

Boston Day and Evening Academy
Board of Trustees
Meeting Minutes
September 30, 2009

Note: The Board of Trustees will discuss business from 5:30pm to 6:15pm, at which time the Board will host a networking dinner and reception with BDEA partners.

Attendance: DeWitt Jones, Martha Mueller Cook, Karl Holland, John Henn, Curtis Jones, Beatriz Zapater, Alison Hramiec, Connie Borab, Craig Ruiter
Staff: Andrea Kunst, Nastasia Lawton

- I. **Call to Order.** DeWitt Jones called the meeting to order at 5:30pm
- II. **Approval of May 2009 Meeting minutes.** The motion to approve the minutes was made by John Henn and seconded by Martha Mueller Cook. The minutes were approved unanimously.

Report: Board Recruitment and Nomination Process. Martha Mueller Cook reported on her work over the summer with Beatriz Zapater to create a process of recruiting and nominating new Board members, and engaging current members. Al Whitaker has been nominated by Dewitt Jones to chair the Nominating Committee. The report was handed out and included clarified “job” descriptions for board members, including expectations on school involvement, meeting attendance, and the roles of a BDEA board member. The board should include: 8-10 external members, 2 staff members, and ex-officio student government and parent members. There will also be a School Site Advisory Council, lead by the assistant head of school, which will consist of 3 staff members, 3 family members, and 3 students. The SSAC will not discuss board issues. The SSAC will be a great way to get parents and students involved in school issues, and in the SSAC report to the board, those issues will come to the attention of board members.

The process of nominating staff members to the board will be as follows: the ILT will nominate potential candidates from staff members, who will then be voted on by the board. For external board members: there is a nominating form (included in handout) and a resume must be attached for each potential new member. Discussion was raised about the length of membership for staff; whether it is beneficial to have short membership terms to allow more staff to serve on the board. There is nothing in our by-laws about how long staff may serve on the board, just that we must have staff on the board at all times. Beatriz Zapater will be the point person for the process of staff nominations.

The expectations for meeting attendance are very clear and will be listed in a contract for new board members to sign. The requirements are attendance at meetings and one retreat per year, plus an additional 10 hours per year spent with a staff member who is chosen to be a “buddy” for each board member. 6

hours must also be spent visiting classes and/or participating in school events. Board members are also expected to contribute to the school financially as they are able, as well as support and attend a fundraiser, should the school choose to have one. There was a brief discussion about staff and member term limits, which became effective when the Board adopted the new by-laws in 2008.

VOTE: A call to vote was made to adopt the nominating process as outlined.

John Henn made the motion to adopt the nominating process, and Craig Rutter seconded it. The motion to adopt the nominating process passed unanimously with no abstentions.

Beatriz Zapater thanked Martha Mueller Cook for her hard work on the terms of this process.

III. Reports

Executive Committee: The minutes from the executive committee had been previously distributed to the board. There were no questions on the minutes.

Head of School: A handout was passed to board members. Highlights of the report are:

- Staff positions are filled and we are confident that the right people are in the right place. The faculty retreat was centered on the question: "How will supports we put in place help achievement?"
- There are new school workgroups: Attendance, School Culture, Postgraduate Planning, Advisory
- Attendance, enrollment, and school culture are the best they have ever been at this time of year. The admissions manager has been highly effective, and we are very close to meeting our projected student enrollment. This poises us to raise our cap next year.
- At the open house, Beatriz Zapater communicated with parents about school issues, especially our AYP status, our commitment to doing all it takes to help students pass the MCAS, and the success we've seen, including the rise in MCAS scores from 2008 to 2009. As a school, we are improving our coding of students, as well as becoming more accurate in ascertaining which students are eligible to take the MCAS exam as 10th graders.
- Ladies FIRST is launching this year, funded by the Boston Women's Fund and the Alden Trust. This group will focus on empowering our young women to become leaders in their communities and the school.

OIAA: Highlights from the OIAA report include:

- Our fundraising goal for the FY2010 was \$230,000. To date, we have exceeded that by \$68,000. There is another \$450,000 in grants pending.

- We have hired an Alumni Coordinator, to reach out to all of our 350+ graduates, get current contact information, and reconnect them with the school.
- We will be developing new collateral materials that will be translated into two dominant languages.

Staff: The staff report was handed out

- Several faculty members reported that their summer work was very intense.
- The staff is off to a good start this year, working very hard to help students succeed.

IV. Board/Partners dinner and reception

There are 20 partners who responded that they would attend the dinner. Beatriz Zapater and DeWitt Jones will say a few words, and have people introduce themselves.

V. Adjournment to Executive Session

The motion was made to move to an executive session to have a discussion. It was seconded and passed unanimously. All staff members exited the meeting.