

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, December 10, 2014

Present: Penny Leveritt, Deirdre Arthen, Jess Berrien, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Jesse Belcher-Timme, Ellen Ferris, Scott Remick

Regrets:

Facilitator: Kipp Armstrong

Notetaker: Susannah Howe

Guests: David Starr, Paul Lischetti, Charles Wiemeyer, Mike Simonelli, Steve Hoyt, Ronna Kullberg, Dawn Reesman

Listkeeper: Kipp Armstrong

Timekeeper: Jesse Belcher-Timme

Mission statement read by: Kipp Armstrong

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Appreciations:</u></p> <p>-Thanks to everyone who helped with Winter Fair - what a successful event!! It was a great year, lots of new parent involvement, space worked wonderfully, students stepped up to help out.</p> <p>-Thanks to FOH for a very successful Valley Gives Day so far! Jen Marshall has been coordinating a stellar campaign so far. Thanks to all who have donated already!</p>	Jess to write a letter to the Prisms to thank them for helping out at Winter Fair.
Introductions	Introductions of everyone present.	
BOT Member Recruitment	David Starr submitted Interest Form and resume to join the BOT. GABS endorses his application because he brings perspective of a parent of a new middle school student as well as substantial board experience elsewhere. [Pending BOT approval, David will be put forth for approval by the whole community at the Annual Meeting in May.]	Laura motioned that David Starr join the BOT now; Jesse seconded. Approved by unanimous vote.
Public Comment Period	Ronna noted that Valley Gives Day remains open until midnight; suggestion is to give as late as possible tonight. Two of our building owners have contributed too! Note, there may not be a VGD next year - still TBD; the organizers are reviewing the overall event.	
On-Site Committee Visit/Update	-On-Site transitioned out a few longtime members and have a great group of new volunteers with wonderful and relevant skills. (Thanks to the new members of On-Site - works looks good so far!) Many of the meetings are working meetings on pressing projects in	

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	<p>the school; rest of year looks like a mix of “planning” meetings and “working” meetings. Focus is internally right now, will shift to outside once the weather improves.</p> <p>-If BOT members think of ideas for the site, communicate with Amy or Laura. Want to capture ideas now and prioritize implementation based on time and money.</p> <p>-If On-Site is having a working meeting and wants to recruit people to help out, let Deidre know re connecting with volunteers and/or posting in newsletter.</p> <p>-Building Update:</p> <ul style="list-style-type: none"> -During rain yesterday (12/9) had some new leaks near a window; building owner is aware and has potential solution. (Bad weather provides us opportunities to learn about the strengths and weaknesses of the building.) Building owners seem very invested and tapped in. -Need more time to get HVAC systems working properly. -Just signed on with private electricity supplier; should reduce our electric bills some. [Note, there is no different rate structure for schools.] 	
<p>GABS Proposal #1: BOT job description</p>	<p>One GABS goal this year is to review and revise, if necessary, the job descriptions for BOT/committees.</p> <p>GABS proposes revision to BOT Job Description (attached). Suggestion to also edit the BOT Expectations to note that Community Members - GABS will do and bring to BOT at a later meeting.</p>	<p>Penny moved to accept the revised BOT job description; Scott seconded. Approved by consensus.</p>
<p>GABS Proposal #2: BOT minutes process</p>	<p>- Proposal to streamline and codify how we keep, approve and post minutes. Goal is improvement in transparency, accuracy of decisions, and archiving. This proposal aims to help with expediency but allow for some time for BOT members to go over the minutes.</p> <p>-Process in brief: take live minutes at meeting and people can follow along if they want. Decisions made at the meeting will be reviewed at end of meeting. After meeting, electronic minutes (Google Doc) will be shared with comment-only mode for noting typos, which can be changed by the clerk or GABS. Larger issues will not get comments except for “needs discussion” and they will be discussed at the next meeting, prior to approval. The final approved minutes will then go online with the packet.</p>	<p>Laura moved to accept the proposal to codify minute-taking process; Kipp seconded. Approved by consensus.</p>
<p>Finance Committee proposal</p>	<p>Proposal to increase current line of credit from \$25k to \$75k with Easthampton Savings Bank. Expenses have gone up and we have some as-yet unknown expenses.</p>	<p>Scott motioned we approve proposal to increase the line of credit; Jesse seconded.</p>

	FC does not anticipate needing the larger line of credit, but would like the option for fiscal safety. HCCPS has only used the previous Line of Credit twice, and paid it back within days.	Approved by consensus.
Teacher/Staff Appreciation Meal Proposal	Suggestion to coordinate a meal (paid for by "Miscellaneous" line in HCCPS budget) as teacher/staff appreciation for their above-and-beyond work on the moving. Jess investigated catering options/prices for local caters. Other options include ordering pizza + salad or take-out Chinese. Catered event would feel particularly special. General feeling is that teachers would really appreciate the gesture; perhaps BOT members could come and state appreciation in person. Proposal for BOT to authorize funds for this event.	Kipp moved that BOT approves up to \$660 from HCCPS budget for teacher/staff appreciation lunch; Jesse seconded. Approved by consensus. Jess to coordinate event for January with caterer.
Board Book Updates	Penny provided replacement and new materials for BOT books; remove old materials and replace with new. One document is entirely new - just add.	BOT members to update their own books.
New Business	Update from Amy re Berkshire Trails Elementary School. On 12/11, district school board is voting whether to postpone closing of school for another year. HCCPS has made no other contact with the school yet. Note, when Berkshire Trails approached HCCPS (see Nov 2014 BOT minutes), they also approached the Berkshire Arts and Technology Charter school.	
Committee Reports - Questions only	-Note, last word in point 7 of Domain Coordinators Report should say "teachers". -Request that BOT receive corrected first quarter budget-to-actuals that includes corrected BOT approved budget.	Finance Committee to submit corrected Q1 financials for January BOT packet.
Meeting Wrap-Up/ Evaluation	Recap of Decisions: DONE. Snacks: Jess, Kipp Newsletter blurb: Penny Evaluation: good, short, many decisions, useful discussion time	

Attachments: GABS November 2014 Report, BOT Interest Form: David Starr, David Starr resume, GABS Proposal: BOT job description revision, GABS proposal: Minutes process, Finance Committee Proposal: ESB Credit line increase, Staff Appreciation lunch proposal, Domain Coordinator Report December 2014, Domain Council Minutes November 2014, Domain Council Minutes December 2014 Finance Committee Minutes Nov 2014, Finance Committee Minutes Nov 2014, On-Site Committee Minutes December 2014, Personnel Committee Minutes, November 2014, FOH/BOT Brainstorming Session, Ongoing Items Update Dec 2014, Give to Grow Update Dec 2014

Tentative Agenda for next month (01/14/2015): Q2 Financials (maybe), GABS job description review, BOT/FOH relationship, Annual Fund Update, Personnel: prep time for teachers + payment for Kids' Club, Coordinator Evaluations, Site Update (maybe), Charter Renewal feedback (maybe)