

Brooke Charter Schools

Board of Directors - Meeting Notes: September 2018

Brooke High School | 200 American Legion Highway, Mattapan, MA | Friday, September 14, 2018
8:30 AM - 10:30 AM

Board Members In Attendance: *Scott Oran, Devita McConnell, Alex Finkelstein, Tom O'Rourke*

Brooke Staff In Attendance: *Kimberly Steadman, Jon Clark, Hagar Berlin, Sarah Holden, Mark Loring, Isabella Cucchi, Yvette Philip*

Unable to Attend: *Trevor Rozier-Byrd, Lauren Kushman, LaRoy Brantley*

- I. Mission Moment
 - A. Brooke Board of Directors members tour the new Brooke High School and Eighth Grade Academy campus with Network Co-Director Jon Clark
- II. Open Meeting Protocol
 - A. Scott O. calls meeting to order
 - B. Isabella C. records attendance
 - C. Scott O. invites public comment from community members present
 - D. Jon C. notes that Charlie Ledley is stepping off the Board, so with four members present, we have a quorum
- III. Board Business
 - A. Vote on the May 2018 Board meeting minutes
 1. Alex F. motions to approve
 2. Tom O. seconds
 3. All in favor
 - B. Board recruitment discussion
 1. Vote on new Board roles and responsibilities document; discussion about how best to monitor Board performance
 - a) Jon C. notes the importance of Board members understanding and demonstrating Brooke's core values and theory of change
 - b) Devita M. underscores the need for the Board and the community to be connected
 - c) Mark L. suggested adding "and Chelsea" to the roles and responsibilities document so that the language is aligned with our charter; all agree
 - d) Hagar B. noted the importance of having a clear set of minimum expectations for Board members
 - e) Scott O. suggests doing Board self-evaluations
 - f) Alex F. motions to approve the document
 - g) Tom O. seconds
 - h) All in favor
 2. Vote on the nomination of Meredith Boak as new Board of Directors member
 - a) Devita M. shares that she and Meredith have met and spoke on the phone and that she thinks she would make a great addition to the Board
 - b) Kimberly S. shares that Meredith brings a lot of knowledge about the education field, Boards and Board management (she runs the national Teach For America Board), and development and fundraising knowledge
 - c) Hagar B. mentions that Meredith's husband Josh is the Executive Director of TFA MA
 - d) Tom O. motions to vote on the approval of Meredith Boak as a new Board member

- e) Devita M. seconds
 - f) All in favor
 - 3. Discussion about Board nominations goals and updates on candidate pipeline
 - a) Hagar B. reminds the board that we are hoping to add at least three board members in the 2018-2019 fiscal year
 - C. Financial protocol items
 - 1. Vote to allow FY18 financial audit to be approved by the Finance Committee on 10/26/18
 - a) Devita M. motions
 - b) Tom O. seconds
 - c) All in favor
 - 2. Vote to approve the Brooke Procurement Policy retroactive to 7/1/2018
 - a) Devita M. motions to approve
 - b) Tom O. seconds
 - c) All in favor
- IV. College Access and Persistence
- A. Discussion about college prep and culture of achievement, including Ted Talk by Alex Bernadotte
 - 1. Devita M. asks whether anyone on our Board knows Alex Bernadotte
 - 2. Hagar B. mentions that she knows Alex but that she is based in the Bay Area
 - 3. Sarah H. mentions that Brooke uses Alex's "Beyond 12" program and that "Beyond 12" in California has coaches that also go along with the program
 - 4. Devita M. shares that coaches for supporting students to and through college is a great system, notes that Match's "Duet" program is a good example
 - 5. Jon C. shares that Brooke's goal is to prepare students for college and to ensure that all Brooke students have the option to do whatever they want post-high school; it is not Brooke's place to decide whether a student should go to college or to trade school, our job is to prepare them to have all of the options for success, including college
 - 6. Kimberly S. explains Brooke's "AP for All" approach and three-year mandatory computer science course sequence
 - B. Jon C. shares updates on college advising at Brooke High; Kimberly S. shares more about Janette Kerr, Brooke's new Director of College Counseling, and that Brooke engaged in an over-one year long search to find her
 - 1. Janette is coming from the Noble network in Chicago
 - 2. Her first event is upcoming and is for parents about the college application process
 - C. Jon C. takes questions on Brooke alumni report
 - D. Kimberly S. mentions that Paul Tough's "Who Gets to Graduate" would be a great future reading for the Board
- V. Brooke High School Capital Project and Campaign Update
- A. Jon C. shares that the capital project is on time and (likely) under budget; Mark L. shares more information about the final touch-ups to the building and how we came in under budget
 - B. Scott O. shares information about "opportunity zones" and suggests we explore that funding opportunity
 - C. Discussion about fundraising progress and next steps

1. Hagar B. shares that we have revised our capital campaign project goal from \$14Mm to \$11.7MM given the project expense savings and total fundraising progress last year
 2. Hagar B. shares that we have currently raised \$8.6MM and only have a pathway to about \$10MM, not \$11.7MM, and that there is urgency around figuring out how to do everything we can to meet that goal; call-to-action for Board: get people in to visit the school, send annual appeal letters to your network in November
- D. Review of Ribbon Cutting event details and VIP list
1. Hagar B. shares that we have many elected officials coming to the event: Mayor Walsh, Sec. Peyser, Rep. Holmes, City Council President Campbell, and a video from the Governor
 2. Hagar B. shares the program overview and the goals of the event
- VI. Strategic Planning
- A. Jon C. leads discussion about implementation of Brooke's Strategic Plan Priority #1: Bolstering Academics and Culture
1. Notes that we revamped New Teacher Orientation to emphasise our model of culture of achievement, that he and Kimberly have been working closely with principals to figure out how to best emphasize this at school-wide professional development throughout the year, and that we are now doing culture walk-throughs at every campus
 2. Scott O. asks how many new staff there are across the network this year; Yvette P. shares that there are about 80 new staff members this year
- B. Jon C. provides update on planning timeline/next steps
- VII. Closing Items
- A. Scott O. adjourns the meeting