**Boston Day and Evening Academy**

**Board of Trustees Minutes**

### Jan. 14, 2020

**Attendance:** Danny Rivera, Alison Hramiec, Constance Borab, Maddrey Goode, David Jones, Chris Rotfuss, George Cox, Janet Platt, Toni Elka

**Absent:** Brandy Craford, Sonya Page, Spencer Kimball, Evelyn Zayas, Spencer Blasdale, Lauren Barry (BDEA Staff)

**Others in Attendance:** Rawchayl Sahadeo (BDEA staff), Cam Scott (BDEA staff)

**Clerk:** Carla Lee

1. **Welcome from Board Chair, Review Agenda: (Danny)**

Danny called to order at 5:36 pm.

**II. Approval of November minutes**

BoT read through the meeting notes of November 12, 2019. Jones set a motion to Accept the meeting notes; Danny seconded the motion. There was a unanimous vote of accepting the November minutes.

**Shout Outs:**

1. **BDEA Attendance and Enrollment Data Review**

Data Manager has been creating a data package for the BoT to review. This is our first year on blind enrollment impact, and attendance data. We usually do not use the lottery since we do not have more applicants than seats.

Our demographics of students in SWDs and ELLs is diverse.

Enrollment Trends

Progress towards attendance goals

SWDs and ELLs data

* Our discharge policies are stricter and reducing the numbers of discharged students this year.
* Our IEP population dropped this school year significantly. Why?
* We have a program for our W3, L and Q codes.
* There is a decrease in ELLs if you include the overall enrolled, discharged, and graduates.
* We have an increased amounts of ELD Level 2 and 3, which require increased instructional time.
* The group will increase with the remaining orientation sessions throughout the year.

Very Far vs Close standings

* ⅔ of our enrolled students are entering Very Far and Far range

Attendance Goals

* HoS Attendance Goals were discussed.
* Building Attendance vs Class Attendance
* It is important to compare data of attending and receiving support in the building vs attending class
* Comparison of Building Attendance SY17-18 to SY19-20
  + This school year there is a 9% increase of students that are in the 70 or above
  + There was a 14% decrease of students in SY19-20.
  + We have more interventions in place for the Yellow. Green - Awards, Shout-outs, Town Halls,
  + Attendance Board in lobby
  + MyWay Cafe impact on attendance
* Comparison of Class Attendance SY17-18 to SY19-20
  + Progress in class attendance this SY19-20
* More students have attended more for T1 SY19-20, PM SY18-19 to PM SY19-20 has stayed the same (3% less)
* 2.0 Building vs Class Attendance
  + Their Building and Class attendance
  + Use of Hale Reservation
* Hramiec wants a higher building attendance goal
  + Every week we will publicize to the school community in the lobby the goal
  + BDEA 2.0 - 70% building and 65% classroom attendance they have less transitions so their goals can be higher
  + We are seeing an increase and there are so many factors in place that have caused the increase.
  + Danny asked if the incentives are working. He did have the benefit in the past of incentives of veggie pizza and he improved.
  + The goal is to have everyone look at their Attendance
  + Attendance Progress Monitor team meets regularly every 1 to 2 months
  + More students on contracts this school year which has helped attendance.
* The students who are maternity leave, home tutoring - it does not impact our attendance and not slated for discharge.
  + BoT member said we need to be mindful of risk factors that affect attendance.
  + Acknowledgment and paying attention to coming to school is valued, and means something to the students.
  + Look at 2-3 factors of student, community, and academic support - There are so many factors and we should rank the factors of importance, and more suggestions from student voice to promote more ideas to improve attendance
  + If that data is showing higher at 2.0, we need to learn from those students to spread some of those factors.
  + Jones said the incentives and accountability - 2.0 model has an internship. The point system in the internship program based on attendance. They are holding students accountable to take part in the whole program.
  + Borab said that MyWay Cafe has increased afternoon attendance. One student talked about pizza from the School Year, and spoke highly of MyWay Cafe.
  + Borab said it took a school year for them to take it seriously this year from implantation last year.
  + In regards to peer encouragement, many students have made attendance goals and are sharing their attendance goals. Students are talking about attendance, and it can lead to behavioral changes.

Further Research Questions:

* Are the risk factors being accounted for in the negative data of attendance?
* Has the composition changed from voluntary discharges (moving, transfer) and non-voluntary (school decision) over the years? Scott needs to separate the data with H-S support.
* How many are 504 students in the IEP codes for SY 19-20?
* Why did our population change from SY 18-19 and SY 19-20?
* Are the students Very Far and Far range, what is the % of graduating and their length of time?

1. **ETWA**

BoT reviewed the ETWA with the revisions. Shaded are the changes to the document over time this school year so far. There is a committee that meets with Hramiec and Platt to create the ETWA. This document is important for all leaders to follow, documents how we operate and agreement upon the BTU members at the school. Some changes or suggestions were not implemented or adopted.

Changes made:

* Paragraph above the Mission was added about what ETWA is
* Page 3 - Middle - Required activities of Union - School events
  + Changed to include Winter trip
  + Changed language around Prom event or Whole School trip
  + Participation of staff - required vs volunteer interest
  + Page 4 - Sub coverage clear
  + Page 5 -
* There was mention to clear up volunteer vs required for others.
* Outline BTU conditions - Borab
* Different and beyond requirements

**Vote on ETWA: with changes**

First to motion: Danny Rivera

Second to motion: Chris Rotfuss

All in agreement of vote.

1. **Connections**
2. **Next Steps for 990 hours**

Hramiec will draft the waiver with BoT input.

Lauren Barry will do some research on schools who were granted the waiver.

Scott will work on the data relevant to the waiver.

**Investment - Financial report**

* Evelyn Zayas, BoT, and works for Eastern Bank has been leading the investment of our funds that were previously in checking accounts. Since October when we signed up for an investment account there was an increase of $5,000 dollars (Foundation), and $6,500 (School) funds.
* Is this money for access or reinvest? - Can do both?
* At the next BoT meeting, we will discuss how much can we take out and how much to reinvest.
* Evelyn said the decision was to invest with a more conservative approach. She wanted the board to feel comfortable, since they recently started doing investing.

1. **Updates**
   * Expansion has been approved - ask Barry what that means?
   * There was approval for an increased enrollment for next year - 444 next year enrollment - 2.0 will accept the 11 extra students for next year SY20-21
   * Hramiec is still trying to get on the agenda for a School Committee meeting to address with the Superintendent to discuss the school’s Mission, MOU, and Vision
2. **New Business, Meeting Adjourn**

The meeting was adjourned at 7:22 pm by Danny Rivera.