

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, February 11, 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

Regrets: Jess Berrien

Facilitator: Kipp Armstrong

Notetaker: Knox Huppert

Guests: Dianne Hobbs (FOH)

Listkeeper: Scott Remick

Timekeeper: Ellen Ferris

Mission statement read by: Laura Baker

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u> Lottery was held last week with 320 applications for 30+/- spots</p> <p><u>Appreciations:</u></p> <p>-Thanks to Dianne Hobbs for a Grandparents appreciation luncheon</p>	
Minutes	Minor edits made to Jan. 2015 minutes	Susannah moved to approve minutes, David seconded. Minutes approved by consensus
Public Comment Period	N/A	
Renewal Update, DESE documents	<p>-Charter renewal decision is scheduled to be heard by Board of Elementary and Secondary Education on Feb. 23rd</p> <p>-Amy will address the BESE during public comment period if needed</p> <p>-Report noted that SPED program had room for improvement, but generally good review</p> <p style="padding-left: 40px;">- Is there another test or way to assess efficacy of SPED program other than MCAS?</p> <p>-As we grow larger, important that SPED program</p>	

	<p>not be looked at as separate from general educational program (teachers responsible for all students, including those in SPED)</p> <p>-Also noted Teacher Evaluations (written and classroom observations) as an area of improvement</p> <p>-Issue of personnel capacity (who has time to annually review teachers?)</p>	
GABS Proposals (2)	<p><u>Proposal - Bylaws change:</u></p> <p>-Logistical: Allow more flexibility in timing for annual meeting (stating “the spring” instead of May)</p> <p>-Ex-officio roles for Coordinators and (potential) ex-officio role of FOH member</p> <p>-Proposal to go to Annual Meeting for approval by cooperative</p> <p><u>Proposal - VP Job description:</u></p> <p>-Short job description for VP drafted</p>	<p>GABS proposed bylaw changes, Jesse seconded. Approved by consensus.</p> <p>GABS proposed VP job description changes, David seconded. Approved by consensus.</p>
Personnel Proposal	<p>Postponed until March due to snow</p>	
FY15 2nd quarter financials	<p>(all numbers as of Dec. 31st)</p> <p>income:</p> <p>-Accounts Payable slightly higher than previous calendar year end, but not concerning</p> <p>-A decision needs to be made about whether to write off security deposit from previous building before end of fiscal year</p> <p>-PPE is steadily higher than anticipated</p> <p>-Kids Club revenue is higher than expected as well as expenses:</p> <p>-Received electric bill rebate for work done as part of summer renovations</p>	<p>Finance moved to approve second quarter financials approve, Laura seconded. Approved by consensus.</p>

	<p>-Health Insurance slightly higher (cannot anticipate which plans staff will choose)</p> <p>-Some occupancy costs lower than expected for this year but won't be next year (gas not electric)</p> <p>-We will go over our snow plow budget</p>	
Domain Coordinator Evaluations and Proposal	<p><u>Evaluations:</u></p> <p>- Laura felt with current Coordinators it may be more effective to review every other year, or every three years. Redundant reports if done annually. Discussion of goals (during supervisory meetings) every six months or so may be useful.</p> <p>-Annual review is not written anywhere as a requirement</p> <p>- Domain Council to discuss new evaluation system</p> <p><u>Proposal:</u></p> <p>-Question regarding which budget lines and how many will be delegated to specific coordinators?</p> <p>-Intent of proposal is to make budget management more clear</p> <p>-Discussion of succession planning and administrative effectiveness LRP, timeline will need to be extended</p>	<p>Domain Council to discuss new evaluation system</p> <p>Jesse moved to approve all 3 coordinator evaluations, Scott seconded. Approved by consensus.</p> <p>Kipp moves to approve Designated Line Item Coordinator approval proposal, Jesse seconded. Approved by consensus.</p>
New Business	N/A	
Committee Reports - Questions only	N/A	
Meeting Wrap-Up/ Evaluation	<p>Snacks: Kipp & Susannah</p> <p>Newsletter blurb: Penny</p>	
Review Action Items: Knox	Decisions and actions reviewed.	

Attachments:

BOT Meeting Agenda, Unapproved BOT mtg minutes from Jan 2015, GABS Report Jan 2015, GABS Proposal: Bylaws changes, GABS Proposal: VP job description, Give to Grow CAMPAIGN STATUS & HIGHLIGHTS; Finance Committee Meeting Minutes of 02-16-15; FY15

2nd Q financials-Revenues & Expenditures; FY15 2nd Q financials-Balance sheet; Domain Coord Eval-Amy Aaron; Domain Coord Eval-Dan Klatz; domain coord Eval-Deirdre Arthen; LRP Administrative Capacity and Succession Planning; Proposal: Coordinator Budget Process; On-Site Committee Meeting Minutes - Tuesday, Feb 3, 2015; PAC Meeting Minutes from 11/20/2014; Domain Council Minutes from 1/28/2015

Tentative Agenda for March meeting (3/11/15) is:

- Brassworks security deposit?
- Personnel proposal
- GABS updated job description
- Coordinator LRP updates
- Plan for Annual Meeting (when will Board meeting be?)