APPROVED

BOSTON PREP

Boston Preparatory Charter Public School

Minutes

Governance Committee Meeting #6

Date and Time
Tuesday June 3, 2025 at 10:30 AM

Location
Zoom

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Committee Members Present
C. Newton (remote), J. Johnson (remote), K. Borchert (remote), M. Gametchu (remote), S. James (remote)

Committee Members Absent
None

Guests Present
B. Jones (remote), L. Jewell (remote), M. Sanon (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. James called a meeting of the Governance Committee of Boston Preparatory Charter Public School to order on Tuesday Jun 3, 2025 at 10:37 AM.

C. Approve Minutes

K. Borchert made a motion to approve the minutes from Governance Committee Meeting #5 on 05-05-25.
C. Newton seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
S. James	Aye
J. Johnson	Aye
K. Borchert	Aye
M. Gametchu	Aye
C. Newton	Aye

II. Review of Upcoming Board Meeting Agenda

A. June 2 Board Meeting Agenda Review

Sarah kicked off discussion about draft of June 2 Board Meeting Agenda and opened it up to the committee to give any feedback. Agenda made sure to include Vote on SY26 Budget and Development Goal, celebrate trustees who are exited their role, looking forward to next year to preview what the beginning of the year will look like. It was discussed if there are things that the Board should be doing over the summer and reflecting on? We want to make sure this meeting is a milestone meeting.

The Executive Director Update will have a part one and part two because not all of the data will be in for the end of the year. And then we are hoping to send a follow up email so the end of the year doesn't just fizzle out at the end of the meeting.

We want to make sure we are going in with the top priorities that must get done and make sure we can stick to the time restraints of the meeting.

For Finance, the top priority is voting on the Budget, and we are hoping to do a Finance 101 to make sure people understand how the money moves between foundation and the school. But instead we could reduce the time, give trustees a pre-work to read the information before and then quickly summarize how finance is structured at Boston Prep.

And then next year we can dive into how money flows in the context of hopefully purchasing the parking lot.

For Development, we will need to vote on the fundraising goal, and this will depend on the Budget. Thinking of switching the order of the this to come before the Finance recap. Once we get these done we can then move into the rest of the agenda.

Proposed order: Dev, Finance, Governance, ED Update, Outcomes, Board Dashboard, and Panorama Survey Data. Discussed whether to do the Board Dashboard or Panorama Survey first. Decided we will keep panorama first and do Dashboard second, we can always send out a follow up survey after the meeting.

Goal is to get pre-reads to trustees by June 11th.

III. SY25 Executive Director Evaluation

A. Executive Director Evaluation

Kim and Sarah are beginning to hold upwards feedback conversations. The process has included Sarah and Kim drafting up an initial evaluation in June and then once we get MCAS data back finalizing the evaluation in September/August once all the data is gathered. Governance committee will see a draft of the evaluation in June and will follow up on this in August.

Adjust the scope and sequence of evaluation goal deadlines throughout the years. We will also include all these one off things that happen throughout the year to the Board Manual that Lily has been working on.

IV. SY25 Staff Panorama Survey

A. SY25 Staff Panorama Survey

Held a quick overview of the staff panorama survey data. Reviewed that panorama is a firm that specializes in executing school surveys. They have strong questions and also give us access to comparative data. The results analysis document summarizes where the team is and the certain moves that the school is taking to address the answers.

It was asked why there are only 44 staff who took the survey? There were issues getting everyone to complete, and also figuring out a way to make these surveys more beneficial to non-instructional staff. We want to also find a way to use this data to make sure that school staff feel that their feedback is fully received and heard and adjustments will be made moving forward. And for moving forward to make sure really pitch it as data that will be used moving forward.

Once we get data from students and families, we will be able to see more in depth peer analysis data nationally. We are hoping this data will be even more helpful once we get Boston Prep data year over year.

V. SY25 Human Capital Update

A. SY25 Human Capital Update

Meekerley led discussion about how SY26 staffing will breakdown. Next year we have a large group of goals who respond to our students special needs, similar to this year. For next year we have 16 open roles, which is better compared to previous years. In regards to staff retention, in recent years the highest was 76% which was in 2014, and currently we are not there yet but we are trending upwards. If we just look at signed offer letters, and of course things can change over the year. Currently, we have 81% of offer letter signed. One thing we are proud of is mid-year attrition. This year we cut the mid-year attrition in half.

How do we document unfilled roles for the years? We will count the number when we return in August and we will continue to use that number as a reference point.

We have improved our salary and implemented a bonus system and we are advertising by partnering with our communications director to really sell Boston Prep.

Question as asked about the quality of pipeline for Principal and DCI's. There are internal conversations about whether to have an internal or external candidate fill the role. We did do a more robust interview process for both internal and external candidates.

Questions was asked about how do other schools breakdown with ratio of instructional staff: non-instructional staff. This is a discussion we continue to talk about. Currently, we have a lot of operations staff and non-instructional staff to lessen the load for teachers. School leaders did a peer comparison to understand how our staff structure compares to other similar stand alone charter schools. Question, asked if this model still works for us considering now that instructional staff have less of a heavy lift with curriculum development.

Additionally, we are working on systems for collecting data points around staff exiting Boston Prep using exit interviews.

VI. Executive Session

A. Executive Session

Sarah moved meeting to an executive session.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:28 AM.

Respectfully Submitted,
S. James

Documents used during the meeting

None