

Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Thursday July 23, 2015 at 6:00 PM

Location

The home of Paul Blackborow, 18 Martin St Cambridge, MA 02138

Board Members Present

A. Steinert, J. Kushner, K. Balan, K. Belcher, M. Saunders, N. Spiro, P. Blackborow, P. Parvizi, S. Goldstein, S. Istock, T. Reavis, V. Patel

Board Members Absent

E. Davidson, J. Lander, J. Roberts, S. Haraguchi

Non Voting Members Present

A. Allen, J. Lippard

Guests Present

A. Bresler, E. Archibold, M. O'Donnell, S. Ferguson

I. Opening Items**A.Call the Meeting to Order**

P. Blackborow called a meeting of the board of trustees of Prospect Hill Academy Charter School to order on Thursday Jul 23, 2015 @ 6:10 PM at The home of Paul Blackborow, 18 Martin St Cambridge, MA 02138.

B.Record Attendance and Guests**II. Head of School Report****A.Head of School Transition Update**

The out-going Head of School introduced the in-coming Head of School to the trustees, provided an overview of their work together to date and briefed all on their transition plan: As of November 1, 2015, Dr. Allen will assume all Head of School responsibilities and Mr. Lippard will become Special Advisor and co-chair of 20th Anniversary Committee, with focus on budgeting, fundraising and special projects.

B.Hiring Update

The Human Capital Director provided an update on hiring for the 2015-2016 academic year, highlighting positions filled, new hires and promotions. New position highlights include 2 restorative justice specialists and one coordinator; UE and CI/US, positioned to drive restorative work. 2 behavior support, school adjustment counselors. Although the goal to over-hire has not yet been reached, the Human Capital Director is confident that hiring is in good shape.

C.Academic Highlights

The out-going Head of School gave Board members an overview of academic highlights including the following: - preliminary embargoed 10th grade MCAS= record year, all PHA 10th graders passed MCAS, most with Proficient or Advanced scores. ELA = 60% Advanced, 39% Proficient Math = 64% Advanced, 29% Proficient, 7% Needs Improvement. - Early Childhood: Steady growth seen in DIBELS literacy indicator, largely due to Principal and Literacy Coordinator's efforts; Also, highest % of competency at the same time as having highest % of ELL students.

D.20th Anniversary Celebration Update

Board members were informed that S. Istock and VJ Patel are stepping down as co-chairs of the committee and J. Kushner will be stepping into the role. S. Istock and VJ Patel were thanked for their years of service in the role.

Trustees were briefed on efforts to date re: PHA's 20th Anniversary celebration and fundraising planning. Planned events include a 20th Anniversary Launch party on 9/25/2015, fundraising events aimed at a variety of constituent groups over the course of the 2015-16 school year and the annual spring gala. 20th Anniversary Committee leaders will reach out to Board members as the year goes for assistance in a variety of ways, including hosting Jeffersonian Dinners, donations and other in-kind assistance.

E.Charter Renewal Site Visit Preparation

Trustees were reminded of the upcoming October 2015 5 Year Charter Renewal process and site visit, particularly the need for Board of Trustees focus group participation.

III. Committee Reports

A.Academic Affairs

The committee has not met since the previous Board meeting. Please see the separate section re: Annual Report vote; Charter Renewal Application vote; 2015-2016 Board & Committee Meeting Calendar vote; Convent Lease vote.

B.Development/20th Anniversary Committee

The update was provided during the Head of School Report.

C.Family Engagement

The committee chair reviewed topics discussed at recent meetings, including the recent Family Summit. Topics discussed include: - creation of a template for Restorative Justice (RJ) expectations - desire for Trustees to take part in RJ trainings to increase understanding of the process - Lunch Task Force and survey. Some trustees expressed an interest in seeing data re: RJ practices, outcomes & learning. All trustees were encouraged to inform the chair of any other specific data points of interest.

D.Finance

Trustees discussed the financial statement within the Annual Report and asked clarifying questions re: efforts to budget for a smaller surplus than in past years.

E.Governance

The committee has not met since the previous Board meeting.

F.HR Committee

The committee agreed to step back from the teacher performance evaluation/ performance based pay discussion in order to evaluate/consider exit survey data when it is complete in the fall.

IV. Academic Affairs

A.Annual Report Vote

S. Istock made a motion to approve the 2014-2015 Annual Report.

T. Reavis seconded the motion.

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

B.Charter Renewal Application Vote

V. Patel made a motion to approve the Charter Renewal Application.

J. Kushner seconded the motion.

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

C.2015-2016 Board & Committee Meeting Calendar

A. Steinert made a motion to approve the 2015-2016 Board and Committee Calendar.

S. Goldstein seconded the motion.

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

D.Lease

V. Patel made a motion to approve signing of the lease for the convent at 19 Franklin Street, Somerville.

K. Belcher seconded the motion.

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

V. 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 7:28 PM.

Respectfully Submitted,

P. Blackborow