

PLEASE BRING YOUR BOARD BOOKS WITH YOU!

**HCCPS Board of Trustees
Meeting Agenda
July 27, 2016**

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 – any needed?
BOT Visibility this month
Approve Minutes from June 15

6:45 Public Comment period (10 min)

6:55 Board Book Updates: Penny (10 mins)

7:05 Supervision/Evaluation Coordinator: Susannah (15 min – discussion/decision)

7:20 Admin Coordinator's Internal Job Posting: Scott/Amy (10 mins – discussion/decision)

7:30 BOT Committee Assignments: Penny (10 min – discussion/decision)

7:40 BOT Role in development/fundraising: Scott (20 min –discussion/decision)

8:00 Building Purchase Update: Amy (5 min – discussion)

8:05 GABS Committee Description: Amy R (5 min – decision)

8:10 New Business (5 min – identify only)

8:15 Committee Reports (5 min – questions only)

8:20 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:25 Review Action Items in this meeting's minutes (5 min)

8:30 Adjournment



Proposal to the Board of Trustees
For Supervisory Committee

Date: June 11, 2016

Priority Level: Medium

Proposal to be presented by: Andi Porter

Committee members drafting proposal: Andi Porter and David Starr

Text of proposal:

The Board of Trustees shall be involved in direct support and supervision of all three coordinator positions. The supervision group would consist of three committees of two, each pair to support a different coordinator. It is also possible that one of the pair does not need to be a Board member. This structure would help to support the coordinator, be available for advice and direction throughout the school year and ultimately provide evaluation. Each pair could be part of a new Supervisory committee on the Board that would meet quarterly.

Goals to be achieved by proposal: This would address the absence of independent supervision for the managing coordinators as it stands now. The school would keep its current structure and additional support would be provided to each coordinator along with a means of communication and feedback.

Potential problems/dissenting views:

Domain Council and the peer dynamic serve as sufficient supervision in the current administrative structure.

Additional notes: The administrative coordinator is due to retire in the next year. It would be beneficial to but a new supervision structure in place to support this new individual.

Proposal to the Board of Trustees
Design of a Sustainable Process for Coordinator Supervision/Evaluation

Date: 18 July 2016

Priority Level: Medium

Approximate time needed for discussion: 10 minutes

Proposal presented by: Domain Council

Committee members drafting proposal: Susannah Howe

Text of Proposal:

The BOT shall hire a consultant for no more than \$2000 to design a sustainable process for coordinator supervision/evaluation within the context of HCCPS.

Goals to be achieved by proposal:

Over the last 20 years there have been numerous different approaches to coordinator supervision and evaluation. Most approaches have been developed by members of the BOT responsible for the supervision and evaluation, embraced by that group of BOT members but not necessarily by future BOT members. No single approach has proven viable for multiple years in a row; in some years supervision has been very ad hoc and evaluation has not happened at all. Some previous evaluation methods have also been quite labor and time intensive. This proposal will fund a consultant, experienced in human resources management, to work with the BOT President and Vice President to design a sustainable process that can be consistently implemented regardless of board member turnover. The consultant would not be involved in the actual supervision/evaluation but will help the BOT define and adopt a manageable protocol.

Potential problems/dissenting views:

Hiring a consultant will require some funding. A consultant would not necessarily already be familiar with the HCCPS environment and would need to learn about the school and the BOT's needs before developing a proposed process; this education will take time.

To: All Staff

From: Scott Remick, President, Board of Trustees

Re: Internal Job Posting

7/20/2016

As you know Amy Aaron, Administrative Coordinator, is retiring at the end of the FY 17 school year. The Board of Trustees is starting the hiring process for her replacement with this internal posting. Below is a short summary of the job description and most of you are familiar with the responsibilities of the position.

If you are interested in applying for this position please send your resume and cover letter to me at scott@schremick.com by Aug 12.

SUMMARY JOB RESPONSIBILITIES

The Administrative Coordinator has final authority, responsibility and accountability for all decisions and implementation within the Administrative Domain. The Administrative Domain can be categorized at a high-level into the following:

FISCAL- overall responsibility for all budget preparation, monitoring, management/reporting; audit preparation and compliance

ADMISSIONS - responsible for all aspects of the admissions/enrollment process; compliance with DESE enrollment regulations; responsible for meeting the objective of maintaining full enrollment throughout the year

FACILITIES - responsible for building maintenance, renovation projects; compliance with health/safety regulations; landlord relations; supervision of cleaning/custodial crews

ADMINISTRATIVE RESPONSIBILITIES - primary liaison to DESE ensuring compliance with state and federal reporting requirements/regulations; supervise administrative staff; oversee lunch/afterschool programs; member of Domain Council, Finance Committee, Site Committee, and ex-officio member of Board of Trustees

Proposal to the Board of Trustees Board of Trustees Role in Fundraising

Date: 21 July 2016

Priority Level: Medium

Approximate time needed for discussion: 20 minutes

Proposal presented by: Domain Council

Committee members drafting proposal: Scott Remick

Text of Proposal:

The BOT's role in development and fundraising at Hilltown should be the following:

1. BOT members will be expected to make a donation to the Annual Fund.
2. BOT members are strongly encouraged to attend any and all HCCPS fundraising events.
3. To promote transparency and collaboration, the BOT and FoH will have an annual meeting to determine fundraising priorities for the upcoming year, targeted funding level, and estimated administrative support required to meet these goals.
4. The BOT acknowledges that administrative support for Friends of Hilltown fundraising efforts is needed, and encourages HCCPS to provide support where possible to FoH. Ultimately, the level and type of support that can be made available to the Friends of Hilltown in a given year should be a Coordinator decision. FoH can seek additional hired support if their needs exceed what HCCPS can provide.

Goals to be achieved by proposal:

To have a clear definition for BOT's role in development and fundraising at HCCPS.

There are statutory obligations for the HCCPS BOT because it represents a public school. As such, the BOT is more like a school committee than a board of other non-profits. Although the BOT can and should be supportive of fundraising efforts, BOT involvement should be secondary to the statutory obligations of the BOT (governance, fiscal oversight, adherence to mission).

For background and context, this proposal provides DESE description for the BOT's primary role/job: *As public agents authorized by the state, the members of the board of trustees (board) of a charter school are responsible for governing the school and hold the charter for the school, as it is granted by the Board of Elementary and Secondary Education (BESE). A strong board defines the mission of the school, develops school policies and changes them when appropriate, hires qualified personnel to manage the school's day-to-day operations and holds them accountable for meeting established goals, and formulates a long-range plan and charter school accountability plan that will ensure the school's continued stability.*

Potential problems/dissenting views:

Some BOT and community members may feel that the BOT should have a more active role in Fundraising at Hilltown.



Proposal to the Board of Trustees
From
Governance and Board Sustainability Committee

Date: 7/20/2016

Priority Level: Low

Proposal to be presented by: Amy Reesman

Committee members drafting proposal: Deirdre Arthen, Penny Leveritt and Amy Reesman

Text of proposal: The GABS Committee is tasked with ensuring that the BOT Resource Notebook is comprehensive and up-to-date. This necessitated our need to update the GABS Committee purpose, roles, and responsibilities. If approved by the BOT, this description will be added to the Governance Section of the BOT Resource Notebook.

GABS proposes the updated GABS Committee Description for use in the BOT Resource Notebook (see attached for proposed GABS Committee description).

Goals to be achieved by proposal: to build a comprehensive and up-to-date Governance Section of the BOT Resource Notebook, which includes clarifying the roles and responsibilities of the GABS Committee.

Potential problems/dissenting views: none are expected as the description was drafted by the GABS Committee and submitted for consideration and presentation to the BOT.

Additional notes:



The Governance and Board Sustainability Committee

A Standing Committee of the Board of Trustees of the Hilltown Cooperative Charter Public School

Committee Description Revised July 2016

Purpose: The purpose of the Governance and Board Sustainability Committee (GABS) is to ensure that the governance of the Hilltown Cooperative Charter Public School is functioning smoothly and in compliance with state law and to ensure the sustainability of the board through recruitment and succession planning for officers and committee chairs.

Responsibilities and Goals:

1. Recruit Board of Trustees members and assist with recruitment of board committee members
2. Provide orientation and training to board members
3. Ensure adherence to and assess any need for and propose changes to the by-laws
4. Ensure that the Board of Trustees Resource Notebook is maintained both digitally and on paper
5. Monitor the progress of the implementation of the Long Range Plan
6. Make sure the members of the Board of Trustees and their committees are known to the school community and that their roles and responsibilities are clear
7. Maintain records of GABS meetings and provide monthly reports to the Board of Trustees

DOMAIN COUNCIL MEETING MINUTES
14 July 2016

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick
3:00 pm – Meeting began

BOT Agenda: We determined an agenda for the July BOT meeting. Orientation for new BOT members will happen pre-meeting. Meeting topics include BOT role in fundraising, Coordinator supervision and evaluation, board book updates, BOT committee assignments, GABS committee description, building update/USDA, activity bus, and Admin Coord hiring process.

Coordinator Supervision and Evaluation: We discussed some of the approaches and challenges to coordinator supervision and evaluation over the years. Domain Council has a proposal for the July BOT meeting intended to determine and implement a sustainable approach for the future.

BOT Role in Fundraising: We discussed the role of the BOT in fundraising. There are statutory obligations for the BOT because it represents a public school. As such, the BOT is more like a school committee than a board of other non-profits. Domain Council feels that although the BOT can and should be supportive of fundraising efforts, BOT involvement should be secondary to the statutory obligations of the BOT (governance, fiscal oversight, adherence to mission). Moreover, we discussed that the pool of potential donors is relatively small, the capacity for fundraising is finite, and the capacity of FoH is limited by volunteer labor. To promote transparency and collaboration, the BOT and FoH should have an annual meeting together to determine fundraising priorities for the upcoming year, targeted funding level, and needed administrative support. Domain Council has a proposal to this effect in the July BOT packet.

Building Purchase: The USDA loan will likely not close until sometime mid-August. The FY17 budget was approved based on 1 month of rent and will need to be updated to account for 2 months of rent instead. The tax implications are complicated and still not clear; Amy is continuing to investigate so we will know what our tax obligations are.

Admin Coordinator Hiring: We discussed the timing of the Administrative Coordinator hiring process and associated hiring tasks. Based on the June BOT meeting discussion, posting the position internally with major job responsibilities and qualifications should happen soon. Scott and Amy will draft a posting for BOT review at the July meeting, with a goal of posting the position internally by August 1. Scott (as hiring committee chair) will announce the hiring committee to the BOT by mid-August.

School Rules: We discussed the current and upcoming school rules regarding hats and cell phones. The Coordinators plan to maintain the current hat rule (hats only allowed outside, not in school). They plan to implement a more stringent cell phone policy to reduce disruption during the school day (no phones allowed in school, unless deposited in a "storage box" in the Coordinators' office at the start of school; parents agree not to text/call their kids at school).

5:00 pm – Meeting ended

Respectfully Submitted,
Susannah Howe

GABS Meeting Report: June 14, 2016

5:00 PM

Board roles

GABS finalized the Board roles plan - there is only one more FY17 board member to ask about their role on a committee.

GABS will present the plan at the June BOT meeting.

GABS Committee Description

GABS worked on a draft of the GABS Committee description:

Sub-head - the standing committee line from the on-site cmt

Purpose: ensure governance of hccps is functioning smoothly and in compliance with state law.

Responsibilities:

Recruit and train board of trustees members and assist with recruitment of board committee members

ensure adherence to and assess any need for changes to the by-laws

Maintain and update Board of Trustees Resource Notebook

Monitor the progress of the implementation of the Long Range Plan

Maintain records of meetings and provide monthly reports to the Board of Trustees

Make sure the board of trustees and their committees are visible to the community and that their roles and responsibilities are clear

GABS Meeting Report: July 19, 2016

5:00 PM

Attendees: Amy, Deirdre, Penny

GABS Committee Description

Discussed committee description and finalized/approved final version.

Ensure BOT Visibility

GABS will make create a talking points for BOT members to use during classroom orientations in September.

Maintaining BOT Resource Notebook

GABS will reorganize the GABS Google Drive and will give BOT members read only access to electronic versions of the resource notebook contents.

GABS will thoroughly review the Resource Notebook at the next GABS meeting.

BOT Orientation & Training

GABS will create some summary documents for board orientation especially for consensus process, Open Meeting Law, review the Welcome Letter regarding state requirements for board members, and board process.

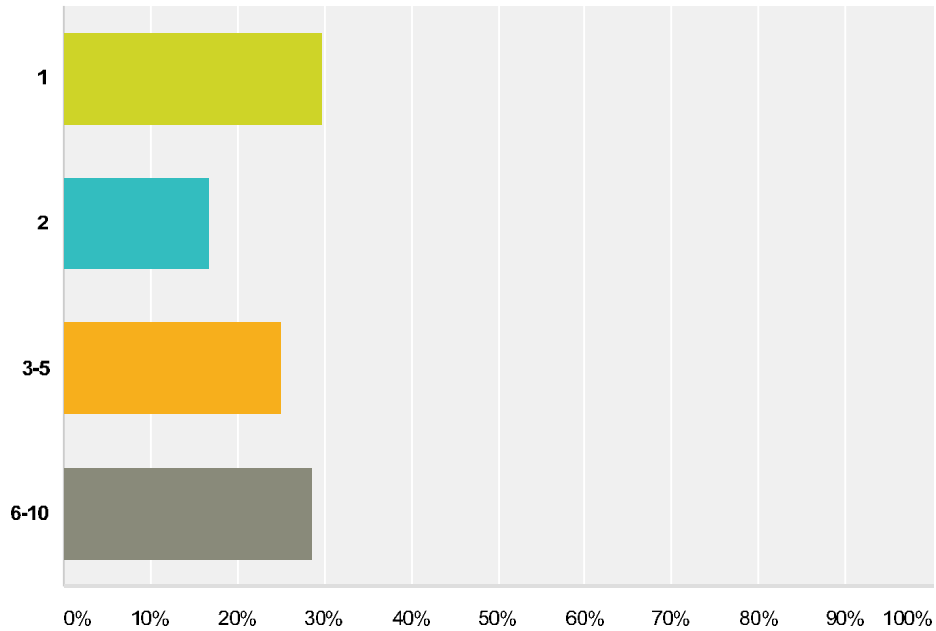
Next Meeting: August 2nd, 2016 (5:00 p.m.)

Q1 Name (optional)

Answered: 42 Skipped: 42

Q2 My family has been at Hilltown for this many years:

Answered: 84 Skipped: 0

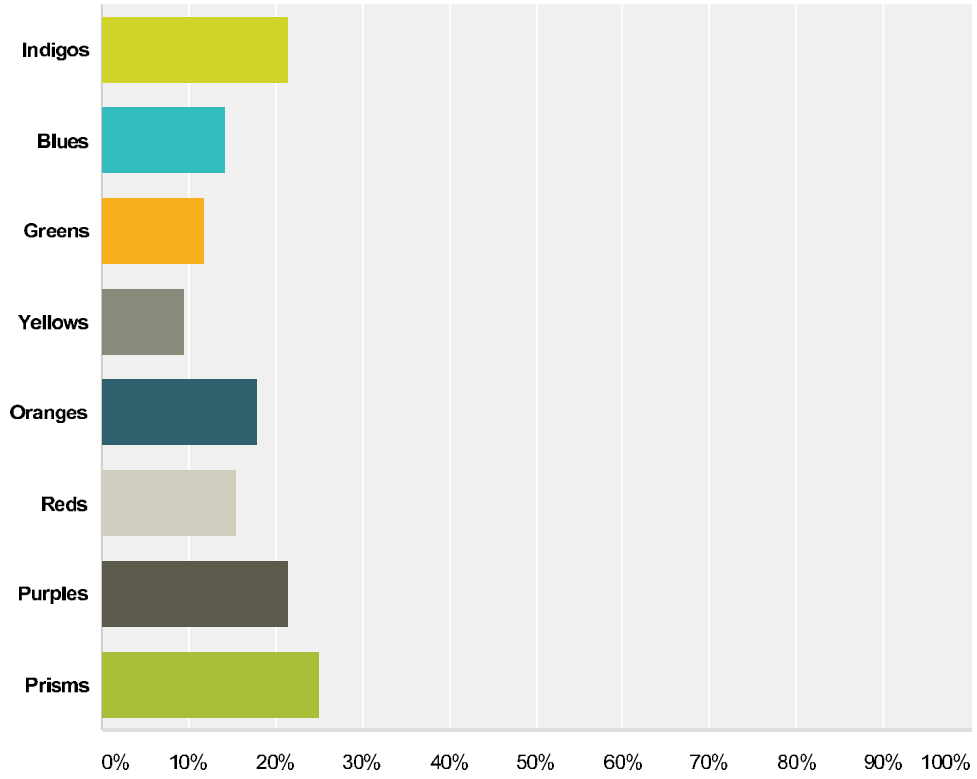


Answer Choices	Responses
1	29.76% 25
2	16.67% 14
3-5	25.00% 21
6-10	28.57% 24
Total	84

Q3 My children are in the following classes this year: (mark all that apply)

Answered: 84 Skipped: 0

Parent Satisfaction Survey 2015-6

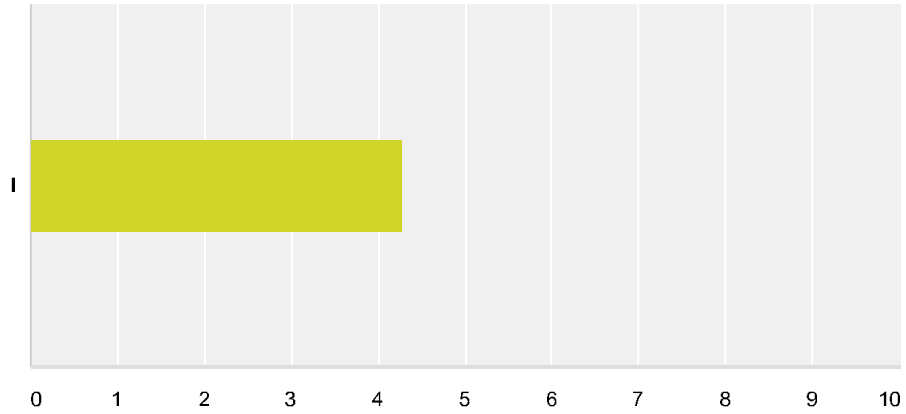


Answer Choices	Responses
Indigos	21.43% 18
Blues	14.29% 12
Greens	11.90% 10
Yellows	9.52% 8
Oranges	17.86% 15
Reds	15.48% 13
Purples	21.43% 18
Prisms	25.00% 21
Total Respondents: 84	

Q4 I generally understand the educational approach used at HCCPS

Answered: 77 Skipped: 7

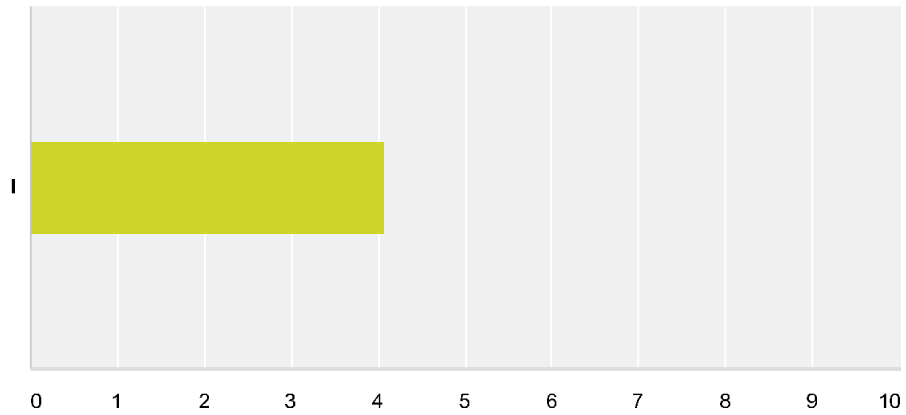
Parent Satisfaction Survey 2015-6



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	1.30% 1	3.90% 3	1.30% 1	53.25% 41	40.26% 31	0.00% 0	77	4.27

Q5 My child experiences an appropriate level of academic engagement.

Answered: 76 Skipped: 8

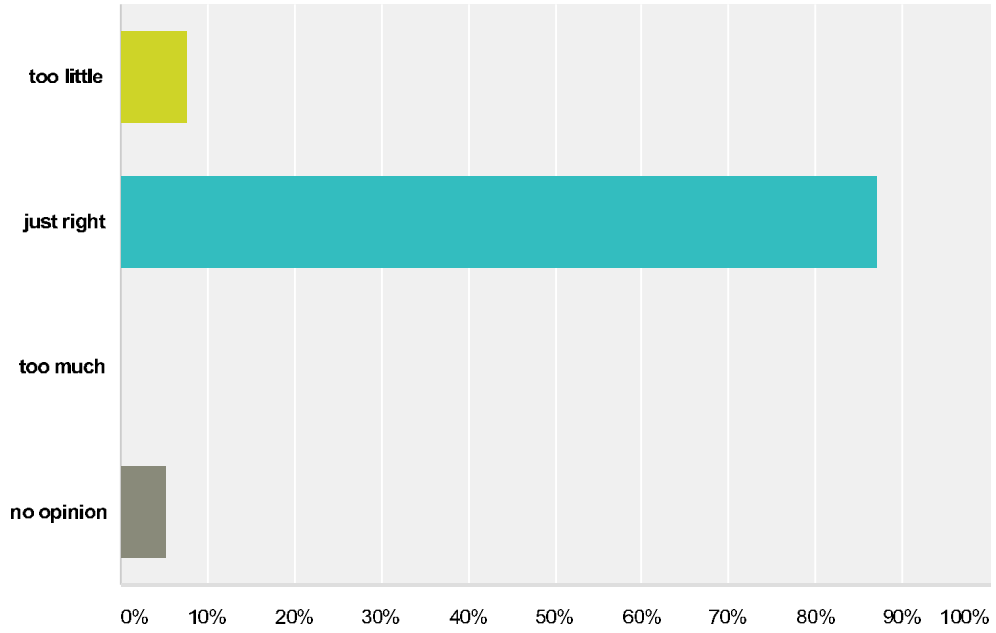


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	2.63% 2	7.89% 6	2.63% 2	51.32% 39	34.21% 26	1.32% 1	76	4.08

Q6 The amount of arts and academic curriculum integration at school is

Answered: 77 Skipped: 7

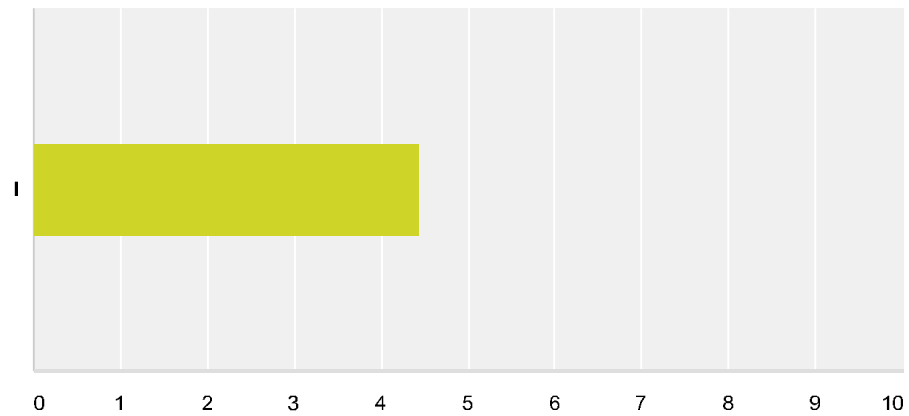
Parent Satisfaction Survey 2015-6



Answer Choices	Responses
too little	7.79% 6
just right	87.01% 67
too much	0.00% 0
no opinion	5.19% 4
Total	77

Q7 I am satisfied with the amount and quality of cross-age, community building experiences throughout the school.

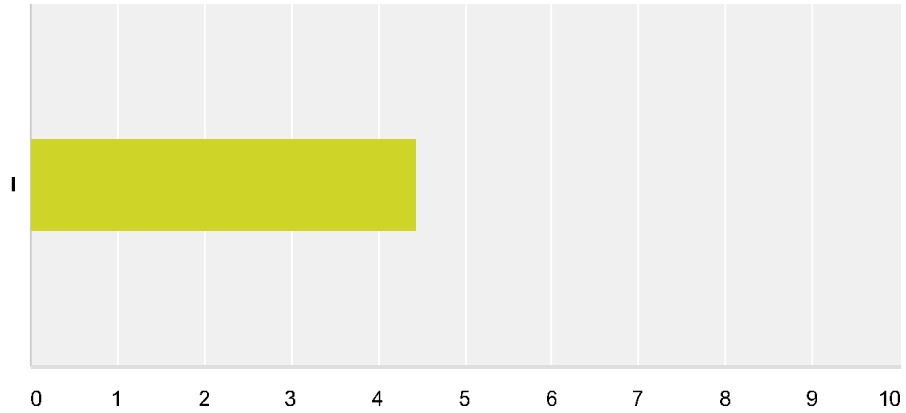
Answered: 77 Skipped: 7



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	0.00% 0	3.90% 3	0.00% 0	42.86% 33	51.95% 40	1.30% 1	77	4.45

Q8 The school succeeds in creating an overall positive social and emotional environment for students

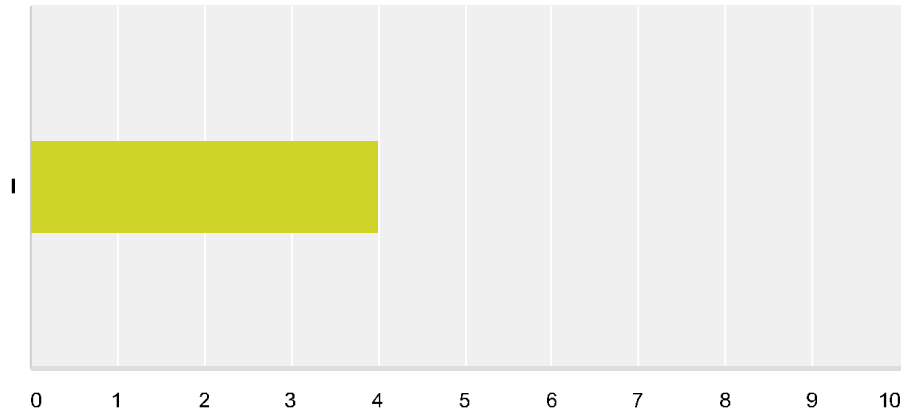
Answered: 77 Skipped: 7



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	0.00% 0	3.90% 3	3.90% 3	36.36% 28	55.84% 43	0.00% 0	77	4.44

Q9 Behavioral expectations at the school are clear

Answered: 77 Skipped: 7

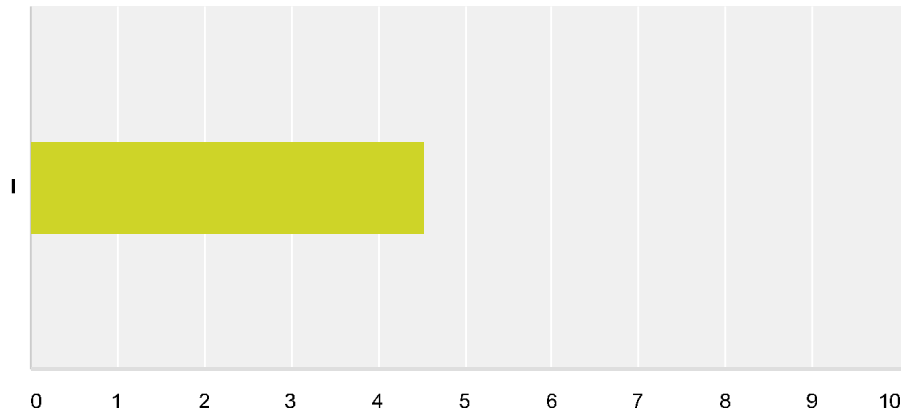


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	2.60% 2	11.69% 9	5.19% 4	44.16% 34	36.36% 28	0.00% 0	77	4.00

Q10 I feel that the school is a physically safe place for my child.

Answered: 77 Skipped: 7

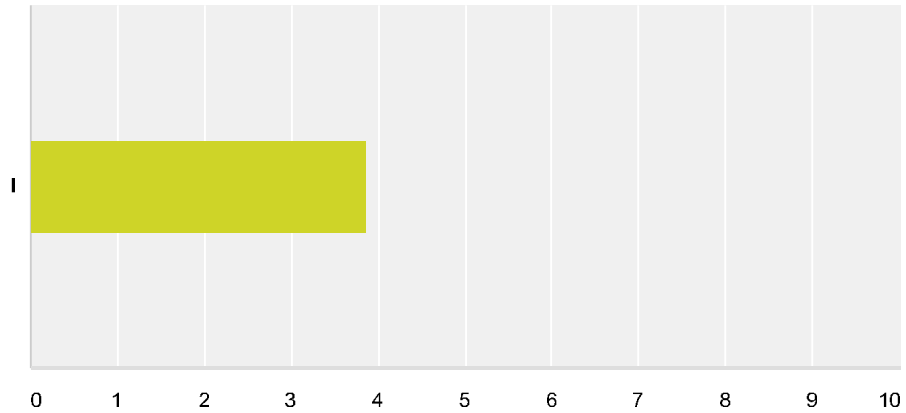
Parent Satisfaction Survey 2015-6



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	0.00% 0	1.30% 1	2.60% 2	38.96% 30	57.14% 44	0.00% 0	77	4.52

Q11 The current format of the HCCPS progress reports helps me understand my child’s school experiences and his/her achievement.

Answered: 77 Skipped: 7

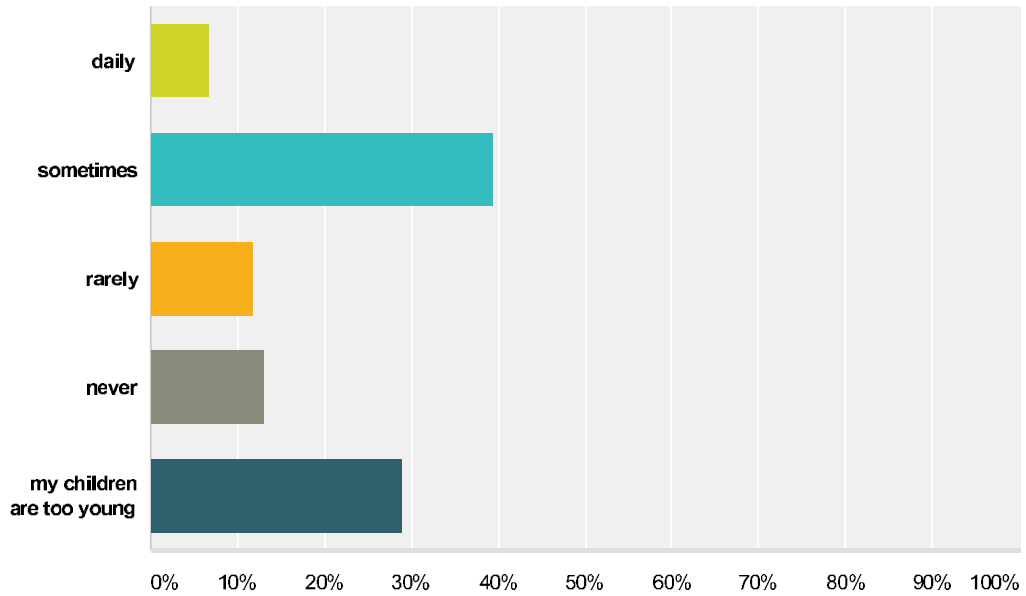


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	3.90% 3	9.09% 7	9.09% 7	51.95% 40	25.97% 20	0.00% 0	77	3.87

Q12 If the school added a daily afterschool program geared at students ages 10-14, my family would be likely to participate

Answered: 76 Skipped: 8

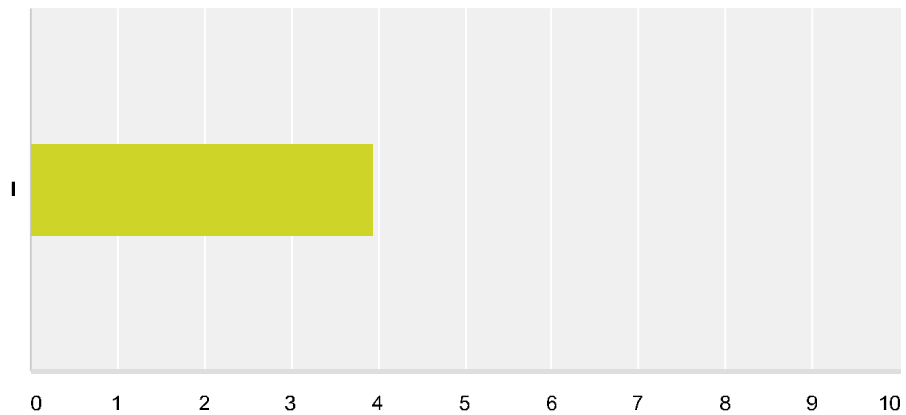
Parent Satisfaction Survey 2015-6



Answer Choices	Responses
daily	6.58% 5
sometimes	39.47% 30
rarely	11.84% 9
never	13.16% 10
my children are too young	28.95% 22
Total	76

Q13 I understand the school’s basic governance structure.

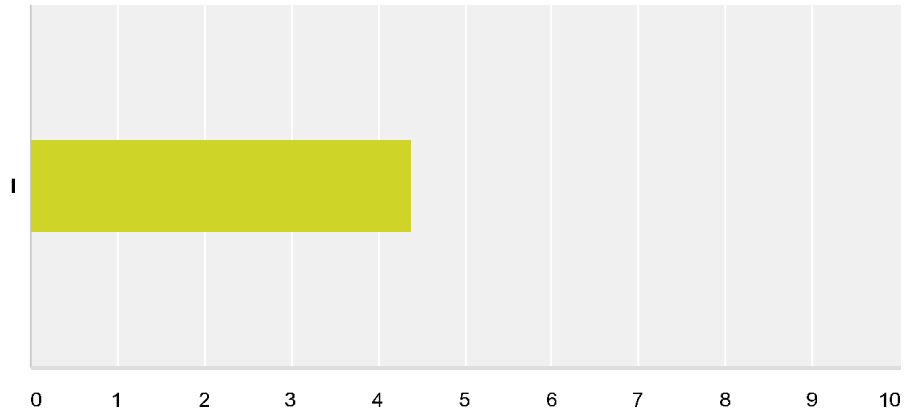
Answered: 76 Skipped: 8



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	0.00% 0	6.58% 5	7.89% 6	69.74% 53	15.79% 12	0.00% 0	76	3.95

Q14 The newsletter, e-mail notices and the mailboxes combine to create a good communication system within the school.

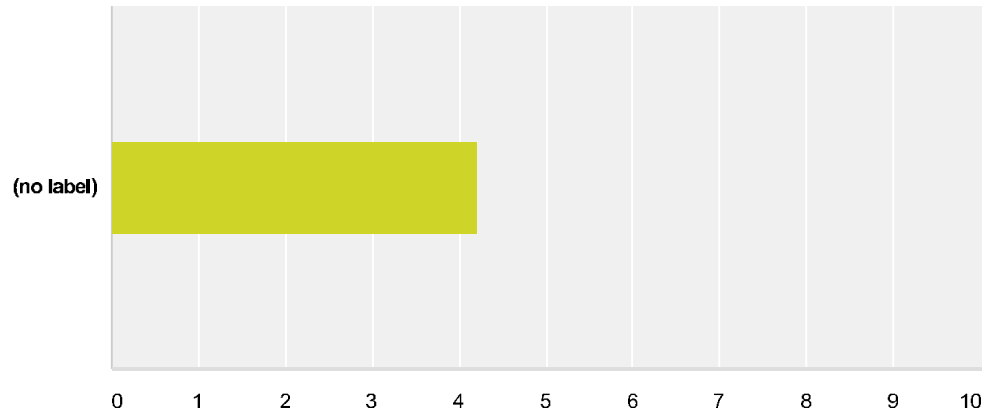
Answered: 76 Skipped: 8



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	0.00% 0	0.00% 0	2.63% 2	56.58% 43	40.79% 31	0.00% 0	76	4.38

Q15 Communication from and with the administration staff is easy and adequate.

Answered: 76 Skipped: 8

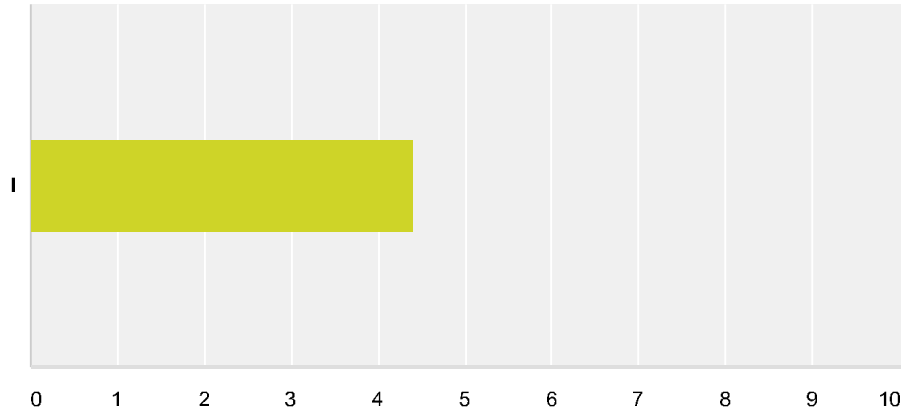


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
(no label)	1.32% 1	2.63% 2	5.26% 4	55.26% 42	35.53% 27	0.00% 0	76	4.21

Q16 Communication from and with teachers is easy and adequate.

Answered: 76 Skipped: 8

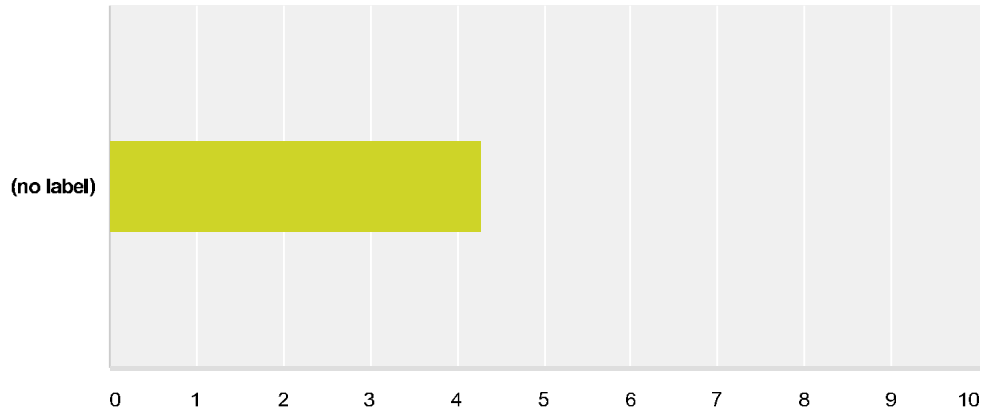
Parent Satisfaction Survey 2015-6



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	0.00% 0	3.95% 3	3.95% 3	39.47% 30	52.63% 40	0.00% 0	76	4.41

Q17 The school has built a strong sense of community among students, staff and families.

Answered: 75 Skipped: 9

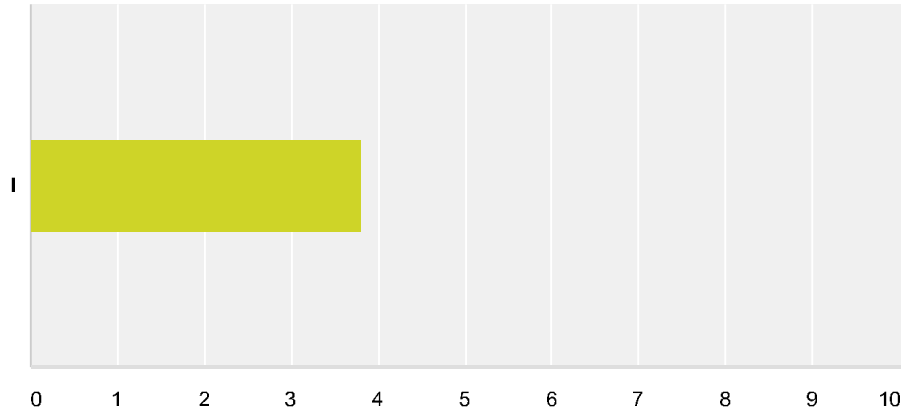


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
(no label)	1.33% 1	1.33% 1	6.67% 5	50.67% 38	40.00% 30	0.00% 0	75	4.27

Q18 Four hours of volunteer time per month (40 hrs. per year) is a reasonable expectation of parents in this kind of cooperative school.

Answered: 76 Skipped: 8

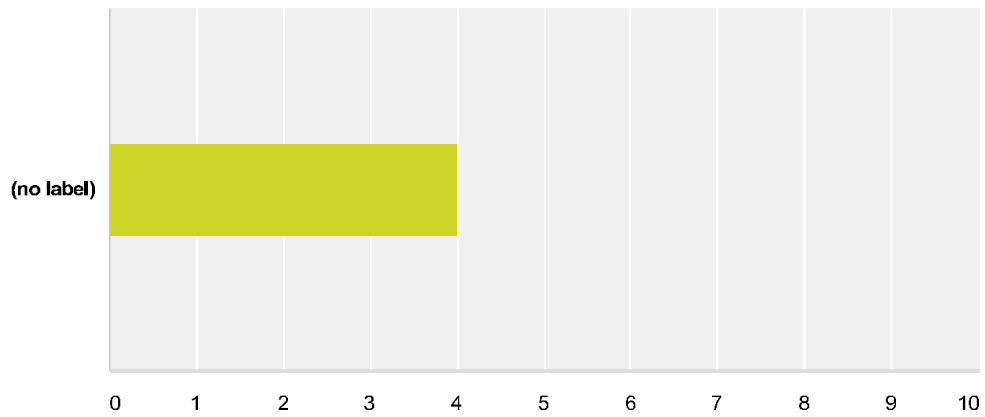
Parent Satisfaction Survey 2015-6



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	1.32% 1	10.53% 8	13.16% 10	57.89% 44	17.11% 13	0.00% 0	76	3.79

Q19 I know how to offer volunteer time at Hilltown if I want to.

Answered: 75 Skipped: 9

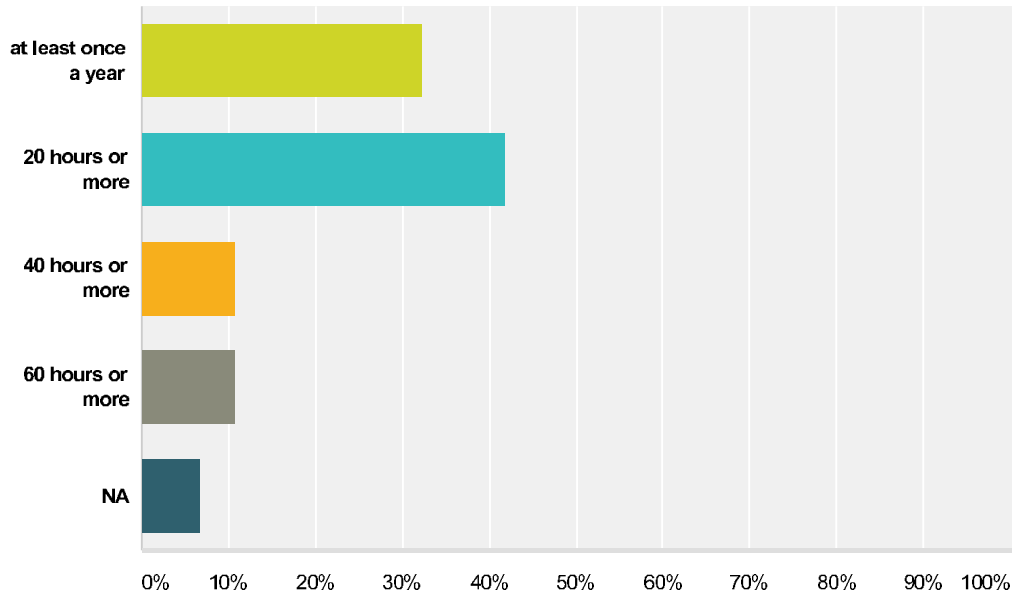


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
(no label)	0.00% 0	12.00% 9	2.67% 2	58.67% 44	26.67% 20	0.00% 0	75	4.00

Q20 I volunteer for the school in some way every year.

Answered: 74 Skipped: 10

Parent Satisfaction Survey 2015-6



Answer Choices	Responses	
at least once a year	32.43%	24
20 hours or more	41.89%	31
40 hours or more	10.81%	8
60 hours or more	10.81%	8
NA	6.76%	5
Total Respondents: 74		

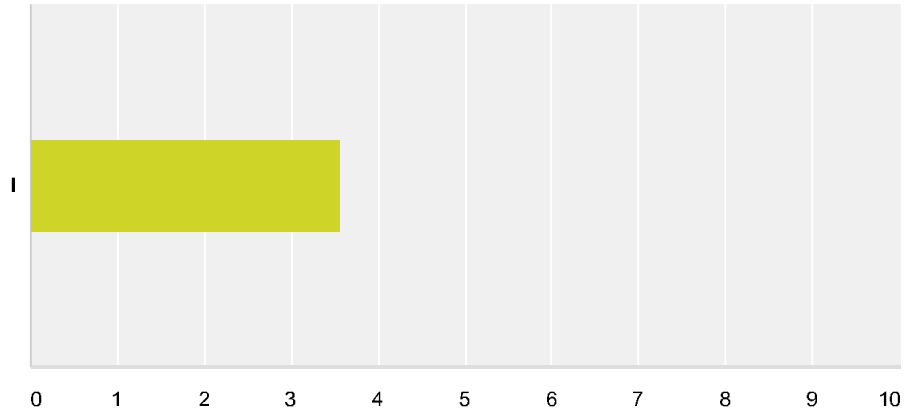
Q21 Please add any comments you have on this section.

Answered: 12 Skipped: 72

Q22 Overall, I am satisfied with the level of communication regarding the school's budget and finances.

Answered: 76 Skipped: 8

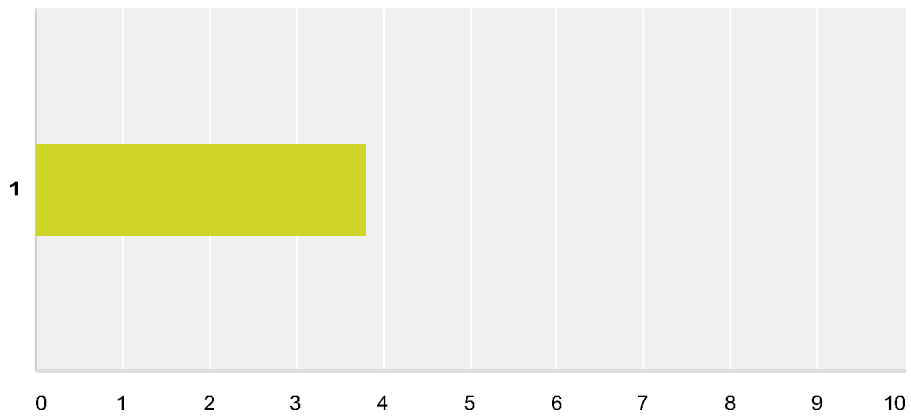
Parent Satisfaction Survey 2015-6



	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
I	2.63% 2	6.58% 5	34.21% 26	40.79% 31	13.16% 10	2.63% 2	76	3.57

Q23 I feel inspired and encouraged to donate money to the school.

Answered: 76 Skipped: 8

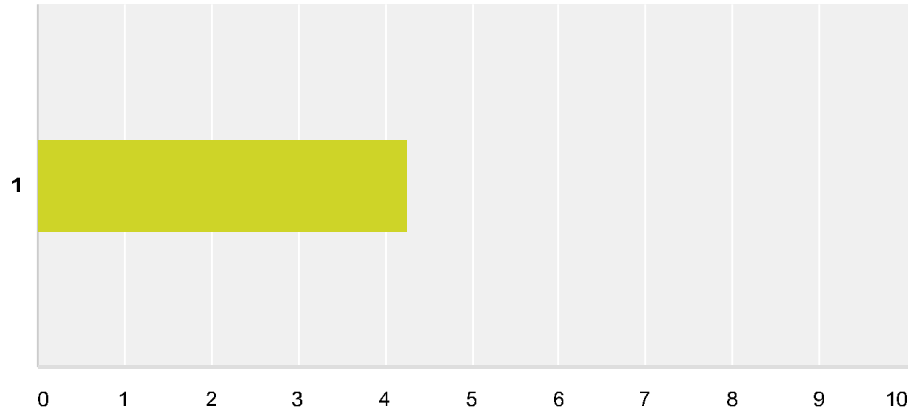


	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
1	1.32% 1	7.89% 6	19.74% 15	50.00% 38	19.74% 15	1.32% 1	76	3.80

Q24 I know how to donate to the school if I choose to.

Answered: 76 Skipped: 8

Parent Satisfaction Survey 2015-6



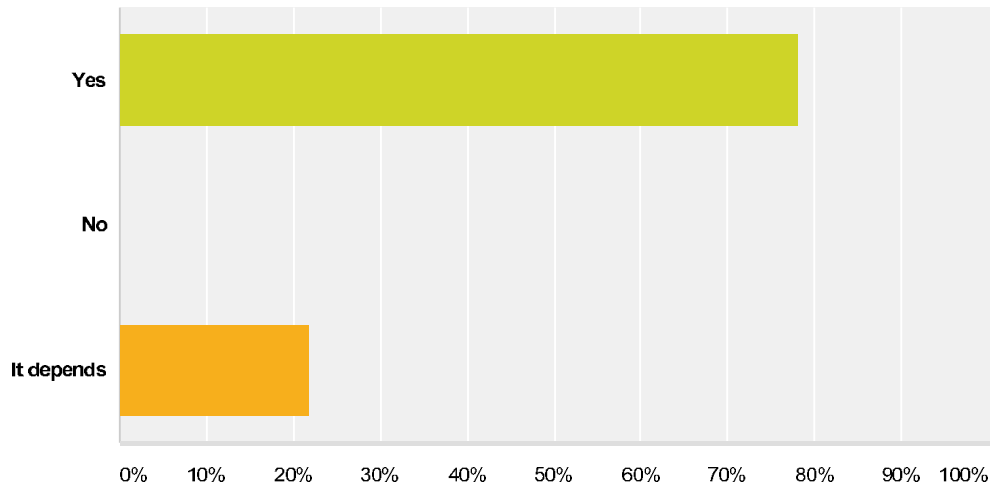
	strongly disagree	disagree	neither	agree	strongly agree	N/A	Total	Weighted Average
1	0.00% 0	0.00% 0	2.63% 2	69.74% 53	27.63% 21	0.00% 0	76	4.25

Q25 Please add any additional comments you have regarding this section

Answered: 7 Skipped: 77

Q26 Would you recommend this school to others

Answered: 73 Skipped: 11



Answer Choices	Responses
Yes	78.08% 57
No	0.00% 0
It depends	21.92% 16
Total	73