

Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Thursday February 12, 2015 at 6:30 PM

Location

54 Essex St, Learning Common

Board Members Present

A. Steinert, E. Davidson, J. Kushner, J. Lander, J. Roberts, M. Saunders, N. Spiro, P. Blackborow, P. Parvizi, S. Goldstein, S. Istock, T. Reavis, V. Patel

Board Members Absent

K. Balan, K. Belcher

Non Voting Members Present

J. Lippard

Guests Present

E. Archibold, V. Ellis

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 Feb 12, 2015 @ 7:08 PM at 54 Essex St, Learning Common.

B.Approve Minutes

P. Parvizi made a motion to approve minutes from the Board Meeting on 12-18-14.

S. Goldstein seconded the motion.

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

C.Record Attendance and Guests

II. Co-Chair Report

A.Co-Chair Report

The Co-Chair present had nothing on which to report.

III. Head of School Report

A.Head of School Dashboard Report

The Head of School provided Board members with updates on the three main areas of focus for the current academic year: Instruction, School Culture and Human Capital.

Instruction - work continues to articulate criteria for and create developmental rubric mapping for what it means to be a successful educator at PHA. - planning for a week-long New Faculty Summer Institute - creation of a teacher evaluation framework prior to moving toward a performance based pay structure.

School Culture: - Increase in student activism both on and off campus - Honoring passing of two PHA students in the past year

Human Capital: - Chief Academic Officer and US 7-10 Principal Searches - Faculty retention & recruitment efforts update

Upcoming schedule changes/events: - Snow day make-up plan - Extended budgeting process timeline (from April to early May) - 20th Anniversary Celebration planning - 5 Year Charter Renewal and Accountability Plan in 2015-2016

The Head of School communicated to Board members his decision to leave PHA at the end of the 2015-2016 academic year. Board members were briefed on communication of this news to the PHA community and Governance Committee plans to select a search firm to direct the search for the next Head of School and establish an HoS Search Committee, to be comprised of a cross section of PHA constituent groups. Board members discussed timeline/succession options for this process.

IV. Academic Affairs

A.Committee Update

Via a structured protocol, the Academic Affairs Committee reviewed data regarding the Upper School Math department issues in an effort to find a solution. The committee will continue this work at the next scheduled meeting.

V. 20th Anniversary Committee (Development)

A.Committee Update

The Development/20th Anniversary Committee co-chair provided a review of planning efforts to date, including the following: - Theme: PHAfamily - Development efforts, involving a broad group of PHA constituents - Formation of sub-committees dedicated to specific tasks - Encouraging Board participation

VI. Family Engagement

A.Committee Update

A Committee representative reported that the committee met to discuss the following: - Opportunities for PHA families to learn about restorative practices - Potential for certifying teachers & interested family members to teach restorative practices - Strategies for garnering family support with regard to restorative practices

VII. Finance

A.Committee Update

The Finance Committee has not met since the December 2014 Board meeting. The committee's next meeting will, in part, discuss Credit Suisse and representatives from the firm will be asked to present at the next Board meeting.

VIII. Governance

A.Committee Update

A Committee representative reported on continued efforts to recruit new Board members and invited Board members to consider attending a lunch meeting with candidate Steve Haraguchi on March 12, 2015. In addition, Committee members have been involved in transition planning re: the Head of School.

IX. Human Resources

A.Committee Update

A Committee representative reported that the HR Committee continued to look at compensation and evaluation issues and faculty concerns regarding the move to a performance-based pay structure prior to the establishment of a fair and trusted evaluation system.

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 8:27 PM.

Respectfully Submitted,
P. Blackborow