

Boston Day and Evening Academy
Board of Trustees Minutes
Oct 21, 2023

Attendance: Maddrey Goode, Jennie Hallisey, Alison Hramiec, Alisa Hunter, Jumaane Kendrick, Salesia Hughes-Hibbert, Jill Kantrowitz, Dre Woodberry, Jonathan Barry, Tyron Boswell

Others in Attendance: Rawchayl Sahadeo, Blaine Yesselman, Irma Camacho, Migdalia Perez, Michelle Allman

Clerk: Rawchayl Sahadeo

Absent: Norma Suarez, Lisa Laguerre, Cris Rothfuss, Sonya Page

Location: Wheatley campus (in-person)

Documents/Exhibits Used: Sept 2023 minutes (for review and approval), Oct 21 meeting agenda, BoT slides

Call to Order

Maddrey Goode called the meeting to order at 10:05 am and asked for BoT introductions, professional career roles, and duration on the team. Afterwards, Goode appreciated the members and their support for the school, and how positively impactful the members are on school and students, and how important it is to be a “working” active board. He is proud to be introduced to new BDEA alumni throughout his City of Boston meetings. Goode reviewed the agenda of the meeting.

A. Hunter called for approval of the minutes of Sept 2023. Dre Woodberry seconded the motion. All in attendance at 10:19 am approved the meeting notes. Jonathan Barry abstained due to not attending the meeting.

Alison Hramiec reviewed an overview of the BoT key role components: Governance, Finance, BDEA Ambassador, Head of School Evaluation.

Connections

A. Hunter shared the Connections prompt: BDEA Board Reflection of SY22-23: “*Enjoy? Challenge? Able to use skills and talents? Name 3 tangible ways you hope to use those skills to support the BDEA community.*” The BoT members participated independently in quiet reflection time until the whole group conducted a brief reflection sharing.

Reflection Sharing notes:

- Be present more; more supportive
- Re-energize on the campaign of a “new facility”; importance of student messaging on the school’s commitment of care, food, and facilities, and togetherness as priorities
- Appreciate the humor, relaxing and good vibes in the BoT meetings
- Continuing the Connections Activity - building relationships
- Focus on the “WHY” of our BoT work
- Support for sharing “vote” details for notes in the chat - Salesia Hughes-Hibbert agreed to support by sharing the voting members’ names to record in the notes.

Present Calendar of Events

A. Hramiec shared an overview of upcoming events throughout the SY23-24, categorized by months, with encouragement for BoT members to attend more school events, and sharing that it is good for the school community to witness/observe BoT involvement.

Hramiec with support of Camacho will add the BoT members to the Graduation Luncheon and Graduation date, on December 7, 2023. Jill Kantrowitz will share the date once confirmed with the Whittier Street Health Center of the Grand Opening. Camacho informed the BoT members that she will share the invites and the Turkey drive giveaways dates for help. Jonathan Barry asked about his company's meal date and that it was not on the spreadsheet of events as of yet. Kantrowitz shared that it will be an internal event, and more details will be forthcoming.

Hramiec reviewed the slides of the Mission Statement, Anti-Racist Statement, and key marketing terms: *Welcome, Embrace, and Inspire*. The mission statement needs to be approved, after the LT determines if any edits are needed. Kantrowitz shared more about how important it is to embody at our school the terms, and through BoT participation.

Data Dive

A. Hramiec reviewed the DESE mandate of Criterion 2: Access and Equity. The school ensures access and equity for all students. Hramiec reviewed the SY24 Enrollment targets - T1: 300; T2: 330; T3: 368.

Michelle Allman reviewed the Enrollment data. Moise is on track to enroll another 30 students for the start of Project Month. The ideal objective is to increase retention efforts. A. Hramiec shared that Camacho is leading the team of enrollment with Moise and the Operations team. A. Hunter said that the team is working on viewing the marketing efforts, being more strategic with their planning, in order to link the committee's efforts and Moise's outcomes.

Dre Woodberry was excited to see the marketing materials, with the theme of moving away from a last resort to another option of school choice. He appreciated how realistic the goals are, and how enrollment is linked to budget. Woodberry stated that it is everyone's job to help with the recruitment effort. Camacho shared that the postcards worked in recruiting more interest, resulting in more people calling the school for more information; however, there is an influx of applications and admissions follow-up and work.

A. Hunter asked about if there is any recorded data tracking about how people are hearing about the school. Camacho said it is recorded, and the marketing team has advertised in community centers as well. Migdelia Perez asked if the school reached out to Welcome Centers, and her spouse can support sharing our marketing materials, and she knows of other organizations that would welcome a BDEA info recruiting table. D. Woodberry shared after the review of the school's academic and attendance data, that BDEA needs to determine what we are offering, and how to best support the students we enroll through graduation.

Allman reviewed the slides of "Enrollment by Cohort" from SY19-20 to present year, English Learners (Percent enrolled). As of October 1, 2023, 12.7% of BDEA's student population are ELL. Last year 16% of all newly enrolled students were ELL. This year's September 2023 cohort had 13% ELL. The school needs to determine how best to retain these students. Sahadeo shared details about the ESL Humanities programming and team's commitment for teachers to be dual-certified, and the need to have other teachers ESL certified on the Math and Science departments. D. Woodberry asked if BDEA should advertise to the district to recruit more ELs in Level 2 and 3. The school currently has 2 ELs students out of 39

students in SY23-24. Hramiec said the school continues to focus on retention of IEP and ELs students. If we are adding more program expansion, the school needs to have more resources if our enrollment increases numbers in ELs Level 2 students.

A. Hunter talked about how the team has planned to provide marketing materials in different languages. M. Allman shared the Superintendent Skipper's overall messaging at her last recent school visit that BDEA needs to determine what our "niche" is, we may not choose focusing on EL Level 1 and 2. Skipper wants us to focus on honing what types of students we best serve in BPS. M. Goode said that we must focus on the cultural aspect, and that the marketing and translation is aligned with cultural appreciation of our communities and families. D. Woodberry shared that BDEA needs to view the budget allocation, and to maneuver the supports using Title 1 funds for our school's priorities. Hramiec said that we need to share more how Title 1 funds are allocated with the BoT in future meetings. A. Hunter recommended the school contact the students who are transferring and determine why they left, which can be supportive of our retention efforts and programming in the future.

Allman shared the Students with Disabilities (Percent Enrolled) info slide. As of October 1, 2023, 41% of BDEA's student population have IEPs and 5% have 504 plans. Our population of students receiving special education services is twice as high as BPS (at 21.5%) and 2.5 times the Comparison Index. D. Woodberry shared how he dislikes the term "Students with Disabilities" since there is a wide range of skills and needs from students with IEPs, and the term "disabled" is not fitting. Hramiec appreciated the identification of this term on our slide deck and shared that we use the identity of "IEP students" and not using the term "special education" or "students with disabilities".

As the next slide, Allman shared the Enrollment by MAPS ELA Scores at Intake from SY19-20 to present year slide and shared how the school is currently in a literacy improvement cycle of inquiries across the content disciplines, with our organization partnership with TNTP over the past three years.

Allman reviewed the Enrollment MAPS Math scores at Intake from SY19-20 to present year info slide. Hramiec summarized the previous MAPS Intake data results highlighting the complexities of students' skills with below-grade level abilities, and for teachers to learn and practice strategies to support improved student achievement. Hramiec said that our anti-racist work must focus on BDEA's academic programming to develop a strong foundation Tier 1 curriculum that supports all BDEA student learners. Our tenets are: Equitable Literacy (Yr3) High Quality Curriculum and High Quality Tasks in every classroom; District Wide - Inclusion Planning Team (SpEd and EL); and SpEd Professional Development.

Blaine Yesselman shared her background of working with schools and providing intensive instructional curriculum and academic support focus work. Yesselman mentioned the importance of supporting high academic programming, pushing curriculum changes, and creating space with adult work and shifting mindsets, which lead to improved student achievement. Yesselman said that the BoT members are welcome to learn more about the academic programming efforts she is leading. Hramiec shared that we have redefined Blaine's role to be focused on instructional leadership, and shifted the roles of the other IL and Program leader, streamline workflows and allow for a focus on academics this year.

A. Hunter said thank you to Blaine, and her work, and how attendance is aligned with supporting academics. Allman shared the stability rate and shared the Alt-Ed schools comparison between schools info slides. Yesselman asked if there is a state cohort of support for all Alt-Ed schools. Hramiec shared that the state does not have a cohort but at the district level of principals, there are support meetings, but not on a state level. Last year, Akshata Kadgathur hosted an educational forum with Alt-Ed teachers to share successes and challenges. D. Woodberry asked if we have any data of why students dropped out of BDEA. Allman said we don't have any compiled official data, and that staff are documenting the reasons for leaving.

A. Hunter wanted to know if we can share some additional data about BDEA since it is different for other Alt-Ed schools. Allman is curious about viewing data to compare the retention rate of Sept Intake cohort vs the after T1 Intake cohort students. Hramiec shared that a new role with Allman as the Data Team Manager is to focus on analyzing, determining data trends, and she has experience working with other Alt-Ed schools, and can contextualize the data, and determine next steps. Yesselman shared her appreciation of Allman for supporting her role with data in her work.

M. Goode asked that in regards to the BoT level we want to narrow down the data, and need to focus our lens on the outcome results and highlighting answers to questions like: How many people do we enroll?; How many people do we Retain?; How many people graduate? D. Woodberry gave an example of using the marketing key terms and how they are aligned with how we welcome, retain, and graduate students. Jill Kantrowitz said she has a Data point marketing document one pager to write which will emphasize how many students have gone onto career training, and career advancing tracks, and the school's efforts in directing students in aligned interest paths. M. Goode suggested highlighting the "Inspire" theme for the BoT to view data going back to five years to current Goode highlighted a news article in viewing the BPS Valedictorian and their post graduation paths and successes and its focus on the structural racism, academic gaps, and academic journeys of a small group of BPS students.

Attendance Policy

Hramiec shared about the new BDEA Attendance policy, as an increased accountability for the entire community. The Section 1 part of the attendance policy change, makes a shift of contacting parents and not just communication with students only. The bus pass and 10-day letter interventions are actions results on the school's part to increase attendance or follow-up in a timely manner. Goode asked for the school to add a bullet on "ReEngagement options" in the new Attendance policy. A. Hunter asked about the processes behind the document. Hramiec recommended that at the next BoT meeting she would discuss the attendance policy and processes, and the steps on how to systemize the attendance interventions efforts.

Hramiec shared some the SY24 Financial Investments tenets aligned to our priorities for this year: Recruitment (Attendance Coordinator + increased Enrollment supports), Academic Excellence, and Retention Attendance

Board BoT Audit SY22-23

Jonathan Barry reported that BDEA uses a third party auditor and an outside accountant service to manage our finances for the Academy and Foundation. Audit highlights are that the school has a "clean" audit opinion, no misstatements, findings, etc.

J. Barry highlighted the financial statement highlights of:

- Audit Firm Recommendations: Need to put to a vote the recommendations
- Current best practices recommendations: Payroll timesheets for ESSER purposes.

Hramiec said that the Accountant will provide paperwork to share with staff who are hired through ESSER grant funding for transparency of funding. J. Barry said the BDEA BoT Finance team approves of the financial statements.

D. Woodberry asked about the 1% of the Title 1 funds for families that are allocated in the budget. Hramiec said that the allocation details were shared at a previous meeting and we will share again at our next finance update. Goode asked for clarification about what the vote was for the BoT to conduct voting. J. Barry shared that the BoT was voting to approve the

audit report. The BoT vote occurred at 12:09 pm: Salesia Hughes-Hibbert gave a motion to approve the accountant's audit report. Jumaane Kendrick seconded the motion. No one abstained.

Sub-Committee Assignment

A. Hramiec reviewed the subcommittee work of: Head of School Evaluation, Finance, Marketing, Family/Parent Engagement (new committee). Hramiec shared that Camacho has moved to a new role as Culture & Operations Director for this school year, with two shifted roles of the Family Liaison and Admissions Manager on her supervisory caseload.

- Head of School: M. Goode, Jill Kantrowitz, and BDEA staff support survey results
- Finance: J. Barry, C. Rothfuss, A. Hramiec, J. Kendrick
- Marketing: A. Hunter, J. Kantrowitz, J. Hallisey, T. Boswell, Lisa Laguerre?
- Family/Parent Engagement: D. Woodberry, S. Page, S. Hughes-Hibbert, Norma Suarez?, I. Camacho, M. Perez*:
Family Liaison

A. Hramiec shared she will communicate to the BoT about upcoming events, send the events spreadsheet with updates, and recruit for the upcoming Graduation Board address.

Adjournment

A motion to adjourn was conducted by Jonathan Barry; J. Hallisey seconded the motion. The meeting adjourned at 12:36 pm.

Next meeting - Wednesday, November 8, 2023 - 5:30-7:30 pm