

# Prospect Hill Academy Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday October 22, 2015 at 7:00 PM

#### **Location**

50 Essex, 3rd Floor, Rm 300 - call 617.378.8179 for entry

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#### **Board Members Present**

A. Steinert, J. Kushner, J. Lander, J. Roberts, K. Balan, K. Belcher, M. Saunders, P. Blackborow, P. Parvizi, S. Goldstein, S. Istock, T. Reavis

#### **Board Members Absent**

N. Spiro, S. Haraguchi, V. Patel

#### **Non Voting Members Present**

A. Allen

#### **Guests Present**

E. Archibold, M. O'Donnell, Matt Brewster, Matt Brewster, V. Ellis

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### **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 Oct 22, 2015 @ 7:05 PM at 50 Essex, 3rd Floor, Rm 300 - call 617.378.8179 for entry.

#### **B.Approve Minutes**

J. Kushner made a motion to approve minutes from the Board Meeting on 07-23-15.

S. Istock seconded the motion.

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

#### **C.Record Attendance and Guests**

### **II. Co-Chairs Report**

#### **A.Committee Goals for 2015-2016**

The Board Co-Chairs reported having met with both the out-going and in-coming Heads of School over the summer to arrive at committee goals for the 2016-17 academic year, as follows:

Academic Affairs: in progress, given recent change of chair

HR: Organization structure

Finance: clean audit, break even budget and monitor investments

Development: 20th Anniversary fundraising

Governance: HoS evaluation: final evaluation for out-going HoS and goal setting for in-coming HoS; goal setting for AA Committee; Board development & succession planning

Family Engagement: deeper focus on home/school communication; recruiting parents for the committee

Facilities: on hiatus; status may be revisited during the course of the year

### **III. Head of School Report**

#### **A. Head of School Report**

The in-coming Head of School reported to trustees on efforts to acclimate and engage with the PHA community. Efforts include: constituent focus groups; assessing/addressing US Campus Spanish issues; progress in establishing teacher evaluation system/evaluation tool/consistent and frequent feedback. Trustees asked clarifying questions regarding metrics for measuring evaluation success.

The in-coming Head of School also provided an overview of continued work with Culture consultants to build upon cultural competency work done over recent years and thoughts on addressing the compensation structure.

### **IV. Committee Reports**

#### **A. Academic Affairs**

#### **B. Development/20th Anniversary Committee**

The Committee Chair reported that the committee has met several times for thoughtful planning of 20th anniversary events and fundraising efforts. Plans made thus far include the following:

- LIFT Fund: launched to honor the out-going Head of School and fund innovations outside the parameters of the usual budget
- PHA Gala: April 1, 2016 at Arts at the Armory
- PHA family events, reunion during the first week of June 2016

The Committee Chair and Heads of School requested individual meetings with each trustee to discuss how each can help with efforts.

#### **C. Family Engagement**

The Committee Chair reported that the committee discussed goals to be accomplish this year, including continued focus on Home/School communication, particularly PowerSchool and building the committee membership.

#### **D. Finance**

The Committee Chair reported that, after efforts to submit all necessary Trustee compliance documentation, there were no material findings in the FY16 audit. Trustees were given an overview of the audit summary and management letter.

A. Steinert made a motion to approve the audit.  
M. Saunders seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
The Committee Chair informed Trustees of a merger between Credit Suisse and Wells Fargo. After discussion, it was decided that committee members would conduct interviews with the existing Credit Suisse team and discuss new options.  
The Committee Chair will report back to the Board after interviews are concluded.

### **E.Governance**

The Committee Chair reported that meetings will be set in late October with two prospective Board members. Trustees agreed that the Board is in need of members with finance/development expertise, as well as academic expertise.

### **F.HR Committee**

The Committee Chair reported that the Human Capital Director had provided the committee with an update on hiring and retention.

Highlights included the following:

- Improved retention in Upper School math department
- Increased investment in new teacher training, teacher support and attendance tracking
- Strategic return bonus
- Development of hiring cycle, including check-ins and "stay" interviews

In 2016-17 the focus will be teacher retention and compensation; other options besides performance based pay will be vetted.

## **V. Expulsion Policy Vote**

### **A.Approve Expulsion Policy**

Trustees discussed changes made to the Expulsion Policy to acknowledge the new requirement to provide alternative education to students who are expelled. The revised policy was approved by the DESE prior to this meeting. After discussion, Trustees agreed to approve the policy with the caveat that the Board will hold the Head of School responsible for the practice of the policy and communication of its use to the Board.

V. Patel made a motion to accept the Expulsion policy as written and update the student handbook to be consistent with the policy. In addition, the Board asks HoS to report on any suspensions and expulsions as part of the HoS report so it can be recorded for the HoS evaluation.

M. Saunders seconded the motion.

The board **VOTED** to approve the motion. AS: Amendment: management present procedures for implementing the policy; VJ: amend that due process in handbook include expulsion Second motion re: HoS responsibility for reporting suspensions/expulsions to BoT Susan Goldstein abstains.

## **VI. P-Card Proposal Vote**

### **A.P-Card proposal**

Trustees were briefed on the proposal to provide P-Cards to a limited number of department and program heads in the place of the use of petty cash and reimbursements for minor purchases. Trustees asked clarifying questions regarding the rules for the use of P-Cards and safeguards to avoid misuse.

**B.P-Card Proposal**

A. Steinert made a motion to approve the P-Card proposal.

J. Kushner seconded the motion.

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

**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 8:39 PM.

Respectfully Submitted,  
P. Blackborow