



# Advanced Math and Science Academy Charter School

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

## Board of Trustees Meeting Thursday, December 16, 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	X	X					
Craig Holbrook	Vice Chair	-	X	X	X	X	X					
John Lomot	Treasurer, Finance Chair	-	X	X	X	X	X					
Anton Teodorescu	Secretary, Gov Chair	-	X	X	X	X	X					
Robert Ledoux	Trustee	-	X	X	X	X	X					
Jay Sweeney	Teacher Rep	-	X	X	X	X	A					
Mark Sweeney	Trustee	-	X	X	X	X	X					
Roger Jarrett	Parent Rep	-	X	X	X	X	X					
Karla Talanian	Ed Committee Chair	-	X	X	X	X	X					
Rashid Shaikh	Communications Chair	-	X	X	X	A	X					
Anna Charny	Chair Emeritus, ex officio	-	X	X	X	A	A					
Barbara McGann	Exec Director, ex officio	-	X	X	X	X	X					

**Presenter:** Melani Galante, ELA teacher and Curriculum Coordinator

**Consultants:** 0

**Student Representatives:** 1 (Bill Warner, grade 11)

**Student:** 0

**Public:** 1

**School Staff:** 2

**Minutes:** Sara Snow

**Next Meeting Dates:** January 7, 2011 - Long Range Planning - Special Olympics Building, Marlborough, MA

Minutes

AGENDA	TOPIC	DISCUSSION	NEXT STEPS/ACTION ITEMS
6:30 PM	<b>Agenda and Minutes Approval</b>	Chairman Henry Haugland opened the meeting at 6:35 PM. Bob Ledoux made the motion to approve the November 15, 2010 Meeting minutes, Mark Sweeney second, all in favor, motion carried. (Anton not present for vote)	VOTE
Administrative	<b>Time Keeper</b>	Mark Sweeney	
Public Comment		<p>Parent requested a more detailed explanation of the admission lottery be made available on the AMSA website.</p> <p>The Executive Director agreed to provide more information about the lottery process on the website as well as in the AMSA Update, the school's weekly newsletter to parents and staff.</p>	<p>Action: Provide detailed explanation of the lottery process on the AMSA website and in the AMSA Update.</p>
<b>Executive Director's Report</b>		<p>Barbara McGann introduced presenter Melani Galante to the Board. Ms. Galante is a member of the English teaching staff and serves as Curriculum Coordinator. Ms. Galante provided the Board with an overview of Atlas Rubicon, a web-based curriculum mapping management tool.</p> <p>The Bullying Prevention and Intervention Plan was submitted to DESE, three weeks ahead of schedule.</p> <p>Craig Holbrook, Barbara McGann, Rich Dineen and Daria Bolkhovsky attended the Charter Leadership Summit. The primary focus was on fundraising and development.</p> <p>The Charter School Office is currently working with AMSA on the new accountability plan for the next charter term. We</p>	<p>Action: Prepare a list of unfunded teacher requests.</p>

		<p>anticipate the accountability plan draft will be ready for Board approval by January or February 2011.</p> <p>AMSA celebrated Computer Science Week with speakers from MIT, Microsoft, Harmonics, IROBOT and the Director of Google himself! The school held assemblies and Parent Nights that generated a great deal of excitement about jobs in technology that will be available in the future.</p>	
<b>BOT Committee Changes</b>		<p>The Board discussed the definitions and goals of the Communications Committee submitted by Rashid Shaikh. Craig Holbrook made a motion to approve the definitions and goals, Anton second, all in favor, motion carried.</p>	<p>VOTE</p> <p>Action: Add to January 7 agenda: summation of progress demonstrating Committee accomplishments and goals over the past year.</p>
<b>Finance Committee</b>		<p>The school's financial situation is continuing on the same trend as the prior months in this fiscal year.</p> <p>There is a positive year to date variance to budget of \$700K. The variance has increased by \$100K from last month. This difference consists of \$50K in personnel costs and 50K in occupancy costs.</p>	
<b>Education Committee Report</b>		<p>The next Ed Committee meeting will be held on Tuesday, December 21.</p> <p>A middle school science elective is under consideration as a 2011 spring course for participating 7<sup>th</sup> graders. The class will take place during Directed Study once per week. The course will establish the principles of conservation of energy and matter, and teach how these and other universal physical</p>	

		<p>principals hold true from the Bag Bang through modern life.</p> <p>Several AMSA teachers who are Olin College graduates have discussed working on the school science elective as a team effort.</p>	
<b>Governance Committee Report</b>		The bylaws will be sent to DESE after the January 7 <sup>th</sup> Long Range Planning Meeting.	<p>Action: Check to see if the Board has to add new committees to the bylaws not mentioned in the charter operations and procedures.</p>
<b>Fundraising Committee Report</b>		<p>Mark Sweeney is the president of the AMSA Foundation. The Foundation will run independently and at “arm’s length” from the school. The school will not manage the foundation and the foundation will not manage the school.</p> <p>Donations made to the foundation are not subject to the same surplus allocation constraints imposed by the state.</p> <p>The AMSA Foundation is looking for board members who are independent of the school to provide a wider scope of interest and affiliation.</p> <p>The “Ask” proposed to any potential donor needs to be concrete: “This is what we want and why we want it.”</p>	<p>Action: Board members should review case statement and send comments back to Mark by Tuesday, December 21. Mark will send comments to Peter Anagnostos. Finalize case statement for the January 7<sup>th</sup> Long Range Planning meeting.</p>
<b>Other Business</b>		AMSA staff and Board members will attend the Holiday Staff Meeting at White Cliffs. Spouses have not been included due to room capacity and cost.	
<b>Adjourn</b>		Rashid Shaikh made a motion to adjourn, Bob Ledoux second, all in favor, motion carried.	<p>VOTE Next Meeting Date: January 7, 2011 Long Range Planning</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	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	pending
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	
Prepare list of unfunded teacher requests	McGann	12-15-10	1-07-11	
Summation of Committee Progress: 1-07 agenda	McGann	12-15-10	1-07-11	
Check if new committees need to be added	Teodorescu	12-15-10	1-07-11	
Review case statement and send comments	Board members	12-15-10	1-07-11	
Finalize case statement	M. Sweeney	12-15-10	1-07-11	