

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, April 11th, 2018, 6:30 pm

- Present:** Amy Reesman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Steve Hoyt, Barbara Oegg, Chris Greenfield (present via conference call for geographic reasons), Scott Remick, Susannah Howe, Terra Missildine
- Regrets:** Joe Wyman, Charles Wiemeyer, Michael Filas
- Facilitator:** Scott Remick
- Notetaker:** Amy Reesman; Meghan Siudzinski
- Guests:** Matthew Dube, Paula Ingram, Gaby Blaustein, Jenn Ryan, Noelle Stearn
- Listkeeper:** Lara Ramsey
- Timekeeper:** Susannah Howe
- Mission statement read by:** Terra Missildine

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u></p> <p>Dan: A company intends to apply for a license to operate a marijuana dispensaries at 195 Northampton St., Easthampton (which is in a building adjacent to the Easthampton Post Office).</p> <p>Lara: Sought confirmation that all BoT members pledge to do the automatic withdraw for FOH.</p> <p>Lara: Students are now invited to say the pledge of allegiance every Friday.</p> <p><u>Appreciations:</u></p> <p>To FOH and all involved with ArtSpark.</p> <p>From FOH to the BOT for support of ArtSpark.</p> <p><u>Acknowledgements:</u></p> <p>N/A</p> <p><u>Agenda Check:</u></p> <p>No changes are needed.</p>	

Any thank you notes needed?	None	
BoT Visibility this month?	<p>April 25 New Parent Meeting. Steve Hoyt plans to attend as a parent and a BoT member.</p> <p>April 30 workshop on Resilience.</p> <p>May 4 Grandparents Day - Scott Remick will speak.</p>	Please wear BoT buttons at events.
Minutes	<p>March 14th, 2018 BoT meeting minutes were reviewed.</p>	<p>Scott R. moved to approve the March 14, 2018 BoT minutes.</p> <p>Penny L. seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	
Board Seats	<p>We are experiencing several departures this year due to expiring terms. New prospective BOT members will be proposed to the community during our May Annual Meeting.</p> <p>Prospective members include: Liz Preston (community member), Noelle Stern (parent), Matt Dube (parent), and Paula Ingram (staff member).</p> <p><u>Board Position Possibilities:</u></p> <p>President-Penny L.</p> <p>Vice President- Tim R</p> <p>Treasurer- Matt D.</p> <p>Clerk- Michael F.</p> <p>GABS Chair- Amy, possibly Noelle S. as member</p> <p>Personnel Chair- Joe W., possibly Noelle S. as a member</p>	The Board will continue to discuss this plan at upcoming meetings.

	<p>Finance Chair- Matt D.</p> <p>Facilities Chairperson- Chris G., possibly Michael F. as a member</p>	
<p>GABS By-laws change proposals</p>	<p>First set of proposed by-law changes changes add staff members as non-voting members of the Board.</p> <p>The second set of proposed by-laws changes removes the requirements for family members to complete 40 volunteer hours each year in order to be considered a voting member.</p> <p>Currently, voting membership is contingent upon meeting a minimum of 40 hours of service annually. This may unintentionally disenfranchise some parents.</p> <p>We would continue to promote our need for 40 hours of service/year, but not require it for voting purposes.</p> <p>The voting members of the cooperative in attendance at the Annual Meeting will vote on the by-law changes.</p>	<p>Amy R. moved for the board to endorse the by-law change proposals for distribution/vote at the May 2018 Annual Meeting. Scott R. seconded.</p> <p>Endorsement approved by consensus.</p> <p>Amy will reformat the voting membership proposal to align with the staff membership proposal.</p>
<p>Equity Team Mission</p>	<p>The Equity Team is seeking recognition by the Board. Supervision and communication between the Board and the Equity Team is done through the Director of Teaching and Learning.</p>	<p>Domain Council will determine next steps as it relates to inviting the Equity Team to report out to the board annually.</p>
<p>Crisis Plan</p>	<p>Internal safety drills, with the exception of a lockdown drill, will be practiced at school this year.</p> <p>Lockdown drills will be practiced in the fall when we have the necessary equipment in place.</p> <p>Active shooter drills will be practiced with staff only.</p> <p>The Crisis Plan will be a topic of discussion at the</p>	<p>Dan will communicate to the school community information regarding the plan and will note that it will be a topic for</p>

	upcoming Annual Coop Meeting.	discussion at the May 2018 Annual Meeting.
Annual Meeting	<p>The Board Clerk will manage the voting on all proposals.</p> <p>Committee Chairs give a summary of activities for the year.</p> <p>Volunteer appreciation.</p> <p>Small group discussion- How to Keep Kids Safe at School (will likely be facilitated by BoT members).</p>	Committee chairs need to prepare and submit committee reports for Annual Meeting to Deirdre no later than May 4th (earlier is preferred).
New Business - Identify only	<p>Potential location of marijuana dispensary near All About Children and HCCPS.</p> <p>More information regarding future meetings related to this topic may be found on the Easthampton town website.</p>	Dan will coordinate a meeting between the dispensary ownership and the school families (HCCPS and the childcare facilities) likely to take place here at HCCPS.
Committee Reports - Questions only	Item 5 in the Directors Report was further explained by Lara.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: May 9th, 6:30 p.m.</p> <p>Annual Coop Meeting: May 14th, 6:30 p.m.</p> <p>Snacks: Steve</p> <p>Drinks: Barbara</p> <p>Newsletter blurb: Penny</p>	
Review Action Items	Reviewed action items.	

Adjournment	Meeting adjourned at 8:17 PM	
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Attachments:

April 11th BOT Meeting Agenda; March 14th 2018 BOT Meeting Minutes DRAFT; BoT Candidate Proposal 2018; 2018 By-law Change Proposal- Staff Members; 2018 By-law Change Proposal- Voting Members; Domain Council Meeting Minutes March 2, 2018; Domain Council Meeting Minutes April 4, 2018; Domain Directors April 2018 Report; Personnel Meeting Minutes April 3, 2018; GABS Meeting Minutes, April 4, 2018

Tentative Agenda Topics for May 9, 2018 Meeting:

- Dispensary Update
- Board Seats (Roles and Responsibilities)
- Capital Budget Proposal review
- Preliminary Operating Budget Discussion
- Annual Board Meeting
- LRP Status Updates