

## Hilltown Cooperative Charter Public School

### Board of Trustees Meeting Minutes – Wednesday, June 10, 2015

- Present:** Penny Leveritt, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, David Starr, Dan Klatz, Jess Berrien, Ellen Ferris, Charles Wiemeyer, Steve Hoyt, Dianne Hobbs, Deirdre Arthen, Scott Remick via teleconference
- Regrets:** Jesse Belcher-Timme
- Facilitator:** Kipp Armstrong
- Notetakers:** Penny Leveritt and Susannah Howe
- Guests:** Andi Porter, Ronna Kullberg, Myssie Cassinghino, Kerri Simonelli, Kathy Elsea, Stefanie Krantz
- Listkeeper:** Kipp Armstrong
- Timekeeper:** Susannah Howe
- Mission statement read by:** Kipp Armstrong

Topic	Discussion	Action (if necessary)
<b>Announcements/Appreciations/Acknowledgements</b>	<p><u>Appreciations:</u> Quick introductions were made around the table as it was a big group.</p> <p>Appreciations: Susannah handed out thank you notes and gifts thanks to the leaving board members.</p> <p>Announcements: new online board management system. Let the clerk know if you start getting emails from the state. Or if you continue to get emails from the state after you have left the board (aside from the Financial disclosure form, which needs to be filled out for the prior year of serving on the board), please let the clerk know.</p> <p>Thanks to Dianne Hobbs, Andi Porter for getting back into FoH and helping out!</p> <p>Announcements: Development Coordinator is leaving at the end of June.</p> <p>Agenda check: at tonights meeting, for BoT member roles there will not be a decision required, but it is only at the discussion level - decisions can be made</p>	
<b>Minutes</b>	Minor edits made to May 2015 minutes	<b>Kipp moved to approve minutes as amended, Ellen seconded. Minutes approved by consensus</b>

<p><b>Public Comment Period</b></p>	<p><u>Kerri Simonelli:</u> 100% family challenge: what can we do to make sure this happens. Get kids involved...if there is some percentage that we reach by last day of school, the administrators could follow-through with some fun stunt?</p> <p>And why do we not have an online way to donate for Give to Grow or one that works better? It would be so much easier for busy parents that might not come into the school much to donate online.</p> <p><u>Andi Porter:</u> FoH: new slate of officers with some members coming back. Vision for future of FoH: read a letter from FoH President - Board of Trustees could have conversation about integrating fundraising into the operating of the school and into the governance by the BoT. Feels like the FoH lacks support. Fundraising has become more focused but could be more successful if it was more integrated into the workings of the BoT.</p> <p>Will still keep FOH as 501c3.</p> <p>Pool of volunteers has dwindled as the need for volunteers for events has grown.</p> <p>Combined Community and Development committee with FoH? FoH would like to reevaluate job descriptions of Devel Coor and Comm Coord to combine roles of both positions.</p>	
<p><b>FY 2016 Budget</b></p>	<p>Questions about proposed budget: counselor position, healthcare costs, answered by Amy Aaron. Line 121 - will have additional \$100k in tuition n FY 17 (not FY 16). Final deficit: is expected but not unreasonable considering... (Finance committee is comfortable with \$50k deficit next year.)</p> <p>Most of deficit is because of hiring 2 new Prisms teacher (because we are expanding teachers now but not fully students until FY 17).</p> <p>Question: should we set aside \$50k within fund balance just in case? Comment that intentional deficit is different from contingency. Equity funds also do not represent cash. If we want to hang on to all that money,</p>	<p><b>Kipp moved to pass FY16 budget as presented</b></p> <p><b>Scott seconded</b></p> <p><b>approved by consensus</b></p>

	<p>we may not be able to do everything we would like to this summer - still some big unknowns with Capital Campaign income. By September will likely have new projections from state for PPE and will also know which teachers were hired.</p>	
<p><b>Topic of the Month, BoT Role in Fundraising, cont. from May</b></p>	<p>Suggestion to convene an ad hoc group to meet over the summer and propose a plan/structure to the BOT in Sept - regarding development, FOH, etc.</p> <p>This group could get together to develop a proposal for the board. Their purpose would be to thinking thru structure and role of community building and fundraising within HCCPS in a way to promote integration with the BoT and present the board with a proposal if appropriate.</p> <p>Possible people: FOH representative, Kipp (volunteers), Community Team rep (Deirdre could ask them), 1-2 BOT member reps, 3 Coordinators (suggested). Not sure how many people we need - given meetings are in summer ensures we get representation from all groups at meetings. Need to ensure connection with ongoing Succession Planning efforts.</p> <p>Include coordinators much as we did for LRP - gets their input at early stages and buy-in. We have not fully embraced fundraising as a core value of this school - that creates some of the tension.</p> <p>Suggestion: try to have a hard honest look at where things are now and what happened in the past: what issues, what challenges.. Look especially at exit interviews with Carey and Sonja. Don't want to recreate old problems. Need to reenvision "what is our goal re fundraising?"</p> <p>Suggestion: Development Team? History: there was a Development Committee at one time - for about three years. After the Development Cmt was dissolved, the FoH was resurrected. Development Cmt and FoH co-existed for some time, but after a while, the Development Cmt was dissolved.</p> <p>Balance needed between expectations and level of staffing provided. At least some staff oversight is critical.</p> <p>The former Development Committee was about</p>	<p><b>Kipp to send out a Doodle poll to convene the group this summer.</b></p>

	<p>fundraising, not about community building - that became complicated when FoH came back into the mix.</p> <p>What will the FoH do in the meantime as the group gets together over the summer? Answer: with the officers of FoH being elected at the last meeting - because of the timing of upcoming fundraising events, FoH may not have to meet much until the Spring. Could be in a holding pattern at this time (just maintaining, not necessarily starting major new projects) to see what comes out of restructuring ideas. Knowing ahead of time there isn't a staff person, FOH could make it work in the interim.</p> <p>As part of the succession plan the next group that the plan was to talk to was FoH. The succession plan will likely benefit from being considered in the discussion over the summer.</p> <p>Re: Succession plan is...forming a plan in the interest of risk management, what to do if one or more of the Coordinators are temporarily not in their position or retire, etc. Was always intended to be a long term process to make the plan. But there is some overlap with the succession plan and the ideas that come out of this summer planning group.</p> <p>Reiteration of the importance of the 3 coordinators being part of the fundraising/community building discussion over the summer.</p> <p>Involvement levels: fundraising is about \$30-40K - 1-1.5% of the budget. VS. hours that parents give towards all the work that is done in the school (including work done by staff) is about 6%.</p> <p>Suggestion to be realistic about the time it might take, esp over the summer to come up with a proposal. Better to take longer and come up with the best possible ideas.</p> <p>from FoH: Ronna, Andi, Kathy (alternate)  BoT: David, Susannah, Charles (alternate)  Community Team: Carol McMurrich  3 coordinators  Kipp</p>	
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<p><b>Personnel Proposal: Planning time and breaktime</b></p>	<p>Planning Time: reduced planning time from 2.5 per week to 2. Added “generally speaking” regarding the 2 hours of prep time to allow for varying schedules and other commitments.</p> <p>Breaktime: the same as previous proposal from May meeting</p>	<p><b>Motioned by Jessica</b></p> <p><b>Seconded by Laura</b></p> <p><b>Approved by consensus</b></p>
<p><b>2015-2016 BoT officer slate finalization-initial slate</b></p>	<p>Pres: Susannah, VP: Scott, Finance chair (BoT Treasurer): David, On Site: Charles, GABS: Penny, clerk: Penny, Personnel: open/TBD (possibly Steve in September), BOT liaison to FoH: open/TBD</p> <p>[Note: Dianne Hobbs was elected in June by FOH to be the FOH liaison to the BOT.]</p> <p>Re Personnel: There will be some needs for Personnel policy proposals and decisions over the summer. suggestion is that the Personnel cmt could not have a chair that is a not on the board for the summer. A chair would need to be chosen in the fall.</p>	<p><b>Motion by Kipp to approve initial slate</b></p> <p><b>Susannah seconded</b></p> <p><b>approved by consensus</b></p>
<p><b>Accountability Plan Draft</b></p> <p><b>Delegation of Summer authorizers</b></p>	<p>Set of measures that the school establishes. DoE has gotten more narrow in what they expect to see in an accountability plan. Now, it is much more about the mission - what are key design elements of the school. Interested in outcomes. Can have process measures for dissemination (only) - all other categories need outcome measures as well.</p> <p>Old plan used to be many measures and pages long; new Charter School office has been reducing duplication in reporting so new plan can be shorter. (Finances sent in separately as are test results). Dissemination section is a new component.</p> <p>Some thought in future of offering free monthly workshop-type sessions by our teachers/staff open to teachers/staff from other local schools - part of disseminating the charter school practices.</p>	<p><b>Susannah and Scott will act as signatories on behalf of the Board.</b></p>

	Need signatures from 2 BOT members before end of July.	
<b>Succession Plan Update</b>	<p>Looking back to 2013: Plan to getting info from various groups - that is almost done. The move to the new building did become an obvious priority so that slowed down the process a bit but was a valuable experience to inform the succession plan planning.</p> <p>TA survey and parent survey coming in the fall. Still in a data gathering phase, but administrative structure related proposals may need to come a little sooner - re: administrative support and any budgeting implications specifically.</p> <p>Hope to look at other schools to see what they have in place. Perhaps looking at schools that have multiple administrators.</p> <p>Hope is to draw conclusions by January if they involve administrative support plans that might affect the budget.</p> <p>Expect another update probably in the fall.</p>	
<b>Summer Calendar</b>	<p>BoT summer meeting: July 29th</p> <p>will meet in August only if there ends up being a need.</p>	
<b>New Business</b>	<p><b>1-Proposal:</b> Twelve-month employees who have vacation time left in FY15 can use it on July 1st and 2nd and have it count back towards FY15 rather than be part of FY16. (Note: July 3 is already a holiday.)</p> <p>The context is that vacation does not not accrue, there is no carryover.</p> <p><b>2-Suggestion:</b> Make sure that community feedback from the Annual Meeting get on a fall Board meeting agenda to discuss. Community Team will look at feedback and Deirdre will provide a summary of the feedback.</p>	<p><b>Motion to approve proposal by Susannah, Laura seconded; approved by consensus</b></p> <p><b>Deirdre will provide a summary of the feedback from the Annual Meeting at the July BoT meeting.</b></p>
<b>Committee Reports - Questions only</b>		
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Good meeting - stayed on topic. Nice to have a big group here tonight.</p> <p>Next meeting is scheduled for July 29th at 6:30.</p> <p>Snacks: David (snacks + drinks), Steve (fruit)</p>	

	Newsletter blurb: Penny Facilitator: Susannah	
<b>Review Action Items:</b>	Penny: reviewed the action items.	

Attachments:

BOT Meeting Agenda, May BoT Meeting Minutes Draft; FY16 Budget Narrative and FY16 Budget Proposal; Personnel Proposal: Breaktime and Planning Time-REVISED; On-Site Committee Meeting Minutes for 6/2/15; Finance Committee Meeting Minutes of 05/29/15; GABS Meeting Report for 5/12/2015; HCCPS Special Education PAC Report for June 2015; Domain Coordinators Report, May 2015; Iowa Test of Basic Skills Results from December 2014; Domain Council Meeting Minutes for 6/3/15, Draft Accountability Plan (distributed at meeting), Give to Grow Update (distributed at meeting)

Tentative Agenda for July Meeting:

Annual meeting summary, Community team update (from FY15), Personnel policies, Attendance policy, Overall BOT Goal setting for FY16 and LRP review,