

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

1286 Hyde Park Ave., Hyde Park, MA 02136

October 7, 2016

**Trustees Present:** Amelia Cheers, Bill Clark, Josh Johnson, Cynthia Paris-Jeffries, Raquel Webster, Hans Ziegler, Jonathan Talley, Jermaine Myrie, Jim Washington, Tom Olivier

**Telephone Participants:** Arivee Vargas

**School Staff / Members of the Public Present:** Anders Peterson, Sharon Liszanckie, Tyler Martin, Graham VanderZanden, Eileen Callahan, Amy Chen, Rob Constantine, Sorie Kaba

The meeting was called to order by Sharon Liszanckie at 7:04 AM.

- I. Approval of minutes
- II. Mission Moment – Sharon Liszanckie shared a slide show of the school’s beam signing ceremony.
- III. Finance
  - a. Sorie Kaba from AAF shared findings from the school’s audit. The school had a clean audit.
  - b. The Board voted to approve the audit.
- IV. Development
  - a. Anders Peterson gave a development update, including a slate of upcoming events in which to engage.
- V. Board photo.
- VI. School update
  - a. Sharon Liszanckie shared an update on Measures Of Success: MCAS, college matriculation, exceeded annual fund target, tracking student engagement re: clubs and sports; Areas for growth: staff turnover, adult culture, faculty recruitment goals, AP pass rates
  - b. There were a number of questions on student attrition.
  - c. Goals
  - d. Accountability
  - e. External Issues – Boston charters will use a common application for 2017-2018 enrollment.
    - i. The Board voted to amend its enrollment policy to move to a common application.
  - f. Ballot initiative. As Boston Prep’s representative, executive director is allowed to publicly state an opinion on the ballot initiative.
    - i. The Board voted to approve this measure.
- VII. Financial Restructuring
  - a. The Board discussed a number of options related to financial restructuring.
    - i. Leadership structure, changing teacher load, and adjusting salary growth were the leading options.
    - ii. Outsourcing, increasing earned revenue, and reducing student and instructional extras.
    - iii. A grade span change and holding sections constant were deemed least desirable.
- VIII. Executive Session

The meeting was adjourned at 9:00AM.

Meeting minutes recorded by Anders Peterson, Director of Development and Amelia Cheers, Secretary of the Board.

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

1286 Hyde Park Ave., Hyde Park, MA 02136

December 9, 2016

**Trustees Present:** Amelia Cheers, Bill Clark, Cynthia Paris-Jeffries, Raquel Webster, Hans Ziegler, Jonathan Talley, Jermaine Myrie, Tamara Olsen, Andrew Kaplan

**Telephone Participants:** Arivee Vargas, Jim Washington, Tom Olivier??

**School Staff / Members of the Public Present:** Anders Peterson, Sharon Lisanckie, Tyler Martin, Graham VanderZanden, Eileen Callahan, Amy Chen, John Grandin

The meeting was called to order by Graham VanderZanden at 7:00 AM.

- I. Approval of minutes
- II. Development
  - a. Anders Peterson gave a development update, including a slate of upcoming events in which to engage.
- III. School update
  - a. Sharon Lisanckie shared an update on the post-election implications for BP.
  - b. Common application for Boston charters.
  - c. BP is applying for excess seats.
  - d. Mindy Wright will present on persistence data at NEPA in April. BP will also present at the national charter school conference in June.
  - e. There is a potential data project coming to show results for the Boston charter network.
  - f. BP will travel to 10 different colleges to improve relationships with those schools.
- IV. Financial Restructuring
  - a. Sharon Lisanckie provided an update on FRESCO.
  - b. Top considered options:
    - i. Change leadership structure.
    - ii. Change teacher load.
    - iii. Adjust salary growth.
    - iv. Reduce student extras, including Rome.
    - v. Add backs: Rome replacement trip and additional building sub.
  - c. The Board provided feedback on the shifts and options.
  - d. There was additional discussion about the Rome trip.
- V. Real Estate
  - a. There was discussion about potential growth if the school receives additional seats, and thus, additional space needs.
  - b. Tyler Martin provided an update on the financial implications of the various scenarios.
- VI. Governance
  - a. Sharon Lisanckie provided a self-assessment of her performance, highlighting positives and negatives.
- VII. Executive Session
  - a. Executive Director and Board discussed some personnel matters.

The meeting was adjourned at 9:00AM.

Meeting minutes recorded by Anders Peterson, Director of Development and Amelia Cheers, Secretary of the Board.

## BOSTON PREP BOARD OF TRUSTEES RETREAT MINUTES

53 State Street, Boston, MA, 02109

January 27, 2017

**Trustees Present:** Amelia Cheers, Cynthia Paris Jeffries, Jonathan Talley, Tamara Olsen, Arivee Vargas, Jermaine Myrie, Hans Ziegler, Bill Clark, Josh Johnson

**Telephone Participants:** Raquel Webster

**School Staff / Members of the Public Present:** Sharon Liszanckie, Graham VanderZanden, Amy Chen, Brian Palowski, Sarah James, Tyler Martin, Anders Peterson, Mark Culliton

Sharon called to order at 7:17am.

- I. Introductions and activity
- II. Board Business
  - a. Minutes from the 12/9/16 meeting were approved.
  - b. Post-issuance compliance. The Board voted to approve the post-issuance compliance policy.
  - c. Toast update. Anders Peterson provided an update on the Toast and ways for Trustees to engage. The group also discussed the school's recent alumni networking event, its power for the students involved, and potential springboards it provides to the Toast.
- III. Boston Prep 2022.
  - a. Sharon Liszanckie presented a plan for expansion, including a vision statement and a set of goals.
    - i. The Board discussed the goal around teacher retention in depth.
    - ii. The Board discussed the elements of the school's evolving vision statement.
  - b. Sharon Liszanckie described the enrollment element of the expansion plan.
    - i. The Board discussed student attrition.
  - c. Sharon Liszanckie presented a report on stakeholder input to the school's strategic planning.
    - i. The Board discussed ways to source new opportunities for programs to implement as the school expands and seeks to refine its model.
  - d. The school presented a budget for the proposed growth, which was then discussed by the Board.
    - i. The Board voted to build a new wing to the new facility at \$16M, including taking on a \$4M capital campaign.
    - ii. The Board voted to accept the resolution for construction management at risk.
    - iii. The Board voted to accept the resolution to enter into contracting on the project.
- IV. External Update
  - a. Graham VanderZanden provided an update on the external context that could impact the school.
- V. Executive Session

The meeting was adjourned at 12:03pm.

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

1286 Hyde Park Ave.

April 14, 2017

**Trustees Present:** Amelia Cheers, Raquel Webster, Hans Ziegler, Tamara Olsen, Andrew Kaplan, Josh Johnson, Arivee Vargas, Jermaine Myrie, Jim Washington

**Telephone Participants:** none

**School Staff / Members of the Public Present:** Anders Peterson, Sharon Liszanckie, Tyler Martin, Graham VanderZanden, John Grandin, Sarah James

The meeting was called to order by Raquel Webster at 7:07 AM.

- I. Mission moment
  - a. Students Kelcie and Daniel provided an update of their student-led fundraiser for St. Jude's Hospital.
- II. Approval of minutes
  - a. Minutes from the 1/27/17 Board retreat were approved.
- III. Development
  - a. Anders Peterson gave an update on the school's gala fundraiser and solicited feedback from Trustees.
  - b. An update was also given on the school's Phase 2 building project capital campaign.
- IV. Real Estate
  - a. Tyler Martin presented a proposal letter to the Board authorizing the Finance Committee to move ahead with the proposal letter and commitment letter with Citizens Bank.
  - b. The Board voted to authorize the Finance Committee to negotiate terms of a commitment letter from the bank.
- V. External
  - a. Graham VanderZanden provided an update to the Board on ESSA, an update of NCLB laws, in order that Trustees are current on updated requirements as Boston Prep approaches charter renewal in 2019.
  - b. Graham VanderZanden also shared draft legislation with the Board that could put Boston Prep and other charter schools in unfavorable positions.
- VI. Persistence
  - a. Sharon Liszanckie led a conversation about the school's persistence work.
  - b. There was discussion about the school's SAT performance....
- VII. Executive Session

The meeting was adjourned at 8:50AM.

Meeting minutes recorded by Anders Peterson, Director of Development and Amelia Cheers, Secretary of the Board.

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

885 River St.

June 9, 2017

**Trustees Present:** Raquel Webster, Hans Ziegler, Tamara Olsen, Josh Johnson, Jim Washington, Bill Clark, Jonathan Talley

**Telephone Participants:** Arivee Vargas, Jermaine Myrie, Cynthia Paris-Jeffries, Andrew Kaplan

**School Staff / Members of the Public Present:** Anders Peterson, Sharon Lisanckie, Tyler Martin, Graham VanderZanden, Vanessa Lipschitz, Claire Newton, Priscilla Guerrero, Eileen Callahan, Scott McCue, Mindy Wright

The meeting was called to order by Raquel Webster at 7:35 AM.

- I. Mission moment
  - a. Trustees toured the new facility.
- II. Approval of minutes
  - a. Minutes from the 4/14/17 Board meeting were approved.
- III. Finance
  - a. Tyler Martin presented on the Phase 2 real estate project financing and on the FY18 budget.
  - b. The Board voted to approve the commitment letter for the Phase 2 real estate project.
  - c. The Board voted to approve the school's FY18 budget.
- IV. Development
  - a. Anders Peterson gave an update on the school's FY17 Annual Fund and Phase 2 building project capital campaign.
  - b. The Board approved the FY18 fundraising plan.
- V. Governance
  - a. Re-elections: Tamara Olsen, Hans Ziegler, Josh Johnson
    - i. The Board voted to renew terms for Tamara, Hans, and Josh.
  - b. New elections: Claire Newton, Sarah James
    - i. The Board voted to elect Claire and Sarah to the Board.
  - c. Leadership roles:
    - i. Tamara Olsen, Chair
    - ii. Andrew Kaplan, Vice Chair
    - iii. Josh Johnson, Treasurer
    - iv. Amelia Cheers, Secretary
    - v. The Board voted to elect the above leadership slate for FY18.
  - d. Graham VanderZanden provided an update about Board governance requirements.
- VI. School Updates
  - a. Sharon Lisanckie provided school updates on promotion and graduation policies, and persistence goal-setting.
- VII. The Board recognized the volunteer contributions of Bill Clark, who is cycling off the Board.

The meeting was adjourned at 9:00AM.

Meeting minutes recorded by Anders Peterson, Director of Development.