Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time
Thursday October 25, 2018 at 7:00 PM

Location
54 Essex St, Cambridge, MA 02139

This is the agenda for the October 25, 2018 Board of Trustees meeting, scheduled to take place from 7-8:30PM at 54 Essex in the Learning Commons.

Please review documentation in preparation for the meeting. If additional documents are made available, they will be added to this agenda and sent to all trustees via email.

If you have not already done so, please RSVP via BoardOnTrack so that we can track quorum and know who to expect.

Many thanks!

** All agenda topic times allotted are estimated **

Trustees Present

Trustees Absent
J. Moncreiff, K. Daniels, M. Saunders, P. Dickinson

Guests Present
A. Bresler, E. Stellman, J. Vega, M. O'Donnell, 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 Oct 25, 2018 @ 7:15 PM at 54 Essex St, Cambridge, MA 02139.

C. Opening Remarks

D. Approve Minutes
K. Belcher made a motion to approve minutes from the Board Meeting on 07-24-18. S. Goldstein seconded the motion. The board VOTED unanimously to approve the motion.

II. Head of School Report

A. HOS Report
The Head of School provided a brief review of the document provided to Trustees and invited all to send questions via email.

III. Academic Affairs Committee

A. MCAS Results and Plan
The Chief Academic Officer reminded Trustees of the strategic plan elements for improving academic outcomes: 1) 2016-17: Putting systems in place  2) 2017-18: Improving instructional practices  3) 2018-19: Implementation and gave a presentation outlining efforts and outcomes to date.

Trustees asked the Chief Academic Officer to elaborate on specific topics, including but not limited to assessments, data analysis, staffing and areas of challenge/progress.

B. Academic Goals and Priorities
Academic goals and priorities were addressed in the Chief Academic Officer's presentation.

IV. Finance

A. Audit Update
The Chief Financial Officer provided Trustees with a review of the annual audit report and answered clarifying questions.

B. Vote to Accept FY18 Audit
The Finance Committee met immediately before the full Board meeting and voted to approve the FY18 Audit.

C. 2019 YTD Financial Performance Update
The Chief Financial officer provided a brief overview of FY19 YTD finances, including including reference to options for managing the effect of the enrollment shortfall.

D. Cash Investment Update
The Committee chair provided an overview of the recommended cash investment

E. Vote to Approve Cash Investment Proposal
V. Governance

A. Board Goal Setting
   The Committee chair informed Trustees of the intention to work with the Head of School to set a series of Board goals, which will likely be presented at the December 2018 Board meeting.

B. ByLaws Revision
   The Board Chair provided Trustees with an overview of the proposed revisions to the Bylaws. Trustees asked clarifying questions.
   J. Kushner made a motion to approve revised bylaws.
   L. Goff seconded the motion.
   The board VOTED unanimously to approve the motion.

C. Needs Assessment
   The Committee chair provided an overview of the recently generated needs assessment, noting that the document will be electronically shared to allow for input from all trustees.

D. Revised Enrollment Policy
   The Committee chair provided an overview of the proposed enrollment policy revisions, indicating that all changes are state mandated.
   J. Kushner made a motion to approve revised enrollment policy.
   M. Rubenstein seconded the motion.
   The board VOTED unanimously to approve the motion.

VI. Development Committee

A. 2018-9 Plan and Projections
   An overview of the 2018-2019 development plan and projections was provided by a committee member. Trustees asked clarifying questions and discussed the feasibility of the goals presented.

B. Board Asks
   Trustees were reminded of the primary development responsibilities of Board members:
   
   • Cultivation
   • Stewardship
   • Corporate Engagement
   • Foundation Engagement

   The Committee chair intends to provide all trustees with a list of potential connections, asking each to indicate those they know and think about ways to engage them and build long term relationships with PHA.

VII. Facilities Task Force

A. Elevator Project
   The Facilities Task Force chair provided Trustees with background information on the 50 Essex elevator project and an overview of the proposed project. Trustees asked questions regarding costs and timeline, and agreed to table the vote until a more specific cost estimate is available.
B. Long Term Project
Trustees were encouraged to direct those with experience in related areas to the Task Force chair, whether they are interested in Board service or consulting.

VIII. Head of School Evaluation Committee

A. Executive Session - Discussion of HOS Tri Annual Review
Enter into executive session 8:53Pm

IX. 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 8:59 PM.

Respectfully Submitted,
J. Kushner