

Minutes

Prospect Hill Academy Charter School

Board Meeting

Thursday Dec 18, 2014 @ 6:00 PM at 54 Essex, Learning Commons

Board Members Present

E. Davidson, J. Lander, J. Roberts, K. Balan, K. Belcher, P. Blackborow, P. Parvizi, S. Istock, S. Kabawat

Board Members Absent

A. Steinert, L. Robinson, N. Spiro, S. Goldstein, T. Reavis, V. Patel

Guests Present

Estelle Archibold, Jed Lippard, Marc Saunders, Mike 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 Dec 18, 2014 @ 6:30 PM at 54 Essex, Learning Commons.

Approve Minutes

II. Co-Chair Report

Co-Chair Report

Thanks were expressed to the two Board members who will retire from the Board of Trustees prior to the start of 2015.

III. Head of School Report

Head of School Dashboard Report

The Head of School reminded all present of the following priorities for the year: improvement of instruction, school culture and human capital. Additional reminders and updates noted were as follows: - Improvements cited by the most recent DESE site visit report - "Teach In" planned for the January 2015 full Professional Development day - PARCC implementation for grades 3-8 - Update on new K-8 math curriculum - Update on US campus math situation - Update on School Culture improvement - Update on compensation plan redesign - 7-10 Principal departure at end of 2014-15.

IV. Academic Affairs

Committee Update

Members of the Academic Affairs Committee discussed what its focus would be for the year: providing support to school on major academic issues. In addition, two Board members will join the committee at the start of 2015.

V. 20th Anniversary Committee (Development)

Committee Update

The Development Committee - temporarily renamed the 20th Anniversary Committee - conducted a brainstorming session to kick off planning for the spring of 2016 campaign, which will be a week series of events culminating in a weekend event. Additional updates include the following: - Giving is on target for the year - YPAB "thank you" phone-a-thon - Reminder to trustees re: their obligation to give and consider investigating employer match programs - 95k grant for Prospect Fellows Program.

VI. Family Engagement

Committee Update

Family Engagement members discussed individual campus updates and School Culture report-out to family leaders to help them better understand restorative practices and train them to help guide others and raise community support.

VII. Finance

Committee Update

Finance Committee members did not meet between the audit and this meeting. The following updates were provided: - Credit Suisse meeting will be scheduled for Jan. 2015; performance to date has been mediocre, some adjustments made, more to come. - General school finances are on track or slightly under, per pupil estimate is on track, investment returns aren't doing quite what we wanted but expenses are somewhat under budget.

VIII. Governance

Board Officer Nominations/Vote

S. Kabawat made a motion to elect same slate of officers for new year.

P. Parvizi seconded the motion.

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

Board Applicant Marc Saunders

P. Parvizi made a motion to support Marc Saunders as new board member.

E. Davidson seconded the motion.

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

Board Applicant Jeff Kushner

J. Lander made a motion to support Jeff Kushner as a new Board member.

J. Roberts seconded the motion.

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

Member Terms - renewals & departures

S. Istock made a motion to renew membership of Alan Steinert and Parviz Parvizi.

J. Lander seconded the motion.

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

Board members were informed that Lisa Robinson and Salim Kabawat have chosen not to stand for re-election to the Board of Trustees.

Pairing new board members with "mentor"

Committee members discussed the pairing of new board members with current board members, who will serve as mentors.

Nominate Salim Kabawat as an Honorary Trustee

All Board members present agreed that Salim Kabawat should be made an Honorary Board member.

IX. Human Resources

Committee Update

Human Resources Committee members were briefed on and discussed the Human Capital Director's plans for revising the faculty compensation structure.

X. 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 08:11 pm.

Respectfully Submitted,

