



Boston Preparatory Charter Public School

Governance Committee Meeting #6

Published on May 31, 2025 at 8:58 AM EDT

Date and Time

Tuesday June 3, 2025 at 10:30 AM EDT

Location

Zoom

The public is welcome to attend any meeting of Boston Prep's Board of Trustees or its subcommittees. If communication assistance or any other accommodations are needed to ensure equal participation, please contact Lily Jewell at ljewell@bostonprep.org at least two (2) business days prior to the meeting. Any changes in the agenda will be posted on Boston Prep's website and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

Boston Prep does not discriminate on the basis of race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, country of ancestral origin, or veteran status in administration of its admissions or educational policies, curricular programs, other school-administered programs, or in its hiring and employment practices in accordance with applicable Federal and Massachusetts laws and regulations

Agenda

| | Purpose | Presenter | Time |
|-----------------------------|---------|-------------|-----------------|
| I. Opening Items | | | 10:30 AM |
| A. Record Attendance | | Sarah James | 1 m |
| Josh Johnson | | | |
| Kim Borchert | | | |

| | Purpose | Presenter | Time |
|---|-----------------|-------------|-----------------|
| Mayeti Gametchu Claire Newton Sarah James | | | |
| B. Call the Meeting to Order Icebreaker: TBD | | Sarah James | |
| C. Approve Minutes Approve minutes for Governance Committee Meeting #5 on May 5, 2025 | Approve Minutes | Sarah James | 1 m |
| II. Review of Upcoming Board Meeting Agenda | | | 10:32 AM |
| A. June 2 Board Meeting Agenda Review The committee will review the draft agenda for the upcoming full Board meeting to ensure alignment with our strategic priorities, confirm that each section includes the appropriate level of detail and context, and identify any governance-related items requiring committee input or support. Members will also flag any logistical considerations or discussion topics that need to be elevated for full Board engagement. Supporting Materials: • Draft June 18 BOT Agenda | Discuss | Sarah James | 10 m |
| III. SY25 Executive Director Evaluation | | | 10:42 AM |
| A. Executive Director Evaluation The committee will receive an update on the current status of the Executive Director evaluation process, including timelines, tools used (e.g., 360 feedback, performance goals), and next steps. We will review what remains to be completed, discuss opportunities for board input, and ensure alignment with charter responsibilities and best practices for governance oversight. | FYI | Sarah James | 3 m |
| IV. SY25 Staff Panorama Survey | | | 10:45 AM |
| A. SY25 Staff Panorama Survey | Discuss | Sarah James | 20 m |

| | Purpose | Presenter | Time |
|---|---------|-----------------|-----------------|
| <p>Review key insights from recent Panorama survey results (staff, student, and/or family).</p> <p>Discuss implications for governance priorities, including board engagement, school climate, and leadership evaluation.</p> <p>Identify any follow-up questions or areas requiring deeper analysis in future meetings.</p> <p>Supporting Materials:</p> <ul style="list-style-type: none"> • SY25 Staff Panorama Survey • BP Leadership Analysis of SY25 Staff Panorama Survey | | | |
| V. SY25 Human Capital Update | | | 11:05 AM |
| A. SY25 Human Capital Update | Discuss | Meekerley Sanon | 15 m |
| <p>The committee will review a summary of staffing progress and projections for the 2025–26 school year, including hiring updates, forecasted retention, mid-year attrition trends, and an overview of the SY26 staffing plan. Discussion will center on implications for leadership stability, recruitment strategy, and staff culture, with next steps outlined to support continued progress.</p> <p>Supporting Documents:</p> <ul style="list-style-type: none"> • Governance Committee Memo RE: Human Capital Updates, May 25 • SY26 Staffing Plan Overview | | | |
| VI. SY26 Trustee Transition & Recruitment | | | 11:20 AM |
| A. Trustee Offboarding & Recruitment Planning | Discuss | Sarah James | 5 m |
| <p>The committee will review the anticipated transitions of current Trustees and confirm the offboarding process, including exit conversations, acknowledgments, and data collection. We will also align on recruitment priorities for new members based on current board composition, strategic needs, and diversity goals, and plan next steps for identifying and vetting prospective candidates.</p> | | | |
| VII. Executive Session | | | 11:25 AM |
| A. Executive Session | Discuss | Sarah James | 5 m |

| | Purpose | Presenter | Time |
|--|---------|-----------|------|
| <p>The Board of Trustees will enter Executive Session pursuant to M.G.L. c. 30A, §21(a) (1), to discuss the reputation, character, and professional transition of an employee. The discussion is expected to include sensitive personnel matters. The Board will not return to open session.</p> | | | |

| | |
|----------------------------|-----------------|
| VIII. Closing Items | 11:30 AM |
|----------------------------|-----------------|

| | | | | |
|-----------|-----------------|-----|-------------|-----|
| A. | Adjourn Meeting | FYI | Sarah James | 2 m |
|-----------|-----------------|-----|-------------|-----|

Closing Discussion: Scheduling Additional Governance Committee Meetings

We anticipate the need to add two additional Governance Committee meetings:

- **Policy Review Meeting** – to review and finalize board-facing policies.
- **Charter Goals & ED Evaluation Review Meeting** – to reflect on charter goals and review the ED evaluation draft (to be shared by mid-June).

Identify potential dates and confirm availability for both meetings