

APPROVED



## Prospect Hill Academy Charter School

### Minutes

#### Annual Meeting/Dinner

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**Date and Time**

Thursday December 21, 2017 at 6:00 PM

**Location**

54 Essex. Learning Commons

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My fellow trustees,

The holidays are finally upon us and I look forward to celebrating with you on December 21st. We have lots to celebrate and to discuss as we look to the new year and what's ahead for our school.

You may recall that I mentioned that we were going to change the format of our board meetings. As you look at the agenda below, you will notice that we will only be hearing from two committees. This is central to my goal of keeping our board meetings focused on what is timely, topical, and actionable. Most importantly, I wish to both place a high value on your time and to incentivize each of you to contribute your thoughts, ideas and passion to what matters most to the school and to you.

As we go through the year, it is my hope to communicate with you more frequently which I hope will get information to you when it matters and will reduce the amount of preparation you need for any given board meeting.

What's important for this meeting:

- **Cornel West Breakfast.** While we aren't having a "Gala" this year, the Cornel West Breakfast will be our signature event. Success will require the participation of all board members and we will ask for more than your attendance. You will see in the packet the sponsorship levels for the event. Please bring your suggestions for individual and corporation sponsors to the board meeting to help us use this event to grow our network of supporters.
  - **Building our presence.** We have successfully restarted our Young Professionals Advisory Board with sixteen smart, passionate, and engaged people. Now we look
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to continue our success by expanding and re-purposing the Prospect Fellows Advisory Board to a group that will broadly advise and champion our school. We are calling this new body the Prospect Hill Society and your packet includes a descriptive document of its purpose. As we must always focus on the primary work of any board, perpetuating itself, please come prepared to discuss any excellent candidates that you may have for the board or the society.

- Celebrating. Its the holidays. Oh and we just might have to recognize some people who have been instrumental in our school's success.....

I look forward to seeing all of you on December 21st!

Best,

Jeffrey  
Jeff Kushner  
917-370-8666  
[kushnerjr@hotmail.com](mailto:kushnerjr@hotmail.com)

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### **Trustees Present**

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

### **Trustees Absent**

J. Roberts, K. Daniels

### **Ex-Officio Members Present**

A. Allen

### **Non Voting Members Present**

A. Allen

### **Guests Present**

A. Bresler, D. Fournier, M. O'Donnell, P. Dickinson, S. Ferguson, V. Ellis

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## **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 Dec 21, 2017 @ 6:51 PM at 54 Essex Learning Commons.

### **C. Approve Minutes**

K. Belcher made a motion to approve minutes from the Board Meeting on 10-26-17.

S. Istock seconded the motion.

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

## **II. Head of School Report**

### **A. Report**

The Head of School provided board members with an update on campus level and K-12 events, academics, student recruitment, college persistence/success efforts and rates and the proposed 50 Essex elevator project.

The Head of School also informed trustees of the Feb. 27, 2018 DESE Core Site Visit, for which trustees may be asked to take part in a focus group.

### **B. special agenda item: Honoring Alan Steinert, Jr.**

Trustees honored an exiting board member for many years service to the school and the dedication of the college counseling center in his name.

## **III. Development Committee**

### **A. Development Report**

The committee chair reminded trustees of the upcoming Cornel West Jazz Breakfast fundraiser, outlined trustee expectations for ticket purchase/sales and asked each to list personal connections for potential sponsorship of the event. The committee chair also provided trustees with an update on the Annual Appeal, foundation grant efforts and The Prospect Hill Society.

## **IV. Governance**

### **A. Board Competencies Survey vs. Needs Assessment**

The committee chair provided an overview of recent efforts to review Board competencies and needs in order to streamline it's processes and efficacy.

### **B. Changes in some committee assignments**

The committee chair reported that committee membership has been pared down and areas of need for additional committee members with specific skills/talents have been identified. Board members were asked to communicate potential board/committee/PHS members to him directly.

### **C. Re-launch of Facilities Committee**

The committee chair reported that the Facilities Committee will be reinstated to work on upcoming facilities projects.

### **D. Trustee Expectations**

The committee chair shared a list of trustee expectations, recommended by the Governance Committee, and invited all to contact him directly to discuss.

### **E. New Minutes Template**

The committee chair shared the committee's recommendation that a new, more brief minutes template be used for all board and committee meetings going forward. A document regarding minutes best practices from BoardOnTrack will be shared with all trustees.

### **F. Revised Committee Terms**

The committee chair reported the Governance Committee's recommendation to change to the trustee term expiration date from December 31st to May 31st.

A. Steinert made a motion to change the trustee term expiration date to June 30th.

L. Goff seconded the motion.

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

The committee chair also informed trustees that K. Belcher has stepped down as Board Co-Chair; Ms. Belcher will remain on the board and as chair of the Human Resources Committee.

#### **G. Officer slate VOTE**

The committee chair reported that the Governance Committee recommends the following slate of officers for 2018:

Board Chair - J. Kushner

Board Vice Chair - M. Saunders

Board Clerk - K. Balan

Board Treasurer - M. Brewster

K. Belcher made a motion to approve the proposed slate of Board officers.

T. Waye seconded the motion.

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

#### **H. Establishment of permanent HoS Review Committee**

The Committee chair informed trustees of the establishment of a permanent Head of School Review Committee, to be made up for the Board Chair, Board Vice Chair and the Director of Human Capital and Talent Management.

### **V. Executive Session**

#### **A. Entry into Executive Session**

K. Belcher made a motion to enter into Executive Session.

L. Goff seconded the motion.

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

### **VI. Closing Items**

#### **A. Adjourn Meeting**

T. Waye 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 8:45 PM.

Respectfully Submitted,

J. Kushner