

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, March 14th, 2018, 6:30 pm

Present: Joe Wyman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Michael Filas, Steve Hoyt, Chris Greenfield, Barbara Oegg

Regrets: Amy Reesman, Scott Remick, Susannah Howe, Terra Missildine, Charles Wiemeyer

Facilitator: Penny Leveritt

Notetaker: Michael Filas

Guests: Matthew Dube, Noelle Stern, Paula Ingraham, Marguerite Durand

Listkeeper: Deirdre Arthen

Timekeeper: Joe Wyman

Mission statement read by: Chris Greenfield

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<p><u>Announcements:</u> board members can donate wine if they wish for ArtSpark auction. Charles is making a wine rack.</p> <p><u>Appreciations:</u> Sleepover parents and staff</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u> GABS changes to come next month due to snow days</p>	Bot members that want to donate bottles of wine for the ArtSpark auction can bring them to Lara’s office.
Any thank you notes needed?	None	
BoT Visibility this month?	Artspark	Bot members that attend Art Spark are encouraged to be greeters for the event.

Minutes	February 14, 2018 BoT meeting minutes were reviewed and minor edits completed.	Chris moved to approve the February 14, 2018 BoT minutes as amended. Joe seconded. Minutes approved by consensus.
Public Comment Period	No public comments.	
Board Recruitment	Deirdre reviewed the applications received; applications (5 voting people leaving); 4 potential new voting members, and 1 potentially new non-voting member. Historically we've been between 9-12 voting members; ideally not more than 2/3 parents. It is hard when it gets down to seven, 6 is the minimum. End of the fiscal year departures include Susannah, Scott, Charles, Terra, & Steve. Andi already resigned.	
GABS By-laws changes proposal	Postponed until April meeting	
Revised FY18 Budget	Dan reviewed the increase in income projection based on grant income and revised state proceeds, an increase of nearly \$78k; insurance is projected to be less than previously budgeted but it is still in play; program support is an evolving category and has in the past included teaching aids which are now put in a different line; we moved teacher expense for trips into stipend lines for bookkeeping reasons We ended with a surplus of approximately \$52k which is roughly equal to our equity payments on the building.	Chris moved to approve the the revised FY18 budget. Steve seconded. Revised FY18 budget approved by consensus.

<p>Annual Meeting</p>	<p>Deirdre asked every chair of every committee to write a report to present at the meeting; ideally completed in advance by the April meeting. Chairs are asked to make a brief statement at the annual meeting. Some bylaw changes coming from GABS, the board will approve and these will be voted on at the meeting. Meeting also includes recognition of volunteers, and then discussion. Deirdre suggests the school’s crisis and safety plan.</p> <p>Questions and comments:</p> <p>Would this conversation benefit from having an expert on hand to help us navigate this issue; someone who has topical knowledge.</p> <p>We need to manage expectations that it is a chance to share perspectives; but school managers will put together the plan based on that input.</p> <p>The conversation is likely to be about an active shooter situation, and we should be prepared to call it what it is, and discuss those details, such as the front door.</p> <p>It was suggested to frame the discussion as “How do we cultivate a sense of safety at Hilltown?”</p> <p>Make sure the conversation is couched in a review/acknowledgment of the other things like suicide prevention, and other risks that are uncontroversial and included in the plan.</p> <p>It was suggested to have a presentation of our plan and then a discussion of emotional and social safety.</p> <p>Would bringing in some diverse parent opinions could help get dialogue going?</p> <p>Preparation and perspective could lead to a respectful conversation.</p> <p>It was suggested that the annual meeting conversation not be a review of the plan, but provide parents and community members a means to comment on the policy itself outside this forum.</p> <p>This is important and there needs to be a way management can get input. Dan said he’s happy to</p>	<p>Chairs need to have board committee reports for April meeting</p>
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	<p>receive that input and have management process that in revising the plan.</p> <p>One reason families come to Hilltown is for access--to policy formation, among many other things.</p> <p>The school is community based but the ultimate responsibility of the school is the physical health and safety of the students.</p>	
<p>Emergency Hiring Protocol Proposal</p>	<p>Joe presented the revised policy; Dan clarified that OTs and PTs are not part of the teaching staff because they are hired differently.</p> <p>An issue was raised of whether long term subs should be considered an internal candidate, which they are currently, and that conversation has been set aside for a separate discussion for the Personnel Committee.</p> <p>It was recommended that we revise to include “is on the teacher salary scale and that is halftime or more” after the word “position” in the first sentence. Also revise the first sentence to read “becomes open fewer than 20 days before the start of the school year, during the school year, up until 20 days before the end of the school year.”</p>	<p>Joe moved to approve the Emergency Hiring Protocol Proposal as amended.</p> <p>Chris seconded.</p> <p>Proposal approved by consensus.</p> <p>Lara will provide the final version of the policy for the board book.</p>
<p>HCCPS Crisis and Safety Plan</p>	<p>Dan distributed the current version based on Easthampton’s plan, received from the Fire Chief, who recommended not rewriting everything that had been tested. The fire department wanted to have a copy on file so they know who they are working with; in many ways the plan is about coordination and this is an improvement over the Williamsburg relationship because Easthampton is larger. We replaced their self-harm contents with the policies we had already developed. There is a team in place; with alternates. The most contentious plan included is the “intruder in the school” lockdown. There are many ordinary events that require shelter in place or shelter in classroom--the controversial one, lockdown for a</p>	

	<p>shooter, is based on what the city of Easthampton recommends. Students need to be prepared to respond to announcements of each of these situations, but the question is whether or not active shooter drills are necessary for safety.</p> <p>Dan said the teachers need to be prepared to handle all types of situations; Lara said that doing any drill this year would be too close to the Florida shootings and would upset students more than needed, this is based on teacher input.</p> <p>One suggestion was a committee or some other means for parents to contribute directly to the conversation.</p> <p>There was a suggestion to keep this document contemporary as police and other first responders update their plans.</p>	
<p>Political Outreach</p>	<p>Dan discussed the Charter School Association which has, as membership, every charter school but one in the state. Dan is a member of the board this year, which made a strategic plan based on the ballot defeat. Shifting away from support for member schools and now emphasizing political outreach supporting funding/creation/and support for charter schools. The association would like willing board members to reach out to political candidates, and the association is available to provide technical support for this effort so individual board members could more effectively reach out, as individuals, to politicians and political candidates.</p> <p>The board generally agreed to having an association member speak with the board.</p>	<p>Dan will invite an Association member to speak at the April meeting</p>
<p>New Business - Identify only</p>	<p>None. A debrief on the walk out against gun violence that happened today was requested. Lara said the staff made a plan so all students had a choice to walk out, while others could continue with uninterrupted learning. The students who led it had a great opportunity to do it without staff or teacher support. It ended up that the student empowerment worked very well. The students handled it well, and it was</p>	

	important that it was student led. One student was chagrined that his or her voice (dissenting) was overruled by a school event, and the administrator pointed out that it was student initiated and led. An opportunity to make a public dissenting statement at morning meeting was the solution. There was room for some to stay inside and that ended up being comfortable. Students who walked out took home a note that missed work will need to be made up.	
Committee Reports - Questions only		
Meeting Wrap-Up/ Evaluation	Next meeting is April 11, 6:30 p.m. Snacks: Steve Drinks: Penny Newsletter blurb: Lara	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:31 PM	

Attachments:

March 14th BOT Meeting Agenda; February 14th 2018 BOT Meeting Minutes DRAFT; Revised FY18 Budget; Emergency Hiring Protocol Proposal; Domain Council Meeting Minutes February 27, 2018; Domain Directors March 2018 Report; Finance Committee Meeting Minutes February 28, 2018; FOH Minutes January 2018; Personnel Meeting Minutes March 2018; Site Committee Minutes from December 2017, January 2018 and February 2018; GABS Meeting Minutes, February 2018

Tentative Agenda Topics for April 11, 2018 Meeting:

GABS by-law changes proposal; Facilities will have a capital budget proposal for next year; Domain Council may have early preview of next year’s operating budget