



Advanced Math and Science Academy Charter School

201 Forest St. Marlborough, MA 01752 (508) 597-2400

Board of Trustees Monday, June 13, 2011 6:00 PM

Facilitator: *Chair: Henry Haugland*

2010-2011	Position	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Henry Haugland	Chair	X												
Craig Holbrook	Vice Chair	X												
John Lomot	Treasurer, Finance Chair	X												
Anton Teodorescu	Secretary, Gov Chair	X												
Karla Talanian	Ed Committee Chair	X												
Rashid Shaikh	Communications Chair	X												
Mark Sweeney	Facilities Chair	X												
Jay Sweeney	Teacher Rep	X												
Roger Jarrett	Trustee	X												
Robert Ledoux	Trustee	X												
Anna Charny	Chair Emeritus, ex officio	A												
Rich Dineen	Acting ED, ex officio	X												

Presenter: 0

Consultants:0

Student Representatives: William Warner

Student: 1

Public: 5

School Staff: 5

Minutes: Sheila Warner

Next Meeting Date: July 13, 2011

Minutes

AGENDA	TOPIC	DISCUSSION	NEXT STEPS/ACTION ITEMS
6:00 PM		<p>The Chair opened the meeting at 6:00 pm. The Chair introduced Holly Horrigan, candidate for Parent Rep, and Mike Lubawski, candidate for Teacher Rep to the Board. Candidates gave a brief summary of their qualifications.</p> <p>Craig Holbrook made a motion to approve Holly Horrigan as the new Parent Rep, John Lomot second, all in favor, motion carried.</p> <p>Jay Sweeney made a motion to approve Mike Lubawski as the new Teacher Rep, Karla Talanian second, all in favor, motion carried.</p> <p>The Chair asked Jay Sweeney if he would consider remaining on the Board as a <i>member at large</i> since his term as Teacher Rep had ended. There was a brief discussion regarding this process, with Rashid Shaikh objecting.</p> <p>Karla Talanian made a motion to approve this action, Mark Sweeney second, 6 in favor, 1 opposed, motion carried.</p> <p>Craig made a motion to have Bob Ledoux remain on the Board to serve as a Chair Emeritus, ex officio member. (In this capacity, a Chair Emeritus attends meetings to offer advice but does not vote.) Mark Sweeney second, all in favor, motion carried.</p> <p>Bob Ledoux made a motion to approve the minutes from the Annual Meeting on May 26, 2011, John Lomot second, all in favor, motion carried.</p>	<p>VOTE</p> <p>VOTE</p> <p>VOTE</p> <p>VOTE</p> <p>VOTE</p>

<p>Public Comment</p>		<p>Parent commented on her dissatisfaction with the amount of information that is available on the school website adding that the BOT Bylaws and term limits need clarification. However, she was very happy with the effort made by the school staff during field trip week.</p> <p>A second parent commented on his difficulty with finding the posting of BOT meeting dates and meeting agendas on the website. He said that the minutes were difficult to print and there was not enough notice of meetings. He added that the board may have violated Mass Open Meeting law. Henry Haugland responded by saying that he wanted it to go on record that the Board never violated any Open Meeting Law. All meetings and agendas are posted in accordance with Mass Open Meeting Law. However, he asked the Communications Chair to improve communications for next year.</p> <p>A third Parent suggested the board videotape or record meetings.</p>	<p>Action: Improve communication with parents in the next school year</p>
<p>Executive Director's Report</p>		<p>Rich Dineen reported on the following topics:</p> <ul style="list-style-type: none"> • Final Exams, ELA on Wednesday, June 15th and Math on Thursday, June 16th. • Math awards will be presented at Forekicks on June 16th following the Math Final. • Graduation was held on June 12. • Hiring is complete for 2011-2012. • Scheduling for the Lower School is complete and the Upper School schedule is in progress. • Last three days of school are half days with our traditional BBQ at Forekicks on the last day of school. • Summer school will begin June 27th and run until July 29th, 8:30 am to 12:30 pm. 	<p>Action: Submit petition to DESE to increase enrollment</p>

		<p>Karla Talanian reported on enrollment. Increasing enrollment by 10% would allow the school to manage the fluctuations in the enrollment. Karla Talanian and Bob Ledoux were asked to submit a petition to DESE requesting an increase in enrollment.</p> <p>Roger Jarrett reported on the impact that additional students would have on the buses, traffic, rooms and staff. The increase of 10% would bring the number of seniors within a few years to an ideal 130.</p>	
Finance Committee Report		<p>John Lomot reported that we are projecting a \$1.2M surplus versus budget for FY2011. The variance is in the following categories: Revenue - \$400K Personnel - \$310K Occupancy - \$320K Other - \$170K</p> <p><u>FY2012 Budget</u> Revenue - \$11.1M Expenses - \$11.0M Net Income - \$.1M</p> <p>Current Cash \$1.8M (2 months reserve)</p> <p>Budget was voted on and approved</p> <p>John Lomot made a motion to approve the 2011-2012 budget, Craig Holbrook second, all in favor, motion carried.</p>	VOTE
Education Committee Report		<p>The <i>Keys to Literacy</i>, an interdepartmental reading comprehension program, is a good idea, but the administration and department chairs need time to discuss implementation before continuing further.</p>	

<p>Governance Committee Report</p>		<p>Anton Teodorescu explained that although his term expired, he was elected as secretary in his last year, allowing him to serve out the two year term as secretary as described in the revised bylaws.</p> <p>The Chair suggested that the position of Executive Director of Development be put back on the Administration Organizational Chart.</p> <p>The Chair asked Mike Lubawski, Holly Horrigan and Roger Jarrett to volunteer to serve on sub committees.</p>	
<p>Facilities Report</p>		<p>Mark Sweeney met with City Officials, the Fire Inspector and Police regarding the certificate of occupancy for 165 Forest Street. Inside renovations are moving along, but there are still issues with the outside of the building. Discussions with the property owner and City Officials are ongoing.</p>	
<p>Fundraising and Foundation</p>		<p>The Board asked to see the brochure/case statement before it is printed, but Mark reminded the Board that the brochure was the job of the Development Office and the brochure was already at the printers. The brochure was created as a fundraising tool not a communications tool.</p> <p>M. Sweeney agreed to send along the text for the one page, two sided, Case Statement for ALL BOT members to review and asked for comments if they had any.</p>	
<p>Other Business</p>		<p>The selection process for the Executive Director position is ongoing. Out of the 14 candidates so far, there were 7 phone interviews and three chosen for personal interviews. Three teams will conduct simultaneous interviews in 3 different rooms, with each session lasting 50 minutes. Each team will concentrate on a specific area: Leadership, Curriculum and</p>	

		Pedagogy, and Administration and Development.	
Executive Session		<p>The Chair announced that the Board will hold an executive session to discuss the consideration of applicants for the Executive Director position and the Board will not reconvene at the end of the executive session.</p> <p>John Lomot made a motion to go into executive session, Anton second, Roll Call: John Lomot, Mark Sweeney, Roger Jarrett, Karla Talanian, Rashid Shaikh, Craig Holbrook, and Anton Teodorescu.</p>	<p>New Meeting date: July 13, 2011</p> <p>ROLL CALL VOTE</p>

ACTION ITEMS

<u>Action item</u>	<u>Owner</u>	<u>Date Assigned</u>	<u>Date due</u>	<u>Date accomplished</u>
AlertNow sent to Marlborough parents re: buses	McGann	7-14-09	7-17-09	7-17-09
Letter to Mayor Nancy Stevens re: buses	McGann	7-14-09	7-15-09	7-15-09
Reason for low Family Survey response	McGann	7-14-09	9-22-09	9-22-09
By-Laws to be posted on AMSA website	McGann	7-14-09	9-01-09	8-15-09
Foundation Org Chart	McGann	7-14-09	8-18-09	8-18-09
"What is AMSA, and why should you care?"	Haugland	7-14-09	10-21-09	10-21-09
MCAS Analysis	McGann	8-18-09	9-22-09	9-22-09
Set up AMSA email address for Gov Committee	Haugland	8-18-09	9-22-09	9-22-09
Submit letter "What is the foundation?"	McGann	8-18-09	9-22-09	9-22-09
Submit curriculum details to Board	Charny	8-18-09	10-21-09	10-21-09
Respond to complaint	McGann	8-18-09	8-24-09	8-24-09
Confirm Bus Issue is on MSC agenda 10-28-09	McGann	10-22-09	10-28-09	10-27-09
Letter to Parents RE: State Legislators	McGann	11-16-09	11-20-09	11-17-08
Response to Renewal Inspection Report	McGann	11-16-09	12-05-09	12-05-09
Letter to Marlborough School Committee: Buses	Jarrett, Ledoux	11-16-09	1-26-10	1-26-10
Email info to BOT prior to Long Range Meeting	M. Sweeney	11-16-09	12-01-09	12-01-09
Parking and flow chart for building 165	McGann	1-11-10	2-25-10	2-25-10
Background/flow chart for 'Partners in Education'	Cianci	1-11-10	1-21-10	1-21-10

Who is financially responsible for buses?	McGann	1-11-10	2-25-10	2-25-10
Foundations for non appropriated funds?	McGann	1-11-10	2-25-10	2-15-10
12'th grade curriculum presentation	McGann, Charny	1-11-10	2-25-10	2-25-10
Request DESE approval of new Board member	Teodorescu	2-25-10	4-29-10	3-10-10
Surveys: parent and faculty	McGann	2-25-10	4-29-10	4-01-10
Clarify Bylaws	Holbrook	3-18-10	4-29-10	4-29-10
Letter to Parents RE: College Prep	McGann	3-18-10	4-29-10	4-29-10
Letter to PTO: Invitation to BOT meeting	Jarrett	3-18-10	4-29-10	4-29-10
What are the legal guidelines for excess funds?	Lomot	3-18-10	4-29-10	4-29-10
Report on ED evaluation	ED Eval Task Force	3-18-10	5-24-10	6-07-10
Schedule ED Evaluation Interviews with Admin	Snow	4-29-10	5-05-10	5-05-10
Traffic Plan Draft information	Administration	4-29-10	6-17-10	pending
Write initial draft letter to Marlborough parents	Jarrett	4-29-10	6-17-10	
Prepare discussion RE: Ed Reform Law & Attrition	McGann	8-25-10	9-13-10	9-13-10
Send Committee Template to BOT members	Holbrook	8-25-10	9-13-10	9-13-10
Send changes to Bylaws to BOT members	Teodorescu	8-25-10	9-13-10	9-13-10
Finance Committee Goals/Function	Lomot	9-13-10	10-18-10	10-18-10
Fundraising Committee Goals/Function	Sweeney	9-13-10	10-18-10	11-15-10
Education Committee Goals/Function	Talanian	9-13-10	10-18-10	10-18-10
Fundraising Committee Case Statement update	Sweeney/McGann	9-13-10	10-18-10	11-15-10
Comparison Chart: AMSA vs high performing schools	Dineen	10-18-10	11-15-10	10-28-10
Suggestions for increasing fundraising revenue	Shaikh	10-18-10	11-15-10	ongoing
Communications Committee: Clear Definition	Shaikh	10-18-10	11-15-10	11-15-10
Ed Committee: Solutions and Priorities	Talanian	10-18-10	11-15-10	11-15-10
Obtain copy of Robotics PowerPoint presentation	McGann	11-15-10	12-16-10	12-16-10
Atlas Rubicon Presentation	McGann	11-15-10	12-16-10	12-15-10
Letter to Hewlett-Packard	M. Sweeney	11-15-10	12-16-10	1-07-11
Link on AMSA Homepage for BOT agenda	McGann	11-15-10	12-09-10	12-09-10
Detailed explanation of lottery process	McGann	12-15-10	1-07-11	1-07-11
Prepare list of unfunded teacher requests	McGann	12-15-10	1-07-11	1-07-11
Summation of Committee Progress: 1-07 agenda	McGann	12-15-10	1-07-11	1-07-11
Check if new committees need to be added	Teodorescu	12-15-10	1-07-11	1-07-11
Review case statement and send comments	Board members	12-15-10	1-07-11	pending
Finalize case statement	M. Sweeney	12-15-10	1-07-11	pending
Measuring Academic Success	Dineen	2-10-11	3-24-11	3-24-11
Capital Asset Plan	Lomot	2-10-11	3-24-11	pending

One page story on College Admissions	Admin	3-24-11	4-28-11	5-10-11
Prominent Officials available to attend graduation	Shaikh	3-24-11	4-28-11	4-28-11
Three Criteria for Science Assessment	Admin	3-24-11	4-28-11	4-28-11
Charter Proposal for Athletics Program Committee	Athletics Committee	5-26-11	6-13-11	pending
Contact DESE regarding enrollment cap policy	Talanian	5-26-11	6-13-11	6-24-11
Add Literacy Across the Curriculum to agenda	Snow	5-26-11	6-13-11	6-13-11
Send link for Broadcast to AMSA community	Tuton	5-26-11	5-27-11	5-27-11
Post Communications Committee Meeting	Snow	5-26-11	6-09-11	6-09-11
Improve communications for next year	Shaikh	6-13-11		
Submit amendment request to increase enrollment	Talanian/Ledoux	6-13-11	7-13-11	