

**CITY ON A HILL CHARTER PUBLIC SCHOOL
MEETING OF THE BOARD OF TRUSTEES
December 8, 2008**

At City on a Hill Charter Public School, 58 Circuit St, Roxbury

Present: Lee Delaney, Michael Grossman, Erica Jamison-Brown, Bobbie Knable, Stephen Kraus, David Lane, Robert Mazzarella, Kevin Mohan, Ginger Parker, Ryan Thornton, Maurice Wright

Absent: Joseph Cali

Chairman Mazzarella called the meeting to order at 6:15 p.m.

Chairman Mazzarella announced that the Executive Committee approved Erica Jamison-Brown's evaluation.

Erica Jamison-Brown suggested that the Board's Trustees Committee takes on a renewed charge to recruit new board members and to reassess committees meeting norms and member responsibilities. Stephen Kraus volunteered to lead the Trustees Committee.

David Lane reported on his observations of City on a Hill Town Meeting on December 5, 2008.

Board Update and Votes

Moved to approve the minutes for the meeting held October 6; seconded and carried unanimously.

Finance Report

Mr. Mazzarella presented the Finance Report.

Audit Results/Highlights

Overall, the school's auditors presented a clean audit with an unqualified opinion. Chairman Mazzarella reviewed the audit's Significant Deficiency and recommended changes to procedures, and stated that the Board will be presented with a timeline for implementation at the February meeting.

Mr. Mazzarella moved to approve the language and sign the letter accepting the recommendations from the auditors; seconded and carried unanimously.

October Close

Ms. Jamison-Brown summarized the Profit & Loss Budget vs. Actual. The school is spending conservatively and is about \$30,000 under budget to date. The foundation is projected to come in on budget.

Thinking around FY09 & FY10 potential budget cuts

Although there is no concrete information from the state, the school's administration has begun developing strategies to combat various hypothetical risks to the school's income which could

include a cut in state funding, delayed payments from the Lewis Family Foundation, a reduction in private foundation grants and a reduction in gala income.

Development Report

Mr. Grossman presented the Development Report.

Gala

The Gala is scheduled tentatively for May 14, 2009 at the Moakley Court House. The \$210,000 goal remains, with the following strategies to combat the economic downturn: a larger Gala Committee resulting in more asks, a high level of organization, diversifying beyond the financial services industry, and decreasing expenses. Ginger Parker has purchased the first table.

Grants

The development team has greatly expanded its network of private foundations. Since April 2008, over \$1.4 million in proposals has been submitted with over \$1 million in the queue. There has also been an increase in public grant submissions and gifts which has resulted in having raised \$303,540 of the \$545,000 budget.

Annual Appeal

Over \$10,000 has been raised toward the \$35,000 goal. There has been a 5% hit-rate on letters that were personalized by the staff and Board versus a less than 1% hit-rate for those that were not personalized. Ms. Loftus stated the plan to make follow up calls to past supporters and to send out an “eAppeal” before the end of the year.

School Report

Ms. Jamison presented the School Report.

Enrollment

At the December 1 benchmark, City on a Hill’s total enrollment is 266, presenting a greater than normal transfer rate.

SAT

After two administrations (June and October), the class of 2009’s SAT scores have increased.

The meeting adjourned at 8:33 p.m.