

APPROVED



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting - In person

Date and Time

Thursday October 26, 2023 at 6:00 PM

This meeting will be held in person, in the Upper School Cafeteria at 199 Forest Street. 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, Darren Rose (remote), Evan Przyborowski, Gregory Theos, Maura Webster, Raul Porras, Roger Jarrett, Sheila Kelly, Sowmini Sampath

Trustees Absent

Jill Schafer

Trustees who arrived after the meeting opened

Bela Gorman, Maura Webster

Ex Officio Members Present

Lisa Mobley

Non Voting Members Present

Lisa Mobley

Guests Present

Liana McLaren, Mike Nawrocki, Sara Snow

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 Oct 26, 2023 at 6:00 PM.

B. Record Attendance

C. Appoint Timekeeper

Timekeeper: Sowmini Sampath

D. Public Comment

There was no public comment.

E. Consent Agenda

Board members have reviewed the consent agenda items, which consisted of three financial documents (attached). There is no need for discussion.

II. Votes

A. Approve Minutes from Special BOT Meeting on August 31, 2023

Sowmini Sampath made a motion to approve the minutes from Special Board of Trustees Meeting on 08-31-23.

Gregory Theos seconded the motion.

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

Roll Call

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

B.

Approve Minutes from Special BOT Meeting September 15, 2023

Sheila Kelly made a motion to approve the minutes from Special Board of Trustees Meeting on 09-15-23.

Evan Przyborowski seconded the motion.

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

Roll Call

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

C. Election of new Director of STEM Soaring Eagles Foundation

The Stem Soaring Eagles Foundation was created as a place to hold funds from fundraising efforts to benefit AMSA.

Chris O’Keeffe, former AMSA Trustee and Chair of the STEM Soaring Eagles Foundation Board of Directors, was in attendance to nominate a new Director. The primary purpose of the Foundation was 1)to make giving convenient and 2) to hold the 50K donation to AMSA, which was restricted to student use only. There was controversy over these funds.

The Administration decides where to use the money on behalf of AMSA students. The administration reports to STEM with updates on a quarterly basis.

The STEM Soaring Eagles is 501C3 and is not subject to open meeting laws.

The Foundation Board should have between 5 and 15 members.

Currently, STEM Board positions are held by former Trustees

- Craig Holbrook
- Pauline JEn Ryan
- Chris O’Keeffe
- Marcy Eckel
- Liana McLaren
- Lucy Ferrante

The other groups that a part of fundraising are the Development Committee and the Imagine Committee.

Chris O'Keeffe said he would like to nominate Lucy Ferrante as a new member of the STEM Soaring Eagles Foundation. Lucy was a former AMSA Trustee, Treasurer, and Chair of the Finance Committee. Raul Porras called for a motion.

Roger Jarrett made a motion to Lucy Ferrante as the Director of the STEM Soaring Eagles Foundation.

Gregory Theos seconded the motion.

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

Roll Call

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

D. Approve Financial Audit

See attached audit report.

Liana presented the highlights of the findings of the Audit for the fiscal year to June 30 2023.

The important finding is that there is no material finding or misstatements. It is a clean audit opinion. Great work Liana!!

Roger Jarrett made a motion to the clean audit.

Sheila Kelly seconded the motion.

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

Roll Call

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

III. Updates

A.

Capital Campaign Update

Marcy Eckel, Director of Development, reported on the Capital Campaign. Since she started in her role on Halloween 2022, the Capital Campaign has raised over 300K.

Funds include a 25K grant from Middlesex Bank. The Fun Run raised over 22K. They hope to use the Fun Run and the Golf Tournament as anchors to all fundraising efforts.

The next STEM Soaring Eagles meeting will be held on November 6.

The Groundbreaking Event is scheduled for November 14.

The Imagine Committee will meet on November 20

Mark has been working with Cindy Zomar on scheduling an Imagine Committee meeting on December 4.

Mike Finkle is helping with advertising the Annual Giving outreach. They plan to use banners, sandwich board sign with QR codes, and strategies such as end of tax year giving, Valentines Day tribute. They plan to target families with students in grades 9-12, then later, families with students in grades 6-8. In April, they will target the entire community. An idea is to ask seniors for a donation of \$20.24...since they are the class of 2024...clever. They will continue to hold house parties.

Having a 501 C 3 Foundation is the only way we are eligible for some grants.

Bela Gorman arrived at 6:30 PM.

Maura Webster arrived at 6:35 PM.

Mark Vital is working on alumni outreach. He has a list, but it may not be extensive.

The senior exit survey and Naviance are helpful.

The goal is to make keeping in touch with AMSA a part of the exit plan for seniors.

Email Mark or Lisa if you are interested in helping with the alumni outreach efforts.

AMSA has anniversary coming up... 20 years! This will be a great networking opportunity for younger alumni. Mark is looking for help.

Back to Future events are held during the day, but an evening event would be a good idea. They would like to offer a multiple number of opportunities to stay connected to AMSA. It takes time to get these relationships established.

B. Executive Director's Update

See attached ED Report.

MCAS is about accountability, but as a charter school we have to prove ourselves beyond test scores. Charter schools have to show progress with dissemination, financial audits, recruitment and retention of students and personnel, and are subject to an extensive charter renewal process every five years.

The big takeaway of Dr. Mobley's presentation is that we are exceeding our targets. We have some goal setting to do to reach pre covid scores, but we are on track. Test scores are under scrutiny currently. Many educators and colleges are questioning the value of SATs

AP access is an accountability goal for AMSA. We are very proud of what the teachers do. Advance Placement courses for all is their mindset.

Roger Jarret asked "What are your ideas for catching up since COVID?"

Dr. Mobley said she has talked with the Math Department Chair and they have decided that goals need to be around attendance. Principal Mike Nawrocki and his team are focusing on attendance strategies. Data shows that absenteeism means lower scores.

C. Faculty Representative's Update

Faculty Representative Greg Theos provided his update.

He reported that teachers have made comments about the switch to PowerSchool, in addition to the new road and construction disruption. The feedback from faculty is that some are not comfortable with PowerSchool. For example, it does not track 504 and IEP plans, which is now tracked through ELLevation, which is difficult for teachers. The law states that teachers have to read plans and they were unable to do so. Teachers feel that the administration should keep in mind the number of teachers and administrators who use PowerSchool and it would be helpful to keep teachers in the loop when making these large decisions. The issues are primarily about PowerSchool, parking and traffic, and the HVAC issues in the Upper School.

Dr. Mobley is holding her first Quality of Life Meeting this month. She hopes to encourage drop in visits with teachers in order to get ahead of information gaps. The goal is to offer teachers a way to get more information. She is looking at which leadership teams need to meet and talk so information flows freely. The Org chart can be helpful to see how the information flows.

People want to know and they care about what is happening, and want to be involved. There is a lot of energy to harness.

Evan asked why the administration decided to switch to PowerSchool. Dr. Mobley explained that our old system Rediker could not handle the DESE reporting.

PowerSchool speaks directly to DESE.

It was an operational decision.

Raul added that the Board does not have an opinion on the change, but they do want to hear the feedback. Only the cost of the new tool would be a board interest.

Dr. Mobley mentioned that they are now looking at a campus wide security system. The newly formed Safety Committee would like to hear from teachers. There will be ample training to help teachers acclimate.

IV. Committee Reports

A. Finance Committee Report

Liana McLaren presented the quarterly financial statements. See attached documents.

Highlights

Tuition is more than projected by 202K.

Treasury bills have earned interest.

141K over budget for facilities, as SMOC had another flood. The cost to clear the damage and fix the problem was 115K. The good news is that the SMOC repairs were a permanent fix; paving, piping, and new drainage basins.

IT cost are also up.

Roger said the Finance Committee will be discussing and reporting to the Board on the Change Order Requests each month. They will show what is being spent month to month to ensure visibility to all stakeholders. They will explain the construction budget, fees, and the amount left in the budget. The reports will be submitted in the monthly Consent Agenda, unless there is a significant change and there is need for discussion.

Finance Committee Goals

Very busy this year..building, audit, and collective bargaining

They plan to have their committee goals finalized by their January meeting. They will build on policies and procedures related to the Facilities, Teacher compensation, and a Communication Plan.

B. Education Committee Report

Roger Jarrett provided the Education Committee update.

The Education Committee will take ownership of the yearly staff and family surveys.

See attached slides.

Evan and Greg serve on the Education Committee, which is a great fit as they are both alumni.

C. Governance Committee Report

Governance Chair Sowmini Sampath reported on their October 11 meeting.

The Committee discussed the Public Comment Guidelines, which they will share with the board at some point.

Their committee goals were uploaded into BoardOnTrack.

The Board Topic Calendar has been updated.

The continue to discuss Board Recruitment and recruitment strategies.

We do have a new member protocol to follow.

Sowmini is Evan's Przyborowski mentor.

Raul had to sign the Dispensation of Medication Policy that is part of the handbook and on the website, and was formalized during the Governance Committee meeting.

D. Development Committee

Maura said they have not met. They are trying to reorganize. Raul encourages Board members to help with raising money and to support Marcy in her work.

V. Chair Business

A. SY23-24 Goal Review

Raul announced that the board is not going to vote on committee or Board goals today. BoardOnTrack is our tool and that offers consulting services and a wide range of resources. Gina Faford could not attend in October but we want her live at the November to assist us with cleaning up our goals.

Strategic Planning

When do we want to hold the strategic planning meeting? Should we change the timing?
Lisa met with Gina...she is great.

Lisa said she will not complete her entry plan until the spring, but she is learning a lot. She will have her plan ready in April or May, which will help inform the strategic plan.

They will work on a plan that covers the next school year. The Board will consult with Lisa about when. Late spring is a good reflection time, after AP season in late May.

VI. Call for a Motion to go into Executive Session

A. Vote to go into Executive Session

The Chair called for a motion for the Board to move into executive session to discuss strategies regarding negotiations with represented personnel as doing so in open session would be detrimental to the process.

Maura Webster made a motion to go into executive session to discuss strategies regarding negotiations with represented personnel as doing so in open session would be detrimental to the process.

Sowmini Sampath seconded the motion.

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

Roll Call

- Evan Przyborowski Aye
- Sheila Kelly Aye
- Darren Rose Aye
- Roger Jarrett Aye

Roll Call

Sowmini Sampath	Aye
Gregory Theos	Aye
Maura Webster	Aye
Bela Gorman	Aye
Raul Porras	Aye
Jill Schafer	Absent

VII. Closing Items

A. Adjourn Meeting

Sheila Kelly made a motion to adjourn executive session.

Sowmini Sampath seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,
Sheila Kelly

Documents used during the meeting

- 10-26-23 AMSA PCO Log 10.13.2023.pdf
- 10-26-23 Finance Committee Goals 20231014.docx
- 10-26-23 AMSA Requisition #3 10-4-23.pdf
- 10-26-23 AMSACS Draft Management Letter.pdf
- 10-26-23 AMSACS Draft Ratios.pdf
- 10-26-23 AMSACS Draft Board Report.pdf
- 10-26-23 AMSACS Draft Financials.pdf
- AMSA's Score Report 2023 .pdf

- 10-26-23 ED AMSA's Score Report 2023 .pptx
- 10-26-23 BOT July-Sept 2023 Financial Statements.xlsx
- 10-26-23 Finance Committee Goals 20231014.docx
- 10-26-23 Education Committee Goals 202310.pptx