



**Board of Trustees**  
**Prospect Hill Academy Charter School**  
**December 19, 2013**  
**7:00 pm**

**Minutes**

**Present:** Alan Steinert, Karl Balan, Paul Blackborow, Karolyn Belcher, Susan Goldstein, Parviz Parvizi, KyAnn Anderson, Justin Roberts, Mike O'Donnell, Anja Bresler, Estelle Archibold, Jackie Goggin

**Absent:** Susie Istock, VJ Patel, Ellen Davidson, Steve Buck

**Call to order:** 7:08PM

**I. Approval of Minutes from October 24, 2013 meeting**

A motion was made and seconded to approve the minutes from the October 24, 2013 Board meeting.

**II. Board Chair Report**

Parviz Parvizi had nothing to report.

**III. Head of School Report**

Acting Head of School Michael O'Donnell presented to the Board a Dashboard Report, providing updates on student enrollment, staffing levels, school finances and progress toward strategic goals. Mr. O'Donnell also provided data on teacher resignations and student attrition in response to a request from Board members at the December 19, 2013 meeting.

Danny Wilcox, Grades 7-10 Principal, presented an overview of initiatives focused on improving curriculum, instruction, assessment, positive school culture and Faculty & Staff progress and impact; examples of these initiatives include school culture walkthroughs focused on student engagement, new teacher professional development efforts and the implementation of Restorative Practices.

Christine Douglas, Collegiate Institute Director, presented an overview of initiatives similarly focused on improving curriculum, instruction, assessment, positive school culture and Faculty & Staff progress and impact; examples of these initiatives include the additional of several new courses including AP Physics, school culture walkthroughs focused on Higher Order Thinking and the implementation of Professional Dress days for students.

**IV. Committee Reports**

Academic Affairs –

In the absence of Chair Ellen Davidson, Michael O'Donnell provided a brief summary of the student attrition data analysis and grades 3 & 4 MCAS data analysis that was reviewed by the Academic Affairs Committee during its December 12, 2013 meeting.

Development -

Anja Bresler reported on progress made since the October 24, 2013 board meeting in the following Development topics:

1. Annual Appeal



2. YPAB Phone-a-Thon
3. Grant applications and Donations
4. Prom Gala event planning progress and corporate sponsorship solicitation

Ms. Bresler also reminded Board members of the need for 100% donation participation to meet the requirements of the Amelia Peabody Foundation grant and asked Board members to invite potential donors/volunteers to a breakfast that will be held in February 2014.

#### Facilities –

No Report; Committee has not met since October 24, 2013 Board meeting.

#### Family Engagement –

Karolyn Belcher reported on multiple meetings held by the Family Engagement Committee and progress in the following areas:

1. Identifying the committee's main focus for the year
2. Improving home/school communications

#### Finance –

Justin Roberts reported his expectation that the Finance Committee will have the investment policy for presentation to the full Board at the January 30, 2014 meeting.

#### Governance –

Alan Steinert reported that Parviz Parvizi has chosen not to stand for re-election as Chair of the Board of Trustees; Mr. Parvizi will remain a member of the Board. In addition, Mr. Steinert reported that KyAnn Anderson has chosen not to stand for re-election to the Board of Trustees. Mr. Steinert expressed thanks on behalf of the Board of Trustees to both Mr. Parvizi and Ms. Anderson for their service.

Mr. Steinert reviewed the slate for Board Officer and member elections.

On **Motion** Duly Made and Seconded, it was **VOTED**: to elect the following Board Officers:

Co-Chairs: Karolyn Belcher and Paul Blackborow  
Vice Chairperson: Susie Istock  
Treasurer: Justin Roberts  
Clerk: Karl Balan

On **Motion** Duly Made and Seconded, it was **VOTED**: to re-elect the following members for 3 year terms (Jan 1, 2014 to Dec 31, 2016): Karl Balan, Karolyn Belcher, Susan Goldstein and Nicholas Spiro.

Mr. Steinert recommended to the Board the purchase of The High Bar board management software. The committee discussed the merits and functionality of the program.

On **Motion** Duly Made and Seconded, it was **VOTED**: to purchase the High Bar annual membership at the Essential level and assess its efficiency/value to the Board at the end of that trial period.

#### Human Resources –

Karolyn Belcher reported on the committee's progress in working with consultant Allison Wyatt to revisit Teacher Retention, indicating that the faculty and staff survey closed one day prior to the HR Committee meeting and a full analysis and recommendations based on the results are expected to be provided at the February 6, 2014 committee meeting. Ms. Belcher also reported that the committee has been cautioned to manage expectations for major changes to the compensation structure, as no big changes will happen next year due to budget implications.

V. **New Business**

No new business was proposed.

VI. **Adjournment**

On **Motion** Duly Made and Seconded, it was **VOTED:** to adjourn the meeting at 9:27PM