

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, September 13th, 2017, 6:30 pm

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Penny Leveritt, Steve Hoyt, Andi Porter, Terra Missildine, Charles Wiemeyer, Kyle Sullivan, Michael Filas, Tim Reynolds, Joe Wyman, Barbara Oegg, Steve Hoyt, Chris Greenfield

Regrets: Amy Reesman, Laura Ramsey

Facilitator: Scott Remick

Notetakers: Meghan Siudzinski

Guests: Laurel Loomis

Listkeeper: Susannah Howe

Timekeeper: Charles Wiemeyer

Mission statement read by: Michael Filas

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> none</p> <p><u>Appreciations:</u> Deirdre Arthen:</p> <ul style="list-style-type: none"> - all parents who held before school class parties (big undertaking!). - Maryellen for all the work at the beginning of the year for welcome and sign-ups <p>Dan Klatz:</p> <ul style="list-style-type: none"> - On-site committee members (Charles, Steve Schrems, and David Saufford) <p><u>Acknowledgements:</u> none</p>	
<p>Any thank you notes needed?</p>	<p>none</p>	
<p>BoT Visibility this month?</p>	<p>Morning coffee house attendance every other month (Oct/Jan/Apr) by 2-3 BoT members to be available and garner feedback. Day of week will depend upon which class is hosting. Deirdre will notify BoT and we can do</p>	

	<p>offline sign-up.</p> <p>Orientations next week (Reds/Oranges). Most important orientations for BoT to attend are probably the Blues/Indigos, Purples, and Prisms due to greatest influx of new families. It can be a quick intro to mention the existence of a BoT and opportunities for contacting BoT members.</p> <p>Teachers need to be notified in advance of the orientations if a BoT member will speak.</p> <p>Team photo of current BoT needed at October meeting.</p>	
Minutes	<p>July 12, 2017 BoT meeting minutes reviewed and edited.</p>	<p>Scott Remick moved to approve July 2017 BoT minutes as amended.</p> <p>Susannah Howe seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	<p>Laurel Loomis here as representative for staff.</p>	
Domain Director Hiring Process	<p>Steve Hoyt and Dan Klatz: Review of Domain Director Hiring Process document.</p> <p>Goal of re-evaluating and clarifying the process. Focused on the hiring of domain coordinators re: roles of search committee members and screening and interview processes. Streamlining the process with regard to timeliness of response to candidates.</p> <p>Audience or groups approached to rethink? Survey went to all hiring committee members. All BoT members from the committees, 2 teachers, 1 administrator and no parents responded. Thematic issues came from responses to help guide improvements needed in the process.</p> <p><u>Proposed revisions:</u></p> <p>More clarity needed that the Board President or designee</p>	<p>Remainder of discussion to continue in October.</p>

	<p>will chair search committees. Proposed: “Under unusual circumstances and with Board approval, the Board President may appoint a designee from the Board of Trustees.”</p> <p>Under step 3: Revise duration of search process to be 4-5 months. And Screens lowercase.</p> <p>Under step 6: Board of Trustees (plural)</p> <p>Question about deliberateness where policy states member must commit to meetings of at least two hours each month whereas meetings happen at other times for different durations. Response: wanted to be very clear about potential commitment.</p> <p>Under step 2. “Necessary and appropriate” - how is that determined/defined?</p> <p>Response: spent a lot of time discussing and committee members decided to leave it to the search committee to determine the circumstances under which the parent and staff interview process would be required.</p> <p>Another option is to require each candidate to go through the parent and staff interview to avoid ambiguity.</p> <p>Discussion of internal hires/lateral moves compared to external/new hires. Predicated on the circumstance of the committee offering the candidate the job?</p> <p>Proposed: “If the committee intends to move the candidate (whether internal or external) forward, the candidate will be asked to conduct the parent/staff interview.”</p> <p>On internal candidates, add verbiage regarding qualifications.</p> <p>Finger sound vote taken on new wording to require all candidates to go through parent/teacher interview.</p> <p>Discussion of finger sound vote results.</p>	
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	<p>Under step 7. “Continue the search?” clarify what point in the search is the committee to return?</p> <p>Clarifying language needed about no break-off meetings about the search that do not include the search committee are permitted.</p> <p>Increasing transparency well in advance of search process so that community members know their opportunities for participation.</p>	
Staff on BOT	<p>New seats open to staff on BoT.</p> <p>How to communicate and initiate the process?</p> <p>Email or via GABS with application policy for BoT seats.</p> <p>GABS interest form, GABS review applications and then forward names to BoT for decision.</p> <p>Needed: letter to staff with instructions.</p>	<p>Michael will draft letter.</p> <p>Deirdre & Scott will review.</p> <p>Board will review in October meeting.</p>
BOT and Committee Goals	<p>Goals in arrears:</p> <p><u>BoT Goals</u></p> <p>Administrative coordinator transition goal met.</p> <p>Overall management; redefinition of goals & crafting of job descriptions. Dir. Teaching and Learning saw most changes. Dir. Family Engagement (FT/PT?) This goal still ongoing.</p> <p>5-year projection from Finance Committee</p> <p> Need to get to review process</p> <p>Capital campaign initiated</p> <p>Codified succession planning for all three directors and identified emergency backup staff.</p> <p><u>Finance Committee</u></p> <p>Develop 5-year budget projection initiated</p> <p>Include contingency fund analysis and undesignated fund balance explanation initiated.</p> <p>Review and revision of reallocation of funds - not yet</p> <p>Assist in administrative coordinator transition</p>	<p>Review goals and come back to next meeting. Email any new ideas to Scott by Oct. 4. Email committee goals to Scott by Oct. 4th.</p>

	<p>completed.</p> <p>Make recommendations... - review in February</p> <p><u>On-site Committee</u></p> <p>Play structure replacement - research conducted; Dan found someone to rebuild current structure for <\$2,000.00.</p> <p>Small play structure - survey teachers about needs/interests. No feedback received as of yet.</p> <p>Solar power tax incentives being researched.</p> <p>Capital replacement plan being worked through.</p> <p><u>GABS Committee</u></p> <p>All goals completed.</p> <p><u>Personnel Committee</u></p> <p>All goals met.</p> <p>-----</p> <p><u>FY18 Goals for BoT overall</u></p> <p>Governance Probe (what is the Board's role at the school) completed in meeting by all BoT members, followed by sharing and discussion of responses.</p> <p>Initiate & review 5-year projection plan from Finance Committee</p> <p>Initiate and Review Capital Improvement Plan</p> <p>Continue with Solar Plan</p> <p>Implement Director Review Plan with at least one Director & make the process repeatable for future BoT constellations. (Complete for Dir. of Family Engagement in next 2 months & Initiate for Dir. of Teaching and Learning and Dir. of Administration).</p> <p>Investigate why filling BoT roles is often a difficult and lengthy process? Maybe a GABS goal?</p> <p>What is the BoT role within dissemination goal of</p>	
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	<p>charter schools?</p>	
<p>BOT Communication Protocols</p>	<p><u>BoT communication Scenarios:</u></p> <p>Intent to work on a document to clarify BoT communication protocols as per OML in the format of various scenarios that might occur for BoT members.</p> <p>For instance:</p> <p style="padding-left: 40px;">If BoT is going to send a letter to the whole community, can they collaborate outside of meetings (as with Google Drive)?</p> <p style="padding-left: 40px;">What can two or more BoT members discuss outside of a BoT meeting?</p> <p><u>Public comment in BoT meetings:</u></p> <p>Penny’s research showed that the law states "No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public Body.", but as per the Attorney General’s OML Guide from March 2015, public bodies such at the BoT are nonetheless encouraged to allow the public to comment on agenda items during the meeting.</p> <p>The BoT hopes to change the perception that the Board is difficult to communicate with.</p> <p>Possibly provide a defined amount of time for questions or comments after the Board has discussed an agenda item. The Chair/President (or designee) has complete discretion at how to manage the time of public comments. The times allowed for comments will likely vary from meeting to meeting and topic to topic. And the chair has the authority to not allow comments at all, if warranted and depending on the situation.</p> <p><u>The process could go as follows, if comments are allowed:</u></p>	<p>Review document and send questions or ideas to GABS, Penny or Scott.</p>

	<ul style="list-style-type: none"> ● An agenda item is discussed by the BoT ● The public may be invited for a specific amount of time indicated by the President to comment and ask questions. ● After the comment time is over or the President ends the comment period, the BoT further discusses and takes into consideration the comments, if needed ● The Bot makes any final decisions, as needed. <p>As per advice from a parent involved with several Easthampton community boards, the chair had complete authority over the management of and time for comments and if a topic is going on longer than time allows at the meeting, the chair can table the topic for the next meeting.</p> <p>In addition, for the official “public comment” period at the beginning of a meeting, the chair should clarify to any visiting public that the “public comment” period is only for topics not on the agenda and can redirect the commenter if they veer into items that are on the agenda.</p> <p>Potential time management issues, but also potential for improved dialogue with staff, families and the public in general and fits better with the overall Hilltown goal of community engagement and openness.</p> <p>Perhaps stage this change to allow the staff member integration on BoT to settle before implementing public comment period?</p> <p>Board packets are publicly available after meetings. Agenda is publicly available prior to meeting.</p> <p>We always post and disseminate final post-meeting packets so as to be sure to include any items that were</p>	<p>Dan will run the public comment policy by the lawyer.</p> <p>Penny will share with Michael so he can draft the letters to bring to next meeting.</p> <p>Michael will draft the public comment period description for the staff letter and community welcome(s).</p>
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	<p>handed out at the meeting - but to foster better dialogue with the public during meetings, we should disseminate and post pre-meeting packets also, even if incomplete.</p> <p>Concerns about time management, though the opportunity to increase transparency is positive.</p> <p>We may need to increase length of meetings and/or limit the number of items on agenda if public participation increases.</p> <p>Increase in public participation is in line with the spirit of the school and culture, and while time management may present an issue, the opportunity to build access and participation is worth it..</p> <p>Given Attorney General’s encouragement, might need to follow the recommendation. Other schools’ examples of posting rules of participation are on their websites.</p> <p>Maybe include announcement about public comment practices in the BoT’s welcome letter.</p> <p>Announce all options at the same time.</p> <p>2 letters sent at same time or 1 letter to everyone?:</p> <ul style="list-style-type: none"> - one to staff about Board membership with a note about public comment period, and - one welcome letter to the entire community in which these items are included 	
<p>Director Evaluation/Review Surveys</p>	<p>Suggestion to have rubrics that we might use for job descriptions.</p> <p>Survey as snapshot of people’s perceptions that the Board then translates into a judgement. Shorter survey may allow that judgement to be clearer than a lengthier one.</p>	<p>Scott and Penny will craft the BOT and Staff surveys and send them out.</p>
<p>New Business - Identify only</p>	<p>None</p>	
<p>Committee Reports - Questions only</p>	<p>Dan Klatz: Need to have Deb Jacobsen (Finance Committee) to attend BoT and articulate what the Undesignated Fund Balance is.</p>	

	Portal vs. website: Website is shifting to more of a public face and less of a resource, which the portal fulfills.	
Meeting Wrap-Up/ Evaluation	Next meeting is October 11th, 6:30pm Snacks: Susannah, Drinks: Joe, Newsletter blurb: Joe Facilitator: Scott	
Review Action Items	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 9:13 PM	

Attachments:

September 13th BOT Meeting Agenda; July 2017 BOT Meeting Minutes DRAFT; Revised Hiring Process for Domain Directors; 2016-2017 BOT and Committee Goals; 2011 HCCPS Coordinator Survey Template for BOT and Committee Members; 2011 HCCPS Coordinator Survey for Teachers, TAs, Admin Staff; Domain Council Meeting Minutes, July 26, 2017; Domain Council Meeting Minutes, August 30, 2017; Domain Directors Report September 2017; FoH Meeting Minutes June 20, 2017; FoH By-laws Amendment May 2017; FoH Officers Responsibilities

Tentative Agenda for October 2017 Meeting:

- Welcome letter and staff letter
- Update on evaluation review process
- Domain director hiring process
- Board and Committee goals