

APPROVED



## Prospect Hill Academy Charter School

### Minutes

#### Board Meeting

---

**Date and Time**

Thursday May 10, 2018 at 7:00 PM

**Location**

54 Essex, Learning Commons

---

This is the agenda for the May 10, 2018 PHA Board Meeting. Three documents have been added to the Development section. Please review the attached documents prior to Thursday's meeting.

Many thanks,

Victoria

---

**Trustees Present**

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

**Trustees Absent**

*None*

**Ex-Officio Members Present**

A. Allen

**Non Voting Members Present**

A. Allen

**Guests Present**

A. Bresler, E. Stellman, M. O'Donnell, 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 May 10, 2018 @ 7:06 PM at 54 Essex, Learning Commons.

### **C. Approve Minutes**

K. Belcher made a motion to approve minutes from the Board Meeting on 03-22-18.

J. Kushner seconded the motion.

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

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

### **A. HOS Report**

The Head of School provided trustees with preliminary overview of the Core Site Visit findings, noting that the school will have the opportunity to correct factual errors before the final version is published. Trustees asked clarifying questions.

The Head of School also briefed trustees on the effect of charter school caps on PHA admissions and enrollment and the implications for future enrollment. Trustees discussed the matter and agreed to create an Enrollment Task Force to work on the issue.

## **III. Development Committee**

### **A. Jazz Breakfast Result and Follow ups**

The committee chair provided an update on the success of the Jazz Breakfast fundraiser and plans to follow up with and engage with new contacts.

The committee chair also informed trustees that the school has opened a search for a Chief Advancement Officer; consultants will be used for the search and the position will report directly to the Head of School.

### **B. Marathon**

The committee chair congratulated trustee M. Brewster on his Boston Marathon fundraiser run. In addition, trustees were provided with a list of past and current fundraising efforts and asked to consider ideas to contribute to its evolution.

## **IV. Finance**

### **A. Finance Update**

The committee chair provided trustees with a budget .vs actual review and outlined identified expenditures for spending the surplus.

Trustees asked clarifying questions and requested an update on the Y@PHA program for the next full board meeting.

## **V. Human Capital Management**

### **A. Pathways Update**

The committee chair provided a reminder as to details of phase 2 of Pathways and preparations underway for phase 3.

## **VI. Governance**

### **A. Trustee Candidates**

The committee chair provided a brief overview of the slate of trustee candidates. Trustees asked clarifying questions regarding the demographic make-up of the group. Trustees also discussed updating the board's existing bylaws and will discuss the topic in future meetings.

### **B. Vote re: Trustee Candidates**

J. Kushner made a motion to approve the slate of 5 candidates for board membership.

S. Goldstein seconded the motion.

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

M. Saunders abstained from this vote.

### **C. Discussion of flexible committee meeting schedules**

The committee chair asked that all committee chairs meet with their PHA leadership counterparts to discuss and agree upon the optimal number of committee meetings per year (required minimum of two).

### **D. 2018-9 Calendar and offsite plan**

The committee chair reviewed upcoming events and trustee attendance expectations for each, as follows:

- June 2nd 2018 Commencement
- June 9th New Board Member Orientation
- Aug 2nd Board Meeting (later rescheduled for July 24th)
- Sept 22nd Off-Site Retreat

## **VII. Facilities Task Force**

### **A. Facilities Rental Approval**

The Facilities Task Force chair provided an overview of recent efforts regarding both interim and long-term facilities planning.

Interim steps going into the fall are as follows:

- Create ad hoc committee to decide whether to buy, develop, long term lease, trade campuses, etc.
- Collect input/suggestions from trustees re: developers, architects, construction pros, financing, non profit, local politics

### **B. Vote - Facilities Rental Approval**

J. Kushner made a motion to To grant authority to the Head of School to negotiate the short-term rental of additional administrative office space to free up campus-based space for instructional purposes. The Head of School is authorized to negotiate an agreement for up to 7,500 square feet at an annual cost of no more than 300K, to be located within one mile of an existing PHA

campus, through the end of the current charter expiring June 30, 2021. The final rental agreement is subject to review and approval by the board of trustees.

L. Goff seconded the motion.

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

## **VIII. Head of School Sub-Committee**

### **A. HOS Review Spring 2018**

The Board chair provided an update on the process, noting that constituent focus groups would be held in late May/Early June.

Trustees voted to enter into Executive Session.

## **IX. Closing Items**

### **A. Adjourn Meeting**

S. Goldstein 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 9:16 PM.

Respectfully Submitted,  
J. Kushner