

Board of Trustees
Prospect Hill Academy Charter School
July 18, 2013
7:00 pm

Minutes

Present: Parviz Parvizi, Salim Kabawat, Karl Balan, Lisa Robinson, KyAnn Anderson, VJ Patel, Karolyn Belcher, Susie Istock, Alan Steinert, Paul Blackborow, Justin Roberts

Also Present: Anja Bresler, Mike O'Donnell

Absent: Nick Spiro, Ellen Davidson, Susan Goldstein, Trecia Reavis

Call to order: 7:03pm

I. Approval of Minutes from April 25, 2013 and June 6, 2013 meetings

A motion was made and seconded to approve the minutes from the December 13, 2012 Board meeting.

II. Board Chair Report

Parviz Parvizi reported on the success of the PHA 2013 Commencement ceremony was and welcomed Michael O'Donnell as the Acting Head of School for FY14.

III. Head of School Report

Michael O'Donnell asked Board members put approval of the draft of PHA's 2012-2013 Annual Report to a vote.

On **Motion** Duly Made and Seconded, it was **VOTED:** to approve 2012-2013 Annual Report for submission to the DESE.

IV. Committee Reports

Finance –

Justin Roberts provided Board members with a review of the Investment Policy Statement (IPS) drafted for capital management by Credit Suisse. Board members asked clarifying questions and proposed two amendments to the IPS.

On **Motion** Duly Made and Seconded, it was **VOTED:** to approve the Investment Policy Statement with the inclusion of the following amendments:

1. Addition of language stating that actions under the IPS must comply with Massachusetts and other public laws.
2. Addition of language stating that the Finance Committee cannot hire an investment manager without a vote of approval from the full Board.

Academic Affairs –

Ellen Davidson was not present.

Alan Steinert expressed interest in and concern about the rate of attrition between grades 9 and 12 and requested a review of student attrition data for a minimum of the past 4 years.

Michael O'Donnell reported that a review of existing data is in progress and will be captured going forward.

Development

VJ Patel provided an overview of topics discussed in the most recent Development Committee meeting, including a debriefing of the Prom fundraiser, planning for FY14 and plans to hire a part time development/fundraising advisor, development stakeholder roles & responsibilities and potential new committee members.

Facilities –

KyAnn Anderson provided an update on the Somerville renovation projects, including work completed, work in progress and the project budget.

KyAnn Anderson also reported on the successful leasing of the building adjacent to 17 Franklin Street, Somerville, to house the Prospect Fellows program.

Governance –

Alan Steinert reported that the Governance Committee had not met since the June 6, 2013 Board meeting.

Human Resources –

Paul Blackboro reported on the HR Committee's decision to focus on restructuring teacher compensation; the committee will engage a consultant to facilitate the process and Faculty Cabinet members expressed their desire to take part in this process.

Paul Blackboro also informed Board members of his decision to step down as HR Committee Chair and welcomed Karolyn Belcher as the new committee Chair as of September 2013.

PB: meeting to review video re: teacher compensation; issue is looking to seriously rethink teacher compensation; need to change to compensating for performance, need to figure out how to do that; a few years ago, implemented the longevity bonus = incentive was to stay, not to be better. Difficult decision, not an easy change to make; committee will work on this in FY14 with help of a consultant. KB is taking over chair position; PB will continue to be on committee

V. **New Business**

2012 Disclosure Forms were distributed to all present Board members with a reminder that completed forms must be submitted to Victoria Ellis by Friday August 23, 2013.

VI. **Adjournment**

On **Motion** Duly Made and Seconded, it was **VOTED**: to adjourn the meeting at 8:16PM.