

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, November 9, 2016

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Aaron, Steve Hoyt, David Starr, Amy Reesman, Michael Filas, Penny Leveritt, Terra Missildine, Charles Wiemeyer

Regrets: Andi Porter, Chris Greenfield

Facilitator: Scott Remick

Notetakers: Penny Leveritt

Guests:

Listkeeper: Scott Remick

Timekeeper: David Starr

Mission statement read by: David Starr

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u></p> <p>Mention of some of the things brought up in the classrooms today regarding the election. Each class talked about it at the appropriate age level of the class. The school as an institution should try to remain apolitical, but there are some big feelings regarding the election results, so there will be some thinking about how to have some sort of discussion or event.</p> <p><u>Appreciations:</u></p> <p>Marguerite for all her hard work for the Family Dance.</p>	
Any thank you notes needed?		
BoT Visibility this month?	Winter Fair	
Minutes	October meeting minutes reviewed.	<p>Scott moved to approve minutes as amended.</p> <p>David seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	

FY16 Financial Audit	<p>There were no management concerns.</p> <p>There were no audit findings for prior year Financial Statement or prior year Compliance Audit</p> <p>Finance Cmt met with auditor and David Starr accepted it. We will need to have a federal audit for FY17 because of the loan for the school mortgage.</p>	<p>David moved that the audit report be accepted.</p> <p>Susannah seconded.</p> <p>Audit accepted by consensus.</p>
1st Quarter Financials	<p>Not a lot of data to scrutinize yet as it is only for the 1st Quarter, but it is looking good so far.</p>	<p>David moved that the 1st Q financials be accepted.</p> <p>Michael seconded.</p> <p>1st Q financials accepted by consensus.</p>
Education Coordinator Hiring Update	<p>Search committee: Michael Filas, Susannah Howe (co-chairs), Rebecca Belcher-Timme, John Van Beckum, Angie Gregory, Amy Aaron, Deirdre Arthen</p> <p>First meeting is Tuesday, Nov. 15th</p>	
Coordinator Salary Review	<p>Summary: proposes every two years a sub-committee be formed to evaluate salaries based on comparative data, and with a goal of a rate within 90-110% of average salary of school principals based on the data. Mechanism for getting to the 90-100% could be incremental if needed, based on the budget.</p> <p>The Community Coordinator is currently set to 75% of the Ed and Admin Coordinators salary, prorated (part-time). If the Community Coordinator goes to full-time, the proposal is that the salary is 75% of the Ed or Admin Coordinator salary.</p> <p>What this does not look at is a new coordinator hire and how their salary would compare with a Coordinator that was at HCCPS longer. Longevity pay could create a small difference.</p>	<p>Susannah moved to accept the proposal as amended.</p> <p>David seconded.</p> <p>Proposal approved by consensus.</p>

LRP Update	<p>Would be good for the Board to look at the Long-Range Plan again and see where we are and if there is anything we might amend for more immediate needs.</p> <p>GABS will begin by looking at the timeline to see if there are concerns, how the process is going and check-in with Dan and Amy about what is reasonable. GABS will bring this to the December Board meeting.</p>	
DESE Site Visit	8:30 on November 17th. We will need someone to take minutes. Terra will take the minutes and Amy R. can be a back-up for minute-taking. If all BoT members who said they can be there do attend, there will be quorum.	
Personnel Proposal	<p>Cap for Employee Sick Time: NOTE: Accrued sick time cannot be cashed-out when an employee leaves. Issue has come up with auditors over the years and sick time is not booked as a liability.</p>	<p>Steve moved to accept the proposal as amended.</p> <p>Scott seconded.</p> <p>Proposal approved by consensus.</p>
New Business - Identify only	Let's start thinking about what to do for Amy's retirement acknowledgment/party.	
Committee Reports - Questions only	The Board would like to see a Friends of Hilltown update as a committee report for the next board packet.	
Meeting Wrap-Up/ Evaluation	<p>Next meeting December 14, 6:30 Snacks: David Starr, Drinks: Scott Newsletter blurb: Penny Facilitator: Scott</p>	
Review Action Items	Penny reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:25 PM	

Attachments:

Nov BOT Meeting Agenda; October 2016 BoT Meeting Minutes Draft; Auditor's Report; 1st Quarter Financials; LRP Updates; September SEPAC Minutes; Domain Council Meeting Minutes, October 18, 2016;

Domain Council Meeting Minutes, November 1, 2016; On-site Committee Meeting Minutes, November 2016; Personnel Committee Meeting Minutes, November 2016; Coordinator Salary Comparison Proposal; Cap for Employee Sick Time Proposal

Tentative Agenda for Dec Meeting:

Coordinator Salary Recommendation Proposal, Part 2

Coordinator Supervision and Evaluation Process update from consultant

Education Coordinator Hiring Update

GABS: LRP Timeline update