

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, May 10, 2017, 6:30pm

**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:** Joe Wyman

**Listkeeper:** Scott Remick

**Timekeeper:** Michael Filas

**Mission statement read by:** Chris Greenfield

Topic	Discussion	Action (if necessary)
<p><b>Announcements/Appreciations/Acknowledgements</b></p>	<p><u>Announcements:</u> Annual Meeting is tomorrow, May 11th.</p> <p><u>Appreciations:</u> The Board appreciates all the work that went into Grandparent’s day - Felicia, Maryellen Rousseau especially.</p> <p>Thank you to Aidan and Marguerite for their work with the Music Festival, along with parents who assisted.</p> <p>The immigration play was spectacular - thank you to the organizers! Classroom teachers Alec and Kate and Marguerite especially.</p>	
<p><b>Any thank you notes needed?</b></p>	<p>See above</p>	<p><b>Scott will send thank-you notes to Felicia for Grandparents’ Day and Aidan and Marguerite for the Music Festival</b></p>
<p><b>BoT Visibility this month?</b></p>	<p>Annual Meeting is Thursday May 11th. Most members will attend.</p>	

	Amy's party is approaching.	
<b>Minutes</b>	<p>April 12, 2017 BoT meeting minutes reviewed. Recommended changes:</p> <p>Edit made to clarify amendments to structure of teacher evaluation in "Supervision/Evaluation Plan for HCCPS Teachers Proposal."</p>	<p><b>Andi moved to approve April 2017 BoT minutes as amended.</b></p> <p><b>Chris seconded.</b></p> <p><b>Minutes approved by consensus.</b></p>
<b>Public Comment Period</b>	None	
<b>DRAFT BOT Letter to Staff (Review)</b>	<p>Acknowledgement of the work done by teachers and staff should be at the forefront of the Board's response, and the response should be closely examined to ensure that all issues raised are addressed by the Board.</p> <p>The tone of the letter could be made more welcoming, and an effort should be made to maintain concision and cut down on repetition. All Board members could sign the letter to make the response feel more personal. The Board should follow the steps of traditional conflict resolution to properly address and consider each point.</p> <p>Should the Board decide to pursue the avenue of including staff on the Board of Trustees, that decision should be included in the letter.</p> <p>Wording around the agreement of the Directors in making this decision should be changed to avoid making a misrepresentation of their stances at the time the decision was made.</p> <p>Information about hiring policy can be important to include in the letter in order to affirm and communicate the adherence of the Board and the search committee to Hilltown policy.</p> <p>One of the harder parts the response needs to address is the lack of consensus and agreement from the search committee and the Directors regarding this decision and how protocol works around Board consensus overriding dissent from other parties.</p> <p>We want to ensure that this letter does help to mend the relationship between the Board and the school's teachers and staff by taking the time to really get it right.</p>	<p><b>Penny will send to the Board a Google Doc version of the draft response letter to teachers and staff for comments and bring a revised version of the letter with comments for discussion to the June Board meeting</b></p>

<p><b>Plan for Review of search/hiring process</b></p>	<p>Teachers, especially those present on the last two search committees, should be invited to comment on the review of the search/hiring process.</p> <p>The Personnel Committee already addresses these issues and suggestions and commentary from staff, teachers and from the Board could be submitted to them for consideration.</p> <p>Prior members of the hiring committees could be invited to Personnel Committee meetings to provide their viewpoints and suggestions on the process.</p> <p>The Personnel Committee should ultimately draft the new proposal for approval by the Board.</p> <p>The parts of the hiring process that did not work can be discussed without the inclusion of individual parties' opinions voiced during Executive Session.</p>	<p><b>Personnel Committee will meet before the next Board meeting to begin the process of revising the search/hiring process with the input of former search committee members</b></p>
<p><b>Board makeup: staff</b></p>	<p>Amy spoke to the Charter office of DESE and found that staff can join the Board as either voting or nonvoting members.</p> <p>This subject was proposed as a by-law change at an annual meeting 15 or 16 years ago and was rejected by the community. There were questions in the community about supervision, conflicts of interest with voting, and other contingencies.</p> <p>Staff members on the board would need to undergo conflict of interest training as all board members do and could recuse themselves from voting on issues that affect them. Staff could also be a non-voting member or in an ex officio seat to avoid complications.</p> <p>As the Directors are currently ex officio non-voting members, what issues could arise if the teacher/staff on the Board were voting members?</p> <p>Questions could be raised - is there a requirement for staff to be in good employment status? Will the staff representative have to be elected? The policy will have to be as tightly-written as possible in order to address any possible questions or problems before they arise.</p> <p>Issues affecting the two main grade ranges of the school can be very different, and it may be beneficial to include teachers or staff members primarily serving each group on the Board in order to get full representation.</p> <p>No other charter schools that we are aware of that have staff members on their Boards operate through consensus, so there are no models to examine for information on how others have structured this situation within a consensus</p>	<p><b>The Directors will take the question of staff participation on the Board to a teachers' meeting for discussion and bring their findings to the June Board meeting</b></p>

	<p>model.</p> <p>The Board should develop this position in a way that allows staff and teachers a voice as much as possible and avoid making the role feel non-inclusive or non-representative.</p>	
<b>Annual Meeting Planning</b>	<p>Agenda was sent out via email to staff and all members of community.</p> <p>After introduction of the Pledge topic, community members will discuss in groups with Board members and Directors present.</p> <p>The implication should not be that the Board is imposing a decision about the Pledge, but that this is a space for the community to discuss and share their opinions on how to bring Hilltown into compliance with the law in a way that still works within the Hilltown mission and philosophy.</p> <p>The Board had a very open conversation and came to the agreement that the decision about the Pledge lies in the hands of the Hilltown community as a whole with a focus on observing the opinions of staff and teachers in the school.</p>	
<b>3rd Quarter Financials</b>	<p>No surprises or concerns for the Finance Committee in reviewing these financials. A number of grants that hadn't come in by the end of March have now, and the Committee is not concerned about any of the income numbers. Sources of income may shift but not in any way concerning to the Committee.</p>	<p><b>Chris moved to accept 3rd quarter financials.</b></p> <p><b>Susannah seconded.</b></p> <p><b>3rd Quarter Financials approved by consensus.</b></p>
<b>DRAFT FY18 Budget</b>	<p>Budget is up-to-date. This is our first year in many years that the student enrollment will not be going up. Grant lines will be clarified in the summer but should stay roughly the same. Lunch usage was down this year, Dan may be going out this summer to find new vendors. The DC trip will be taking place next year and those funds are reflected in this budget.</p> <p>Changes in personnel expenses reflect increased Kids Club enrollment, flexibility around substitutes, and regular increases in salary. Funds have been budgeted for DC chaperon stipends and funding for things like mini-courses.</p> <p>Health insurance has a 7.5% increase, straight from BayState, and rates will come in in the next few weeks. We are acquiring a new data management system and will be up and running soon, and it comes with an annual</p>	<p><b>Andi moved to approve Personnel lines 22-36 of the FY18 Budget DRAFT.</b></p> <p><b>Chris seconded.</b></p> <p><b>Personnel lines 22-36 of the FY18 Budget DRAFT approved by consensus.</b></p>

	<p>service fee. Special Trip Expenses has jumped due to the DC trip.</p> <p>Lines 83 and 87 are of note - the Finance Committee has discussed depreciation, which is a non-cash expense. Principal is likewise a non-cash expense which only shows up on balance sheets. A budget is a management tool and formal reporting is much different - Finance believes that this is the reasonable way to display this for the Board's understanding.</p> <p>A final version of the budget will be brought to the Board next month.</p> <p>The Finance Committee would like approval of lines 22-36 in order to generate letters of employment to send in the next month.</p>	
<p><b>Mass Charter Public School Association (MCPSA) Update</b></p>	<p>The House budget was overall positive for charter public schools and it included an additional \$107 million for public education. An increase has been happening over the past several years.</p> <p>Importantly, in the House there were no amendments to harm charter school funding or autonomies.</p> <p>The House budget will move to the Senate, where there might be more opposition regarding charter schools, so the House will be put in a position to defend its stance.</p> <p>The MCPSA asked that you send a thank you to your own Mass State Rep, to the House Speaker Robert DeLeo, and to the Chairman of House Ways and Means, Brian Dempsey, and they have a handy online template in order to do that.</p>	<p><b>Penny will send the advocacy email from the MCPSA to the Board.</b></p>
<p><b>LRP Status Updates</b></p>	<p>New visual dashboard - focus on red and blue sections, where we are lagging or need revision. GABS sits with Directors to discuss areas of concern and include those remarks in GABS minutes, so that they are available for review by the Board.</p> <p>The development of a student advisory process will be considered in the next year and takes into question the increased size and needs of the 7th and 8th grade population in the school. These needs will also be considered regarding leadership roles for 7th and 8th grade students.</p> <p>The development of an appropriate transitional ritual for 5th to 6th grade seems superfluous and could potentially be eliminated. The teambuilding and interpersonal activities that the Purples now do at the start of the school year serve well as community and continuity-building.</p>	

	<p>Under Sustainability’s Goal 1: Site, the question of solar has arisen and the question will be pursued heartily in the next year.</p> <p>Under Goal 2: Finance, there are questions about whether the notion of a zero-balance budget is still a good fit. Context has changed since this plan was developed. The Board will continue to work with FOH around donations to the Budget.</p> <p>Under Program Quality’s Goal 3: Scope of Program, we must consider our capacity and what we can provide outside of core curriculum and stated purpose of the mission. This is a great topic for the new Director of Teaching and Learning to work on with staff. We were successful in programming a plan of dissemination this year and no one came - goal is that over the next couple of years a little perseverance will pay off.</p> <p>Under Administrative Capacity and Succession Planning, item 1 under Goal 2: Plan for Administrative Succession should be changed to reflect continuous progress on this task starting in FY14.</p>	
<b>New Business - Identify only</b>	<p>Formal vote of new board members in June.</p> <p>Gender neutral bathroom accessibility</p>	
<b>Committee Reports - Questions only</b>	<p>Who will be Board member on Spanish teacher hiring committee/PE teacher hiring committee?</p>	
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next meeting is June 14th, 6:30pm</p> <p>Snacks: David, Drinks: Chris</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 9:05PM</p>	

**Attachments:**

May 10th BOT Meeting Agenda; April 12th BOT Meeting Minutes; DRAFT BoT letter to teachers and staff; LRP Tracker as of May 2017; 3rd Quarter Financials, DRAFT FY18 Budget; GABS Annual Meeting Report; Finance Committee Annual Meeting Report; Domain Council Meeting Minutes, May 2, 2017; Finance Committee Minutes, March 31, 2017; FOH Meeting Minutes, Feb 28, 2017; FOH Meeting Minutes, March

21, 2017; FOH Meeting Minutes, April 11, 2017; GABS Meeting Minutes, May 2017; On-Site Meeting Minutes, May 2017; Personnel Committee Meeting Minutes, May 2017

**Tentative Agenda for June 2017 Meeting:**

Formal vote of new board members

Gender neutral bathroom accessibility

FY18 Budget

Staff letter

Teacher on Board

Personnel re: hiring process

Talk about officers/committee chairs/Board roles