

**Hilltown Cooperative Charter Public School**

Board of Trustees **FINAL** Meeting Minutes – Wednesday, November 8th, 2017, 6:30 pm

**Present:** Amy Reesman, Terra Missildine, Chris Greenfield, Susannah Howe, Joe Wyman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Barbara Oegg, Andi Porter

**Regrets:** Scott Remick, Michael Filas, Dan Klatz, Deirdre Arthen, Steve Hoyt, Charles Wiemeyer

**Facilitator:** Penny Leveritt

**Notetaker:** Meghan Siudzinski

**Guests:** Paula Ingram, Kerri Simonelli

**Listkeeper:** Penny Leveritt

**Timekeeper:** Lara Ramsey

**Mission statement read by:** Susannah Howe

| <b>Topic</b>   | <b>Discussion</b>   | <b>Action<br/>(if necessary)</b>                        |
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| <p><b>Announcements/<br/>Appreciations/<br/>Acknowledgements</b></p> | <p><u>Announcements:</u><br/>Kyle Sullivan, community HCCPS BoT member, stepped down</p> <p><u>Appreciations:</u><br/>CakeWalk/Family Dance Coordination- specifically Penny, Deirdre, and Marguerite (for teaching the dances)<br/>Chaperones on the HCCPS D.C. trip</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u><br/>The following agenda items will be moved to future meetings: Deb Jacobsen to Visit re: Education in Accounting; Draft 10-year Capital Plan from Charles; Revision of Director Hiring Policy</p> | <p align="center"><b>Move to future<br/>agendas</b></p> |

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| <p><b>Any thank you notes needed?</b></p>                 | <p>To Kyle Sullivan for HCCPS BoT participation<br/>To HCCPS D.C. chaperones</p>   | <p><b>Penny L. will send thank you note for Kyle</b><br/><b>Lara will send Terra a list and Terra will draft thank you notes for D.C. chaperones</b></p> |
| <p><b>BoT Visibility this month?</b></p>                  | <p>Winter Fair</p>   | <p><b>Wear BoT buttons or come make one for free at the fair</b></p>   |
| <p><b>Minutes</b></p>                                     | <p>October 11, 2017 BoT meeting minutes reviewed and edited.</p>   | <p><b>Susannah moved to approve October 11, 2017 BoT minutes as amended.</b><br/><b>Amy seconded.</b><br/><b>Minutes approved by consensus.</b></p>      |
| <p><b>Public Comment Period</b></p>                       | <p>None</p>  |  |
| <p><b>On-Site (Facilities) Committee Redefinition</b></p> | <p>Board reviewed the Facilities Committee description and noted that reference to “On-site” should be edited out of document.</p>   | <p><b>Review with Charles and Dan at December meeting.</b></p>   |
| <p><b>Financial Audit</b></p>                             | <p>1st page of auditor’s report outlines method, reason for audit and terminology.<br/>Page 22 summary states that there were no concerns identified in the audit.<br/>It was noted by the auditor that Terra Missildine should abstain from any votes related to the budget or the HCCPS cleaning services.</p> | <p><b>Chris moved to approve the acceptance of the audit.</b><br/><b>Susannah seconded.</b><br/><b>Audit approved by consensus.</b></p>                  |

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| <p><b>1st Quarter Financials</b></p>   | <p>The 1st Quarter Financial Report was reviewed by the board.</p> <p>The BoT was reminded that not all line items would be around 25% to budget ¼ of the way through the year. We should expect to see variances and unusual variances were reviewed in greater detail by the Finance Committee.</p> <p>Multiple board members agreed that additional budgetary training would be beneficial.</p> <p>The only question that arose that still needs an answer involved the payroll and payroll tax % to budget YTD.</p>  | <p><b>Chris will discuss further BoT finance training with the Finance Committee.</b></p> <p><b>Chris will follow up on payroll tax question.</b></p> <p><b>Chris moved to approve the First Quarter Financials.</b></p> <p><b>Andi seconded.</b></p> <p><b>First Quarter Financials approved by consensus.</b></p> |
| <p><b>Board Admin Housekeeping</b></p> | <p>With 12 voting BoT members, seven voting members are now required for a quorum.</p> <p>Meetings have to be posted 48 hours in advance (Monique posts hard copy in school, Grace on website, Deirdre in newsletter, Easthampton City Clerk posts as well). Committees need to communicate to each of these point people if a meeting date/time/location is changed.</p> <p>Open meeting law allows BoT members to participate remotely for one of five reasons: illness, disability, emergency, military service, or geographic distance. A quorum still has to be present at the physical meeting location. The Chair would need to identify the remote participant and identify which one of the five reasons above were in play. This information would need to be captured in the meeting minutes.</p> <p>Amy needs committee meeting minutes and board packet items emailed as PDFs for meeting packet development.</p> | <p><b>GABS will ensure that recent (2017) By-law changes were clear as it relates to remote participation in board meetings.</b></p> <p><b>Lara will ask Dan to ensure that draft BoT meeting packets are printed and left in the Family Corner in advance of meetings.</b></p>                                     |

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| <p><b>Update on Evaluation review process</b></p> | <p>Domain Council has all related data to complete this task.</p> <p>It was asked how questions on evaluation were selected?</p> <p>Penny explained that the questions were pulled from the DESE website, based on what would be most relevant to the Hilltown community.</p> | <p><b>Penny and Scott will meet next week to discuss the materials.</b></p>  |
| <p><b>New Business - Identify only</b></p>        | <p>Overview on interpreting MCAS results.</p>   | <p><b>Submit questions to Joe and Lara by email before next BoT meeting.</b></p> <p><b>Lara will send MCAS overview to Amy for Board packet.</b></p> |
| <p><b>Committee Reports - Questions only</b></p>  | <p>Clarification that SEPAC minutes have been in the Board packets for two years.</p>   |  |
| <p><b>Meeting Wrap-Up/ Evaluation</b></p>         | <p>Evaluation: Nice, short meeting.</p> <p>Next meeting is December 13, 6:30 p.m.</p> <p>Snacks: leftovers from November 8</p> <p>Drinks: Lara (leftovers from November 8)</p> <p>Newsletter blurb: Joe</p> <p>Facilitator: Scott</p>   |  |
| <p><b>Review Action Items</b></p>                 | <p>Reviewed action items.</p>   |  |
| <p><b>Adjournment</b></p>                         | <p>Meeting adjourned at 7:55 PM</p>   |  |

**Attachments:**

November 8th BOT Meeting Agenda; October 2017 BOT Meeting Minutes DRAFT; Proposed Facilities Committee Description; CPA Letter to HCCPS; CPA Letter to HCCPS BoT; HCCPS Financial Statements and Independent Auditor Report 2016-2017; HCCPS Revenues and Expenditures vs. Budgets

July-September 2017; Domain Council Meeting Minutes, October 17, 2017; Domain Council Meeting Minutes, November 1, 2017; Domain Directors November Report; Finance Committee Minutes October 2017; GABS Committee Meeting Minutes October 2017; FOH Meeting Minutes September 2017; SEPAC Meeting Minutes November 2017

**Tentative Agenda Topics for December 2017 Meeting:**

Director Hiring Policy Review

MCAS

Long-Range Plan Updates

Recruitment Check-in

Deb Jacobsen to Visit re: Education in Accounting

Draft 10-year Capital Plan from Charles

Personnel Committee Visiting