



## Governance Committee Meeting Minutes

March 1, 2024

10:30 – 11:30 AM

Via Zoom Link <https://bostonprep-org.zoom.us/j/6842807314>

**DRAFT**

**Trustees Present:** Kim Borchert, Sarah James, Josh Johnson and Arivee Vargas

**School Staff / Members:** Lily Jewell, Brenda Jones and Meekerley Sanon

### Open Meeting Protocol

- The meeting was called to order by Sarah James, committee chair.

**MOTION** to approve the Jan19 meeting minutes

- Motion to approve and seconded
- All in favor – motion passed unanimously

### Motion Approved

#### I. Update on Charter Renewal

- Charter was renewed, with no conditions
- No member of DESE board challenged the decision
- Will receive official letter we will share out to the larger community
- The Deputy Commissioner of education is stepping down in MA, new one will be appointed. There is an acting commissioner currently in place
- Make sure to have the accurate updates for Board Meeting
- Connecting with school based team (Vanessa) on next steps

#### II. Executive Director Evaluation Process: Process and Procedures

- Updates: Making sure it is focused on developmental goals that we are working towards to evaluate if we are moving the needle, thinking of progress from year to year
- Timing: How to make sure to align the timing of the process with the schedule of the school year in a way that makes sense
- Will have finalized soon
- Inform the Board on where we are currently in terms of the process and estimated timeline
- Sarah will be scheduling interviews to gather 360 information

#### III. Trustee Update

- Discussion Questions– Bringing in new Board members: How do we want to approach bringing in new Trustees?

- Arivee and Andrew are at their terms limits
- We want to strategize how we gather data on Trustees
- What do we want to make our new Board number?
- Potential new staff member on Board?
  - Staff by-laws does not specifically say that they need to be 3 years experience, they get a three year term, they cannot be on the Board if they stop being a teacher at the school
- Meekerley connection for a potential new Board member:
  - Was a AP, Principal, and other educational experience, currently works at Butcherbox, would like to get back into education in some capacity
  - Jon Beck
- Discussion:
  - 14 currently people on the Board: Good number for the Board
    - 2 staff member Trustee, 2 parents Trustees, 1 alumni Trustee
    - Does not need to be even or odd specifically
  - Board should reflect the community that we serve
  - Prioritizing more diversity on the Board: racial diversity, and experience diversity
  - Important to bring on people who have education experience
  - Question of adjusting the by-laws for the Staff Trustees?
    - Do they need to be here for 3 years? It is in the job description but not in the by laws
  - David Russell and Tom Huff have been in connection with Anders Peterson, they also are potential candidates
  - Traditional Onboarding process: if we think a candidate may be a good fit, we reach out to have a conversation about the Trustees Roles, here is what ahead of us, are you interested? We then invite them to a Board meeting to ensure it is a good match. The Board then will vote on whether they are a good fit
  - Long term diversifying the Board ideas:
    - There is a Board fellowship program (Meekerley), who helps assign LatinX leaders in our greater community to be on Board who are previously trained on being on Board
    - Haitian Leaders (Meekerley) who with reach out we good begin to cultivate relationships with
  - BP Board Composition Survey:
    - Is this something we want to put directly on a survey?
    - What wisdom do they bring?
    - Will they be able to do the work?
    - Do they bring wealth?
    - Do they bring influence?
    - Do they bring different types of diversity?
  - Alternative to the Board survey:
    - Governance Board can take time to think through what the Board diversity is based off the open ended questions

- Answer open ended questions
- Create a form and give Board time to
- Examples:
  - How would you describe yourself?
  - What skills and experiences do you bring to the Board?
- Staff Trustees:
  - In job descriptions: 3 year terms, must have at least 1 year experience we a signed offer letter for the following letter
  - Jon will visit the next Board meeting to observe

IV. March 14 Board Meeting agenda

- A. Charter Renewal Update
- B. Executive Director Evaluation Update
- C. Draft Scope and Sequence for Board Activities Next Year
  - 1. Aligned to data cycles of the school year
  - 2. Potential Community partners

V. Closing: Upcoming Topics

Next Meeting: May 3, 2024

Meeting Adjourned

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**List of Materials:**

Jan 19, 2024 Meeting Minutes