



# Prospect Hill Academy Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Thursday October 23, 2014 at 7:00 PM

#### **Location**

54 Essex, Learning Commons

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#### **Board Members Present**

A. Steinert, J. Lander, K. Balan, K. Belcher, P. Blackborow, P. Parvizi, S. Goldstein, S. Istock, S. Kabawat

#### **Board Members Absent**

E. Davidson, J. Roberts, L. Robinson, N. Spiro, T. Reavis, V. Patel

#### **Non Voting Members Present**

J. Lippard

#### **Guests Present**

V. Ellis

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### **I. Opening Items**

#### **A.Record Attendance and Guests**

#### **B.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 Oct 23, 2014 @ 7:08 PM at 54 Essex, Learning Commons.

#### **C.Approve Minutes**

S. Kabawat made a motion to approve minutes from the Board Meeting on 07-17-14.

P. Parvizi seconded the motion.

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

## **II. Co-Chair Report**

### **A.Co-Chair Report**

It was relayed to Board members that Committee goals for FY15 will be aligned with the needs of the school, specifically the following key topics: - academic achievement - Improved School Culture - Teacher retention - Leadership recruitment - Program funding Committee activities will be in support of PHA's needs as follows: Academic Affairs: support development of metrics for instructional quality & student achievement; support/monitor those goals.

Development: 20th Anniversary Campaign to fully fund Prospect Fellows expansion and continue to fund Junior Journey. Facilities: (on hiatus) Family Engagement: focus on family education and home/school communication around school priorities. Finance: support spending to drive instructional quality, review long-term finance model in service of a revised compensation system and create a long-term capital plan for building/facilities upkeep.

Governance: focus on Board development, particularly to strengthen Academic Affairs and Development committees and support Senior Leadership hiring.

Human Resources: support of compensation review aimed at teacher differential retention and student achievement.

In addition, the Board Co-Chairs reminded all members of the schools needs for advice and support, with emphasis on the following: Consistent meeting attendance; Board member donations (required); Attendance at 3 or more school events this year (members are encouraged to bring friends, family); Attendance at the Nov 12 Board recruitment event.

## **III. Head of School Report**

### **A.Head of School Dashboard Report**

The Head of School briefed Board members on the preliminary report from the DESE Site Visit (10/23/14), reporting that improvement was seen in all areas of concern cited in the Spring 2014 Site Visit report. In addition, the FY15 priorities for the school were reiterated: - Instructional improvement - School Culture improvement - Human Capital improvement Board members were briefed on both current and future action plans to address each category. After discussion, Board members decided that campus leadership will be invited to present at Board meetings for which the agenda includes topics relevant to their campus' needs/work. Committee chairs will invite leaders to present during Committee updates as the year progresses and needs/relevant topics become clear.

## **IV. Academic Affairs**

### **A.Committee Update**

A member of the Academic Affairs Committee reported that the 10/9/14 meeting entailed a review of 2013-14 MCAS data and a discussion of which metrics should be the primary focus for improvement. The committee's goal is to arrive at a set of 5 top priority metrics which will be monitored/measured throughout the year. The committee did not reach consensus on those top five metrics and will continue the discussion at the 11/13/14 meeting. The Head of School was asked to report on indicators of student progress at the 12/18/14 Board meeting.

## **V. 20th Anniversary Committee (Development)**

### **A.Committee Update**

Although this committee has not yet met its members have been in dialogue regarding plans for the Foundation which, for the moment, will continue to operate as the main fundraising body. In addition, the Development Committee will be reconfigured as the 20th Anniversary Committee; members will be added for a broader constituency.

## **VI. Family Engagement**

### **A.Committee Update**

The Family Engagement Committee discussed previously identified priorities in order to realign and better suit the needs of the schoolKB: have had some family events; Comm. realigned priorities to better suit schools needs. The committee's refined focus will be on follow-up on Restorative Justice effectiveness via regular updates from the Director of Family Engagement and School Culture.

## **VII. Finance**

### **A.Committee Update**

Finance Committee members met to review and discuss the annual audit report; no material issues were found and the report was accepted on behalf of the Board.

## **VIII. Governance**

### **A.Committee Update**

The Governance Committee distributed information regarding candidates for Board Recruitment and asked that all members review them prior to the November gathering, which all members were strongly encouraged to attend.

## **IX. Human Resources**

### **A.Committee Update**

The Human Resources committee members met with the new Human Capital Director to set milestones for addressing teacher retention and restructuring the compensation system. Committee members were given an overview of plans for changes the current year as well as preliminary plans for the following year.

## **X. Closing Items**

### **A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:53 PM.

Respectfully Submitted,  
K. Belcher