

**Hilltown Cooperative Charter Public School**

Board of Trustees **FINAL** Meeting Minutes – Wednesday, October 10th, 2018, 6:30 pm

**Present:** Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Amy Reesman, Noelle Stern, Liz Preston, Paula Ingram, Joe Wyman, Tim Reynolds

**Regrets:** Chris Greenfield and Matt Dube

**Facilitator:** Penny Leveritt

**Notetakers:** Amy Reesman

**Guests:** Jessica

**Listkeeper:** Paula Ingram

**Timekeeper:** Deirdre Arthen

**Mission statement read by:** Joe Wyman

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Announcements/ Appreciations/ Acknowledgements</b>	<u>Announcements:</u>  <u>Appreciations:</u> Great Family Dance  <u>Acknowledgements:</u>  <u>Agenda Check:</u>	N/A
<b>Any thank you notes needed?</b>	Board should sign a thank you note for Marguerite to celebrate the success of the Family Dance and Cake Walk.	<b>Deirdre to give signed card to Marguerite.</b>
<b>BoT Visibility this month?</b>	New Parent Breakfast 10/11 (8:20-9:30 am) Il Teatro 10/26 (8:30 am) Scholastic Book Fair & Pumpkin Party 10/28 (1-4 pm) Will be trying to get morning coffee started again	<b>Please wear a BoT Button during events.</b>

<b>Minutes</b>	Minutes approved by consensus.	<b>Penny moved to approve the September 12, 2018 BoT minutes. Joe seconded. Minutes approved by consensus.</b>
<b>Public Comment Period</b>	None.	N/A
<b>Friends of Hilltown Report</b>	<p>Art Spark revenue was higher due to sponsorship. Coffee sales are down.</p> <p>Committed funds are funds that FOH gave to the school- this amount is more than was actually raised this year because there was excess money in the FOH account remaining from last FY.</p> <p>Successes:</p> <ul style="list-style-type: none"> <li>13 people signed up for ACH monthly giving</li> <li>30 people signed up for direct giving</li> <li>70 new donors on Valley Gives Day</li> <li>100 people attended Art Spark</li> </ul> <p>Challenges this FY:</p> <ul style="list-style-type: none"> <li>No Valley Gives Day this coming year</li> <li>FOH membership has gone from 12 to 4 members (have 6 prospects)</li> <li>Mailboxes aren't in use</li> <li>Constant Contact, which is used by the school, will not be used by FOH so they don't compete with school messaging. FOH is exploring other email service possibilities.</li> <li>Possibly add the FOH logo to items they have funded.</li> <li>Adding FOH news to the school newsletter.</li> </ul>	N/A

<p><b>Q4 Financials</b></p>	<p>The Finance Committee has reviewed the Q4 Financials and approved them.</p> <p>Income/revenue was approximately \$30,000 more than expected, largely because of Medicaid funding and a small increase in funding per pupil over what was forecasted.</p> <p>Expenses- one area in which we were significantly higher than expected was SPED Contractors (we budgeted \$60k and spent \$98K) in the evaluation of students. When we do our mid-year budget revisions for this FY, we will increase this particular line item.</p> <p>We did not spend our entire budget last FY.</p>	<p><b>Joe moved to approve the Q4 Financials.</b></p> <p><b>Liz seconded.</b></p> <p><b>Q4 Financials approved by consensus.</b></p>
<p><b>By-law Changes</b></p>	<p>We discussed the by-law changes and questions presented by the state. Many changes are minor but are state requirements.</p> <p>A majority of the discussion was focused on the potential removal of Directors and FOH Liaison from the BoT. The state representative questioned if non-voting members really needed to be actual Trustees.</p> <p>Amy/Dan was asked to go back to the state to get a better understanding of how we may structure this and ensure that Directors could fully participate in every discussion in the same way that they do today.</p>	<p><b>Amy/Dan will follow up with state to seek clarification surrounding Director participation in BoT meetings if Directors are not board members.</b></p>
<p><b>Committee Goals</b></p>	<p>Board and Committee goals for FY were reviewed and discussed.</p>	<p><b>Personnel Committee to create bullet points for their goals and will email to Penny for inclusion in BoT goals document.</b></p>
<p><b>Community &amp; Family Engagement Visioning Project Brainstorming</b></p>	<p>When the school started it was fairly different. We have 200 students instead of 60. Some families enter the school community in middle school rather than elementary school. Online engagement is more relevant now than it was historically. We are no longer a new school being co-created by the community.</p>	<p><b>Create an Ad Hoc committee to focus on this topic.</b></p>

	<p>We know that we want active family participation/engagement, but how do we achieve engagement to meet the varying needs of our families.</p> <p>Families that enter in 6th grade need a special orientation.</p> <p>How do we measure engagement?</p> <p>What does success look like?</p> <p>Awareness of what’s going on in the school, in the class?</p> <p>Volunteering?</p> <p>Engagement within the larger community, school events, or personal engagements with other HCCPS family?</p> <p>Financial support?</p> <p>Watching your child perform in a school event?</p>	
<b>New Business - Identify only</b>	None	N/A
<b>Committee Reports - Questions only</b>	There was no Facilities Committee meeting.	N/A
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next Meeting: November 14, 2018</p> <p>Facilitator: Penny</p> <p>Snacks: Paula</p> <p>Drinks: leftover</p> <p>Newsletter blurb: Joe</p>	N/A
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:27 PM	

**Attachments:**

October 10th BOT Meeting Agenda; Friends of Hilltown Financials; Revenues & Expenditures Versus Budget; Balance Sheet; Board of Trustees & Committee Goals 2018/2019 Draft; Board of Trustees Annual Calendar ; Domain Directors October 2018 Report; Domain Council Meeting Minutes September 19, 2018; Domain Council Meeting Minutes October 3, 2018; Finance Committee Meeting Minutes September 19, 2018; Friends of Hilltown Meeting Minutes May 14, 2018; Friends of Hilltown Meeting Minutes May 21, 2018; Friends of Hilltown Meeting Minutes June 11, 2018; GABS Meeting Minutes September 25, 2018; Personnel Committee Meeting Minutes October 9, 2018

**Tentative Agenda Topics for November 14, 2018 Meeting:**

MCAS Updates/Education Report

By-law Changes (30 minutes)

LRP Status

GABS Committee Visit