

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, July 12th, 2017, 6:30pm

(APPROVED by the BOT: September 13, 2017)

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Reesman, Penny Leveritt, Steve Hoyt, Andi Porter, Terra Missildine, Charles Wiemeyer, Kyle Sullivan, Tim Reynolds, Joe Wyman

Regrets: Barbara Oegg, Steve Hoyt, Chris Greenfield

Facilitator: Scott Remick

Notetakers: Penny Leveritt

Guests: Myssie Cassinghino

Listkeeper: Scott Remick

Timekeeper: Susannah Howe

Mission statement read by: Susannah Howe

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> New Music teacher hired, who will also be the TA for Marguerite and the Ultimate Frisbee coach. - J. Witbeck And we have a new full-time Spanish teacher, Alex Lyons. <u>Appreciations:</u> Amy Aaron sent a nice note to the BOT, thanking the BOT for its hard work, dedication to the school and for her retirement party.	
Any thank you notes needed?		
BoT Visibility this month?		
Minutes	June 14, 2017 BoT meeting minutes reviewed and edited.	Scott moved to approve June 2017 BoT minutes as amended. Susannah seconded. Minutes approved by consensus.

Public Comment Period		
Board Roles (Discussion and Decision)	<p>Scott - President Penny - Vice President Amy Reesman - Clerk Chris - Treasurer ----- GABS - Terra as Chair - Penny leaving GABS, Susannah and Tim joining Finance - Chris is Chair Personnel - Steve is chair, Joe as a new member On-Site - Charles is Chair (although the focus of the committee is being discussed and other info will come to the BOT) Community members - Kyle and Andi Liaison to the Charter School Association - Michael</p>	<p>Susannah moved to approve the slate of board officers</p> <p>Michael seconded</p> <p>Slate of Board officers approved by consensus</p>
Staff role on Board of Trustees Proposal (Discussion and Decision)	<p>The proposal for adding staff to the board was discussed and amended.</p> <p>Edits mostly had to do with clarifying the purpose of the staff seats as not being a representative, but more of a collaborative member as other BOT members are.</p> <p>Also discussion included decision regarding if there should be up to two seats and that was generally agreed upon as a good thing to try.</p>	<p>Susannah moved to approve the proposal as amended.</p> <p>Amy seconded.</p> <p>Proposal approved by consensus.</p>
Director Hiring Process: Update and Plans	<p>Personnel committee is meeting in two weeks to create a survey to be put out to all members of both Director hiring committees. The results of the survey will be discussed and analyzed and a plan for how to revise the current policy should be coming to the BOT in September.</p>	
End of FY17 budget Update	<p>Income from State Sources is actually 4% higher than the original June 2016 budget line.</p> <p>Finance committee this fiscal year will discuss the undesignated fund balance, and try to make projections on</p>	

	its growth or reduction over the next several years and also discuss if there is an amount that the fund should not be higher than, especially as the school is non-profit and there is a contingency fund already.	
Director Job Descriptions/Responsibilities-Succession Plan	<p>The Director job/role descriptions were discussed and there were minor revisions.</p> <p>There is a plan to have a more thorough task list - forthcoming. Also, there is a plan to use this template for other positions. That might be a Personnel Committee task for the non-Director positions.</p>	
Blizzard Bags (Discussion and Decision)	<p>Blizzard Bags - Blizzard Bags are kits with take-home work for snow days, the point of which is to alleviate adding make-up days for snow days in June.</p> <p>This was discussed with teachers and there was a positive reception to the idea, and consensus is that it would be good to try two days.</p> <p>There are no state guidelines or requirements on Blizzard Bags. The state allows for a fair amount of local control as to how to go about it and how to count the use of the Bags towards school day tallies.</p> <p>Lara and the teachers came up with some great ideas about how to make the program both fun and educational. And families have time to complete the Blizzard Bag beyond the snow day.</p> <p>The likely time commitment for the kids/family for the Blizzard Bag activities would be minor - and age appropriate.</p> <p>The program should incorporate not adding extra time commitment to families with more than one Hilltown kid.</p> <p>Could the blizzard bag program we create be shared with other schools?</p> <p>The proposal is to try up to two Blizzard Bag days for the</p>	<p>Scott moved to approve the proposal as amended</p> <p>Charles seconded</p> <p>Proposal approved by consensus</p>

	<p>2017-18 school year.</p> <p>Suggestion to change the proposal title to Blizzard Bags Pilot.</p> <p>The proposal incorporates the potential for helping some students do the program at school if they need assistance.</p> <p><u>Approved changes:</u></p> <p>Title from “Blizzard Bags” to “Blizzard Bags Pilot”</p> <p>First line of Text of Proposal from “We propose a Hilltown pilot...” to “We propose a one-year Hilltown pilot...”</p> <p>“What percentage of students complete the work (80% of higher would be considered a success)” to “What percentage of students complete the work (80% or higher would be considered a success)”</p> <p>The line “Since this is a way of meeting the state’s Learning Time regulations, we need Board Approval.” will change to “The board will evaluate the effectiveness of the Blizzard Bag initiative in the summer of 2018.”</p>	
New Business - Identify only		
Committee Reports - Questions only		
Meeting Wrap-Up/ Evaluation	<p>Next meeting is September 13th, 6:30pm</p> <p>Snacks: Michael, Drinks: Charles</p> <p>Newsletter blurb: Lara</p> <p>Facilitator: Scott</p>	
Review Action Items	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:45 PM	

Attachments:

July 12th BOT Meeting Agenda; June 2017 BOT Meeting Minutes DRAFT; Proposal: Staff membership on BOT; Director of Administration Job/Role Description and Task List DRAFT; Director of Community and Family Engagement Job/Role Description and Task List DRAFT; Director of Teaching and Learning Job/Role Description and Task List DRAFT; Blizzard Bags Proposal; Finance Cmt Minutes, June 2, 2017, Finance Cmt Minutes, July 7, 2017; Domain Directors Report, July 2017; Domain Council Meeting Minutes, June 21, 2017; Domain Council Meeting Minutes, July 6, 2017

Tentative Agenda for September 2017 Meeting:

Analysis of FY17 Board and Committee goals

Recommendation for Director Hiring Policy revision

Review and approve BOT goals

Board book updates

Discussion of redefining site committee

Staff board membership process