

APPROVED



# Advanced Math & Science Academy Charter School

## Minutes

### Board of Trustees Annual Meeting

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#### Date and Time

Thursday June 1, 2023 at 6:00 PM

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#### Trustees Present

Bela Gorman (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

Dawn Capello

#### Guests Present

Ellen Linzey (remote), Evan Pryzborowski (remote), Liana McLaren (remote), Mike Nawrocki (remote), Padmaja Bandaru (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 Jun 1, 2023 at 6:02 PM.

The Chair announced that the meeting would not be live streamed this evening, but it is being recorded. The Board will go into executive session at the end of the open meeting to discuss strategy with respect to collective bargaining with represented personnel, 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**

Zakery Prescott was appointed Timekeeper.

**D. Public Comment**

No requests for public comment.

**E. Officer Reelection - Accept a second term as trustee for Sheila Kelly starting 7/1/2023 through 6/30/2026**

Sowmini Sampath made a motion to approve Sheila Kelly to serve a second term on the board.

Jill Schafer seconded the motion.

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

**Roll Call**

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

**II. Votes**

**A. Approve Minutes from May 4, 2023**

Roger Jarrett made a motion to approve the minutes from Board of Trustees Meeting on 05-04-23.

Sowmini Sampath seconded the motion.

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

**Roll Call**

Zakery Prescott	Aye
Dawn Capello	Absent
Jill Schafer	Aye
Maura Webster	Aye
Sowmini Sampath	Aye

**Roll Call**

Laura Burgess     Aye  
Raul Porras        Aye  
Bela Gorman       Aye  
Roger Jarrett      Aye  
Nicholas Poirier   Aye  
Sheila Kelly       Aye

**B. Accept BOT Faculty Representative Gregory Theos**

Faculty Representative Zakery Prescott said it was his last meeting as a board member and announced Greg Theos as the 2023-2024 Faculty Representative. Greg is an alum from the class of 2016.

Zakery Prescott made a motion to accept Greg Theos as the new Faculty Representative, term July 1, 2023 through June 30, 2024.

Roger Jarrett seconded the motion.

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

**Roll Call**

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

Raul Porras took time to acknowledge Zak for his time on the Board of Trustees and the valuable work he contributed.

**C. Accept BOT Parent Representative Laura Burgess for second term**

Raul Porras made a motion to accept a second term for the Parent Representative Laura Burgess, July 1, 2023 through June 30, 2024.

Bela Gorman seconded the motion.

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

**Roll Call**

Sowmini Sampath   Aye  
Zakery Prescott    Aye  
Raul Porras         Aye  
Laura Burgess      Aye  
Nicholas Poirier   Aye  
Sheila Kelly        Aye

**Roll Call**

Dawn Capello	Absent
Maura Webster	Aye
Bela Gorman	Aye
Roger Jarrett	Aye
Jill Schafer	Aye

**D. Officer Election - Accept Sheila Kelly as Secretary starting 7/1/2023**

Raul announced that Jill Schafer will be leaving the Board in September. She will step down as Secretary on July 1 to align with the Board calendar. Sheila Kelly has graciously agreed to take over the position of Secretary. If there is anyone who would like to be considered for the position, please contact Raul. Otherwise, Sheila will assume the remainder of Jill's Officer term.

Raul Porras made a motion to approve the appointment of Sheila Kelly as Secretary from July 1, 2023 through June 30, 2024, completing Jill's term.

Jill Schafer seconded the motion.

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

**Roll Call**

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

**E. New Trustee election: Peter Bakkala**

Candidate Peter Bakkala said he is still interested in joining the board, but not at this time. He hopes to be considered in the future when he is able to meet the time commitment necessary to serve on the AMSA Board of Trustees.

**F. New Trustee election: Evan Przyborowski**

Sowmini Sampath made a motion to approve Evan Przyborowski as a Trustee, July 1, 2023 through June 30, 2026.

Raul Porras seconded the motion.

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

**Roll Call**

Sheila Kelly	Aye
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**Roll Call**

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

Roger Jarrett asked if the Board should consider making the term start date later, to allow the new board member to "round up" the partial term and adding it to the three year term, as allowed in the bylaws for new members who begin a term in the middle of a year.

The Chair acknowledged the suggestion, but decided to proceed with standard protocol, a three year term, with a start date on July 1, 2023 and end date on June 30, 2026.

**G. New Trustee election: Darren Rose**

Maura Webster made a motion to approve Darren Rose as a Trustee, July 1, 2023 through June 30, 2026.

Sowmini Sampath seconded the motion.

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

**Roll Call**

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

Nick Porrier's term is ending on June 30. He has decided not to serve a second term, but he will continue to assist AMSA as a member of the Advisory Council and as an advisor to the Facilities Task Force.

Nick has provided AMSA with valuable expertise with construction and project development, and has contributed tremendously to AMSA's building project. He said in about ten years, when his children are older, and hopefully attending AMSA, he will once again look to join the board.

Raul assigned mentors who will provide guidance to new board members, assisting them with acclimating to their new role and responsibilities.

Sowmini Sampath was assigned to Evan Pryzborowski.  
Maura Webster was assigned to Darren Rose.

#### H. Board of Trustees Committee Chair Elections

Raul announced that the Board will maintain the current slate of Committee Chairs.

Roger Jarrett - Education Committee (This is a temporary position until someone else steps forward)

Maura Webster -Development Committee

Sheila Kelly - Governance Committee

Roger Jarrett - Finance Committee (Treasurer)

Raul Porras made a motion to stay with current slate of committee chairs.

Sheila Kelly seconded the motion.

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

##### Roll Call

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

#### I. Vote to release Executive Session minutes from ED contract negotiations

Roger Jarrett made a motion to to release the executive session minutes from the ED contract negotiations because the reason to keep them confidential no longer exists.

Sowmini Sampath seconded the motion.

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

##### Roll Call

Jill Schafer	Aye
Sowmini Sampath	Aye
Roger Jarrett	Aye
Sheila Kelly	Aye
Laura Burgess	Aye
Zakery Prescott	Abstain
Dawn Capello	Absent

**Roll Call**

Bela Gorman Aye  
Nicholas Poirier Aye  
Maura Webster Aye  
Raul Porras Aye

**J. Vote to create brokerage account with Fidelity**

The Finance Committee recommends that AMSA should establish a brokerage account with Fidelity. All funds will be in Treasury Bills.

Bela Gorman made a motion to establish a brokerage account with Fidelity, with Liana McLaren and Roger Jarrett as signatories.

Raul Porras seconded the motion.

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

**Roll Call**

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

**K. Vote to enter into a Wealth Management agreement with SVB/First Citizens**

The Finance Committee recommends that AMSA enter into a wealth management agreement with SVB/First Citizens Bank.

Roger Jarrett made a motion to approve the Finance Committee's recommendation that AMSA enter into a Wealth Management agreement with SVB/First Citizens.

Raul Porras seconded the motion.

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

**Roll Call**

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

**Roll Call**

Roger Jarrett      Aye

**III. Capital Campaign Update**

**A. Update**

The Capital Campaign update is included in the ED's Presentation. (See attached ED Report)

**IV. ED Update**

**A. Update**

See attached slides. ED Report.

AMSA is experiencing AC issues in the Upper school and the school is waiting for a new unit.

Ellen has informed DESE of the cooling issue at school.

Cummings Grant. AMSA will receive 105K split over three years. The funds will be used for the STEM program, that is collaboration with UMASS LOWELL. This is our third year, with 50 students, mostly from AMSA. The Engineering program is led by Padmana, Christy, and Jeremy. The program will involve the Math and Physics departments in the future.

AMSA is looking for opportunities for other organizations to invest in AMSA's Capital Campaign!

Senior Awards Nights was a big success. Christy Jagielski, Matt Anderson, and Lynn McCluskey worked hard to make this event happen. The Eagle Award is not just about academics but also a demonstration of school spirit. Valedictorian and Salutatorian status is based on GPA...there was a lot of competition this year.

**Construction Update**

The approval vote was scheduled for August but has been moved to early September. There is a three week delay due to the completion of the drawings being late. There will be a two week review completed by July 6. Guaranteed Maximum Price (GMP) will be votes on by the Board on September 10, rice the Board will vote on. Approval on September 10, 2023.

The Board can call a special meeting for the vote or wait until their regular meeting.

There will be a lot of work that goes into gathering bids. The Finance Committee and Task Force will have to go over every bid, and then level the bids. A bid package involves sub contractors, quotes, and recommendations.



WT Rich is looking for ways to get us to the number we are comfortable with. Under budget is good, however, at or over budget will need lots of strategy. This is the most pivotal moment for AMSA. In August and September the Board will need to review in great detail so everyone understands the importance and ramifications of the vote.

The recommendation will go from the Task Force, then to the to the Board. Delay in a vote will delay the construction. Build in plenty of time to review. Liana is well versed in the process and Nick said he will continue to help us with the decision. We will need a schedule for decision making. Nick strongly suggested that members go to facilities meetings to learn what is going on and be educated about the project in order to guide their vote.

Bela wants to make sure there is plenty of meetings held in order to digest the information. They should have the final GMP by September 9. They should set up meetings to review. Information with the Task Force, then to Finance Committee, and then to the Board.

All members need to be aware and knowledgeable of the process. Please attend as many meetings as possible before making the final vote. Board should not delay the project. They should make the vote when everyone is comfortable with the final numbers and have determined what information needs to be seen.

Sara: Action send postings to all board members for finance meetings that deal with construction numbers.

Welcome to our new Board members, Evan Przyborowski and Darren Rose.

Special thanks to Nick, who has served three years on the Finance Committee and Facilities Task Force. He knew the construction language and was always helpful. Thank you!!!

Zak served on the Education Committee. Zak has been a special member of the community. He is a naturally gifted teacher and the students love him. We are excited about Greg Theos, who is a former graduate of AMSA, and is joining the Board too. Jill will be leaving the Board soon. She began as the Parent Rep then became a board member. Jill has served us for many years and providing us with legal expertise, honesty and Integrity.

## **V. Faculty Rep Update**

### **A. Update**

Zak Prescott had two updates to report.

First, the staff would prefer that juniors also have a chance to meet with alumni during the Back to the Future event. Students were disappointed that the alumni meeting with juniors was canceled.

Second, we are losing teachers due to salaries that are not competitive. Salary increases should be a focus for next year's union contract negotiations. We have lost too many really good teachers. With just a cost of living increase each year, it is hard to stay at AMSA. This is a big concern for everyone.

Ellen has met with many teachers lately who have expressed this concern. There is a growing feeling that there seems to be money available to fund a new building but not for salaries.

Zak ended his last report saying that it had been an honor to serve as the voice of the teachers. Good luck to Greg!

Padmaja Bandaru commented on her gratitude and thanks to Ellen Linzey for everything she has done for AMSA. Many echoed this sentiment. Ellen's exceptional leadership and dedication to the school is without comparison. Thank you Ellen for getting us through the best and the worst.

## **VI. Parent Rep Update**

### **A. Update**

Laura Burgess provided a summary of the feedback she has received from some parents.

AMSA is less fun and engaging than it used to be.

The feeling of belonging is missing from AMSA.

Some senior parents voiced their disappointment about senior events.

Some members of the PTO feel there is too much reliance on the PTO.

Homework is a burden, especially for special education students.

Plus portals are not always up to date and the communication is not always enough.

There are bus cost concerns. Why is it so high?

Laura added that parents had good things to report also, such as they felt very supported with the college application process.

## **VII. Chair Business**

### **A. Family/Staff Survey Update**

The deadline to complete the surveys was extended. The results will be discussed at a later meeting.

### **B.**

### **Board self assessment kickoff**

Board members should keep an eye out for the Self assessment email from BoardOnTrack. The self-assessment tool allows members to rate themselves as to how they are doing as Trustees.

The Board has not yet created a meeting schedule for the 2023-2024 school year.

It was suggested to combine the July and August meetings.

The Board will need to meet in July to approve the annual report, since there is data that is not available until the end of July.

It was agreed that the next BOT meeting will be held on July 27.

The Board will skip the August meeting and meet on September 14.

The July 27 and September 14 meetings will be remote.

## **VIII. Committee Reports**

### **A. Education Committee Report**

Roger Jarrett reported that the Education Committee did not meet last month, so there is no update.

### **B. Finance Committee Update**

Roger reported that the Finance Committee had a very productive meeting. They approved the final contract for the loop road. Construction will start the day after school ends.

The cost of the Loop road in the amount of 750K was within their approval authority.

There are key pieces of data that will be needed to make some important decisions, such as AMSA's total cash position, expected capital campaign funds raised, how much of the remaining loan we can draw on, future expenditures, and how much to set aside for existing operations and capital projects.

The Finance Committee recommends that AMSA keep 3 months of operation expenses in reserves. After the close of this fiscal year, they will know the amount of money the state will be sending. Hopefully in the July timeframe, they will know how much money they can spend on the building. There are many more discussions to be had on this subject.

### **C. Governance Committee Report**

Sheila Kelly reported on the last Governance Committee meeting. The committee reviewed and finalized some documents; new member onboarding information, guidelines for the parent and faculty reps, and the profile of the ideal Board candidate. Governance will do a more thorough presentation at a later meeting.

They will be coming up with more ideas on recruitment.

The Governance goals are available in BoardOnTrack. Raul encouraged the other committees to get their goals posted on BoardOnTrack as well.

#### **D. Development Committee Report**

Maura Webster reported that the alumni are planning a reunion on June 29, to be held at the APEX. Mark Vital was instrumental in getting this accomplished. They are looking for more alumni members.

Raul Porras said when he came on the Board, the school was going through a transition. He felt so lucky to be a part of AMSA. It was a great time to be working with the school Leadership Team, Executive Director Dr. Lewis and Ms. Linzey. There was a lot of transition and talk about the better climate and the future of school. The Building project, the long litigation with the landlord was resolved. AMSA bought the school buildings, which took years. Ready to move on when COVID hit. AMSA's leadership was great. Capital Campaign. Leadership. Thank Ellen. You were the Secret Sauce.

### **IX. Other Business**

#### **A. Actions**

Action: Sara will send postings to all board members for finance meetings that deal with construction numbers

Action: Sheila share Governance documents with the full Board.

Action: Maura will work on explaining the process of the timeline with relationship building that culminates in a gift to the campaign.

Action: Sara create draft BOT meeting calendar for 2023-2024.

Raul Porras said when he came on the Board, the school was going through a transition. He felt so lucky to be a part of AMSA. It was a great time to be working with the school Leadership Team, Executive Director Dr. Lewis and Ms. Linzey. There was a lot of transition and talk about the better climate and the future of school. The Building project, the long litigation with the landlord was resolved. AMSA bought the school buildings, which took years. We were ready to move on when COVID hit. AMSA's leadership was great and Ellen brought us through that time, and still was able to get the Capital Campaign alive through her skills as a leader. Thank you Ellen. You were the Secret Sauce!

#### **B. Agenda Items for July 27 BOT Meeting**

Board Documents Reviewed by Governance  
2022-2023 Annual Report Approval

Survey Results  
BOT Meeting Calendar 2023-2024  
Student Handbook approval  
Employee Handbook approval

## X. Call to go into Executive Session

### A. Roll Call and Purpose of Executive Session

Sowmini Sampath made a motion to go into executive session to discuss strategy with respect to collective bargaining with represented personnel, as an open meeting may have a detrimental effect on the bargaining position of the board.

Sheila Kelly seconded the motion.

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

#### Roll Call

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

The Board went into executive session at 8:10pm. The Board will not reconvene.

The Chair invited Liana McLaren, Mike Nawrocki, and Attorney Joseph Bartulis to attend.

## XI. Closing Items

### A. Adjourn Meeting

Roger Jarrett made a motion to adjourn executive session.

Sheila Kelly seconded the motion.

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

#### Roll Call

Raul Porras	Aye
Laura Burgess	Aye
Jill Schafer	Aye
Bela Gorman	Aye
Nicholas Poirier	Aye
Maura Webster	Aye
Sheila Kelly	Aye

**Roll Call**

Zakery Prescott Aye

Roger Jarrett Aye

Sowmini Sampath Aye

Dawn Capello Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:28 PM.

Respectfully Submitted,  
Raul Porras

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**Documents used during the meeting**

- 6-01-23 BOT ED Report.pdf
- 6-01-23 April 2023 Financial Statements.xlsx