



Advanced Math & Science Academy Charter School

Minutes

Board of Trustees Meeting

Date and Time

Thursday December 5, 2019 at 6:30 PM

Location

199 Forest Street Marlborough MA

Trustees Present

Cindy Zomar, Jessica Bowen, Jill Schafer, Kristin Carney, Liz Saul, Maura Webster, Raul Porras, Roger Jarrett, Sheila Kelly

Trustees Absent

Benjamin Hammel, Nicholas Poirier

Trustees who arrived after the meeting opened

Jill Schafer

Guests Present

Ellen Linzey, Liana McLaren, Mike Nawrocki, Sara Snow

I. Opening Items

A. Call the Meeting to Order

Roger Jarrett called a meeting of the board of trustees of Advanced Math & Science Academy Charter School to order on Thursday Dec 5, 2019 at 6:35 PM.

The Chair announced that the meeting was being videotaped and the Board would go into executive session at the end of open session to consider the purchase or lease of facilities, legal strategy, and strategy for negotiations with represented personnel since open discussion could have a detrimental effect on the process. The Board will not reconvene.

Jill Schafer will be approximately an hour late, but will be in attendance in time for the Executive Session following open meeting.

B. Record Attendance and Guests

Jill Schafer will be late, but will arrive in time for executive session.

C. Public Comment

There was no public comment.

D. Approve Boot Camp Minutes 10-19-19

Cindy Zomar made a motion to approve minutes from the BOOT CAMP on 10-19-19 BOOT CAMP on 10-19-19.

Raul Porras seconded the motion.

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

E. Approve Minutes BOT Meeting 10-24-19

Sheila Kelly made a motion to approve minutes from the Board of Trustees Meeting on 10-24-19 Board of Trustees Meeting on 10-24-19.

Cindy Zomar seconded the motion.

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

F. Development Chair Election

Roger Jarrett has decided to step down from the Development Chair position and nominated Ben Hammel to assume the role.

Roger Jarrett made a motion to approve Ben Hammel as the new Development Chair.

Raul Porras seconded the motion.

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

G. Timekeeper Named

Jessica Bowen offered to assume the role of Timekeeper.

II. Reports

A. Executive Director Report

Executive Director Ellen Linzey provided her monthly update. See attached presentation.

An important date to be added to list of upcoming events: ARTS NIGHT on January 24!

III. Board on Track presentation

A. presentation

BoardOnTrack Board and Committee Members Orientation Presentation, provided by Brianna Stuczynski. See attached PowerPoint presentation.

IV. Reports Continued

A. Teacher Representative Report

Faculty Representative Jessica Bowen reported that teachers have survived the Deep Evil Vortex, the time between September through Thanksgiving. Teachers are looking forward to finalizing their contract. There is a really positive vibe among teachers about progress in contract negotiations. However, there are the looming questions regarding the building and funding status. Teachers would welcome an update. The Board will discuss the content for a building and funding status update at Executive Session.

B. Parent Representative Report

Parent Representative Maura Webster reported that there were no questions or concerns from parents. It has been very quiet.

V. Chair Business

A. Update Committee assignments

Roger Jarrett reported that he moved from the Governance Committee to the Finance Committee, as of Monday, December 2.

B. January Board offsite

The Board agreed to begin the January 25, 2020 Offsite Strategic Planning Meeting at 8:30am (coffee/tea) and meeting business starting at 9:00am. The end time is expected to be 3:00pm. A location for the meeting is yet to be determined.

Nan Dill will be asked to facilitate the meeting. Nan Dill was the facilitator for both the January and March offsite strategic planning meetings in 2019.

Suggested topics for the January Offsite included the Vision Statement. The general consensus was that the "vision" needs to be socialized with the whole community, not just a Board vision. However, it was noted that there is risk in having it too flexible. You do not want to encourage "mission creep." Ellen Linzey was clear that the Department Chairs must be involved in the process. It was noted that the vision must not conflict with core values and the fundamental elements that make AMSA AMSA. The vision must be aspirational but attainable.

Roger Jarrett will contact Nan Dill and the Board Advisory Council about the January 25, 2020 Offsite Strategic Planning Meeting.

Roger Jarrett will ask Nan Dill for suggestions on homework and strategic approach.

VI. Committee Reports

A. Finance Committee Update

The Finance Committee Chair Kristin Carney reported that AMSA is in a favorable position financially.

See attached September-October 2019 Financial Report.

B. Education Committee Update

Education Committee Chair Liz Saul reported that they met in November. The Education Committee was already working on two goals but will try to modify them to be SMART goals for the current school year. Jessica Bowen suggested a goal to Brianna Murphy who brought it to the Education Committee. Once finalized, the committee will submit the goal(s) to Jill Schafer.

The Education Committee will review the annual goals in January and see how they can make them more aligned with academic excellence.

C. Governance Committee Report

On Jill Schafer's behalf, Roger Jarrett provided a brief update for the Governance Committee. The Governance Committee discussed at their November 12 meeting the following topics:

- Rearranging the Topic Calendar to align with school year
- Each Committee to develop their own Topic Calendar
- Committee level and Board level SMART Goals
- Focus on short term goals that align with school year
- Board Recruitment Strategies

The Board SMART Goals and Priorities

- Facilities
- Collective Bargaining/Contract
- Charter Renewal/Accountability Plan
- Recruitment/Restoring Board Membership

D. Development Committee report

Roger Jarrett provided a brief summary of the November 20 Development Committee meeting. Roger Jarrett mentioned again that Ben Hammel is the new Development Committee Chair. Topics at the meeting included:

- Task Force Outreach events that will invite interested people and stakeholders, to maximize all aspects of their contacts
- The Task Force: Maura Webster and Ben Hammel
- Brainstorming on development activities and building strong relationships
- Prioritize next steps
- Create a calendar of events for the next 12 or 18 months

Ellen Linzey mentioned a Save the Date for the Golf Tournament on June 22, 2020 at the Marlborough Country Club. The AMSA PTO has been very active in their participation.

Cindy Zomar wanted to mention all the hard work that Mark Vital has done on behalf of the Development Committee and thank him for his great efforts.

VII. Meeting Wrap Up

A. Meeting Effectiveness

Timekeeper Jessica Bowen reported that the meeting was 10 minutes ahead of schedule. The BoardOnTrack presentation was shortened to 30 minutes, which was helpful.

Board members will engage in the BoardOnTrack Self Assessment in the spring 2020. The Board did not conduct the self assessment last year due to the significant turnover of membership. The Board has several new members and they will need to experience time on the Board for a meaningful assessment.

B. Agenda Items for January 9, 2020

January 9, 2020 Agenda Topics

- Pulse Survey Results
- Low Participation in Survey - Possibly reconsider timing and purpose
- Planning for January 25 Offsite Meeting
- Homework Assignments and Next Steps for Offsite

C. Summary of Action Items

Open Action Items Include:

- Committees will develop SMART Goals for this school year
- Board Members to update their BoardOnTrack demographic and skills profiles
- Committees to put their agendas and minutes in BoardOnTrack

- Roger Jarrett will contact Nan Dill and Board Advisory Council RE Strategic Planning Meeting 1/25/10
- Board Members to send suggestions for meeting location (low cost) for Strategic Planning Meeting 1/25/10

Jill Schafer arrived.

VIII. Closing Items

A. Call for motion to go into executive session

Maura Webster made a motion to go into executive session to consider the purchase or lease of facilities, legal strategy, and strategy for negotiations with represented personnel since open discussion could have a detrimental effect on the process. The Board will not reconvene. .

Liz Saul seconded the motion.

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

Roll Call

Raul Porras	Aye
Benjamin Hammel	Absent
Jill Schafer	Aye
Jessica Bowen	Aye
Maura Webster	Aye
Roger Jarrett	Aye
Liz Saul	Aye
Kristin Carney	Aye
Cindy Zomar	Aye
Sheila Kelly	Aye
Nicholas Poirier	Absent

B. Executive Session

C. Adjourn Meeting

Raul Porras made a motion to adjourn the meeting.

Liz Saul seconded the motion.

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

Roll Call

Sheila Kelly	Aye
Raul Porras	Aye
Kristin Carney	Aye
Roger Jarrett	Aye
Liz Saul	Aye
Benjamin Hammel	Absent
Jill Schafer	Aye
Jessica Bowen	Aye

Roll Call

Nicholas Poirier Absent
Cindy Zomar Aye
Maura Webster Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:40 PM.

Respectfully Submitted,
Jill Schafer