



Advanced Math and Science Academy Charter School

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

SPECIAL Board of Trustees Wednesday, October 19, 2011 6:00 PM

Facilitator: *Chair: Henry Haugland*

2010-2011	Position	Jun	Jul	Aug	Sep	Oct 19	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Henry Haugland	Chair	X	X	X	X	X								
Craig Holbrook	Vice Chair	X	X	X	X	A								
John Lomot	Treasurer, Finance Chair	X	X	X	X	X								
Anton Teodorescu	Secretary, Gov Chair	X	X	X	X	A								
Karla Talanian	Ed Committee Chair	X	X	X	X	A								
Rashid Shaikh	Communications Chair	X	A	X	X	X								
Mark Sweeney	Facilities Chair	X	X	A	X	X								
Roger Jarrett	Trustee	X	X	X	X	X								
Mike Lubawski	Teacher Rep	-	X	X	X	X								
Holly Horrigan	Parent Rep	-	X	X	X	A								
Anna Charny	Trustee	A	X	A	X	A								
John Brucato	ED, ex officio	-	-	X	X	X								

Presenters: David Kelleher, C.P.A., Vice President and Charles Webb, C.P.A. from Alexander, Aronson, Finning and Co., P.C.

Consultants: 0

Student Representatives: 0

Student: 0

Public: 0

School Staff: 6

Minutes: Sara Snow

Next Meeting Date: October 20, 2011

Minutes

AGENDA	TOPIC	DISCUSSION	NEXT STEPS/ACTION ITEMS
6:30 PM		The Chair opened the meeting at 6:10 pm. A quorum was confirmed so the meeting continued as a Board Meeting dedicated to the presentation of the Audit Report.	
Public Comment		None	
Audit Report		<p>David Kelleher presented the findings of the audit for the school year ending June 30, 2011. The auditors summarized the report and found AMSA's financial practices in good order on all points, including accounting policies, accounting estimates, and AMSA's continued ability to provide all documentation necessary to conduct the audit.</p> <p>The amount of money demonstrated as net assets appears inflated due to the June 30, 2011 tuition payment, which should be noted.</p> <p>Schools are permitted to carry over funds; 25% tuition and 20% prorated tuition, or put in a DESE approved Capital Plan reserve fund.</p> <p>The auditors were asked to provide suggestions for investment of funds.</p> <p>John Lomot made a motion to approve the auditor's report on behalf of the AMSA Board of Trustees, Rashid Shaikh second, all in favor, motion carried.</p>	<p>Action: Add 10 minutes to October 20 meeting agenda for brief discussion on investment of funds</p> <p>VOTE</p>
Other Business		Due to the large amount of money that is required to subsidize the three bus routes that serve AMSA families in the outlying communities, there will be a review of bus ridership, cost and the financial impact on the school budget.	Action: Add a 10 minutes segment on October 20 meeting agenda: private bus service

		Mike Lubawski made a motion to approve the minutes from the September 21 BOT Meeting, Rashid Shaikh second, all in favor, motion carried.	VOTE
Adjourn		John Lomot made a motion to adjourn, Mark Sweeney second, all in favor, motion carried.	VOTE Next Meeting date: October 20, 2011

ACTION ITEMS

<u>Action item</u>	<u>Owner</u>	<u>Date Assigned</u>	<u>Date due</u>	<u>Date accomplished</u>
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	ongoing
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	ongoing	ongoing
Submit amendment request to increase enrollment	Talanian/Ledoux	6-13-11	7-13-11	7-24-11
Develop Safety Plan	Administration	7-13-11	9-21-11	9-21-11
Check on status of new board members	Governance	8-13-11	9-21-11	9-21-11
Board email for correspondence	Admin/Communications	8-13-11		
Add item to Oct 20 agenda- Investment of funds	Admin	10-19-11	10-20-11	10-20-11
Add item to Oct 20 agenda- private bus service	Admin	10-19-11	10-20-11	10-20-11