

Hilltown Cooperative Charter Public School
Board of Trustees Meeting Minutes – Wednesday, July 27, 2016

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

Regrets: Andi Porter

Facilitator: Scott Remick

Notetakers: Penny Leveritt

Guests: None

Listkeeper: Scott Remick

Timekeeper: David Starr

Mission statement read by: Susannah Howe

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Announcements:</u> TA Penny Giguere has resigned for the fall. <u>Appreciations:</u> To Susannah Howe for being the President for a year, for being VP before and agreeing to be VP again! Thanks to Susannah for her many years of service to Hilltown on the BT and on multiple committees!	
Any thank you notes needed?		
BoT Visibility this month?	First Friday festivities after school. At the summer gatherings for every class we should try to have a board member present. There should be a BOT member present for all of the classroom orientations too. After surveying the board members, we should have most class gatherings and orientations covered except for the Purples, which is TBD. On the mornings of the first few days of school it would be good to have a board member present.	Terra can be at the First Friday event Penny can be at the first morning - August 31st

Minutes	<p>June 15, 2016 meeting minutes reviewed and amended.</p> <p>June 21, 2016 emergency meeting minutes reviewed.</p>	<p>Susannah moved to approve June 15, 2016 minutes as amended.</p> <p>David seconded.</p> <p>Minutes approved by consensus.</p> <p>-----</p> <p>Susannah moved to approve June 21, 2016 minutes.</p> <p>David seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	
Proposal: Supervision/Evaluation Coordinator	<p><u><i>Text of Proposal submitted by Andi Porter and David Starr on June 11, 2016:</i></u></p> <p><i>The Board of Trustees shall be involved in direct support and supervision of all three coordinator positions. The supervision group would consist of three committees of two, each pair to support a different coordinator. It is also possible that one of the pair does not need to be a Board member. This structure would help to support the coordinator, be available for advice and direction throughout the school year and ultimately provide evaluation. Each pair could be part of a new Supervisory committee on the Board that would meet quarterly.</i></p> <p><u><i>Text of Domain Council Proposal from July 18, 2016:</i></u></p> <p><i>The BOT shall hire a consultant for no more than \$2000 to design a sustainable process for coordinator supervision/evaluation within the context of HCCPS.</i></p> <p><u><i>Discussion:</i></u></p> <p>There used to be a supervision committee. Seemed like a good idea at the time, but because of board member turnover, it became difficult to sustain.</p> <p>The history is that no single evaluation process has worked for more than two years.</p> <p>Therefore the Domain Council wanted to think about</p>	<p>Susannah moved to approve the proposal submitted by the Domain Council for hiring a consultant (with the understanding that the DC will pull together a brief for the consultant.)</p> <p>Chris seconded.</p> <p>Domain Council proposal approved by consensus.</p> <p>Proposal by David/Andi was tabled and will be included in the brief put together by the Domain Council</p>

	<p>finding a system for evaluation and supervision that would be more sustainable.</p> <p>It is important not to confuse support, supervision and evaluation.</p> <p>Domain Council provides a lot of support and supervision, but evaluation has been harder to keep consistent.</p> <p>If we want to hire an outside person to help us find a system, the system should be sustainable and not take a huge amount of hours for the people in charge of the evaluation. (which at this time is the Board President and VP.)</p> <p>If we hire someone to help perhaps we should consider doing some initial legwork from inside the school community - coming up with some ideas for best practices and then have that ready for the hire.</p> <p>Evaluations are important for charter renewals, the DESE wants to see the evaluation process. The evaluation summary is a public document. And another goal is for the evaluations to help the coordinators do their jobs better.</p> <p>We could pull together the eval processes from the past and make notes about what worked and what didn't and get that to the consultant.</p> <p>Domain Council will put together a brief for the consultant, if hired.</p>	
Admin Coordinator's Internal Job Posting	<p>The job posting will be sent to all staff in early August.</p> <p>Suggestion to add info about HR and payroll to the FISCAL responsibility.</p> <p>Add statement about the position being supervised by the board of trustees.</p> <p>Remove reference to landlord relations.</p>	
BOT Committee assignments	<p>Discussion.</p> <p>Andi Porter will remain FOH liaison.</p> <p>Steve will remain Personnel Chair.</p> <p>Charles will remain On-site Chair.</p> <p>Amy R. is GABS Chair.</p> <p>David will remain Finance Chair.</p> <p>Chris will join the Finance Committee.</p> <p>Michael will be on the Admin Coordinator Hiring Committee.</p> <p>Terra will join the On-Site Committee.</p>	

BOT role in Development/fund raising	<p><u>Text of Proposal:</u></p> <p><i>The BOT's role in development and fundraising at Hilltown should be the following:</i></p> <ol style="list-style-type: none"> <i>1. BOT members will be expected to make a donation to the Annual Fund.</i> <i>2. BOT members are strongly encouraged to attend any and all HCCPS fundraising events.</i> <i>3. To promote transparency and collaboration, the BOT and FoH will have an annual meeting to determine fundraising priorities for the upcoming year, targeted funding level, and estimated administrative support required to meet these goals.</i> <i>4. The BOT acknowledges that administrative support for Friends of Hilltown fundraising efforts is needed, and encourages HCCPS to provide support where possible to FoH. Ultimately, the level and type of support that can be made available to the Friends of Hilltown in a given year should be a Coordinator decision. FoH can seek additional hired support if their needs exceed what HCCPS can provide.</i> <p><u>Discussion:</u></p> <p>Discussion about how board member feel about the statement of being encouraged to donate to the Annual Fund.</p> <p>There was a discussion about being clear on the wording of the document, but there was general agreement that the document is a very good start.</p> <p>So Domain Council will revise the document and get back to the board with it.</p>	Domain Council to edit proposal based on conversation at the meeting.
Building Purchase Update	<p>Tentative closing date August 25th. So we will pay one more month rent than expected.</p> <p>Property taxes can stop being paid upon closing.</p>	
GABS Committee Description Proposal	<p><u>Discussion:</u></p> <p>Reformatting the proposal was suggested, but no changes to the proposed GABS committee description.</p>	Amy moved to approve the updated GABS Committee description

		Scott seconded GABS Committee description approved by consensus.
New Business - Identify only	Coordinator salary scales goals should be discussed at the next BOT meeting. Future discussion about the parent satisfaction survey	
Committee Reports - Questions only		BOT will discuss school satisfaction survey this winter.
Meeting Wrap-Up/ Evaluation	Next meeting September 14th, 6:30 Snacks: David Starr, Drinks: Amy Reesman Newsletter blurb: Penny Facilitator: Scott	
Review Action Items:	Penny reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:50 PM	

Attachments:

July BOT Meeting Agenda; June 15, 2016 BoT Meeting Minutes Draft; June 21, 2016 Emergency BoT Meeting Minutes Draft; Supervision/Evaluation Coordinator Proposal; Proposed Admin Coordinator's Internal Job Posting; BOT Role in development/fundraising proposal; GABS Committee description proposal; Domain council Meeting Minutes, July 14, 2016; GABS Report, June 2016; GABS Report, July 2016; HCCPS School satisfaction survey 2016

Tentative Agenda for July Meeting:

Coordinator salary scales goals

Revised version of BOT role in fundraising

Admin coord hiring update

Building closing update