

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, June 14th, 2017, 6:30pm
(approved - July 12, 2017)

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Aaron, Amy Reesman, Penny Leveritt, Chris Greenfield, Steve Hoyt, Andi Porter, David Starr, Terra Missildine

Regrets: Michael Filas, Charles Wiemeyer

Facilitator: Scott Remick

Notetakers: Caroline Palmer

Guests: Joe Wyman, Tim Reynolds, Paula Ingram, Gaby Blaustein, Lara Ramsey, Kyle Sullivan

Listkeeper: Scott Remick

Timekeeper: David Starr

Mission statement read by: David Starr

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u></p> <p>The second Charter Association phone call indicated that the Senate version of the budget added additional Chapter 70 funding and there are no concerning amendments related to charter schools at this time.</p> <p><u>Appreciations:</u></p> <p>To Caroline Palmer for her time as an Americorps volunteer at the school and for taking such awesome board meeting minutes this year!!!</p> <p>To the community and especially to Deirdre for organizing Amy’s retirement party on Sunday - Amy called it “overwhelming and remarkable.”</p>	
Any thank you notes needed?		
BoT Visibility this month?	Many end-of-year events happening - graduation, summer celebration, last all-school and food truck party.	
Minutes	<p>May 10, 2017 BoT meeting minutes reviewed. Recommended changes:</p> <p>David Starr was not present at the last Board meeting. Terra was present at the last Board meeting.</p>	<p>Scott moved to approve May 2017 BoT minutes as amended.</p> <p>Chris seconded.</p> <p>Minutes approved by consensus.</p>

Public Comment Period	None.	
BOT comings and Goings	<p>David Starr is departing as a member of the Board of Trustees and Amy Aaron is departing from her position as Administrative Coordinator.</p> <p>Lara Ramsey is present as incoming Director of Teaching and Learning. Tim Reynolds, Joe Wyman, and Kyle Sullivan are joining the Board of Trustees.</p>	<p>Scott moved to approve the slate of new board members</p> <p>Andi seconded</p> <p>New board members approved by consensus</p>
DRAFT BOT Letter to Staff (Review and Finalize)	<p>Board members provided comments on the draft version of the BoT letter to staff that was posted on Google Docs</p> <p>Paragraph 5 includes a reference to the revision of the hiring process for Domain Directors, and the inclusion of details about what will be revised. It shall be rewritten as “Towards this end, we acknowledge a need for a revision of the current hiring policy for Domain Directors (attached) which we think will strengthen and clarify how the process will work going forward. We hope that you will bring your collective voices together once again to offer candid and thoughtful feedback.”</p> <p>Paragraph 6 addresses the creation of staff positions on the Board. The sentence beginning with “In addition, we have begun...” shall be rewritten as “In addition, we are exploring the possibility of HCCPS staff participation on the Board of Trustees.”</p> <p>The date on the letter will be changed to June.</p> <p>Board members in attendance signed the letter.</p>	<p>Scott moved to approve the letter as amended with board member signatures</p> <p>Susannah seconded</p> <p>Finalized letter approved by consensus</p> <p>ACTION: Scott will send the letter to staff ASAP</p>
FY18 Proposed Budget (DECISION)	<p>A more realistic pizza fundraising number has been incorporated into the Budget. School lunch receipts are also down due to lack of ordering. School special trip fundraising has jumped due to the DC trip impending next year. Any change in Per Pupil tuition won't be known until later this year.</p> <p>Line 22 reflecting teacher salaries does not include any potential shifts due to the hiring of a new Spanish teacher. The Teaching Assistant line will also change, as several</p>	<p>Scott moved to approve the FY2018 Proposed Budget</p> <p>Andi seconded</p> <p>FY2018 Budget approved by consensus</p>

	<p>TAs are leaving and will be replaced by lower pay grade employees. Line 25 is a new configuration of the Kids Club Coordinator position. Line 26, Kids Club staffing is higher to reflect increased staffing this year. The Program Support staff in Line 37 reflects the hiring of new support staff whose support roles will be determined.</p> <p>Line 39 is increased to reflect teachers who host graduate students and stipends for teachers who take part in overnight field trips. On line 46, health insurance costs have stayed relatively static - health insurance premiums will remain virtually the same and increase only slightly for employees living in Connecticut. Line 47 increased to offset higher deductibles for employees.</p> <p>Line 55 reflects the expense of federal auditing, which is a one-time expense required by the federal USDA loan. Line 59 reflects summer services increased as a result of increased special education enrollment. Line 61 references the new data management system that Hilltown is implementing this summer.</p> <p>Cleaning services will be extended this year. Minor repair and maintenance reflects increased repair, especially of toilets. Heat costs are down slightly for this year. Interest rates in line 87 reflect our previous 9-month interest payment for 2017 and upcoming 12-month interest payment in 2018.</p> <p>Line 102 reflects funds for the DC trip. School lunch expenses have decreased in line 109 due to decreased ordering. Line 115 is the new BOT Discretionary Fund and allocates \$500 for the Board to use.</p> <p>Below the over/under estimates are the depreciation and Principle figures for each year.</p> <p>Due to lower occupancy costs, the school has more teachers and staff than ever before and has approved increased salary structures. Surplus funds will also result in increased building repairs and improvement.</p> <p>It may be beneficial for the school to have a projection of principle and interest that extends past 8 years - a projection for the entire length of the mortgage could be excessive, but discussion has begun around the length of budget projection.</p>	
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<p>FY18 Capital Budget (Discussion /DECISION)</p>	<p>The Capital Budget request includes driveway reconstruction; playground improvements; a sound wall between the Music and Prisms Humanities room; and vehicle purchase.</p> <p>The driveway reconstruction quote is from our next door neighbor and references/community feedback seem good for using their services.</p> <p>Playground improvements will include a wall ball deck, moving the sandbox, refurbishments to the play structure, and tightening benches, etc.</p> <p>The sound wall between Music and Humanities would cut down on noise pollution and distraction between classrooms.</p> <p>We received a private grant for \$15,000 towards the purchase of a vehicle and another \$10,000 would buy us either two minivans or a 12-passenger van. Dan is talking to Nicky D and Amy is checking in on insurance rates. The proposal will be amended to reflect the opportunity to purchase either one larger or two smaller vehicles.</p> <p>The driveway is an essential expenditure and splitting the work into phases makes little sense. It is also important to purchase a vehicle for the school - it could be possible to only purchase one vehicle for the school with the grant alone. Playground improvements will likely be a long-term piece that begs refinement and isn't of the highest priority. The Humanities classroom does not currently have an optimal learning environment because of the sound issues and is a problem for the teacher and students who use that room.</p> <p>Driveway reconstruction would include a complete destruction and rebuilding including digging out, new gravel, and a new driving surface. Estimates for longevity range from 15-25 years.</p> <p>These budget items, if approved, would come out of the Undesignated Fund balance. \$444,390 is the current Undesignated Fund balance. This proposal is for up to \$95,000 for these 4 items and will be completed this summer if at all possible.</p>	<p>Chris moved to approve all items in the FY18 Capital Budget Proposal (as amended) at a cost of up to \$95,000</p> <p>Scott seconded</p> <p>FY18 Capital Budget Proposal approved by consensus</p>
<p>Domain Council Proposal: Board makeup - staff (Discussion/DECISION)</p>	<p>The proposal suggests the creation of a non-voting ex-officio employee seat on the Board. It would be an additional seat on the Board of Trustees. This would be a non-voting position to avoid potential conflicts of interest and the issue of conflicting supervisory roles. The creation of this seat will require a by-law change. The goal is to have more staff voice and contribution on the Board and to</p>	

	<p>satisfy the desires of staff to have more input in and transparency around Board decision-making processes. This member would not be required to do the Board member ethics training. The approval process for this Board member could go through several channels, including being voted in by the Cooperative. This implementation will require a by-law change and thus will have to wait until next school year as it will require voting in by the Cooperative. If we wish to do this as soon as possible after the school year starts, a special meeting of the Cooperative will have to be called. Pending wording changes, the goal is to bring this proposal back to the BoT in July and approve it.</p>	
School Bathrooms (Update)	<p>On Professional Development Day, there was a discussion dedicated to talking about gender in schools and all-gender bathrooms, locations of bathrooms, and appropriate signage. The signage on the second-floor bathroom will be changed, as well as signage on girls' bathrooms to alter the imagery used. Current students using gender neutral bathrooms seem to be satisfied with bathrooms currently, but it is a continual conversation. We are currently in compliance with state legislation.</p>	School management will draft a plan to address student bathroom needs
Director Job Desc/Responsibilities – Succ Planning (Discussion)	<p>Board members will review job role/descriptions for 3 Directors to provide feedback on the descriptions, chains of command, and emergency/contingency planning.</p>	Board members should read the Director job description and task lists in advance of July meeting
Board Roles (Discussion)	<p>President - Scott has one more year on the Board and will stay on in this position.</p> <p>Vice President - Susannah has one more year on the Board and will not continue as Vice President, as traditionally the Vice President role is filled by whoever will next be President of the Board of Trustees who would ideally stay for at least two years. Penny will give thought to the Vice President position and speak with Scott about scheduling.</p> <p>Treasurer - Chris will be taking over as Treasurer.</p> <p>Clerk - Amy will speak to Penny about potentially taking over as Clerk.</p> <p>Personnel - Steve will stay as chair of this committee.</p> <p>Site - Charles will continue as chair of whatever reconfiguration the Board makes for the Site Committee.</p> <p>GABS - Terra will join the GABS committee. Susannah will also join the GABS committee.</p> <p>Michael will potentially be our liaison to the Charter</p>	

	Association.	
New Business - Identify only	Orientation of/board books to new board members	
Committee Reports - Questions only	Friends of Hilltown have new President, Treasurer and FOH liaison to the BoT - Barbara Oegg	
Meeting Wrap-Up/ Evaluation	Next meeting is July 12th, 6:30pm Orientation for new board members on July 12th at 5:45pm Snacks: Terra, Drinks: Scott Newsletter blurb: Penny Facilitator: Scott	
Review Action Items	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:55PM	

Attachments:

June 14th BOT Meeting Agenda; May 10th BOT Meeting Minutes; DRAFT BoT letter to teachers and staff; Proposed FY18 Budget; Proposed FY18 Capital Budget; Domain Council Proposal: Staff membership on BOT; Domain Council Meeting Minutes, May 19, 2017; Domain Council Meeting Minutes, May 30, 2017; Domain Council Meeting Minutes, June 7, 2017; Directors Report, June 2017; Finance Committee Minutes, June, 2017; Personnel Committee Meeting Minutes, June 2017

Hard copy items brought to meeting: Draft of Job descriptions/task lists for three Directors

Tentative Agenda for July 2017 Meeting:

Board roles

Director desc/resp. Finalized

Board makeup re:staff proposal

Board Goals from previous year