



**APPROVED: Governance Committee Meeting Minutes**

**October 18, 2024**

**10:30- 11:00 AM**

**Via Zoom Link: <https://bostonprep-org.zoom.us/j/98044184761>**

**Trustees Present:** Sarah James, Mayeti Gametchu, Kim Borchert, Claire Newton

**School Staff / Members:** Lauren Bardsley, Meekerley Sanon

**Supporting Attendees:** Stephaie Gonzales, Barton Gilman; Matt Plain, Barton Gilman; Taino Palermo, Barton Gilman

**Open Meeting Protocol**

- The meeting was called to order by Sarah James, committee chair at 10:32am.

**MOTION** to approve the June 14, 2024 Meeting Minutes

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

**Agenda:**

- I. Review of SY25 Board Leadership
  - a. Claire has volunteered to take on the role of Vice Chair
  - b. The board will vote on the addition of a co-treasurer and vote on David Russell and Bryant Jones to co-lead as Bryant Jones transitions to other areas of support.
  - c. Kim will reach out to Natalie to confirm her interest in the role of Secretary.
  - d. All members of the board are currently assigned to committees. Moving forward we will track board attendance and review in future governance committee meetings.
- II. Board Scope and Sequence
  - a. Looking ahead, a September board meeting is unlikely to be sustainable with the beginning of a school year, so we will plan for the first board meeting in October.
  - b. This year's scope and sequence does contain some items that are one off's or out of order, such as the review of staff and student handbooks, which will move to June in future years.
  - c. We will proceed with the goal of finalizing a scope as sequence for the upcoming school year in the last Governance committee meeting of the school year.
  - d. We should consider where new board recruitment, voting, and onboarding falls in the board scope and sequence.
  - e. We need to develop a Governance Committee scope and sequence and a committee charter to review and vote.
    - i. Review of board engagement in December and April/May.



- ii. Recruitment conversations at least every other meeting.
- iii. May meeting should be focused on the ED evaluation.
- f. Lauren and Meekerley will put together those documents for review in the next meeting.

### III. Upcoming Board Meeting

#### a. Staff and Student Handbooks:

- i. Barton Gilman has extensive experience with charter schools, 13 Barton Gilman lawyers work with charter schools and many of those are former teachers.
- ii. The Employee Handbook is a significant undertaking and a critical document for the board, who is ultimately responsible for the school.
- iii. The Boston Prep handbooks are in need of a revamping, updates to policies according to current laws, updated language, etc.
- iv. Barton Gilman lawyers are currently working on compiling the updated handbook and will provide a first draft for the governance committee to provide a first read for feedback and questions.
- v. After the revisions, Barton Gilman will provide another draft for a second read and vote.
- vi. It is also possible to simply review the changes and vote, but due to the gravity of the project, it is recommended that we do a thorough review the handbooks.
- vii. The board will need to be oriented to understand the importance of the handbook review and likely should not plan to vote during the October 25<sup>th</sup> meeting.
  - 1. The majority of the work tends to be sent through the committee. In this case, typically governance would do most of the work of reviewing and revising and recommending the vote.
  - 2. BG: it is appropriate to move this through the committee, but the current urgency is that the school is out of compliance on several items.
  - 3. The board could potentially do the first read, send to the Governance committee for the revision work.
  - 4. For this work – we will prioritize the most pressing items for review. BG can pull out the items that need to be reviewed with the most urgency and the whole handbook will be ready for a first review by October 25<sup>th</sup>.
    - a. BG already has clarity on the most urgent and least negotiable items and will send by end of day.
  - 5. In a forthcoming Governance committee meeting, we will call an executive session to review an agreement with a former staff member
    - a. Following this, we will schedule an executive session in a subsequent board meeting for a full review.



- IV. DESE Requirements:
  - a. The Board materials will include the Accountability Plan that the Outcomes committee reviewed in the last school year.
  - b. We will also be receiving DESE feedback on reporting from our Support Services and ELL departments in the coming weeks.
  - c. The financial audit came back clean and has been shared with and approved by the finance committee and will also be put before the board next week.
  - d. DESE will not be visiting this year and all other deadlines are standard school year materials.
- V. Strategic Plan
  - a. We have been working with two consultants to put together the school's five-year strategic plan.
  - b. Our next step is to finalize goals and build out KPI's and feedback has largely been coming from the Outcomes Committee.
  - c. The Governance committee should take on a role to review the strategic plan from a vision perspective.
    - i. Governance should also be thinking about broader, more strategic decisions. For example, a local charter management association approached Meekerley about adding Boston Prep to their portfolio, which is a decision that needed some Governance committee input.
    - ii. As a next step, Meekerley will forward materials from the charter management association for discussion in an upcoming Governance committee meeting.
    - iii. The board as a whole should revisit this question on a regular basis in addition to other major questions about the strategic direction of the board.

Meeting adjourned at 11:29am by Sarah James.