

Hilltown Cooperative Charter Public School
Board of Trustees Meeting Minutes – Wednesday, June 15, 2016

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

Regrets: Charles Wiemeyer, Dianne Hobbs

Facilitator: Susannah Howe

Notetakers: Penny Leveritt

Guests: None

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by: Jesse Belcher-Timme

Topic	Discussion	Action (if necessary)
<p>Announcements/Appreciations/Acknowledgements</p>	<p><u>Announcements:</u></p> <p>USDA loan went through! And we will wait until July so we can get the lower interest rate at 2.75% for 40 years.</p> <p>We are going to receive a grant of \$10,000 towards the purchase of an activity bus that would hold 14 people. We will discuss this further at the next BOT meeting.</p> <p><u>Appreciations:</u></p> <p>For Alana Fichman, for her amazing work as an AmeriCorp volunteer and for her great job as a minutes taker at bot meetings</p> <p>For Jesse Belcher-Timme for his three years of service on the board.</p> <p>Thank you to Terra for getting the great poster/display done for the NAYP Board Fair, which Deirdre and Penny attended.</p>	
<p>Any thank you notes needed?</p>	<p>To Maryellen Rousseau for her hard work on the successful Science Fair.</p>	<p>Susannah will pen a thank you note on behalf of the Board of Trustees</p>

BoT Visibility this month?	Final Friday Fair is from 3 to 4:30.	Susannah will be there for the Final Friday Fair. David and Susannah will be there for graduation.
Minutes	May 2016 meeting minutes reviewed.	Andi moved to approve February minutes. Jesse seconded. Minutes approved by consensus.
Public Comment Period	None.	
FY17 Budget	<p>Main points:</p> <p>The budget presented is based on: 218 students, 3 graduate interns, the new SPED admin, salary increase as approved by the board, PPE figure that was given in May, and no REAP grant as we are no longer eligible.</p> <p>Luckily there will be only a very small increase in health insurance costs, liability and property insurance will actually be less than what is shown on the budget (will likely be 22K instead of 28K)</p> <p>Budget assumes one month of rent and then 11 months of mortgage payments.</p> <p>SPED contingency no longer applies as we have added SPED staff and will have the SPED administrator.</p> <p>Line 80, Real Estate Taxes: Need to increase to \$26k because the assessment occurs in July 1 (before we own the building) so school will not be listed as tax-exempt. The BOT also had a short discussion of PILOT philosophy for future years when we are tax-exempt; this discussion will be continued at a future BOT meeting.</p> <p>FOH (fundraising general) will be about 25K, not 30K.</p> <p>Interns: Still in the pilot stage. A main focus was saving expenses, to date no one has lost a TA position because of</p>	<p>David moved to approve the budget with the following changes:</p> <p>Line 80 - Real estate taxes - goes back up to 26K</p> <p>Line 85 - Rent/Mortgage - to reflect the interest rate going from 2.85% to 2.75%. The amount goes to 159K.</p> <p>Line 12 - Fundraising general - reduce to 25K.</p> <p>Line 67 - insurance - reduce to 22K.</p> <p>Andi seconded</p> <p>FY17 budget approved by consensus.</p>

	<p>having TA interns. There is probably a ceiling as to how many teachers would want to work with interns.</p> <p>With changes we are looking at \$15,606 deficit.</p>	
<p>Hiring Process/Timeline for Coordinator</p>	<p>Amy is planning on leaving in July 2017.</p> <p>For external candidate would need some overlap with Amy for training - perhaps 6 weeks. An internal candidate would need less training time - perhaps 3 weeks.</p> <p>An internal candidate could take about a month to hire. External candidate might take about 2 months for the hiring process.</p> <p>An internal posting should probably go out this summer, because if there was an internal hire for the position, then that staff member's position would need to be filled too.</p> <p>Hiring committee: 2 BOT members (one of which is the BOT president as chair), 2 coordinators (unless of course one of the coordinators is applying for the position), 1 parent, and 2 staff members.</p> <p>The school's hiring policy is to start with an internal search. If there is no appropriate internal candidate, then we will quickly move to an external candidate.</p> <p>Should we consider posting an external job notice according to the higher ed academic calendar, which would necessitate an earlier beginning to the hiring process?</p> <p>We will work on the Admin Coordinator job description this summer and get the committee together this summer.</p>	
<p>BOT Roles for FY17</p>	<p>President: Scott</p> <p>Susannah: VP, with the understanding that she would not move to the President position after.</p> <p>David: Treasurer/Finance Chair</p> <p>Penny: Clerk, remain on GABS, but not as Chair</p> <p>Amy Reesman: GABS Chair</p> <p>Charles: On-Site Chair</p> <p>Steve: Personnel Chair</p> <p>Chris Greenfield moves to Finance potentially.</p>	<p>Susannah moved that the slate of Scott Remick as President, Susannah Howe as VP, David Starr as Treasurer and Penny Leveritt as Clerk for FY17 be approved by the board.</p>

	Andi stays on as FOH President and FOH Board liaison.	Jesse seconded. Board officer slate for FY17 approved by consensus.
Summer Calendar	Poss. summer BOT meeting dates: 7/20, 7/27, 8/3, 8/10.	Susannah will send out a doodle poll
Report to BOT on FOH Intent and Proposal for Long-Range Planning in Fundraising and Development	<p><u>PROPOSAL:</u> Intent of the proposal is to poll the BOT on its intended level of involvement and role in fundraising and development.</p> <p>What is the purpose of this ad-hoc committee presented in the proposal? To make recommendations on how fundraising is globally handled in the Hilltown community. Seems like we have already done some of this process. What if we committed to an annual BOT/FOH meeting to set goals?</p> <p>The BOT began the process of discussing its role in fundraising and development, but the process was not finalized. The BOT should get back to that discussion to determine what it wants this role to be.</p> <p>Suggestion to revisit this - hopefully as soon as July. Invite the FOH to the BOT meeting to discuss and try to finalize the discussions that occurred over summer 2015.</p>	
Hiring Update	<p>Kerri Simonelli is the new Kindergarten teacher.</p> <p>Justin Smith has accepted the position of SPED Admin/teacher.</p> <p>The hiring committees tried to make the searches happen faster. Both searches did seem to go pretty quickly.</p>	
New Business - Identify only	Activity bus, USDA loan requirements, coordinator supervision proposal.	
Committee Reports - Questions only	On-site: summer projects trying to scope out, but have not had a meeting about it.	
Meeting Wrap-Up/	Next meeting TBD	

Evaluation	Snacks: David Starr, Drinks: TBD Newsletter blurb: Penny Facilitator: Scott	
Review Action Items:	Penny reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:45 PM	

Attachments:

June BOT Meeting Agenda; May 2016 BoT Meeting Minutes Draft; FY17 Budget Proposal; Proposal to the Board of Trustees For Long-range Planning in Development and Fundraising; HCCPS BOT Report on Fundraising and Development 2016; Domain Coordinator Report, June 2016; GABS Report, May 2016; Domain Council Meeting Minutes, May 17, 2016; Domain Council Meeting Minutes, June 1, 2016; Domain Council Meeting Minutes, June 14, 2016; Finance Committee Meeting Report, June 2016

Tentative Agenda for July Meeting:

USDA loan requirements

Activity bus

Coordinator supervision proposal

Continued discussion about BOT's role in fundraising/development

Coordinator Hiring Process

GABS committee description

Other committee descriptions formatted

Board book updates