

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, November 18, 2015

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

Regrets:

Facilitator: Susannah Howe

Notetakers: Alana Fichman, Penny Leveritt

Guests: Steven Schrems

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by: Scott Remick

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u> Amy Aaron announced the DESE final decision about PARCC vs. MCAS that MCAS 2 will be a combination of both approaches. Activity/handout question to board members: “What do you enjoy most about being on the Hilltown Board?” We are heading into a difficult and consuming time related to a student’s declining medical condition.</p> <p><u>Appreciations:</u></p>	
Any thank you notes needed?	To Friends of Hilltown for presentation of check to HCCPS for Funds raised.	Susannah Howe will write a thank you note to Friends of Hilltown.
BoT Visibility this month?	Winter Fair on Dec. 5th. Please try to attend and wear a board button. Deirdre will have some available.	
Minutes	October 2015 minutes reviewed.	David moved to approve October 2015 minutes. Charles seconded. Minutes approved by consensus.

Public Comment Period	None.	
GABS proposal, board membership	Terra Missildine is accepted as a Community member to the board.	Penny proposed to accept Terra Missildine as a mid-term appointment to the board. Jesse seconded. Motion approved by consensus.
Q1 Financials	Short discussion on Q1 financials.	Andi moved to accept Q1 financials. Jesse seconded. Q1 financials accepted.
Personnel Proposal: Sick Bank Policy	<p>Existing policy very ambiguous. Sick bank started early on in the school’s history to help people who had used up their sick time.</p> <p>Biggest problem was that there was no time limit for the number of days one could take from the sick bank. Purpose was to get people through a period of time rather than providing a long term disability plan. For the longer term concerns employees can elect to obtain a long term disability plan.</p> <p>One aspect of the proposed policy change is to include a 12 week leave based on existing family medical leave policy. The 12 weeks from the sick bank are used after the staff member has used up their own sick and personal days. Use of the sick bank time must be related to personal health, not to family members or dependants.</p> <p>So far, the sick bank was only used 3 times. And the sick bank days added up. It didn’t make sense to hold time that wasn’t needed. In the new proposal pledges would now be voided at the end of each year. As part of the proposed policy change - min. hours a staff member can pledge is 8, max is 80.</p> <p>A staff member’s sick days carry over from year to year with no cap and 15 sick days allotted yearly.</p> <p>The proposed policy stipulates that to use the sick bank</p>	Andi moved to pass the amended sick bank policy to go into effect January 1st, 2016. David seconded. Motion passes by consensus.

	employees must have worked at least 6 months.	
Audit	Question: was the auditor surprised to see a surplus?	Susannah Howe moved to ratify the finance committee’s approval of the audit. Jesse seconded. Motion passes by consensus.
LRP Status Updates	Because of the middle school expansion there are and will be lots of new employees that will need to acclimate to Hilltown, and there is a larger need than before for special education. It is probable that up to 25% of the student body will receive special ed services this year. There was a lot of attrition from 5th to 6th grade last year. Over 50% of 6th grade class is new to the school. That was unusual, and is likely just a statistical anomaly, based on looking at the reasons for each departure, but if a pattern emerges, we will have to take a look at that.	
Development update	The focus group will meet in mid-December for two meetings, morning and evening to accommodate schedules.	
Succession Planning Update	<p>Susannah and Ellen gave an update on the progress and proposed a timeline for the plan. They want to come to the board with draft proposals in January and with a full proposal by June or July.</p> <p>Supervision of coordinators should be addressed in a focus group with current board in relation to succession planning.</p> <p>Three questions were posed to the Board regarding Coordinator evaluation: what is working well, what are the challenges, and what would you envision in the ideal?</p> <p><u>Input from the Coordinators:</u></p> <p>A challenge is that most board members do not have administrative background from schools. Domain Council does the most insofar as supervision. Domain council check-ins are useful. Board supervision is useful for long term goals rather than day to day operations. As most of</p>	

	<p>the board do not work day-to-day with the Coordinators, that adds a challenge for directly informed supervision. Coordinator peer supervision is most effective supervision that occurs.</p> <p><u>Board discussion:</u></p> <p>The role of board supervision has sometimes been unclear, complicated by the fact that the board membership changes, and the revolving board members will have differing thoughts on what their supervisory role might be.</p> <p>What is working well - the regular Domain Council meetings and the coordinators peer supervision. The Board probably does more supervision than it might realize especially insofar as deciding on school policy, being a sounding board and checkpoint for policy and financial decisions.</p> <p>Suggestion to focus on finding a good way to evaluate in a way that works and stick to that method.</p> <p>Long range plans help with supervision. Maintaining oversight and governance rather than management.</p>	
New Business - Identify only	None.	
Committee Reports - Questions only	Finance Committee: Q1 report	
Meeting Wrap-Up/ Evaluation	<p>Next meeting is scheduled for December 9th .</p> <p>Snacks: David, Drinks: Steve</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Susannah</p>	
Review Action Items:	Alana reviewed the action items.	
Adjournment	Meeting adjourned at 9:15PM	

Attachments :

BOT Meeting Agenda; Report on Meeting with Building Owners;
October 2015 BoT Meeting Minutes Draft; GABS Proposal for
Mid-year Board Appointment; Terra Missildine BoT Interest Form;
Terra Missildine Resume; Q1 Financials: Balance Sheet; Q1
Financials: Revenue and Expense; Personnel Committee Proposal:
Sick Bank Policy; LRP Update: Amy Aaron; LRP Update: Dan Klatz;
LRP Update: Deirdre Arthen; Succession Planning Update, November
2015; Domain Coordinator Report, November 2015; Domain Council
Meeting, 10-20-2015; Domain Council Meeting, 11-10-2015;
Personnel Committee Minutes, 10-29-2015

Tentative Agenda for December Meeting:

Building purchase update;