Boston Day and Evening Academy

Board of Trustees Retreat Minutes

Saturday, September 16, 2017

**Attendance:** Connie Borab, Spencer Blasdale, Liliana Mickle, Margie Samp, Alison Hramiec, George Cox, Lyndon Vincent, Spencer Kimball

**Others in Attendance:** Andrea Kunst, Norman Lowe, Irma Camacho, Janet Platt, Adrianne Level

**Call to Order**

Meeting was called to order by Liliana at 8:07. Everyone was welcomed and everyone introduced themselves. Alison welcomed everyone and summarized the agenda.

**Review of BDEA SY17-18 Focus and Direction**

Alison presented BDEA’s overarching goals for the coming year.

PROFESSIONAL LEARNING COMMUNITY

We will continue to support our staff in affirming and appreciating our diverse and vibrant community and creating time and space for staff to do great work by being present for staff and students (coffee hours, focus groups, *etc*.)

IMPROVE ATTENDANCE

Board reviewed the new BDEA Attendance Policy

Propose that the Board accept the Attendance Policy that was outlined, changing the phrase “Removed from rolls as active student” to “Removed inactive student from rolls” (Borab)

Second (Spencer B)

Vote passed unanimously.

**Corrections to May Minutes**

Should say “Approval of March” (not May) minutes

Should say “happy to report that eight out of nine Board met” (not students met)

The vote to approve May and June minutes was moved to the next meeting.

**Consideration of New Board Member**

Cris Rothfuss, who spearheaded TheRealRide cross-country off-road team bicycle ride that is currently underway to raise awareness and funding for BDEA, was presented as a potential candidate to join the Board of Trustees. Cris is the Executive Director at Harvard’s Institute for Quantitative Social Services (IQSS).

Motion to add Cris Rothfuss as a Board of Trustees member (Spencer B)

Second (Lyndon)

Vote passed unanimously.

**Adjustment to Leadership Team**

Andrea announced that she will retire from BPS on September 29, 2017 (celebration from 3:00-5:00 in garden).

She is starting a consulting business.

BDEA is Andrea’s first client, and she will continue to do grant-writing and support development and reporting for BDEA.

**Cafeteria and Kitchen**

Phase 1: The cafeteria was remodeled in time for the opening of the school year.

Phase 2: The kitchen will be remodeled.

**Preparation for September 19 DESE Site Visit**

Board reviewed data describing BDEA student population and discussed the logistics of the upcoming Site Visit.

*<Subcommittee Break-Out Sessions>*

**Subcommittee Share-Out**

HEAD OF SCHOOL SUPPORT AND EVALUATION

Goals:

* Ensure Head of School has support of the Board.
* Complete evaluation which includes observations and feedback from BoT and staff.

Make sure we have common definition and understanding of what a 360 evaluation is.

Determine the processes and dates, including EDFS deadlines, that we need to hit, and who is responsible.

Communicate more effectively within the subcommittee and also with the staff.

FISCAL STABILITY

Goals:

* Potentially look at a new accounting firm to handle bookkeeping.
* Work on 5-year projection of budget.
* Really look at the salary disparity between BDEA’s staffing needs and BPS funding.
* Clear up how to pay for the new kitchen.

Space planning was also considered in light of the redesign opportunities under development.

BOARD FUND/FRIEND-RAISING:

Priorities:

* Have a couple more friend raisers. Last year we had a friend-raiser in the spring and the timing was difficult. November and early April were discussed as target times to have an event and encourage people to bring two friends to the school. Dates will be handled on a doodle.
* Last year we were at almost 100% in donations; this year we aim for 100%.

**October Meeting**

Discuss 20th Anniversary Celebration or Event -- what are the school’s priorities

**Adjourn**

Liliana adjourned the meeting at 12:15pm.

Respectfully submitted,

Janet Platt