

Hilltown Cooperative Charter Public School
Board of Trustees Meeting Minutes – Wednesday, March 22, 2017

Approved by the Board of Trustees: April 12, 2017

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Aaron, David Starr, Amy Reesman, Penny Leveritt, Chris Greenfield, Steve Hoyt (by conference call), Michael Filas, Andi Porter

Regrets: Charles Wiemeyer, Terra Missildine

Facilitator: Scott Remick

Notetakers: Caroline Palmer

Guests:

Listkeeper: Scott Remick

Timekeeper: David Starr

Mission statement read by: Amy Reesman

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Announcements:</u> Susannah brought Larry Hunt a final copy of the policy that he consulted on, as well as the BOT-approved donation to the Fisher Home. Dan spoke at Mount Holyoke College on a panel regarding charter schools. Had academic discussion on Holyoke and Northampton schools <u>Appreciations:</u> Appreciation for folks who organized the science fair - big thanks!	
Any thank you notes needed?	Folks who put on the science fair - Mary Ellen, Judd Gledhill and one more new parent assisted. Thank-you to some grandparents, Norm and Jeanne Reynolds, for their donation of new folding tables, which were used for the Science Fair and will be very helpful to use for other events as well.	Scott will send thank-you note to Mary Ellen on behalf of the Board for organizing the science fair. Scott will send a thank-you note to Norm and Jeanne Reynolds for their donation of folding

		tables.
BoT Visibility this month?	ArtSpark is coming up - Penny, Susannah, Amy, Michael and Steve plan to attend. Board members will wear buttons and rotate greeting at the door.	
Minutes	<p>February 2017 BoT meeting minutes reviewed.</p> <p>Page 2: DESE visit was first check-in visit in 4 years.</p> <p>Page 4: Omitted 'to' from first paragraph</p> <p>Page 5: Wording in Education Coordinator search process notes adjusted.</p> <p>Page 6: Highlighted portion on page 6 does not need to be highlighted.</p> <p>March 15, 2017 BoT minutes reviewed.</p>	<p>Scott moved to approve Feb BoT minutes</p> <p>Susannah seconded.</p> <p>Minutes approved by consensus.</p> <p>Scott moved to approve March 15, 2017 BoT minutes</p> <p>Chris seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	
Education Coordinator Hiring Recommendation (DECISION)	<p>The Co-Chairs of the Education Coordinator Hiring Committee reviewed the hiring process that the committee had followed from November 2016 through March 2017, following the hiring policy approved by the BOT in April 2016.</p> <p>The hiring committee co-chairs were prepared to make a recommendation to the BOT based on a definitive vote (but not consensus) of the hiring committee, but all 3 coordinators (2 of whom were on the committee), strongly recommended delaying the recommendation so that the hiring committee could meet at least one more time in hopes of reaching a decision that all committee members could support. The hiring committee co-chairs requested that the BOT decide whether the hiring committee should proceed with making the recommendation at this March BOT meeting or delay the recommendation until a later date, continuing discussions within the hiring committee. After substantial discussion, the BOT elected to consider the recommendation from the hiring committee.</p>	<p>David moved to approve the recommendation of the hiring committee.</p> <p>Andi seconded.</p> <p>The Hiring committee's recommendation was approved by consensus.</p>

	<p>The hiring committee co-chairs then presented the recommendation to hire Dr. Lara Ramsey for the position of Education Coordinator. One dissenting opinion from a hiring committee member was read aloud*. The board discussed the recommendation and accepted it by consensus.</p> <p>*See March 22, 2017 BoT meeting supplementary materials for the dissenting opinion document.</p> <p>Next steps: The BOT then planned out a set of next steps involving communication with the selected candidate, applicants, staff, parents and the HCCPS community.</p>	
Coordinator Job Titles (DECISION)	<p>Proposal for domain title modifications was received by the Board. The idea of a change in titles has been run by staff and there is general staff support. Terminology used in these titles is similar to that used by other institutions.</p> <p>Approved title changes: Education Coordinator to Director of Teaching and Learning, Administrative Coordinator to Director of Administration, and Community Coordinator to director of Community and Family Engagement.</p>	<p>Scott moved to accept the Proposal for Domain Title Modifications.</p> <p>Chris seconded.</p> <p>Proposal approved by consensus.</p>
By-laws update recommendations	tabled	
Board book updates	tabled	
BOT Recruitment	tabled	

BOT/FOH Gathering Update / Annual Fund	<p>Update about the joint meeting of the Board of Trustees and Friends of Hilltown:</p> <p>At the meeting there was brainstorming about what the FOH should indicate that the funds they are raising are going towards: outdoor space, a play structure, vehicle for transportation, diversity, technology, and infrastructure. This is a continuing conversation, and more collaboration with the Community Team has been discussed.</p> <p>ArtSpark: Venue and acts are set, donations are slow in coming. The Board is being asked to donate wine for the wine pull - each Board member will be responsible for donating 2 bottles each of wine in the \$18+ range. Alcohol contributions must be exchanged offsite and Andi can be contacted for coordination regarding wine pickup. Barbara can be contacted for submitting additional donations.</p> <p>The Board of Trustees contribution level to the Annual Fund is currently around 20%. A monthly bank draft donation is highly appreciated, but one-off donations are great too. Members are encouraged to give before the end of the school year, and earlier is better for the Board of Trustees in order to set an example.</p>	
Annual Meeting planning	<p>tabled</p>	

Staff Retirement Celebration planning	<p>The Board discussed planning for the retirement celebration. Funding of up to \$4,000 was proposed for the party to be drawn from the Undesignated Fund balance.</p> <p>Date is set for June 11th in the afternoon.</p>	<p>Susannah moved that the Board allow Deirdre to spend up to \$4,000 for the Staff Retirement Celebration to be drawn from the Undesignated Fund balance.</p> <p>Chris seconded.</p> <p>Motion approved by consensus.</p>
New Business - Identify only	Moving pledge discussion to next month	
Committee Reports - Questions only	Personnel Committee report for March should go in next packet.	
Meeting Wrap-Up/ Evaluation	<p>Next meeting is April 12th, 6:30pm</p> <p>Snacks: David Starr, Drinks: Susannah</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Scott</p>	
Review Action Items	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 9:16 PM	

Attachments:

March 22nd BOT Meeting Agenda; February 2017 BoT Meeting Minutes; March 15th BOT Meeting Minutes; Domain title Modifications Proposal; GABS by-laws changes recommendations; March 2017 Education Domain Report; MCPSA Advocacy appeal; March 2017 Domain Coordinators Report; Domain Council Meeting Minutes, February 14, 2017; Domain Council Meeting Minutes, March 8, 2017; Domain Council Meeting Minutes, March 16, 2017; Finance Committee Meeting Minutes, March 2017; GABS Meeting Minutes, March 2017; Ed Coord Hiring Committee's recommendation to the Board

Tentative Agenda for April 2017 Meeting:

Pledge of Allegiance Proposal

Personnel proposal

By-Laws changes

Board recruitment

Annual meeting planning

Board book updates

Facility update

Committee reports for annual meeting due