

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, April 12, 2017, 6:30pm

(Approved by the BoT - May 10, 2017)

- Present:** Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Aaron, Amy Reesman, Penny Leveritt, Chris Greenfield, Steve Hoyt, Michael Filas, Andi Porter, Charles Wiemeyer, Terra Missildine
- Regrets:** David Starr
- Facilitator:** Scott Remick
- Notetakers:** Caroline Palmer
- Guests:** Marguerite Durant, Nan Childs, Laurel Loomis, Peter Kennedy, Paula Ingram, Emilie Woodward, Monique Bourgeois, Alec MacLachlan, Justin Smith, Kerri Simonelli, Gaby Blaustein, Rebecca Belcher-Timme, Kelly Melanson, Amy Linnell
- Listkeeper:** Scott Remick
- Timekeeper:** Andi Porter
- Mission statement read by:** Amy Reesman

Topic	Discussion	Action (if necessary)
<b>Announcements/Ap preciations/Ackno wledgements</b>	<u>Announcements:</u> Valley Gives day is May 2nd.  <u>Appreciations:</u> Thanks to the Friends of Hilltown that pulled off an amazing ArtSpark, which was a great event to bring the community together.	
<b>Any thank you notes needed?</b>	To the Friends of Hilltown for ArtSpark.	<b>Scott will send thank-you notes to members of the Friends of Hilltown thanking them for their work on Art Spark.</b>
<b>BoT Visibility this month?</b>	Grandparents Day  Valley Gives Day - If you donate, make your donations public on Facebook and by name in order to show your support to the community.  Music Festival - If Board members are interested in	

	speaking, see Deirdre before May 5th.	
<b>Minutes</b>	<p>March 22, 2017 BoT meeting minutes reviewed.</p> <p>Amended section for Education Coordinator Hiring Recommendation to read:</p> <p><i>“The Co-Chairs of the Education Coordinator Hiring Committee reviewed the hiring process that the committee had followed from November 2016 through March 2017, following the hiring policy approved by the BOT in April 2016.</i></p> <p><i>The hiring committee co-chairs were prepared to make a recommendation to the BOT based on a definitive vote (but not consensus) of the hiring committee, but all 3 coordinators (2 of whom were on the committee), strongly recommended delaying the recommendation so that the hiring committee could meet at least one more time in hopes of reaching a decision that all committee members could support. The hiring committee co-chairs requested that the BOT decide whether the hiring committee should proceed with making the recommendation at this March BOT meeting or delay the recommendation until a later date, continuing discussions within the hiring committee. After substantial discussion, the BOT elected to consider the recommendation from the hiring committee.</i></p> <p><i>The hiring committee co-chairs then presented the recommendation to hire Dr. Lara Ramsey for the position of Education Coordinator. One dissenting opinion from a hiring committee member was read aloud. The board discussed the recommendation and accepted it by consensus.</i></p> <p><i>Next steps:</i>  <i>The BOT then planned out a set of next steps involving communication with the selected candidate, applicants, staff, parents and the HCCPS community.</i></p> <p>The dissenting opinion submitted by a member of the hiring committee will be added to the supplementary materials with a note of reference present in the discussion section.</p> <p>Page 4, added Director titles to discussion section for Coordinator Job Titles.</p>	<p><b>Scott moved to approve March 22, 2017 BoT minutes as amended.</b></p> <p><b>Amy seconded.</b></p> <p><b>Minutes approved by consensus.</b></p>

<p><b>Public Comment Period</b></p>	<p>After an informational meeting was held to clarify the hiring process around Hilltown’s new Director of Teaching and Learning to staff, teachers in attendance prepared a written statement reflecting their opinions on the hiring process and its culmination. This written statement was read aloud at the meeting and its inclusion for the public record was requested by the teachers and staff in attendance.</p> <p>Topics were raised about the best method for staff members to keep open and clear communication with the Board of Trustees; the importance of consensus in decision-making; and the transparency of the hiring process.</p>	
<p><b>Supervision/Eval Plan for HCCPS Teachers Proposal (DECISION)</b></p>	<p>A proposal has been submitted to amend the existing teacher evaluation schedule for returning teachers in good standing to every three years. Returning teachers in good standing will still have an annual check-in, but it will not be a full evaluation.</p> <p>And as per the proposal, an annual evaluation is required for all teachers in their first three years of teaching at HCCPS. In addition, teachers who are not proficient in one of the four major areas of evaluation, and others at the discretion of the Director of Teaching of Learning will also have an annual evaluation.</p> <p>Other evaluation standards and processes remain the same.</p> <p><u>The proposal will be amended as follows:</u></p> <p>Change “Each school year the Education Coordinator will distribute to parents and students a survey instrument...” to “Each school year the Education Coordinator will distribute to parents a survey instrument...”.</p> <p>Also, references in the policy literature will be changed to reflect the title of Education Coordinator to Director of Teaching and Learning.</p> <p>The committee feels comfortable with the proposal and teachers consulted are in support of this structure. There are no larger statewide regulations for this that we must follow, leaving the committee free to consult many different styles of evaluation to find the best fit for Hilltown.</p>	<p><b>Steve moved to approve proposal as amended.</b></p> <p><b>Andi seconded.</b></p> <p><b>Proposal approved by consensus.</b></p>

<p><b>Pledge Update</b></p>	<p>Report on feedback provided by teachers regarding reciting the Pledge of Allegiance:</p> <p>There is ambivalence for how having the Pledge of Allegiance recited in school sits with the culture of Hilltown, but consensus that learning the Pledge in at least an academic context is important in this school. It is a state law that we integrate the Pledge, and a possibility for lessons in civics around the Pledge that will allow us to be true to both the spirit of the school and to the law.</p> <p>Responders felt strongly that starting the recitation of the Pledge would be a bad move at the present moment, due to issues outside the school. A favored plan was to implement weekly options for recitation of the pledge starting in the new school year this coming fall, with the opportunity for teachers to tailor the introduction of the Pledge into their classrooms as they best see fit.</p> <p>The entire report is synthesized from the teacher meeting minutes and represents their stated opinions.</p>	
<p><b>Facility/On-Site Committee Update</b></p>	<p>The role of the On-Site Committee as a Board committee has largely been the accomplishment of projects and repairs this year, and discussion will continue within the Committee about how best to address site goals and the capital replacement plan.</p> <p>Interests of members of the On-Site Committee may lean more towards big-picture planning and assessment rather than in sourcing volunteers and plans for repairs to the school. The role of the On-Site Committee and its duties, if any, bear clarifying by the Board of Trustees. It may be that the current duties of the Committee are best fulfilled by a dedicated repair team from the community or by a hired outside service. One strategy for soliciting community engagement could be hosting a community work day and inviting families to come and get volunteer hours by working on improving the school. A Capital Projects Committee could perhaps better serve the long-term site goals of the Board, and could meet quarterly rather than monthly. Now that we own the building, it's important to structure our efforts around repair and maintenance intentionally.</p>	<p><b>The Site Committee will begin drafting a proposal for a name and description change.</b></p>

<p><b>Massachusetts Charter Public School Association Involvement</b></p>	<p>The legislature hears from parents consistently, but more infrequently gets input from charter school board members. It has been suggested that the Board appoint a member as advocacy liaison, who will be responsible for advising the Board on how and when they can contact legislative efforts to promote the cause for charter schools. The liaison would keep the Board informed regarding quarterly calls from the MCPSA.</p>	
<p><b>By-laws changes</b></p>	<p>The GABS Committee presented recommended by-laws changes to bring forth to members of the cooperative at the Annual Meeting for vote.</p> <p>Coordinator titles were changed to reflect new position titles. One section was updated in order to reflect the approved removal of another section. Article 4 has been amended to include limits for absences from regularly scheduled Board meetings and the arrangement of teleconferencing. The wording of the by-law allows for flexibility around holding peers on the Board accountable and discussing continued commitment. Teleconferencing by-law will be amended to reflect that either the Board Clerk or President can approve that method of attendance.</p>	
<p><b>BOT Recruitment</b></p>	<p>Three applications have been received, two from parents and one from an outside community member. A list of basic information was given to applicants to paint a clear picture of the logistics and responsibilities of being a Board member.</p>	<p><b>Amy will follow up with applicants about the date of the next Board meeting and the Annual Meeting.</b></p>
<p><b>Board book updates</b></p>	<p>Board book updates handed out.</p>	
<p><b>Annual Meeting planning</b></p>	<p>Committee reports should be submitted to Deirdre as soon as possible. At the meeting, committees will speak about what they do, so that others can be informed about volunteer possibilities. Either Chairs of committees or designated surrogates will summarize their work and be visible to the community. Votes will be held for by-law approval and the election of new Board members.</p> <p>For a discussion about the Pledge of Allegiance, Board members should mix into conversation groups in order to drive the conversation and answer questions. The meeting will be from 6:30pm-8:30pm on Thursday, May 11th and childcare will be provided. Lara Ramsey will be introduced at the Annual Meeting.</p>	

<b>Director Salary Adjustment</b>	<p>The new proposal calls for the salaries of Directors for the FY 2017 to increase directly to the levels proposed for FY 2018, rather than being raised in 2 increments for FY 2017 and FY 2018. The goal of this move is to bring Directors into the range of comparable salaries more rapidly than previously proposed.</p> <p>The Finance Committee has been consulted and the committee has found this proposal sound.</p>	<p><b>Scott moved to approve the proposal for Director salary adjustment.</b></p> <p><b>Michael seconded.</b></p> <p><b>Proposal approved by consensus.</b></p>
<b>New Business - Identify only</b>	<p>Teacher leadership roles</p> <p>Teacher's seat or role on the Board</p> <p>Board structure, committees, officers, new roles</p> <p>Staff concerns on hiring process and Board's role in hiring process</p> <p>Board's approach and respect for consensus process</p> <p>Draft of FY 2018 budget</p> <p>Charter school update from conference call</p> <p>Evaluation of hiring process from Director hiring</p>	
<b>Committee Reports - Questions only</b>		
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next meeting is May 10th, 6:30pm</p> <p>Snacks: David, Drinks: Terra</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Scott</p>	
<b>Review Action Items</b>	<p>Reviewed action items with the board.</p>	
<b>Adjournment</b>	<p>Meeting adjourned at 8:21 PM</p>	

**Attachments:**

April 12th BOT Meeting Agenda; March 22nd BOT Meeting Minutes; Supervision/Eval Plan for HCCPS Teachers Proposal; Pledge/Flag Update; MCPSA Advocacy; GABS by-laws changes recommendations; Board Recruitment: Joe Wyman Interest Form and resume, Tim Reynolds Interest Form and resume, Kyle Sullivan Interest Form and resume; April 2017 Domain Coordinators Report; Domain Council Meeting Minutes, March 28, 2017; GABS Meeting Minutes, April 2017; On-Site Meeting Minutes, April 2017; Personnel Committee Meeting Minutes, March 2017, Director Salary Adjustment Proposal

**Tentative Agenda for May 2017 Meeting:**

Annual Meeting

LRP Status Updates