

**Boston Day and Evening Academy
Board of Trustees Minutes, Board Meeting**

Date: May 14, 2025

Time: 5:30 PM – 7:30 PM

Location: Zoom

Attendance:

Present: J. Barry, A. Collins, M. Goode, C. Hendricks, A. Hramiec, S. Hughes-Hibbert, A. Hunter, A. Kadagathur, J. Kendrick, C. Rothfuss, A. Shabowich

Absent: S. Page, D. Woodberry

Others in Attendance: M. Allman, J. Kantrowitz

Clerk: J. Kantrowitz

Documents/Exhibits Used: April 16, 2025 minutes (for review and approval), May 14, 2025 meeting agenda, BoT slides

Call to Order

The meeting came to order at 5:36 PM. A. Hramiec reviewed the agenda, and called for a review of the April 16, 2025 minutes.

Board Minutes and Agenda Review

Motion: S. Hughes-Hibbert moved to approve the minutes from April 16, 2025 with two corrections that were made (a noted change to the attendee list, and clarification on executive session participation).

Second: C. Rothfuss seconded.

Outcome: All approved, no abstentions.

Bylaws and Governance Updates

A. Hramiec and C. Rothfuss reviewed updates to the school's bylaws and explained the Bylaws connection to two additional governing school documents:

1. Accountability Plan (defines metrics through which BDEA is evaluated to maintain charter). This has been approved by the BDEA School Board of Trustees and DESE; pending BPS School Committee approval when MOU A and B are finalized).
2. MOU A and B (define the relationships between BDEA and BPS central office, and union relationships). These documents are required by Horace Mann law. Approval has been delayed while negotiating a new level of

insurance coverage and while seeking new legal representation with the District's other Horace Mann schools. This is nearly finalized and will soon be ready for vote at the School Committee (with the Accountability Plan).

3. School Board of Trustees Bylaws (being voted on at this meeting)

Key bylaw changes included:

- Board composition clarified: 7–25 members, including up to 3 elected staff; Head of School is not a voting member
- Term limits extended from 8 years (4 terms) to 12 years (6 terms)
- Officer roles and standing committees (Executive, Finance) explicitly defined
- Flexibility preserved for family member representation

Board discussed the inclusion of a family member seat and DESE's recommendation to extend terms for continuity. Updates were shaped in collaboration with DESE and BPS legal teams.

- **Motion:** A. Hunter moved to approve the updated bylaws as recommended by the Executive Committee with the board's agreement to actively encourage student and family participation.
 - **Second:** J. Barry seconded.
 - **Outcome:** All approved, no abstentions.
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Data Dive: Attendance and Graduation Trends

M. Allman presented longitudinal and current year data on student attendance disaggregated by term of year, and program type, as well as historic discharge and graduation rates. Key points included:

- Building attendance currently 55–60%; class attendance at 40%
 - Attendance has increased since the new policy began emphasizing family outreach and incentives
 - 115 discharges YTD vs. 160 in prior year
 - Graduation projections: ~30 students in June
 - Blended Learning (BL) students show lower attendance, especially during Project Month
 - 2.0 program students have stronger attendance (~60%)
 - Recent shout-outs and gift card incentives have helped drive improved attendance rates
 - Board members discussed how 70% attendance is a threshold for concern and intervention
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Community Connection Exercise

A. Hunter led a 3-word self-description prompt. Participants shared a mix of emotional, historical, and personality descriptors to build connection.

FY 2025–26 Budget Approval

A. Hramiec walked through the proposed School Year 2025-26 organization budget:

Revenue:

- 10% increase in BPS funding due to larger enrollment projection and special education inclusion needs. Discussions with the BPS Central Office occurred between January and April, led by A. Hramiec.
- ESSER grant conclusion resulted in a 75% reduction in government grants.
- Private contributions and fundraising are expected to remain steady or increase.
- Anticipating flat federal Entitlement Funds, though these funds remain vulnerable to federal decision-making.

Expenses:

- Reduction in salaries due to staff attrition and position consolidation
- No out-of-pocket benefits for grant-funded roles (previously \$170K/year)
- Coaching expenses decreased; BPS will fund Telescope Coach
- Insurance costs increased (as expected and needed)
- Minor reductions in contracts and elimination of mini-grants

Deficit Planning:

- ~\$220,000 anticipated deficit
- Future income strategy: Maintain enrollment, sustainable staffing ratios, fundraising (Inspire Fund), and strategic use of savings

Motion: J. Barry moved to approve the FY 2025 - 26 budget

Second: S. Hughes-Hibbert seconded

Outcome: All approved, no abstentions

Head of School Evaluation

The Executive Committee presented findings from the Head of School evaluation. The process followed DESE guidance and included reflection on four domains:

- **Instructional Leadership:** Proficient

- **Management & Operations:** Exemplary
- **Family & Community Engagement:** Proficient
- **Professional Responsibilities & Collaboration:** Proficient

Feedback and discussion took place around Alison's leadership in finance, as well as school instruction, and the school's anti-racist commitments. Future goals include:

- Deeper instructional focus
- Addressing race and equity issues with consultant support
- Continued work on school culture and family engagement

The Executive Committee will broaden participation in the evaluation process next year.

- **Motion:** A. Hunter moved to approve the School Year 2025 Head of School Evaluation
- **Second:** A. Collins seconded
- **Outcome:** All approved, no abstentions

Upcoming Events and Board Recruitment

- **Board Retreat Dinner:** June 4, 5:30–7:30 PM at Fort Hill Bar and Grill
- **Graduation Awards Luncheon:** June 12, ~2:00–4:30 PM
- **Graduation Ceremony & Alumni Gathering:** June 17
- **Recruitment:** Board encouraged to share nominations (particularly legal/finance backgrounds)
- **Board Continuation:** Members asked to confirm plans for next year
- **Graduation Speaker:** One board member will deliver the welcome speech

Adjournment

Motion: S. Hughes-Hibbert moved to adjourn the meeting

Second: J. Kendrick seconded

Outcome: All approved, no abstentions

Meeting adjourned at 7:17 PM by A. Hramiec