

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, May 9th, 2018, 6:30 pm

- Present:** Amy Reesman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Steve Hoyt, Barbara Oegg, Chris Greenfield, Scott Remick, Susannah Howe, Michael Filas, Charles Wiemeyer
- Regrets:** Terra Missildine
- Facilitator:** Scott Remick
- Notetakers:** Amy Reesman; Meghan Siudzinski
- Guests:** Paula Ingram, Noelle Stern, Matt Dube, Lori Fresina (M&R Consulting & Massachusetts Public Charter School Association)
- Listkeeper:** Scott Remick
- Timekeeper:** Susannah Howe
- Mission statement read by:** Susannah Howe

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> Update on marijuana dispensary discussed last board meeting- ABC Preschool Director is having a meeting with parents from that school. Dan is meeting tomorrow with the Preschool Director, Mayor and City Planner.</p> <p><u>Appreciations:</u> For the Music Festival (music teachers); Grandparents Day (Felicia, Maryellen, the committee, and the teachers)</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u></p>	<p>Dan is meeting 5/10 with the Mayor, City Planner and the Director of the Preschool regarding the marijuana dispensary.</p>

Any thank you notes needed?	For Music Festival (Marguerite and J)	Scott will complete this task.
BoT Visibility this month?	Annual Meeting 5/14	Please wear BoT buttons at events.
Minutes	April 11th, 2018 BoT meeting minutes were reviewed and approved as amended.	Scott R. moved to approve the April 11, 2018 BoT minutes as amended. Penny L. seconded. Minutes approved by consensus.
Public Comment Period	None.	
Advocacy and Candidate Outreach	<p>Lori Fresina, a consultant with M+R spoke to the board about current MPCSA efforts to build up relationships with lawmakers. What can HCCPS specifically do to change the narrative in the state house about charter schools.</p> <p>Advocacy is the application of pressure and influence on the people and institutions that have the power to give you what you want.</p> <p>MA has 160 members of House of Representatives (serve 2 year terms and all begin and end at the same time).</p> <p>MA has 40 members of the Senate (serve 2 year terms and all begin and end at the same time).</p> <p>What do we want? Understanding (we are public schools, we do not steal students, we serve children with special needs, etc.).</p>	Consider recommendations noted in this section.

	<p>Conversations surrounding Charter Schools as experienced by multiple board members can be contentious.</p> <p>Who has the power to give it to us?</p> <p>Our current Governor, Secretary of Education, and Speaker of the House are pro-charter school. In general, we are moving into an even more favorable political environment for Charter Schools.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> - Put a voter registration button on our website. - Lay out voter registration cards at events. - Send personal emails and letters. - Invite candidates (from all parties) to come for a candidate night (we cannot endorse a candidate). - Make a point to get to know candidates personally. - Email/ask candidates questions. 	
<p>Confirm Board and Committee Roles for FY19</p>	<p><u>FY 2019 Board Position Possibilities:</u></p> <p>President-Penny L.</p> <p>Vice President- Tim R.</p> <p>Treasurer- Matt D.</p> <p>Clerk- TBD</p> <p>GABS Chair- Amy R.</p> <p>Personnel Chair- Joe W.</p> <p>Finance Chair- Matt D.</p> <p>Facilities Chairperson- Chris G.</p> <p>FOH Liaison- Missy Casinghino or Barbara Oegg??</p> <p>GABS Committee- Noelle S.</p>	<p>Finalize plan (specifically the Clerk and FOH roles)</p>
<p>Draft FY19 Budget</p>	<p>The most important line in the FY19 budget from income perspective is the first line, state per pupil tuition (4% increase projection).</p>	<p>Goal to approve FY19 Budget next month.</p>

	<p>Largest expense is salaries.</p> <p>Lara proposing increase in hours for PE teacher with the idea of expanding the PE program for K-5 to twice a week.</p> <p>New line for administration includes all of Directors, office staff and a portion of Kid’s Club Director, the nurse, ½ of tech coordinator salary.</p> <p>Benefits: Projecting 5% increase for health insurance.</p> <p>Dramatic increase in professional development.</p> <p>Utility bill will be \$1,800 less because we are buying a portion of our energy from manure digester.</p> <p>Principal payment expense is not part of Operating Budget. Has meaning for 5-year projections.</p>	
<p>2018 3rd Quarter Financials</p>	<p>Finance Committee reviewed this at their last meeting and approved it.</p> <p>No additional questions were asked by the BoT.</p>	<p>Susannah moved to approve the 3rd Quarter Financials as presented.</p> <p>Scott seconded.</p> <p>2018 3rd Quarter Financials approved by consensus.</p>
<p>Capital Budget Proposal</p>	<p>The Facilities Committee has reviewed current needs and proposed the following:</p> <ul style="list-style-type: none"> - Fresh air exchange for the 2nd floor. - High-grade acoustic panels for the ceiling in the All School space to dampen the echo and reverberation. 	<p>Scott moved to approve the Capital Budget Proposal as presented.</p>

	<ul style="list-style-type: none"> - HVAC on first floor is complicated and creates temperature inconsistencies and we will have the system mapped out this summer to devise a plan to better regulate temperature school-wide. This includes a way to test fresh air quality. - Continue panelling installation along bottom of some walls to protect the walls. - Purchase and installation of seated spinners playground equipment. - Increase space around swings for safety. - Possibly create path across an island to access the street. Dan will work with the City to ensure a crosswalk at the same time. <p>Bill Farkas memorial fund will be used for All School acoustic panels.</p>	<p>Susannah seconded.</p> <p>Capital Budget Proposal approved by consensus.</p>
<p>Stipend Proposal</p>	<p>Proposal to compensate Monique Bourgeois for more than 100 hours overtime worked while onboarding new portal software.</p>	<p>Susannah moved to approve the Stipend Proposal as presented.</p> <p>Steve seconded.</p> <p>Stipend proposal approved by consensus.</p>
<p>Long Range Plan Status Update</p>	<p>GABS conducts Long Range Plan (LRP) review on a bi-annual basis.</p> <p>Needs attention:</p> <ul style="list-style-type: none"> - Under Program Quality, Goal 3, Item 1 (looking at things we do in addition to regular school program, i.e., Americorps partnership, after school programs, service learning) in the interest of explaining to the community why we do some things and why we don't do others. This might also be a way to assess how to better integrate underrepresented groups into the school. 	<p>Select items to include as agenda items for deeper consideration.</p>

	<ul style="list-style-type: none"> - Evaluating the current length of school day needs to be addressed by the Director team (possibly this Summer). - Establish visible and concrete leadership goals for 7th and 8th graders (hoping that the Prism organizational changes will create these opportunities). - Improvement plans should include economic and environmental sustainability efforts (Facilities Committee to focus on this moving forward). - Administrative Succession and Capacity Planning: consider making Director of Community and Family Engagement a full-time position 	
New Business - Identify only	No new business.	
Committee Reports - Questions only	Finance Contingency Plan allows analysis to determine if the funds will be available at the right time.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: June 13th, 6:30 p.m.</p> <p>Annual Coop Meeting: May 14th, 6:30 p.m.</p> <p>Snacks: Susannah & Scott</p> <p>Drinks: Michael</p> <p>Newsletter blurb: Joe</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:30 PM	

Attachments:

May 9th BOT Meeting Agenda; April 11th 2018 BOT Meeting Minutes DRAFT; FY 19 Budget; FY18 Q3 Financials; Facilities Committee Proposal; Long Range Plan Updates; Domain Council Meeting Minutes April 24, 2018; Domain Council Meeting Minutes May 2, 2018; Domain Directors May 2018 Report; Finance Committee Meeting Minutes April 25, 2018; GABS Meeting Minutes, April 30, 2018

Tentative Agenda Topics for June 13, 2018 Meeting:

- FY 2019 Budget Proposal
- Recap of Annual Meeting
- Crisis and Safety Plan
- Board Roles
- Board Recruitment
- Equity Team Visiting
- Education Domain Report