



# Prospect Hill Academy Charter School

## Minutes

Rescheduled Meeting (original date: 3/15/17)

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### **Date and Time**

Thursday March 23, 2017 at 7:00 PM

### **Location**

54 Essex, Learning Commons

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### **Board Members Present**

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

### **Board Members Absent**

J. Roberts, K. Belcher, T. Reavis

### **Ex-Officio Members Present**

A. Allen

### **Non Voting Members Present**

A. Allen

### **Guests Present**

A. Bresler, Christine Douglas, E. Stellman, Erin Mc Elligott, J. Meland, M. O'Donnell, V. Ellis

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

J. Kushner called a meeting of the board of trustees of Prospect Hill Academy Charter School to order on Thursday Mar 23, 2017 @ 7:11 PM at 54 Essex, Learning Commons.

### **C. Approve Minutes**

J. Kushner made a motion to approve minutes from the Board Meeting on 12-15-16.

S. Istock 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 introduced staff members who were present for the discussion of the proposal for changes to the graduation requirements, K-12 Spanish program and an update from the College Counseling department.

The Director of College Counseling reported on The following:

- College acceptances to date, including 100% funding for many
- FASFA completion rate - currently highest in the state
- Tax Filing session
- Revised college prep curriculum - includes focus on developing professionalism, extension requests, thank you notes and other practical topics

Upcoming projects/programs re: college persistence include the piloting of Signal Vine, a texting-based system for regular check-ins with college going alumni.

The Head of School reported efforts being made to support PHA community members in the wake of the executive order re: immigration, as well as alternative plan for students who will not be able to participate in Junior Journey as a result of that executive order.

## **III. Academic Affairs**

### **A. Committee Report**

The Academic Affairs Committee chair reviewed academic improvements and welcomed all board members to join a committee meeting to hear about them in more detail.

The Chief Academic Officer reported on efforts to revise the summer school program with the intention of creating a more enjoyable and engaging experience, rather than one that seems like a punishment. The summer school program will be open only to PHA students who are not excelling academically. The Chief Academic Officer reviewed the proposal to change PHA's graduation requirements. After a full audit of the Spanish program, the proposal seeks to change the requirement re: Spanish language credits in order to open the program up to additional languages and STEAM options. The Academic Affairs committee recommends that the Board approve this proposal.

The Chief Academic Officer has offered to share the program audit report and described a series of pathways designed to gradually introduce world languages in lower grades.

**B. Vote on Proposed Graduation Requirements revisions with the requisite Charter amendment**

J. Kushner made a motion to vote to approve graduation requirement change proposal and, by extension, necessary edits to S&F handbook.  
A. Steinert seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**IV. Development**

**A. Committee Report**

The Development Committee chair provided board members with information on prep and ticket sales for the upcoming gala and promised a post-gala update at the May 11, 2017 meeting. An update on fundraising numbers will also be provided at that time.

**V. Family Engagement**

**A. Committee Report**

This committee has not met since the previous board meeting.

**VI. Finance**

**A. Committee Report**

The Chief Financial Officer reviewed the proposed budget and answered clarifying questions from board members, including a request for a review of the "blended pupil rates". In addition, the CFO informed board members that the state's 9% cap on charter schools will likely be a factor in enrollment and funding in the 2017-18 academic year.

**B. Vote on Proposed FY18 Budget**

S. Istock made a motion to approve budget.  
J. Vogel seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**VII. Governance**

**A. Committee Report**

The interim Governance Committee chair reported the plan to present a slate of Trustee candidates at the May 11, 2017 board meeting. The three candidates will be invited to attend the April 15th Board Retreat, as will one or two former board members. The chair urged all trustees to attend and asked that they be prepared to review trustee roles and responsibilities, do small-group problem solving and review the board survey data.

**VIII. Human Resources**

**A. Committee Report**

Reporting on behalf of the Director of Human Capital, the Head of School informed board members of the Upper Elementary Principal's resignation. Family and faculty focus groups have been conducted to gather input as to the qualities desired in a new principal and the first round of interviews will begin the last week of March. Trustees were reminded of the interview process, their role in it and to watch for invitations to finalist interview sessions.

## **IX. New Business**

### **A. New Business**

The board called for executive session at 8:33PM; the Chief Financial Officer and Director of External Relations & Development exited the meeting and the Chief Academic Officer was asked to remain.

## **X. 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 8:43 PM.

Respectfully Submitted,

J. Kushner

J. Vogel made a motion to adjourn the meeting.

S. Haraguchi seconded the motion.

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