

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Special Board of Trustees Meeting

Date and Time

Friday September 15, 2023 at 6:00 PM

This special meeting will focus on making the decision to move forward on the construction project or pause. There will be no representative or committee reports. If needed, the Board will go into executive session at the end of open session to discuss strategies regarding negotiations with represented personnel as doing so in open session would be detrimental to the process.

Trustees Present

Bela Gorman (remote), Darren Rose (remote), Evan Przyborowski (remote), Gregory Theos (remote), Jill Schafer (remote), Maura Webster (remote), Raul Porras (remote), Roger Jarrett (remote), Sowmini Sampath (remote)

Trustees Absent

Sheila Kelly

Ex Officio Members Present

Lisa Mobley (remote)

Non Voting Members Present

Lisa Mobley (remote)

Guests Present

Bob Baldwin (remote), Liana McLaren (remote), Sara Snow (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 Friday Sep 15, 2023 at 6:02 PM.

The Chair announced that the meeting is not being live streamed, but it is being recorded. There will be no need for the board to meet in executive session this evening.

B. Record Attendance

C. Public Comment

There was no request for public comment.

II. Discussion and Votes to Move Forward with Construction Project or Pause

A. HVAC Units 199 Forest Street (Upper School)

The margin increase to cover the HVAC units was approved in Finance.

Evan asked about the status of the AC units in the other buildings and should we be planning for this in the future? Lisa said that it had been put on back burner but it has now become a primary focus.

Maura Webster made a motion to Authorize the purchase of up to 4 rooftop units for 199 Forest Street at a cost not to exceed \$260,000. Note: This is in addition to the one already approved, and is on order.

Gregory Theos seconded the motion.

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

Roll Call

Evan Przyborowski	Aye
Jill Schafer	Aye
Bela Gorman	Aye
Sheila Kelly	Absent
Darren Rose	Aye
Gregory Theos	Aye
Sowmini Sampath	Aye
Raul Porras	Aye
Maura Webster	Aye
Roger Jarrett	Aye

B. New Building Contract

Bob Baldwin presented a summary of the contracts. He reported that they were negotiated carefully. Work is scheduled to start early next month. The completion date has been set for January 20, 2024, but they may be able to deliver over Christmas break.

Roger added that this contract was reviewed and approved in Finance Committee and a recommendation for approval has been brought to the board.

The contractor will do the final paving on the loop road soon, October 15 maybe. The availability of the steel is what is dictating the start of construction. The noise level should not be too bad. The contractor did a lot of geotech and it appears that there will not be a lot of obstacles. The steel erection will take about a week.

Roger Jarrett made a motion to to approve the amendment #3, dated August 24, 2023, that included the GMP of the construction project, not to exceed \$12,775,000.00, excluding pre construction costs.

Darren Rose seconded the motion.

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

Roll Call

Roger Jarrett	Aye
Jill Schafer	Aye
Evan Przyborowski	Aye
Bela Gorman	Aye
Raul Porras	Aye
Sheila Kelly	Absent
Gregory Theos	Aye
Darren Rose	Aye
Maura Webster	Aye
Sowmini Sampath	Aye

Thanks to Liana and Bob for all their hard work. We are excited to be moving forward!

C. Change Order Approval Process

The Change Order Process was discussed in Finance for capital projects.

Roger said this change order is specific to this new building, not for other projects. Just the one we just approved #3. The purpose of the process is to create levels for small and medium sized expenses, so the Finance Committee does not have to keep going to the board for approval. See attached document.

Lisa said this is important to avoid delays or stall construction. They want to be able to authorize amounts and not require a board meeting for every contingency change. They will update the board regularly.

Lisa said this change order process will only be about necessary items and not additional items. and only when absolutely necessary. For example, If they hit ledge there may be a need for a change order.

This is the only way to manage risk. Lisa said she is happy to provide Friday updates in email as FYI only...no deliberation. She will keep the board updated throughout the process in partnership with Liana. This is to insure no delays.

Change Orders will be reported out at the monthly finance committee meetings.

Roger Jarrett made a motion to approve the Change Order Process as written.

Bela Gorman seconded the motion.

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

Roll Call

Maura Webster	Aye
Sowmini Sampath	Aye
Bela Gorman	Aye
Evan Przyborowski	Aye
Raul Porras	Aye
Sheila Kelly	Absent
Roger Jarrett	Aye
Darren Rose	Aye
Gregory Theos	Aye
Jill Schafer	Aye

Roger said that they may be able to generalize the process for future projects.

III. Chair Business

A. Confirm Future Meeting Dates and Agenda Items

Next meeting is October 26, 2023. It was agreed that it will be held in person in the US Cafeteria at 6:30pm.

- Keep track of goals for committees. Make sure all committees are putting goals in BoardOnTrack. Encourage members to add goals.
- Next board meeting we hope to have Gina Fafard from BoardOnTrack attend to provide some training.

Could we have the meeting earlier than October 26? No conflict, just that it is so late. The meeting will stay at October 26. Not deliberating. Feedback is always a good thing.

IV. Closing Items

A. Adjourn Meeting

Bela Gorman made a motion to adjourn.

Maura Webster seconded the motion.

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

Roll Call

Darren Rose	Aye
Gregory Theos	Aye
Raul Porras	Aye
Sheila Kelly	Absent
Roger Jarrett	Aye
Maura Webster	Aye
Bela Gorman	Aye
Sowmini Sampath	Aye
Evan Przyborowski	Aye
Jill Schafer	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:04 PM.

Respectfully Submitted,
Sara Snow

Documents used during the meeting

- AMSA FinCom GMP memo 9-12-23.pdf
- AMSA Total Project S&U 9-15-23.pdf
- AMSA GMP Amendment - Execution Copy 9-15-23.pdf
- 9-15-23 Construction Change Order Approval Guidelines .docx
- Capital Plan.png
- Construction Change Order Approval Guidelines.docx