



**Board of Trustees**  
**Prospect Hill Academy Charter School**  
**January 30, 2014**  
**7:00 pm**

**Minutes**

**Present:** Karolyn Belcher, Ellen Davidson, Trecia Reavis, Justin Roberts, Nick Spiro, VJ Patel, Lisa Robinson, Salim Kabawat, Alan Steinert, Paul Blackborow, Parviz Parvizi, Susie Istock

**Also Present:** Mike O'Donnell, Liz Murray, Steve Buck, Estelle Archibold

**Absent:** Susan Goldstein, Karl Balan

**Call to order:** 7:06PM

**I. Approval of Minutes from December 19, 2013 meeting**

The minutes from the December 19, 2013 Board meeting were reviewed. A suggestion was made by Alan Steinert to modify the minutes to rephrase indications of "retirement" as follows:

- Parviz Parvizi elected not to stand for re-election as Chair of the Board of Trustees
- KyAnn Anderson elected not to stand for re-election as a member of the Board of Trustees

A motion was made and seconded to approve the amended minutes.

**II. Board Chair Report**

Co-Chairs Karolyn Belcher and Paul Blackborow 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, Open House turnout, staffing levels, school finances and progress toward strategic goals. Mr. O'Donnell briefly outlined budgetary issues regarding the OST program and depreciation of building improvements, noting that the Finance Committee chair will report on both topics.

Stephen Buck, Chief Academic Officer, presented a summary of MCAS data outlining trends, potential causes and initiatives to address areas of concern. Mr. Buck also updated the Board on academic strategic priorities, noting positive trends in improving literacy scores and highlighting action plans designed to address declines seen in grade 4 scores.

Liz Murray, Director of Leadership and Professional Development, presented an overview of Leadership and Professional Development approaches and initiatives at PHA, including the following: job imbedded learning, differentiated professional development opportunities, effective use of data to impact instruction and leadership evaluation. In addition, Ms. Murray reported having conducted various Human Capital oriented surveys; adjustments will be made based on survey results and Ms. Murray plans report back at a later date with growth data. Lastly, Ms. Murray gave Board members a brief overview of preliminary data from the Koya Leadership Partner's Compensation & Staff Retention survey, noting that Koya representative Allison Watts will present the full analysis of results at the February 6, 2014 HR Committee meeting.

#### IV. Committee Reports

##### Academic Affairs –

Ellen Davidson indicated that the mid-year Academic Report provided by Stephen Buck covered all updates from this committee.

##### Development –

VJ Patel provided an update on progress made since the December 19, 2013 board meeting in the following Development topics:

1. Annual Appeal
2. Fundraising to support Junior Journey and Prospect Fellows
3. Invitation to March 6, 2014 Breakfast / Prospect Fellows walkthrough
4. Prom Gala, April 11, 2014 @ Seaport Hotel and related corporate sponsorship packet.

Mr. Patel also reminded Board member of the need for 100% donation participation to meet the requirements of the Amelia Peabody Foundation grant and asked that Board members use forthcoming “Save the Date” notices to invite as many contacts as possible to the April 11<sup>th</sup> Gala.

##### Facilities –

Nothing to report.

##### Family Engagement –

Nothing to report.

##### Finance –

Justin Roberts reported that the Credit Suisse investment policy statement (IPS) has been reviewed by PHA lawyers and revised to address previously expressed concerns. Mr. Roberts recommended that the Board vote to approve the IPS. Board members asked clarifying questions.

On **Motion** Duly Made and Seconded, it was **VOTED**: to approve the Credit Suisse IPS.

Mr. Roberts also reported on the Finance Committee’s discussion regarding monthly reporting from the CFO and budget shortfalls related to depreciation and the OST program.

Mr. Roberts indicated that the Finance Committee is not prepared to approve spending of any capital on the summer camp program until a responsible financial plan has been drafted and submitted for committee approval. Estelle Archibold asked to be kept apprised of decisions regarding summer camp so as to prepare for managing messaging and assistance to PHA families.

##### Governance –

Nothing to report.

##### Human Resources –

Nothing to report.

#### V. New Business

No new business was proposed.

VI. **Adjournment**

On **Motion** Duly Made and Seconded, it was **VOTED**: to adjourn the meeting at 8:37PM