

**HCCPS Board of Trustees  
Meeting Agenda  
October 11, 2017**

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- ❖ To engage students in a school which uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- ❖ To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- ❖ To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

**Facilitator: Scott Remick**

**6:30 Welcoming (read mission statement) (15 min)**

Announcements, appreciations, acknowledgements  
Agenda check; Appoint timekeeper, listkeeper  
Thank You Note check  
BOT Visibility this month  
Approve Minutes from September meeting

**6:45 Public Comment period (10 min)**

**6:55 Review BOT letter to community and staff: Michael/Penny/Scott (20 min – discussion)**

**7:15 Review and approve BOT and Committee Goals: Scott/Committee Chairs (15 min – decision)**

**7:30 Report on Director goals for 2017/2018: Scott/Penny (5 min – update)**

**7:35 Review Director hiring process/policy: Dan/Steve (20 min – decision)**

**7:55 Update on Evaluation review process: Scott/Penny (5 min – update)**

**8:00 New Business (5 min – identify only)**

**8:05 Committee Reports (5 min – questions only)**

**8:10 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)**

Confirm date/facilitator, snack bringer, newsletter blurb, agenda check for next meeting

**8:15 Review Action Items in this meeting's minutes (5 min)**

**8:20 Adjournment**

# DRAFT

Dear HCCPS Community,

The Board of Trustees has been working hard this year to build on the great foundation we have at Hilltown, particularly in terms of our leadership structure.

- The Coordinators' positions were reviewed, updated, and re-defined as Directors;
- The Hiring Procedure for Directors is currently undergoing revision through the Board process;
- We will be adding optional elected, non-voting staff seats on the Board—a change requiring a vote of the Cooperative, which will be forthcoming;
- We have made a consensus decision to provide more opportunities for the public to comment on agenda items at Board of Trustees meetings.

This last change affects every Hilltown community member directly because now there will be more invitations to join the Board of Trustees at our governance meetings not just as passive listeners, but with the opportunity to let us know how our specific discussions and decisions will affect you and your family.

The Massachusetts Open Meeting Law is clear on not allowing public comment on agenda items without the invitation of the President of the Board. But it is the intent of the Board to begin to invite the public to comment as often as possible. We hope, that with this change, there will be improved and open dialogue between the Board of Trustees and staff, families and the public, and we are pleased to say that this change is in effect now.

Please join us when you are able. The Board meets every second Wednesday of the month; our meetings are posted on the school's online calendar, the school website and at the entrance to the school. Our agenda is posted 48 hours in advance of each meeting on the school bulletin board and on the school's website here: <http://www.hilltowncharter.org/board-meeting-schedule-minutes/>

The Board always welcomes input from the community, so even if you can't attend our meetings, please let one of the Trustees know how our discussions and decisions could best support your Hilltown experience.

We look forward to hearing your input!

Scott Remick, Board President

Penny Leveritt, Board Vice President

Chris Greenfield, Treasurer, Finance Chair

Amy Reesman, Board Clerk, GABS Committee

Charles Wiemeyer, Site Committee Chair

Steve Hoyt, Personnel Committee Chair

Terra Missildine, GABS Committee Chair

Joe Wyman, Board Member, GABS Committee

Kyle Sullivan, Board Member, Community Member

Michael Filas, Board member, Charter School Association Liaison

Susannah Howe, Board Member, GABS Committee

Tim Reynolds, Board Member, GABS Committee

## DRAFT

Dear HCCPS Staff,

Thank you for carrying our school so handsomely into the fall semester. We are continually inspired by your commitment and talents with the Hilltown students, and we'd like to know how we can support you better.

The Board of Trustees has been taking action to open our meetings and processes for transparency and so we can hear more of your input. Towards this end, within this school year we will implement the option of direct Staff participation via staff seats on the Board of Trustees. Adding these seats will require a change to the by-laws, which must be ratified by vote at a meeting of the Cooperative. Once ratified, this will create two elected, non-voting seats for two-year terms for Staff members to serve on our Board of Trustees alongside the three Directors, who are also non-voting members. We are currently facilitating the process required for making this change as soon as feasible, and more information will be forthcoming. In the meantime, if you think you might be interested in joining the Board of Trustees as an elected, non-voting staff member, please contact the Clerk of the Board of Trustees, Amy Reesman.

In line with the goal of opening our meetings and processes for transparency, the Board of Trustees has made a consensus decision to provide more opportunities for the public to comment at Board of Trustees meetings. The Massachusetts Open Meeting Law states that the public is not allowed to comment on agenda items without the invitation of the President of the Board. But it is the intent of the Board to invite the public to comment as often as feasible. The hope of this shift in thinking is that there will be improved and open dialogue with staff, families and the public, and we are pleased to add that this change is in effect now.

Now that the public will more often be invited by the President to comment on decisions and discussions as we process them, we hope that more of our Staff members will take this opportunity to contribute to our understanding of how our work and decisions might affect you.

As always, please join us when you are able. The Board meets every second Wednesday of the month; our meetings are posted on the school's online calendar, the school website and at the entrance to the school. Our agenda is posted 48 hours in advance of each meeting on the school bulletin board and on the school's website here:

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We look forward to hearing your input!

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## Board of Trustees and Committee Goals – 2017/2018

### Board of Trustees Goals

- Financial
  - Oversee & review 5-year Budget Projection with Cash Flow Analysis from Finance Committee
  - Initiate and Review Capital Improvement Plan
- Director Evaluations
  - Complete for Dir. of Community and Family Engagement
  - Initiate for Dir. of Teaching and Learning and Dir. of Administration
  - Make the process repeatable for future Board of Trustees constellations
- Overall Management
  - Determine part-time vs full-time for Dir. of Community and Family Engagement

### Finance Committee Goals

- Create and present a 5-Year Budget Projection with Cash Flow Analysis
- Summarize and present the various fund balances and their current definitions
- Support the Board of Trustees and the Facilities (On-Site) Committee with the financial portion of various planning efforts (Master Planning, Capital Replacement, Projects, etc)
- Review, potentially redefine, and present Balanced Budget Policy
- Support Board of Trustees recommendation on PILOT (payment in lieu of taxes)

### GABS Committee Goals

- Review existing bylaws
- Review existing pathways for proposals to come to the Board of Trustees for approval
- Ensure the Board of Trustees Resource Notebook remains current on paper and online. Evaluate and streamline delivery for accessibility
- Continue to develop a robust orientation plan
- Identify new opportunities/strategies for Board of Trustees recruitment
- Monitor and assess progress of the long-range plan
- Create an ongoing, annual calendar/timeline for GABS
- Develop proposal for bylaw change reserving staff position(s) on the Board of Trustees

### **Facilities (On-Site) Committee Goals**

- Complete the Capital Replaces schedule for the school (by end of the calendar year)
- Present Solar options to the Board of Trustees
- Review and present options for the repair or replacement of the HVAC system to the Board of Trustees
- Present Playground construction and reconstruction options
- Research items of interest as directed by the Board of Trustees concerning the physical plant of the school

### **Personnel Committee Goals**

- Define an emergency hire and the process the school will follow in the event of an emergency hire.
- Describe and document efforts to diversify our staff as well as what we do to support the health of a diverse staff community.
- Review personnel policy procedures and revise as needed should questions arise during the year.



## **HCCPS Director Goals – 2017/2018**

### **Dan Klatz, Director of Administration**

1. Acclimate to the new set of responsibilities.
2. Assist and support the new Director of Teaching and Learning.
3. Implement new technology (Database, website, etc) for the purpose of improving school/work life for families and teachers.
4. Evaluate staff roles in the Administrative Domain, update job descriptions and modify job titles as needed. Provide information to Personnel Committee for the purpose of obtaining comparable salary data.
5. Work on creating a functional "Administrative Team" made up of the three Directors and selected staff. The major purpose of the team is communication around shared activities.

### **Deirdre Arthen, Director of Community and Family Engagement**

1. Make significant progress developing sustainable structure for leadership roles for Prisms. (LRP Building Community Goal 4)
2. Lead an evaluation process of school programs beyond core curricular areas for the purpose of establishing key priorities. "Review time and resource allocation. Assess partnerships with local community organizations. Accommodate the needs of expanding student population." (LRP Program Quality Goal 3)
3. Establish sustainable Community Service Learning patterns for K-8 classrooms and develop partnerships around service learning, social justice and equity with local schools and other institutions.
4. Set in place a usable, sharable and reliable database system for tracking and scheduling parent and other volunteers using the portal or another system.
5. Create and maintain monthly schedule of events which address the changing needs of the school community including social events, parent initiated projects, topical coop discussions and curriculum presentations.



**Lara Ramsey, Director of Teaching and Learning**

1. Visit one or two classrooms daily and offer brief, timely notes (or quick, in-person conversations) about specific things I appreciate and/or want to know more about. Use questions based on observations to push thinking. Learn how the school works and what teachers need from the person in my position.
2. With teachers, earn trust and develop relationships that have the capacity to support long-term professional growth.
3. Throughout the year, build on professional development initiatives launched in late August (anti-bias education and Universal Design for Learning). These two initiatives will grow our school in directions that support our mission and speak to areas that teachers and parents have identified as important areas for growth.
4. Identify needs for curriculum improvements and teaching based on evidence (curriculum maps, classroom observations, current educational research, and teacher meetings).
5. Within the teaching staff, clarify school systems related to Student Services, Special Education, and 504s. Achieve consistency of processes. Improve communication with SEPAC. Build toward more parent education about school services and processes in year two.

## DRAFT

### **REVISED HIRING PROCESS FOR DOMAIN DIRECTOR POSITIONS**

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The search for a Domain Director is a major decision for the school, and consequently involves a significant outlay of time and energy by Committee members. Those on the Committee should expect to commit to several two hour meetings each month for the duration of the search, which is estimated to involve four months. Only individuals able to make this commitment should volunteer for the Committee.

The Board President will chair a Search Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- Two staff members chosen by Board President
- The two other Domain Directors
- A parent representative chosen by the BOT President.
- Under unusual circumstances and with Board approval, the Board President may appoint a designee from the Board of Trustees.

1. Mandatory Committee Orientation: The Search Committee meets to determine criteria, discuss the timeline and create or revise interview questions for the first interview.
2. Begin the hiring procedure for internal candidates: The position will be posted internally and interested and qualified candidates will have ten working days to apply. The Committee will interview the internal applicant(s). If the committee intends to move the candidate (whether internal or external) forward, the candidate will be asked to complete the parent and staff interview process. The Committee will recommend one of the following options to the full Board:
  - a) Offer the staff member the position.
  - b) Proceed with the external search process and provide the staff member the option to continue as a candidate.
  - c) Not offer the staff member the position

Once the internal process is complete, the Committee will, when necessary (options b or c above) begin a full process.

3. The Committee screens resumes and selects candidates for initial interviews. This search process to be between 4-5 months.
4. The First Interview: The Search Committee meets with the candidate for a 45 minute interview. The same pre-determined questions are asked of each candidate with

flexibility for clarification and follow up questions. The Search Committee selects someone to begin checking references as they continue with the process.

5. Selection of Finalists: Based on the initial interviews, the Committee selects finalists who will return for a single day to complete the following steps:
  - Parent Interview: Following the orientation meeting (step 1), the parent representative will contact parents to solicit questions for the parent meeting. The Committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the Search Committee.
  - Meeting with teachers and staff: All staff are invited to interview each final candidate for domain director. The candidate is also given the opportunity to ask questions of the teachers for up to 45 minutes. Following these questions, the candidate and a group of 6-8 staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other staff. Staff give written feedback to the Search Committee.
  - Board of Trustees Interview: Candidates will be interviewed by the Board of Trustees. Search Committee members may observe this step in order to make a fully informed recommendation. BOT members give written feedback to the Search Committee.
6. Final Recommendation: The Search Committee reads all written responses and formulates questions for any further references. Following the checking of references, the Committee makes a recommendation to the full Board who makes the final decision. The Committee will operate under the Board of Trustees guidelines for consensus and all discussion shall take place with the full search committee present. If consensus cannot be reached, another meeting will be held to attempt to find consensus. At the close of this meeting, if the Committee is unable to reach consensus a vote will be taken and the vote count will be shared with the Board as part of the recommendation.
7. BOT will consider the recommendation and ultimately decide whether to offer the position or put it back to the Committee to review again in the final recommendation phase.

## DOMAIN COUNCIL MEETING MINUTES

13 September 2017

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Scott Remick

Regrets: Lara Ramsey (at Chimney Corners)

Meeting Start: 5:15 pm

Location: HCCPS School

### AGENDA:

#### Staff on the BOT:

DC discussed the new seats on the board that will be made available for HCCPS staff. The next step is an announcement to the staff letting them know about the available seats and how to proceed for those interested in joining the board.

#### School Vans:

We received a grant for \$10K to put towards transportation. BOT approved an additional \$10K to put towards this. \$20k is likely not enough to cover 2 mini-vans, but we might be able to make up the rest, if needed, with unused summer project funds. All are capital expenses.

#### Public Comment:

DC discussed the idea of opening up public comment during the agenda items. Idea would be for the board to start the discussion, then open it up for a fixed amount of time for public comments/questions, and then the board would continue deliberations. The BOT President (Chair) – or designee - has complete control over the public's involvement and comment on agenda items during the meeting. BOT President can halt comments and continue the topic into next meeting if needed.

The official "public comment" period at the beginning of the meeting is only for non-agenda items and the BOT president should announce that if applicable (if any public attend a meeting.)

The process goes as such: 1) BOT discusses topic, 2) President may invite public to comment for limited time, 3) BOT continues deliberation, 4) BOT makes decision(s) if applicable

Domain council would like to try this public participation and will bring to the BOT. Something could go out to the community, and later maybe a statement on the website.

#### Director goals:

Directors will craft goals by next Domain Council meeting. Scott and Penny will talk individually with each director about goals.

#### Governance Probe:

Hand this out to BOT at the Sept 13 meeting, people go through it and put x on things they think are governance. Pair up and discuss. Purpose is to work on BOT goals for governance for FY18.

#### Front Office staff salary review and job:

Timing: by Jan, first goal is to do salary reviews based on duties. So Dan will tackle that 1<sup>st</sup>. Dan would have reviewed positions. Then personnel will do more research – contact other districts for comparables.

Next Meeting: Wednesday September 27, at 5:15pm.

6:15 pm – Meeting ended

Respectfully Submitted,  
Penny Leveritt

## DOMAIN COUNCIL MEETING MINUTES

27 September 2017

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Scott Remick, Lara Ramsey

Meeting Start: 5:15 pm

Location: HCCPS School

### AGENDA:

#### Revise DC meeting schedule:

Revised list of Domain Council meeting dates through December (all at 5:15): Tues, Oct. 17, Wed, Nov. 1, Tues, Nov 14, Wed Dec 6, Tue Dec 19

#### Director goals

Dan and Deirdre provided a draft of their FY18 goals and Dan's goals were reviewed by Scott and Penny after the meeting. Deirdre's and Lara's goals should be reviewed in time for the October Board meeting.

#### Bathroom sign

There has been varying types of feedback regarding restroom signs, beginning with concerns about the Anglo-Saxon biased ponytail on the girl icon, the alien sign on the gender neutral upstairs bathroom, the fact that the kid's gender neutral bathroom was on the second floor, and that the one bathroom sign with icons of girl, a boy, and a wheelchair might not suffice to encompass an all genders and all needs. Some of these concerns have been addressed with signs that remove hair iconography (bald heads, no ponytails), include both boy and girl symbols and include a wheelchair symbol. And all signs include Braille, as required.

Domain Council discussed that since this topic is so different for everyone, it might be better to see how the current bathroom signs sit with everyone after a time.

Dan will bring this topic back to the Equity Team for further discussion.

#### Director check-in

Dan: A staff member of the Cutchins Programs for Children and Families did a Professional Development training session and it was not at all good. It turns out that Cutchins was not even aware of the program occurring, but are now aware that one of their employees did this program independently. The trainer sent a bill. Dan asked what we should do about a bill for a sub-par program that was essentially falsely presented under the Cutchins name. Dan will follow-up with the Director of Cutchins and give feedback on the program itself. Dan will contact the trainer directly after a bit of time to discuss how to handle this bill considering the above.

#### BOT mtg agenda

Review BOT letter to community and staff  
Review and approve BOT and Committee goals  
Report on Director goals for FY18  
Revisit Director hiring process  
Update on evaluation review process

Next Meeting: Tuesday, October 17, at 5:15pm.  
6:15 pm – Meeting ended

Respectfully Submitted,  
Penny Leveritt

## **Finance Committee Meeting Minutes: September 27th, 2017**

**Attendees:** Chris Greenfield, Deb Jacobson, Dan Klatz, Matthew Dube, Kate Saccento, Maureen Mahar, Carla Clark

**Absent:** None

1) The group reviewed the Finance Committee Goals from FY2017  
2) The group discussed and recommends the following Finance Committee Goals for FY2018 to the Board of Trustees

- Create and present a 5 Year Budget Projection with Cash Flow Analysis
- Summarize and present the various fund balances and their current definitions
- Support the Board of Trustees and the On Site Committee with the financial portion of various planning efforts (Master Planning, Capital Replacement, Projects, etc)
- Review, potentially redefine, and present Balanced Budget Policy
- Support Board of Trustees recommendation on PILOT (payment in lieu of taxes)

**Next Meeting:** October 25th

# **GABS Meeting Minutes: October 4th, 2017**

5:00 PM

**Attendees:** Amy, Deirdre, Susannah, Tim, Terra

**Regrets:**

## **Review GABS Goals and Responsibilities**

### **Establish Upcoming Meeting Dates/Times**

- Monday October 30th, 5pm. Smith College. Ford 146
- Wednesday November 29th, 5pm. Hilltown School.
- Friday December 22nd, 8am. Hilltown School.

### **FY 2018 Goals:**

- Review existing bylaws.
- Review existing pathways for proposals to come to the BoT for approval.
- Ensure the BoT Resource Notebook remains current on paper and online. Evaluate and streamline delivery for accessibility.
- Continue to develop a robust orientation plan.
- Identify new opportunities/strategies for BoT recruitment.
- Monitor and assess progress of the long-range plan.
- Create an ongoing, annual calendar/timeline for GABS.
- Develop proposal for bylaw change reserving staff position(s) on BoT.

### **For Next Meeting:**

- Work on calendar/timeline for GABS activity.
- Work on Review existing pathways for proposals to come to the BoT for approval.
- Ensure the BoT Resource Notebook remains current on paper and online. Evaluate and streamline delivery for accessibility.

**Next Meeting:** Monday October 30th, 2017 (Smith College, Ford Hall Room 146)



## **Domain Directors Report to the Board of Trustees October, 2017**

1. This fall, we are implementing the Response to Intervention (RTI) process in all grades. Periodically, throughout the year, we are scheduled to meet with a team from Model Demonstration Schools for support in honing this process. MDS is a grant-funded program within the Massachusetts Charter School Association. Its mission is to provide coaching and support to support inclusive learners in charter schools. We have chosen to use their support to work on the process of RTI (evaluating the effectiveness of Tier I and Tier II accommodations provided to students who are not yet identified as qualifying for special education) and to learn more about Universal Design for Learning. Justin and Lara are meeting with the MDS team next week.
2. The additions/upgrades to our outdoor space are nearing completion. The platform for tetherball and other games is complete, and the refurbishing of the play structure should be complete in the next week. Additionally, a hard working group of parents has created an “outdoor classroom” space in the woods in back of the school. Finally, the sound wall between the music and humanities rooms will be completed the first week in November.
3. Lara and Justin have created an organizational flow chart to clarify the oversight of IEP services and 504 accommodations in all parts of the school. The plan was revised based on this year’s needs so as to use resources most efficiently.
4. We hosted follow-up teacher professional development in math and social studies. The math piece is working with a coach from Amherst on facilitating Number Talks and other structured math discussions in order to a) simultaneously engage a range of students at the edge of their learning and b) deepen understanding of and implement Math Practice Standards (part of the Common Core). The social studies piece is working with an instructor for the Collaborative for Educational Services to learn about ELL students access inquiry through primary sources.
5. We are trying some new systems with staff this year including use of the Rediker Portal for attendance and progress reports, a digital way of documenting benefitted hours, and an inventory of building needs. While change can be challenging, everyone has been cooperative and open.
6. Teachers submitted six Community Foundation of Western Massachusetts grant applications in the following areas: Rock Ensemble; Poetry, Politics, and Hamilton (the musical); 4th/5th grade classroom library, 6th grade classroom library; Multicultural art replicas for Atelier; Collaboration with NEPR’s Media Lab. We hope to hear back at the end of the month.

# Hilltown Cooperative Charter Public School

## Site Committee Meeting Minutes – Oct 5th , 2017

**Present:** David Stauffer, Steve Schrems, Charles Wiemeyer and Dan Klatz

**Regrets:**

**Facilitator:** Charles

**Note taker:** Charles- Minutes created from the recording of the meeting

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
Completion of the Capital improvement program for the Finance committee	Charles has spent the most time with this and will complete for committee review before presentation to the BOT	
school repairs	Dan has had success by hiring contractors on his own	
HVAC system / Fresh air system	Discussed options with providing service and maintenance for the schools HVAC system	Charles to follow up with someone that can provide a review of the control system with Buzzy
Windows	<b>All windows are past warranty period- Windows dating from the 1989-2000-Quote provided by rk miles to be presented in site committee capital replacement report</b>	<b>Pricing to be provided in Capital replacement report</b>
Flooring	Determine the life expectancy of existing flooring	David to follow up with Dan
Solar programs	Dan to provide the school's electric bill and as a group meet with different providers	<b>Follow up for BOT to provide proposal</b>

Rope swing	create a “ fencing” to block access to the ends of the swing while in use	Charles to provide pricing
Roofing	Discussed options between tar roof compared to metal roof- Metal roof a better option for mounting a solar panels	Combined with solar proposal
Direction of “ On Site “ Committee	<p>The committee discussed the purpose of “ On Site”</p> <p>Discussed that the on site committee to be a research arm for the BOT that would meet once a month, but could meet more often as needed during research/installation of projects.</p> <p>A separate group that would take on small repairs that is directed and organized by the Dan.</p>	Approval by the BOT

Agenda items for next month: Nov 15th 7:30 am at the school

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## **Personnel Committee Meeting**

**October 3, 2017, 7:35- 8:10 a.m.**

**Steve Hoyt, Gaby Blaustein, Lara Ramsey (note-taker)**

1. We worked on defining what constitutes an emergency hire and what hiring procedures are followed in that event. Here are our early thoughts and questions.
  - A personnel vacancy qualifies as an emergency hire if a position that is essential to the running of the school becomes open and there are 20 or fewer business days in which to fill the vacancy.
  - In this event, the position will be posted as a long-term sub position.
  - A full interview committee comprised of parents and community representatives is not required.
  - Would we post it externally only, or would we be open to moving an internal person into a long-term sub position and potentially open up a second emergency hire?
  - The person hired as a long-term sub may, upon its official posting, apply for the job as an internal candidate. That person would go through the interview process used for all non-emergency hires.
  
2. Deirdre indicated to Scott that there is at least one parent interested in joining personnel committee.
  
3. In our next meeting, we will
  - a. Review the long term planning goals
  - b. Revisit process for how a personnel concern is raised (discuss)