

**Roxbury Preparatory Charter School Board of Trustees
Meeting Minutes
January 31, 2019**

The Board of Trustees of Roxbury Preparatory Charter School met on Thursday, January 31st, 2019, at 8:30am at Roxbury Prep High School Maywood Campus located at 5 Maywood Street in Roxbury.

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

The following staff members were present: Talia Shaull, Tara Marlovits, Josh Phillips, John Verrilli, Megan Britt, Ahkilah Johnson, Kate Armstrong, Jamie Morrison, Brett Peiser, Shane Dunn, Bridget McElduff

The following staff members joined by phone: Taylor Robinson

The following community members were present: Teresa Daulong, Sally Bachofer, Mary Wells

Materials:

- Agenda
- Roxbury Prep January 2019 Board Book

Welcome

Ruven Rodriguez called the meeting to order at 8:31am and offered introductions for all present.

Public Comment Period

No public comment.

Chair Update

Russell Franks motioned the approval of the minutes from the board meeting on November 26th, 2018, Mark Baranski seconded and the board unanimously approved.

Compensation Presentation

Talia Shaull introduced the proposed compensation update for teachers and deans. Mr. Baranski shared that the Finance Committee has reviewed this plan and is recommending it for approval. Ms. Shaull detailed that the objectives of the plan are to revise the compensation system as necessary to ensure that it is appropriately competitive, allows Roxbury Prep to recruit and retain staff, and is fiscally sustainable. This new compensation proposal was developed from staff feedback, trustee feedback, salary studies, a market analysis, and fiscal projections moving forward.

The design elements considered for the updated salary schedule is a staff member's starting salary, annual increases, equity, and retention. Ms. Shaull reviewed the current salary scale as well as the new recommended salary scale. Janet Nahirny inquired about the proposed salary scale for staff teaching 0-5 years vs. more veteran teachers. Renee Foster asked when this information would be delivered to staff. Ms. Shaull reviewed the market comparisons to other local charter and public schools in the area. Mr. Baranski motioned for approval of the proposed compensation plan, Richard McQuaid seconded

Executive Session

Mr. Rodriguez explained the need for the executive session is that trustees would discuss a sensitive real estate transaction. The board we would be back in open session afterward. Trustees executed a roll call to enter into executive session and it was unanimous.

Memorandum of Understanding Update (MOU)

Brett Peiser previewed key aspects of the MOU business case including benchmarking and core services. Mr. Peiser reviewed MCAS data, AP exam scores, and SAT results of Roxbury Prep students compared to other charters, to the district, and to students nationally.

Prior thinking was that full-scale schools would require less attention than start-up schools, and a declining fee structure was created as a result. There was also a limited range of home office teams and services, which have evolved significantly. The home office is now made up of 14 more teams to provide more robust support and systems to schools. The depth and breadth of services have evolved since Uncommon's founding, which has rendered the average 9% fee as inadequate. Mr. Peiser reviewed the fee (%) of Uncommon compared to other charter networks. A modest surplus of 1-4% of revenues will allow the Home Office to effectively support Uncommon's growing network of schools and continue to take on new initiatives beyond the current scope of services.

Trustees offered feedback on other services, like social-emotional services, that could be developed in the future. Mr. Peiser answered questions regarding the financial projections of the proposed fee increase.

Ms. Marlovits reviewed the proposed timeline for MOU updates. The vote on the final MOU is slated to take place at the May 30th, 2019 board meeting with an implementation of July 1st, 2019.

Academic Committee Update

Renee Foster offered an update that consultant Natalya Shulga has been hired to update the dashboard structure. The project objectives are to develop a vehicle that really fosters communication between Uncommon and Roxbury Prep about the metrics of Roxbury Prep's schools. The proposed timeline would be to review an initial proposed dashboard at the March 28th, 2019 board meeting.

RSD Report

John Verrilli reviewed the changes to the operational structure. Regional COOs have been replaced by Managing Directors of Operations and Regional Senior Directors (RSD). Mr. Verrilli outlined the key responsibilities of the RSD role, specifically outlining the ways in which he will be supporting trustees. Mr. Verrilli shared key takeaways from the RSD Listening Tour which were the desire to continue to improve academics, move the high school facility project forward, build a more robust alumni network, focus on development efforts, and continue to build the diversity of leadership, teachers, and board members.

Development Committee Update

Shane Dunn provided an update on the planning of the 20th anniversary. The first meeting of the 20th Anniversary Advisory Committee occurred on December 3rd. The external goals will be to hold trustee-hosted events, 20th anniversary cultivation events, and explicit fundraising activities. Mr. Franks reflected on the timing of the 20th anniversary fundraising and the high school capital campaign. Mr. Dunn reviewed the timeline for the 20th anniversary campaign and celebration over the next 14 months. The next significant event is a reception for all current and former Roxbury Prep trustees and Senior Signing Day will also be celebrated on May 31st.

Conclusion

Ruven Rodriguez adjourned the meeting at 11:03am.

Secretary

Date