

Hilltown Cooperative Charter Public School

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

(new Trustee orientation 5:30 - 6:30 pm)

Present: Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Barbara Oegg, Chris Greenfield, Amy Reesman, Noelle Stern, Liz Preston, Matt Dube, Paula Ingram

Regrets: Joe Wyman

Facilitator: Penny Leveritt

Notetakers: Amy Reesman

Guests: None

Listkeeper: Chris Greenfield

Timekeeper: Lara Ramsey

Mission statement read by: Deirdre Arthen

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<p><u>Announcements:</u> Passing around a Board of Trustees contact sheet for review</p> <p><u>Appreciations:</u> Thanks to the administrators who work throughout the Summer.</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u> Under “review last board goals” we should add that is a discussion item</p>	Board members to review the BoT contact sheet and make any edits to their contact information.
Any thank you notes needed?	None at this time	
BoT Visibility this month?	We have class parties this Summer (August or later), please let parents know that you are a board member if you attend.	Let families know you are a board member.

Minutes	Minutes approved by consensus.	Penny moved to approve the June 13, 2018 BoT minutes. Chris seconded. Minutes approved by consensus.
Public Comment Period	None	
Approve New Board Members Elected by the Cooperative	Noelle Stern Matthew Dube Paula Ingram Liz Preston	Penny moved that we ratify the four new board members voted in at the 2018 Annual Meeting. Chris seconded. The four new board members were ratified by consensus.
Review FY18 Board Goals	Board of Trustees FY18 Goals Financial Goals were completed. Director Evaluation Process Goals were completed. Overall Management Goal to determine if the Director of Community and Family Engagement role should be full-time or part-time was not completed. Discussion around adding this as a FY19 board goal.	
Proposal for Revised Director Evaluation Process	Now that this process has been followed in its inaugural year, a few adjustments are being proposed to the process. A few of the updates include a peer review and an opportunity to make edits to the evaluation towards the end of the evaluation process.	Chris moved to approve the Revised Director Evaluation Process as presented.

		Matt seconded. Proposal for Revised Director Evaluation Process approved by consensus.
Review Survey Questions for Evaluations for Dan and Lara	<p>Part of the Director Evaluation Process includes surveys that go out to different HCCPS populations.</p> <p>A discussion was had surrounding the adjustment of questions to make them more specific to ensure that we secure better data.</p> <p>A discussion was had surrounding confidentiality of surveys.</p> <p>On the staff survey, it would be helpful for staff to classify their role.</p> <p>Timing for the staff survey would ideally be late August.</p> <p>Giving deadlines for surveys is important.</p>	Penny and Tim will edit some of the more complex questions for the surveys.
FY19 BOT Planning Calendar	<p>FY19 Board Calendar was briefly reviewed.</p> <p>Are there any other school groups that may want to be invited to the board meetings (like the Equity Group)? Potentially the Community Team?</p> <p>Perhaps adjust FOH timing to help them determine a fundraising goal or later to report out on fundraising success. Move FOH to October meeting visit.</p>	Domain Council will review the calendar and make any adjustments based on the board conversation tonight.
Review Parent Satisfaction Survey	<p>Families are really happy here, they are satisfied with the school.</p> <p>We had fairly balanced participation from a class by class perspective.</p> <p>There is nothing that falls to the strongly disagree or disagree answer in this survey.</p> <p>One of the goals on our accountability plan is “the school has built a strong sense of community among students, staff, and families” which scored a 4.19.</p> <p>The questions with the lowest rankings were around volunteer hours. We have already removed volunteer</p>	The Directors will review the data and will look for repeated themes and comments, then will report back to the Board.

	<p>hours from voting privileges.</p> <p>When it comes to the school using its financial resources wisely- many people believe they do not know.</p> <p>Most of the comments are not related to governance.</p>	
<p>Education Domain Report</p>	<p>Kate and Rebecca want to work together to develop a stronger mentoring program for interns coming into our school. They want to design this program and this will be funded by a grant.</p> <p>Shawna and Nan are turning a formerly completed animation project into a book.</p> <p>Other projects that may get funded- a Prisms project surrounding a role playing game about how people have different experiences of class could be documented so that it can be replicated by other classes.</p> <p>A book group surrounding ratios and proportions may be established.</p> <p>Students will have PE twice a week in grades K-5 and Lara is reading a book about the effects of exercise on the brain which describes the positive impact of exercise on learning.</p> <p>We started a community library last year. This library collection is composed of books with at least 75% characters of color. Parents and teachers have to prescreen the books for social messages. These books address marginalized populations. We have a catalog online where families can borrow and return books.</p> <p>A school should have windows into other worlds and mirrors of yourself. This library helps ensure that we are doing this.</p>	
<p>Political Outreach</p>	<p>Board agreed that we should wait until September 4th primary when we know the candidates for the house and senate, then we will invite the candidates to the school.</p>	

New Business - Identify only	None.	
Committee Reports - Questions only	There were no Finance Committee, Facilities Committee or Personnel Committee meetings.	
Meeting Wrap-Up/ Evaluation	Next Meeting: September 12, 2018 Facilitator: Penny Snacks: Noelle and Chris Drinks: Matt Newsletter blurb: Deirdre	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:26 PM	

Attachments:

July 11th BOT Meeting Agenda; June 13, 2018 BOT Meeting Minutes DRAFT; FY18 Board of Trustees Goals; Proposal for Revised Director Evaluation Process; Survey Questions for Director Evaluations; FY19 Planning Calendar; Domain Council Meeting Minutes June 20, 2018; Domain Directors July 2018 Report; GABS Meeting Minutes June 25, 2018

Tentative Agenda Topics for September 12, 2018 Meeting:

- Political Candidates
- Intern Program Report Out
- BOT Goals
- Guidance from Board for Committee Goals
- Parent Survey Follow-up (by Directors)
- Emergency Preparedness Follow-up from Annual Meeting