

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, May 11, 2016

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Jesse Belcher-Timme, Penny Leveritt, Amy Aaron, Steve Hoyt, Charles Wiemeyer, Dianne Hobbs, Andi Porter, Terra Missildine

Regrets: David Starr

Facilitator: Susannah Howe

Notetakers: Alana Fichman

Guests: None

Listkeeper: Susannah Howe

Timekeeper: Steve Hoyt

Mission statement read by: Jesse Belcher-Timme

Topic	Discussion	Action (if necessary)
Announcements /Appreciations/ Acknowledgements	<u>Announcements:</u> Report on Grandparents Day~ switch to morning went well, 30 minutes less time, Prisms schedule complicated. Chamber music groups performed at beginning, very nice. Felicia took pictures and will upload. Big crowd. Success. <u>Appreciations:</u> Thank you to committee who organized Grandparents Day. Thank you to Aidan and Marguerite for the music festival, excellent timing. Appreciation for ultimate teams winning Spirit of the Game. Appreciation for announcements during music festival.	
Any thank you notes needed?	None.	
BoT Visibility this month?	Tuesday morning coffees, the annual meeting! Whole board should be there, definitely the committee chairs. David Starr will not be there. Science fair June 2nd, film festival May 19th.	Deirdre will send a list of upcoming events to the board.
Minutes	April 2016 meeting minutes reviewed. Request for committees to specify what a proposal is for within the title.	Steve moved to approve February minutes. Jesse seconded. Minutes approved by consensus.

		The clerk will make sure the proposal template has a space for a title of the proposal.
Public Comment Period	Marc Kenen statement about what's happening in the legislation right now. A member of the public commented on how to discuss with district schools: the intended collaborative nature of district and charter schools should be focused on, with regards to special programming and special education, particularly students who "drop out" of district schools.	
Personnel Recommendations re: Salary Scales	The average increase proposed in new salary grids is 4%. It is hard to get a clean comparison of our non-grid positions, given the differences in our admin structure. Coordinator salary decisions proposals should be made by full board, rather than Personnel Committee. TAs have lost more ground than teachers. Salary comparisons were made with Hadley, Hatfield, Williamsburg, Westhampton, Chesterfield, Goshen, Four Rivers, and PVPA. Will purchase of building allow for changes in salaries? TAs paid two dollars less than average. Concern about the proposal: no clarity that this is goal rather than fact. *Wording change to proposal- from 2018 to 2019. Wording change: "We recommend adopting a goal for salary scales..." Coordinator salary: meeting scheduled for early June. Wording change: List districts used in the comparison within the proposal.	Personnel Committee moved to pass the Proposal as amended. Charles seconds. Proposal passed by consensus. Dan will send clerk updated proposal.
FY17 Budget Draft	Context: waiting for approval for building purchase, federal review. As we do not know how many months of rent we will be paying. Salary proposal: Current budget draft includes 10 months of USDA loan, Personnel Cmt salary recommendations, 4% increase for coordinator salary, placeholder. Teacher salary most fluid due to certain assignments. Guess on 29A, SPED Administrator. Department projections for PPE received. New program for free and reduced lunch and breakfast for low income families changes metric, therefore HCCPS went down in enrollment	

	of low income students and PPE. \$12,000 more per year to rent than for potential mortgage. Lines 3 and 4 decreased by 10%. Column C: less money, finance committee recommends going half way for FY17 on proposed salary increases until mortgage goes through beginning in July. What does a half increase in salaries mean in terms of budget? Nobody knows what PPE will be in future years. Will determine level of financial risk this year. If new salary scale begins in July, building ownership begins in October, when would salary scale increase begin? Could be retroactive if building purchase goes through. -General discussion about budget-	
LRP Status Updates	Administrative goals: next steps under goal 2. Extension on sale. Education goals: Implementation of additional grades complex. More updates next year. Aggressive positions with interns, adding two more, will add more money. Optimistic about program at Mt. Holyoke, aligns with goals of school. Community goals: 6-8th grade addition huge impact. No time. Create a shape for community connection in the 6-8th graders. More time and more way for Prisms to be involved with leadership, service, and community building. Outreach to new parents good. Very positive. Positive feedback from outreach to new parents. Comment: would board members want to be supportive to new 6th, 7th, 8th grade parents- one on one. Learning songbook.	
Personnel Committee Description Proposal	<u>Proposal:</u> Revised Personnel Committee description approved by the Personnel Committee and being presented to the board for approval. GABS asked finance and personal cmt. to update their committee descriptions. Main change: personal committee's role in hiring reduced.	GABS moved to approve the proposal. Jesse seconded. Proposal approved by consensus.

Finance Committee Description Proposal	<u>Proposal:</u> Revised Finance Committee description approved by the Personnel Committee and being presented to the board for approval Change: will be formatted consistently to other proposals at GABS discretion. Finance will have a line about the responsibility of taking minutes.	GABS moved to approve the proposal as amended. Andi seconded. Proposal approved by consensus. The board is charging GABS to format the proposals to be consistent.
BOT Members/Board Roles	Moved to June meeting. Board members will talk to Penny about any changes to their positions. Board members must be chairs of committees, but there are more members than chairs, so not everyone must serve. Community members are not expected to serve on committees.	
Annual Meeting Check-in	Lori Fresina coming in to talk about political climate of charter schools.	
Site/Security Update	Intercom system. Wired and wireless systems. Cheapest price \$11,000. Wireless \$16-17,000. Tin cans jokingly proposed. Fire drill today, incredible fire chief in Easthampton. Working on multi hazard plan this summer. (Inspired by bear).	
FOH Update	Artspark raised around between \$6-8,000 after expenses. Valley Gives brought in \$15,000. Appreciated student announcements during music festival. Looking for members. Role of development in school for long term? Beyond consistent fundraisers there hasn't been discussion. What can volunteer base handle. Conversation should be continued. Had been heading a survey, opportunities for feedback poorly attended. Did receive some feedback. Could come up with proposal for level of development willing to contribute. Question about Valley Gives and annual fund. Fundraising without Valley Gives would be more work intensive. Last Spring there was an effort to discuss what the role of fundraising is at the school? Over last summer and at times during the school year there were meetings about this topic. The Board would like the FoH to present a report to community on level of intention re: fundraising. Closure by June/July.	

Hiring Update	Two major openings: K-1 teacher and SPED Administrator. Interviewed seven K-1 teachers, three or four will return. K-1 process prioritized. Faster with Blues teacher search.	
New Business - Identify only	Figure out a hiring process for administrative coordinator. Figure out board meeting dates, should it be more flexible? Third week has a lot of vacations and holidays. General accordance with 2nd Wednesday being a good day.	
Committee Reports - Questions only	Re: recruitment for committee members. Can they be community members? No requirements. Board representative(s) to board fair June 9th. Talk to Terra.	Deirdre will make banner happen with board support.
Meeting Wrap-Up/ Evaluation	Next meeting TBD Wednesday in June at 6:30 pm. Snacks: David Starr, Drinks: TBD Newsletter blurb: Penny Facilitator: Susannah	Include Finance Committee in doodle poll.
Review Action Items:	Alana reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:30 PM	

Attachments:

May BOT Meeting Agenda; April 2016 BoT Meeting Minutes Draft; Personnel Committee Proposal re: Salary Recommendations; FY17 Budget Draft; LRP Update - Dan Klatz; LRP Update - Amy Aaron; LRP Update - Deirdre Arthen; GABS Proposal - Personnel Committee Description; GABS Proposal - Finance Committee Description; Domain Coordinator Report, May 2016; Domain Council Meeting Minutes, April 26, 2016; Domain Council Meeting Minutes, May 3, 2016; Finance Committee Meeting Report, May 6, 2016; GABS Report, April 2016; On-site meeting report, April 10, 2016; Personnel Committee Meeting Minutes, April 28, 2016

Tentative Agenda for June Meeting:

- Board Member Roles
- Development Proposal/Recommendation
- FY17 Budget
- Summer Calendar
- Revised GABS committee description?
- Hiring update