



Advanced Math and Science Academy Charter School

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

Meeting Name: November Meeting Minutes

Date: 11/18/08

Time: 7:00 PM

Facilitator: *Chair: Robert Ledoux*

2008 - 2009	Date of Re-election as Board member	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Bob Ledoux		X	X	X	X	X							
Henry Haugland		X	X	X	X	X							
John Bayle		X	X	X	X	X							
Anna Charny		X	X	X	X	N							
John Lomot		X	X	X	X	X							
Jay Sweeney		X	N	X	X	X							
Anton Teodorescu		X	X	X	X	X							
Mark Sweeney		X	X	X	X	X							
Barbara McGann		X	X	X	X	X							
Julia Sigalovsky					X	X							

Invited Guests: Roger Jarrett, Parent Rep Candidate

Consultants:

Public: 1

School Staff: 5

Minutes: Sara Snow

Next Meeting: December 16, 2008

DRAFT Minutes

AGENDA	TOPIC	DISCUSSION	NEXT STEPS/ACTION ITEMS
7:00	Agenda and Minutes Approval	October Meeting Minutes approved: John Lomot moves to approve October meeting minutes. Henry Haugland seconds, all in favor, motion carried.	VOTE
Administrative	Time Keeper	Jay Sweeney	
Public Comment		<p>One parent had comments for the Board regarding the Upper School.</p> <p>Points of concern:</p> <ul style="list-style-type: none"> • Many Upper School Students are leaving AMSA • Lack of communication between Admin and parents • Parents cannot afford any more “experimentation” • Some Students are unhappy with the return of cohort model <p>Chair commented that the Board had addressed most of the concerns that were brought to the Board in the past. The Upper School Attrition is a concern, and the Board and Administration were working on this issue. Barbara McGann added that much attention is being given to the Upper School by faculty and Administration, including: Faculty focus groups, College Fair visit for 10th graders, Parent/Student Assembly for 10th grade on College Preparedness, student surveys, Rosetta Stone, Student Action Groups.</p>	
Nomination of Parent Rep	Roger Jarrett	After presentation by candidate Roger Jarrett and questioning by BOT, Henry moves to approve Roger Jarrett as the new Parent Board member, John Bayle seconds, all in favor, motion carried. Pending approval from the DOE	VOTE
Charles Webb from Alexander, Aronson	Auditor’s Report	Charles Webb presented the Audit Package. Summary: AMSA met all standards; it was considered a “clean” audit with no significant action	

& Finning		<p>items. Expenses have increased and government grants have declined. AMSA will need to focus on increasing revenue. Report lists areas of concern and suggestions for improvement. The Business Office was given acknowledgement by the firm for having good business practices and keeping excellent records.</p> <p>Barbara made a point of order: The By-Laws need to be sent to the DOE by Dec. 31 for approval. Therefore an action item for all BOT members is to read the audit report and request any clarifications before the next BOT meeting so that it can be approved and sent to DOE.</p>	<p>The Finance Committee will develop a risk assessment plan</p> <p>All BOT members must evaluate the audit report for the next BOT mtg.</p>
Student Report	Rosetta Stone	Joshua Lomot related his positive experience with the language program.	
EDD Review Evaluation	EDD Evaluation Report	<p>The EDD evaluation sub-committee presented to the BOT the recommended EDD evaluation criteria. A motion was made by Henry to accept, seconded by John Lomot. The motion carried: 4 for and 1 against. Based on these criteria the BOT members that are allowed to vote on EDD issues provided a rating of <i>needs improvement</i>. There were varied opinions on the EDD performance. Some BOT members indicated that revenue projections are inadequate and problematic when determining the ratio of cost vs. return. Others commented that it may take time to realize revenue from DT activities. Some Board members argued that there was a possible conflict of interest with the EDD being involved with the start up of a new school. The EDD replied to her involvement with the new school by saying she was hoping to achieve collaboration with AMSA for mutual benefit to both schools. Due to time constraints, the discussion of the EDD involvement in another Charter school application was postponed until a later meeting.</p>	VOTE

ED Report		<ul style="list-style-type: none"> • Budget concern: high cost of facility, plant is in partial disrepair • Pleased with academic improvements: MCAS preparation, teacher recruitment, classroom climate surveys, weekly faculty meetings (interdisciplinary and department), AMC 8, Study Island and Rosetta Stone Program • Accreditation/ DOE Site Visit: Administration and Faculty are working diligently to meet or exceed standards for the accreditation process and the DOE Site Visit. • FOREKICKS is not available yet. There was a large credit for the time AMSA was unable to use the facility. They are hoping to get City approval on Friday, Nov 21. 	
Finance Report		John Lomot asked to postpone the Finance Report until the next BOT meeting.	FC will have Report submitted to entire Board by Dec 1 for review
Governance Report	By-Laws	<p>Changes in AMSA By-Laws</p> <ul style="list-style-type: none"> • Page 2, 2.1 h : the addition of EDD • Page 3, 2.2: add- “except for the Faculty Rep to the BOT” • Page 3, 2.3: add- the Faculty Rep and the Parent Rep will have the power to vote, except on matters involving potential conflict of interest... • Page 12, 6.3: strike “ managing relationships with other academic institutions” <p>John Bayle made a motion to approve changes in By-Laws John Lomot seconds, all in favor, motion carried</p>	VOTE
Education Presentation	College Preparedness	Henry Haugland: step by step strategy presentation for putting together a college application that will be identified by college admission staff as note-worthy.	
Next Meeting Date	Adjourn	10:00 PM John Bayle makes a motion to adjourn, John Lomot seconds, all in favor, motion carried.	December 16, 2008 Changed after mtg. to December 15, 2008

Open Action items

<u>Action item</u>	<u>Owner</u>	<u>Date Assigned</u>	<u>Date due</u>	<u>Date accomplished</u>
Submit Roger Jarrett's application to the DOE to be parent representative on the BOT	John Bayle	11-18-08	ASAP	
Governance committee to submit updated by-laws to DOE for approval of teacher and parent representatives voting rights.	John Bayle	11-18-08	ASAP	
Send change of bylaws on BOT Teacher Rep to DOE	John Bayle	9-16-08	10-21-08	10-21-08
Send request to add Mark Sweeney to BOT to DOE	John Bayle and Robert Ledoux	9-16-08	10-21-08	10-21-08
Re-submit DT plan to BOT	Julia Sigalovsky	9-16-08	10-21-08	10-21-08
New Committee to Evaluate the DT	Bayle, Ledoux, Lomot, Teodorescu, Sweeney	10-21-08	11-10-08	11-18-08