

**BOSTON PREP BOARD OF TRUSTEES MEETING MINUTES**

*Hybrid - 885 River Street, Hyde Park, MA and/  
Video Conference link: <https://zoom.us/j/4198983188>*

March 14th, 2024  
5:30 PM- 7:00 PM

**Draft**

**Trustee Present:** Claire Newton, Sarah James, Kim Borchert, David Berkley, Amelia Cheers, Vanessa Lipschitz

**School Staff Present:** Meekerley Sanon, Lily Jewell, Tyler Martin, Anders Peterson and Vanessa Shiu, Rob Rametti, Geraldine Longchamp

**I. Open Meeting Protocol**

- Kim Borchert, board chair, called the meeting to order at 5:35pm and provided an overview of the meeting agenda.
- An ice breaker was conducted to set a positive and engaging tone for the meeting.

**II. Vote Approval of Minutes**

**MOTION to approve**

- The February 2nd meeting minutes from the previous board retreat meeting.

**III. Public Comment**

- Kim called for public comment, no comments

**IV. Board/ School Business**

- Charter Renewal Decision
  - we got the renewal! With no conditions, which accelerates our planning process, we have for the next five years
  - There was a transition at the state level for Director of Education, there is an interim leader stepping in for the in between space
  - Kim commented to thank the school based team for getting this done to ensure we had it for the next five years
- Ballot Question
  - Informing the board of the upcoming ballot question that impacts us
  - The MCAS score is a high school graduation requirement, the proposed change would mean moving forward high school students would only need to take the test but they would not need to pass it, it would also allow former students to request a diploma now if they did not pass only due to their MCAS, it no longer requires MCAS scores to be sent out as part of their transcripts
- COS Transition & Next Steps
  - Chief of staff has left the school, will stay on in volunteer capacity until July

## V. School Data Update

- SOA
  - The SOA is a requirement for all schools in the commonwealth that outlines strategic interventions and investments tailored to the individual needs of our English learners and students with disabilities
  - We need to submit this plan no later than April 1st for the years SY25-27
  - Our goal is to have a functioning multi-tier of supports to identify student needs and respond with specific interventions, which may require reorganization of student intervention
  - We are thinking of how to more strategically leverage our special support educators
  - We are currently in compliance with all student IEPs, but we want to think about how to most strategically align special educators to specific education departments and also participate in content-specific professional development
  - Make sure that teachers who are pushing in feel most confident depending on student needs in the room
  - Fostering a robust co-teaching model
  - Question: how frequently do we have to do this?
    - a) once a year we have to send a progress update to the state
- Student Outcomes:
  - DESE Changed English Language Learners to Multilingual Learners, and we should transition to using this
  - Multilingual learners: 111 enrolled at Boston Prep, 35% of them also have IEPs, 3 of them also have 504 plans
  - Overall there is a decline in students as they get closer to 12th grade, ideally our program is helping our students graduate out without the additional materials
  - 48% Latino and 45% identify as Black
  - We have seen positive improvement on their MS semester final exams (77%) and HS 70% for multilingual students, they have moved from not passing to passing and we hope to see increased improvements as we move forward
  - ACCESS Test: key to ensure that multilingual students are reading on grade level, they had high listening proficiency was highest at 3.14
  - 15 MS students edited EL instruction in SY23
  - Planning for SY25: piloting a curriculum called English 3D, expanding a teaching team for 1 coordinator and 3 teachers to 1 coordinator and 4 teachers, Trial MLL Push in into classes, scheduling considerations for MLLs and SWDs, we will make sure to schedule around our students with special education students and schedule the general education around those schedules
- Human Capital Data:
  - This year we started a meeting review format to 2 by 2s
  - We just completed our mid-year evaluation and issued an offer letter based off of their evaluation, mid-year hires will have this process happen start right before April break
  - Changes to evaluations: feedback on staff attendance, PD participation, lesson plan completion— we tracked the teacher feedback using an online tool called TeachBoost, this allowed us to give leaders feedback on how much feedback they are giving and observing teachers
  - 64% of evaluations have been completed, goal 100%

- Offer letters extended to 135, 89 accepted, we need 32 open roles filled
- Plenty of applicants, we are continuing to do TFA interviews already, and looking to hire 4 TFA
- SEI- we have 6 staff members who completed the course we offered
- Question: asking about the purpose of lining up evaluation and offer letters?
  - a) some teachers will be offered performance plan, some no renewed based off what the evaluation is
  - b) People who have not had evaluations have not received offer letters
  - c) How do you predict how many people will leave in August?
- Vacancies: September 2023 we had 27 vacancies, we now have 6 vacancies
  - a) This is a helpful number to have
- Student Enrollment Data:
  - 701 students
  - Looking forward– there has been a drop off in applicants for Boston Prep since Covid, we have done phone banking, neighborhood canvassing, mail campaigns, ad campaigns to get to the 902 offers
  - Offers made to 160 6th graders need 100 seats filled, 60 7th grades for 20 seat, 20 in 8th for 5 seats, 90 for 9th grade for 20 seats, and 30 offers for 5 seats
  - We are having slightly larger 7,8,9 to respond to BPS restructuring, we see parents are more likely to transition their students in 7th grade
  - Future Questions: Things to think about if we want to increase enrollment
    - a) Should we continue to enroll in 6th grade?
    - b) should we explore recruitment outside of Boston
    - c) Should we extend enrollment into 11th and 12th grade?

#### **VI. Development Committee Update**

- We are working towards the 1.5 million goal, made progress on the Toast, new foundations,
- We relied a lot on past supporters and we are in a moment now that we need to find the next generation of Boston Prep donors– we are looking for person connections because they start through individual relationships
- Our needs are hard– we have academic needs, student enrichment needs, persistence projects
- We are losing Esser funding and we need to close this gap as we recover from pandemic
- We have the Toast coming up where we are celebrating 20 years of Boston Prep with great programming, bring your networks to see what the school is all about

#### **VII. Governance Committee Update**

- Kim and Sarah with Governance committee have been working with Meekerley to have a more formalized evaluation process that is aligned to the natural data cycles of the school calendar
- Sent out a composition survey: we want to know individuals skill sets, diversity, etc. We want to make sure that we have a wide range of diversity across the Board?
- Creating a scope and sequence for Board and their committees to make sure that the scope lines up with the data

#### **VIII. Strategic Planning Process**

- Discussion Question: what is our desired output from this process?

- Pework: Review attached sample school strategic plans and identify 2-3 components that you would like to see in your strategic plan
- What we want to see in ours:
  - Newton: make it unique, we want it to feel like Boston Prep and what makes it unique
  - Sarah: organized their goals under their core values and feels Boston Prep specific, life update tracker on the website, we liked a process page, we liked a very detailed breakdown for Board members to how the process page works
  - Vanessa: concrete of what the goals and plans specifically mean, and what the exact outcome should be
  - Tyler: ask one team what makes Boston Prep, Boston Prep so that we can get the overall themes from the people on the ground

**ACTION:**

**IX. Looking Ahead - SY24 Priorities**

**X. Next Meeting and Closing:**

- May 17th, 8:00-9:30AM
- Zoom and Hybrid option

*Meeting adjourned at 7:00pm*

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