

**Roxbury Preparatory Charter School Board of Trustees
Meeting Minutes
September 24, 2018**

The Board of Trustees of Roxbury Preparatory Charter School met on Monday, September 24th, 2018, at 3:30pm at Roxbury Prep High School (Hyde Park Campus) located at 1286 Hyde Park Avenue in Hyde Park.

The following trustees were present: Ruven Rodriguez, Richard McQuaid, Jesus Lopez, Sylvia Crawford, Mark Baranski, Francisco Marriott, Sarah Kraus, Russell Franks, Renee Foster, Drew Tamoney

The following Trustees were absent: Janet Nahirny

The following staff members were present: Josh Phillips, Megan Britt, Shane Dunn, Bridget McElduff, Kelsey Smithendorf, Jamie Morrison, Kate Armstrong, Eliza Jackson, Shradha Patel, Brett Peiser

The following members of the public were present: Brian Fitzpatrick

Materials:

- Agenda
- Draft Academic & Leadership Committee Update
- Charter School Renewal Minor Revisions Summary
- Finance Committee Priorities for 2018-2019
- Draft Meeting Minutes from June 6th, 2018 Meeting

Welcome

Ruven Rodriguez called the meeting to order at 3:30pm.

Mission Moment

Eliza Jackson and Shradha Patel gave trustees a tour of the campus, walking through the facilities and observing a classroom. Ms. Patel shared updates on SAT scores, GPA growth, and students nominated for the Posse Foundation. Ms. Jackson shared that the high school is over-enrolled in three grades and hit the target enrollment number in the fourth. She also detailed initiatives in place this year for the first senior class. Ms. Patel and Ms. Jackson answered questions about things seen on the tour.

Public Comment Period

No public comment.

Academic Committee Update

Renee Foster reviewed the Academic & Leadership Committee metrics. A new metric that the committee will be developing is in family engagement. Ms. Foster also reviewed the strategic priorities of the committee: measuring the alignment with Uncommon Schools, establish an informed perspective on elementary school strategy, monitoring and analyzing progress on staff morale, and monitoring progress on academic performance. Russell Franks requested a deck with data about Roxbury Prep and Uncommon Schools.

Jamie Morrison reviewed the SAT data, sharing that the 11th grade students met the 12th grade SAT benchmark and are nearly outperforming students nationally. Mr. Morrison reviewed the 12th grade SAT scores, with the average math and ELA scores outperforming the national average. All students

in the RPHS class of 2019 have taken at least 1 AP exam and 62% have passed at least 1 AP exam to date. Josh Phillips added that this data point is incredibly strong and akin to scores of a suburban school.

Mr. Morrison detailed the middle school MCAS results, with 40% of Uncommon students proficient in ELA and 46% proficient in math, which is aligned to what was expected. Mr. Morrison offered an overview of the individual results of each middle school campus, including the growth scores.

Mr. Morrison and Kate Armstrong outlined the three regional priorities for the year: scholarly culture, mastery moments, and coordinated leadership teams. Scholarly culture focuses on building the essential habits that elevate student learning, mastery moments focuses on teachers' preparation to close the highest leverage gaps so that students master the content, and coordinated leadership teams focuses on fixing up school systems every day to maximize learning time.

Mr. Morrison outlined Uncommon's priorities this year: content planning, weekly front line meeting, and achievement deep dives. Along with those high lever changes, Roxbury Prep will also make improvements to its current, proven work in small group instruction, data dashboards for power standard quizzes, simplifying lesson plans, and improving predictive data.

The operational updates for the upcoming year were shared by Ms. Armstrong. The goal of operational excellence will be worked toward by revamping the Operations Fellowship program, developing toolkits for common procedures, creating a DOO/ACOO working group, ACOO planning across regions, and expanded professional development opportunities. Ms. Armstrong previewed a School Launch Toolkit, developed in the ACOO working group.

Development Committee Update

Russell Franks reviewed the fundraising goal and progress toward that goal. The goals of the development committee this year are to rebuild the Roxbury prep brand, lay foundation for the 2020 capital campaign, and to raise and identify funds. The primary strategies to do so are through the 20th anniversary events, targeted CEO ambassador campaign, lapsed donor outreach, and the Linde Family Foundation challenge-grant.

Mr. Franks detailed the plan for the upcoming 20th anniversary, including the advisory committee that is currently taking shape. This committee will be finalized and have its first meeting by late November. Megan Britt outlined requests of trustees in preparation for the 20th anniversary, which are to host brown bag lunch and invite external people on school tours. Shane Dunn shared that Ms. Foster is hosting a Jeffersonian dinner. Mr. Dunn

Trusteeship Committee Update

Richard McQuaid will chair the governance committee this year. A goal of the governance committee this year is to recruit potential trustees with strong community connections or an alumnus/alumna, potentially through the 20th anniversary committee. The revision of the MOU is also slated to take place this year. Committee meetings will be schedule as potential candidates are unearthed.

Uncommon Schools Organizational Update – Executive Session

Mr. Rodriguez made a motion to enter executive session and Mr. Franks seconded the motion. The Board entered executive session.

Governance Requirements

Ruven Rodriguez nominated Josh Phillips as a member of the board, Mark Baranski seconded the nomination, and the board unanimously approved.

Finance Committee Update

Mark Baranski offered the finance committee update, sharing the general philosophy of the finance committee this year. The regular schedule of budget review will be maintained with the annual review and quarterly reviews, discussing any variances and surplus funds. The committee is hoping to have better communication around enrollment this year, given its effect on the budget.

Executive Session

Mr. Rodriguez made a motion to enter executive session and Drew Tamoney seconded the motion. The Board entered executive session.

Conclusion

Mr. Rodriguez adjourned the meeting at 6:00PM.

Secretary

Date