

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, October 11th, 2017, 6:30 pm

Present: Deirdre Arthen, Lara Ramsey, Amy Reesman, Chris Greenfield, Steve Hoyt, Tim Reynolds, Joe Wyman, Penny Leveritt, Dan Klatz, Scott Remick, Charles Wiemeyer, Michael Filas, Susannah Howe, Barbara Oegg

Regrets: Terra Missildine, Andi Porter, Kyle Sullivan

Facilitator: Scott Remick

Notetaker: Meghan Siudzinski

Guests: Marguerite Durant

Listkeeper: Scott Remick

Timekeeper: Charles Wiemeyer

Mission statement read by: Chris Greenfield

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> BoT members look for DESE emails regarding your need to complete Conflict of Interest Training and other requirements</p> <p><u>Appreciations:</u> To Friends of Hilltown for coming to teacher meeting about grants. (Lara)</p> <p><u>Acknowledgements:</u></p>	<p>Respond to DESE emails.</p>
<p>Any thank you notes needed?</p>		
<p>BoT Visibility this month?</p>	<p>Coffee house 10/18/17 Family Dance 10/27/17</p>	<p>Scott, Penny & Tim to attend 10/18 and Family Dance 10/27. Wear BoT buttons.</p>

<p>Minutes</p>	<p>September, 2017 BoT meeting minutes reviewed and edited.</p>	<p>Scott Remick moved to approve September 2017 BoT minutes as amended.</p> <p>Susannah Howe seconded.</p> <p>Minutes approved by consensus.</p>
<p>Public Comment Period</p>	<p>This is the first meeting in which the BoT meeting Chair may choose to invite the public to comment during periods outside of the public comment period.</p> <p>Public (Marguerite Durant) asked for clarification about ability to ask questions outside this period.</p>	
<p>Review BOT Letter to Community and Staff</p>	<p>The BoT reviewed a welcome letter to the HCCPS community, which described important updates, as well as the new opportunity for increased public participation during BoT meetings.</p> <p>A HCCPS staff letter was also reviewed, describing the new opportunity for increased participation during BoT meetings, as well as the possibility of staff/teacher seats on the BoT.</p> <p>It was noted that annual welcome letters should be a goal of the BoT moving forward.</p>	<p>Susannah Howe moved that Michael, Scott and Penny revise the letters and send them out on behalf of the BoT.</p> <p>Steve seconded.</p> <p>Approved by consensus.</p>
<p>Review and Approve BOT and Committee Goals</p>	<p>The 2017-2018 BoT goals and committee goals were reviewed and edited.</p>	<p>Charles and Dan will revise On-Site Committee name and responsibilities.</p> <p>Other committees' members will make edits and send to Penny who will send to Amy to finalize Board packet.</p> <p>Scott moved to</p>

		<p>approve BoT goals as amended.</p> <p>Seconded by Amy.</p> <p>Approved by consensus.</p>
Report on Director Goals for 2017/2018	2018 Director goals were distributed to the BoT for review and discussion.	Penny will email final version to Amy for the final board packet.
Review Director Hiring Process/Policy	<p>Revisited edits made to this policy in the last BoT meeting. Comments and new suggestions were made.</p> <p>Input requested from public on the issue of providing questions to candidates in advance.</p>	Steve will revise; Board will review and revisit in November.
Update on Evaluation Review Process	Scott gave an overview of the process used to date as well as next steps for the Community Director evaluation (which is in process).	Next step is for Deirdre to complete self-assessment.
New Business - Identify only	Chris Greenfield posed the idea of a Teaching and Learning BoT committee. This topic will go to Domain Council for further discussion.	To be discussed in Domain Council.
Committee Reports - Questions only		
Meeting Wrap-Up/ Evaluation	<p>Next meeting is November 8, 6:30 p.m.</p> <p>Snacks: Penny, Drinks: Scott, Newsletter blurb: Joe</p> <p>Facilitator: Scott</p>	
Review Action Items	Reviewed action items.	

Adjournment	Meeting adjourned at 9:01PM	
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Attachments:

October 11th BOT Meeting Agenda; September 2017 BOT Meeting Minutes DRAFT; DRAFT Community Welcome Letter; DRAFT Staff Letter- Board Seats; Domain Council Meeting Minutes, September 13, 2017; Domain Council Meeting Minutes, September 27, 2017; Domain Directors October Report; Finance Committee Minutes September 27, 2017; GABS Committee Meeting Minutes October 4, 2017; On Site Committee Meeting Minutes October 5, 2017; Personnel Committee Meeting Minutes October 3, 2017

Tentative Agenda Topics for November 2017 Meeting:

Deb Jacobsen to Visit re: Education in Accounting.

Updating Site Committee's Purpose and Responsibilities.

Draft 10-year Capital Plan from Charles.

Clerk Housekeeping Items.