confident that the construction will happen as planned. Use the money now. The more detail we have, the better it will be for fundraising efforts.

Raul said we will make this work!

Laura Burgess left at 6:24 PM.

Roger Jarrett made a motion to approve the schematic designs presented to the board.

Benjamin Hammel seconded the motion.

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

**Roll Call**

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

Raul Porras made a motion to move the building project forward to acquire the next level of design drawings and more detailed estimates due in March.

Nicholas Poirier seconded the motion.

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

**Roll Call**

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

**III. Chair Business**

**A.**

### **Update on proposed new position for ED**

Raul provided an update on a proposed amendment to the bylaws that would create a new position for Ellen as she continues with overseeing the construction project next year. This was discussed at the Governance Committee meeting and agreed there was no need to amend the bylaws at this time. We were given council that suggested that creating a second position that reported to the board could create a conflict for the new ED. They are still working out the conditions with Ellen. They plan to speak to the school lawyer for guidance on how to structure a position within the school's organization.

## **IV. Meeting Wrap Up**

### **A. Review Any Action Items from This Meeting**

Not items to review from this meeting.

### **B. Review Agenda Items and Action items for December 1, 2022 BOT Meeting**

We will begin to discuss the agenda for the strategic planning meeting in January.

## **V. Closing Items**

### **A. Adjourn Meeting**

Benjamin Hammel made a motion to adjourn.

Nicholas Poirier seconded the motion.

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

#### **Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:41 PM.

Respectfully Submitted,  
Sara Snow

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## **Documents used during the meeting**

- 11-17-22 2022.10.14 AMSA\_Academic Building\_SD Drawing Set.pdf