

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday May 4, 2023 at 6:00 PM

Trustees Present

Bela Gorman, Jill Schafer (remote), Laura Burgess, Maura Webster, Raul Porras, Roger Jarrett, Sheila Kelly, Sowmini Sampath (remote)

Trustees Absent

Dawn Capello, Nicholas Poirier, Zakery Prescott

Trustees who arrived after the meeting opened

Maura Webster

Guests Present

Liana McLaren, Mike Finkle, Padmaja Bandaru, Sara Snow, Tom Azeredo

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 May 4, 2023 at 6:00 PM.

The Chair announced that the meeting is being recorded and live streamed on AMSA Facebook. The Board will go into an executive session at the end of the open meeting to

discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on the bargaining position of the Board. The Board will not reconvene.

B. Record Attendance

C. Appoint Timekeeper

Roger Jarrett was appointed Timekeeper.

D. Public Comment

No public comment.

II. Votes

A. Approve Minutes from March 23, 2023

Sheila Kelly made a motion to approve the minutes from Board of Trustees Meeting on 03-23-23.

Bela Gorman seconded the motion.

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

Roll Call

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

B. 2024 Budget Review

See attached Business Slides.

The 2024 was reviewed and approved in Finance Committee. The Committee recommends approval by the Board of Trustees.

2024 Budget

Tuition remains the most important number.

there is 21M in cash.

Within the Capital Plan, the Chiller is a big cost.

Liana mentioned that the COVID money from last year is winding down.

The rooftop cooling unit that failed and is being replaced was a capital improvement that was approved by board this school year, but will not to be installed until August 2023.

There will be upgrades to the projectors and the yearly computer refreshers.

Our loan payment will be more this year. The mortgage payment in November will be the principal and interest based on the full amount of loan. The loan payment is included in the Facilities increase. The profit loss is smaller because we are now paying principal and interest, drawing down the loan.

Maura Webster arrived at 6:10 PM.

Raul Porras made a motion to approve 2024 budget.

Maura Webster seconded the motion.

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

Roll Call

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

C. Resolution to authorize St. Mary's Credit Union as depository of AMSA funds

See attached document, with language authorizing funds to be deposited into St. Mary's Credit Union. A typo was found and corrected.

Roger Jarrett made a motion to accept language in the authorization document, with typo correction.

Bela Gorman seconded the motion.

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

Roll Call

Maura Webster	Aye
Bela Gorman	Aye
Sowmini Sampath	Aye
Roger Jarrett	Aye
Raul Porras	Aye
Zakery Prescott	Absent
Sheila Kelly	Aye
Jill Schafer	Aye

Roll Call

Dawn Capello	Absent
Laura Burgess	Aye
Nicholas Poirier	Absent

III. Capital Campaign Update

A. Update

Maura Webster thanked Marci Eckel for her work on the Capital Campaign. There have been two parent coffees and walking tours.

The first house party had 15 attendees.

There will be a table set up at the Science and Arts Night on May 18.

We have received \$5000 from Avidia Bank.

Roger Jarrett and Maura Webster will be meeting with Marci about an endowment.

The second installment of the Capital Campaign Newsletter will be coming out soon.

IV. ED Update

A. Update

See attached ED Report.

Ellen Linzey provided an update on ongoing MCAS and AP testing.

MCAS began in March and will continue through June.

The AP exams will be administered for the next 2 weeks.

Everyone is pitching in to help, even Ellen is proctoring!

MCAS scores come in in August, but they are released to the public in September.

AP scores are released in July.

Building Update

Construction drawings are on schedule and should be available by June 21.

Once the drawings are accepted, we will post in public papers for bids.

The Board will be voting on final number in August, if the cost will be considered acceptable or not. Construction on the loop road will begin June 22.

WT Rich will do the construction on the loop road and retaining wall.

Traffic engineers have suggested the traffic plan, but it could change.

The plan is to have the inside space pedestrian.

Staff parking will be still be in the inside.

Visiting parking will be in the new area.

There will be an increase of 15 more parking spaces.

Outdoor classrooms

Lisa Thibault, Christie Jagielski, and Mark Vital have been working for a year and a half on the outdoor classroom, along with AMSA students who are working on their Eagle Scout

projects and Girl Scout projects. The students love to be outside. We have worked closely with the City of Marlborough.

Upcoming events

May 18 Art and Science night

May 19 prom

May 23 Senior Awards

May 31 last day for seniors

June 9 graduation

June 21 last day of school

August 14 Golf Tournament.

Imagine Campaign...please reminder to bring referrals to Marci Eckel!

V. Parent Rep Update

A. Update

Parent Representative Laura Burgess reported that she did not go to family forum but she will be watching for feedback. Parents are now more aware of construction plans and capital campaign. Most of the parents are asking "How are we paying for this? Through fundraising?"

She was glad to hear that the Newsletter will be coming out soon, which will help answer their questions.

Parents have provided feedback that the Lower School Advisories DS which occur every two weeks are supposed to promote emotional wellbeing. These parents feel the intention is good but the result is not. they felt that the conversations were maybe not appropriate to have with middle school students. What kind of training do they get?

Parents are reminded to make use of AMSA's communication network. Parents who have concerns should share their feedback directly with teachers. The curriculum that is being used is purchased through a reputable educational source and reviewed by our guidance and counseling department. Parents who have questions should reach out to Kate Driver, Director of School Counseling.

VI. Faculty Rep Update

A. Update

Faculty Representative Zakery Prescott reported that the Faculty Representative election will be held on Wednesday, May 10. Zakery has served two one year terms.

The PTO will let us know about the Parent Representative, but Laura Burgess is eligible to serve one more year.

VII. Chair Business

A. Strategic Planning Update

See attached presentation.

Raul Porras provided a quarterly follow up on strategic planning.

He discussed the highlights:

Clarifying the Board's role and admin roles.

Create goals from this work.

Assign homework to capture goals for next year, which are posted in BoardOnTrack.

Board Goals and ED goals...what is the difference?

The Board sets the goals and Admin gets you there.

There is a bit of overlap between Governance and Management.

Goals and Targets- short term and long term.

The Board came up with three areas of focus:

Resources, Celebration of Knowledge, Board Leadership

The Board wants to create the AMSA Strategy and have it captured on one page, so the Board can refer to it.

Homework is to have board members discuss their SY23-24 targets in committee, and have them ready for the annual meeting in June.

There was some discussion as to the timing of having goals ready by June. Some feel it is better to do as much as possible now. Raul challenged members to get their goals posted in BoardOnTrack. Each committee will come up with their own goals that are tied to the mission and the three focus areas. Having a framework to follow will help the Board be accountable.

Everything should be traced back to mission.

B. Family/Staff Survey Update

The Family and Staff Surveys have gone out.

They will be open for two weeks.

Surveys close on May 7.

Action:

Ellen Linzey will ask Lynn to check into the timeline for the surveys.

Raul Porras will contact Lynn McCluskey.

VIII. Committee Reports

A.

Finance Committee Update

Roger Jarrett reported that the recent Finance Committee meeting was devoted to the FY24 budget. There will be important building project decisions to be made in August. AMSA is implementing the school's investment policy.

B. Education Committee Report

Roger Jarrett reported that the Education Committee discussed the results of the Challenge Success Program. The Committee will meet again this month prior to the June meeting.

C. Governance Committee Report

Sheila Kelly said she was not at the last meeting. Jill Schafer reported that Governance discussed potential board member candidates. The Committee skipped other topics to wait for Sheila's input. They did discuss Board member terms that are close to expiring. There are three candidates in process, one parent, one non parent, and one alumni.

Governance Committee will share candidates' resumes and then reach out for introductions.

D. Development Committee Report

Maura Webster reported that the Development Committee is meeting quarterly, since much of the work overlaps with the Campaign Committee. They will meet next Tuesday.

IX. Call to go into Executive Session

A. Roll Call and Purpose of Executive Session

Maura Webster made a motion to go into an executive session to discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on the bargaining position of the Board. The Board will not reconvene.

Bela Gorman seconded the motion.

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

Roll Call

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

Roll Call

Raul Porras Aye

The Board went into executive session at 7:30pm.

X. Closing Items

A. Adjourn Meeting

Raul Porras made a motion to adjourn.

Roger Jarrett seconded the motion.

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

Roll Call

Nicholas Poirier Absent

Raul Porras Aye

Laura Burgess Aye

Jill Schafer Aye

Sheila Kelly Aye

Dawn Capello Absent

Bela Gorman Aye

Maura Webster Aye

Sowmini Sampath Aye

Roger Jarrett Aye

Zakery Prescott Absent

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,
Jill Schafer

Documents used during the meeting

- 5-04-23 BOT 2024 AMSA Budget Review.pdf
- SMCU resolution 2023.docx
- 4-27-23 BOT ED Report.pdf
- May 2023 Strategic Plan update.pptx
- 5-04-23 BOT Financial Statements February - March 2023 .xlsx