

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, February 14th, 2018, 6:30 pm

APPROVED: March 14, 2018

- Present:** Susannah Howe, Joe Wyman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Scott Remick, Dan Klatz, Deirdre Arthen, Charles Wiemeyer, Terra Missildine, Michael Filas, Deborah Jacobsen, Maryellen Rousseau, Steve Hoyt
- Regrets:** Amy Reesman, Chris Greenfield, Barbara Oegg
- Facilitator:** Scott Remick
- Notetaker:** Meghan Siudzinski
- Guests:** Felicia Mednick and Paula Ingram
- Listkeeper:** Lara Ramsey
- Timekeeper:** Susannah Howe
- Mission statement read by:** Susannah Howe

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> Dan and his partner had their baby very early. Lara has a plush elephant gift from the BOT for Bruce Grover.</p> <p>Andi Porter stepped down from the BOT</p> <p><u>Appreciations:</u> Deirdre: to the whole Prisms Team for pulling off Coffee House Michael Filas: to Carol McMurrich for organizing ski club Penny: to GABS for documenting recruitment process</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u></p>	

Any thank you notes needed?	None	
BoT Visibility this month?	Sleepover on March 9!	Wear BoT buttons
Minutes	January 10, 2018 BoT meeting minutes were reviewed, revised, and edited.	Scott moved to approve the January 10, 2018 BoT minutes as amended. Susannah seconded. Minutes approved by consensus.
Public Comment Period	Paula Ingram: question about locating past BOT minutes. Dan: Items of interest to the public, including approved past minutes, are on the website. Items of interest to families are in the portal.	
Friends of Hilltown Artspark/Annual Fund	Maryellen: Annual Fund Mailer recently went out to families. Consider 100% BOT participation and consider a matching/challenge fund of \$1,000.00 minimum. Susannah: Could 100% BOT participation be on a monthly basis? Advantage of encouraging more participation. Ideas to incentivize and demonstrate participation by class (rainbow idea). The monthly bank draft is better than doing the PayPal monthly option. Artspark Mar. 24 in the Boyleston Rooms near Mill 180.	BoT members complete monthly withdrawal forms. Place withdrawal forms in family corner. Please Talk up Art Spark and the Annual Fund. Please let the FOH know if you are willing to solicit from businesses or if you have anything you

		<p>would like to donate (food, beverages, performances, etc.).</p> <p>BoT members will bring a bottle of wine to the next meeting for the raffle.</p> <p>Commit to being a greeter & donning a button at these events; it is an easy way to have a presence.</p>
<p>School Finance Overview</p>	<p>Deb: Basic concepts:</p> <p>Fund balance is a picture of an organization’s finances at one point in time. What you owe is a liability and what you have is an asset.</p> <p>Assets - liabilities = net worth (or fund balance).</p> <p>Fund balance represents what you have available, but is arbitrary and it is not a fund. Must look at how much cash you have when you are thinking about spending. Must seriously consider the projections of cash fluctuations to be able to plan.</p> <p>Revenue & expenditures statement measures and reports the activity over a period of time (month, quarter, etc.).</p> <p>Not everything that comes into a organization is revenue, e.g. tuition reimbursement, and income that you will have to pay back is a liability.</p> <p>Buildings and some equipment are assets (mortgage payments are not an expense because they are decreasing your liability).</p> <p>Cash method of accounting refers to how most people conduct their personal bookkeeping: income calculated as it is earned and expenses calculated as money is spent.</p> <p>Accrual method is used by businesses and creates</p>	<p>Scott moved to accept second quarter financials; Penny seconded.</p> <p>Second Quarter Financials approved by consensus.</p>

	<p>accounting records income based on when it is earned whether or not it has been received (accts receivable). Expenses are recorded as they are incurred, e.g. salaries paid on 12-month cycle for 10-month contract (accounts payable).</p> <p>Hilltown has a history of transferring funds to Board designated accounts, which can confuse people because it is not an actual transfer, it is a paper shuffle.</p> <p>Investment of Fixed Assets - total assets minus accumulated depreciation minus any debt balances based on those assets.</p> <p>Cash Balance is \$119,000 Easthampton Savings Bank. Good to look at quarterly fluctuations to see how the organization's cash flow is doing.</p> <p>Recommendation is to have one quarter's worth of expenditures on hand at all times. So far, so good, but it is important to monitor cash reserves so that they don't dwindle.</p> <p>As long as cash is equal or greater than your equity minus the investment in fixed assets, you are in good shape. This means the so-called funds are fully funded. Contingency fund is money in the fund designated as such, but it does not exist in a separate account.</p> <p>Cash Flow projection is going down. Not a crisis, but this is significant information and should be considered as part of a long-range plan for the health of the school. Might mean that different budgeting is needed.</p> <p>This is important for looking at trends more so than particular items.</p>	
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Board Recruitment	Lara reached out to a community member for GABS.	
Emergency Hiring Protocol Proposal	<p>Personnel Committee - Steve Hoyt, Joe Wyman</p> <p>Clarification: Emergency if someone leaves less than 20 days before the start or the end of the school year.</p> <p>Long-term sub is defined by more than 20 days.</p> <p>“Emergency” implies urgency and unusual circumstance.</p> <p>Alternative term: off-cycle hire</p> <p>Board reserves the right to hire an interim at their discretion.</p> <p>Consider that this protocol applies just to teaching staff, with the possibility that a parallel one be defined for directors.</p>	Personnel Committee will revise and present again next month.
Director Evaluation Review	<p>Scott: description of multi-step process</p> <p>Themes identified for strengths and assets, and room for improvement; goals identified for future plans.</p> <p>Consider getting help from another board member during future review processes.</p>	Scott moved to approve Deirdre’s performance review; Michael seconded. Approved by consensus.
New Business - Identify only	None.	
Committee Reports - Questions only	<p>Susannah: Domain Director’s Report - Why was the water main break not covered by insurance?</p> <p>Dan: Underground pipes are covered, but because of the poor construction, this case was not covered as the connection to the city line severed. The break was on our property. The cost can be absorbed in our Operating Budget.</p>	

Meeting Wrap-Up/ Evaluation	Next meeting is March 14, 6:30 p.m. Snacks: Joe Drinks: Newsletter blurb: Lara	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:40 PM	

Attachments:

February 14th BOT Meeting Agenda; January 10th 2018 BOT Meeting Minutes DRAFT; Q2 Financials FY18; 5-year Cash Flow Projection; Emergency Hiring Protocol Proposal; Deirdre Arthen Performance Evaluation Report January 2018; Domain Council Meeting Minutes January 16, 2018; Domain Council Meeting Minutes January 30, 2018; Domain Directors February Report; GABS Committee Meeting Minutes January 2018; Personnel Meeting Minutes February 2018; SEPAC Meeting Minutes January 2018

Tentative Agenda Topics for March 14, 2018 Meeting:

BoT Recruitment

GABS By-law Change Proposal to Add Staff to BoT

Emergency Hire Protocol

Revised Budget for This Year to Approve

Annual Meeting Discussion