

Minutes

Prospect Hill Academy Charter School

Head of School Search Committee Meeting ** optional **

Thursday Apr 30, 2015 @ 4:00 PM at 50 Essex St, Cambridge - 3rd Floor Conference Room

Committee Members Present

A. Steinert, K. Belcher, P. Blackborow, T. Reavis, A. Baldwin Beckmann, E. Archibold, E. Moulton, J. Fergus, J. Meland, S. Ferguson, W. Etienne

Committee Members Absent

J. Kushner, M. Saunders, S. Istock

I. Opening Items

Call the Meeting to Order

A. Steinert called a meeting of of Prospect Hill Academy Charter School to order on Thursday Apr 30, 2015 @ 4:00 PM at 50 Essex St, Cambridge - 3rd Floor Conference Room.

Approve Minutes

A. Steinert made a motion to approve minutes from the Meeting on 04-09-15 after revisions noting that those listed in attendance as "Guests" are Committee Members.

J. Fergus seconded the motion.

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

II. PHA HoS Search Committee

Updates

- Marketing & Outreach update The Committee reviewed the progress that has been made since the previous meeting on marketing and outreach for the Head of School role. The job description has been posted publicly by Redwood on various job boards. In addition, an announcement about the job has been emailed to all PHA faculty and family members.
- CAO Search update The Committee reviewed progress of CAO search and discussed the timeline intersections with Head of School search.
- Constituent Group Update The Committee discussed the current questions and concerns of different PHA constituent groups regarding the Head of School search. The committee agreed to hold a series of conversations with different constituent groups to address these questions and provide transparency in the search process.

Preparation for Redwood Circle call

J. Fergus made a motion to Enter into Executive Session.

A. Baldwin Beckmann seconded the motion.

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

The Committee reviewed the draft competency model created by Redwood in light of 8 candidate resumes provided by Redwood. Committee members discussed the merits and questions of candidates in consideration and considered the following questions:

Selection Materials - Are these competencies accurately reflective of PHA and the HOS role? - Is the selection model effectively assessing for these competencies? - What is our role in the selection process?

Candidate Documents - How do these current applicants align (or not align) with our vision for candidate profile?

IV. Update w/Redwood Circle, Christina Greenberg and Alicia Robinson

Redwood Circle representatives joined the meeting via Skype to share updates on current candidate pool.

Committee members shared their initial perspectives on candidate pool.

E. Moulton made a motion to adjourn Executive Session.
J. Fergus seconded the motion.
The team **VOTED** unanimously to approve the motion.

III. 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 05:30 pm.

Respectfully Submitted,
A. Steinert