

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, January 9th, 2019, 6:30 pm

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

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u></p> <p>Guests were welcomed and a discussion of board meeting operations was had.</p> <p>We had Natalie Blais and Lindsay Sabadosa’s aide visit. Both seemed to have a good visit.</p> <p>Dan Carey also visited HCCPS 1/4/19 and brought his aide (a former teacher).</p> <p>None of the other local charter schools have reached out to the representatives.</p> <p>Jo Comerford will visit 2/4/19.</p> <p>First round of the Community Engagement survey went out. We have received just over 50 to date. Encouraging people to complete the survey will help ensure a diverse response/view.</p> <p><u>Appreciations:</u></p> <p>Appreciation for the Directors (based on the evaluation documents in the board packet).</p>	

	<p>For all that worked on the Winter Solstice Celebration.</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u></p>	
Any thank you notes needed?		
BoT Visibility this month?	<p>1/18- MLK Celebration (8:30 am)</p> <p>1/30- Admissions Open House (6:30 pm)</p> <p>2/8- Coffee House (6:00 pm)</p>	Please wear a BoT button during events.
Minutes	December Board Meeting minutes approved by consensus.	<p>Penny moved to approve the December 12, 2018 BoT minutes.</p> <p>Matt seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	It was noted that we have parents from every classroom represented at the board meeting tonight.	
Finance Committee Report on Contingencies	<p>A recommendation in the LRP is to hold 12% of our annual operating budget in a contingency fund.</p> <p>In addition there is an undesignated fund on our balance sheet (regularly between \$300-\$400k). Some of our recent improvements (acoustic panels for instance) were funded by the undesignated fund balance.</p> <p>The Finance Committee looked at how we take some of this money and apply it towards capital replacement/improvement. As a building owner, these are things that require planning and funding.</p> <p>The idea is that we designate a capital replacement</p>	Finance Committee will bring a Capital Improvement/Replacement proposal to the BoT in April/May

	fund and shift some of the contingency fund money into this capital replacement fund.	
FY19 Board and Committee Progress on Goals	Board of Trustees and Committee goals are included in the January board packet. BoT President and Committee Chairs all reported that goals are either in progress or complete.	
Director Performance Evaluation Report- Dan	<p>Summary of process: The Board established a procedure for Director reviews. Surveys go out to the BoT, Committees, and to staff. This procedure was established with the help of an experienced HR professional from Smith College.</p> <p>Overall, this was a strong evaluation. It is included in this meeting packet.</p>	<p>Penny moved to approve Dan’s performance evaluation report. Tim seconded. Dan’s evaluation approved by consensus.</p>
Director Performance Evaluation Report- Lara	<p>This was also an excellent evaluation. An edit is needed to add an s to “need”</p> <p>It was noted that specific feedback and actual quotes may be beneficial to include in future evaluations.</p> <p>Domain Council is developing a plan to make this process more easily repeatable in future years. The idea is to ultimately arrange the schedule so that 1 Director evaluation will be completed annually.</p>	<p>Penny moved to approve Lara’s performance evaluation report with the minor edit described in the minutes. Joe seconded. Lara’s performance evaluation with minor edit noted approved by consensus.</p>
School Year Calendar	<p>We are looking at the Easthampton school year calendar. Dan met with the Superintendent of Easthampton schools to review calendars and identify when bussing might not be available because our calendars were not aligned. Dan began to explore aligning our calendar with Easthampton.</p> <p>What would we gain? Bussing attracts a more diverse</p>	<p>The Directors will gather data and continue this Easthampton School Calendar discussion at future board meetings.</p>

	<p>student population. We want to be a good neighbor and make bussing scheduling easier for the school system.</p> <p>What would we lose?</p> <p>This discussion was brought to school staff. The Easthampton school calendar was brought to the staff. A healthy discussion surrounding our existing Wednesday school schedule.</p> <p>In FY 20, the Directors think that we should move to the Easthampton Schools calendar but keep Wednesdays structured the same way.</p> <p>The major differences between our schedules for FY19 were: EH had a professional development day early in the year; EH closes for election days; EH had 3 half days in October; HCCPS would have our conference day on election day instead of Halloween; in November EH did not have school on the Wednesday before Thanksgiving; December HCCPS has a half day before break and EH does not; January EH had a professional development day; March- HCCPS has two days off in mid-March and EH has 3 half days (which count as days of school); May EH had a half day and we had a full professional day; EH last day is June 17th and HCCPS is June 14th. In 2019 EH is thinking of starting school the day after Labor Day.</p> <p>The teachers seem to be agreeable to make the shift to the overall calendar, as long as we don't change our Wednesday structure at this point in time.</p> <p>Chinese Immersion Charter School does have bussing pickups in different towns if we wanted to explore pricing considerations.</p> <p>How will we handle EH snow days?</p>	
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	<p>180 days of school. 192 days of work for teachers.</p> <p>The Directors would like the endorsement of the BoT before making the decision to align with EH calendar in FY20. The BoT endorsed the decision to align with the EH School calendar.</p>	
New Business - Identify only	Meeting Minutes- please use the template for meeting minutes because it ensures that we abide by Open Meeting Laws	Amy will send out minute templates to all chairs including FOH
Committee Reports - Questions only	Webinar- could we spend time at the next meeting discussing the December Charter School webinar.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: February 13th, 2019 (6:30 pm)</p> <p>Facilitator: Tim</p> <p>Snacks: Penny</p> <p>Drinks: Matt</p> <p>Newsletter blurb:</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:31 PM	

Attachments:

January 9th BOT Meeting Agenda; December 12th, 2018 Draft Meeting Minutes; FY19 Board of Trustees & Committee Goals; FY19 GABS Goal Updates; Dan Klatz Performance Evaluation Report; Lara Ramsey Performance Evaluation Report; Easthampton School Calendar; 12/19/18 Domain Council Meeting Minutes; 01/02/19 Domain Council Meeting Minutes; December Finance Committee Meeting Minutes; November FOH Meeting Minutes; December GABS Committee Meeting Minutes; January Personnel Committee Meeting Minutes; Best Practices in Executive Compensation Webinar Slide Deck; Audit Report Helen Y. Davis Leadership Academy Charter Public School; Inspector General Report of Helen Y. Davis Leadership Academy Charter Public School

Tentative Agenda Topics for February 13th, 2019 Meeting:

GABS Proposal “How To Bring a Proposal to the BoT”

Board Recruitment

By-laws

December Charter School Webinar Follow-up

Initial Discussion Regarding Charter Renewal