



Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Thursday December 17, 2015 at 6:00 PM

Location

54 Essex - Learning Commons

Please note: the start time noted on this agenda is incorrect due to the annual dinner. Dinner at 6PM, meeting is expected to begin at 7PM.

Board Members Present

A. Steinert, J. Kushner, J. Lander, K. Belcher, M. Saunders, P. Blackborow, P. Parvizi, S. Goldstein, S. Haraguchi, S. Istock, T. Reavis

Board Members Absent

J. Roberts, K. Balan, N. Spiro, V. Patel

Non Voting Members Present

A. Allen

Guests Present

A. Bresler, B. Hart, E. Archibold, M. O'Donnell, S. Ferguson, V. Ellis

I. Opening Items

A.Record Attendance and Guests

B.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 17, 2015 @ 7:00 PM at 54 Essex - Learning Commons.

C.Approve Minutes

K. Belcher made a motion to approve minutes from the Board Meeting on 10-22-15.

J. Kushner seconded the motion.

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

II. Co-Chairs Report

A.Ellen Davidson

S. Istock made a motion to make Ellen Davidson an Honorary Trustee.

S. Haraguchi seconded the motion.

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

III. Head of School Report

A.Report/Update

The Head of School provided a review of efforts made in the first 5 months at PHA and outlined goals for this and the next five years.

B.Charter Renewal Report

Board members were provided an update on charter renewal status and provided with a copy of the DESE's draft site visit report for review.

Board members discussed the draft report and asked clarifying questions. It was indicated that renewal is expected and that the few areas cited as being in need of attention are currently being addressed.

IV. Academic Affairs

A.Report/Update

The new chair reported having met with the Head of School and one of the Board Co-Chairs for the purpose of reviewing the existing Accountability Plan. It was decided that the committee's goal for this year will be the of drafting the next Accountability Plan and ensuring it's alignment with the next Strategic Plan.

V. 20th Anniversary Committee (Development)

A.Report/Update

The committee chair reported on the following topics:

- The need to recruit additional development-minded Board members (4-5 within the next 5 months)
- Fundraising update
- YPAB Speaker Series
- Corporate outreach efforts

VI. Family Engagement

A.Report/Update

The committee chair provided a review of Power School updates discussed at the committee's last meeting. The following statistics were provided:

- PowerSchool Parent Portal use is up to 68%

- Student log-ins are up to 500 per day
- Family Engagement leaders are planning strategies to increase Parent Portal usage and try to reach the 95% goal

VII. Finance

A.Report/Update

Board members were updated on the need to re-consider Credit Suisse investment account due to Credit Suisse's merger with Wells Fargo. Finance Committee members plan to meet with Credit Suisse representatives in the coming weeks to discuss; they were asked to report back to the full board on the matter as soon as possible.

B.P-Card Proposal

Finance Committee members recommended that the Board vote to approved the proposal to provide P-Cards to K12/Campus leaders. Board members briefly discussed the proposal and reviewed the proposed oversight measures.

C.Vote on P-Card proposal

S. Istock made a motion to approve the P-Card proposal.
P. Blackborow seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Governance

A.Report/Update

Board members were provided with an overview of the officer election slate and board candidates to be voted on.

B.Board Officer Elections

P. Parvizi made a motion to elect the following officers for the 2016 calendar year: Karolyn Belcher and Paul Blackborow, Co-Chairs; Jeff Kushner, Vice-Chair; Alan Steinert, Treasurer; Karl Balan, Clerk.
J. Kushner seconded the motion.
The board **VOTED** unanimously to approve the motion.

C.Officer Elections

D.Trustee candidate reviews

After a brief overview of each candidates background and resume was provided, Governance Committee members recommended that Jeff Vogel and Liz Pierce be accepted as new trustees.

E.Vote: Jeff Vogel

J. Kushner made a motion to accept Jeff Vogel as a new Trustee.
S. Goldstein seconded the motion.

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

F.Vote: Liz Pierce

P. Parvizi made a motion to accept Liz Pierce as a new Trustee.

J. Kushner seconded the motion.

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

IX. Human Resources

A.Report/Update

At the request of the committee chair, the Human Capital Director provided a brief update on faculty hiring.

X. Closing Items

A.Adjourn Meeting

J. Kushner made a motion to adjourn the meeting.

S. Istock 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 8:58 PM.

Respectfully Submitted,
P. Blackborow