

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, June 13th, 2018, 6:30 pm

- Present:** Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Steve Hoyt, Barbara Oegg, Chris Greenfield, Scott Remick, Susannah Howe, Michael Filas
- Regrets:** Terra Missildine, Amy Reesman, Charles Wiemeyer
- Facilitator:** Scott Remick
- Notetakers:** Meghan Siudzinski
- Guests:** Grace Mrowicki, Emilie Woodward, Noelle Stern, Liz Preston
- Listkeeper:** Chris Greenfield
- Timekeeper:** Susannah Howe
- Mission statement read by:** Susannah Howe

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> Two new hires: 1 year reading specialist, Andrea Hearn, while Felicia is on leave, and Alex Niemic will be the PE teacher next year.</p> <p><u>Appreciations:</u> Deirdre: All the people (Sarah Swersey and company) who provided the lovely staff appreciation lunch. Chris: For Susannah Howe, who brought an excellent chocolate cake to her last meeting. Penny, on behalf of Amy Reesman: In appreciation of the departing BOT members. Penny: In appreciation of Scott and Susannah’s service. Joe: With appreciation for Scott and Susannah Michael: With thanks for their leadership and organization. Steve: With thanks for all the strengths they have brought to the Board. Scott: In appreciation of Charles’s many forms of</p>	<p>Penny read <i>The Story of the Geese</i>.</p> <p>Standing ovation from those present. Gifts presented.</p> <p>Please sign the card to accompany the gift for them.</p>

	<p>giving to the school and the Board, and for Maureen’s service over the years.</p> <p>Susannah: For Steve, Michael and Terra’s service.</p> <p>Scott: For Penny’s willingness to step up.</p> <p>Lara: In appreciation of Meghan for taking notes.</p> <p><u>Acknowledgements:</u></p> <p>Welcome to Liz and Noelle</p> <p><u>Agenda Check:</u></p> <p>For Education Domain Report, there is only a discussion, no decision.</p>	
Any thank you notes needed?	Steven Schrems for all of his contributions over the years.	Send a card from the Board.
BoT Visibility this month?	Summer Celebration Thursday Graduation on Friday	Please wear BoT buttons at events.
Minutes	<p>Amendments:</p> <p>Under ‘Announcements’ - Dan’s meeting with the mayor was 5/10 (not 4/10).</p> <p>May 9th, 2018 BoT meeting minutes were reviewed and approved as amended.</p>	<p>Scott moved to approve the May 9, 2018 BoT minutes as amended.</p> <p>Susannah seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	
Finalize Board and Committee Roles for FY19	<p><u>FY 2019 Board Position Possibilities:</u></p> <p>President-Penny L.</p> <p>Vice President- Tim R.</p> <p>Treasurer- Matt D.</p> <p>Clerk- Amy R.</p>	<p>Scott moved to approve the Board Officer, Chair and Committee roles as outlined.</p> <p>Michael seconded.</p>

	<p>GABS Chair- Amy R. Personnel Chair- Joe W. Finance Chair- Matt D. Facilities Chair- Chris G. FOH Liaison- Barbara Oegg GABS Committee- Noelle S. Ex Officio - Dan, Deirdre, Lara Staff Member: Paula Ingram Community Member: Liz Preston FOH Liaison: Barbara Oegg</p>	<p>Approved by consensus.</p>
<p>Equity Team Report</p>	<p>Grace and Emilie: Project in progress since 2012 to look at how we support our students of color and those in lower income brackets. Surveyed families in grades 6-8. Results indicated that the surveyed families felt underrepresented in school decision- making. Current membership is 11 staff members. Parents were invited to join but there are currently no parent members. Three staff that are also parents are on the Team. A goal is to set times that would allow more participation from parents. This year, Tech and ELA teachers did an integrated unity of race and equity in the Prisms. Lara led role plays of racially sensitive topics on professional development days which staff found helpful in preparing for similar scenarios. A computer loan program was created for lower income students. Further efforts include making extra-curriculars such as ski club more affordable to allow everyone to participate, reviewing hiring practices and reviewing social studies curriculum to find opportunities to be more inclusive of these issues. One thing that would be good to know is are we as racially, ethnically, economically diverse as the communities we serve?</p>	

	<p>There is data and it comes from the state. We are required to have a recruitment and retention plan. The Department of Education sets a benchmark every year responsive to the school population which changes every year.</p> <p>It felt supportive when the Board took an interest in the gender neutral bathroom signage at the beginning of the year and when we examined our mission statement for issues of equity. The Equity Group members are happy to be approached about any issues around equity, not just race and class.</p> <p>The Board may be helpful in facilitating conversations.</p> <p>Love the idea of increasing the fees for Ski Club to be more inclusive.</p>	
<p>FY19 Budget</p>	<p>Dan read through the Balance Budget, line by line.</p> <p>A proposed budget increase of 4%. We will know exactly on June 28.</p> <p>Income</p> <p>FOH is making a gift to the school of \$12,500. They will gift \$30,000 next year.</p> <p>Total income increase is 2.9%. We received a \$20,000 Webster Gant. The surplus from the DC trip were counted as Income and Expenditure.</p> <p>Expenses</p> <p>TA income increases.</p> <p>PE staff increase.</p> <p>Increased TA staffing (mostly at 7th & 8th grade level)</p> <p>We will have five graduate interns next year (three will be 1-year terms).</p> <p>Increased administrative support (some of which will assist the BoT)</p> <p>Health insurance rate decrease of 10% because they offered an incentive. We are covering the higher</p>	<p>Chris moved to approve the FY19 Budget as proposed.</p> <p>Susannah seconded.</p> <p>FY19 budget approved by consensus.</p>

	<p>deductible (\$2,000 now instead of \$1,000) so that it doesn't impact employees. How many staff will take advantage is unknown until the new staff members begin.</p> <p>FOH is funding the robust professional development, technology improvements and artist in residence.</p> <p>We are changing cleaning companies, but the cost is not affected.</p> <p>FOH tags fundraising so that they can let people know how their money was used.</p>	
<p>Recap of Annual Meeting</p>	<p>Main topic: Safety of our children.</p> <p>Conversation focused on whether or not we're doing drills and are we getting expert advice.</p> <p>Some outcomes included getting preparedness training for the staff. The Easthampton "safety folks" want to conduct our trainings. What needs to happen with children will follow those staff trainings.</p> <p>Attendance was very low and the measures passed with a small minority of representation.</p> <p>Even after the recent scare at JFK and Lara's communications about it, the parent response was very low.</p> <p>The difficult topics are maybe not as attractive to parents as the celebrations that involve the children.</p> <p>Some feedback after last year was that a decision had already been made and their feedback was irrelevant.</p> <p>Art Spark attendance also seems to be going down over the past few years, so maybe attendance is down more generally.</p> <p>People are time deprived and maybe we could scale back the business portion of meetings and gatherings. Considering how involved parents are with the Winter Fair, maybe packaging it differently into gatherings that kids attend for fun and the parents step out briefly for fast governance meetings.</p> <p>Including the business as one segment of a more fun</p>	<p>Schedule staff safety trainings.</p>

	<p>gathering might secure more participation. Does it have to be at the end of the year because timing seems to be particularly challenging for people's schedules.</p> <p>A change to the by-laws would allow that change.</p> <p>Set the date early and make a big deal that we expect their participation.</p>	
Education Domain Report	<p>Main topics, which are provided in detail within the Education Domain Report:</p> <p>SEPAC</p> <p>Science Mapping Project</p> <p>Think about the potential gaps that are created for students who come in at different times.</p> <p>Math program</p> <p>(Ran out of time for the full report.)</p>	<p>Provide snippets of the data shared tonight throughout next year to let the Board know how the plans are going.</p> <p>Continue this conversation at the next meeting</p>
New Business - Identify only	<p>What is the Board's strategy for responding to consultant reports?</p>	<p>Identify a strategy for responding to consultant reports.</p>
Committee Reports - Questions only	<p>Domain Director's Report</p>	<p>Lara please correct type-o (change not to now).</p>
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: July 11th, 6:30 p.m.</p> <p>Facilitator: Penny</p> <p>Snacks: Noelle</p> <p>Drinks: Lara</p> <p>Newsletter blurb: Joe</p>	
Review Action Items	<p>Reviewed action items.</p>	

Adjournment	Meeting adjourned at 8:32 PM	
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Attachments:

June 13th BOT Meeting Agenda; May 9th 2018 BOT Meeting Minutes DRAFT; Board Officers, Chair and Committee Seats; FY 19 Budget Proposal; Domain Council Meeting Minutes May 15, 2018; Domain Council Meeting Minutes June 5, 2018; Domain Directors June 2018 Report; Finance Committee Meeting Minutes May 30, 2018; GABS Meeting Minutes May 30, 2018, Massachusetts Charter Public School Association Communication

Tentative Agenda Topics for July 11, 2018 Meeting:

Candidate Outreach Advocacy.

Develop Calendar for next year.

Lara continue Education report.

Officially ratify the cooperative report.

Review BoT goals from previous year.

Review Parent Satisfaction Survey.