

APPROVED



Boston Renaissance Charter Public School

Minutes

Board Retreat

Date and Time

Saturday October 26, 2019 at 10:00 AM

Location

Tavern at Quarry Hills 100 Quarry Hills Drive Quincy, MA 02169

MISSION

The mission of the Boston Renaissance Charter Public School is to nurture and develop academic, social and emotional competence while building confidence, character and citizenship among its students.

Trustees Present

A. Buckmire, B. Keith, C. Engerman, E. Alphonse, L. Colon

Trustees Absent

F. Lowery, K. Williamson, S. Dibinga

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

L. Colon called a meeting of the board of trustees of Boston Renaissance Charter Public School to order on Saturday Oct 26, 2019 @ 10:10 AM at Tavern at Quarry Hills 100 Quarry Hills Drive Quincy, MA 02169.

C. Welcome

II. MCAS Presentation

A. MCAS Presentation

MCAS Presentation - presented by Alexandra Buckmire

Review of accountability system indicators; student groups and subgroups; score definitions; school accountability percentile

Review of overall classification

Review of Overall MCAS results in 2018 and 2019; comparisons between the years and between the districts/state

Review of MCAS results by subject matter (2018 & 2019); student groups and grade levels

Lower School Shifts

Data and assessment: Implemented tools such as DataWise, Illuminate Platform and added assessment and analysis of data collection

Unit/lesson planning: grade level planning; theme-based learning in kindergarten; lesson plan expectations

Literacy block review & personnel shifts (reading specialists in K2 and 2nd grade intervention reading specialist) and technology time

Upper School Shifts

Implementation:

- Master schedule/departmentalization
- Equity in place and core contents grades 3-6
- High expectations of tasks/scaffolding/intervention/project-based

In Progress:

- Unit and lesson planning
- Routine assessments
- Review of placement of other district schools

III. School Improvement Plan

A. School Improvement Plan

Review of School-Wide Improvement Plan (SY19/20) - Presented by Alexandra Buckmire

1. Data and Assessments - data; assessments and technology
2. Curriculum/Planning and Professional Development - unit/lesson planning; MCAS prep; ELs/SWD; and Aligned PD
3. Maximizing Learning - Before school; After-school; Saturday Science program; Half-day Fridays

IV. Charter Renewal update

A. Charter Renewal update

The charter renewal visit went well overall. The Board was specifically asked about committees, their composition and minutes. The possible outcomes are: the charter could be renewed, renewed with conditions, or placed on probation. We should expect to hear from DESE in December or January of this year.

V. Presentation of Audit

A. Presentation of Audit

E. Alphonse made a motion to Approve combined financial statements and auditors' reports.

B. Keith seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

- E. Alphonse Aye
- L. Colon Aye
- A. Buckmire Abstain
- B. Keith Aye
- K. Williamson Absent

S. Dibinga Absent
F. Lowery Absent
C. Engerman Aye

VI. Board Assessment & SY 20 Action Planning

A. Board Assessment

SWOT Analysis Results:

Strengths

What are the Board's strengths in the area of follow through and effectiveness?

- In person attendance
- Overall commitment
- Desire to see school succeed
- Work together well, open environment
- React well to immediate threats
- Great board composition
- Well educated/informed board, good pulse/read on school activities
- Craig's experience in school admin
- Diverse skills
- Commitment to the school
- Positive interactions and communication with Board

Weaknesses

What are the Board's weaknesses in the area of follow through and effectiveness?

- Inexperience as formal board members
- Not visible enough in school
- Strengthen/identify subcommittees
- Follow through on completion of long-term projects
- Take on too much, no delegation
- Board composition does not extend through future
- Managing/carving out time for board work out of scheduled meetings
- No education experience on board
- Lack of succession planning/on-boarding
- No money generated
- Need to react well to immediate threats (not proactive)
- Subcommittees not meeting
- Increase membership with more skill set (finance/operations)
- Lack of distributive leadership

Opportunities

What opportunities are available if the Board improves its follow through and effectiveness?

- Locate individuals with education/finance backgrounds
- Attend school events
- Condensed BOT newsletter
- Outreach to inner circles to identify members
- Engaging parents/POR more
- Makes use of subcommittees
- How can BOT generate money?
- Board members with connected/wealthy colleagues/friends
- Active subcommittees
- More proactive to school needs
- Goal achievement

Threats

What threats does the Board face if its current practices in the area of follow through remain unchanged?

- Loss of finance background member
- Loss of trust from school community if not visible
- School will suffer from poor leadership
- Succession Plan, BOT/School leadership
- No follow through, low funding board
- DESE/charter
- Goals will not be met
- Knowledge of oversight responsibility (shared understanding of roles/responsibilities)

Recommendations

What expectations and practices should the Board put in place to improve its follow through?

- Define how many time subcommittees will meet
- Distribute responsibilities
- Use of Board on Track
- Should we meet more frequently?
- Self accountability
- Deadlines/ timelines
- Shared expectations of members/share with prospective board members
- Project/initiative leader
- Subcommittee present at the board
 - Sub chair, meetings posted, meet 3 weeks/monthly
 - Standing meeting, scheduled 12-18 months in advance
- Volunteers needed to chair subcommittees
 - Chair of BOT to hold subcommittee chairs accountable
- Identify who owns which items, responsibility for action items
- Planning for a following through on long term goals
- Set deadlines, don't blow through them
- Check school email, set up school email

Next Steps

- Consensus among members present to increase meeting times/meet monthly
 - Lupita and Brian will propose dates at next Board meeting
- Consensus among members present to set meeting times for subcommittees this year
 - Possible structure: subcommittees meet every other month, 40 min-1 hour, during monthly board meeting time, after a meeting of Board as a whole
- Consensus among members present that chairs of the 4 subcommittees draft an overview of the work to be done by their committee this year, for presentation and review at the next Board meeting (to address desire to be proactive rather than reactive). Subcommittee chairs are:
 - Finance, Edwine
 - Academics, Marjorie
 - Facilities, Craig
 - Governance, Lupita
 - Consensus among members present that Board will add a fifth subcommittee, Development, in future

B. SY 20 Action Planning

Initiative 3.1

Strategic Priority - Growth and Capacity Building for the Board of Trustees

Initiative 3.1 Board members are active, engaged, and knowledgeable (reconfirming high expectations of members and officers)

Project Lead: Alexandra Buckmire

Team Members: Edwine Alphonse

Key Action Items:

Review list attendees of Young Kings & First Ladies

Identify 3-5 potential candidates in the area of Finance & K-12 Education

Meet with potential candidates

Bring forward 1 candidate in finance and education to Governance committee

Initiative 3.2

Initiative 3.2 Board has effective systems for decision making and communication, and meeting practices facilitate and ensure public accountability

Project Lead: Craig

Team Members: Rocklyn, Shaumba

Key Action Items:

Re-establish strong subcommittee process (establish a list of committees, coordinate subcommittee updates during or after BOT meetings)

BOT newsletter

Voting continuity with parent community wishes

Initiative 3.3

Initiative 3.3 Board demonstrates appropriate oversight

Project Lead

Team Members: Brian, Marjorie

Key Action Items:

Pictures – email tech take pictures, get them on website

BOT newsletter—blurb, picture of event

Calendar of events

Board on Track

Element of Board Development

Initiative 3.4

Initiative 3.4 Board engages in strategic and continuous improvement planning and monitoring, including succession planning and board recruitment and training (expanding Board membership, recruiting for specific skill sets, providing training for members)

Project Lead: Lupita

Team Members: Kelly

Key Action Items:

Planning annual board retreats to regularly monitor progress and board goals (with documentation and evaluation)

Create evaluation form for 19/20 retreat

Self-reflection and assessment meeting at the end of the SY (identify questions to facilitate reflection and assessment)

Develop on-boarding process (written documentation/guidelines and evaluation)

Mentoring – buddy system with new board members

Succession planning (written documentation/guidelines)

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:00 PM.

Respectfully Submitted,

L. Colon

L. Colon made a motion to adjourn the meeting.

C. Engerman seconded the motion.

The board **VOTED** unanimously to approve the motion.