

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

885 River St.

September 29, 2017

Trustees Present: Amelia Cheers, Hans Ziegler, Tamara Olsen, Josh Johnson, Cynthia Paris, Andrew Kaplan, Tom Olivier, Sarah James

Telephone Participants: Arivee Vargas, Bill Clark, Claire Newton, Jim Washington

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

The meeting was called to order by Tamara Olsen at 7:04 AM.

- I. Mission moment
 - a. Trustees watched a short film about the new school building.
- II. Governance
 - a. Tamara Olsen outlined the Board's priorities for the year, including strategic planning, scaling up to serve 700 students, raising funds to sustain the school's work, and to improve adult culture.
 - b. Tamara Olsen introduced the consent agenda approach for meetings.
 - c. Tamara Olsen proposed the Board accept the consent agenda for the meeting. The Board voted to approve the consent agenda for the meeting. Motions on the consent agenda included:
 - i. Motion to approve the minutes from the 6/9/17 meeting of the Board of Trustees
 - ii. Motion to approve the school's Physical Restraint policy
 - iii. Motion to approve the Boston Prep Board of Trustees' FY18 goals
 - iv. Motion to approve the Boston Prep Board of Trustees' FY18 committee structure, membership, and committee goals
- III. School Update
 - a. Sharon Lisanckie provided an update about the school year, including the new school building; the close of financing for Phase 2 construction; working groups on grading, adult culture, and career trajectory; and work between Executive Director and Board to define and improve adult culture.
- IV. Boston Prep 2022
 - a. Josh Johnson led a conversation about the school's strategic planning work. Josh indicated the school's mission remains focused on four-year college success and lifelong ethical growth, and there was discussion to reaffirm that mission. Josh led a conversation about the 'how we succeed' statements, as well as version 3.0 of the one pager.
- V. Executive Session

The meeting was adjourned at 9:00AM.

Meeting minutes recorded by Anders Peterson, Director of Development.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

885 River St.

October 20, 2017

Trustees Present: Amelia Cheers, Tamara Olsen, Josh Johnson, Cynthia Paris, Tom Olivier, Sarah James, Claire Newton

Telephone Participants: Jim Washington, Andrew Kaplan, Priscilla Guerrero

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

The meeting was called to order by Tamara Olsen at 7:04 AM.

- I. Mission moment
 - a. Bermely Ferreras, a Boston Prep alum and current employee, shared her story with the Trustees.
- II. Finance
 - a. The school received a clean audit with no material weaknesses or significant deficiencies.
- III. Governance
 - a. The Board voted to approve the consent agenda for the meeting. Motions on the consent agenda included:
 - i. Motion to approve the minutes from the 6/9/17 meeting of the Board of Trustees
 - ii. Motion to approve the school's FY17 audit.
- IV. Boston Prep 2022
 - a. Josh Johnson led a conversation about the school's strategic planning work, including the topic of what a programmatic redesign process would look like.
 - b. Claire Newton and Tom Olivier stressed how to narrow and define the focus for redesign and prioritization.
 - c. Josh Johnson solicited comments about whether the school should have an external focus for disseminating best practices. There was general consensus among trustees to devote most energies and resources to the core internal work of the school.
 - d. The group agreed that the persistence work is important to explore more from an external lens.
- V. Outcomes Committee
 - a. Sharon Lisanckie led a conversation about Measures of Success.
 - b. Sharon Lisanckie led a conversation about the school's MCAS scores.
- VI. Executive Director Update
 - a. Sharon Lisanckie provided an update on the school to the Board, including: on the new building and the phase 2 expansion; a fundraising update; coordinated program review; and an update on efforts to include families in the school's voice.

The meeting was adjourned at 9:00AM.

Meeting minutes recorded by Anders Peterson, Director of Development.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

53 State Street

January 19, 2018

Minutes from Board Retreat

Trustees Present: Hans Ziegler, Claire Newton, Sarah James, Tamara Olsen, Cynthia Paris, Andrew Kaplan, Amelia Cheers, Arivee Vargas

Telephone Participants: Raquel Webster, Eileen Callahan

School Staff / Members of the Public Present: Bill Clark, Anders Peterson, Tyler Martin, Sharon Liszanckie, Graham VanderZanden, Priscilla Guerrero, Diane Pickles, Rachel Busby

The meeting was called to order by Tamara Olsen at 7:15 AM.

- I. Team Building
- II. Consent Agenda
 - a. Board approved consent agenda.
 - b. Board voted to accept the minutes from the 10/20/17 meeting.
 - c. Board voted to designate the Principal and Superintendent (see resolution language on next page).
 - d. Board voted to elect Priscilla Guerrero to the Board.
- III. Future of BP including update on growth
 - a. Sharon Liszanckie provided an update about the school's strategic planning process.
 - b. Enrollment
 - c. Graham VanderZanden provided an update on the Phase 2 building project.
 - d. Sharon provided a clarification of our estimate on the funds needed for the project and the growth.
 - e. Human Capital and Compensation conversation
 - i. Broke into groups to evaluate tradeoffs and implications of compensation
 - f. Physical Plant and parking
- IV. Development Update
 - a. Claire Newton provided an update about expectations for Trustees to give to the annual fund, the Phase 2 Capital Campaign, and generally introducing individuals to the school.
- V. Advocacy Update
 - a. Diane Pickles and Rachel Busby provided an update about legislative items that might impact Boston Prep.
- VI. Outcomes Committee
 - a. Sarah James provided an update about the school's efforts to retain staff to impact student achievement.
- VII. Governance Committee
 - a. Cynthia Paris solicited feedback on the move to Consent Agenda for Board meetings.
- VIII. Executive Director Review
 - a. Tamara Olsen presented the public Executive Director review.
 - b. The Board met in Executive session to discuss the review.
- IX. ED Update
 - a. The Executive Director provided a brief update on the school, including the facility, hiring, the strategic planning process, and student discipline.

DESIGNATION OF PRINCIPAL AND SUPERINTENDENT

VOTED: To designate each principal of BPCPS as the “Principal” of his/her division of BPCPS for the purpose of effectuating the Massachusetts Student Discipline Regulations, 603 CMR 53.00 et seq., and the BPCPS Code of Conduct.

VOTED: To designate the Executive Director of BCBPS as the “Superintendent” for the purpose of effectuating the Massachusetts Student Discipline Regulations, 603 CMR 53.00 et seq., and the BPCPS Code of Conduct.

List of Documents Used at the Meeting

1. Massachusetts Student Discipline Regulations 603 CMR 53.00
2. Boston Prep Code of Conduct

The meeting was adjourned at 12:00PM.

Meeting minutes recorded by Anders Peterson, Director of Development.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

885 River St.

March 23, 2018

Minutes from Board Meeting

Trustees Present: Hans Ziegler, Claire Newton, Sarah James, Tamara Olsen, Cynthia Paris, Andrew Kaplan, Amelia Cheers, Raquel Webster, Tom Olivier

Telephone Participants: Jim Washington, Josh Johnson, Arivee Vargas

School Staff / Members of the Public Present: Anders Peterson, Tyler Martin, Sharon Liszanckie, Graham VanderZanden, Eileen Callahan

The meeting was called to order by Tamara Olsen at 7:15 AM.

- I. Consent Agenda
 - a. Board approved consent agenda.
 - b. Board voted to accept the minutes from the 1/19/18 meeting.
- II. Development
 - a. Claire Newton provided an update on the Toast, to be held April 6th.
- III. Boston Prep 2022
 - a. Sharon Liszanckie provided an introduction on the school's teacher career trajectory and compensation strategy work.
 - b. Sarah James provided data about teacher retention that the outcomes committee has been studying.
 - c. Sarah James, Graham VanderZanden, and Sharon Liszanckie presented different models for compensation trajectories. Trustees asked questions about both the philosophical and financial implications of the models.
 - d. Trustees broke out into groups to discuss to main models – staged entry and February contracts.
- IV. ED Update
 - a. The Executive Director provided a brief update on the school, including 100% college acceptance, summer enrichment placement, and hiring.

Meeting minutes by Anders Peterson and Amelia Cheers.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

885 River St.

May 11, 2018

Minutes from Board Meeting

Trustees Present: Claire Newton, Sarah James, Tamara Olsen, Cynthia Paris, Andrew Kaplan, Tom Olivier, Josh Johnson

Telephone Participants: Priscilla Guerrero, Arivee Vargas, Jim Washington

School Staff / Members of the Public Present: Anders Peterson, Tyler Martin, Sharon Liszanckie, Graham VanderZanden, Eileen Callahan, Julia Gwynne, John Grandin

The meeting was called to order by Tamara Olsen at 7:20 AM.

- I. Advocacy Update
 - a. Andrew Kaplan provided an update on an advocacy day that Trustees attended at the State House.
- II. Career Trajectory and Compensation Committee
 - a. Josh Johnson provided an introduction into the career trajectory and compensation work that has been undertaken by the leadership team, faculty working group, and the Board.
 - b. Sharon Liszanckie forecasted an ask for the Board's support to approve a plan and model for compensation at the June meeting.
 - c. Sharon Liszanckie and Graham VanderZanden provided context on the models and the process.
 - d. The Trustees broke into groups to discuss the various models, and then shared their discussions.
- III. ED Update
 - a. Sharon Liszanckie provided a brief update on the school, including teacher appreciation week., the new facility project, hiring, and her role in the city advocacy work.

The meeting was adjourned at 9:02AM.

Meeting minutes by Anders Peterson.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Berkshire Partners, 200 Clarendon St.

June 29, 2018

Minutes from Board Meeting

Trustees Present: Claire Newton, Sarah James, Tamara Olsen, Cynthia Paris, Andrew Kaplan, Josh Johnson, Arivee Vargas Amelia Cheers, Priscilla Guerrero

Telephone Participants: Eileen Callahan

School Staff / Members of the Public Present: Anders Peterson, Tyler Martin, Sharon Liszanckie, Graham VanderZanden

The meeting was called to order by Tamara Olsen at 7:05 AM.

- I. Consent Agenda
 - a. Tamara Olsen gave a preview of the consent agenda, including:
 - i. motion to approve the FY19 budget
 - ii. motion to approve the FY19 annual fund goal
 - iii. motion to approve the new performance pathway
 - iv. motion to approve a renewal of the charter application
 - v. motion to approve an amendment to the bylaws
 - vi. motion to formalize the advocacy committee
 - vii. motion to approve the March and May minutes
 - b. The Trustees voted to approve the consent agenda.
- II. Governance
 - a. Cynthia Paris led a conversation about the move to consent agenda and co-facilitation of committees. Trustees and leadership shared their reflections.
- III. Finance
 - a. Josh Johnson introduced a finance dashboard for the Board to view on a regular basis.
- IV. ED Update
 - a. Sharon Liszanckie introduced a conversation to reflect on the goals for the year, including the school's strategic priorities. Questions focused on: career trajectory and compensation, ethics, finances, and the alumni association.
- V. Board Survey
 - a. Trustees completed a short survey about the Board work for the year ahead.

The meeting was adjourned at 9:00AM.

Meeting minutes by Anders Peterson and Amelia Cheers.