

Boston Day and Evening Academy
Board of Trustees Minutes
Tuesday June 14, 2022

Attendance: Spencer Blasdale, Maddrey Goode, Jennie Hallisey, Alison Hramiec, Perry Hull, David Jones, Norma Suarez Quiles, Cris Rothfuss, Alisa Hunter, Spencer Kimball, Jummane Kendrick

Others in Attendance: Rawchayl Sahadeo, Margaret Samp, Jill Kantrowitz, Irma Camacho, Lisa Ewick, Latashia Furtado, Leslie Hill-Singleton, Adrienne level, Janet Platt, Camilla Scott,

Clerk: Jill Kantrowitz

Location: Venezia Restaurant

Call to Order

Board Chair C. Rothfuss called the meeting to order. She acknowledged the difficulty of the ongoing pandemic and shared appreciation for staff and Trustees for this year of work and service. C. Rothfuss reviewed the agenda set by the Executive Committee and provided time for review of May 11th meeting minutes. C. Rothfuss called for a vote of approval, M. Goode seconded the motion, there were no opposing votes and the minutes were unanimously approved.

Approve SY23 Budget

Head of School A. Hramiec referred all present to the School Year 2022-23 budget. She reviewed the process followed to create the final budget including bringing a draft forward for Trustee review at the May Board of Trustees meeting then reviewing comments and feedback with the BDEA Leadership Team following that meeting to reach final changes. Final changes increased overall expenses by \$60,000 which is seen in the line item income-government grants. Changes were recognized in salaries, supplies, recruiting and marketing, and capital purchases (vans). The city of Boston will help BDEA through the procurement process for van purchases which will both save money and relieve the burden of internal negotiating of insurance. Some fund codes were changed for easier expense tracking and A. Hramiec reminded Trustees about a new funded initiative for staff to apply for innovative mini-grants.

Questions: S. Kimball asked if there is a change in plan of students enrolled. A. Hramiec confirmed that enrollment decreased in School Year 2022-23 relative to 2021-22. A. Hramiec shared that there was a decrease in final enrollment - a trend which is consistent across the district and associated with the COVID-19 pandemic. The school is addressing this trend with an investment in marketing..

S. Kimball moved to approve the budget as presented. S. Blasdale seconded the motion, there were no opposing votes and the 2022-23 School Year budget was unanimously approved.

Approve Updated Procurement Policy

Based on BDEA's increased use of federal funds the school's current procurement policy meets state guidelines but not federal guidelines. As a result BDEA accountants at Insource have revised the current policy. While the new policy will require extensive documentation it will allow the school to procure items of up to \$50,000, an increase from the current \$10,000 limit. Documentation will include an annual risk assessment which will be managed by the school's finance team. S. Blasdale moved to approve the revised policy, M. Goode seconded the motion, there were no opposing votes and the revised procurement policy was unanimously approved.

Presentation and Vote of Recharter Renewal Application

Hramiec provided background information to the recharter renewal application: BDEA is slated for rechartering for school years 2024-2028 but the process begins now. This will be the school's 5th recharter process. To begin the process, BDEA writes an application which must be approved by the Boston Teachers' Union, the Boston School Committee and BDEA's Board of Trustees. The application will be presented to the BPS School Committee on June 21, 2022, which anticipated response at the July 13th meeting. There will be a site visit from DESE in September inclusive of focus groups with internal stakeholders and the Board of Trustees. The DESE evaluation committee then writes a report on their findings which is presented to the Massachusetts Department of Elementary and Secondary Education Commissioner Jeffrey C. Riley for approval in April 2023. If approved, the charter will be in effect for School Years 2024-2028.

Context: Reapplication begins with a cover letter that outlines the three programs (Flagship, 2.0, and Blended Learning.) 91% retention. Head of School has 17 years at BDEA, and Leadership Team averages 10 years at BDEA. Diversity in staff, leadership, and Board. We need a new facility. We bring forth the need to amend our charter to cover our new Mission and Vision statements.

Director of Advancement J. Kantrowitz walked through all pages of the recharter renewal application sharing key highlights and fielding questions with Head of School A. Hramiec. Application sections included:

- Key Design Elements
 - KDE 1: Competency-Based Education Model:
 - KDE2: Student Support Model
 - KDE3: Post-Graduate Planning Model
 - KDE4: Professional Learning Community
- Amendments: Enrollment, expanding our charter, and 2 MOUs
- Access & Equity
- Metrics
- Compliance during the time of Charter
- Academic Program Performance
- Curriculum & Instruction
- Assessment and Program Evaluation
- Support for All Learnings
- Academic Review Committee (ARC)
- School Climate and Family Engagement
- Organizational Viability
- Governance
- Finance
- Next Five Years

Vote:

Board Chair C. Rothfuss called for a vote of approval to confirm that the contents of the application for renewal were accurate to the best of the Board's knowledge - and to therefore approve the application as presented. S. Blasdale seconded the motion, there were no opposing votes and the application was approved.

End of Year Reflection

Staff and Trustees shared reflections and stories that honored that hard work of staff, teachers and Trustees.

New Business

N/A

Adjourn

C. Rothfuss moved to adjourn the meeting, M. Goode seconded and the Board voted unanimously to adjourn the meeting.

Respectfully submitted,

Jill Kantrowitz