

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, January 13, 2016

Present: Susannah Howe, Dianne Hobbs, Deirdre Arthen, Scott Remick, Charles Wiemeyer, Dan Klatz, David Starr, Jesse Belcher-Timme, Penny Leveritt, Andi Porter, Steve Hoyt (via conference call)

Regrets: Terra Missildine, Amy Aaron, Alana Fichman

Facilitator: Susannah Howe

Notetakers: Penny Leveritt

Guests: none

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by:

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u> Agenda: moved Building purchase up to just after Personnel Proposal</p> <p><u>Appreciations:</u> for Andi Porter coming to the BoT meeting on her birthday!</p>	
Any thank you notes needed?	Bella's Moms were sent a thank you note.	
BoT Visibility this month?	Still more opportunities for weekly Tuesday morning coffees. In general, if a BoT member can stay for about 10 minutes after Tuesday drop-off, get a board button from Deirdre and stop in for the morning coffee.	
Minutes	December 2015 minutes reviewed.	<p>Jesse moved to approve December 2015 minutes as amended.</p> <p>Andi seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	

<p>Personnel Proposal: Stipends</p>	<p><u>Description of Proposal:</u> Proposal regarding stipends for particular extra work activities such as chaperoning school overnight trips, home visits to Kindergarten families in the summer, chaperoning the All-School sleepover, etc. The proposal breaks down the types of extra duties that might warrant a stipend into three categories: Overnight Duties, Summer Work, and Specific Jobs with a finite commitment of time resources.</p> <p>The proposal states that all stipends must come from one of the 3 categories and be approved in advance. The Coordinators will use the categories to determine any additional stipends not enumerated in the proposal.</p> <p>It would be up to the Coordinators to determine what warrants a stipend and to plan for stipends in the budget. Approved and budgeted stipends will be written into letters of employment.</p> <p>The proposal aims to give clarity and definition to what extra duties warrant a stipend and to give a framework for consideration of future stipends.</p> <p>One risk is that this leads to staff wanting stipends for activities that might be outside of the scope of the original intention of the proposal. Or staff might not want to do activities outside of the scope of regular duties if they were not paid. This might be a problem years later, but the Personnel Committee feels that it should not be a big issue, at least for a while.</p> <p><u>Discussion:</u> There could be room for a staff member to come up with a new program that would potentially warrant a stipend, but both the program and the stipend would need to be approved in advance.</p> <p>If a staff member is already being paid while they are working on a program, such as the Mummer’s Play being rehearsed during All-School, the stipend would have to be at a lesser rate.</p> <p>This year the school did pay stipends to staff on overnight trips, and also for chaperoning, but at a lesser rate. We pay stipends for staff working sleepovers.</p>	<p>Steve moved that we adopt this proposal as amended and include the line item for anticipated stipend expenses in the FY17 budget.</p> <p>Susannah seconded.</p> <p>Proposal approved by consensus.</p>
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	<p>So far there has not been a protocol for staff to petition for a stipend. With this proposal, if a staff member wants to try for a stipend, it would have to fit within the budget and fit one of the categories of the proposal.</p> <p>Category 3 seems to be the one with the most potential for different interpretations of what extra duties warrant a stipend and would require more analysis from the coordinators as to whether to approve the stipend and/or include the stipend in future budgets.</p> <p>The board requested that the proposal be amended to allow for a timeline for revisiting the proposal.</p> <p>The Board requests that the Proposal be amended with the additional sentence: “The Personnel Committee will reevaluate the proposal after two years of implementation.”</p>	
<p>Building Purchase Update</p>	<p>Laura Baker is working on getting a package together for a USDA loan.</p> <p>Our attorney has questions as to whether a school is allowed to hold that mortgage, meaning does it have to be a different entity, like FoH. The preference is for the school to own the building and our attorney is working out the language to make sure that the school will be able to position itself to be the owner.</p> <p>The state statute for charter schools allows for charter schools to have debt beyond any current term of the charter. Charter school terms need to be re-approved every 5 years.</p> <p>The building purchase committee wants to have the paperwork all done by March 31st.</p> <p>The school’s attorney did submit the purchase and sale agreement to the owner.</p> <p>The On-site committee did a review looking for any large concerns with the physical plant. The On-site committee recognizes that understanding the HVAC system is one big concern, but otherwise the physical plant is in good</p>	

	shape.	
Q2 Financials and FY16 Budget Revisions Decision	<p>FY16 budget revisions were put forth to the Board for approval.</p> <p>Revisions to the Revenue in the budget include SPED Payments and PPE payments. PPE payments have increased slightly due to having one more student than originally projected. We have 210 students for the last 1/2 of the year rather 209 as originally budgeted.</p> <p>Electrical will be much higher than anticipated.</p> <p>The HVAC contractor had been hired by the developer and it may not have been the best choice. We will be dealing with a bit of an HVAC cost issue for a bit, but we are working on it. The revisions reflect more realistic budgeting implications of dealing with the HVAC.</p> <p>The BoT decision not to fill the development position is reflected in the revision request.</p> <p>The overall good news is that if the budget, with revisions, holds as planned, our projected deficit is reduced from \$47,823 to \$10,926.</p>	<p>David moved to approve the FY16 2nd Quarter financials with budget revisions as printed.</p> <p>Jesse seconded.</p> <p>Motion approved by consensus.</p>
Development Report to Board of Trustees, January 2016	<p><u>Summary of Report:</u></p> <p>There is a plan to get more input from the school community regarding development in the form of a survey - to be done in the next couple of months.</p> <p>Recommended next steps for development (based on the comments and feedback from the meetings held over the summer:)</p> <ul style="list-style-type: none"> -early and clear communication re: fundraising -stewardship plan -chart of where the funds are coming from, how the school is funded, what would the money that we ask for from parents go towards, could be a visual presentation of the data -communicate how the annual fund is spent on an annual basis. -make community resource info more accessible through an online database, which would probably require being a 	<p>BoT instructs the Coordinators to actively pursue evaluation of new integrated database and to report back to the Board.</p>

	<p>budget item for software or other system.</p> <ul style="list-style-type: none"> -enhance BoT membership with someone with grant-writing and development experience -BoT and FoH perhaps get some training in development -determine the objective of fundraising and the amount of the annual fundraising monetary goal. <p><u>BoT comments:</u></p> <p>The development database need has been a problem for a while. Should we fact-find what database or system do we need for fundraising? What are the goals of the database? How will we use it? There of course needs to be a point person to manage the database. It has been difficult to fill the role.</p> <p>Do we look for a system specifically for fundraising or do we want to get a larger system that serves needs for the school as a whole and more of the school projects and programs?</p> <p>Do we research the best practices from other schools as to how they handle development?</p> <p>Should we find someone to either volunteer or hire a consultant to find a database system?</p> <p>Potential for “School Brains?” - an administrative student management database system recommended by the DESE - could possibly be a free option, or at least, the school could get a demo if the system.</p> <p><u>Next steps?:</u></p> <p>Administration: start the process of the: “school brains” research, and work on getting the “School brains” representatives to come to us to show us their system.</p> <p>We could start also with some visuals to show how the annual fund is spent - this would be helpful for the BoT and for the school community.</p> <p>FoH could bring a proposal to the BoT for a development training program. Maybe for the March meeting.</p> <p>Maybe a board retreat where training could occur?</p>	
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<p>Petition for Waiver Request</p>	<p>Any decision related to the coordinators comes to the BoT. We do not have a mechanism to handle these specific requests as of yet.</p> <p>Question: Do we weigh in as a whole board or do we trust a smaller group to handle this particular request and perhaps create a protocol for managing these requests? Could it be a domain council discussion and decision? And do we bring in the chair of Personnel if it's a Personnel issue? And then if the petitioner does not like the Domain Council's decision, could the individual make a petition to the whole BoT?</p> <p>In a Domain Council meeting, it could be determined whether the waiver petition request should be discussed in open or executive session. And if the request involves one or more of the Coordinators, the coordinators could each choose to leave the meeting for that portion or not.</p> <p>Do we need a proposal to come to the BoT on a process on how to handle Coordinators petitions to the BoT? If a Coordinator is requesting an objection to a policy?</p>	<p>The Pres and VP of Domain Council will bring forth to the BoT a proposal on setting a protocol for handling petitions for waiver requests.</p>
<p>CPR (Coordinated Program Review) Update</p>	<p>There was a visit from the Department of Elementary and Secondary Education (DESE) for a Coordinated Program Review (CPR). the review focused on 3 areas: special education services, civil rights compliance and services for English Language Learners.</p> <p>This review occurs in all public schools throughout the Commonwealth every 6 years.</p> <p>The school submitted documentation.</p> <p>The DESE will get back to us with their report and their ratings on different aspects.</p> <p>A summary will be provided to the BoT.</p>	
<p>Staffing Changes</p>	<p>Tabled to February meeting as Amy was not here.</p>	
<p>New Business - Identify only</p>		
<p>Committee Reports - Questions only</p>	<p>Re: The HCCPS report card. Question about the results on Science, which while still better than the state average, is going down year to year.</p>	

	<p>Response: with the student sample size being so small, one or two students can really throw it off.</p> <p>Re: the GABS report. Note to the Board that their input for potential board members is requested.</p>	
Meeting Wrap-Up/ Evaluation	<p>Next meeting is scheduled for February 10, 2016.</p> <p>Snacks: David Starr Drinks: Scott</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Susannah</p>	
Review Action Items:	Penny reviewed action items with the board	
Adjournment	Meeting adjourned at 8:20 PM	

Attachments :

BOT Meeting Agenda; December 2015 BoT Meeting Minutes Draft; Personnel Proposal: Stipends; FY16 Q2 Balance Sheet; FY16 Q2 Proposed Budget Revisions; FY16 Q2 Budget with highlighted proposed revisions; Petition for Waiver to Personnel Policy; HCCPS 2015 Report Card; Domain Coordinator Report, January 2016; Domain council Meeting Minutes, 12-22-15; Domain council Meeting Minutes, 01-05-2016; GABS December 2015 meeting report; On-Site Meeting Minutes, November 2015; Personnel Committee Meeting Minutes, 01-07-2016; Development Report, January 2016; Finance Committee Meeting Report, January 2016

Tentative Agenda for February Meeting:

Domain Council Proposal for where coordinators go to make a petition, staffing changes, update on building purchase, Succession planning update, budget process, GABS visit,