

# Minutes

## Prospect Hill Academy Charter School

### Board Meeting

Thursday May 14, 2015 @ 7:30 PM at 54 Essex, Learning Commons

#### Board Members Present

A. Steinert, E. Davidson, J. Lander, M. Saunders, P. Blackborow, S. Istock, T. Reavis, V. Patel

#### Board Members Absent

J. Kushner, J. Roberts, K. Balan, K. Belcher, N. Spiro, P. Parvizi, S. Goldstein

#### Guests Present

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

### I. Opening Items

#### 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 May 14, 2015 @ 7:32 PM at 54 Essex, Learning Commons.

#### Approve Minutes

V. Patel made a motion to approve minutes from the Board Meeting on 02-12-15.

S. Istock seconded the motion.

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

### II. Co-Chair Report

#### Co-Chair Report

No report was made.

### III. Head of School Report

#### Head of School Dashboard Report

The Head of School provided an update on multiple ongoing efforts as follows: -Teacher Evaluation: rubric revisions including portfolios of evidence - Summer Institute: extended professional development prior to the start of the 2015-16 academic year for all teachers new to PHA and existing teachers on improvement plans. - Student Support Center Pilot: space for students who are not functioning well in the classroom to engage in restorative practices as a means of resolving issues. - Upper School Campus building switch: space improvement plans, 1:1 computing environment for Collegiate Institute and invitation to May 19, 2015 breakfast discussion on the topic.

#### Update on CAO Search

Board members entered into Executive Session.

A. Steinert made a motion to Enter into Executive Session to discuss the CAO search.

V. Patel seconded the motion.

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

V. Patel made a motion to exit Executive Session.

A. Steinert seconded the motion.

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

#### Approval of 2015-2016 Calendar

Board members briefly reviewed the proposed 2015-2016 academic year calendar.

E. Davidson made a motion to approve the 2015-16 calendar.

P. Blackborow seconded the motion.

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

## IV. Academic Affairs

### Committee Update

The committee chair noted that the most recent meeting was combined with the HR Committee meeting, as topics of discussion for each were similar. Topics included the following: - Update and discussion of efforts to draft an Educator Evaluation rubric/evaluation tool to align with PHA's vision for restorative instruction. - Update on HoS, CAO and US Principal searches, as well as faculty hiring efforts for 2015-16.

## V. 20th Anniversary Committee (Development)

### Committee Update

The committee co-chair reported that they expect to meet or exceed the annual fundraising goal and reminded all Board members of their required contribution. An update on 20th Anniversary event planning was also provided. In addition Board members were invited to attend the upcoming PHA parent-organized PHA THRIVE fundraiser.

## VI. Family Engagement

### Committee Update

The Family Engagement Committee was provided with updates on the following: - PowerSchool: continued roll-out of the Parent Portal - HoS Office Hours: multiple opportunities for all PHA constituents to be updated on the search by the current HoS and members of the HoS Search Committee - Student Leader: progress toward increasing student involvement with the FE Committee - Home/School Communication: efforts by committee & FAB representatives to gather input from PHA families - Proposed increased efforts to welcome families/students who are new to PHA at start of school year.

## VII. Finance

### Committee Update

A committee member noted that three of five Board/Finance Committee members were not in attendance and a vote could not be taken on the FY16 budget. Those who were present reviewed the proposed budget and requested one revision.

### FY 16 Budget Proposal

Board members were provided a brief overview of the proposed FY16 budget, including the revision requested by the Finance Committee regarding adjustments to the predicted per pupil rate and the effect doing so will have on corresponding reserves.

### Proposed FY16 Budget

T. Reavis made a motion to approve the proposed FY16 budget.

P. Blackborow seconded the motion.

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

## VIII. Governance

### Committee Update

The committee chair reported that the candidacy of Steve Haraguchi was discussed and the committee voted to recommend to the Board approval of his application.

### Trustee candidate Steve Haraguchi

Board members were provided a brief overview of Mr. Haraguchi's background, experience and areas of interest in joining the Board of Trustees.

### Vote on Steve Haraguchi's candidacy for the Board

P. Blackborow made a motion to approve the Trustee membership application of Steve Haraguchi.

J. Lander seconded the motion.

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

## **Organizational Structure**

It was also reported that the Governance Committee entered into Executive Session to discuss proposed options for changes to the school's organizational structure and emerged having decided that the CAO should report to the Head of School.

## **IX. Human Resources**

### **Committee Update**

The most recent HR Committee meeting was combined with that of the Academic Affairs Committee; updates listed previously in these minutes also apply to this committee.

## **X. Other Business**

### **Update on Head of School Search**

A brief update on the Head of School Search Committee's efforts was provided, noting work being done to create an interview process that includes a performance task and Question/Answer sessions.

## **XI. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:00 pm.

Respectfully Submitted,  
P. Blackborow