

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, June 12, 2019, 6:30 pm

Present: Penny Leveritt; Lara Ramsey; Dan Klatz; Deirdre Arthen; Paula Ingram; Tim Reynolds; Noelle Barrist Stern; Chris Greenfield; Amy Reesman; Matt Dube; and Liz Preston

Regrets: Joe Wyman

Facilitator: Penny Leveritt

Notetakers: Noelle Barrist Stern

Guests: Kelly Woods; Rich Senecal; Kate Saccento

Listkeeper: Chris Greenfield

Timekeeper: Lara Ramsey

Mission statement read by: Chris Greenfield

Topic	Discussion	Action (if necessary)
<p>Announcements; Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> None</p> <p><u>Appreciations/Acknowledgements:</u> Paula gave an appreciation for Lara for how well MCAS went this year.</p> <p>Amy gave an appreciation for Chris and Penny, both of whom are concluding their terms on the BOT.</p> <p>Deirdre gave an appreciation for Penny, the outgoing BOT President, and Amy, the outgoing Clerk.</p> <p>Penny gave an appreciation to the BOT for her time with the group.</p> <p>Deirdre gave an appreciation for Sarah Scwersey for coordinating the staff appreciation lunch for the past six years.</p>	
<p>Any thank you notes needed?</p>	<p>None</p>	
<p>BOT Visibility this month?</p>	<p>Graduation on 6/13/19 and final All-School on 6/17/19.</p>	<p>Please wear a BOT button during events.</p>

Minutes	The 5/08/19 BOT minutes were presented for review.	Penny moved to approve the 5/08/19 BOT minutes as presented. Chris seconded. The BOT approved the 5/08/19 meeting minutes as presented by consensus.
Public Comment Period	None	
3rd Quarter Financials	Dan presented the 3rd Quarter Financials. The following items were highlighted: (1) the undesignated fund balance has remained stable; (2) all discrepancies will be known and resolved at the end of the year and are anticipated to be approximately 1%; (3) the biggest expense lines are salaries; and (4) it is expected that there will be a surplus at the end of the year.	Penny moved to approve the 3rd Quarter Financials as presented. Chris seconded. The 3rd Quarter Financials were approved by consensus.
Teacher/TA Salary Proposal	Kelly and Lara presented the Personnel Committee Proposal. The proposal included the following: (1) raising the bottom step for TAs to \$15.00/hour in the next fiscal year to be attractive to new hires; and (2) raising step salaries 1.75%--from the median for comparison schools--across the board every year for the next three years. The goals of the proposal are to: (1) offer salaries that are attractive to new hires; and (2) keep salaries between 90% and 110% of the median salaries of the schools used as comparisons. There was discussion about whether the 1.75% should be for all steps. It was noted that staff will already be receiving 1.75% increases or more above current salaries.	The BOT agreed to postpone a vote on the proposal while additional research is done. The BOT will hold a subsequent meeting on Monday, 6/24/19 at 6:30 p.m. to further consider the proposal and vote. The Personnel, Finance, and Domain Council Committees will meet in the interim to discuss the proposal. The Personnel Committee

		will meet on Tuesday, 6/18/19 at 7:30 p.m. The Finance Committee will meet on 6/18/19 at 12:00 p.m.
Director Salary Proposal	Tim presented the Director Compensation review Proposal. The proposal included: (1) using the range of \$100,000-\$110,000/year for Charter School Executives as a goal for the Directors of Administration and Teaching and Learning and \$45,000-\$49,500/year for the Director of Community and Family Engagement; and (2) approving an increase of 3% in FY2020 and adopting the goal of increases of 2% in FY2021 and 1% in FY2022. Paula pointed out that, in the future, the same comparison schools should be used for the teachers' salary proposal and directors' salary proposal. The language in the proposal was modified as follows: on p. 1, first paragraph, 3rd-4th lines from the bottom: "we chose to use the bottom of the range" was changed to "we recommend the range."	Tim moved to approve the proposal as amended. Chris seconded. The amended proposal was approved by consensus.
FY20 Budget	The budget discussion was tabled for the 6/24/19 BOT meeting.	
Personnel Proposal	Lara presented a proposal that the minimal education requirement for TAs be changed from a bachelor's degree to an associate's degree. The goal is to recruit and hire a more diverse staff. A question was raised whether a TA without a bachelor's degree would be able to substitute if a teacher was out.	Matt moved to approve the proposal as written. Penny seconded. The proposal was approved by consensus.

Review of Annual Meeting	The BOT agreed that the annual meeting went very well.	
Planning for New/Revised Long Range Plan (LRP)	The topic was tabled for the July BOT meeting.	
Committee Reports - Questions only	None	
Meeting Wrap-Up/ Evaluation	Next Meeting: Monday, 6/24/19 at 6:30 p.m. Facilitator: Penny Snacks: None Drinks: None Newsletter blurb: None	
Review Action Items	Reviewed action items.	
July Meeting Date	The July meeting date was changed to Monday, 7/29/19 at 6:30.	Penny will send a group email to make sure the new July date works for a quorum.
Adjournment	Meeting adjourned at 8:32 p.m.	

Agenda Topics for 6/24/19 Board Meeting:

- Teacher Salary Proposal
- Budget Vote

Tentative Agenda Topics for 7/29/19 Board Meeting:

Planning for New/Revised Long Range Plan (LRP)