

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, January 10th, 2018, 6:30 pm

Present: Amy Reesman, Susannah Howe, Joe Wyman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Scott Remick, Dan Klatz, Deirdre Arthen, Steve Hoyt, Charles Wiemeyer, Terra Missildine

Regrets: Chris Greenfield, Michael Filas, Andi Porter, Barbara Oegg

Facilitator: Scott Remick

Notetaker: Amy Reesman

Guests: Maryellen Rousseau and Paula Ingram

Listkeeper: Penny Leveritt

Timekeeper: Lara Ramsey

Mission statement read by: Susannah Howe

| Topic | Discussion | Action (if necessary) |
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| <p>Announcements/ Appreciations/ Acknowledgements</p> | <p><u>Announcements:</u> None</p> <p><u>Appreciations:</u> Those who helped make the Winter Solstice celebration a success. Also to Seana for the great Winter Solstice performance (mummers Play).</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u></p> | |
| <p>Any thank you notes needed?</p> | <p>Liz Preston, for attending the BoT meeting in December</p> | <p>Scott will write a thank you note to Liz and Lara will send Scott her email address</p> |

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| <p>BoT Visibility this month?</p> | <p>January 12- MLK Jr. Day Celebration (8:30 am) January 26- Il Teatro (8:30 am) January 26- BINGO night (possibly- TBD)</p> | <p>Wear BoT buttons</p> |
| <p>Minutes</p> | <p>December 13, 2017 BoT meeting minutes were reviewed and edited.</p> | <p>Scott moved to approve the December 13, 2017 BoT minutes as amended. Joe seconded. Minutes approved by consensus.</p> |
| <p>Public Comment Period</p> | <p>None</p> | |
| <p>Voting Membership for Cooperative</p> | <p>A discussion was had surrounding the detachment of our 40 hours/year volunteerism requirement as it relates to voting membership in the cooperative.</p> <p>This would require a by-law change, which would have to be approved at the annual meeting.</p> <p>Our requirement for voting was in place before Deirdre started at HCCPS. The school was smaller then. Families were doing maintenance, cleaning, projects, etc. All of this volunteer labor was necessary for the success and general functioning of the school. Our needs have shifted to event support, transportation support, etc.</p> <p>Scott noted that comments/concerns surrounding the 40 hours of volunteerism came up in parent surveys.</p> <p>40 hours of volunteerism could be a guideline instead of a requirement.</p> <p>We do need strong family involvement/volunteerism to distinguish ourselves from other schools.</p> <p>If we do separate the volunteerism from the voting membership requirement, will we continue to track the hours?</p> <p>If we keep it as a requirement, one idea is to say each</p> | <p>BoT will continue conversation surrounding this topic.</p> |

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| | <p>member needs to volunteer between 2 and 40 hours per year to be a voting member. This may broaden the the volunteer pool.</p> <p>The board would also have to change our accountability plan accordingly.</p> | |
| BoT and Committee Goals Check-in | BoT reported that 2017-2018 board and committee goals are on track. | BoT to report on progress of goals in July, 2018. |
| Board Recruitment | <p>Due to terms of existing members, we have a need for BoT members for the 2017-2018 year and even a stronger need the following year.</p> <p>We have a few interested parents and a possible community member.</p> <p>We are always looking for people with legal and financial expertise.</p> | <p>We will continue to keep this on the agenda for upcoming BoT meetings.</p> <p>BoT members will go to GABS with possible candidates and recruitment channels.</p> |
| Long Range Plan Revision | <p>Proposal from GABS regarding Long Range Plan.</p> <p>The wording for one long range plan goal was edited, while two goals were removed as they were no long deemed valuable/necessary.</p> | <p>Susannah moved to accept the LRP wording edits as presented.</p> <p>Penny seconded.</p> <p>Proposal approved by consensus.</p> <p>GABS to update LRP tracker accordingly.</p> |
| Director Evaluation Update | <p>The Domain Council is currently working on Deirdre’s evaluation. The Domain Council will be bringing the final evaluation to the February BoT for board review and approval.</p> <p>The Domain Council will review the evaluation process and make any changes/improvements for the next review cycle.</p> | The Domain Council will bring Deirdre’s review to the February BoT meeting. |

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| New Business - Identify only | No new business was identified. | |
| Committee Reports - Questions only | The Domain Director's Report noted a DESE tuition payment of \$06,000. To clarify, it was \$6,000 (for the month of December). Personal, Finance, Facility and SEPAC did not meet between the BOT meetings, so no committee reports were provided. | |
| Meeting Wrap-Up/ Evaluation | Next meeting is February 14, 6:30 p.m. Snacks: Susannah and Penny Drinks: Lara Newsletter blurb: Joe | |
| Review Action Items | Reviewed action items. | |
| Adjournment | Meeting adjourned at 7:58 PM | |

Attachments:

January 10th BOT Meeting Agenda; December 13th 2017 BOT Meeting Minutes DRAFT; Long Range Plan Wording Edits Proposal; Domain Council Meeting Minutes January 2, 2018; Domain Directors January Report; GABS Committee Meeting Minutes December 2017; FOH Meeting Minutes November 2017; Personnel Meeting Minutes November 2017; Personnel Meeting Minutes December 2017

Tentative Agenda Topics for February 14, 2018 Meeting:

FoH Visit (Annual Campaign and Art Spark)

Deirdre's Evaluation

School Accounting 101 with Deb (using current balance sheet)

BoT Recruitment

GABS By-law Change Proposal to Add Staff to BoT