

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, March 13, 2019, 6:30 pm

- Present:** Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Paula Ingram, Tim Reynolds, Noelle Barrist Stern, Liz Preston, Matt Dube, Chris Greenfield, and Joe Wyman
- Regrets:** Amy Reesman
- Facilitator:** Penny Leveritt
- Notetakers:** Noelle Barrist Stern
- Guests:** Cindy Mahoney, Kelly Woods
- Listkeeper:** Chris Greenfield
- Timekeeper:** Paula Ingram
- Mission statement read by:** Lara Ramsey

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u></p> <p>Barbara announced that Art Spark is coming up and asked if the Board wanted to donate something for the auction. The Board voted to donate wine.</p> <p>Dan announced that we have an upcoming compliance review by the United States Department of Agriculture, which is connected to the grant received for the purchase of the HCCPS building.</p> <p>On March 19, 2019, HCCPS has a civil rights review by the Massachusetts Department of Elementary and Secondary Education (“Department”). The civil rights review will include a review of the special education policies.</p> <p><u>Appreciations/Acknowledgements:</u></p> <p>Deirdre and Lara made an appreciation for the Hilltown Activist Team and everyone involved in the International Women’s Day celebration.</p>	<p>Board members who would like to contribute to the Board’s Art Spark donation should bring a bottle of wine to Deirdre’s office by March 22, 2019.</p>

	<u>Agenda Check</u> : No questions or comments.	
Any thank you notes needed?		
BoT Visibility this month?	Science Fair: March 14, 2019, 6:00-7:30 p.m. Parent Forum and Coop Meeting: March 21, 2019 at 6:30 p.m. Art Spark: April 6, 2019	Please wear a Board button during events.
Minutes	There were no clarifying questions or blocking concerns.	Penny moved to approve the February 13, 2019 BoT minutes. Chris seconded. Minutes approved by consensus.
Public Comment Period	There were no public comments.	
Plan for Annual Meeting	Deirdre announced that the Annual Meeting will be held on May 14, 2019 at 6:30 p.m. It will be a combination of HCCPS business and musical performances by HCCPS student groups.	Committee reports should be submitted by May 1, 2019 so that they can be part of the prepared materials for the Annual Meeting. Deirdre will remind everyone at the next Board meeting.
By-laws Proposal	The Department gave conditional approval for the proposed changes. The 2018 changes to the By-laws, which were approved by the Cooperative membership have not yet been approved by the Department.	GABS will prepare the proposed revised By-laws and memo outlining the changes for the March 21, 2019 meeting.

	<p>One small change was suggested: Under Article IV, Section 1, sub-section A, under the bullet that begins: “Hiring, evaluating, and removing . . .” remove the word “qualified” before “personnel,” so it does not imply that the Board is removing qualified personnel. It was agreed that this modification would be made.</p> <p>The Board reviewed the proposed changes that were more specific to HCCPS.</p> <p>The Board voted, by consensus, to endorse the proposed changes with the one revision noted above.</p>	
<p>Charter Renewal Process</p>	<p>Dan spoke about the upcoming charter renewal process. The application for charter renewal is due August 1, 2019.</p> <p>Dan explained that the Department examines three things in the charter renewal: (1) is HCCPS faithful to its charter; (2) is it a viable organization (<i>e.g.</i>, financially and organizationally viable); and (3) is it an academic success (as measured by the MCAS and internal measures in HCCPS’s accountability plan (<i>e.g.</i>, IOWA test; interdisciplinary process).</p> <p>The Directors will begin working on this at the end of the school year and will then consult with Domain Council. Any issues will be raised at the July 2019 Board meeting.</p> <p>A site team from the Department will visit the school in September 2019. It will be important for the Board to attend.</p>	<p>It is important that the Board members are present at the July 2019 meeting and during the Department’s September 2019 site visit.</p>
<p>Education Domain Report</p>	<p>Lara gave a report on the integration of subjects throughout the HCCPS curriculum. Using the Prisms as an example, she discussed the Prisms’ science unit that has focused on environmental science and sustainability. They have also been learning about propaganda and were able to incorporate the ideas in</p>	

	<p>their science curriculum and that they had learned about propaganda into propaganda posters they created in the Atelier. They also did studies on the environmental efficiency of their own homes; they then designed environmentally efficient homes. They took a field trip to the Village Hill development and spoke with the head of Wright Builders about environmentally efficient homes.</p> <p>In K-1, students have been learning about animals. They went to Arcadia for a field trip. They selected animals and studied their habitats and how they survive in the wild. In music, they got to pick instruments that represented the sounds the animals made and created a performance for their families and older students, including their Prism buddies. In the Atelier, they made masks for the performances and habitats.</p> <p>Lara announced that there will be an HCCPS Professional Development Day on March 18, 2019. See attached document outlining the extensive program for the day.</p> <p>Lara also gave a report on the 2018 IOWA test score results. HCCPS is consistently above average. The goal is to be in the 75th percentile. As part of reviewing the results, HCCPS is looking at four stages of learning something (<i>e.g.</i>, punctuation rules): (1) exposed; (2) taught; (3) review; and (4) mastery. Lara will work with the teachers to make sure there is coordination around learning subjects through these four stages.</p> <p>Lara also discussed the HCCPS Institutional Self-Evaluation for Bias.</p>	
<p>New Business - Identify only</p>	<p>No new business was identified.</p>	

Committee Reports - Questions only	Paula had a question about Domain Council’s report referencing school lunch. Dan explained that in order to have the national school lunch program at HCCPS, the company who provides the school lunch would need to provide staff at HCCPS and monitor what each student selects. This is required to get reimbursed. HCCPS does not currently get reimbursed. If a student qualifies for free lunch, HCCPS absorbs the cost.	
Meeting Wrap-Up/ Evaluation	Next Meeting: April 10, 2019 at 6:30 p.m. Facilitator: Tim Snacks: Liz Drinks: Penny Newsletter blurb: Joe Self evaluation of this board meeting:	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:21 p.m.	

Tentative Agenda Topics for April 10, 2019 Board Meeting:
 Proposal of new Board members for the Annual Meeting (GABS)
 FY20 Board roles and responsibilities (GABS)
 How to bring a proposal to the Board (GABS)
 Contingency/capital replacement resolution (Finance)
 Preview of the May 2019 Facilities committee visit (Facilities)
 FY19 Budget (Finance)