

**Governance Committee Meeting Minutes**

**April 23, 2024**

**12:00- 12:45 PM**

**Via Zoom Link <https://bostonprep-org.zoom.us/j/7171526696>**

**APPRoved**

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

**School Staff / Members:** Lily Jewell

**Open Meeting Protocol**

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

**MOTION** to approve the March 1, 2024 Meeting Minutes

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

**I. Executive Director Contract/ Evaluation Update**

- Kim, Sarah, Meekerley, and Lily attended the succession planning meeting
  - Discussed how as a board it is important to maintain stable leadership, we must continue to invest Meekerley and train her
  - Kim and Sarah working on a timeline on revising the evaluation- Meekerley will do self evaluation in the next couple of weeks, Kim and Sarah will begin 360 interviews to gather feedback
  - We are currently deciding when we want to offer the contract, Kim reached out to other schools to see what others do- we are going to stick to July 1st start
  - For moving forward we are hoping to have a contract for Meekerley moving forward before other staff have signed a contract
  - Goal is to have a two year contract to offer more stability
  - Kim is hoping to partner with HR Knowledge Frank to help come up with strategic planning for ED support and ED evaluation, this is what he does so having his support with HR related things would be useful– we are thinking about the idea of having rolling outcomes
  - Betina Toner helped Sarah and Kim draft up a an employment agreement
  - Discussion question: what is the best move for pay increase?
    - What does the other staff get?
    - What other schools do for ED?
    - Will talk to Frank from HR: Tenure, PHD, etc.
    - Lily will reach out to Geraldine about pay raises for all one team staff
    - What are the benefits in terms of vacation, sick days, etc (make sure aligned)
    - The full board will probably have to vote on the contract (plan to do at the

## May Board Meeting)

### II. New Trustee Pipeline

- Andrew and Arivee will be rolling off this year
- Dr. Wolff and Amelia will be rolling off next year
- Sarah will be talking to Priscilla about if she will be doing one more term
- Four or five people in the pipeline:
  - Tom Huff and David Russell have been working in the finance department
    - David working with Tyler on investment plan, works at Bain Capital, white male
    - Tom working with Development and Toast invested in school and very collaborative, white male
  - John Beck: Former principal, Meekerley were co-principals, he brings school experience, and currently VP of Bucherbox, administrative experience, no committee experience but is interested
  - Mayeti, Friend of Kim, Has served on charter school board- rox prep board, attorney, corporate lawyer, woman of color, first generation Ethiopian immigrant
  - Potentially one Hyde Park resident that Meekerley is speaking with
  - Faculty Trustee
- Discussion: Should people be joining a committee prior to joining a board?
  - Josh: not necessary a prerequisite to joining the Board but it is a good thing, David russell replacing Andrew sounds great
  - Tom: driving force of networking event, introduced us to 10 new people, great energy at the Toast
  - We could add all 5 to the board
  - If we don't add anyone we are at 12, faculty trustee brings us to 13
  - Josh, Kim, and Natalie will have their term up next year
  - Maybe moving forward would be great to have outcomes and the strategy committee be separate again. And be chaired by a different person than Governance again.
  - We have been a board of 15/16 in the past, we can have up to 19 board members
  - Sarah will follow up with Tyler and Anders to get Tom/ David to observe board meeting. Also Miyetti attending and John Beck is already planning on coming to meeting already
  - With Amelia rolling off we should think about getting another Alumni and another person of color
  - Will need to add another person to the governance committee because Arivee is rolling off
  - Next Steps: Will need to vote and slot people into committees
    - Governance committee is excited about adding all potential new trustees
    - Departures: Andrew on Development and Strategic planning
    - Separate Outcomes and strategic projects?
    - Who do we want to chair governance?
    - Who do we want to chair outcomes?
    - Who do we want to chair strategic projects?
      - Talk to Meekerley about what the school is currently doing and how the separating strategic projects and outcomes?

- III. Succession Planning Update
- IV. Closing: Upcoming Topics  
Next Meeting: May 3, 2024

Meeting Adjourned at 12:47

#

**List of Materials:**

[March 1, 2024 Meeting Minutes](#)

[Succession Planning Draft](#)