

Hilltown Cooperative Charter Public School

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

Present: Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Joe Wyman, Tim Reynolds, Chris Greenfield, Liz Preston, Barbara Oegg and Matt Dube
Regrets: Paula Ingram, Noelle Stern, Amy Reesman
Facilitator: Penny Leveritt
Notetakers: Lara Ramsey
Guests: Barry Wadsworth
Listkeeper: Chris Greenfield
Timekeeper: Liz Preston
Mission statement read by: Chris Greenfield

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> <u>Appreciations:</u> Appreciations to Deirdre and all volunteers for the Winter Fair. <u>Acknowledgements:</u> <u>Agenda Check:</u>	
Any thank you notes needed?	Send Thank You/Recognition to Marguerite and Jay for music at Winter Fair	Passed thank you cards around during Board meeting
BoT Visibility this month?	Winter Solstice All School on 12/21/18	Please wear a BoT Button during events.

<p>Minutes</p>	<p>November Board Meeting minutes approved by consensus</p>	<p>Penny moved to approve the November 14, 2018 BoT minutes.</p> <p>Joe seconded.</p> <p>Minutes approved by consensus.</p>
<p>Public Comment Period</p>	<p>None</p>	
<p>Personnel Proposal: Raising reimbursement for health care</p>	<p>Proposal presented to Board (by Joe Wyman on behalf of Personnel Committee) aims to raise the amount an eligible employee can be reimbursed if he/she uses a non-HCCPS health care program. Proposal is to reimburse up to \$4,000, which is approximately the same amount HCCPS pays for an individual health plan.</p> <p>Q&A: Is the benefit taxable income for employees? Yes</p> <p>Do we think this will be an incentive for some? Yes, a few.</p> <p>We also think it's important to advocate for equity before employees have to.</p> <p>Comment: one Board member knows of a company that has recently revoked this benefit, much to the consternation of employees who consider this part of their income.</p>	<p>Motion to approve led by Chris</p> <p>Seconded by Matt</p> <p>Proposal approved by consensus</p>
<p>Financial Audit</p>	<p>Overall the audit was as expected. Things look good. Kudos to the auditor, Richard Abbott.</p>	<p>Penny moved to approve the audit.</p> <p>Joe seconded</p> <p>Audit approved by</p>

		consensus
Long Range Plan Update	<p>Nothing is in the red anymore for this fiscal year (the unaddressed items on the LRP tracking chart).</p> <p>We have some items in yellow (started) that will easily move into green.</p> <p>We wonder when to begin next LRP because many goals have been addressed and it takes a while to make a new LRP.</p> <p>Each Director gave an update on one aspect of the LRP that has recently been addressed.</p> <p>Goal of Sustainability- Dan: Since our building was new when we got it, we want to think about a rotation or schedule of updates and improvements so that everything doesn't need attention at the same time. Also examining our insurance plan and what the contingency plan is for. We may not need it. Environmental piece of our sustainability has to do with installation of solar panels- research makes it seem like we should wait to do this until we are replacing the roof. Whenever we replace the roof is the time to consider alternative energy.</p> <p>Goal of Leadership Training- Lara: We have established more leadership roles for Prisms and are continuing to develop more. New opportunities come through elective Community Service Learning program (e.g. Babysitting course). See Board packet for more specifics.</p> <p>Scope of Program- Deirdre: the goal here is to evaluate the scope of our program in order to maintain high quality co-curricular programs and to use time and resources appropriately and sustainably. In the winter of 2019, staff will be asked to identify their priorities within the programs we currently offer</p>	Deirdre and Lara will put their reports into PDF form and send to Amy and Nicole.

	<p>and parents will be asked for their thoughts on the same programs in the spring.</p> <p>It may be wise to do a re-evaluation of our LRP or start a new LRP now, because halfway in, the momentum changes as does the state of things.</p>	
BoT Recruitment	<p>Two people have turned in their application materials to be Board members (Jessica and Dawn). Amy will remain on GABS committee but will step down as a Board member.</p> <p>Suggestion- Board members could be tasked with finding their own replacement on the Board.</p>	BoT members recruit new board members and first term board members let GABS know if you will do a second term (or part of a second term.)
Blizzard Bag Report	<p>Lara reports that goals were met in the first pilot of two Blizzard Bag days last year. Reviews of parent and teacher feedback- overwhelmingly positive but with important points to consider moving forward: special education services, equity among staff and compensation, and quality of Blizzard Bag contents. With Board approval, teachers will utilize two more Blizzard Bag days this winter and address equity issues. We will assess success based on comparing the learning that happens on a Blizzard Bag day to learning in school that happens during the second-to-last week in June. We will continue to invite feedback from all constituents. We will disseminate our pilot by posting all of our gathered materials on school website and making information readily available.</p>	<p>Chris moved to approve extension of Blizzard Bag pilot</p> <p>Penny seconded</p> <p>Approved by consensus</p>
School Year Calendar	<p>Dan met with superintendent of Easthampton Public Schools to talk about aligning our calendars in order to facilitate bus service to our school. When Easthampton does not bus our students (on days when we have different dismissal times), they are out of compliance, but we want to work with them.</p> <p>Dan and Lara took idea of aligning school calendars</p>	Return to topic in January after giving it more thought and assess next steps.

	<p>to teacher meeting and learned that teachers are concerned about their meeting times (in the scenario where we don't dismiss K-5 at 12:30, and even now, when we do). Structuring time for meetings is being addressed independent of the school calendar question.</p> <p>Bussing students to Hilltown stands to be an important tool for diversifying our population and bringing in more students who are economically disadvantaged.</p> <p>Dan shares data on surrounding school comps regarding demographics. The five year trends are especially relevant to our discussion of bussing and recruitment- we have an increasing number of economically disadvantaged students and students with disabilities. 63% of our students who bus are eligible for free and reduced lunch. We do not need to focus our recruitment efforts towards students with disabilities because we have exceeded the target (determined by the state), but we do need to focus our recruitment efforts on economically disadvantaged and ELL students.</p> <p>We aim to align more with Easthampton Public Schools, possibly in stages (same PD days), or possibly all at once (full day Wednesdays). If we want to approach full day Wednesdays, we have more steps to take with teachers and families</p>	
<p>New Business - Identify only</p>	<p>Chris requests follow-up to November MCAS discussion in January.</p> <p>Reminder that next Thursday three elected representatives will visit the school for informal conversation and board members that can come should expect to be here from 8:50 to 9:10 on Thursday, December 20th.</p>	

Committee Reports - Questions only		
Meeting Wrap-Up/ Evaluation	Next Meeting: January 9th, 2019 Facilitator: Penny Snacks: use what we already have Drinks: use what we already have Newsletter blurb: Deirdre	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:20 PM	

Attachments:

December 12th BOT Meeting Agenda; Resource Allocation and District Action Reports; 201819 Recruitment Plan; FY19 Financial Audit; December 2018 Domain Director Report; 12/7/2018 Facilities Committee Meeting Minutes; 11/21/2018 Finance Committee Meeting Minutes; 11/27/2018 GABS Committee Meeting Minutes; LRP tracker spreadsheet (December 2018); Domain Council Meeting Minutes; Board Report Prisms’ Leadership/Long Range Plan update; Personnel Committee Proposal Re: increasing the maximum amount of money an employee can be reimbursed if they are insured under a spouse’s health insurance plan; 11/13/2018 Personnel Committee Meeting Minutes

Tentative Agenda Topics for January 9th, 2019 Meeting:

School year calendar, continued discussion
 Performance evaluations for Dan and Lara (for approval)
 Report on Contingencies from Finance committee.
 BOT and Committee Goals Progress