Boston Day and Evening Academy

Board of Trustees Retreat Minutes

Tuesday, October 17, 2017

**Attendance:** Connie Borab, Spencer Blasdale, Margie Samp, Alison Hramiec, George Cox, Spencer Kimball, Danny Rivera, Toni Elka, Lyndon Vincent

**Others in Attendance:** Arpi Karapetyan, Aaron Stone

**Clerk:** Arpi Karapetyan

**Call to Order**

Danny called to order at 5:54 pm

**Welcome and Review Agenda - Danny**

Danny welcomes board.

**School Committee Video**

Board watched video from 10/4/2017 school committee meeting regarding BDEA participation in World Ocean Roseway Trip.

Board discussed looking for funds to ensure this happened summer SY18

**Corrections to September Minutes**

Motion to approve minutes by Spencer.

The minutes were approved. All in favor, no abstentions.

**Updates - Alison and All**

*DESE Visit*

* DESE board focus group went well. Board was strong in presenting information. Board feels engaged.
* Get draft of report in November/December and then it goes through the process of being approved by the commissioner. That should happen in February.

*Kitchen Update*

* Met with key people from BPS food services.
  + Alison presented the design for our model. Goal is to have a full service kitchen, with option to have teaching kitchen as well.
  + Three challenges from food services that they need to think about: (1) if it went forward, ISD needs to approve; (2) address staffing issues that might come up if we move to model with more prep/serving; (3) whether or not BDEA would or would not work with Revolution Foods, BPS’s new food provider.
  + Facilities is ready to move forward with renovations if we have way to purchase equipment and labor.
* Shaw Foundation mission is to improve the food quality, not support BDEA being a heat and serve kitchen
* We want to figure out how we can be a school that cooks our own food. There are other schools like this.
* Connect with nonprofits: Future Chefs, etc.
* Board has to decide:
  + If we should pay for installation and equipment (Shaw Foundation might pay for equipment)
  + Full service with BPS or with another vendor for support and flexibility
* Board Decides Next Steps:
  + Create a budget for costs (first year and ongoing) for next meeting
  + Talk to Shaw Foundation before next meeting

*Head of School Report -- Attendance Update*

* Goals for attendance policy is to give ownership to the kids and to be transparent and clear with them about where they are in terms of attendance.
* We are seeing better attendance than we did last year overall.
* Seminar kids have improved and so have returning students
* Use weekly trends to see where drop off happens
* We are now texting parents when students don’t attend and emailing progress reports to parents. This helps makes attendance attendance policy more sustainable for staff.

**Present HoS Goals - Alison**

* Alison reviewed her goals.
* Board asks questions about goals and provided feedback.
* Discussed impact of Barr Funded redesign process for BDEA. Currently we have $150K for the planning grant, implementation is $750K to be used over the course of 3 years. (Use Barr Money to improve food services?)

**Identify SY18 BoT Goals - Alison**

*<board reviews update of strategic plan and subcommittee goals>*

* Discussion of what board wants to focus on
* Board decides to focus on:
  + Stay focused on last year’s goal to improve food quality at the school
    - Bring in resources to help this happen
  + Support school in implementing strategic plan through resources, strategy, etc. given that we have a redesign process going on right now.

**Development Sub-Committee Report-Out - Danny and Team**

* Coffee hour on November 2nd, 8 am to 9 am. Board brings people to introduce them to the school.

**New Business**

* No new business

**Adjourn**

Toni moved to adjourn the meeting at 7:07 pm.

Seconded by Spencer

Approved

Respectfully submitted,

Arpi Karapetyan