

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, April 8, 2015

- Present:** Penny Leveritt, Deirdre Arthen, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Jesse Belcher-Timme, David Starr, Dan Klatz, Scott Remick, Jess Berrien, Ellen Ferris,
- Absent:** none
- Facilitator:** Kipp Armstrong
- Notetaker:** Knox Huppert
- Guests:** Stephen Hoyt, Dianne Hobbs
- Listkeeper:** Susannah Howe
- Timekeeper:** David Starr
- Mission statement read by:** Kipp Armstrong

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> -March 18th: Open Meeting laws updated. -Committee reports are due at the end of the month for the Cooperative meeting. <p><u>Appreciations:</u> Kipp appreciates everyone who was involved in Arts Spark's success! Marguerite did an amazing job organizing the concert on 4/8</p>	-BOT to write a thank you note to FOH for Arts Spark
Minutes	minor edits	Kipp moved to approve minutes as amended, seconded by David. Minutes approved by consensus
Public Comment Period	N/A	
Personnel Committee Visit	-Amended break-time proposal to be proposed next month	

<p>Topic of the Month, reprise:</p>	<p>If excess in this year's budget, discussion of using funds for staff bonuses versus other needs:</p> <ul style="list-style-type: none"> -Site needs still pressing (moveable wall, closets, and lighting in All School, playground, organize attic, etc), incomplete building and grounds work needs to be prioritized -Staff need to feel valued however, even if not in monetary form -If small amount of funds available, perhaps better to use as bonuses if ineffectual amount in terms of site needs. Large amount, may be able to split between both. -What minimum amount would make a bonus for a staff member worthwhile? 	<p>Review list of site needs beyond the playground before end of year to determine overall estimated costs, priority, etc</p>
<p>GABS Proposal for Clerk job description</p>	<ul style="list-style-type: none"> -In the long term, most beneficial to clearly state clerk duties in manual -In theory, manual would be passed along from clerk to clerk and require continuous updating/editing but danger of it vanishing accidentally if not also in Board book -Add critical events timeline with useful contacts for reference -Useful to perhaps include some accountability procedures (i.e. Clerk to check in with BOT, or GABS specifically, a few times annually about certain high priority responsibilities) -Clerk may be able to delegate certain duties to AmeriCorps member(s) 	<p>Susannah moved to approve as written Clerk job description, seconded by Laura. Approved by consensus.</p>
<p>3rd Quarter financials</p>	<p>-In good shape for several reasons: March tuition income exceeded projections, staff member going on maternity leave but will not be replaced in full.</p> <ul style="list-style-type: none"> -Will exceed electricity budget marginally, as well as snow removal -Budget reflects one adjustment from January, but will be adjusted again in May -Request to add columns in budget for previous revisions so as to see what needed adjustments 	<p>Laura proposed to approve 3rd quarter financials, seconded by Susannah . Approved by consensus.</p>

LRP updates	<p>-Community Team group meeting monthly generally</p> <p>-New student and family integration: students are integrated fairly well into classroom, challenge lies in integrating parents into community especially of older students. Strategies are being discussed and implemented (flyering at pickup, community survey, etc).</p> <p>-All School meeting: many parents cannot attend in afternoon, discussions of moving it back to morning. Staff do not want to move it back to morning as it negatively affects curriculum. Some parents more concerned with overall tone of All School than meeting time.</p> <p>-Discussion of how school culture may change/is changing as we integrate more older students into community (to be continued at a later date)</p> <p>-Teaching fellowship program with Smith approved by Dean</p> <p>-Two new Prisms staff will be hired by end of year</p>	
Annual Meeting	<p>Community Team: working on creating a structure for community discussion of issues, handing out appreciations, etc.</p> <p>Headline signs implemented around the school to encourage attendance to A.M.</p>	BOT: encourage attendance to Annual Meeting
New Business	<p>-Propose new accountability plan</p> <p>-Bring updated Capital Means budget in May</p> <p>-Discussion of safety measures and drills to be continued</p>	-Invite Sonja and Finance Committee to meeting in May, Sonja was out sick this week and could not send updates to Kipp
Committee Reports - Questions only	<p>-Where do these reports go? Packet will be disseminated.</p>	
Meeting Wrap-Up/ Evaluation	<p>Started late due to community event. Next meeting is scheduled for May 20.</p> <p>Snacks: Kipp, Jesse</p> <p>Newsletter blurb: Penny</p>	
Review Action Items:	<p>Knox reviewed the action items.</p>	

Attachments:

BOT Meeting Agenda, GABS Proposal for clerk job description, LRP update: Amy, LRP update: Deirdre, LRP update: Dan, Teaching Fellowship Program description, Domain Council Minutes from 3/06/2015, Domain Council Minutes from 3/18/2015, GABS Report

March 2015, SPED PAC Meeting minutes from 3/19/2015, 3rd Quarter financials.

Tentative Agenda for May meeting (5/20/15) is:

Finance Committee visit, Development Assoc. (Sonja) visit, Topic of the Month, New Accountability plan?, Updated Capital Needs budget, GABS to propose treasurer job description,