Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time
Thursday March 22, 2018 at 7:00 PM

Location
54 Essex, Learning Commons

Trustees Present
J. Kushner, K. Belcher, K. Daniels, M. Brewster, M. Saunders, S. Istock, T. Reavis

Trustees Absent
K. Balan, L. Goff, S. Goldstein, T. Waye

Guests Present
A. Bresler, E. Stellman, 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 Mar 22, 2018 @ 7:04 PM at 54 Essex, Learning Commons.

Trustees were reminded of their responsibility to promote, fund raise and donate. In addition, the Board Chair reminded trustees of the following events:

• Jazz Breakfast, April 10, 2018
• STEAM Saturday, spring sessions

C. Approve Minutes
K. Belcher made a motion to approve minutes from the Annual Meeting/Dinner on 12-21-17.
S. Istock seconded the motion.
The board VOTED unanimously to approve the motion.

II. Head of School Report

A. HOS Report
On behalf of the Head of School, the Chief Academic Officer provided trustees with an update on the following:
• Pre-AP program
• Museum of Science partnership
• Shady Hill STEAM Summer Program collaboration
• Data Dashboards

III. Academic Affairs

A. Academic Progress Update
The Chief Academic Officer provided an update on key strategies in use re: academic progress:
• K-6 math curriculum is complete & dept, action plan is ready; K-6 ELA curriculum review is upcoming
• Diagnostics in use, including DIBELS and moc SATs

Trustees asked clarifying questions re: sample data and diagnostics being used. It was also noted that the Academic Affairs Committee will work to identify what data should be included in the Board Data Dashboard.

IV. Development Committee

A. Development Report
The committee chair provided an update on Jazz Breakfast ticket sales and progress in donations to the Marathon fund raiser.
In addition, the chair asked all trustees to review the Foundation list, identify any personal connections and inform him of any to be added to the list.

V. Human Capital Management

A. Pathways Teacher Compensation
The Human Capital Director provided an update on the Pathways project, including cost projections and risk analyses.
Trustees asked clarifying questions regarding budgeting, Pathways teacher categorization and how bands and steps work in conjunction with those categories.

VI. Finance

A. FY 19 Proposed Budget
The committee chair provided an overview of the proposed FY19 budget projections and narrative, noting that the Finance Committee recommends that the Board vote for its approval.

B. FY19 Proposed Budget - Vote
   K. Belcher made a motion to approve the proposed FY19 budget.
   J. Kushner seconded the motion.
   The board VOTED unanimously to approve the motion.

C. Change of Investment Manager
   The committee chair provided an overview of the proposed change in investment management from Wells Fargo to 1st Republic, noting that the committee recommends that the Board vote for its approval.

D. Change of Investment Manager - Vote
   J. Kushner made a motion to approve the change in investment management from Wells Fargo to 1st Republic.
   S. Istock seconded the motion.
   The board VOTED unanimously to approve the motion.

VII. Governance

A. Board Candidates
   The committee chair informed trustees that the May 10, 2018 Board meeting will include a vote on trustee candidates currently being vetted.

B. PHS Update
   The committee chair informed trustees of the inaugural Prospect Hill Society meeting, scheduled for April 4, 2018.

C. Preliminary 2018-9 Board Meeting Calendar
   The committee chair provided a brief overview of the proposed FY19 meeting calendar and noted that the Governance Committee recommends that the Board vote for approval.

D. PHA 2018-2019 School Calendar - Vote
   J. Kushner made a motion to approve the FY19 Board/Committee meeting calendar.
   K. Belcher seconded the motion.
   The board VOTED unanimously to approve the motion.

E. Waiver Request re: Admissions Lottery
   The committee chair provided a brief overview of the need to request that the DESE waive the requirement to post the March 2018 admissions lottery date one week in advance due to inclement weather conditions.

F. Waiver Request re: Admissions Lottery - Vote
   K. Belcher made a motion to approve the waiver request re: the March 2018 Admissions Lottery.
   K. Daniels seconded the motion.
   The board VOTED unanimously to approve the motion.

G. Change of Officer Terms
The committee chair provided an overview of plans to change the trustee term start and end dates to coincide with the fiscal year. One trustee voiced concern re: the potential effect on board membership as trustees cycle out.

**H. Change of Officer Terms - Vote**
J. Kushner made a motion to approve proposed change of trustee term start and end dates; there was one abstention.
M. Brewster seconded the motion.
The board **VOTED** to approve the motion.

**I. HoS 3rd Year review process**
The committee chair provided an overview of the Head of School third year review process.

**VIII. Executive Session**

**A. Entry to Executive Session**
J. Kushner made a motion to do it.
S. Istock seconded the motion.
The board **VOTED** unanimously to approve the motion.

**IX. Closing Items**

**A. Adjourn Meeting**
M. Brewster made a motion to adjourn the meeting.
K. Daniels 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 8:35 PM.

Respectfully Submitted,
J. Kushner