

Boston Day and Evening Academy  
Board of Trustees Minutes  
Wednesday, May 11, 2022

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**Attendance:** Spencer Blasdale, Maddrey Goode, Jennie Hallisey, Alison Hramiec, Perry Hull, David Jones, Lisa Laguerre, Sonya Page, Norma Suarez Quiles, Cris Rothfuss, Alisa Hunter, Evelyn Zayas

**Others in Attendance:** Rachel Sahadeo, Margaret Samp, Jill Kantrowitz

**Clerk:** Jill Kantrowitz

**Location:** Zoom

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### Call to Order

Board Chair Cris Rothfuss called the meeting to order. C. Rothfuss reviewed the agenda set by the executive committee and provided time for review of April 13th 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.

### Connections and Gratitudes

M. Samp led the group with a connecting prompt: "What do you like to do outside on your first 80 degree day?" Trustees shared responses about being outdoors, eating good food and spending time with family and friends.

### Updates

Head of School A. Hramiec provided recent updates:

- Whittier Health Center contacted BDEA in late April with news of a grant approval from the Department of Public Health to put a health center into the flagship site of our school. This was initiated by a grant written by former Director of Institutional Advancement, Lauren Barry, requesting a mobile health center van. The grant includes three health-related positions which will be housed at BDEA: Nurse Practitioner, Social Worker and Case Manager. A. Hramiec shared that BDEA has moved forward with an agreement with Whittier for this much-needed resource for students which we envision as part of a future state of the art facility.
- We have moved forward with hiring a consultant to carry out a feasibility study for the future location of BDEA. BDEA received two proposals: we selected Margaret Minor Wood who was the consultant hired to facilitate the original Build BPS project. She is also an architect for a firm that has built many of the charter schools in Boston. She is versed in BPS politics, and has vast knowledge of BPS buildings and school construction. We will work with her over the coming months to understand the costs and timeline involved with our facility options: including renovations and move. She will meet with staff initially to gather input for their vision and then will meet with the board.
- J. Kantrowitz Director of Institutional Advancement presented an advancement update: We have received four proposals from marketing and branding firms and expect to make a decision before the end of the school year on a firm that will support our student recruitment and fundraising efforts. The timeline for filling Foundation Board positions will be pushed back to fall 2022. J. Kantrowitz thanked all board members who have met with her to discuss their networks for future support of BDEA. J. Kantrowitz is prioritizing referrals who are candidates for the

Foundation Board and potential donors. There will be two school visits (June 3rd and 7th) and templates will be sent to board members to invite referrals to visit the school on those dates.

### **Presentation of SY23 draft budget**

A. Hramiec provided context for how the SY23 budget was constructed, shared ESSER funding totals and year(s) to date spending and then walked through key line items and planning associated. Contextual discussion points:

- The deadline for spending the last round of ESSER funding is September 2024. While there is hope that this timeline will be extended, no formal communication has been received and we are operating towards this September deadline.
- Previous investments with ESSER funding included: increased counseling services, part-time counselor for homeless students, another CFC position, another special ed staff member, brought back hybrid teaching program, hired a culturally responsive teaching coach, invested in substitute teachers which supported school during COVID-related teacher and staff absenteeism.
- We added more staff input to the SY23 budget. We carried out a January presentation explaining how our budget works, and then staff worked in small groups to envision future ESSER spending and creative programming ideas. The Leadership Team then synthesized content into common themes in alignment with the strategic plan. Potential expenditures were created accordingly in the initial budget draft.

A. Hramiec walked the board through the SY23 draft budget noting potential significant investments in alignment with strategic plan priorities:

- new expenditure for a daycare partnership
- increased staffing to support enrichment, improved attendance and special education support
- purchase of two vans anticipated to help improve attendance and provide flexibility to the student support team for home visits
- \$15,000 towards a grant funding pool for staff mini-grant innovation
- marketing and recruitment investment for increasing enrollment and fundraising
- feasibility consultant for future BDEA facility
- professional development - (race and equity coaches and increasing travel and conferences for project based learning and culturally responsive skill development)

### **SY23 Budget Discussion:**

The board brought forth the following questions in response to the presentation:

- C. Rothfuss: Will shifting the allocation of staffing away from advancement and towards enrichment reduce our fundraising capacity?
- C. Rothfuss and D. Jones: How much do we want to spend on mini-grants and what will be the level of staff and student involvement in the process?
- S. Blasdale: Have we invested enough in marketing and branding given that this is our top priority?
- Board members advocated to spend more money on mini grants to support innovation.
- Board members were supportive of the capital investment in vans but raised questions about expenses for insurance and licensing, concerns about price of gas. The group discussed the opportunity for using the vans for marketing if wrapped in BDEA branding.
- A. Hunter asked about different types of professional development opportunities and suggested The Coalition of Schools Educating Boys of Color.

- M. Goode asked how often the budget is reforecast. A. Hramiec explained that the accountants expect the board to vote to adopt the budget annually in June with a reforecast in October/November based on additional received income; followed by a second vote in November.

A.Hramiec concluded with a reminder that the board's primary responsibility is fiscal responsibility, with an emphasis on the importance of increasing enrollment and continuing to be strategic about ESSER spending.

**New Business/Reminders:**

- Graduation is June 9th in the BDEA courtyard at 4:00pm
- June 14th is an in-person board meeting during dinner at Venezia Boston in Dorchester
- We will begin our recharter application process and will need to vote to approve the recharter in July\* (Due August 1st)- \*note, this timeline has since moved up to June meeting.

**Head of School Evaluation**

Non-voting board members including the Head of School were excused from the meeting for the Head of School Evaluation discussion. S. Blasdale served as clerk for this portion of the meeting: S. Blasdale shared the Head of School Evaluation process with the full board. C. Rothfuss explained the process for the Executive Committee working with the Head of School in the fall to set goals and how the Executive Committee is responsible for drafting the overall evaluation which comes to the full board in June. D. Jones and J. Hallisey provided perspective from the staff and expressed interest in working on the staff survey questions.

**Adjourn**

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

Respectfully submitted,  
Jill Kantrowitz