

APPROVED
2/11/2015

Hilltown Cooperative Charter Public School
Board of Trustees Meeting Minutes – Wednesday, January 14, 2015

Present: Penny Leveritt, Deirdre Arthen, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Jesse Belcher-Timme, David Starr, Dan Klatz

Regrets: Scott Remick, Jess Berrien, Ellen Ferris

Facilitator: Kipp Armstrong

Notetaker: Knox Huppert

Guests:

Listkeeper: Deirdre Arthen

Timekeeper: Kipp Armstrong

Mission statement read by: Kipp Armstrong

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Appreciations:</u> -Welcome Knox to Hilltown -Informational Meeting for prospective parents was better attended than ever before! Roughly 200 applications thus far. -Monique is happy to print packets for anyone who wants a hard copy -Teacher/staff appreciation lunch this Friday (1/16/2015)	Kipp will write a note to Joy to send the Board's condolences.
Minutes		Minutes for Dec. 2014 were approved by consensus
Public Comment Period		

<p>Development update</p>	<ul style="list-style-type: none"> - Hilltown made #1 for our small group category for Valley Gives Day! -The final total was 21175, a \$500 increase from last year with 30 new donors -Annual fund has exceeded our original goal of \$18,000 to almost \$25,000! -ArtSpark will be held at Eastworks on March 28th, 2015 -First planning committee meeting for ArtSpark will be held tomorrow (1/15/15) -Friends of Hilltown will be hosting Grandparents' Day (official date TBD) -Sonja recommends continuing to focus on raising money from fewer people and reducing overall community gift goal -Jan. and Feb. continue to work on major gifts from individuals -Give to Grow: Grandparents are responsible for 44% of overall gifts -High priority for year end: acknowledging pledges -Capital Campaign has been on-going, but people are wondering when exactly they should give (How is it different than annual fund? Need to create urgency and wrap up this phase) 	
<p>Finance Committee Proposal</p>	<p>Proposed budget revisions FY15: Budget and spend conservatively for this and next year. As we grow bigger, especially with 6th-8th graders, we will need to increase our curriculum consultants' budget. Electric is up, but independent supplier should make it cheaper from this month onwards. Heat is down (though budget should be increased to 8k). 3 students left at the end of December/early Jan, but 2 openings have already been filled. If we can't fill future openings, we will lose revenue. These departures do not indicate that changes should be made to the program, however.</p> <p>Finance Committee proposes allocating \$75k to Capital Building Fund. Discussion about whether to allocate more (now or in future). Goal to do as much as we can correctly now to save time and hassle.</p>	<p>David Starr moved to approve FY15 budget changes. Susannah Howe seconded. Approved by consensus.</p> <p>David Starr moved to approve Finance Committee proposal. Susannah Howe seconded. Approved by consensus.</p>

Renewal Process DESE Report	Hearing before Board of Education is Feb 24. We will know more after Jan. 24th DESE meeting.	Table discussion of DESE report until Feb.
BOT/FOH enhanced communication discussion	Improve communication between boards structurally. One suggestion: Someone could serve on both boards (FOH and HCCPS board) and/or create side committees. If an FOH member is an ex-officio member, they could contribute to discussions but not vote (would need to change HCCPS Bylaws to reflect ex-officio members). Need to clarify ex-officio seat for FOH member; likely should be the same person, could have a term, could be shared between several people however.	Formal proposal for ex-officio member(s) by GABS Kipp will contact Tracy (president of FOH) to invite FOH member to attend BOT meetings this spring.
GABS Proposal: BOT President job description	One GABS goal this fiscal year is to review and revise, if necessary, the job descriptions for BOT/committees. GABS proposes revision to BOT President Job Description (attached).	Penny moved to approve the proposal to revise BOT president description. Kipp seconded. Approved by consensus.
New Business	N/A.	
Committee Reports - Questions only	N/A	
Meeting Wrap-Up/ Evaluation	Recap of Decisions: YES Snacks: Kipp, Penny Newsletter blurb: Penny Evaluation: Long, rambled a little on budget discussions.	

Attachments:

BOT Meeting Agenda, Give to Grow CAMPAIGN STATUS & HIGHLIGHTS; Finance Committee Meeting Minutes of 01-07-15; Report - Revenues & Expenditures vs. Budget; Proposed FY 15 HCCPS Budget Revisions; GABS Report December 2014; Proposal to the Board of Trustees from GABS; DOMAIN COUNCIL MEETING MINUTES 12.19.14; DOMAIN COUNCIL MEETING MINUTES 01.06.15; Personnel Committee Minutes - Thursday, December 18, 2014; On-Site Committee Meeting Minutes - Tuesday, Jan 6, 2015; Ongoing Items Update; BOT Meeting Minutes from 12/10/2014; Proposal to approve FY15 Budget Revisions; Give to Grow Updated Gift Chart: Getting to Goal; Give to Grow Grandparent Plan

Tentative Agenda for Feb. (2/11/15) is: DESE renewal report, GABS ex-officio proposal, personnel proposal RE Kids Club, GABS proposal for BOT VP job description revision, Domain coordinator evaluations

