

**Hilltown Cooperative Charter Public School**

Board of Trustees **FINAL** Meeting Minutes – Wednesday, February 13th, 2019, 6:30 pm

- Present:** Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Amy Reesman, Paula Ingram, Tim Reynolds, Noelle Stern, Liz Preston, and Joe Wyman
- Regrets:** Matt Dube and Chris Greenfield
- Facilitator:** Tim Reynolds
- Notetakers:** Amy Reesman
- Guests:** Dawn G., Kelly, and Cindy
- Listkeeper:** Penny Leveritt
- Timekeeper:** Lara Ramsey
- Mission statement read by:** Noelle Stern

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<p><b>Announcements/ Appreciations/ Acknowledgements</b></p>	<p><u>Announcements:</u> Dan spoke to a Gazette reporter who is doing a story on charter school admissions because the Chinese Immersion Charter School put out a request to several districts asking for a list of all students in certain grade levels (where they had openings); this caused an “uproar”, even though it is an approved process for Charter Schools; the reporter wanted to know if HCCPS followed this practice; we don’t; we already have too many applicants; we focus on the Head Start programs in Northampton and Easthampton</p> <p><u>Appreciations:</u> All volunteers that worked on the coffee house All volunteers that worked on the overnight (especially Deirdra and Meaghan)</p> <p><u>Acknowledgements:</u></p>	

	<u>Agenda Check:</u>	
<b>Any thank you notes needed?</b>	None	N/A
<b>BoT Visibility this month?</b>	Bingo- March 1st (6:30-8:00 pm) Science Fair- March 14 SEPAC- March 6th (showing movie “Room to Breathe”)	<b>Please wear a BoT button during events.</b>
<b>Minutes</b>	January 9, 2019 board meeting minutes approved by consensus.	<b>Penny moved to approve the January 9, 2019 BoT minutes. Noelle seconded. Minutes approved by consensus.</b>
<b>Public Comment Period</b>	Art Spark donations are welcome.	
<b>Finance Committee Report on Second Quarter Financials</b>	Current Income & Expenditures: As it relates to Per Pupil Revenue- when all gets finalized at the end of the year, we plan for \$40k-\$50k more than budgeted. Balance Sheet: We purchased a second CD, so on the next report, we will see variation between money in our checking account for this reason; someone from the bank let us know that we can get better rates because we are a government account. Finance Committee has approved these financials for presentation to the board.	<b>Tim moved to approve the Second Quarter Financials. Penny seconded. Second Quarter Financials approved by consensus.</b>

<p><b>Board Recruitment, Positions, Committee Chairs</b></p>	<p>FY 2020 Possibilities</p> <p><b>President-</b> Tim</p> <p><b>VP-</b> Matt</p> <p><b>Treasurer-</b> ???</p> <p><b>Clerk-</b> Noelle</p> <p><b>Domain Council</b></p> <p>President- Tim</p> <p>VP- Matt</p> <p>Directors</p> <p><b>GABS</b></p> <p>Chair- Noelle</p> <p>Members- Deirdre, Paula</p> <p><b>Finance</b></p> <p>Chair- Treasurer???</p> <p>Members- Dan, Kate, Carla</p> <p><b>Facilities</b></p> <p>Chair- ???</p> <p>Members- Dan, Nan, Eric</p> <p><b>Personnel</b></p> <p>Chair- Liz or Joe</p> <p>Members- Lara, Nicole, Gaby</p>	
<p><b>How to Bring a Proposal to the Board</b></p>	<p>GABS outlined the process with which we believe proposals should be brought to the BoT.</p> <p>How would this process be shared with the public?</p> <p>Perhaps we add the process to the newsletter and family handbook.</p>	<p><b>GABS will put the process “How to bring a proposal to the board” into a formal BoT proposal format and bring it back to an</b></p>

		<b>upcoming board meeting.</b>
<b>School Year Calendar</b>	<p>HCCPS aligning with Easthampton Public School calendar for 2019-2020 school year.</p> <p>There is slightly more professional development time.</p> <p>There is slightly less student contact time.</p> <p>Will have to work on the end time for our half days (perhaps 11:50 am or 12:00 pm)</p> <p>Planning on doing an Admissions Open House on a Saturday and have teachers be present.</p> <p>Kids' Club will be offered on all half days.</p>	
<b>Proposed Staff Satisfaction Survey</b>	<p>The Personnel Committee finalized the staff satisfaction survey and it is based off a previous survey.</p> <p>The survey will go out via email on February 25th and will go out to all staff members. There are 47 questions (surrounding communications, recognitions, equity, etc.)</p> <p>The purpose of the survey is to explore if we a desirable place to work (and why or why not).</p>	
<b>MCPSA Presentation Follow-up</b>	<p>Executive Compensation in Massachusetts Charter Schools webinar was held in December by MCPSA.</p> <p>This webinar was driven by an incident at a Charter School in Massachusetts. In June of 2017 the ED retired from this school. She was paid out more than \$100k in unused sick time. There was a state audit of the school.</p> <p>The audit discovered that she was not eligible to receive payment for her sick time. They also discovered that her salary was doubled in the last years of service and that she was receiving benefits that</p>	

	<p>others were not. They also discovered unsubstantiated charges on school credit cards.</p> <p>Best practice recommendations:  Annual review process- for execs that is transparent and repeatable and that these reviews include input from multiple board members and staff.  Salary process- also a transparent process that leverages salary information available from other Massachusetts Charter Schools.  Meeting minutes- follow open meeting laws and keep complete minutes of all board and committee meetings.  Acceptable accounting practices- an annual third party audit.  Tracking sick time and vacation time- ensuring that exec time off is tracked.</p> <p>Note: we currently run all best practices noted above.</p>	
<b>New Business - Identify only</b>	N/A	
<b>Committee Reports - Questions only</b>	No questions.	
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next Meeting: March 13th, 2019 (6:30 pm)</p> <p>Facilitator: Tim</p> <p>Snacks: Noelle</p> <p>Drinks: we have plenty of drinks</p> <p>Newsletter blurb: Joe</p> <p>Self evaluation of this board meeting:</p>	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:07 PM	

**Tentative Agenda Topics for March 13th, 2019 Meeting:**

Board Recruitment & Roles and Responsibilities (GABS)

By-laws Proposal (GABS)

How to Bring a Proposal to the Board Proposal (GABS)

Initial Discussion Regarding Charter Renewal