

**Board of Trustees Meeting Agenda**
**May 17th, 2024**
**8:00 - 9:30 AM**

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

 Video Conference link: <https://bostonprep-org.zoom.us/j/7171526696>

Topic	Presenter	Time	Board Role
<b>Open Meeting Protocol</b> <ul style="list-style-type: none"> <li>● Call meeting to order and record attendance</li> <li>● Icebreaker:</li> </ul>	Kim Borchert	8:00 - 8:10 AM	Oversee <i>Inform</i>
<b>Consent Agenda (VOTE):</b> <ul style="list-style-type: none"> <li>○ Vote Approval on <a href="#">February 2nd Meeting Minutes</a></li> <li>○ Vote Approval on <a href="#">March 14th Meeting Minutes</a></li> </ul>	Kim Borchert	8:10 - 8:15 AM	Oversee <i>Inform</i>
<b>Public Comment (if needed)</b>	Community Members - Each individual has 3 minutes to comment	8:15-8:20 AM	Partner <i>Inform</i>
<b>Board/School Business:</b> <ul style="list-style-type: none"> <li>❖ Vote Approval on Boston Prep SOA Plan</li> <li>❖ COS transition &amp; Next Steps</li> </ul> <b>School Data Update</b> <ul style="list-style-type: none"> <li>❖ Student Enrollment</li> <li>❖ Student Outcomes</li> <li>❖ Persistence</li> <li>❖ Human Capital</li> </ul>	Meekerley Sanon/ Rob Rametti/ Aaron Canto	8:20 - 8:45 AM	Partner <i>Inform</i>
<b>Finance Committee Update</b> <ul style="list-style-type: none"> <li>❖ Parking Lot Purchase</li> <li>❖ Update to Staffing Cuts</li> <li>❖ Draft Budget</li> </ul>	Tyler Martin/ Meekerley Sanon	8:45 - 8:55 AM	Partner <i>Inform</i>
<b>Development Committee Update</b> <ul style="list-style-type: none"> <li>❖ TOAST update</li> <li>❖ Up to Date Fundraising Update</li> </ul>	Anders Peterson	8:55 - 9:05 AM	Oversee <i>Inform</i>
<b>Strategic Planning Update</b> <ul style="list-style-type: none"> <li>❖ Update on Strategic Planning Process</li> <li>❖ Review Draft of DESE Accountability Metrics for 2024-2029</li> </ul>			Partner <i>Inform</i>

<b>Governance Committee Update</b> <ul style="list-style-type: none"> <li>❖ SY24 ED Eval Process (See <a href="#">SY24 ED Eval Attachment</a>) <ul style="list-style-type: none"> <li>➤ Vote Approval for Governance Committee to Lead ED Eval Process</li> </ul> </li> <li>❖ New Trustee Recruitment</li> <li>❖ Guidelines for Board Members RE: Autonomy</li> </ul>	Sarah James	9:05 - 9:15 AM	Oversee <i>Inform</i>
<b>Closing &amp; Announcements</b> <ul style="list-style-type: none"> <li>● <b>Next Meeting:</b> June 21st, 2024 Hybrid- Boston Prep or <a href="https://zoom.us/j/4198983188">https://zoom.us/j/4198983188</a></li> </ul>	Kim Borchert, Meekerley Sanon		Oversee <i>Inform</i>

**To prepare for our board meeting, please:**

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

**List of Materials Shared:**

- [February 2nd Meeting Minutes](#)
- [March 14th Meeting Minutes](#)
- [Boston Prep SOA Plan](#)
- [ED Evaluation Process](#)
- [FY25 Working Budget](#)

**Committee Updates:**

Committees	Things to Know/ May Updates
<b>Development</b>	<p>We are at 81% of our \$1,500,000 goal (\$1,211,441) for FY24, compared with 92% (\$1,381,000) YTD in FY23. We are tracking down ~\$200,000 in additional gifts through LYBUNTs, new asks, and 20-year appeals. We will make a broad 20-year appeal to all in our network - if you can help, please do. We had a great Toast this year, and will look forward to sharing highlights in the BOT meeting. In short, it was a great crowd and our highest in-person raise to date. We continue to meet new people.</p> <p>Our challenge to meet the ambitious goal underscores the need for new individuals to be brought into our community. We need referrals!</p>
<b>Finance</b>	<p>The Finance Committee met twice since the last meeting to review the potential purchase of the parking lot next door, and the draft budget.</p> <p><b>Lot Purchase:</b> The Finance Committee voted to recommend to the board of directors to enter negotiations to purchase the abutting autobody shop lot. The purchase would utilize reserve funds and would save \$200K in annual expense.</p> <p><b>Draft Budget:</b> The Finance committee met to discuss the draft FY25 budget. The committee reviewed enrollment and tuition as we navigate how Boston is changing its school structure and uses its ESSER COVID grants. On the expense side we net had a reduction of 3 roles that comes largely from section optimization. The overall budget is currently \$300K from meeting covenants. The internal team is reviewing potential salary cuts to the back of house along with other expense reduction to close the final amount.</p>
<b>Governance</b>	
<b>Outcomes</b>	<p>At our last meeting on April 26th, the committee focused on two issues:</p> <p><b>Scope and Sequence:</b> The Committee worked to finalize a scope and sequence of which data to discuss during different points of the year.</p> <p><b>Open Architect:</b> We introduced the centralized data platform Open Architects to the Committee members and piloted a data protocol. Open Architects is a platform for data dashboards which integrate multiple sources of data.</p> <p>Our final meeting of the year is Friday, June 7, 2024 at 11am on Zoom.</p>