

Board of Trustees Meeting Agenda

March 14th, 2024

5:30 PM- 7:00 PM

Hybrid - 885 River Street, Hyde Park, MA and/

Video Conference link: <https://zoom.us/j/4198983188>

Topic	Presenter	Time	Board Role
Open Meeting Protocol <ul style="list-style-type: none"> ● Call meeting to order and record attendance ● Icebreaker: Dream retirement location? 	Kim Borchert	5:30- 5:40 PM	Oversee <i>Inform</i>
Consent Agenda (VOTE): <ul style="list-style-type: none"> ○ Vote Approval on February 2nd Meeting Minutes 	Kim Borchert	5:40 - 5:45 pm	
Public Comment (if needed)	Community Members <ul style="list-style-type: none"> - Each individual has 3 minutes to comment 	5:45 - 5:50 PM	Partner <i>Inform</i>
Board/School Business: <ul style="list-style-type: none"> ❖ Charter Renewal Decision (See attached BESE Memo) ❖ Ballot Question (See attached news article) ❖ COS transition & Next Steps School Data Update <ul style="list-style-type: none"> ❖ Student Outcomes ❖ SOA Plan (See BP SOA Plan Draft: VOTE NEEDED) ❖ Human Capital 	Meekerley Sanon/Rob Rametti	5:50 - 6:15 pm	
Development Committee Update <ul style="list-style-type: none"> ❖ TOAST update ❖ Donor Recruitment 	Anders Peterson	6:15 - 6:25 pm	Oversee <i>Inform</i>
Governance Committee Update <ul style="list-style-type: none"> ❖ SY24 ED Eval Process (See SY24 ED Eval Attachment) ❖ Current Board Composition Survey 	Sarah James	6:25 - 6:45 pm	

<p>(Complete Survey HERE)</p> <ul style="list-style-type: none"> ❖ New Trustee Recruitment ❖ SY25 BOT Meeting Scope & Sequence (See Meeting Topics & Meeting Sequence Draft HERE) <ul style="list-style-type: none"> ➤ Discussion Question: What do you like? What is missing? What is the narrative? 			
<p>Strategic Planning Process Update</p> <ul style="list-style-type: none"> • Norming on Strategic Planning Outcome • Discussion Question: What is our desired output from this process? <ul style="list-style-type: none"> ○ Pre-Work: Review attached sample school strategic plans (Review Examples 1, 2 and 3) and identify 2-3 components that you would like to see in our strategic plan 	<p>Kim Borchert, Sarah James, Meekerley Sanon</p>	<p>6:45 - 6:55 pm</p>	<p>Partner <i>Inform</i></p>
<p>Closing & Announcements</p> <ul style="list-style-type: none"> • Next Meeting: May 17th, 2024 Hybrid- Boston Prep or https://zoom.us/j/4198983188 	<p>Kim Borchert, Meekerley Sanon</p>	<p>6:55 - 7:00 PM</p>	<p>Oversee <i>Inform</i></p>

To prepare for our board meeting, please:

- Review all attached materials and bring any questions to the meeting
- Email Lily Jewell (ljewell@bostonprep.org) and Kim Borchert (kimborchert@gmail.com) if you are unable to attend.
- If you require any accessibility assistance, please contact Lily Jewell (ljewell@bostonprep.org) for assistance

List of Materials Shared:

- [February 2nd Meeting Minutes](#)
- [BESE Renewal Preview Memo](#)
- [Ballot Question Article](#)
- [Boston Prep SOA Plan](#)
- [ED Evaluation Process](#)
- [Board of Trustees Composition Survey](#)
- [SY25 BOT Scope and Sequence](#)
- [Example School Strategic Plan #1](#) (APR; Similar size to Boston Prep)
- [Example School Strategic Plan #2](#) (Multi-grade CMO, PreK-12 school model)
- [Example School Strategic Plan #3](#) (School in NH; Member of Portrait of Graduate Barr cohort)

Committee Updates:

Committees	Things to Know/ March Updates
<p>Development</p>	<p>We have raised \$996,000 YTD in FY24, on our goal of \$1,500,000. We have been making progress with individuals, foundations, and the Toast. In particular, we have been adding new relationships to our network and we are starting to see progress! We are still short, however, of last year’s pace by ~\$200,000. We need the Board’s help in two areas:</p> <ol style="list-style-type: none"> 1) Support the school at the Toast on April 5th! The 20th year celebration of Boston Prep will be powerful and fun. We know that increasing attendance at the event – from 214 in 2023 to 350 in 2024 – drives both ticket revenue AND potential giving revenue in the room. We are \$280k to our Toast goal of \$500k - our best progress to date but we have a long way to go. Bring your friends, family, and network. Non-attendees can give by sponsoring a student or teacher to attend. Help us celebrate and put on a great event! <p>https://www.bostonprep.org/give/the-toast</p> <ol style="list-style-type: none"> 2) Introductions to new individuals, foundations, and corporations are crucial for our development program and for the organization’s health. As we leave the cushion of ESSER funds and heavy reliance on long-term donors who steered us through the pandemic, we need to make new connections. <p>In the last two months we have added Toast sponsors through a faculty member’s family, through a company connection to someone on the Preparatory Foundation, and through a business relationship from someone on our Board. We ask you to go through your web of networks to think about a new person or company you know who has not yet been introduced to Boston Prep. Then let’s partner to get them involved!</p>
<p>Finance</p>	<p>We continue to be ahead of plan as we head towards the end of Q3. While we have not yet received any hard updates from Boston on their spending this year, we should be getting a March update. As a reminder we did not get a December update. We did however get an update on spending for next year from the state. The governor’s budget was released and the Foundation Rate (~60% of tuition) for Boston Prep was up 4.25%. Unfortunately, we do expect that Boston’s above foundation spending (~40% of tuition) will be down next year. This would result in a blended tuition increase of around 3%. There are more steps to go until these numbers are finalized and we will be paying close attention to the updates.</p> <p>The Finance committee will be meeting at the end of March to discuss the potential purchase of the Auto Body Shop next door. The parcel is ~1 acre and would cost about \$1.5M. The parcel provides immediate parking, but</p>

	can provide flexibility for down the road if the school were to ever look to expand.
Governance	The committee met to discuss and review the current update on the Charter renewal, the executive director evaluation process, plans for moving forward with the Board of Trustees composition, and drafting a SY25 BOT scope and sequence. Boston Prep received confirmation that the charter was renewed with no conditions and discussed plans for moving forward with this update. In regards to the ED evaluation process, the committee confirmed the procedures behind the evaluation and made sure it is purposeful. Additionally, the next steps were discussed to ensure the Board of Trustees board brings in impactful trustees who offer a diverse range of experiences. Continued discussion around the SY25 Scope and sequence to ensure the boards and committees meet all requirements.
Outcomes	The school-based outcomes committee has been drafting a scope and sequence for the committee. We have also been piloting OpenArchitect, a data platform to share data with the wider board. The next Outcomes committee meeting is April 26th.