

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, May 8, 2019, 6:30 pm

Present: Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Paula Ingram, Tim Reynolds, Noelle Barrist Stern, Chris Greenfield, Amy Reesman, Joe Wyman, and Liz Preston

Regrets: Matt Dube

Facilitator: Tim Reynolds

Notetakers: Amy Reesman; Noelle Barrist Stern

Guests: Myssie Casinghino, Rich Senecal, Kelly Woods, Marguerite Durant

Listkeeper: Chris Greenfield

Timekeeper: Paula Ingram

Mission statement read by: Penny Leveritt

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> <u>Appreciations/Acknowledgements:</u> Tim acknowledged Deirdre, Marguerite, and everyone who helped with the Music Festival. Deirdre also acknowledged Marguerite and everyone who helped with the Music Festival.	
Any thank you notes needed?		
BoT Visibility this month?	May 9- Strega Nona the Musical (6:30 pm at HCCPS) May 10- Special Friends Day May 14- Annual Meeting & Special Concert (6:30 pm HCCPS) May 16- Rachel Simmons talk (6:30 pm HCCPS)	Please wear a Board button during events.

Minutes	The April 10, 2019 BoT minutes were approved as presented.	Chris moved to approve the April 10, 2019 BoT minutes as presented. Liz seconded. April 10, 2019 meeting minutes approved by consensus.
Public Comment Period	None	
Long Range Plan Update & New Long Range Plan Planning	Most Important Items in the current Long Range Plan (LRP): Expansion of School (which is complete): HCCPS did have 162 students enrolled, we now have 218 students enrolled. Co-curricular Activities (both inside and outside of school activities): Directors pulled together a list of all of the activities that we currently do (see Co-curricular Activities 2018-2019 handout in packet). The teachers are reviewing this document to and considering the following: Do we want to continue doing all of these activities? Are we missing activities? Do we have the capacity for these activities (or new ones). Do we do some activities every other year instead of annually? We will likely explore this with parents as well. The shelf life is almost over for this LRP, and the Directors propose that it is time to start the process for the development of a new LRP (2020-2028 for example). Possibly setting up a committee to work on this project after Charter Renewal.	

Domain Council Proposal- Directors Salaries	A review was completed of executive salaries at similar Massachusetts Charter Schools as well as a review of four local schools executive salaries. The proposal is included in the Board packet. The proposed salary is currently reflected in our FY20 budget. Because there was some variance between salaries at Charter Schools versus local public schools, the decision was made to compare the salaries against the Massachusetts Charter Schools. It was noted that the salary review process was slightly different between HCCPS staff and HCCPS administrators. A discussion was had about more closely aligning these processes (specifically the schools used for comparison).	The Domain Council will review the salaries of the individual Directors to make sure they are based on accurate FTEs. The Domain Council will then adjust the proposal accordingly and present it at the June meeting.
FY20 Draft Operating Budget	At this draft stage of the budget, we have a less than 1% deficit. Dan expects to continue refining the FY20 budget until he gets it balanced.	
FY20 Capital Budget	The proposal includes: (1) the renovation of the front entrance; (2) the installation of a crosswalk on Industrial Parkway by the Department of Public Works and curb cuts; and (3) the installation of keypad locks. The total cost is \$36,000.	Chris moved to approve. The FY20 Capital Budget. Penny seconded. The FY20 Capital Budget was approved by consensus.
Friends of Hilltown Update	Revenue from Art Spark increased this year, while coffee sales decreased. Teachers have been requesting curriculum enhancement and rolling arts grants. Myssie Casinghino is the incoming President of FOH. The BOT gave Barbara Oegg a standing ovation for all of the work she has done for FOH and HCCPS.	

Staff Satisfaction Survey Summary	The survey responses were overwhelmingly positive. Thirty-four out of forty-six staff members completed the survey. The concerns expressed were generally in the comments and were suggestions for improvement in areas where things were already going well.	
New Business - Identify only	The Personnel Committee was prepared to come back to this meeting to present a new report on teachers' salaries. Because it was not on the agenda, it will be put on the agenda for the June meeting.	
Committee Reports - Questions only	None	
Meeting Wrap-Up/ Evaluation	Next Meeting: June 12, 2019 at 6:30 p.m. Facilitator: Penny Snacks: GABS Drinks: Newsletter blurb: Joe Self evaluation of this board meeting:	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:11 p.m.	

Tentative Agenda Topics for June 12, 2019 Board Meeting:

The Personnel Committee will submit a revised report on teachers' salaries for a vote.

The Domain Council will submit a revised report on the Directors' salaries for a vote.

The Annual Budget will be submitted for approval.

Review of the Annual Meeting

Review of the parent satisfaction survey if there is time.

Time to celebrate FY19 and show appreciation