



Advanced Math and Science Academy Charter School

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

July 14, 2009 Minutes

ANNUAL MEETING and LONG RANGE PLANNING MEETING

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											
Henry Haugland		X											
Anna Charny		X											
John Lomot		X											
Jay Sweeney		N											
Anton Teodorescu		X											
Mark Sweeney		X											
Roger Jarrett		X											
Barbara McGann		X											

Invited Guests: 0

Consultants: none

Public: 30

School Staff: 5

Minutes: Sara Snow

Next Meeting: August 18, 2009 at 6:00 PM

DRAFT Minutes

AGENDA	TOPIC	DISCUSSION	NEXT STEPS/ACTION ITEMS
6:00	Agenda and Minutes Approval	June Meeting Minutes approved Henry Haugland moved to approve the March minutes, Roger Jarrett second, all in favor, motion carried. (Anna Charny not present at beginning of meeting)	VOTE
Administrative	Time Keeper	Mark Sweeney	
Public Comment		<ul style="list-style-type: none"> • Parent Donna Cucinotta presented to the Board her official complaint regarding the long bus ride that AMSA students who are residents of Marlborough students take to and from school every day. Reported that complaints to the City of Marlborough and AMSA administration were unresolved. Parent asked the Board to actively assist in this matter. • Another parent added to the previous presentation, stating that the City of Marlborough is obligated by law to provide buses for AMSA students. <p>The Chair responded with the following:</p> <ol style="list-style-type: none"> 1. organizing Task Force 2. Letter to Superintendent will be sent out immediately 3. Communication/updates to Marlborough parents 4. Confirm correspondence with Jim Jolicoeur for Mon 7/20/09 5. Meeting of Task Force as a subcommittee, with ED directing the conference call 6. Governance Committee to check if the meeting of the Task Force is considered a public meeting 	<p><u>Action:</u> Task force to coordinate efforts: Ledoux, Haugland, McGann, Teodorescu, and Cucinotta.</p> <p><u>Action:</u> Update all AMSA Marlborough parents via AlertNow every Friday</p> <p><u>Action:</u> Letter to Superintendent Mary Carlson to initiate action, cc Arthur Vigeant, Steve Levy, Nancy Stevens, Jim Jolicoeur</p>

<p><u>ANNUAL MEETING</u></p> <p>ED Report</p>	<p>School Status</p>	<ul style="list-style-type: none"> • Facility build-out is on target, slightly below budget. • Family Survey: low response rate • Summer program running well • Online courses available to students • Several students took AP exams with outstanding results • Student Leadership Program a success • New PAG Leadership Team, renamed in August as Parent Teacher Group (PTG) 	<p><u>Action:</u> Barbara will check on the faulty link reported by parents when attempting to participate in the Family Survey: possible reason for low response rate?</p>
<p>ED Committee Report</p>	<p>Curriculum</p>	<p>Recap of Committee progress:</p> <ul style="list-style-type: none"> • Adjustments made to upper school curriculum to satisfy college admission requirements • Adjustments to schedule to allow for seat time and AP courses within charter guidelines • Goal: School-wide assessments are being developed to assess all AMSA students against internal standards. Ed Committee is waiting for detailed results to continue working on curriculum. • Goal: Attract new expertise to help with curriculum and assessment development. 	
<p>Governance Committee Report</p>		<ul style="list-style-type: none"> • By-laws need to be posted on website. • Need for master archive for BOT documents 	<p><u>Action:</u> By-laws to be posted on AMSA website by September BOT meeting</p>
<p>Finance Committee Report</p>		<p>Vote to approve the Annual Budget which was presented at the June Meeting.</p> <p>Anton Teodorescu made a motion to approve the Annual Budget, Henry Haugland Seconds, all in favor.</p>	<p>VOTE</p>

Re-election of Officers		Board of Trustees: Bob Ledoux Vice Chair: Henry Haugland Secretary/Treasurer: John Lomot	
Chair appointments		Committee Chairs: Ed Committee: Anna Charny Finance Committee: John Lomot Governance: Anton Teodorescu, Roger Jarrett Public Relations: Anton Teodorescu Need for Facilities Committee? The Board will decide at Long Range Planning Meeting to come.	
BOT self evaluation		The Board scored the highest in passion for the school, faithfulness of charter, and receiving reports. The Board scored lowest in long range planning, public visibility and fundraising. <ul style="list-style-type: none"> • The Board will focus on recruiting new members with fundraising skills. • The school needs to market itself to prospective donors. • The concept of “branding” to promote AMSA was suggested. 	
New Business		<ul style="list-style-type: none"> • The consideration of the new Board member candidates will be discussed at the August 18 meeting. • Foundation members: Acting President Claudia Cianci, with Erika Tuton and Carol Sullivan. The Foundation is recruiting more members to bring expertise to the team. 	
<u>LONG RANGE PLANNING</u>		<ul style="list-style-type: none"> • The Board will develop a calendar of events and meetings • Fundraising and PR distinct but related • Creating Facilities Committee with Mark Sweeney as Chair unanimously approved by the Board, Henry Haugland and John Lomot will serve on the committee • Fundraising Committee needs to set realistic goals, raise the level of giving, define roles, analyze donor base • Org Chart for Fundraising Committee-roles and responsibilities 	<u>Action:</u> Barbara McGann-define structure of Fundraising Committee –Org Chart <u>Action:</u> Henry Haugland-Who are we, and why should you care.

Adjourn		John Lomot moves to adjourn, Anton Teodorescu seconds, All in favor, motion carried (Anna left before the vote)	Next Meeting: August 18, 2009 at 6:00 PM
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OPEN ACTION ITEMS
Final List for completed action items for school year 2008-2009

<u>Action item</u>	<u>Owner</u>	<u>Date Assigned</u>	<u>Date due</u>	<u>Date accomplished</u>
Task force to coordinate efforts on bus issue	Ledoux, McGann, Haugland, Teodorescu	7-14-09		continuing
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		continuing
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
"What is AMSA, and why should you care?"	Haugland	7-14-09		continuing