



Board of Trustees Retreat Meeting
 Friday, February 2, 2024
 MIT Endicott House The Mansion – The Den
 8:00 AM - 1:00 PM
 Agenda

Topic	Presenter	Time	Board Role
Breakfast/Coffee/ Check In <ul style="list-style-type: none"> Record Attendance 	N/A	8:00 - 8:15 AM	Partner
Call to Order/Welcome (KB) <ul style="list-style-type: none"> Invite public comments (3 minutes per person) Consent Agenda (KB) <ul style="list-style-type: none"> Approve Dec 8 Meeting Minutes Review Goals and Agenda for the Day Ice Breaker Question: <ul style="list-style-type: none"> When, where and how did you first hear about Boston Prep? What has been your Boston Prep story up to this moment? 	Kim Borchert/ Sarah James/ Meekerley Sanon	8:15 - 8:45 AM	Oversee/ Participate
School Update: <ul style="list-style-type: none"> Pre-Work <ul style="list-style-type: none"> Read: The ESSER Fiscal Cliff Review: Boston Prep Data Slides Key Questions for Discussion: <ul style="list-style-type: none"> Where are we in terms of this year's progress? What are some upcoming obstacles? How can the Board partner with the ED to tackle upcoming obstacles? Consulting Protocol: <ul style="list-style-type: none"> End of ESSER Funding: In reviewing BP's proposed cuts, are we doing enough to ensure student outcomes are prioritized? 	Meekerley Sanon	8:45 - 9:45 AM	Inform/ Discuss
Strategic Planning Update: <ul style="list-style-type: none"> Pre-Work: <ul style="list-style-type: none"> Review for Input: Boston Prep Strategic Plan Draft Key Questions for Discussion: <ul style="list-style-type: none"> What will it look like if Boston Prep were to become a data-driven strategic 	Meekerley Sanon	9:45 - 10:45 AM	Partner

<p>organization?</p> <ul style="list-style-type: none"> o As the school-based team transitions to setting priorities, metrics and goals, what are some questions from Board members? 			
Break		10:45 - 11:00 AM	
<p>Board Reflections</p> <ul style="list-style-type: none"> ● Pre-Work: <ul style="list-style-type: none"> o Read: DESE Board Responsibilities o SY23 Boston Prep Bellwether Board Effectiveness Survey ● Key Questions for Discussion: <ul style="list-style-type: none"> o For each of the core responsibilities of the board, how do we accomplish these duties individually, in Committees and as a whole Board? o For each of the core responsibilities of the board, what should we “Start/ Stop/ Continue”? 	<p>Kim Borchert/ Sarah James/ Meekerley Sanon</p>	<p>11:00 - 11:45 AM</p>	<p>Partner</p>
<p>Closing</p> <ul style="list-style-type: none"> ● Charter Renewal Update ● Reflections ● Surveys (Feedback, Board Composition) 	<p>Kim Borchert</p>	<p>11:45 - 12:00 PM</p>	<p>Partner</p>
Lunch		12:00 PM - 1:00 PM	

Meeting Materials

December 8, Meeting Minutes
[Brookings Institute Article](#) “The ESSER Fiscal Cliff”
 Consulting Protocol
 Boston Prep Strategic Plan Draft
 DESE Board Responsibilities
 SY23 Boston Prep Bellwether Board Effectiveness Survey

Email Brenda Jones (bjones@bostonprep.org) and Kim Borchert (kimborchert@gmail.com) if you are unable to attend. If you require any accessibility assistance, please contact Brenda Jones (bjones@bostonprep.org) for assistance



Committee Updates:

Committees	Things to Know/ December Updates
Development	<p>We are at \$911,000 on the annual fund, which is 61% of the \$1,500,000 FY24 goal. At this time in FY23 we were at \$1,147,000 (76%), and in FY22 at \$814,000 (54%). We have made good progress in recently (up \$300k from December BOT meeting) and we have several new leads for potential gifts. But we will be challenged to meet our goal for FY24. We need new gifts via The Toast, individuals, and foundations. We need your help.</p> <ul style="list-style-type: none"> • The primary way to engage in giving is via The Toast. Ticketing is now open here: https://www.bostonprep.org/give/the-toast Buying tickets now helps us project the crowd for April 5th, where we hope to fill the room with 350 people! If you can buy or bring a group of 10, that really helps. Bringing a crowd also helps introduce the school to new potential friends. If you can connect us in any way to companies for sponsorship, we can do the legwork for those potential transformative gifts. • We are looking to meet individuals. Individuals help us meet other individuals, or introduce us to foundations, companies, or trusts. We have found success with visits to school this year, and also with virtual meetings where we can share our efforts to bolster students' experiences with academics, enriching experiences, and persistence.
Finance	<p>Halfway through the year we continue to be ahead of plan (see included Q2 finance tracker). Our revenue is up considerably given better than anticipated tuition and enrollment. However, our tuition rate is based on old data, and we believe this will come down as the year goes along. Boston did not release financial data after quarter 2 so we do not have an exact number for tuition. The department of revenue has provided some guidance however, that the overall rate will decrease by 3%. From a budget standpoint we planned for this decrease, and we should continue to be ahead of plan for the remainder of the year on tuition. Expenses came largely in line, except for salaries which were under budget. Given we came into the year under hired, we should continue to have a positive variance from our salary line.</p> <p>We are continuing to work through the end of the ESSER grants (federal covid grants) and have narrowed our focus into a couple areas. One key decision was to keep private bussing for next year. Team believes this will be an enrollment benefit and keeps us from having to deal with the many issues that come with Boston Public School bussing. This means that most of the cuts will come from role reductions. We will take advantage of natural attrition, areas of inefficiencies (ex. combining 2 small sections), and looking at the additional roles we added during COVID. The decisions will be grounded in the pillars and key design elements discussed at prior meetings. Lastly, we are exploring purchasing the land next</p>



	<p>door earlier than anticipated to create annual savings from removing the lease expense.</p>
Governance	<p>The Governance Committee met on January 19 to continue the discussion and progress on the Boston Prep Strategic Plan. The framework has been created with feedback from key stakeholders. In addition, the school is preparing for the upcoming charter renewal decision. Along with the board, the school will craft communications on the final decision. It was also shared that the Commissioner proposed to amend the chronic absenteeism policy which affects how schools are rated. He is shifting the ratio to place a higher emphasis on chronic absenteeism.</p>
Outcomes	<p>The Committee met on November 17th to discuss a draft of the strategic plan. We will use the strategic plan to align our decision making and strategy over the next several years. We met again on January 26th to discuss recent i-Ready (diagnostic) and PSAT data results and implications for our work. The Committee also read and discussed the recently released DESE Summary of Review related to our charter renewal (we are in year 5.) The Summary of Review provided insight into our performance and accountability measures as a charter school.</p>