

## Hilltown Cooperative Charter Public School

### Board of Trustees Meeting Minutes – Wednesday, March 9, 2016

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

**Regrets:** Charles Wiemeyer, Dianne Hobbs

**Facilitator:** Susannah Howe

**Notetakers:** Alana Fichman

**Guests:** Lisa Hamilton, Amy Reesman, Kate Saccento

**Listkeeper:** Susannah Howe

**Timekeeper:** David Starr

**Mission statement read by:** Jesse Belcher-Timme

Topic	Discussion	Action (if necessary)
<b>Announcements /Appreciations/ Acknowledgements</b>	<p><u>Announcements:</u> Easthampton state senator Don Humason came to visit on Monday. Amy also met with Senate President Rosenberg last week.</p> <p>FOH received a Florence Bank Community Choice award for \$798.</p> <p><u>Appreciations:</u> Prisms coffeehouse was excellent, great coming together of the community.</p>	
<b>Any thank you notes needed?</b>	To Florence Savings Bank for “Give to Grow”	<b>Board will send a Thank You to Florence Savings Bank penned by Amy and signed by Susannah.</b>
<b>BoT Visibility this month?</b>	ArtSpark event April 9th Tuesday morning coffees	<p><b>Andi will talk with FOH about having Board members greet at ArtSpark.</b></p> <p><b>Penny, Scott, Jesse, Terra, Steve, and Susannah will provide bottles of wine for the ArtSpark auction to go in Charles’ handmade wine rack.</b></p>

		<b>Andi will let the BoT know where to bring the wine.</b>
<b>Minutes</b>	February 2016 meeting minutes reviewed.	<b>Andi moved to approve February minutes. Jesse seconded.</b>  <b>Minutes approved by consensus.</b>
<b>Public Comment Period</b>	None.	
<b>Succession Planning</b>	<p>In looking ahead to the succession planning, there was continued discussion about the management structure of the school. Ellen Ferris has stepped down from the Succession Committee, and Scott will be joining the committee.</p> <p>In last month’s meeting, the documents brought forth regarding the succession plan surveys did not draw attention to what works well with the existing management structure, so this month Susannah and Scott went back to get the positive feedback. (Handout provided at the meeting.)</p> <p><u>Feelings about current shared management structure:</u></p> <ul style="list-style-type: none"> <li>-Reflects cooperative values of the school at the administrative level.</li> <li>-Three administrators structure provides balance of power versus a single director.</li> <li>-In favor of original supervisory structure. Three-tiered system with one-on-one supervision from chosen board members for each coordinator, and a hired supervisor who could serve as a consultant. Could be especially useful due to increased size of the school.</li> <li>-Each coordinator could meet with a board member/non-board member as support. The idea of a management committee.</li> <li>-One teacher’s feedback was that three-coordinator system allows for longevity of leadership roles.</li> </ul>	

	<p>-Teachers have requested input on the board’s decision</p> <p>-Committee chairs currently serve some of the above proposed roles in supporting coordinators, as they are the most familiar with coordinators’ work.</p> <p>-Support staff could resolve most of the negative comments</p> <p>-Supervision was originally a evaluation/survey. Structures will change as new people come in, long lasting system would be great.</p> <p>-Evaluation vs. supervision: In the first few years of the school there was a retired teacher who served as an educational consultant. There was a time when the coordinator evaluation system included more checking-in and goal-making.</p> <p>-The only current regular ongoing supervisory structure is meeting with the Domain Council.</p> <p><u>Feedback from Current Coordinators:</u></p> <p>Supervisor should be well-versed in education/be an educator.</p> <p>Coordinators currently look to educators/administrators from other schools, both charter and district, for advice and consultation. This works well .Is nice to have one person to go for help.</p> <p><u>Additional comments:</u></p> <p>-Advocate for assistants for each coordinator, in order to assist with overall goals and reporting process.</p> <p>-Concern with transition after Amy leaves. Might not need a whole overhaul, system is currently working.</p>	
<p><b>SPED Administrator Proposal</b></p>	<p><u>From the Proposal:</u> proposes the creation of a new full time position of Special Education administrator/teacher. The duties would be roughly 50% for each, but would vary based on enrollment, individual situations, and overall needs in the Special Education program. The SPED Administrator would oversee the Special Education program, supervise the SPED teachers and paraprofessionals, and act as the official “authorizer” for Special Education services.</p> <p>-Trends at Hilltown are reflected overall in higher numbers of SPED students statewide.</p> <p>-Important for any administrator at Hilltown to have regular contact with children.</p> <p>-Valuable role for Hilltown, it’s a compliment that families with special needs kids want to come to Hilltown.</p>	<p><b>Scott moved to approve the proposal. Jesse seconded.</b></p> <p><b>Proposal approved by consensus.</b></p>

	-The SPED Administrator/teacher would work directly with the HCCPS SEPAC	
<b>BOT role in hiring</b>	Board member chairs the coordinator hiring committee. Currently the Board has representation on hiring committees for any full time positions including teachers for the purpose of ensuring compliance with hiring policies. It is useful to have Board perspective on hiring committees, but not any more or less involved. -Make policy in the name of efficiency	
<b>BOT Philosophy re: salary scale Proposal</b>	<u>Proposal:</u> Revised approach for salary scale as follows, Adjustment: every three years board will compare salaries from 5 local districts and 3 charter schools. Goal will be to place our salaries within 90-110% of the average of the comparable market. Changes: comparison schools changed, charter school “peers” added, and three year term to allow for flexibility. <u>Comments:</u> Charter schools are not unionized. Competing with these schools for hiring.	<b>David moved to approve the proposal.</b>  <b>Susannah seconded.</b>  <b>Proposal approved by consensus.</b>
<b>Database Update, Catalog of Needs</b>	Beginning with student data. [See “Catalogue of Data Needs” document] Includes student data*, emergency contact data, special ed data, progress reports, health data*, parent data, enrollment and admissions*, alumni, employee data, donors, and fiscal data. *Regulatory from DESE Coordinators will meet with “School Brainz” to determine how their software can meet our needs since we have to use it for student data anyway.	<b>Coordinators will meet with “School Brainz”</b>
<b>BOT Membership</b>	Four prospective new board members. Maximum number of parents is 10, maximum number of board members is 15. Jesse Belcher-Timme’s term is ending this year so we will lose one current BOT “Community” member. David Starr’s BOT membership will shift from a parent member to a “community” member as his child will have aged out of Hilltown but David will still be on the Board next year.	

<b>Budget Process Overview (time permitting)</b>	Drafts go between finance and domain council. We will work 2 different budget scenarios depending on whether or not the building is purchased before July 1st. Waiting for Personnel committee to update on salaries. DESE gives tuition estimates spring and again mid-summer, Adjustments are made over the summer.  Insurance is expected to not go up with purchase of the building.  Historically had open budget meetings, not well attended, but Amy will come to a morning coffee meeting this year	<b>Penny will make sure the HCCPS Budget Process Summary ends up in the board books.</b>
<b>Loan Update (time permitting)</b>	USDA Attorney determined HCCPS is eligible to apply for a USDA loan, which has already been done. State Senator Don Humason will write a support letter, DESE will write letter to authorizing us to enter into a long term loan.	
<b>New Business - Identify only</b>	None	
<b>Committee Reports - Questions only</b>	Finance committee: -Approach to FY17 Budget -Updates on building purchase -Finance Committee description  Site Committee: -Prioritizing and planning Spring and Summer projects for the building. Intercom system on the top of the list.  Personnel Committee: -Notes on the table or by email	
<b>Meeting Wrap-Up/ Evaluation</b>	Next meeting is scheduled for April 13th at 6:30 pm. Snacks: David Starr Drinks: Terra Missildine Newsletter blurb: Penny Facilitator: Susannah	
<b>Review Action Items:</b>	Alana reviewed action items with the board.	
<b>Adjournment</b>	Meeting adjourned at 8:30 PM	

**Attachments :**

February BOT Meeting Agenda; February 2016 BoT Meeting Minutes Draft; SPED Administrator Proposal; Revised approach to salary

scale proposal; Domain Coordinators Report, March 2016; Domain Council Minutes 02-24-2016; Domain Council Minutes 03-01-2016; HCCPS Budget Process Summary; Personnel February Meeting Minutes, Amendment to Succession Planning Report of Feb BoT Meeting; Catalog of Data Needs; Finance Committee Meeting Minutes-March 2016

**Tentative Agenda for April Meeting:** Succession Planning; Annual Meeting Planning; 3rd Quarter Financials; Hiring Process Proposal; Domain Council Proposal on Coordinator Waivers