

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, May 20, 2015

- Present:** Penny Leveritt, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Jesse Belcher-Timme, David Starr, Dan Klatz, Jess Berrien, Ellen Ferris, Charles Wiemeyer, Steve Hoyt, Dianne Hobbs via speaker phone for part of meeting
- Regrets:** Scott Remick, Deirdre Arthen
- Facilitator:** Kipp Armstrong
- Notetaker:** David Starr
- Guests:** Ronna Kullberg, Sonja Larson
- Listkeeper:** Ellen Ferris
- Timekeeper:** Jesse Belcher-Timme
- Mission statement read by:** Susannah Howe

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Appreciations:</u> for community team for discussion at annual meeting and Deirdre for annual meeting; On Site Committee for all their great work on site; Marguerite for work on music festival; and Grandparents Day. agenda: Give to Grow moves to just before topic of month	
Minutes	Minor edits made to Apr. 2015 minutes	Susannah moved to approve minutes as amended, Laura seconded. Minutes approved by consensus
Public Comment Period	FOH Board Treasurer Ronna Kullberg made a statement about her involvement with and enjoyment of FOH. She noted that the Development Associate position was half time before the Give to Grow campaign and remains half time even with the expanded responsibilities, with the result that there is not enough time to do what needs to be done in a timely way. Ronna plans to step down as treasurer because she feels that the current structure doesn't allow business to be done efficiently.	

<p>Personnel Proposal: Planning time and breaktime</p>	<p>Jess speaking for Committee: proposal for more planning time, more defined break time.</p> <p>Without a union as many public schools have, this is the negotiation process with the personnel committee advocating for teachers</p> <p>not required to pay people for breaks;</p> <p>Defining the planning time.</p> <p>Is it possible to find 2.5 additional hours in the weekly schedule?</p> <p>Wednesday afternoons are for planning time for teachers.</p> <p>Did teachers see proposal? What was reaction?</p> <p>Teachers know the framework but have not seen proposal.</p> <p>1st 15 minutes of the day and last 45 are planning time?</p> <p>Kipp took finger count about whether to send proposal back to committee to modify.</p> <p>Charge to personnel is to work particularly on last paragraph to make it conditional.</p>	<p>Proposal will be broken into two - Breaktime and Planning time - and presented at next meeting.</p>
<p>GABS Proposal</p>	<p>BOT job descriptions</p> <p>Proposal for treasurer job description.</p>	<p>Proposal to Pass new job description for Treasurer.</p> <p>Passed by consensus.</p>
<p>FY16 Budget draft</p>	<p>Amy distributed draft of 2016 budget and noted changes. Board discussed changes. Still a draft proposal. Waiting for health insurance. 5% increase projected for health insurance. Tuition figure is the average of what the DOE has given us as projection. Geographic demographics will have shifted since we submitted in early March.</p> <p>Teachers line based on hiring 3 new teachers.</p> <p>Teaching Assistants Line based on having 1 Smith Assistant.</p> <p>Increase community coord. from 20 to 24 hours & counselor to full time.</p> <p>Increase in SPED contractors fees.</p> <p>Projected deficit for FY16. \$38,675</p>	

<p>FY 15 Reallocation of surplus</p>	<p>Surplus due to extra \$30K revenue & budget savings New Projections Jesse excused/recused himself from Employee Bonus Discussion. Reallocation Proposal \$30,504 for staff bonuses (2% of each salary) \$50,000 for building; Remaining surplus to be allocated to the undesignated fund balance</p>	<p>Laura moved Penny Seconded Proposal to pass spending appropriations for bonus. Passed by consensus.</p>
<p>Give to Grow</p>	<p>Sonja Present. Gave handouts. We are 61% toward the overall goal of Capital Campaign. She announced the Nick & Susannah Howe 100% Family Participation Challenge Match. If 100% participation by June 30th, the Howes will donate \$4000 to the Capital Campaign. Gifts have come in response to Susannah’s talk at the Annual Meeting. We are in the midst of various fund raising activities including house parties for Hilltown classes and Alumni parents. And an appeal to Easthampton Savings Bank. \$23K came from appeal to Grandparents with more expected to come. Grandparents are mixed in with other categories 1 great grand parent gave; 22 major gift donors, ½ are grandparents June 13th is 20th Birthday Party for Hilltown</p>	
<p>Topic of the month: BOT Role in fundraising</p>	<p>FOH membership is declining. Should the BOT take on more of a fund raising capacity? Should there be a fund raising committee/development committee as there once was? Why are members of the FOH leaving? Perception on FOH is that Community Team has attracted volunteers and activities that might otherwise have been part of FOH.</p>	<p>Further discussion was put on the agenda for the BOT June meeting.</p>
<p>Committee Reports - Questions only</p>	<p>In Domain Council typo in meeting minutes. Changed “secession” to “Succession”</p>	
<p>Meeting Wrap-Up/ Evaluation</p>	<p>Next meeting is scheduled for June 10. Snacks: Kipp and David Newsletter blurb: Penny</p>	

Review Action Items: Ellen	David reviewed the action items.	

Attachments:

BOT Meeting Agenda, Personnel Proposal: Breaktime and Planning Time; GABS Proposal: BoT Treasurer; Domain Council Proposal: Budget Reallocation; Expense/Budget for Capital Planning as of 5/15/2015; Domain Council Meeting Minutes for 4/13/15; Domain Council Meeting Minutes for 4/30/15; Domain Council Meeting Minutes for 5/15/15; Finance Committee Meeting Minutes of 04/3/15; Finance Committee Meeting Minutes of 05/8/15; GABS Report for 4/7/2015; On-Site Committee Meeting Minutes for 4/14/15; On-Site Committee Meeting Minutes for 5/5/15; Personnel Committee Meeting Minutes for 5/4/15; Capital Campaign Reports: Campaign Status and Highlights as of 5/20/15, Capital Campaign Summary as of 5/13/15, Capital Needs -- Uses of Funds as of 5/13/15, Easthampton Savings Bank Appeal letter, Give to Grow: 20th Anniversary Campaign for HCCPS Info Sheet, Give to Grow 100% Family Participation Challenge flyer, Oranges and Greens Capital Campaign invite, Alumni Party Capital Campaign Invite.

Tentative Agenda for June Meeting

FY16 budget, Continue Topic of the Month, Personnel Committee Proposals, Board Role in Fundraising, Succession Plan, Committee Slate Discussion to be Voted on at July BOT meeting July 8.