

Board of Trustees
Prospect Hill Academy Charter School
October 24, 2013
7:00 pm

Minutes

Present: Paul Blackborow, Salim Kabawat, Susan Goldstein, Trecia Reavis, Ellen Davidson, Parviz Parvizi, Susie Istock, Karl Balan, Karolyn Belcher, Alan Steinert

Absent: KyAnn Anderson, Lisa Robinson, Nick Spiro, VJ Patel, Justin Roberts

Call to order: 7:03pm

I. Approval of Minutes from September 26, 2013 meeting

A motion was made and seconded to approve the minutes from the September 26, 2013 Board meeting.

II. Board Chair Report

Parviz Parvizi did not have anything to report.

III. Head of School Report

Michael O'Donnell presented to the board a Dashboard Report, outlining progress on Strategic Goals for 2013-14. Board members asked questions regarding faculty resignations, student suspensions and student attrition. M. O'Donnell indicated that analysis of student attrition data is being done and will be reviewed by the Academic Affairs committee.

On behalf of Stephen Buck, Michael O'Donnell provided Board members with a review of Spring MCAS results. Board members discussed the data and asked questions of Administrators present.

Michael O'Donnell presented information on past and present initiatives to increase student achievement in grades K-3, targeting Literacy, Math and Faculty collaboration. Parviz Parvizi recommended that the Board hold in-depth discussion of these initiatives until the Academic Leadership Team has had time to review the data analyses and prepare for deeper discussion of the findings.

Stacy Camposano, Director of Student Services, presented an overview of initiatives to manage the major increase in the number of Special Education and ELL students and the changing ELL staffing requirements and assessment standards.

Erin Moulton, Upper Elementary Principal, presented an overview of initiatives focused on improving fourth grade ELA and Math achievement, including Prospect Fellows, the School Culture Task Force and the co-teaching model.

Michael O'Donnell presented to the Board the results of the FY13 Audit, noting that the school did well financially and reporting two areas of concern.

IV. Committee Reports

Academic Affairs –

No Report; Committee has not met since the September 26, 2013 Board meeting.

Development

Susie Istock reported on progress made since the September 26, 2013 Board meeting on the following Development areas:

1. Development of a strategy for major “asks” for January 2014
2. Event planning progress: PHA Prom Gala, Annual Appeal, Phone-a-Thon

Facilities –

No Report; Committee has not met since the September 26, 2013 Board meeting.

Family Engagement –

Trecia Reavis reported that the first meeting of the Family Engagement Committee was held on October 10, 2013; an overview of the committee’s purpose and goals was provided and plans for a training retreat were announced.

Finance –

Parviz Parvizi reported that the Committee reviewed the FY13 audit report and discussed its findings.

On **Motion** Duly Made and Seconded, it was **VOTED**: to accept the FY13 audit report.

Governance –

Alan Steinert reminded Board members of December 2013 elections for Board officers and member terms and asked that nominations be submitted as soon as possible.

The topics of Board Evaluation and HOS Evaluation will be discussed at a future Board meeting.

Human Resources

No Report; Committee has not met since the September 26, 2013 Board meeting.

V. **New Business**

VI. **Adjournment 9:17pm**