

Hilltown Cooperative Charter Public School

Board of Trustees **FINAL** Meeting Minutes – Wednesday, September 12th, 2018, 6:30 pm

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

Regrets: None

Facilitator: Penny Leveritt

Notetakers: Amy Reesman

Guests: Kate

Listkeeper: Chris Greenfield

Timekeeper: Lara Ramsey

Mission statement read by: Joe Wyman

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> General discussion surrounding list keeper and ability of public to comment/interact during the board meeting.</p> <p><u>Appreciations:</u> “The Dads” Played at Family Friday Fest First Day of School went smoothly from paperwork perspective</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u> No changes needed.</p>	<p>N/A</p>
<p>Any thank you notes needed?</p>	<p>N/A</p>	<p>N/A</p>

<p>BoT Visibility this month?</p>	<p>Classroom Orientations: Greens & Yellows (9/13) Blues, Indigos, Prisms (9/17) Purples, Reds, Oranges (9/20) Family Dance & Cake Walk (9/30)</p>	<p>Please wear a BoT Button during events.</p>
<p>Minutes</p>	<p>Minutes approved by consensus.</p>	<p>Penny moved to approve the July 11, 2018 BoT minutes. Chris seconded. Minutes approved by consensus.</p>
<p>Public Comment Period</p>	<p>None</p>	<p>N/A</p>
<p>Report on Internship Program</p>	<p>In 2015-2016 HCCPS piloted a program where teaching interns would be placed in some classrooms in lieu of teaching assistants (TAs). Presently, we have 5 interns in the school. Three of the five will be with us for only 1 year. Historically speaking, almost all interns have come from Smith. We have a former HCCPS teacher strengthening that relationship/partnership. Interns were described by teachers as inquisitive and as problem solvers. Differences between having a TA versus an intern: One year interns spend time observing. Those who are here for two years spend less time in year two observing. Our interns are getting up to 40 hours/week of experience in the school. We save a small amount of money on salaries. As teaching assistant stipends + mentor teacher stipends</p>	

	<p>are less than a TA salary (TAs can also receive benefits). Teaching assistants typically work less than 30 hours/week while an intern works closer to 40 hours/week (because they attend meetings before and after school).</p> <p>Suggested improvements from participants: formalizing meeting times and support for interns, formalizing the job description for interns, acknowledgement that a classroom may need a TA as well as an intern in certain cases.</p> <p>It was noted that interns are interviewed for positions and not all candidates are accepted.</p> <p>Noted that intern assignments were based on TA attrition (no TAs have lost their position as a result of the internship program).</p> <p>Would be interesting to survey interns once they were placed in teaching positions how prepared they were, and have their colleges compare those students to students who did not intern.</p>	
<p>Annual Report</p>	<p>A question came up regarding acronyms in the report:</p> <p>GNT- Gap Narrowing Target (set a goal 6 years out- want you to make progress each year towards this goal); if there is no GNT that means we have met or exceeded the goal (there is no gap); therefore this number changes each year as you move closer to the 6 years out.</p> <p>CI Percentage- Comparison Index (compare to other districts); this percentage does not change each year.</p> <p>Difficult for us to control. Our applicant population may help us reach targets but the lottery randomly selects who gets into the school.</p>	
<p>FY 2019 BoT Goals and Committee Goals Guidance</p>	<p>September is typically when we finalize Board goals. In October, committees will need to be prepared to present their goals.</p> <p>Board Goals:</p> <p>Financial:</p> <p>Review (rolling, annual) 5-year Cash Flow Analysis</p>	<p>Committees bring goals to October Board Meeting</p>

	<p>via the Finance Committee</p> <p>Assess and review progress of Capital Improvement Plan</p> <p>Director Evaluations:</p> <p>Complete for Dir. of Teaching and Learning</p> <p>Complete for Dir. of Administration</p> <p>Continue to analyze, document and clarify process for future Board of Trustees constellations</p> <p>Overall Management:</p> <p>Develop a vision of how community and family engagement could work best at this time in the life of the school and in the future, including identifying potential staffing needs to support this vision.</p>	
<p>Request for Exception- Personal Leave Policy</p>	<p>A HCCPS employee has requested to take 4 personal days in a row and our policy allows for 3 days. Personnel Committee reviewed the request and suggests the Board approve the request.</p>	<p>Chris moved to approve the request for an exception as presented.</p> <p>Noelle seconded.</p> <p>The request was approved by consensus.</p>
<p>Planned response to Predominant Parent Satisfaction Survey Comments</p>	<p>The Directors went through all of the comments from the parent surveys and looked for general themes.</p> <p>After school programs- people wanted more structured programs. The Directors will survey the parents who use the Kids’ Club the most to better understand their desires.</p> <p>Communication with specialists.</p> <p>Parents expressed that they were not aware of how to volunteer within the school.</p> <p>Comments about the Prisms- there are already changes being made here.</p> <p>Parking lot and traffic (safety)- Directors will look into these concerns.</p>	<p>Directors will determine follow-up steps related to general themes identified in the survey responses.</p>

	<p>Hallway behavior and housekeeping.</p> <p>Directors want to rework the survey and send it out earlier this year to ensure that they get information they can act upon.</p>	
<p>Intro to Potential Upcoming By-law Changes</p>	<p>We had a call with the state regarding our proposed by-law changes.</p> <p>They wanted to know if our Directors should be Trustees. They stated that Director job descriptions can reference responsibilities to attend and participate in meetings, and to report out at meetings. In general, the state does not believe that non-voting members should necessarily be trustees. This is also true for the Friends of Hilltown liaison role.</p> <p>The state also had questions about certain by-laws and wanted some of our language to be updated.</p> <p>We also identified that by removing 40 hours of reported volunteerism for voting rights in the Coop, we made it extremely difficult to ensure that 60% of the Coop attends an annual or special meeting to vote on by-law changes and board member candidates.</p>	<p>GABS will work on By-law change proposal.</p>
<p>Emergency Preparedness Update/Coop Meeting Debrief</p>	<p>Since the Coop Meeting:</p> <p>The School Resource Officer sees HCCPS as part of his responsibilities. He will support us with this initiative.</p> <p>The plan itself has not been changed.</p> <p>Almost all of our internal windows now have shades on them (happened this Summer).</p> <p>Feedback from Coop:</p> <p>There was quite a bit of diversity in thought. Parents were grateful that there was planning but were concerned about the drills.</p> <p>For the teachers, drilling is a shift in the culture.</p> <p>A decision needs to be made regarding emergency preparedness drills in the school.</p>	

New Business - Identify only	<p>Creating new Hilltown email addresses for board members.</p> <p>Political Candidates will be invited to HCCPS</p>	<p>Deirdre will work to get these email addresses created.</p> <p>Dan will coordinate follow-up with the candidates.</p>
Committee Reports - Questions only	There were no Finance Committee or Facilities Committee meetings.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: October 10, 2018</p> <p>Facilitator: Penny</p> <p>Snacks: saved snacks from September meeting</p> <p>Drinks: Liz</p> <p>Newsletter blurb: Joe</p> <p>Backup Note Taker: Lara</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:20 PM	

Attachments:

September 12th BOT Meeting Agenda; HCCPS BoT Recruitment Talking Points; 2018 HCCPS Annual Report; Draft BoT and Committee Goals; Directors' Planned Response to Parent Satisfaction Survey Comments FALL 2018; 2018-2019 HCCPS By-law Revisions and Comments from DESE; DOE By-law Checklist; Domain Council Meeting Minutes July 18, 2018; Domain Council Meeting Minutes August 22, 2018; Domain Directors September 2018 Report; GABS Meeting Minutes July 24, 2018; Personnel Committee Meeting Minutes September 11, 2018

Tentative Agenda Topics for October 10, 2018 Meeting:

Political Candidates
 Committee Goals
 By-law Changes
 FOH Visits
 Education Updates