

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

October 11, 2019

885 River St., Hyde Park, MA

Minutes from Board Meeting

Trustees Present: Claire Newton, Sarah James, Tamara Olsen, Priscilla Guerrero, Amelia Cheers, Andrew Kaplan, Blake Poole, Marilyn Onwunaka, Ryan Vermette

Telephone Participants: Cynthia Paris, Sorie Kaba (auditor), Rob Constantino (auditor)

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

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

- I. Mission Moment
- II. Board Goals
- III. Finance
 - a. The school's auditors presented findings from the school's audit. The school had a clean audit with no material weaknesses or significant deficiencies.
- IV. Consent Agenda
 - a. Tamara Olsen presented the consent agenda, including:
 - i. A motion to approve the 6/28/2019 minutes
 - ii. A motion to approve the audit
 - iii. A motion to approve the 2019-2020 Board goals
 - iv. A motion to approve the Board leadership for 2019-2020
- V. Outcomes
 - a. Sarah James and Sharon Liszanckie led a conversation about school outcomes and accountability.
- VI. Advocacy
 - a. Andrew Kaplan and Amelia Cheers led a discussion about the advocacy committee's expanded goals.
- VII. Executive Director Update
 - a. Sharon Liszanckie gave an update about the start of the school year.

The meeting was adjourned at 9:00AM.

Meeting minutes by Anders Peterson.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

885 River Street, Boston, MA 02136

November 22, 2019

Trustees Present: Josh Johnson, Sarah James, Vanessa Lipschitz, Arivee Vargas, Ryan Vermette
Telephone Participants: Priscilla Guerrero, Julia Gwynne, Marilyn Onwunaka, Andrew Kaplan
School Staff / Members of the Public Present: Graham VanderZanden, Sharon Lisanckie, Mindy Wright

The meeting was called to order by Sarah James at 7:05 AM.

- I. Introductions
 - a. Name and Committee membership
- II. Data and external persistent-related research
 - a. Discussed research and college counseling office staff changes made last year
- III. Internal research and findings on alumni regarding persistence
 - a. Discussed research methods, analytical approach, and design
 - b. Discussed similarities and differences between internal and external research, and implications for Boston Prep
- IV. College counseling office staff changes
 - a. Discussed status of staff changes and input based on recent learnings from persistence research
- V. Preparing for the 12/13 Board of Trustees meeting
 - a. Discussed which slides and information to prioritize sharing with the Board of Trustees
 - b. Discussed potential questions to ask the Board

The meeting was adjourned at 9:00 AM.

Meeting minutes recorded by Arivee Vargas, Secretary of the Board.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

December 13, 2019

885 River St., Hyde Park, MA

Minutes from Board Meeting

Trustees Present: Claire Newton, Andrew Kaplan, Blake Poole, Marilyn Onwunaka, Cynthia Paris, Ryan Vermette, Natalie Branch Lewis, Sarah James

Telephone Participants: Josh Johnson, Arivee Vargas

School Staff / Members of the Public Present: Anders Peterson, Tyler Martin, Sharon Liszanckie, Graham VanderZanden, Eileen Callahan, Danielle Pape, Janiel Rosario, Desiree Lyons, Hazel James, Uche Amaechi, Vanessa Shiu

The meeting was called to order by Andrew Kaplan at 7:08AM.

- I. Mission Moment
 - a. Students shared their plans for college.
- II. Consent Agenda
 - a. The Board approved minutes from the 10/11 board meeting and the 11/22 Outcomes and Strategic Projects Committee meeting.
 - b. The Board approved the 9/30 Finance Dashboard.
 - c. The Board officially elected Natalie Branch Lewis as a Trustee.
- III. Governance
 - a. Cynthia Paris raised an idea for discussion about adding students and alumni to the Board.
- IV. Outcomes and Strategic Projects
 - a. Sarah James presented information about the portrait of a graduate work.
 - b. The Board discussed findings from the persistence white paper.
- V. Advocacy & Communications
 - a. Andrew Kaplan and Vanessa Shiu presented about the school's enrollment work.
- VI. Executive Director Update
 - a. Sharon Liszanckie provided an update on the school.

The meeting was adjourned at 9:04AM.

Meeting minutes by Anders Peterson.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Alliance Bernstein, 53 State Street, Boston, MA

January 24, 2020

Trustees Present: Claire Newton, Andrew Kaplan, Arivee Vargas, Amelia Cheers, Blake Poole, Cynthia Paris, Tamara Olsen, Priscilla Guerrero, Natalie Branch Lewis, Marilyn Onwunaka, Ryan Vermette

Telephone Participants: Sarah James

School Staff / Members of the Public Present: Graham VanderZanden, Sharon Liszanckie, Eileen Callahan, Anders Peterson, Tyler Martin, as well as Jennie Williamson and Victoria Criado (both from the Massachusetts Charter Public School Association).

The meeting was called to order by Tamara Olsen at 7:10 AM.

- I. Trustee Team Building
 - a. The Board participated in team building exercises.
- II. Consent Agenda
 - a. The Board approved the minutes from 12/13/19 Board meeting.
 - b. The Board approved the Accountability Plan and authorized the school to consult and coordinate with the Department on any minor technical changes to the plan submitted for approval, in order to align our Accountability Plan with requirements.
- III. Development
 - a. Claire Newton presented an update on progress and goals for 2020 fundraising.
 - b. The Board discussed tactics for expanding Boston Prep's development network.
- IV. Finance
 - a. Blake Poole presented an overview of revenue and expense structure related to Boston Prep.
- V. Advocacy and Communications
 - a. Jennie Williamson from the Massachusetts Charter Public School Association (MCPSA) provided legislative and advocacy opportunity updates.
 - b. Victoria Criado from the MCPSA presented ways to address funding myths related to charter schools.
- VI. Envisioning the Future
 - a. The Board reviewed strategic priorities and discussed the critical knowledge, skills and competencies a Boston Prep graduate should have in the context of a rapidly changing world.
- VII. Executive Director Update
 - a. Sharon Liszanckie shared her self-evaluation of her 2019 performance.

...

The meeting was adjourned at 12:05.

Meeting minutes recorded by Arivee Vargas, Secretary of the Board.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Via Videoconference

April 2, 2020

Trustees Present: Claire Newton, Andrew Kaplan, Arivee Vargas, Josh Johnson, Blake Poole, Cynthia Paris, Tamara Olsen, Priscilla Guerrero, Natalie Branch Lewis, Sarah James

School Staff / Members of the Public Present: Graham VanderZanden, Sharon Liszanckie, Ryan Vermette (also a Trustee), Marilyn Onwunaka (also a Trustee), Danielle Pape, Eileen Callahan, Anders Peterson, Tyler Martin, as well as Aaron Canto.

The meeting was called to order by Tamara Olsen at 5:32pm.

- I. Team Building
 - a. The Board participated in team building exercises.
- II. Consent Agenda
 - a. The Board approved the minutes from 1/24/20 Board retreat.
 - b. The Board approved the Motion to clarify that the Board of Trustees expects the Executive Director to engage in lobbying activities that, in her discretion, she believes to be in the school's interest.
- III. COVID-19 Update
 - a. Sharon Liszanckie presented an update on school activities and initiatives in light of Boston Prep's closure as a result of COVID-19, including remote learning experiences, support for students and families, and staff.
 - b. Aaron Canto presented support and resources being provided to alumni.
 - c. Trustees and school staff members participated in this discussion.
- IV. Finance
 - a. Tyler Martin presented an update on the FY19 Audit, FY20 goals and budget planning.
- V. Development
 - a. Claire Newton presented an update on progress and goals for 2020 fundraising.
- VI. Governance
 - a. Cynthia Paris presented an update on progress and goals for 2020.
- VII. Advocacy and Communications
 - a. Danielle Pape provided an update on advocacy related events and progress on 2020 goals.
- VIII. Portrait of a Graduate
 - a. Arivee Vargas presented an update on the Portrait of a Graduate process.
 - b. The Board reviewed and discussed sample portraits and participated in developing a draft of Boston Prep's Portrait of a Graduate.

...

The meeting was adjourned at 7:30pm.

Meeting minutes recorded by Arivee Vargas, Secretary of the Board.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Via Videoconference

May 29, 2020

Trustees Present: Claire Newton, Andrew Kaplan, Arivee Vargas, Josh Johnson, Blake Poole, Cynthia Paris, Tamara Olsen, Priscilla Guerrero, Natalie Branch Lewis, Sarah James, Amelia Cheers
School Staff / Members of the Public Present: Graham VanderZanden, Sharon Liszanckie, Ryan Vermette (also a Trustee), Marilyn Onwunaka (also a Trustee), Danielle Pape, Eileen Callahan, Anders Peterson, Tyler Martin, Robert Looney, Jovinson Ripert, Raul Cruz, Bryant Weinberg Jones, Donovan Birch Jr.

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

- I. Team Building
 - a. The Board participated in a team building exercise.
- II. Consent Agenda
 - a. The Board approved the minutes from 4/2/20 Board retreat.
- III. COVID-19 Update
 - a. Sharon Liszanckie presented an update on school activities and initiatives in light of COVID-19, including operations, remote class attendance and student engagement, support for students and families, and staff.
 - b. School staff members and Board members participated in this discussion.
- IV. Planning for SY21
 - a. The Board discussed higher education trends.
 - b. Sharon Liszanckie presented update on SY21 planning including potential learning models.
 - c. Josh Johnson presented an update on SY21 budget.
 - d. Claire Newton presented an update on fundraising goals.
 - e. Andrew Kaplan presented an update on advocacy activities.
 - f. The Board discussed potential strategic investments including technology/systems, instructional delivery, among others.
- V. Executive Director Update
 - a. Sharon Liszanckie presented an update on operational considerations.
 - b. The Board participated in this discussion.

The meeting was adjourned at 9:07am.

Meeting minutes recorded by Arivee Vargas, Secretary of the Board.

BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES

Via Videoconference

June 26, 2020

Trustees Present: Claire Newton, Andrew Kaplan, Arivee Vargas, Josh Johnson, Blake Poole, Cynthia Paris, Tamara Olsen, Priscilla Guerrero, Natalie Branch Lewis, and Sarah James

School Staff / Members of the Public Present: Graham VanderZanden, Sharon Liszanckie, Ryan Vermette (also a Trustee), Marilyn Onwunaka (also a Trustee), Danielle Pape, Eileen Callahan, Anders Peterson, Tyler Martin, VoLanda Harris, Robert Looney, Raul Cruz, Peter Kaplan, Donovan Birch Jr., Bryant Weinberg Jones, and Jovinson Ripert

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

- I. Mission Moment
 - a. The Board viewed a video of the 2020 graduating class.
- II. Anti-racism Work
 - a. Sharon Liszanckie presented a summary of Diversity, Equity, and Inclusion (DEI) work to date at Boston Prep.
 - b. The Board discussed the definition of anti-racism according to Ibram X. Kendi and anti-racism work at Boston Prep.
- III. Portrait of a Graduate
 - a. Arivee Vargas presented an overview and update on the Portrait of a Graduate process.
 - b. The Board reviewed and discussed the 80% draft Portrait of a Graduate.
- IV. Finance
 - a. Josh Johnson presented an update on FY20 and FY21 budget and planning.
- V. Consent Agenda
 - a. The Board approved the FY21 initial budget (assumes tuition revenue is down 4%).
 - b. The Board approved the FY21 Annual Fund goal of \$1,250,000.
 - c. The Board approved the Portrait of a Graduate.
 - d. The Board approved the motion to re-elect of the following Trustees: Sarah James, Claire Newton, Tamara Olsen.
 - e. The Board approved the motion to elect Donovan Birch Jr. to the Board of Trustees.
 - f. The Board approved the motion to elect Bryant Jones to the Board of Trustees.
 - g. The Board approved the motion to elect Bobby Looney to the Board of Trustees as a Faculty Trustee.
 - h. The Board approved the motion to elect Jovinson Ripert to the Board of Trustees.
 - i. The Board approved the motion to elect FY21 Board Leadership: Tamara Olsen (Chair), Andrew Kaplan (Vice Chair), Arivee Vargas (Secretary), and Blake Poole (Treasurer).
 - j. The Board approved the motion to support Boston Prep's efforts to take part in collective community action addressing systemic racism.
 - k. The Board approved the minutes from the 5/29/20 Board Meeting.
 - l. The Board approved the Motion to clarify that the Board of Trustees expects the Executive Director to engage in lobbying activities that, in her discretion, she believes to be in the school's interest.
- VI. Appreciation
 - a. The Board expressed appreciation for two Trustees whose terms have ended on the Board.

...



The meeting was adjourned at 9:03am.

Meeting minutes recorded by Arivee Vargas, Secretary of the Board.