

# Hilltown Cooperative Charter Public School

## Board of Trustees Meeting Minutes – Wednesday, December 9, 2015

**Present:** Susannah Howe, Dianne Hobbs, Deirdre Arthen, Scott Remick, Amy Aaron, Charles Wiemeyer, Dan Klatz, David Starr, Jesse Belcher-Timme,  
**Regrets:** Penny Leveritt, Terra Missildine, Alana Fichman, Steve Hoyt, Andi Porter  
**Facilitator:** Susannah Howe  
**Notetakers:** David Starr  
**Guests:** none  
**Listkeeper:** Susannah Howe  
**Timekeeper:** Jesse Belcher-Timme  
**Mission statement read by:** Dianne Hobbs

Topic	Discussion	Action (if necessary)
<b>Announcements/Appreciations/Acknowledgements</b>	<u>Announcements:</u>  <u>Appreciations:</u> Susannah: to everyone that participated in Winter Fair Scott: Great school communication around Bella's death Moment of Silence Remembering Bella	
<b>Any thank you notes needed?</b>	To Bella's Moms, re: gift giving in Bella's memory	<b>Susannah will write Thank you note to Bella's mothers.</b>
<b>BoT Visibility this month?</b>	Great Board member visibility at Winter Fair Charles: coffee Tuesday morning meeting 12/15 Susannah: coffee Tuesday morning meeting 12/22	<b>Coffee Time Board involvement on 12/15 + 12/22.</b>
<b>Minutes</b>	November 2015 minutes reviewed.	<b>David Starr moved to approve November 2015 minutes.</b> <b>Charles Wiemeyer seconded.</b> <b>Minutes approved by consensus.</b>
<b>Public Comment Period</b>	None	

<p><b>Salary scale Calculation approach</b></p>	<p>Staff Salary scale is reviewed periodically.</p> <p>Hilltown uses a comparative scale to other school salary scales in the area. The objective is to hit the median level for staff salaries in the area.. HCCPS' current data is based on comparative data from two years ago.</p> <p>In 2005, Hilltown's personnel committee got data from 7 school systems, Hatfield, Hadley, Chesterfield, Goshen, Williamsburg, Petersham and a few others. The salary scale for teachers went into effect in '05. In '06 the personnel committee did the calculation for teaching assistants. A new scale was adopted in '08. An '09 wage freeze was offset by \$1000 bonuses for each staff member, pro rated;</p> <p>'12 comparative data was re-visited and new salary scale was calculated; in '14 a wage freeze was offset by year end bonus for all staff;</p> <p>There is a 12 step salary scale including one for Bachelor's Degree, another for Masters; HCCPS scale is 1 thru 12; Each year elevates the staff scale level thru 12th year. Longevity factors into the calculation at year 8.</p> <p>The State Association of Charter Schools does an annual survey regarding staff salaries.</p> <p>No other schools other than HCCPS give longevity pay.</p> <p>Some schools use a Merit System based on an evaluation of a staff member's work to influence salary. Some schools have individual negotiations with staff.</p> <p>Discussion: Should we modify process before Personnel Committee convenes to discuss the scale calculation?</p> <p>How is merit based performance evaluated ?</p> <p>Smith College Merit based compensation does not make a huge difference financially; Possibly can install a system where there's a small range based on merit judged by a committee of administrators; Scott would like to see teachers that do superior work get additional compensation; Amy: never had a merit based compensation because of the small size of the staff and beyond the capacity of the administrators;</p> <p>Hilltown's comparison to other school systems also includes benefits like % co-pay of health insurance, # of sick days &amp; personal days;</p> <p>Public school teachers have a standardized contribution to retirement fund.</p> <p>K/1 teachers not currently compensated for summer visits</p>	
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	<p>to student homes.</p> <p>Dan: approach should be mission based, is the objective to elevate the performance of teachers?</p> <p>3 year interval for calculations is good to avoid putting time into analysis each year;</p> <p>Part of the analysis should be what it will take to bring each teacher up to full potential;</p> <p>Amy: merit evaluation is based on test scores at those schools that use it</p> <p>Charles: More Important to maintain culture of school than to push merit system</p> <p>Dan: Teachers are a school's most important commodity. Get compensation data from BART, 4 Rivers, PVPA</p> <p>Susannah Conclusion: look to refinement of current system but without merit system that could challenge the cooperative nature of our school</p> <p>Personnel will present proposal to BOT at a future date</p>	
<b>Financial disclosure</b>	<p>All Board members sign financial disclosure form; it's legal for Board members to get compensation from the school for contractual services as long as it is disclosed.</p>	
<b>PARCC vs. MCAS</b>	<p>There are types of questions in the PARCC exams that will be incorporated into MCAS. HCCPS has never taught to the test other than preparing students for the kinds of questions on the exams.</p> <p>No direction from Board on a preferred testing system</p>	
<b>Site Update</b>	<p>Charles, David &amp; Amy will meet with building owners on Friday.</p> <p>Researching city setbacks for building a fence on the north side of the property</p> <p>New closet for after school program and PE completed.</p> <p>Still working on perfecting swing set</p> <p>Parking ban on west side of street in front of school approved by city who will erect signs</p>	

<b>FoH activities</b>	<p>Starting Annual Fund drive earlier than usual</p> <p>Post Cards have been distributed to all families listing ways to give</p> <p>Winter Fare: solicited votes for FSB non-profit fund voting</p> <p>Art Spark 4/9/16 at Eastworks</p> <p>Committees being formed for ArtSpark;</p> <p>FOH may ask NHS Key Club to act as servers</p> <p>Solicitations to begin in January for auction items</p> <p>May make auction items available on line before the event who want to participate in auction</p> <p>Former Development Associate office is home to FOH now as shared space with other school needs</p> <p>Ronna Kulberg is the contact for contributions?</p> <p>Bella's mothers asked for anyone that wants to give something in Bella's memory to give to HCCPS.</p> <p>Art Spark is effective way to show financial support for FOH and school</p> <p>David Starr to chair a process to do post-mortem on development associate position</p>	
<b>New Business - Identify only</b>	1 or 2 Easthampton families asking about busing to school, City is required to provide busing to Hilltown for Easthampton families only. Amy is meeting with the superintendent.	
<b>Committee Reports - Questions only</b>	<p>Every committee needs to submit a report every month. Does not need to be approved minutes. Can just be a report.</p> <p>We need more Board members and thinking about who would make good future Board members.</p>	<b>Committee reports will be submitted by chairs each month</b>
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next meeting is scheduled for January 13, 2016.</p> <p>Snacks: David Starr Drinks:</p> <p>Newsletter blurb: David</p> <p>Facilitator: Susannah</p>	
<b>Review Action Items:</b>	<p>Thank you note to Bella's Mom's</p> <p>Attendance at Coffee Time</p> <p>Minutes</p>	
<b>Adjournment</b>	Meeting adjourned at 8:20 PM	

**Attachments:**

BOT Meeting Agenda; November 2015 BoT Meeting Minutes Draft;  
Domain council Meeting Minutes, 11-24-2015; GABS November  
meeting report; On-Site Meeting Minutes, October 2015

**Tentative Agenda for January Meeting:**

executive session to discuss building purchase

2nd quarter financials

personnel compensation proposal possibly

GABS

Succession Planning possibly