APPROVED

BOSTON PREP

Boston Preparatory Charter Public School

Minutes

SY26 Governance Committee Meeting #1

Date and Time
Monday September 22, 2025 at 11:00 AM

Location
https://bostonprep-org.zoom.us/j/7171526696

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

Committee Members Absent
None

Guests Present
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 Monday Sep 22, 2025 at 11:03 AM.

C. Approve Minutes

J. Johnson made a motion to approve the minutes from Governance Committee Meeting #6 on 06-03-25.
C. Newton seconded the motion.
The committee **VOTED** unanimously to approve the motion.

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

D. Welcome and Purpose

Opened up the meeting by explaining that we are focused on solidifying board goals, how the work is getting done, how the Board Scope and Sequence is going to work, we have a question about sub committees that we may want to roll out. We are thinking this year with all the work that needs to get done that sub committees will be helpful. As well as, our planning for bringing in new trustees at the end of the year, and the family, alumni, and One Team Trustees.

II. SY26 Board Goals

A. Review draft Board Goals Matrix below (with goals, lead committees, and success measures)

- Question: are there people who could support with the subcommittees? Do we just do it all together?
- Check on: do they have to be just on the subcomittees? They don't need to go through OML
- Governance should be the lead of the committees
- Are we ok with the idea of subcommittees and are we ok with presenting them to the broader board?

- Discussed that Persistence needs to be mentioned in this Board Matrix, and questioned that the budget should the budget goal be specific or more general about financial health of the goal- more clean to just say Budget is meet. Budget health and codify the steps that need to be taken when financial health is not being met
- Development board goals: 100% trustees giving, make development goal, raise 1.5 million and 100% trustee giving, we are going to update, parse it out into how board engagement will look

B. Confirm Governance's recommendations to the full board

Discussed what specifically should be written for committee goals so that things are codified but leave flexibility for school team to strategically meet the necessary goals

C. Clarify handoffs: which committees own which goals

III. Framing the Work for the Year

A. Review board scope & sequence (strategic questions driving each meeting)

Recapped the plan for how the board is going to scope out the year. And there will be driving questions for each meeting to keep the board on track to meet all the metrics. The school team will be using the board dashboard to help us along with these meetings as well.

B. Decide cadence of Governance prep/debriefs before/after full board meetings

This year Governance Chair and Board Chair are meeting every other week, and focused these conversations on big picture Governance things. And during these times they will come up with a rough draft of board meeting agendas. Then after the board meetings, there we debrief calls to discuss how the meetings went. Discussed whether this feels like the right cadence to prep for board meetings.

One option, is that the debrief happens in the weekly meetings with Governance Chair, Board Chair, and any governance committee members can join? Or, should these debriefs happening in governance committee meeting sessions?

School team is always open to feedback, by joining these calls, or sending feedback emails after the calls.

IV. Subcommittee Structure

A. Review Proposed Subcommittees

There are high level questions that need to be worked through in governance, but there is a lot of work in terms of ED eval, succession planning, manual creation that must be done. To get all things done in meaningful ways we would like to start subcommittees for the bulk of work can get done outside of main governance meetings.

There are certain things that need to be addressed in governance to get processes started, and subcommittees will open up some of the time for this.

B. Discuss Scope, Membership, and Next Steps

- For Subcommittees: we will want to recruit new people to work on the subcommittees
- Who would like to help with the subcommittees:
  - ED Eval: Sarah will do ED Eval with, Bryant volunteered to support with ED eval
  - Manuals/Protocols: Josh Johnson, Kim Borchert
  - Succession Planning:
- Questions discussed: can Manuals/Protocols/Succession planning be the same committee?
- Sarah will follow up about specific subcommittee assignments
- For ED Eval, that should only be governance.
- 3 or 4 people in the other committees feels like the right number

V. Enrollment & Financial Oversight: Framing for Finance

A. Update on Current Enrollment and Budget

School team discussed a variety of scenarios to handle the low enrollment numbers, and making sure that there is a plan to adjust our budgets. The school is currently under 20 under enrollment, but this changes every day and the team is taking extreme efforts to increase enrollment.

On September 30th we submit our first DESE report to know how short we are in terms of where our funding will be for the year.

B. Confirm Governance's Role

Need to decide where there conversations around this needs to happen? Finance committee will give recommendations, but where do the broader conversations with the board live? Need to figure out where the foundation comes into these decisions. Finance should be flushing out what the options are, but it is very cross functional. We submit the first report on October 1st, we meet on October 3rd, we can recap what was discussed in finance committee and the report, so we can turn this over quickly.

Also what to make sure there is the discussion around why we are 20 people short. School team is working on the debrief on how we got there. This picture will be painted for the finance committee.

C. Discuss how Governance's Invovlment

VI. Trustee Recruitment & Onboarding

A. Update on Alumni, Family, and One Team Trustee Candidate Pipeline

Quick update on recruitment and onboarding, at the end of this year Claire and Sarah will be rolling off. We received applications from One Team, 5 individuals are interested in becoming trustee. Voting is happening this week. Then they will be recommended to the Board. Additionally, similar process happened with family trustees. Families will also be electing a family trustee. We also met with an prospective alumni trustee, who we are going to onboard on a committee and young professionals. And we are excited to bring his perspective to the board.

B. Clarify Governance's Next Steps

VII. Closing Items

A. Summarize Decisions Made

B. Assign Owners & Deadlines

C. Confirm Next Governance Meeting Date

D. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:01 PM.

Respectfully Submitted,
S. James