

APPROVED



Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Thursday December 15, 2016 at 6:30 PM

Location

54 Essex, Learning Commons

Board Members Present

A. Steinert, J. Vogel, K. Belcher, M. Saunders, S. Haraguchi, T. Reavis

Board Members Absent

J. Kushner, J. Roberts, K. Balan, L. Goff, M. Brewster, S. Goldstein, S. Istock

Guests Present

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 Dec 15, 2016 @ 7:10 PM at 54 Essex, Learning Commons.

C. Approve Minutes

A. Steinert made a motion to approve minutes from the Board Meeting on 10-27-16.

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 provided updates on the following topics:

- Academic improvements - defers to CAO, will discuss during Academic Affairs Committee update
- Race/Reel Talks
- Fellows Program - potential changes
- Vote on state required revisions to Restraint Policy

III. Vote on the required Restraint Policy revision

A. Vote to approve the required Restraint Policy revision

J. Vogel made a motion to approve Restraint policy.

S. Haraguchi seconded the motion.

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

IV. Academic Affairs

A. Committee Report

The CAO provided review of the Academic Performance Action Plan, highlighting the overall plan to address academic performance issues, focusing particularly on the following:

- Curriculum Alignment
- Identifying and Implementing Effective Pedagogies
- Data-Informed Decision Making

The CAO also reported the following efforts, taking place now:

- Deliberate emphasis on rigorous instruction
- Intentional Shifting to the Common Core
- Developing Student Profiles & K-12 Data Models

Board members asked questions throughout the presentation, including those regarding process and timeline. Some Board members asked for further clarification regarding the differences between what was being done to improve academic outcomes and what is being done now.

A Board co-chair asked that the HOS/CAO/Academic Affairs Committee Chair come to the March Board meeting with a clear picture of how things are being done differently now and the timeline for doing so.

V. Development

A. Committee Report

A member of the Development Committee reported that planning for the spring fundraising gala is well under way and asks all Board members to do the following:

- Encourage people to attend
- Solicit auction items/experiences

In addition, Board members were asked to consider the following, unrelated to the gala:

- Suggest dinner/gathering attendees and plan to attend with them
- Consider making an Annual Appeal donation

VI. Finance

A. Committee Report

The CFO provided an overview of Budget .vs Actual results and the Quarterly Dashboard report.

In addition, a member of the Finance Committee provided a brief update on investments and the creation of a sub committee that will be responsible for exploring responsible investment options on behalf of the school.

VII. Governance

A. Committee Report

The Governance Committee chair reported that the committee continued its discussion of Board Development, in which the Head of School will be taking a role.

In addition, the committee chair asked all Board members to complete and submit Board Evaluation forms to the administrative assistant by the start of the new year.

Lastly, the committee chair reported that he is stepping down as committee chair and will remain on the Committee/Board. J. Kushner has been appointed as interim chair and all Board members are asked to consider taking the post.

B. Vote for Board Officer Slate

S. Istock made a motion to vote to approve slate.

J. Vogel seconded the motion.

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

C. Vote on Trustee Term Renewals

The committee chair noted that the original slate listed for nomination was incorrect; the following trustees are to be nominated for one new three-year term:

S. Istock

K. Balan

K. Belcher

S. Goldstein

J. Vogel made a motion to nominate S. Istock, K. Balan, K. Belcher and S. Goldstein for one three-year term, Jan 1, 2017 through Dec 31, 2020.

S. Haraguchi seconded the motion.

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

VIII. Human Resources

A. Committee Report

A committee member reported that the committee has been brainstorming re: policies to review for 2017-18.

In addition, an update on both Teacher Pathways and Phase 2 of the Compensation restructure was provided, including notice that a strategic decision

was made to slow down Phase 2 in order to ensure that appropriate systems are in place.

IX. Closing Items

A. Adjourn Meeting

A. Steinert made a motion to adjourn the meeting.

S. Haraguchi 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 8:22 PM.

Respectfully Submitted,
K. Belcher