



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday November 21, 2024 at 6:00 PM

This meeting is being held in person at AMSA, in the Upper School Cafeteria, 199 Forest Street, Marlborough, MA.

The Board plans to 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. The Board will not reconvene in open session.

Trustees Present

Bela Gorman, Christine Tridente Fahey (remote), Darren Rose, Gregory Theos, James Carter, Maura Webster, Sheila Kelly

Trustees Absent

Dwayne Stanley, Evan Przyborowski

Ex Officio Members Present

Lisa Mobley

Non Voting Members Present

Lisa Mobley

Guests Present

Liana McLaren, Mike Nawrocki, Sara Snow, Stephan Richter

I. Opening Items

A. Call the Meeting to Order

Maura Webster called a meeting of the board of trustees of Advanced Math & Science Academy Charter School to order on Thursday Nov 21, 2024 at 6:01 PM.

B. Record Attendance

II. Public Comment

A. Public Comment

Special Education Parent Advisory Council (SEPAC) President Amy Griffis used public comment as an opportunity to introduce herself to the Board of Trustees. The AMSA SEPAC has been inactive for a few years and she is looking forward to building a strong special education community at AMSA, along with her co-officers, Cathy Scholenleber, and Raquel Marotta.

The Board and Executive Director expressed their sincere appreciation for these parents who are stepping up to reenergize AMSA's SEPAC.

III. Consent Agenda

A. Quarterly Financial Statements and Budget Tracking

The financial documents presented in the consent agenda required no further discussion.

IV. Votes

A. Approve BOT Meeting Minutes from October 24, 2024

Sheila Kelly made a motion to approve the minutes from Board of Trustees Meeting on 10-24-24.

Gregory Theos seconded the motion.

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

Roll Call

Bela Gorman	Aye
Darren Rose	Aye
Christine Tridente Fahey	Aye
James Carter	Aye
Gregory Theos	Aye
Dwayne Stanley	Absent

Roll Call

Sheila Kelly	Aye
Maura Webster	Aye
Evan Przyborowski	Absent

B. Announcement: Board Member Stepping Down

Maura announced that Sheila Creaton Kelly is stepping down from the Board of Trustees. Sheila has been an active and major contributor to the Board since 2019. Sheila has served as the Board Secretary and the Governance Chair, serving as an invaluable resource and wealth of knowledge. Thank you Sheila!

C. Vote to Approve a New Board of Trustees Secretary

Maura nominated Jim Carter to assume the role of Board Secretary. All members were in agreement.

If the office of Chair, Vice Chair, Treasurer, or Secretary becomes vacant, the Trustees shall elect a successor. Each such successor shall hold office for the unexpired term.

Maura Webster made a motion to approve Jim Carter to assume the role of Secretary, and finish Sheila's term through June 30, 2026.

Darren Rose seconded the motion.

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

Roll Call

Dwayne Stanley	Absent
Evan Przyborowski	Absent
James Carter	Abstain
Maura Webster	Aye
Gregory Theos	Aye
Sheila Kelly	Aye
Darren Rose	Aye
Christine Tridente Fahey	Aye
Bela Gorman	Aye

D. Vote Approve New Governance Chair

The Governance Committee recommends Darren Rose as the new Governance Chair. All Board members agreed.

The Board shall elect the chair of each Committee with the exception of the Finance & Audit Committee where the Treasurer shall serve as the Chair of the Finance & Audit Committee. The term of the Committee Chair will be two years. If the Trustee served a partial term of less than one year, then the partial term shall not be considered a term for the purposes of the previous sentence.

Maura Webster made a motion to approve Darren Rose as Governance Chair through June 30, 2027.

Sheila Kelly seconded the motion.

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

Roll Call

Dwayne Stanley	Absent
Christine Tridente Fahey	Aye
Maura Webster	Aye
James Carter	Aye
Sheila Kelly	Aye
Gregory Theos	Aye
Bela Gorman	Aye
Darren Rose	Abstain
Evan Przyborowski	Absent

E. Vote to approve New Board Member Candidate Stephan Richter

Stephan Richter met with the Governance Committee and has served on the Education Committee for over two years and will continue to serve. He has been an AMSA parent for five years, with students in grades 9 and 11. Stephan is enthusiastically interested in making sure the institution stays strong and is committed to a rigorous program of studies.

The term of office of each Trustee who is not the Faculty Representative or the Parent Representative shall be three (3) years unless at the end of the term of the Trustee expires before the end of an academic year, in which case the term shall be extended to the end of the academic year.

Sheila Kelly made a motion to approve Stephan Richter as a Trustee, serving through June 30, 2028, pending approval from the Commissioner.

Gregory Theos seconded the motion.

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

Roll Call

Darren Rose	Aye
Gregory Theos	Aye
Dwayne Stanley	Absent
Evan Przyborowski	Absent
Bela Gorman	Aye
Sheila Kelly	Aye
Maura Webster	Aye
James Carter	Aye
Christine Tridente Fahey	Aye

F. Vote to Approve ED Succession Plan

See attached ED Succession Plan.

The Governance Committee reviewed the plan and recommends that the Board approve.

The only update that was made to the plan is regarding the compensation for an interim

successor. It was decided that any compensation would be negotiated at the time. The plan was created using the State's format. The link for the current Organization Chart was not working and needs to be corrected. Mike Ward (Webmaster) will post it on the school website.

Gregory Theos made a motion to approve the ED Succession Plan, with updates.

Darren Rose seconded the motion.

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

Roll Call

Bela Gorman	Aye
Maura Webster	Aye
Christine Tridente Fahey	Aye
Evan Przyborowski	Absent
Darren Rose	Aye
Sheila Kelly	Aye
James Carter	Aye
Gregory Theos	Aye
Dwayne Stanley	Absent

G. Vote to Approve Updates to A-105 Policy Forms

See attached Governance documents.

Sheila reported that Governance reviewed the Board's policies and the bylaws. There were no modifications to the policies necessary. However, the complaint policy has two forms that needed to be amended to be consistent with our communication policy.

Sheila has provided a slide presentation (attached) that explains the review process.

Sheila Kelly made a motion to approve amendments to the Complaint Policy A-105 forms.

Bela Gorman seconded the motion.

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

Roll Call

Christine Tridente Fahey	Aye
Darren Rose	Aye
Gregory Theos	Aye
Maura Webster	Aye
James Carter	Aye
Bela Gorman	Aye
Sheila Kelly	Aye
Evan Przyborowski	Absent
Dwayne Stanley	Absent

V. Updates

A. Fundraising Update

See attached Fundraising Presentation.

Mary Eckel reported on the status of ongoing Fundraising.

The STEM Soaring Eagles will champion school and philanthropic efforts.

The Development Committee will be Ambassadors to the STEM board.

Development plans to solicit AMSA alumni for contributions. They will use the theme of AMSA's 20th anniversary to ask alumni to donate 20 dollars plus their graduation year.

As an example, a graduate from 2017 will gift \$20.17.

They now have 7 business partners!

The Events Committee has had the Fun Run, Running with Eagles, and the Golf Tournament. They want to focus more on annual giving and tone down the events so parents are not overwhelmed with contributing to AMSA.

Darren asked how Development decided on 75K as a goal.

Marcy said they decided to increase it from past annual giving in hopes they could reach or surpass the amount raised in previous years.

January 23 is the Ribbon Cutting. AMSA hopes to move into the building in February.

Marcy has joined the Charter School Development Council.

Hudson has given AMSA a \$200 grant for Civics in 8th grade to pay for books and materials. They applied for the grant with DESE but did not get it. However, Hudson did approve the grant! They also applied to Clinton and Maynard for the same grant, but have not yet heard from them.

The Development Committee is actively recruiting! They currently have 5 members now, and need more.

Recruiting for committee members will be added to the AMSA Chat and Lisa will add recruiting messages to her weekly newsletters.

B. Parent Representative Update

Dwayne was unable to attend tonight's meeting.

C. Faculty Representative Update

Greg Theos had nothing to report. There were zero responses to his poll, which he believes is a good sign.

D. Executive Director Report

See attached ED Report.

Lisa provided an update on some of AMSA's events. She also provided an update on the expansion amendment request.

Amy Griffis wants to get more families with students on a IEP and 504 known to them.

The SEPAC hopes to get to know their community.

MCC has agreed to partner with AMSA. One course this year would be awesome.

The expansion update was positive.

Building Update.

Most of the building is completed. All that is left is the floor and ceiling.

There will be building tours available...please let Lisa know if interested.

Lisa has posted the Board event spreadsheet in BoardOnTrack, with activities and events happening at AMSA. Lisa will share it out with everyone directly.

Lisa wants to publish a Data Dashboard for Board. Let Lisa know what data you would like to review.

Communications Director Michael Finkle has left AMSA to pursue an opportunity with MIT.

Lisa is taking over the daily newsletter, which she will publish on Sunday nights to parents, with event and information. Mike Ward, IT Technician will be the new webmaster.

Social Media and the Video will be the big gap. Lisa is considering giving this to our students to manage. Perhaps make it a communications course and hire an interim person to oversee the program. Offering a graphics media and marketing class next year.

Capital Improvement Plan (*amended below)

The Finance Committee wants to put \$300K aside each year for capital improvements.

The school has a "reserve" account, but it is not designated for capital investments.

They want to continue to have transparency with regards to what is possible and what is not possible with the school's estimated budget projections.

**Addendum: Clarifying language has been added to these minutes based on the motion to amend the wording of the Capital Improvement Plan proposed and approved at the January 9, 2025 BOT meeting.*

**Capital Improvement Plan (amended language)*

The Finance Committee reviewed the draft capital improvement plan which shows an annual investment in capital (i.e. infrastructure, buildings, IT, etc.) of \$200K to \$300K for the next 10 years. The Committee is currently reviewing the plan in detail and will be modifying the plan as needed. The school has reserves which has multiple purposes: DESE requires the school to hold 2 to 3 months of operating expenses in their reserves, the school's loan covenant also requires the school to hold a minimum amount in reserves, and moneys in reserves can be used for capital improvements and unforeseen

expenses. The Capital Improvement Plan allows the Board and the greater AMSA community to have transparency on the school's needs in the short term and long term and will assist with budget projections each year.

VI. Chair Business

A. Reinstatement of ED Support Task Force

Maura reported on the First lunch with the Board Chair at AMSA.

It was great! She was pleased that 5 staff members attended and to hear what they had to share.

She said they will skip December but schedule another lunch in January. She would like to make this happen every month or every other month.

The Board is reinstating ED Support Task Force. The purpose of the task force is to help support the ED and serve as a helpful resource.

The ED Support Task Force: Darren Rose, Bela Gorman, Christine Trident Fahey, and Maura Webster.

B. Move the Strategic Planning Meeting Date

Maura would like to consider moving the strategic planning meeting date. She believes it would be good to wait until we have heard from DESE regarding our charter renewal and expansion request. She proposes to hold the strategic planning meeting on one or two Saturdays in March.

March 1 or March 15/22. Greg Theos suggested it would be good to hold the meeting in the new building if possible. Lisa will run a poll to determine the new date(s).

VII. Committee Reports

A. Development

See previous notes from the Fundraising Update.

B. Finance

Bela reported that the Finance Committee is working with a new tool. The status of the building budget was in the consent agenda. Bela went over some of the highlights of the finance policy.

C. Governance

Sheila reported that Governance reviewed the bylaws and policies, which was discussed earlier in the meeting.

Sheila reviewed the Board Self Assessment summary and pointed out year to year trends:

- Strategic planning has improved.
- Recognized that when the Board focuses on something it does improve.
- Development still needs improvement.
- Although we are celebrating our 20th anniversary, we are still new at development.

See attached summary.

D. Education

Christine reported on plans for Trustees Day. February 7 is the tentative date. She wants Trustees to attend, but they have to be careful not to have a quorum, but she is open to suggestions on how to organize it.

Once they have a set date, they will have more information to share. February 7th is a Friday. She is thinking there would be three blocks: morning classroom visits, a lunch drop in with staff, and afternoon classroom visits. Please let Christine know if you are interested in participating and she will work on logistics.

The main goal is to have the Board visible and accessible. She wants members to get in front of people and get a sense of what it's like to be at AMSA.

Amy Griffis asked if someone from SEPAC could attend the Education Committee. Christine was pleased to say yes! Christine will send her an invitation and encouraged her to become a member of the Education Committee.

Action: Add Trustees Day to the Event Spreadsheet

Action: Send invitation to Amy Griffis (SEPAC)

VIII. Review Action Items

A. Previous Meetings

Homework is to consider Greg's two questions:

How are we differentiating ourselves from other schools?

How do we continue to differentiate?

Do research on enforcing policy consistency issues.

Discuss agenda for the Strategic Planning meeting in January.

Maura will post the Sign up for Board presence document, which is not yet on BoardONTRack.

Bela started the list with upcoming events through September. The Board will leave it up to Maura and Lisa who meet every two weeks. Maura will update the list and put it on BoardOnTrack.

Added: Unique and beneficial.

Greg said how many AP courses does AMSA offer that you can't take elsewhere? Like the proposed media course. and college courses that we are trying to get. We have a lot of courses not offered elsewhere...Research. Outstanding History. The AMSA curriculum is special. The math program is a big sell. The sciences too.

Bela more investment in our clubs. behind some of the public schools. some more clubs like speech and debate could use investment. Lisa reminded her that this is a finance issue.

Keep thinking about these and keep them in action items.

Do research on enforcing policy consistency issues. More enforced recently since change of administration. I'm looking for feedback on this. Everyone has their own issue...

B. New Action Items

Action Items from this meeting:

- Send Student Thank video to Board of Trustees (Marcy)
- Add recruitment ideas to weekly parent newsletter (Lisa) and AMSA Chat (Marcy)
- Bring enrollment projection data from past years to compare
- Share BOT event document directly to Board members (Lisa)
- Doodle Poll to determine dates for Trustees Day and Strategic Planning meeting (Lisa)
- Add Trustees Day to the BOT Event Spreadsheet
- Education Committee will send an invitation to Amy Griffis (SEPAC) to join
- The Board will do more research on enforcing policy consistency issues. There has been more enforcement recently with the change of administration. Lisa is looking to see feedback on this. Greg added that everyone has their own opinion on what need enforcing.

Doodle Poll

February 7th for Trustees Day

March 15 and/or March 22 for Strategic Planning Meeting

The First two weeks of February are Shadow Days...teachers shadow a student, going to classes all day with them.

C. Vote to Go Into Executive Session

Darren Rose 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. The Board will not reconvene in open session.

Maura Webster seconded the motion.

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

Roll Call

Maura Webster	Aye
James Carter	Aye
Sheila Kelly	Aye
Evan Przyborowski	Absent
Bela Gorman	Aye
Christine Tridente Fahey	Aye
Gregory Theos	Aye
Darren Rose	Aye
Dwayne Stanley	Absent

The board went into executive session at 7:35pm. Invited guests included Lisa Mobley, Mike Nawrocki, Liana McLaren, and Roger Jarrett.

IX. Closing Items

A. Adjourn Meeting

Sheila Kelly made a motion to to adjourn.

Darren Rose seconded the motion.

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

Roll Call

Dwayne Stanley	Absent
Darren Rose	Aye
Sheila Kelly	Aye
James Carter	Aye
Gregory Theos	Aye
Evan Przyborowski	Absent
Christine Tridente Fahey	Aye
Maura Webster	Aye
Bela Gorman	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:24 PM.

Respectfully Submitted,
Sheila Kelly

Documents used during the meeting

- 24_1031 Contingency Draw Down Tracking.pdf
- AMSA Tracking Budget 11-7-24 Req.pdf
- AMSA Succession Plan (1).pdf
- 11-21-24 Policy A-105 Forms Updated.pdf
- 11-21-24 White Red Gold Minimalist Grand Opening Instagram Story.pdf
- 11-21-24 Development Plan.pptx.pdf
- November 2024 BoT Report.pdf
- 11-21-24 AMSA Bylaws Review SCK .pdf
- 11-21-24 AMSA Policies A-100 thru A-111 GOV Review .pdf
- 11-21-24 AMSA Board Self Assessment 2023-2024.pdf