

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Boston Prep, 885 River St.  
October 19, 2018  
Minutes from Board Meeting

**Trustees Present:** Claire Newton, Sarah James, Tamara Olsen, Cynthia Paris, Josh Johnson, Amelia Cheers, Priscilla Guerrero, Hans Ziegler

**Telephone Participants:** Vanessa Lipschitz, Andrew Kaplan, Rob Constantino, Sorie Kaba

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

The meeting was called to order by Tamara Olsen at 7:00 AM.

- I. Mission moment
  - a. Trustees toured the new phase 2 addition to the facility.
- II. Finance
  - a. AAFCPA auditors provided an update on the school's recent audit, which was clean and showed no material weaknesses or significant deficiencies.
- III. Consent Agenda
  - a. Tamara Olsen gave a preview of the consent agenda, including:
    - i. motion to approve 6/29/18 minutes
    - ii. motion to re-elect Cynthia Paris, Arivee Vargas, Andrew Kaplan
    - iii. motion to approve board goals for FY19
    - iv. motion to accept FY18 audit
- IV. Governance
  - a. Cynthia Paris led a conversation about a learning survey conducted by the Board. There was discussion of an evening pilot meeting for FY19. There was discussion of piloting an Executive Director update to provide consistent communication to the Board.
- V. Advocacy
  - a. The working group has transitioned into a committee from a working group. The Committee is looking to grow. The Committee is looking to make 15 touch points with elected representatives, including another visit day. The Committee plans to engage other Boston Prep stakeholders in this work.
- VI. Outcomes
  - a. Sharon Liszanckie presented recent outcomes results, including persistence and student achievement and growth. The school is planning to convene an internal white paper on persistence. There was discussion about how to figure out what comes next, as the data is a small sample size and some changes have been made.
- VII. Strategic Projects
  - a. Sharon Liszanckie presented information about strategic priorities, including: improving as we go in human capital, academics, culture, persistence, and systems; learning from alumni; and asking the big questions.

The meeting was adjourned at 9:00AM.

Meeting minutes by Anders Peterson.

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Boston Prep, 885 River St.  
December 7, 2018  
Minutes from Board Meeting

**Trustees Present:** Claire Newton, Sarah James, Tamara Olsen, Josh Johnson, Arivee Vargas, Andrew Kaplan

**Telephone Participants:** none

**School Staff / Members of the Public Present:** Anders Peterson, Tyler Martin, Sharon Liszanckie, Graham VanderZanden, Eileen Callahan, Bryant Jones, Matt Hills, John Grandin, Bryant Jones, Steve Swiech

The meeting was called to order by Tamara Olsen at 7:00 AM.

- I. Consent Agenda
  - a. Tamara Olsen gave a preview of the consent agenda, including:
    - i. motion to approve 10/19/18 minutes
- II. Governance
  - a. The Committee has been discussing potential new trustees. The Board discussed the possibility of adding staff and/or alumni trustees.
- III. Strategic Projects
  - a. BP3 and Next Steps – Sharon Liszanckie provided an update on the implementation of BP3 work, and the next steps with developing pathways for non-instructional staff and financial restructuring required.
  - b. The Board discussed options for how to best implement the pathways for the year.
- IV. Executive Director Update
  - a. Sharon Liszanckie provided an update on what is happening at school.
- V. Executive Director Review
  - a. This review was postponed to the next meeting.
- VI. Mission Moment
  - a. Steve Swiech brought middle school students in to demonstrate what they've been learning in their robotics class.

The meeting was adjourned at 9:00AM.

Meeting minutes by Anders Peterson.

## BOSTON PREP BOARD OF TRUSTEES RETREAT MINUTES

Bain Capital, 200 Dartmouth St.

Feb. 1, 2019

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

**Phone Participants:** Bill Clark, Eileen Callahan

**Members of the Public/School Staff:** Sharon Liszanckie, Anders Peterson, Tyler Martin, Graham VanderZanden, Danielle Pape, Jennie Williamson

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

- I. Mission Moment
  - a. Small group breakouts on personal college choices
- II. Consent agenda:
  - a. Trustees voted to approve the consent agenda. Items on the consent agenda included:
    - i. Motion to approve minutes from 12/7/18 meeting
- III. Committee Updates
  - a. Claire Newton provided an update on Development and the Toast.
  - b. Josh Johnson provided an update on Finance.
  - c. Jennie Williamson from the MCPSA provided an update on Advocacy issues and options for Trustees.
  - d. Cynthia Paris gave an update on Governance.
- IV. Persistence
  - a. Sarah James led a conversation about Persistence. Groups broke out to discuss what next steps we can take to drive Persistence. There was consensus about interviewing and surveying our alumni and then implementing immediate experiments and plans to test. Hopefully these interventions will lead to improved results, which will then be shareable with the wider world.
- V. Strategic Projects
  - a. Sharon Liszanckie provided some updates, including on charter renewal and our strategic projects.
  - b. The Trustees popcorn read various articles and then had a SWOT analysis conversation.
- VI. Executive Director Review
  - a. Tamara Olsen led the Executive Director's public review.

The meeting was adjourned at 12:00PM.

## BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Bain & Co., 131 Dartmouth St., Boston

April 4, 2019

Minutes from Board Meeting

**Trustees Present:** Claire Newton, Sarah James, Tamara Olsen, Josh Johnson, Arivee Vargas, Priscilla Guerrero, Amelia Cheers

**Telephone Participants:** Andrew Kaplan

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

The meeting was called to order by Tamara Olsen at 5:30PM.

- I. Consent Agenda
  - a. Tamara Olsen gave a preview of the consent agenda, including:
    - i. motion to approve 2/1/19 minutes
    - ii. approve bylaws to include two faculty members as trustees
    - iii. approve school calendar to 185 days, with the target still being 190 days
- II. Governance
  - a. Arivee Vargas introduced Blake Poole as a candidate for the Board
  - b. There was discussion about the new process to recruit faculty trustees.
  - c. The trustees submitted names for potential new trustee referrals.
- III. Advocacy
  - a. Graham VanderZanden gave a legislative update.
  - b. Amelia Cheers led the group through an exercise on elevator pitches.
  - c. Andrew Kaplan invited trustees to attend the Beacon Hill visit day on 5/20.
- IV. Strategic Projects
  - a. Sharon Liszanckie provided an update on Strategic Projects, specifically design work the school is doing round roles, structures and compensation.
  - b. There was conversation about the new BP3 system.

The meeting was adjourned at 7:32PM.

Meeting minutes by Anders Peterson.

## **BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES**

Boston Prep, 885 River Street, Hyde Park, MA 02136

June 28, 2019

Minutes from Board Meeting

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

**Telephone Participants:** Josh Johnson

**School Staff / Members of the Public Present:** Anders Peterson, Tyler Martin, Sharon Lisanckie, Graham VanderZanden, Blake Poole, Eileen Callahan, Ryan Vermette, Marilyn Onwunaka

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

- I. Mission Moment
  - a. A video was shown recapping the school's recent graduation.
- II. Finance
  - a. Josh Johnson provided an update on the budget planning process.
- III. Development
  - a. Claire Newton provided an update on the proposed goal for FY20.
- IV. Consent Agenda
  - a. Tamara Olsen presented the consent agenda, including:
    - i. A motion to approve the 4/4/2019 minutes
    - ii. A motion to approve the FY20 Budget
    - iii. A motion to approve the FY20 Development Goal
    - iv. A motion to elect new Trustees – Blake Poole, Marilyn Onwunaka, and Ryan Vermette
    - v. A motion to re-elect Amelia Cheers to the Board
    - vi. A motion to re-elect Tamara Olsen as Chair, Andrew Kaplan as Vice Chair, and Josh Johnson as Treasurer in their leadership roles

The Board voted on these motions. All motions were passed unanimously.
- V. Advocacy
  - a. Andrew Kaplan and Amelia Cheers led a debrief of the Beacon Hill visit day.
- VI. Strategic Projects
  - a. Sharon Lisanckie provided an update on Strategic Projects, specifically BP3, and the intersection between strategic and design changes and the funding for these initiatives.
  - b. Trustees broke into groups to discuss various options.
- VII. Governance
  - a. Cynthia Paris provided an update on Governance, including a summer outing, departing trustees, and a survey.
- VIII. Executive Session

The meeting was adjourned at 9:00AM.

Meeting minutes by Anders Peterson.