

APPROVED



## Prospect Hill Academy Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Thursday October 26, 2017 at 7:00 PM

**Location**

54 Essex. Learning Commons

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**Trustees Present**

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

**Trustees Absent**

J. Roberts, L. Goff, S. Goldstein

**Ex-Officio Members Present**

A. Allen

**Non Voting Members Present**

A. Allen

**Guests Present**

A. Bresler, E. Stellman, 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 Oct 26, 2017 @ 7:05 PM at 54 Essex. Learning Commons.

### **C. Approve Minutes**

S. Istock made a motion to approve minutes from the Board Meeting on 07-13-17.

K. Belcher seconded the motion.

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

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

### **A. Head of School Report**

The Head of School (HOS) provided a brief review of the report that was shared prior to this meeting and answered clarifying questions from board members before giving the floor to the Chief Academic Officer (CAO).

The CAO provided board members with an update on academic areas of focus for the 2017-2018 school year. Board members asked questions regarding assessments, data and goals.

### **B. Strategic Plan 2017-2022**

The HOS provided board members with an overview of the proposed 2017-2022 Strategic Plan and asked that the board vote to approve the plan.

### **C. Vote to approve 2017-2022 Strategic Plan**

M. Brewster made a motion to approve the 2017-2022 Strategic Plan.

K. Belcher seconded the motion.

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

## **III. Academic Affairs**

### **A. Committee Report**

The committee chair reported that the committee reviewed the same information just provided by the CAO.

In addition, the committee discussed the creation of a dashboard for tracking academic progress.

## **IV. Development**

### **A. Committee Report**

The committee chair provided an update on the Development dashboard and budget (subject to change), as well as indicating that the committee's focus for the year will be branding. In addition, board members were informed of upcoming fundraising events/opportunities:

- Young Professionals Advisory Board (YPAB) Annual Pool Social, Nov 20, 2017 from 7-9PM
- Jazz Brunch with Cornell West, April 10, 2018
- Boston Marathon fundraiser

Board members were asked to contact the committee chair or the Director of Development with any ideas for additional fundraisers.

The committee chair also informed board members of the revitalization of the YPAB, indicating that some members will serve on board committees this year.

## **V. Family Engagement**

### **A. Committee Report**

Committee members discussed which initiatives, which will align with the new Strategic plan, to focus on this year. They will continue the discussion at the next committee meeting.

## **VI. Finance**

### **A. Committee Report**

The committee chair provided a recap of FY17 and the FY18 budget-to-actual reports.

In addition, board members were given an overview of the FY17 Audit report, which was without material findings.

Board members were also informed the unexpected surplus will be used to fund the 2017-2018 Junior Journey program.

A. Steinert made a motion to approve the FY17 Audit Report.

T. Waye seconded the motion.

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

## **VII. Governance**

### **A. Committee Report**

The committee chair again informed board members that YPAB members will also serve on board committees this year and proposed that a BOT/YPAB celebration be held in January 2018.

The committee chair presented a list of expectations for Board members going forward, as well as a Trustee recruitment plan/timeline. Board members were invited to review a list of questions/concerns and provide the committee chair with feedback.

### **B. Vote to approve strategic consultant Pam Dickinson**

The board chair introduced the consultant who will be working with the HOS and Board Chair to focus on the following:

- Board development and recruiting
- Developing Strategic Partnerships
- Advising on special projects

A. Steinert made a motion to approve contracting with Pam Dickinson as consultant to the PHA Board of Trustees.

K. Daniels seconded the motion.

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

## **VIII. Human Resources**

### **A. Committee Report**

The committee chair informed board members that the school has contracted TNTP to assist with the next phase of the Pathways Program. The committee chair, who serves as TNTP's president, formally announced that this is a potential

conflict of interest, noting that the contract value is below \$10K and she will not be involved in contract negotiations.

In addition, board members discussed the applications portfolio that was included in the meeting packet. In the absence of the Director of Technology, the CFO provided a brief overview of it's contents and purpose.

## **IX. New Business**

### **A. Special Topic**

The board chair informed board members of discussions with the Archdiocese regarding the potential to redevelop the buildings that PHA currently leases. An ad-hoc committee will be formed to give this consideration and the chair asks that those interested in participating contact him directly.

Board members were reminded of the need for board members with experience in architecture, commercial real estate, development and political liaison. Recommendations should be sent directly to the board chair.

## **X. Closing Items**

### **A. Adjourn Meeting**

K. Belcher made a motion to adjourn the meeting.

M. Saunders 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 8:53 PM.

Respectfully Submitted,  
J. Kushner