



Board of Trustees
Prospect Hill Academy Charter School
March 6, 2014
7:00 pm

Minutes

Present: Paul Blackborow, Ellen Davidson, VJ Patel, Nick Spiro, Susan Goldstein, Lisa Robinson, Karl Balan, Trecia Reavis

Also present: Mike O'Donnell, Nancy Alach, Jackie Goggin, Anja Bresler, Estelle Archibold, Liz Murray

Call to order: 7:09PM

I. Approval of Minutes from January 30, 2014 meeting

A motion was made and seconded to approve the minutes.

II. Board Chair Report

Co-Chair Paul Blackborow encouraged all members to attend the upcoming Golden Twenties Gala event and invite others.

III. Head of School Report

- Dashboard Report

Acting Head of School Michael O'Donnell presented to the Board a Dashboard Report, providing updates on student enrollment, Open House turnout, staffing levels, school finances and progress toward strategic goals.

Mr. O'Donnell also informed the Board that "Intent to Return" information has been sent out to applicable personnel and collated results have been shared with principals; principals plan to have one-on-one meetings with all who indicated that they are less than 100% certain to return in 2014-15.

Liz Murray, Director of Leadership and Professional Development, reported on dissemination of Human Capital Survey results, recommendations and plans at each campus; plans include a pilot Master Teacher pilot program, budgeted for three years.

Nancy Alach, Principal at the Early Childhood Campus, 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 the following:

- Review of Common Core compatible math programs to replace Everyday Math
- Use of a literacy "response to intervention model" to improve support for individual differentiation
- Improved coordination between regular ed, Special Ed and ESL teachers
- Action Planning meetings re: addressing grade 3 MCAS concerns and targeted prep determined by analysis of 2013-14 MCAS prep program
- Increased ELL/ESL staff and encouragement for all teachers to consider themselves ESL teachers to support the increased ELL student population (currently 25% of all EC students)

- Dramatic improvements in positive school culture via staff-led initiatives and increased translation/interpretation

Estelle Archibold, Director of Family Engagement and School Culture, provided an update on initiatives to improve school culture, noting that School Culture Audit data analysis showing the need for additional support with implementation of restorative practices.

IV. Committee Reports

Academic Affairs –

Has not met since January 30, 214 Board meeting

Development –

VJ Patel provided an update on planning for the April 11, 2014 Gala, urging Board members to attend, and reminded all of the need for 100% donation participation to meet grant requirements.

Facilities –

Has not met since January 30, 2014 Board meeting

Family Engagement –

Has not met since January 30, 2014 Board meeting

Finance –

Has not met since January 30, 2014 Board meeting

Governance –

On behalf of Committee chair Alan Steinert, Paul Blackborow recommended that the Board vote to elect Jessica Lander to the Prospect Hill Academy Charter School Board of Trustees.

On **Motion** Duly Made and Seconded, it was **VOTED**: to elect Jessica Lander to the Board of Trustees.

Human Resources –

On behalf of committee chair Karolyn Belcher, Paul Blackborow reported that the committee continues work on the compensation plan review.

V. New Business

No new business was proposed.

VI. Adjournment

On **Motion** Duly Made and Seconded, it was **VOTED**: to adjourn the meeting at 8:40PM