



Minutes

Prospect Hill Academy Charter School

Board Meeting

Thursday Apr 10, 2014 @ 7:00 PM at 54 Essex, Cambridge

Board Members Present

A. Steinert, E. Davidson, J. Lander, K. Balan, P. Blackborow, P. Parvizi, S. Goldstein, S. Kabawat, V. Patel

Board Members Absent

J. Roberts, K. Belcher, L. Robinson, N. Spiro, S. Istock, T. Reavis

Guests Present

A. Bresler, C. Voake, E. Moulton, J. Goggin, M. O'Donnell, V. Ellis

I. Opening Items

Call the Meeting to Order

P. Blackborow called a meeting of the board of trustees of Prospect Hill Academy Charter School to order on Thursday Apr 10, 2014 @ 7:09 PM at 54 Essex, Cambridge.

Approve Minutes

A. Steinert made a motion to approve minutes from the Board Meeting on 03-06-14.

S. Goldstein seconded the motion.

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

II. Co-Chair Report

Co-Chair Report

Paul Blackborow welcomed Jessica Lander to the Board of Trustees and asked all Board members to consider joining the Academic Affairs Committee.

III. Head of School Report

Dashboard Review

Acting Head of School Michael O'Donnell presented to the Board a Dashboard Report, providing updates on student enrollment, staffing levels, school finances, progress toward strategic goals and the preliminary summary from the DESE mid-cycle Site Visit.

IV. Prospect Fellows Presentation

Prospect Fellows Update

Chelsea Voake, director of the Prospect Fellows program, presented an update on the program including student progress data and summer plans.

V. Development Presentation

Development Update

Anja Bresler, Director of External Development, provided an update on fundraising efforts, areas of success &

challenge, and results to date.

VI. Academic Affairs

Committee Update

2014-15 Academic Year Calendar

K. Balan made a motion to Approve the proposed 2014-2015 Academic Year Calendar.

P. Parvizi seconded the motion.

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

VII. Development

Committee Update

No report to be made; the committee has not met since the previous Board meeting.

VIII. Family Engagement

Committee Update

On behalf of the committee co-chairs, Mr. O'Donnell reported that the committee is in the process of vetting a proposal to revise the home/school communication policy; they will continue to vet the proposal at the May 22, 2014 meeting with the intention of putting it forth to the Board on June 5, 2014.

IX. Finance

Committee Update

On behalf of committee chair Justin Roberts, Mr. O'Donnell reported that the committee vetted the proposed FY15 budget.

FY15 Budget Proposal

Mr. O'Donnell reviewed the proposed FY15 budget and responded to questions from Board members.

FY15 Budget

S. Kabawat made a motion to Approve the proposed FY15 budget.

A. Steinert seconded the motion.

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

X. Governance

Committee Update

Update on board recruitment

Alan Steinert, committee chair, welcomed new trustee Jessica Lander and urged all trustees to continue efforts to identify and bring on board new trustees.

Committee records

Mr. Steinert indicated that the committee will review The High Bar's BoardOnTrack system to determine it's efficacy in providing improved access to Board records and overall Board Governance at the May 22, 2014 meeting.

XI. Human Resources

Committee Update

On behalf of committee chair Karolyn Belcher, Paul Blackborow reported that the committee reviewed the final report/recommendations from Koya Leadership Partners. Recommendations include the Master Teacher Program (included in the recently approved FY15 budget) and review/revisions over-all salary scale.

XII. 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 08:30 pm.

Respectfully Submitted,
P. Blackborow