



**Board of Trustees**  
**Prospect Hill Academy Charter School**  
**September 26, 2013**  
**7:00 pm**

**Minutes**

**Present:** Parviz Parvizi, Salim Kabawat, KyAnn Anderson, VJ Patel, Karolyn Belcher, Susie Istock, Paul Blackborow, Nick Spiro, Trecia Reavis, Michael O'Donnell, Anja Bresler, Jacqueline Goggin.

**Absent:** Alan Steinert, Lisa Robinson, Karl Balan, Ellen Davidson, Justin Roberts, Susan Goldstein

**Call to order:** 7:02pm

**I. Approval of Minutes from July 18, 2013 meeting**

A motion was made and seconded to approve the minutes from the July 18, 2013 Board meeting.

**II. Board Chair Report**

Parviz Parvizi welcomed all Board members to the first meeting of the 2013-2014 academic year.

**III. Head of School Report**

Acting Head of School Michael O'Donnell presented to the Board a revised Dashboard Report format for FY14. Board members asked for end of year data on FY13 strategic goals; M. O'Donnell committed to providing data requested for the October 24, 2013 meeting.

Michael O'Donnell presented to the Board 2013 MCAS data in draft form; the Academic Affairs Committee and PHA's Data Analyst will analyze this and other data to provide the Board with a detailed report at the October 24, 2013 meeting.

**IV. Committee Reports**

Academic Affairs –

Michael O'Donnell reported on behalf of Ellen Davidson that the Academic affairs Committee met and focused primarily on setting committee meeting agendas for FY14. The committee also discussed student attrition rates and intends to discuss the issue at future meetings.

Development

VJ Patel reported on progress made since the July 18, 2013 Board meeting in the following Development areas:

1. Hiring of Jacqueline Goggin as Associate Director of Fundraising and Major Gifts
2. Event planning: 4/11/14 PHA Prom Gala, Annual Appeal, Phone-a-Thon

VJ Patel indicated that the Development Committee intends to provide a Dashboard report at the October 24, 2013 meeting.

Susie Istock asked Board members to consider volunteering for Junior Journey interviews, scheduled to take place on Monday October 21, 2013.

Facilities –

KyAnn Anderson reported on a tour of recent renovations at Franklin and Webster; the Committee discussed potential uses for remaining budget.



Paul Blackborow inquired as to the school's policy on budgeting for scheduled building maintenance; Mike O'Donnell will assume responsibility for the creation of one such policy.

Family Engagement –

Trecia Reavis reported that the first meeting of the Family Engagement Committee will be held on October 10, 2013, at which the committee will map out its goals for FY14.

Finance –

Parviz Parvizi reported on behalf of Justin Roberts regarding progress on capital management arrangements with Credit Suisse.

Governance –

Parviz Parvizi communicated on behalf of Alan Steinert a reminder regarding upcoming annual election of Board officers and directors.

Human Resources –

Paul Blackborow reported on the HR Committee's review of recent teacher retention data and its intended focus on revisiting teacher compensation in FY14.

Michael O'Donnell provided an update on efforts to hire a Human Capital manager and progress in arrangements for consultation with a Compensation specialist.

V. **New Business**

No new business was proposed.

VI. **Adjournment**

On **Motion** Duly Made and Seconded, it was **VOTED**: to adjourn the meeting at 8:19PM.