

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, April 10, 2019, 6:30 pm

Present: Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Paula Ingram, Tim Reynolds, Noelle Barrist Stern, Matt Dube, Chris Greenfield, Amy Reesman and Joe Wyman

Regrets: Liz Preston

Facilitator: Tim Reynolds

Notetakers: Amy Reesman

Guests: Rich Senecal

Listkeeper: Chris Greenfield

Timekeeper: Lara Ramsey

Mission statement read by: Chris Greenfield

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> None <u>Appreciations/Acknowledgements:</u> Thank you to Friends of Hilltown for their amazing efforts on Art Spark. Thank you to the volunteers that worked on the Science Fair. Thank you to Jessica for a successful Math Club. <u>Agenda Check:</u> No adjustments were made.	
Any thank you notes needed?	Friends of Hilltown for Art Spark	Barbara Oegg will ensure that BoT thank you note gets to FOH team
BoT Visibility this month?	Music Festival (May 3rd 6-7:30 pm First Churches)- want a board member to speak at the music festival; Tim Reynolds volunteered.	Please wear a Board button during events.

<p>Minutes</p>	<p>The March 13, 2019 BoT minutes were approved with an edit to the Community Report section (more clarification was written about the school lunch program).</p>	<p>Tim Reynolds moved to approve the March 13, 2019 BoT minutes as amended.</p> <p>Penny Leveritt seconded.</p> <p>Amended minutes approved by consensus.</p>
<p>Public Comment Period</p>	<p>There were no public comments.</p>	
<p>Mid-year Budget Revisions</p>	<p>Overall, the budget looks good. Our income is currently about \$40k higher than expected. Our grants are higher, we have more income from Kids' Club, and Medicaid is higher (they cover expenses such as speech and language and occupational therapy for eligible children).</p> <p>Personnel is a running a bit high, but is fairly accurate considering the overall size of that budget item. Contractor numbers in this budget came in a bit higher.</p> <p>Occupancy (maintenance and utilities) is running a bit higher than expected.</p> <p>School lunch expense is higher, but there is offsetting revenue.</p>	<p>Tim Reynolds moved to approve the mid-year budget</p> <p>Chris Greenfield seconded.</p> <p>Mid-year budget approved by consensus.</p>
<p>GABS Proposal- Bringing New Proposals to the BoT</p>	<p>This process was brought to the board previously by GABS and the BoT requested that GABS formalize it in proposal and bring it back to the BoT for approval.</p> <p>This proposal simply outlines how new proposals or new business can be brought to the HCCPS Board of Trustees.</p>	<p>Amy Reesman moved to approve the Bringing New Proposals to the BoT proposal as presented.</p> <p>Chris Greenfield seconded.</p> <p>Proposal approved by consensus.</p>

		<p>Deirdre will add this process information to an upcoming school newsletter and include a PDF attachment.</p> <p>Deirdre will work with Grace (when she returns from leave) and get the process on the HCCPS website.</p>
<p>Annual Meeting Proposal Review- Slate of New BoT Candidates</p>	<p>GABS presented the proposed slate of candidates for presentation at the Annual Meeting (for FY20):</p> <p>Dawn Reesman Richard Senecal Karen Sise Kelly Woods</p>	<p>Amy Reesman moved to approve the slate of candidates to the Cooperative as presented in the board packet.</p> <p>Chris Greenfield seconded.</p> <p>The presentation of the slate of candidates to the Cooperative was approved by consensus.</p>
<p>FY20 Board Roles and Responsibilities Discussion</p>	<p>Current Tentative Plan:</p> <p>President- Tim Reynolds Vice President- Matt Dube Treasurer- Rich Senecal Clerk- Noelle Stern</p>	<p>GABS will see if Kelly would be willing to move to the Finance Committee or the GABS Committee.</p>

	<p>GABS Chair- Noelle Stern GABS- Paula Ingram Finance Chair- Rich Senecal Finance- Rich Senecal Personnel Chair- Liz Preston Personnel- Dawn Reesman & Kelly Woods Facilities Chair- Joe Wyman Facilities- Karen Sise</p>	
<p>Personnel Proposal- Staff Salary Plan</p>	<p>One goal of Personnel Committee in FY19 was to do a salary comparison. Our goal is for our salaries to be within 90-110% of the median salary for local schools. In FY19, the Personnel Committee added Four Rivers Charter School, Northampton, and Easthampton schools for comparison (along with the other schools historically listed in the process).</p> <p>We are currently within the 90-110% range.</p> <p>For teachers with a Bachelor's, we are a little bit over 100%.</p> <p>For teachers with a Master's, we are within 1-3% of 100% of the median. For these teachers, at the highest step, if we readjust to be at 100% of the median, it would be roughly \$400/teacher before taxes. The Personnel Committee wants to watch this gap over the next cycle to see if the gap widens, stays the same, or increases.</p> <p>The Personnel Committee noted that we may want to do a salary comp review before the 3 year mark because Northampton schools are doing a salary review presently and this could impact how our teachers fit within that median range.</p> <p>Salary "Step" structures were not addressed in this process, which makes it difficult to do an "apples to apples" comparison. Perhaps this is something that could be added to the process in the future.</p> <p>There was a discussion of accepting candidates with Associate's degrees.</p>	<p>The Personnel Committee will continue to work on the proposal and present it along with additional information at the May BoT meeting.</p>

	<p>The Personnel Committee discussed the creation of a resource that demonstrated the added benefits associated with the HCCPS benefits package (and Carla’s write-up is included in this board packet).</p> <p>Personnel Committee Recommendations:</p> <p>Increase our TA rate to \$15/hour (because minimum wage is moving in that direction).</p> <p>Increase the teacher salary structure by 1.75%/year because the other schools in this analysis planned to make these annual changes.</p> <p>The BoT had a discussion around approval of the increase for teachers with Master’s degrees in this cycle because it is a small amount to get them all to 100% of the median salary. Dan Klatz pointed out that it is difficult to draw exact comparisons with other schools because of how steps are identified at each school. He noted that we also have TA support in the classrooms.</p> <p>Because we have have several teachers at the top of the scale, and decisions to make increases has a more significant financial impact.</p> <p>The Personnel Committee was tasked to bring additional information to the next BoT meeting before a proposal would be approved.</p>	
<p>Finance Proposal- Contingency/Capital Improvement</p>	<p>The Finance Committee also presented a budget change proposal for consideration.</p> <p>The school has held a contingency fund of 12%, less a line of credit that we have, that Finance has concluded is not necessary (our insurance covers most disasters so it is not necessary to have such a large reserve).</p> <p>The proposal is to restructure our financial accounts.</p>	<p>Matt Dube proposed to approve the Revision of Contingency Fund proposal as presented.</p> <p>Chris Greenfield seconded.</p>

	<p>Our insurance agent said to have a \$50,000 reserve. Another reserve would be set up for capital expenditures (we have a \$305,000 CD maturing that could be reserved for capital expenditures). If this dips below \$200,000, we would have a mechanism in place to rebuild it.</p> <p>Our general reserve could come from another CD which is maturing for around \$200,000. When this general reserve dips below \$150,000, it would be replenished as well.</p> <p>In most years, we have a budget surplus, which could be used to replenish either of these accounts.</p> <p>If this is adopted, this should be reviewed annually by Finance Committee.</p>	<p>Proposal was approved by consensus.</p>
<p>Capital Budget Plan</p>	<p>The front door does not have full handicapped accessibility and the work on the addition of a new door should be done during the Summer when it won't impact our student body..</p> <p>The board agreed that accessibility for all students is an important concern.</p>	<p>Tim Reynolds moved that we approve the capital improvement proposal as presented.</p> <p>Chris Greenfield seconded.</p> <p>The capital improvement proposal was approved by consensus.</p>
<p>New Business - Identify only</p>	<p>None</p>	

Committee Reports - Questions only	Deirdre noted that she added Spirit Week information for review.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: May 8, 2019 at 6:30 p.m.</p> <p>Facilitator: Tim Reynolds</p> <p>Snacks: Chris Greenfield</p> <p>Drinks: not needed</p> <p>Newsletter blurb: Joe Wyman</p> <p>Self evaluation of this board meeting: we need to remember to tell our guests how they can participate in the meeting and discuss the “list” and the “list keeper”.</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:17 p.m.	

Tentative Agenda Topics for May 8, 2019 Board Meeting:

- Personnel Proposal Updates
- Other Capital Projects
- Draft of the Operating Budget for FY20
- FOH report