



Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Thursday October 27, 2016 at 7:00 PM

Location

54 Essex, Learning Commons

Board Members Present

A. Steinert, J. Kushner, J. Vogel, K. Balan, K. Belcher, L. Goff, M. Brewster, M. Saunders, S. Goldstein, S. Haraguchi, S. Istock

Board Members Absent

J. Roberts, T. Reavis

Ex-Officio Members Present

A. Allen

Non Voting Members Present

A. Allen

Guests Present

A. Bresler, E. Stellman, M. O'Donnell, S. Ferguson, V. Ellis

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Belcher called a meeting of the board of trustees of Prospect Hill Academy Charter School to order on Thursday Oct 27, 2016 @ 7:01 PM at 54 Essex, Learning Commons.

C.Approve Minutes

S. Goldstein made a motion to approve minutes.

K. Balan seconded the motion.

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

II. Head of School Report

A.Head of School Report

The Head of School provided updates on summer and fall highlights, reviewed strategies designed to increase academic success and outlined the for key priorities for the 2016-17 academic year:

1. Academic & social emotional learning
2. Development & External Relations
3. School Culture
4. Family Engagement

The Chief Academic Officer provided Board members with a review of the 2015-16 PARCC data, noting that although PARCC will not be the state assessment going forward, it is aligned with the common core and MCAS 2.0 will have the same level of rigor as PARCC.

Board members asked questions regarding the data presented and requested that, going forward, the HOS and CAO share assessment results on a quarterly basis to ensure that Board members are aware of academic trends at PHA.

III. Academic Affairs

A.Committee Report

The committee chair indicated that the committee has begun to do deeper dives into issues that relate to academic success, such as student attendance and academic rigor.

Board members were asked to review the revised Restraint Policy; the policy has been revised to reflect new laws regarding restraint, with which PHA is already in compliance. Board members were asked to be prepared to vote on approval of the revised policy at the December 15th Board meeting.

Board members also briefly reviewed the 2017-2021 Accountability plan, which was provided to them in advance of the meeting and has been approved by the DESE. Board members asked clarifying questions regarding the document's length, which is considerably less than in past years. They were advised that the DESE can now access much of the data required in previous Accountability plans from various data collections and has adjusted accordingly.

B.Vote on Accountability Plan

A. Steinert made a motion to vote to approve the Accountability plan.

J. Kushner seconded the motion.

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

IV. Development

A. Committee Report

The committee chair reviewed the goals for the 2016-17 school year and provided an overview of the 2016-17 Development events, including the following:

- A minimum of two "Jeffersonian Dinners" (to be renamed); currently scheduled for December 5, 2016 and January 26, 2017
- Spring signature event - likely to be a cocktail party; venue options are being researched
- Nov 16th YPAB Pool Party @ Beantown Pub

The Director of Development and External Relations informed Board members of plans to go more aggressively after foundation grants this year and asked members to communicate to her or the committee chair any contacts they may have with granting entities.

Board members were also provided an overview of re-banding efforts underway, with the goal of showing potential funders what is unique about PHA. Board members will be provided with talking points/specific language for fundraising efforts once all materials are ready.

The Head of School reminded Board members of the importance of their attendance at PHA events, indicating that the bi-weekly Wednesday Wire will be shared with all to provide a listing of happenings and events.

The committee chair provided an overview of plans for the institution of a board "give/get" expectation, indicating that one on one conversations will take place in the coming months.

ABres: Nov 16th YPAB Pool Party @ Beantown Pub, will send invite, put on your calendars now

MBrew; challenge - if anyone here can get 1st or 2nd in tournament he will donate \$100

V. Family Engagement

A. Committee Report

In the absence of the committee chair, the Head of School provided an overview of the committee's three primary goals:

- PowerSchool and home/school communication ongoing improvements
- Providing opportunities for families to engage more in what is happening with learning at PHA
- Lunch Task Force intention to put out a regular call (potentially every 3 years) for RFPs in order to explore options

In addition, Board members were told that the IT department is working toward making the Family Directory accessible online.

VI. Finance

A.Committee Report

The committee chair reported that the annual audit was clean and the auditors had very few recommendations. Thanks were expressed to the Chief Financial Officer.

The proposed changes to the Wells Fargo IPS were outlined and are as follows:

- Disolution of the operational (reserve) fund by moving it's contents to the two remaining funds
- Allow Wells Fargo to allocate up to 50% of the strategic portfolio in US equity

Board members asked clarifying questions and those with financial backgrounds agreed that the level of risk is appropriate.

Board members also discussed socially responsible investments as a possible area of interest for PHA. The decision was made to form a sub-committee to research options and report back to the full Board at a later date.

B.Vote on approval of FY16 Audit

K. Belcher made a motion to to accept audit report.

J. Kushner seconded the motion.

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

J. Kushner made a motion to accept revisions to IPS.

S. Istock seconded the motion.

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

VII. Governance

A.Committee Report

The Board Chair, Board Vice Chair and Governance Committee Chair reportedly met to conduct the Head of School annual review and concluded that the Head of School met all goals outlined in the transition plan. They recommended that the Head of School be awarded the full bonus.

T. Reavis made a motion to approve payment of bonus to Angela Allen

S. Istock seconded the motion.

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

The committee chair reminded Board members of the following upcoming events:

- Dec. 3, 2016 Board Orientation (attendance required for new members and committee chairs, all others welcome)
- Dec. 15, 2016 Annual Board meeting, at which there will be a vote on the slate of candidates for Board Officers and renewal of member terms.
- Annual requirements for Board compliance (watch for email communications from the DESE Board Member Management System)

VIII. Human Resources

A.Committee Report

The Committee chair reported teacher retention has improved and that career arc/longevity is surfacing as an area of concern.

The Human Capital Director provided and overview of Phase 2 of the compensation plan as well as the intention to choose 1-2 policies related to career path for review and potential revision.

IX. New Business

A.Other Business

X. Closing Items

A.Adjourn Meeting

J. Kushner made a motion to adjourn the meeting.

K. Belcher seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
K. Belcher