

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, September 11, 2019, 6:30 pm

**Present:** Lara Ramsey, Dan Klatz, Paula Ingram, Tim Reynolds, Joe Wyman, Liz Preston, Rich Senecal, Kelly Woods, Noelle Barrist Stern, Dawn Reesman, Deirdre Arthen

**Regrets:** Myssie Casinghino, Karen Sise, Matt Dube

**Facilitator:** Tim Reynolds

**Notetaker:** Noelle Barrist Stern

**Guests:** None

**List keeper:** Kelly

**Timekeeper:** Paula

**Mission statement read by:** Joe

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Announcements/ Appreciations/ Acknowledgements</b>	<u>Announcements:</u> None  <u>Appreciations/Acknowledgements:</u> (1) Tim acknowledged the administrators, teachers, and staff for all of the work they put into getting ready for the new school year and the welcoming environment they have created; (2) Lara and Deirdre acknowledged <i>Dads</i> , who played at the First Friday Fest; (3) Deirdre appreciated Lara for bringing a cow to the First Friday Fest; (4) Noelle appreciated the new handicapped-accessible main entrance; (5) Lara appreciated Cindy Mahoney for her work on the SEPAC newsletter; and (6) the BOT appreciated Sulafa Roumaya-Elia for the beautiful mural she created in the Family Corner.	
<b>Any thank you notes needed?</b>	None	
<b>BoT Visibility this month?</b>	None	

<b>Minutes</b>	Noelle made the following two changes based on BOT members' comments: (1) corrected the spelling of Dawn's last name (removed "e"); and (2) under Charter Renewal Application, second paragraph, first line, changed "we" to "the Directors."	Tim moved to approve; Liz seconded; the minutes were approved.
<b>Public Comment Period</b>	None	
<b>Fourth Quarter Financials (Dan)</b>	Dan summarized the Fourth Quarter Financials and explained that the school ended with a surplus at the end of the fiscal year. The financials have been approved by the Finance Committee.	Tim moved to accept; Rich seconded; the minutes were approved.
<b>Standardize Committee Minutes Format (GABS)</b>	Noelle explained that to comply with the OML, we need to post the date, time, location, and <i>subjects to be discussed</i> , both for BOT meetings and committee meetings. This has been done for BOT meetings, but, in the past, the subjects to be discussed at committee meetings have not been posted in advance (the date, time, and location of the committee meetings has). We do not need to discuss at the meeting everything listed, but should not discuss something at the meeting unless it is posted. This needs to be done 48 hours in advance of the meeting and should be sent to Grace to post on the web site and Nicole for bulletin board.	Noelle will email a template to the committee chairs.
<b>Education Domain Report: Professional Development Initiatives (Lara)</b>	Lara discussed the work teachers did to prepare for the start of school. This included: (1) giving gems to students' new classroom teachers; (2) workshops, such as what makes a good behavior plan; (3) discussions of the tiered system of supports available for students and how teachers can identify when students need supports; (4) integration meetings to ensure that curriculum goals can be met in multiple ways (through music, art, etc.); (5) formation of a clothing committee that met and made	

	recommendations; (6) education and discussion about the new reading curriculum; (7) discussion of the school’s commitment to being an anti-racism institution and what that means; (8) community building; and (9) a practice first day for kindergarteners. Lara handed out the lyrics to a new song created by Aram Rubenstein-Gillis and played the song for the BOT.	
<b>Charter Renewal Site Visit (Dan)</b>	A team from DESE will visit on September 24th in connection with HCCPS’s charter school renewal application. The team will meet with: the BOT; administrators; special education administrators; special education teachers; and a teachers’ group. The team will be looking for evidence that HCCPS is faithful to its charter and is an academic success.	
<b>New Business - Identify only</b>	None	
<b>Committee Reports - Questions only</b>	Deirdre asked that the committee chairs email her and Noelle the committee meeting dates for the year.	
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meeting: October 2, 2019 at 6:30 p.m. Facilitator: Tim Snacks: Paula Drinks: N/A Newsletter blurb: Joe	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 7:57 p.m.	

**Tentative Agenda Topics for October 2, 2019 Board Meeting:**

- BOT Goals
- Committee Goals
- Family and Community Engagement Survey
- Delegation of approval of audit to Finance Committee