

APPROVED



Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Thursday July 13, 2017 at 7:00 PM

Location

The home of Susie Istock, 10 Carruth St, Boston MA 02124

Trustees Present

A. Steinert, J. Kushner, J. Roberts, K. Balan, K. Belcher, K. Daniels, L. Goff, M. Brewster, M. Saunders, S. Istock, T. Reavis, T. Waye

Trustees Absent

S. Goldstein

Guests Present

D. Fournier, S. Ferguson, V. Ellis

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Kushner called a meeting of the board of trustees of Prospect Hill Academy Charter School to order on Thursday Jul 13, 2017 @ 7:13 PM at The home of Susie Istock, 10 Carruth St, Boston MA 02124.

C. Approve Minutes

J. Kushner made a motion to approve minutes from the Board Meeting on 05-11-17.

L. Goff 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 Board members with a review of Strategic Plan recommendations and emerging priorities/action steps. Next steps include system leaders and principals completion of action plan tables for the 5 categories of the Strategic Plan and holding focus groups with key stakeholders for feedback on the plan's objectives.

Board members suggested the creation of a dashboard to allow administrators and board members easy access to core priorities and expectations related to the Strategic Plan. The HOS agreed to work with system leaders (K-12 administrators and principals) to determine short-, mid-, and long-term priorities and with the Director of Technology to create a dashboard.

Board co-chairs asked for the Board's role in the Strategic Plan to be clarified.

The board will expect to look at the proposed Strategic Plan at the Sept 2017 meeting and, at a later date, decide which portions of it can be supported best by the committees.

III. Academic Affairs

A. Committee Report

Board co-chairs stated that the Academic Affairs Committee is in need of a chair after the spring departure of two board/committee members.

The HOS was asked to provide an overview of the letter sent out to Middle School and High School families regarding the reconfiguration of grade levels, their respective administrators and buildings at the Essex Street campus. Board members asked clarifying questions regarding budget implications and the effect this new has had on faculty and students.

IV. Development

A. Committee Report

The Development Committee chair provided an overview of adjustments to fundraising goals for FY18, as compared to those for FY17. Board members were asked for input for the re-writing of the Development budget. Questions were asked regarding marketing efforts for student recruitment.

V. Family Engagement

A. Committee Report

The Family Engagement Committee chair reported that while the committee has not met since the previous board meeting, key constituents have met offline and most committee goals for the year have been met.

VI. Finance

A. Committee Report

The Finance Committee chair reported on end of fiscal year budget surplus, which is a result of higher than expected per pupil rates and lower than expected

expenses. Board members discussed the potential implications of the surplus on fundraising efforts. Allocation of the surplus will be discussed at a later date.

VII. Governance

A. Committee Report

The Governance Committee chair reported on plans for the revitalization of the Young Professionals Advisory Board (YPAB) with a goal of drawing in alumni, broadening the community and providing those who don't have time for full board membership a way to be involved. The committee chair asks that board members relay thoughts, questions and ideas to him directly.

The committee chair also informed board members of a new DESE online training for board members, urging all to do it at their earliest convenience.

B. PHA Substance Abuse Policy

The Head of School provided an overview of the PHA Substance Abuse Policy, which the school is required to have by state law.

C. PHA Substance Abuse Policy

J. Kushner made a motion to approve the PHA Substance Abuse Policy.

M. Brewster seconded the motion.

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

D. FY17 Annual Report

E. Vote on FY17 Annual Report

L. Goff made a motion to approve FY17 Annual Report with the provision that any material changes must be approved by the board at the first FY18 board meeting.

M. Saunders seconded the motion.

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

VIII. Human Resources

A. Committee Report

The HR committee chair reported that the committee has not met since the previous board meeting and congratulated the Human Capital Director on the expansion of her responsibilities and title to Director of Human Capital and Talent Management.

IX. New Business

A. New Business

J. Kushner made a motion to enter into executive session.

L. Goff seconded the motion.

The board VOTED unanimously to approve the motion.

X. Closing Items

A. Adjourn Meeting

K. Belcher made a motion to adjourn the meeting.

M. Brewster 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 8:30 PM.

Respectfully Submitted,

J. Kushner