Prospect Hill Academy Charter School

Minutes
Board Meeting

Date and Time
Thursday March 28, 2019 at 7:00 PM

Location
54 Essex St, Cambridge MA 02139

This is the agenda for the March 28, 2019 Board of Trustees meeting, scheduled to begin promptly at 7:00PM at 54 Essex in the Learning Commons.

Please review documentation in preparation for the meeting. As 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
H. Adams, P. Dickinson, S. Istock

Ex-Officio Members Present
A. Allen

Non Voting Members Present
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A. Allen

Guests Present
A. Bresler, D. Opar, David Brown, E. Stellman, J. Meland, J. Vega, Nancy Alach, O. Bradford, S. Camposano, S. Ferguson, Tatiana Rostovtseva, 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 28, 2019 @ 7:00 PM at 54 Essex St, Cambridge MA 02139.

C. Approve Minutes

J. Moncreiff made a motion to approve minutes from the Board Meeting & Annual Dinner on 12-13-18.
S. Goldstein seconded the motion.
The board VOTED unanimously to approve the motion.

II. School Academic Leaders Presentation

A. Presentations by Nancy Alach, David Brown, Jason Meland and Olive Bradford (for C. Douglas)

Principals from each PHA campus presented updates on their School Excellence Plans, providing data on academic assessments in relation to the 2017-2022 Accountability Plan.

Board members asked clarifying questions regarding growth thus far, expected growth by end of year and comparisons to similar local districts.

III. Head of School Report

A. Head of School Report

The Head of School indicated that trustees should review the report provided as part of the meeting packet and welcomed questions and/or discussion at a later date.

IV. Governance

A. Board Recruiting Needs

A member of the Governance Committee reminded all present that all trustees have responsibility for recruiting new trustees and provided a list of the areas of knowledge currently desired, including but not limited to Real Estate, Academic Affairs, Facilities and community relations.

B. Committee Assignments

A member of the committee provided an update on potential shifting of committee assignments and indicated that the Human Capital Committee would likely be inactivated for the 2019-2020 academic year.

C. HCM Suspension
One board member indicated suggested that the Human Capital Committee's continuation be considered, as it is the only committee with teacher representation and an important touch point between the board and teachers. It was decided that the Governance Committee would revisit the topic with the Human Capital Director and consider the options.

D. DESE amendments to Bylaw revisions
A representative of the Governance Committee informed trustees that the DESE has enhanced the requirements for the revision of Bylaws. A revised version of the PHA Bylaws which has been enhanced to align with those new requirements was circulated in the packet prior to this meeting.

A motion was made to approve the revised PHA Bylaws for submission to the DESE for approval. The motion was seconded and the vote to approve was unanimous.

E. 2019-20 Board Meeting Calendar
Trustees were asked to vote on the approval of the 2019-2020 draft academic year calendar that was distributed prior to this meeting.
One trustee present asked for the date of one full board meeting to be reconsidered.
A motion was made to approve the 2019-2020 draft academic year calendar pending the change requested. The motion was seconded and the vote to approve was unanimous.

F. Date and Location for July Board Meeting
A representative of the Governance Committee asked trustees to consider hosting the July 18th full board meeting and asked that anyone interested in doing so contact him via email. The location is expected to be communicated at the May 30, 2019 meeting.

V. Human Capital

A. Update on Pathways
The Human Resources Committee chair provided an overview of the final phase of the Pathways project as it enters its final phase this year, while deferring to the Finance Committee for related financial reporting.

In addition, the chair reported that the committee reviewed policies that may help improve teacher intention, resulting in proposals to revise the schools parental leave and PTO policies with modest budget implication.

VI. Development Committee

A. Gala Update
The committee chair provided an overview of ticket sales and sponsorship for the upcoming fundraising gala and asking each trustee to identify 3 guests to be cultivated after the event.

VII. Finance

A. 2018-9 forecast
The committee chair reviewed the YTD report and provided an overview of the changes in the FY20 proposed budget, noting that the goal for FY20 is to keep all programming level.

The committee chair also expressed the need to convene a group during the coming year to create a policy for budgeting for Foundation transactions. This topic will be revisited in FY20.
B. 2019-20 Budget
A motion was made to approve the proposed FY20 budget. The motion was seconded and vote to approve was unanimous.

C. Pathways Update
The committee chair provided a review of financial aspects of Pathways within the FY20 budget proposal presentation.

D. Elevator update
The committee chair indicated that due to changes in cost estimates and potential changes to the work to be done, the committee is not asking the full board to vote on the elevator project at this time. Instead, the committee will explore additional options and return to the board with a revised proposal at a later date.

VIII. Enrollment/Facilities/Development Joint Presentation

A. Status Update on Each
A joint presentation from the Enrollment and Facilities Task Forces/Committees illustrated to trustees how interrelated the two topics are by explaining the current enrollment issues and how better defining the reasons for those issues will inform what will be needed and done in terms of facilities.

The Development Committee chair reported on the need to build a robust development structure to support the changing funding landscape and asks that trustees vote to authorize the Head of School begin conducting a search for and hire a Chief Advancement Officer. Trustees asked clarifying questions and discussed funding and the proposed 3 year timeline for this position.

B. Vote on funding for Chief Advancement Officer position
M. Rubenstein made a motion to authorize Dr. Allen to: Commence a search for and endeavor to hire a Chief Advancement Officer. Furthermore, we authorize additional spending for this role (and hiring costs) of up to $250K for each of the school years 2019-20 through 2021-22 (three years), such deficit to be funded from Foundation Funds. M. Saunders seconded the motion.
The board VOTED unanimously to approve the motion.

IX. Closing Items

A. Adjourn Meeting
M. Santana made a motion to adjourn the meeting.
K. Balan 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 9:30 PM.

Respectfully Submitted,
J. Kushner