

APPROVED



Prospect Hill Academy Charter School

Minutes

Board Meeting

Date and Time

Tuesday July 24, 2018 at 6:00 PM

Location

Jeff Kushner's home, 46 Hyslop Road, Brookline, MA

This is the agenda for the July 24, 2018 PHA Board Meeting.

This meeting will take place on Tuesday July 24th, 6PM, at the home of Jeff Kushner, 46 Hyslop Road, Brookline, MA.

Documentation will be added over the course of the next few days; I will send notice of additions via email.

Many thanks,

Victoria

Trustees Present

J. Kushner, K. Balan, K. Belcher, K. Daniels, L. Goff, M. Brewster, P. Dickinson, S. Goldstein, S. Istock, T. Reavis, T. Waye

Trustees Absent

M. Saunders

Ex-Officio Members Present

A. Allen

Non Voting Members Present

A. Allen

Guests Present

A. Bresler, H. Adams, J. Moncreiff, M. O'Donnell, M. Rubenstein, M. Santana, S. Ferguson, V. Ellis

I. Opening Items

A. Record Attendance and Guests

Please note that the online system used for PHA board meeting minutes has incorrectly indicated that the following trustees attended as guests:

- Haley Adams
- Jane Moncreiff
- Pam Dickinson
- Madelin Santana
- Michael Rubenstein

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 Tuesday Jul 24, 2018 @ 7:00 PM at Jeff Kushner's home, 46 Hyslop Road, Brookline, MA.

V. Ellis called a meeting of the board of trustees of Prospect Hill Academy Charter School to order on Tuesday Jul 24, 2018 @ 7:00 PM at Jeff Kushner's home, 46 Hyslop Road, Brookline, MA.

C. Opening Remarks

The Board chair welcomed all in attendance, noting that all trustees were present.

D. New BoT Member Intros

The Board chair asked the 5 new trustees to provide a brief comment on their background and interest in becoming a PHA trustee.

E. Approve Minutes

K. Belcher made a motion to approve minutes from the Board Meeting on 05-10-18.

S. Istock seconded the motion.

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

II. Head of School Report

A. HOS Report

The Head of School provided an overview of year end happenings and achievements.

III. Development Committee

A. Review of 2017-18 Fundraising

The committee chair provided an overview of fundraising results from the Jazz Breakfast and other efforts.

B. Staffing

The committee chair reviewed planned staffing adjustments specific to development for the new fiscal year.

IV. Finance

A. 2017-18 Final Financials

The Finance Committee Chair provided an overview of year end finance data and answered clarifying questions from trustees.

V. Governance

A. HOS Review Update

The committee chair gave trustees an overview of Head of School review process.

B. Offsite, Sept 22

The committee chair reminded all trustees of the scheduled off-site retreat planned for June 2018 and reviewed expectations for attendance.

C. Annual Report

The committee chair gave trustees the opportunity to ask questions regarding the 2017-2018 Annual Report; no questions were asked.

L. Goff made a motion to approve the 2017-2018 PHA Annual Report for submission to the MA DESE.

K. Daniels seconded the motion.

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

VI. Human Capital Management

A. Teacher Retention/Hiring

The Human Capital Director provided an overview of preliminary end of year staffing/hiring data and outlined expectations for 2018-2019 hiring.

VII. Facilities Task Force

A. Update

The board chair outlined the purpose of and plans for the proposed Facilities Task Force and asked trustees to volunteer to serve.

VIII. Enrollment and Application Task Force

A. Proposal

The board chair outlined the purpose of and plans for the proposed Enrollment and Application Task Force, and asked trustees to volunteer to serve.

IX. Executive Session - Head of School Review

A. Executive Session

The board entered into executive session.

X. Closing Items

A. Adjourn Meeting

P. Dickinson made a motion to adjourn the meeting.

T. Waye 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 9:00 PM.

Respectfully Submitted,
J. Kushner