

**Hilltown Cooperative Charter Public School**

Board of Trustees **FINAL** Meeting Minutes – Wednesday, December 13th, 2017, 6:30 pm

- Present:** Amy Reesman, Chris Greenfield, Susannah Howe, Joe Wyman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Scott Remick, Michael Filas, Dan Klatz, Deirdre Arthen, Steve Hoyt, Charles Wiemeyer
- Regrets:** Terra Missildine, Andi Porter, Barbara Oegg
- Facilitator:** Scott Remick
- Notetaker:** Amy Reesman
- Guests:** Liz Preston, Amy Linnell
- Listkeeper:** Scott Remick
- Timekeeper:** Lara Ramsey
- Mission statement read by:** Michael Filas

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<p><b>Announcements/ Appreciations/ Acknowledgements</b></p>	<p><u>Announcements:</u> Lara introduced Liz Preston (former interim President of WSU). Was invited to attend so that she could explore the possibility of being a BoT member in the future.</p> <p><u>Appreciations:</u> Everyone involved in Winter Fair.</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u> A typing error was identified as well as the facilitator for the Director Hiring Process discussion was missing.</p>	
<p><b>Any thank you notes needed?</b></p>	<p>Deirdre has sent thank you notes to many Winter Fair volunteers.</p>	

<b>BoT Visibility this month?</b>	Winter Solstice Celebration- would be helpful if BoT members helped with arch.  Coffee hours	<b>Wear BoT buttons</b>
<b>Minutes</b>	November 7, 2017 BoT meeting minutes were reviewed and edited.	<b>Penny moved to approve November 7, 2017 BoT minutes as amended.</b>  <b>Joe seconded.</b>  <b>Minutes approved by consensus.</b>
<b>Public Comment Period</b>	None	
<b>MCAS Result Overview</b>	<p><i><b>How we compare to other schools:</b></i></p> <p>HCCPS Performance Versus State: Our school looks mostly the same as the state of MA. Because our school has a small student population, 2 students in any subgroup could represent 10%. How we compare to the state depends on grade level, subject, and population.</p> <p>HCCPS Average Growth: This varies from 24th percentile (but achievement was 70th) to 73rd percentile depending on the subject, but overall our growth was basically in line with the state; growth is calculated at a student level.</p> <p>HCCPS Performance Versus Similar Size School We are in the middle with ELA and Science and a bit ahead in Math.</p> <p>HCCPS Versus Similar Profiles Can't compare scores from this year to previous years because the test changed (in addition all scores across the state dropped); you can look at growth year over year. We don't do significant test prep or teaching to the test</p>	

	<p>Also, some students took the test online for the first time.</p> <p>Board had a discussion about looking at subgroups to ensure that we don't have any obvious gaps.</p> <p><b>2016 Status as a Level 3 School:</b></p> <p>This year there was no level assigned to any school because this was a new test.</p> <p>The only reason we were a level 3 school last year was because a certain percentage of students decided not to take the test with parental support (which technically happened within one subgroup last year and only represented a handful of students).</p> <p>There were no concerns about the HCCPS MCAS scores.</p>	
<p><b>Long Range Plan Updates</b></p>	<p>At this time of year, we wouldn't expect to see much if any "green" on our visual tracker. We are looking at "yellow", in progress. Nothing on the tracker in PY2018 is in red, which is good.</p> <p>Revision to timeline in area of Scope of Program, #1-#4, happened in Domain Council. The goal wasn't changed, just the timeline.</p> <p>In Community, GABS proposes that the second task be reworded (soliciting input from students, not student council per se).</p> <p>The third task under goal three (Traditions Supporting School Culture) might be deemed irrelevant.</p> <p>Move to get rid of all the BEs (elements that need to be revised), and find way to document that certain goal(s) became unnecessary.</p> <p>Sustainability: As an example of a goal/task that no longer makes sense to track: It no longer makes sense to hold FoH responsible to raise a certain amount of money each year.</p>	<p><b>GABS will write a proposal documenting changes to the LRP and will ask Domain Council for time at future meeting to present</b></p>

	<p>Question about how to document changes to the LRP document- advocate for not removing text, but adding amendments so that the history of revisions is visible.</p> <p>Comment about the importance of being able to revise once the process moves from planning to action.</p>	
<b>Board Recruitment</b>	<p>GABS is asking BoT to help identify potential BoT/Committee members.</p> <p>GABS has followed up with parents who expressed interest on Volunteer Forms.</p> <p>Suggestion to go to Lathrop and solicit BoT members.</p> <p>Committees can recruit committee members to become BoT members.</p> <p>We could always use individuals with a legal background and are always in need of community members.</p>	<b>BoT Members to help recruit BoT and Committee Members</b>
<b>Capital Plan</b>	<p>Prevailing wage has to be explored for specific jobs in this state; exception for sole proprietors.</p> <p>Facilities Committee will prioritize the list of capital projects.</p> <p>Perhaps a visual dashboard/tracker could be created like we have for the Long Range Plan.</p> <p>Although BoT must approve the capital budget, the Capital Plan is a working document.</p>	<b>Facilities Committee to prioritize Capital Plan projects</b>
<b>Hiring Process for Domain Director Positions</b>	<p>Minor changes to the policy were discussed and made in real time.</p>	<p><b>Scott moved to approve Hiring Process for Domain Director Positions as amended.</b></p> <p><b>Michael seconded.</b></p> <p><b>Hiring Process for Domain Director Positions approved by consensus.</b></p> <p><b>Penny to put on</b></p>

		<b>HCCPS letterhead for final document</b>
<b>New Business - Identify only</b>	Personnel Committee discussed diversifying recruitment of school staff/teacher applicants.	
<b>Committee Reports - Questions only</b>	No questions were asked. Committee Minutes need: start time, end time, attendees, regrets, meeting location, first and last names.	<b>Penny to send BoT Committee Meeting minute template</b>
<b>Meeting Wrap-Up/ Evaluation</b>	Next meeting is January 10, 6:30 p.m. Snacks: Michael Drinks: Scott Newsletter blurb: Lara	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:25 PM	

**Attachments:**

December 13th BOT Meeting Agenda; November 2017 BOT Meeting Minutes DRAFT; MCAS Results; Long Range Plan Tracker; Revised Process for Hiring Domain Directors; Domain Council Meeting Minutes November 14, 2017; Domain Council Meeting Minutes December 6, 2017; Domain Directors December Report; Finance Committee Minutes November 2017; GABS Committee Meeting Minutes November 2017; FOH Meeting Minutes October 2017; Personnel Meeting Minutes November 2017; Personnel Meeting Minutes December 2017

**Tentative Agenda Topics for January 10, 2018 Meeting:**

- Board Goals Status Check
- Committee Goal Status Check
- GABS LRP Revision Proposal
- GABS Committee
- Review and Approve Deirdre’s Performance Review