



Advanced Math and Science Academy Charter School

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

Board of Trustees Meeting Monday, October 18, 2010 6:30 PM

Facilitator: *Chair: Henry Haugland*

2008 - 2009	Position	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Jun 7
Henry Haugland	Chair	-	X	X	X							
Craig Holbrook	Vice Chair	-	X	X	X							
John Lomot	Treasurer, Finance Chair	-	X	X	X							
Anton Teodorescu	Secretary, Gov Chair	-	X	X	X							
Robert Ledoux	Trustee	-	X	X	X							
Jay Sweeney	Teacher Rep	-	X	X	X							
Mark Sweeney	Trustee, Fundraising	-	X	X	X							
Roger Jarrett	Parent Rep	-	X	X	X							
Karla Talanian	Ed Committee Chair	-	X	X	X							
Rashid Shaikh	Communications Chair	-	X	X	X							
Anna Charny	Chair Emeritus, ex officio	-	X	X	X							
Barbara McGann	Exec Director, ex officio	-	X	X	X							

Invited Guests: 0

Consultants: 1

Student Representatives: 0

Student: 1

Public: 0

School Staff: 5

Minutes: Sara Snow

Next Meeting Dates: November 15, 2010, December 16, 2010, and January 7, 2011 (Long Range Planning)

Minutes

AGENDA	TOPIC	DISCUSSION	NEXT STEPS/ACTION ITEMS
6:30 PM	Agenda and Minutes Approval	Henry Haugland opened the meeting at 6:35 PM. Bob Ledoux made the motion to approve the September 13, 2010 Meeting minutes, Jay Sweeney second, all in favor, motion carried.	VOTE
Administrative	Time Keeper	Jay Sweeney	
Public Comment		None	
Auditor's Report		<p>Audit report was presented by Charles Webb, from <i>Alexander, Aronson and Finning</i>. AMSA received an excellent report with no proposed audit adjustments or recommendations. Mr. Webb commented on the outstanding quality of books and records kept by Business Manager, Daria Bolkhovsky.</p> <p>John Lomot made the motion to approve the Audit Report, Roger Jarrett second, all in favor, motion carried.</p>	VOTE
Executive Director's Report		MCAS Presentation given by Principal Rich Dineen. The ELA and Math scores are on target, but the Science scores were disappointing. AMSA will narrow its focus on mapping the Science curriculum and identify problem areas surrounding staffing and execution of material.	Action: Prepare comparison chart - AMSA's MCAS scores against 5 high performing schools in MA and develop a system to identify and measure ways to improve performance.

<p>Finance Committee Report</p>		<p>We have moved from an average of 2.6 months of cash last year to just over 3 months this year. The first quarter of this year is the first time that we have not needed to borrow from Equity Line of Credit.</p> <p>We are positive to budget this year mostly due to the tuitions payment matching the state's estimate. We budgeted conservatively below the estimate. Also personnel costs are lower than budget and we have savings due to not being in the White building.</p>	
<p>Education Committee Report</p>		<p>Discussion about Atlas Rubicon and adding the AMSA Standards to the program. Submitted Ed Committee's proposed new mission and roles:</p> <p><i>Oversee the Administration's delivery of curriculum in accordance with Charter;</i> <i>Continue to review completion of summative and formative assessment and its mapping to standards to ensure compliance with the charter;</i> <i>Discuss with Administration possible areas in need of improvement, such as teacher mentoring and assessment as recommended to the BOT by the re-chartering committee.</i> <i>Work with Administration, if requested, to identify possible innovations to curriculum</i></p> <p>Anton made a motion to approve the new mission and roles of the Education Committee, Bob second, all in favor, motion carried.</p>	<p>VOTE</p>
<p>Fundraising Committee Report</p>		<p>Peter Anagnostos, Development Consultant, will be assisting the Fundraising Committee with the Case Statement <i>pro bono</i>. He will meet with the BOT Chair and Vice Chair on November 11 and the Executive Director and Development Officer on November 12</p>	<p>Action: Case Statement update and definition of Fundraising Committee for next meeting</p>

Committee Charters		<p>AMSA has not been very successful with its fundraising efforts. The Board needs to focus on:</p> <ul style="list-style-type: none"> • What should AMSA be doing to increase fundraising revenue? • How will it be accomplished? <p>At the next meeting, the Board will consider the Fundraising and Communications Committees definitions</p>	<p>Action: Prepare suggestions on how to increase fundraising revenue</p>
Communications Committee Report		<p>The Communications Committee will seek to document the academic, social, and leadership attributes of the school and further develop the branding of AMSA.</p>	<p>Action: Definition of the mission and role of the Communications Committee and a clear statement of what it will do</p>
Governance Committee Report		<p>Submitted standing definition of Governance Committee</p>	
Other Business		<p>Jay Sweeney made a motion to approve the standing definitions of the Governance and Finance Committees, John Lomot second, all in favor, motion carried.</p>	<p>VOTE</p>
Adjourn		<p>Rashid Shaikh made a motion to adjourn, Jay Sweeney second, all in favor, motion carried.</p>	<p>VOTE Next Meeting Dates: November 15, 2010 December 16, 2010 January 7, 2011</p>

ACTION ITEMS

Action item	Owner	Date Assigned	Date due	Date accomplished
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	
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	
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	
Comparison Chart: AMSA vs high performing schools	Dineen	10-18-10	11-15-10	
Suggestions for increasing fundraising revenue	Shaikh	10-18-10	11-15-10	
Communications Committee: Clear Definition	Shaikh	10-18-10	11-15-10	
Ed Committee: Solutions and Priorities	Talanian	10-18-10	11-15-10	