

Hilltown Cooperative Charter Public School
Board of Trustees Meeting Minutes – Monday, October 17, 2016

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

Regrets:

Facilitator: Scott Remick

Notetakers: Caroline Palmer, Penny Leveritt

Guests: Justin Smith

Listkeeper: Scott Remick

Timekeeper: David Starr

Mission statement read by: David Starr

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Announcements:</u> Forum on Question 2, Tuesday October 18th at 7-9pm at the Integrative Learning Center Room N151, UMass Amherst Sadie Graham had resigned her position to go to a new opportunity in Adventure Tourism in New Zealand. Her last day is Dec. 23rd. <u>Appreciations:</u>	
Any thank you notes needed?		
BoT Visibility this month?	Family Dance and Cakewalk, Friday October 21st, 6:30pm	Penny and Amy R. will attend Family Dance and Cakewalk
Minutes	September meeting minutes reviewed	Scott moved to approve minutes as amended. David seconded. Minutes approved by consensus.
Public Comment Period	None.	

<p>Review BOT and Committee goals</p>	<p>During this administrative transition, would it be appropriate to review job descriptions? If so, who would be responsible for that task?</p> <p>Domain Council will be responsible for discussing job descriptions at their next meeting, October 18th.</p>	
<p>Model Demonstration School</p>	<p>Special Education coordinator Justin Smith shared strategies used to effectively serve special needs students in each classroom, including the use of student support teams to proactively solve problems. The department has also been working with the Charter School Association in order to address issues faced by underserved youth in classrooms, including identifying student needs, meeting as a multidisciplinary team, and discussing classroom behavior in order to identify intervention strategies. Teachers have been very open to discussing issues they face in the classroom and equally open to trying new and innovative methods for problem-solving in the regular education classroom.</p> <p>The goal for this program is to develop the overall practice of educators so that they can utilize new strategies to serve students. Teachers are being instructed in these activities at bi-weekly teacher meetings, in order to calibrate the staff with the same language and techniques across the wide continuum of K-8 education. The process involves bringing a team perspective to bear on tactics that have and haven't worked in the past. Data were collected regarding the number of students that teachers feel underprepared for or concerned about working with, in hope that an end-of-year reflection will demonstrate a shift in this trend.</p> <p>The grant that funds training for Model Demonstration Schools also enables several Hilltown teachers to attend inter-city trainings in order to bring back new ideas and instruction to the Hilltown teaching community.</p> <p>The program is early in the stage of data collection to determine efficacy - this includes identifying students to focus on, identifying the number of students within the school requiring intervention, and collecting qualitative data from staff regarding strategy effectiveness on a case-by-case basis. The success of this project is</p>	<p>Justin will attend another Board meeting in the spring to discuss impact of Model Demonstration School training.</p>

	<p>determined by assessing a baseline for student intervention and then examining how these trainings affect it. The gathering of subjective versus objective data is a complicated process and will require further refinement to make it comfortable for teachers to use regularly.</p> <p>Justin will attend another meeting in the spring to touch base on progress of the program and its implementation.</p> <p>Parents as a whole have not been informed about this program, but as a part of the focus on the integration of general and special education within the school it may be beneficial to conduct an informal town hall-style meeting, in order to present current efforts and solicit feedback.</p>	
<p>MCAS Update</p>	<p>Performance on the MCAS over the last 4 years has been fairly steady and consistently high. The overall performance of the school as compared to similar schools is at the 87th percentile. We are currently a Level 3 school, in contrast to last year’s Level 2, due to a small number of students with disabilities whose families decided to opt-out of taking the MCAS last year.</p> <p>16 schools in the Commonwealth have been similarly downgraded for this reason during the last year. There are no charter schools in the state that are at Level 3 for academic reasons, and 4 charter schools total who are at Level 3 due to test participation metrics.</p> <p>This is not likely to result in action from the State, but strategies must be undertaken to improve participation and educate families about the importance for the school of test participation. In contrast to the wider population, economically disadvantaged students at Hilltown score consistently higher in comparison to their peers. Otherwise, the gap between the performance of general education and special education youth is notable and must be addressed.</p> <p>If during the upcoming site visit the State makes known any action that the school should take in response to this shift, Dan will share this information.</p> <p>Scores for the MCAS have been stable this year. The older the youth get in this school, the better they tend to perform</p>	

	<p>- every 8th grade student was scored at proficient or advanced in English. There is no significant change in the performance of the 6th grade students despite the addition of new students to the testing pool.</p>	
<p>Coordinator Salary Review</p>	<p>Amy R., Steve, and Andi were charged with performing a comparative analysis concerning the salaries of Coordinators in order to propose potential changes. The basis for comparison was formulated based on Massachusetts charter schools and nonprofit businesses. Current coordinator salaries and data regarding other charter schools are calculated based on 2016 fiscal year.</p> <p>Preliminary determination is that there should likely be an incremental increase for Admin and Education Coordinators, which would take place over two years and could include additional vacation days. The salary for these coordinators would increase 5% in year 1 with an addition of 5 vacation days, followed by an increase of 5% in year 2. This would bring Hilltown more in line with the salary range of peer schools. Continued evaluation is required before recommendations can be made regarding the salary and vacation time of the Community Coordinator.</p> <p>The additional vacation days were included in the suggestion as a way to incentivize and add additional benefit to the position, though it is acknowledged that taking full advantage of existing vacation time is already challenging for Coordinators. Differentiating benefits among year-round employees would require further consideration as a cultural shift within the school.</p> <p>At the next meeting, the subcommittee will return with data about charter school administrator salaries relative to full school operating funds. There is no deadline for this decision, but this is a pivotal time to make this change in order to offer a competitive package for Amy’s replacement.</p>	<p>The subcommittee will return to next meeting with information regarding charter school administrative salaries relative to full operating costs.</p>
<p>Policy Approval: CORI Policy</p>	<p>The CORI policy is a state requirement and is based on standard CORI policies for other schools.</p>	<p>Susannah moved to approve proposal. Steve seconded. Proposal approved by consensus.</p>

<p>Policy Approval: Substance Use Prevention and Education</p>	<p>This policy is now to be posted on the school site and printed in all family handbooks. Parents will be notified when this information goes live on the website, so that they can discuss the information with their children. The State department has been highlighting this necessity as a result of the growing opioid abuse issue.</p> <p>A date should be added to the policy in order to keep links and information recent.</p> <p>The meaning of “non-alcoholic beer and wine” on page 2 should be clarified to “non-alcoholic beer and non-alcoholic wine”. In addition, “in school” should be clarified to “on school grounds” on the bottom of page 2.</p>	<p>Michael moved to approve proposal with changes as indicated.</p> <p>Andi seconded.</p> <p>Proposal approved by consensus.</p> <p>Amy will add date to policy and update unclear terminology.</p>
<p>Admin Coordinator Hiring Recommendation: Discussion/Decision</p>	<p>Dan Klatz was the only internal applicant for the position. The committee went out into the community to receive feedback from families, staff, and teachers in order to further review their decision. The committee strongly recommends the hiring of Dan for the position of Administrative Coordinator for the next school year.</p> <p>A very few dissenting opinions were expressed by the community, and were regarding the hiring process for the Administrative Coordinator rather than Dan’s experience and qualifications for the position. The committee discussed these dissenting views at length and determined that opening the application process to the external community would not be a good use of the committee’s time, the school’s time, or other applicants’ time, due to Dan’s overwhelming qualifications and the strength of his application.</p> <p>If Dan is hired and another position therefore opens up for next school year, there is ample time to conduct an application and interview process to fill his position and a process has now been developed for hiring Coordinators.</p> <p>-----</p> <p>The Board approves the beginning of a hiring process to fill Dan’s position. A committee will be formed to fill the position of Education Coordinator, comprised of Michael and Susannah/Scott.</p>	<p>Scott moved to approve the proposal to accept the Administrative Coordinator Hiring Recommendation and offer the Administrative Coordinator position to Dan.</p> <p>Andi seconded.</p> <p>Proposal approved by consensus.</p> <p>-----</p> <p>Scott moved to approve the proposal to begin the process of hiring a replacement for the Education</p>

		Coordinator position. Chris seconded. Proposal approved by consensus.
New Business - Identify only	No new business at this time.	
Committee Reports - Questions only	For the on-site committee, there was a question about the replacement of the wooden play structure. The play structure that we currently have has issues with rot and so will be repaired for this year, but it is still within our interest to obtain a prefab structure with its own insurance policy.	
Meeting Wrap-Up/ Evaluation	Next meeting November 9, 6:30 Snacks: David Starr, Drinks: Amy R. Newsletter blurb: Penny Facilitator: Scott	
Review Action Items:	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:45 PM	

Attachments:

Oct BOT Meeting Agenda; September 2016 BoT Meeting Minutes Draft; BOT and Committee Goals 2016/2017; Model Demonstration School flyer; MCAS Report 2016; CORI Policy for approval; Substance Use Prevention and Education Policy for approval; Administrative Coordinator Hiring Recommendation; current Administrative Coordinator Job Description; current Education Coordinator Job Description; current Community Coordinator Job Description; Domain Council Meeting Minutes, September 20, 2016; Domain Council Meeting Minutes, October 4, 2016; September 2016 Finance Committee Meeting Minutes DRAFT; GABS Report, October 2016; Domain Coordinator Report, October 2016; On-site Committee Meeting Minutes, September 2016; On-site Committee Meeting Minutes, October 2016; Personnel Committee Meeting Minutes, October 2016; HCCPS Coord Salary Review-Oct 2016

Tentative Agenda for Nov Meeting:

Audit

Personnel proposal

More data from salary dream team

Updates from search committee/hiring committee

First quarter financials

LRP status updates

DESI site visit