

Hilltown Cooperative Charter Public School
Board of Trustees Meeting Minutes – Wednesday, Sept 14, 2016

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Aaron, Steve Hoyt, David Starr, Charles Wiemeyer, Amy Reesman, Michael Filas, Andi Porter

Regrets: Chris Greenfield, Penny Leveritt, Terra Missildine

Facilitator: Scott Remick

Notetakers: Caroline Palmer

Guests: None

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by: David Starr

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Announcements:</u> Morning of Nov. 17 site visit from State Dept., interview with Board members, more info to come Introducing Caroline FY16 fiscal audit starting Monday, results by Oct. meeting <u>Appreciations:</u> Kicking the school year off smoothly - appreciation for a smooth rollout and a happy school!	
Any thank you notes needed?		
BoT Visibility this month?	Orientation meetings New Family Breakfast, Wednesday October 5th; 1-2 Board members present, 8:30-9:30am	
Minutes	July meeting minutes reviewed and amended. (Revise minutes - special government entity)	Scott moved to approve minutes as amended. David seconded. Minutes approved by consensus.
Public Comment Period	None.	

<p>Proposal: BOT role in Development/Fundraising</p>	<p>Reordered the first round of the Proposal as presented at the July meeting to more formally codify Board's role, changed minor wording. No date proposed for annual meeting of BOT/FOH, tentative February date to allow for ample discussion before budget is set.</p>	<p>Scott moved to approve the proposal. Andi seconded.</p> <p>Proposal approved by consensus.</p>
<p>Admin Coordinator's Hiring Process Update</p>	<p>Started internal interview process - committee has done one interview thus far. Committee will send letter to community to announce hiring process, and will meet to figure out next step in internal hiring process before disseminating further information to community. Committee will meet in upcoming week to decide on next steps; the committee will make a recommendation to the Board in October.</p>	
<p>BOT Goals for FY17</p>	<p>See Domain Council (DC) minutes in packet.</p> <p>Managing administrative transition; examining and redefining roles and positions, including potential transition of Community Coordinator to full-time and Ed Coordinator position changes given new SPED director; codification of succession and emergency plan for Admin positions; 5-year fiscal plan projection from Finance.</p> <p>Clarification around goals and reflection about goals met and what is being addressed in particular at each meeting.</p> <p>Discussion needs to happen around 5-year plan - timing, sooner versus during budgeting season. Holding Board and committees accountable to timeline through goal review.</p> <p>Looking at priorities now that we own the school - Board goal or on-site goal? Bigger happenings should be on radar during regular Board discussions.</p> <p>Board should charge On-Site Committee with developing a larger development plan for Board discussion and approval. Hard to fit responsibility into any one committee's jurisdiction when issues affect so many facets. Need discussion around roof, furnace replacements, aging playground equipment.</p>	<p>DC will take a first stab at timeline and implementation, and will report at the October meeting.</p>

<p>Site Update</p>	<p>Summer projects completed - paging system, All-School space update, separating classrooms, installing fence, benches installed around building, planting crab-apple tree in front of building and additional tree in memorial to Bella. Continued work on smaller projects that can be accomplished at meetings.</p> <p>Closing on building tomorrow! Will receive \$14,000 deposit back on Friday after purchase is completed. Sent Mayor of Easthampton an email to inform of closing. Celebratory gathering tomorrow at the Galaxy at 5:30pm.</p>	
<p>GABS talking points</p>	<p>Went through talking points at 9/13 Classroom Orientation. Parents seemed receptive and interested to hear about opportunities for joining committees. Several Board members planning to attend Family Dance & Cakewalk on October 21st. Discussion of how to attend to talking points in more formal informational setting versus at social school events - wearing button to self-identify as Board members in order to provide visible resource.</p>	<p>Deirdre will put Board interest forms in main office, and on website in Board section.</p>
<p>Coordinator Salary Evaluation Process</p>	<p>Discussion of appropriate process for examining Coordinator salaries versus teacher salaries. Who should undertake this process, what should the timeline be for this process, are there any critical dates to be aware of?</p> <p>Teacher and teacher’s assistant scales exist, but no Coordinator scale has been developed as of yet. Discovering comparable models can be difficult when no comparable systems exist. Coordinator positions have comparable positions at other schools, so taking cues from administrative peers could aid in scale development.</p> <p>Northampton and Easthampton salary scales excluded from spreadsheet; some other towns not included because scale is not comparable to this district. Data were compiled based on relative similarity to district for basis of comparison. When salaries were originally formulated, they were based mostly on Principals’ salaries and did not examine staff at charter schools. Not necessarily stuck to public school salary scales - making salaries competitive based on amount and type of work performed. Raises by percentages for non-scaled individuals have been traditional in the past - a call to action to revamp the salary scaling process in general.</p> <p>In relation to one another, Education and Administrative</p>	<p>Subcommittee (Andi, Steve, Amy R.) will examine data available and present initial findings at October Board meeting.</p>

	<p>Coordinator share most duties/responsibilities and thus are easier to assign to same pay scale, rather than more challenging and piecemeal Community Coordinator position. Keeping Ed and Admin salaries identical could mean that Amy's replacement would enter the school making the same salary as Dan without having his experience.</p> <p>Inconsistency in philosophy of entering employees and negotiated positions on salary scales. In thinking about this, what does it mean to be inconsistent? The process of hiring and salary assignment is rarely clean-cut and without negotiation. Philosophy in the past about horizontal versus vertical equity across hiring practices. How can we be competitive and offer salaries commensurate with experience while being fair and just?</p> <p>Could task force or committee formulate salary range, assess candidates, and then build in probationary period to ascertain if performance warrants higher scale? Challenges of making scale transparent, fair, and easy to use in order to accomplish goal. Something unique about Hilltown is the transparency and equity between employees - care must be taken with introducing inequality in salaries.</p> <p>What to do after probationary period if employee is not meeting expectations? How to incentivize stepping up to the plate and perhaps having to re-engage in hiring process. There is a possibility for some overlap for training between Amy and incoming Admin Coordinator.</p> <p>There is already a small difference in yearly bonuses based on staff longevity - there is no difference in the amount awarded across the board.</p> <p>Two questions to answer:</p> <ul style="list-style-type: none"> - Approach for doing a comparison of salaries to formulate new scale <ul style="list-style-type: none"> - Formulation of ad-hoc committee would be required to post meeting notices and follow procedure - Committee to be comprised of Board members with potential to consult with human resources professionals for insight - looking for salary consultants from education-based nonprofit, or consultants from cooperatives with similar values - Resources accessible for consultation through Board committee when Board needs external feedback based on internal 	
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	<p>conversation</p> <p>What is the ongoing process for reevaluation of these issues and how can we engage with it more regularly so that we don't fall behind in this field? Reexamining potentially every 5 years.</p> <p>Timeline is tight - committee can do preliminary work to bring back for discussion, consult with relevant data to answer introductory questions and potentially make a recommendation on salary scaling.</p> <p>Formulating a committee - Andi, Amy R., Steve - to come back to Board in October with a proposal to be discussed.</p>	
New Business - Identify only	<p>Coordinator salary scales goals should be discussed at the next BOT meeting.</p> <p>Future discussion about the parent satisfaction survey</p>	
Committee Reports - Questions only	<p>Missing some reports - Finance, Personnel, On-Site - because committees have not yet met for the month. Committees should come for October meeting prepared to discuss goals for the year.</p> <p>Dan wrote a grant for Hilltown to receive 4 free visits from a UMass consultant to provide recommendations for exemplary special education services in order to make Hilltown a model school for other districts.</p> <p>Justin should be invited to next Board meeting.</p>	Dan will invite Justin to the October Board meeting.
Meeting Wrap-Up/ Evaluation	<p>Next meeting October 19th?, 6:30</p> <p>Snacks: David Starr, Drinks: Charles</p> <p>Newsletter blurb: Susannah, Deirdre</p> <p>Facilitator: Scott</p>	Scott will send out poll assessing next best Board meeting date.
Review Action Items:	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:24 PM	

Attachments:

Sept BOT Meeting Agenda; July 2016 BoT Meeting Minutes Draft; Proposal: BOT Role in Development/Fundraising; BOT Classroom Orientation Talking Points; Domain Coordinator Report, September 2016; Domain council Meeting Minutes, August 23, 2016; Domain council Meeting Minutes, September 7, 2016; GABS Report, September 2016

Tentative Agenda for Oct Meeting:

Coord. Hiring update

Audit?

First quarter financials

Coord salaries update

Committee goals

Justin visit/model update

Coord. Evaluation update?

Personnel proposal

MCAS update