

Minutes

Prospect Hill Academy Charter School

Head of School Search Committee Committee Meeting

Friday Mar 27, 2015 @ 4:00 PM at 50 Essex St, Cambridge - 3rd Floor Conference Room

Committee Members Present

J. Kushner, M. Saunders, P. Blackborow, T. Reavis.

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Committee Members Absent

A. Steinert

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I. Opening Items

Call the Meeting to Order

S. Ferguson called a meeting of the Head of School Search Committee committee of Prospect Hill Academy Charter School to order on Friday Mar 27, 2015 @ 4:00 PM at 50 Essex St, Cambridge - 3rd Floor Conference Room.

II. Head of School Search Committee

Welcome & Introductions of HOS Search Committee members

A Committee co-chair clarified the roles and responsibility as a Search Committee, rather than a Hiring Committee.

Presentation on OML and HOS process by Atty. Andrea Bell

The PHA Attorney gave committee members an overview of the Open Meeting Law rules and procedures, Executive Session rules and procedures and the process for keeping/publishing minutes from Open Meetings.

III. Re-introduction and presentation Redwood Circle, Christina Greenberg via Skype

Committee members were re-introduced to the representative from Redwood Circle and provided a review of the process followed to complete a needs assessment and draft job description. Committee members agreed that Tuesday, March 31, 2015 will be the final day by which to submit feedback on the needs assessment and draft job description. Committee members also discussed preliminary ideas for candidate recruitment methods and desired candidate profile.

III. Other Business

Meeting Schedule Changes and participation

The Committee elected to change day of meetings to bi-weekly on Thursdays from 4:00-6:00, beginning April 9, 2015. Two committee members committed to identifying PHA teacher participants.

IV. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:00 pm.

Respectfully Submitted,
S. Ferguson