

Suggested Date Change Upcoming! October 19<sup>th</sup> instead of October 12<sup>th</sup>

**HCCPS Board of Trustees  
Meeting Agenda  
September 14, 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 July 27

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

**6:55 BOT Role in development/fundraising: Scott (10 min – decision)**

**7:05 Admin Coordinator Hiring progress update: Michael/Scott (10 min discussion)**

**7:15 Board Goals: Susannah (15 mins – discussion)**

**7:30 Site Update: Amy A (10 min – discussion)**

**7:40 GABS BOT Talking Points: Amy R/Penny (10 min – discussion)**

**7:50 Coordinator Salary Evaluation Process: Scott (20 min – discussion)**

**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**

**Hilltown Cooperative Charter Public School**  
Board of Trustees Meeting Minutes – Wednesday, July 27, 2016

**Present:** Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Penny Leveritt, Amy Aaron, Steve Hoyt, Terra Missildine, David Starr, Chris Greenfield, Charles Wiemeyer, Amy Reesman, Michael Filas

**Regrets:** Andi Porter

**Facilitator:** Scott Remick

**Notetakers:** Penny Leveritt

**Guests:** None

**Listkeeper:** Scott Remick

**Timekeeper:** David Starr

**Mission statement read by:** Susannah Howe

| Topic   | Discussion   | Action (if necessary)  |
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| <b>Announcements/Appreciations/Acknowledgements</b> | <p><u>Announcements:</u><br/>TA Penny Giguere has resigned for the fall.</p> <p><u>Appreciations:</u><br/>To Susannah Howe for being the President for a year, for being VP before and agreeing to be VP again! Thanks to Susannah for her many years of service to Hilltown on the BT and on multiple committees!</p>   |  |
| <b>Any thank you notes needed?</b>                  |  |  |
| <b>BoT Visibility this month?</b>                   | <p>First Friday festivities after school.</p> <p>At the summer gatherings for every class we should try to have a board member present.</p> <p>There should be a BOT member present for all of the classroom orientations too.</p> <p>After surveying the board members, we should have most class gatherings and orientations covered except for the Purples, which is TBD.</p> <p>On the mornings of the first few days of school it would be good to have a board member present.</p> | <p><b>Terra can be at the First Friday event</b></p> <p><b>Penny can be at the first morning - August 31st</b></p> |

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| <b>Minutes</b>                                      | June 15, 2016 meeting minutes reviewed and amended.<br>June 21, 2016 emergency meeting minutes reviewed.   | <b>Susannah moved to approve June 15, 2016 minutes as amended.</b><br><b>David seconded.</b><br><b>Minutes approved by consensus.</b><br>-----<br><b>Susannah moved to approve June 21, 2016 minutes.</b><br><b>David seconded.</b><br><b>Minutes approved by consensus.</b>   |
| <b>Public Comment Period</b>                        | None.  |  |
| <b>Proposal: Supervision/Evaluation Coordinator</b> | <p><u>Text of Proposal submitted by Andi Porter and David Starr on June 11, 2016:</u></p> <p><i>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.</i></p> <p><u>Text of Domain Council Proposal from July 18, 2016:</u></p> <p><i>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.</i></p> <p><u>Discussion:</u></p> <p>There used to be a supervision committee. Seemed like a good idea at the time, but because of board member turnover, it became difficult to sustain.</p> <p>The history is that no single evaluation process has worked for more than two years.</p> <p>Therefore the Domain Council wanted to think about finding a system for evaluation and supervision that would</p> | <p><b>Susannah moved to approve the proposal submitted by the Domain Council for hiring a consultant (with the understanding that the DC will pull together a brief for the consultant.)</b></p> <p><b>Chris seconded.</b></p> <p><b>Domain Council proposal approved by consensus.</b></p> <p><b>Proposal by David/Andi was tabled and will be included in the brief put together by the Domain Council</b></p> |

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|  | <p>be more sustainable.</p> <p>It is important not to confuse support, supervision and evaluation.</p> <p>Domain Council provides a lot of support and supervision, but evaluation has been harder to keep consistent.</p> <p>If we want to hire an outside person to help us find a system, the system should be sustainable and not take a huge amount of hours for the people in charge of the evaluation. (which at this time is the Board President and VP.)</p> <p>If we hire someone to help perhaps we should consider doing some initial legwork from inside the school community - coming up with some ideas for best practices and then have that ready for the hire.</p> <p>Evaluations are important for charter renewals, the DESE wants to see the evaluation process. The evaluation summary is a public document. And another goal is for the evaluations to help the coordinators do their jobs better.</p> <p>We could pull together the eval processes from the past and make notes about what worked and what didn't and get that to the consultant.</p> <p>Domain Council will put together a brief for the consultant, if hired.</p> |  |
| <p><b>Admin Coordinator's Internal Job Posting</b></p> | <p>The job posting will be sent to all staff in early August.</p> <p>Suggestion to add info about HR and payroll to the FISCAL responsibility.</p> <p>Add statement about the position being supervised by the board of trustees.</p> <p>Remove reference to landlord relations.</p>  |  |
| <p><b>BOT Committee assignments</b></p>                | <p>Discussion.</p> <p>Andi Porter will remain FOH liaison.</p> <p>Steve will remain Personnel Chair.</p> <p>Charles will remain On-site Chair.</p> <p>Amy R. is GABS Chair.</p> <p>David will remain Finance Chair.</p> <p>Chris will join the Finance Committee.</p> <p>Michael will be on the Admin Coordinator Hiring Committee.</p> <p>Terra will join the On-Site Committee.</p>   |  |

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| <p><b>BOT role in Development/fund raising</b></p> | <p><u>Text of Proposal:</u><br/> <i>The BOT's role in development and fundraising at Hilltown should be the following:</i></p> <ol style="list-style-type: none"> <li><i>1. BOT members will be expected to make a donation to the Annual Fund.</i></li> <li><i>2. BOT members are strongly encouraged to attend any and all HCCPS fundraising events.</i></li> <li><i>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.</i></li> <li><i>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.</i></li> </ol> <p><u>Discussion:</u><br/> Discussion about how board member feel about the statement of being encouraged to donate to the Annual Fund.</p> <p>There was a discussion about being clear on the wording of the document, but there was general agreement that the document is a very good start.</p> <p>So Domain Council will revise the document and get back to the board with it.</p> | <p><b>Domain Council to edit proposal based on conversation at the meeting.</b></p> |
| <p><b>Building Purchase Update</b></p>             | <p>Tentative closing date August 25th. So we will pay one more month rent than expected.</p> <p>Property taxes can stop being paid upon closing.</p>   |   |
| <p><b>GABS Committee Description Proposal</b></p>  | <p><u>Discussion:</u><br/> Reformatting the proposal was suggested, but no changes to the proposed GABS committee description.</p>   | <p><b>Amy moved to approve the updated GABS Committee description</b></p>           |

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|   |  | <b>Scott seconded</b><br><br><b>GABS Committee description approved by consensus.</b> |
| <b>New Business - Identify only</b>       | Coordinator salary scales goals should be discussed at the next BOT meeting.<br><br>Future discussion about the parent satisfaction survey |   |
| <b>Committee Reports - Questions only</b> |  | <b>BOT will discuss school satisfaction survey this winter.</b>                       |
| <b>Meeting Wrap-Up/ Evaluation</b>        | Next meeting September 14th, 6:30<br>Snacks: David Starr, Drinks: Amy Reesman<br>Newsletter blurb: Penny<br>Facilitator: Scott             |   |
| <b>Review Action Items:</b>               | Penny reviewed action items with the board.  |   |
| <b>Adjournment</b>                        | Meeting adjourned at 8:50 PM   |   |

**Attachments:**

July BOT Meeting Agenda; June 15, 2016 BoT Meeting Minutes Draft; June 21, 2016 Emergency BoT Meeting Minutes Draft; Supervision/Evaluation Coordinator Proposal; Proposed Admin Coordinator's Internal Job Posting; BOT Role in development/fundraising proposal; GABS Committee description proposal; Domain council Meeting Minutes, July 14, 2016; GABS Report, June 2016; GABS Report, July 2016; HCCPS School satisfaction survey 2016

**Tentative Agenda for July Meeting:**

- Coordinator salary scales goals
- Revised version of BOT role in fundraising
- Admin coord hiring update
- Building closing update

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

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**Date:** 7 Sept 2016

**Priority Level:** Medium

**Approximate time needed for discussion:** 10 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. To promote transparency and collaboration, the BOT and Friends of Hilltown (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. This will provide a mechanism to ensure expectations are set.
2. To strongly encourage attendance and support to and all HCCPS fundraising and community building events.
3. To maintain 100% participation in the annual fund by BOT members.
4. To acknowledge that administrative support for FoH fundraising efforts is needed, and encourage HCCPS to provide support where possible to FoH. Ultimately, the level and type of support that can be made available to the FoH in a given year should be a Coordinator decision. FoH can seek additional hired support if their needs exceed what HCCPS can provide, or adjust goal of funds to be raised.

**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.



## **BOT Classroom Orientation Talking Points**

### **Who Are We?**

A group of 6-15 parents and local community members.

### **What Do We Do?**

The HCCPS Board of Trustees (BOT) is the governing body of the school and holds the charter.

The BOT is responsible for:

- Developing and updating school policies
- Hiring and supervising qualified personnel (coordinators) to manage the school's day-to-day operations
- Formulating a long-range plan and charter school accountability plan
- Ensuring compliance with all state and federal laws that apply to the school
- Ensuring that the school is operating in accordance with its charter and mission
- Fiscal management and approval of the annual budget

### **When Do We Meet?**

All BOT and Committee meetings are open to the public and the meeting schedule is posted on the HCCPS website and the front door of the school.

- The BOT meets the second Wednesday of the month
- Committees meet monthly (see website for details)

### **Where Do We Meet?**

Most meetings are at HCCPS



**How Do We Do It?**

Monthly BOT meetings and Committee meetings:

GABS Committee

Finance Committee

Personnel Committee

On-Site Committee

**Call to Action:**

You can get involved in a committee (which meets monthly), or become a BOT member. We have BOT elections at each annual meeting (held in the Spring).

If you think you may be interested, talk to a BOT member or pick up a BOT Interest Form in the Main Office.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Domain Coordinators Report to the Board of Trustees  
September, 2016**

- 1. WE WILL BECOME BUILDING OWNERS ON SEPT 15!! JOIN US AT GALAXY AT 5:30 FOR A CELEBRATORY DRINK.**
2. We welcomed several new staff members this fall. Here is the rundown on our new staff members:  
Justin Smith is the new Special Education Administrator  
Kerri Simonelli is the new Blues Teacher  
Paxton Belcher-Timme is the new Greens Teaching Assistant  
Mary Patterson is a graduate intern in the Indigos  
Emma Martin is a graduate intern in the Purples  
2 Americorps members from the Dial Self Americorps Program have joined the community this year, Caroline Palmer and Kjell Hemstead. They will be at school 4 days a week, serving in all of the classrooms, coordinating Community Service Learning projects and also supporting our after-school programs.
3. Our Coordinated Program Review of Special Education, Civil Rights, and English Language Education is complete, and we generally did quite well. There are a few areas of both Special Education and Civil rights which require some action, but these were minor policy or protocol adjustments. If you would like to see the full report, please see Dan or Amy.
4. Despite last minute admissions shuffles we were able to start the year with full enrollment. And we have excellent attendance thus far. While we've had more new students than ever (remember, this is the year we hit our maximum enrollment of 218) the transition week has been very smooth.
5. School has opened with 2 successful events. First Friday was a fun relaxed afternoon for families held by the Community Team. We had a scavenger hunt with ice-cream prizes, face-painting, sidewalk chalk and added to the handprint mural (check it out behind the school) Parents volunteered, met each other and talked, children played. A good time was had by all. The Welcome Ceremony was lovely and went very smoothly



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

despite being the largest one ever. 50 beaded feathers were handed out as students and staff were welcomed with their families to Hilltown.

6. The Easthampton School district began limited busing for a few of our Easthampton students. State regulations require the host district to provide busing for Easthampton students who meet their eligibility requirements. It is still a work in process, not-glitch free yet. Next year will be smoother, building on our experience this year.
7. Teachers spent a full day of professional development August working on differentiated instruction. The day was shared with teachers from PVPA, and was led by someone from Landmark School Outreach.
8. This month we begin our work as a Model Demonstration School. We will be receiving support in the design and delivery of Special Education services, and in ways to support students in general education classrooms with an effective “Response to Intervention” model.

DOMAIN COUNCIL MEETING MINUTES  
23 August 2016

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick  
8:30 AM – Meeting began

BOT Meeting Schedule: We reviewed the BOT meeting schedule for the year. The standard 2nd Wednesday date works for all months except October because of Yom Kippur. We propose changing the October meeting to Oct 19 – this will be confirmed at the Sept BOT meeting. The meeting schedule will likely be Sept 14, Oct 19, Nov 9, Dec 14, Jan 11, Feb 8, Mar 8, Apr 12, May 10, June 14, and July 12.

Coordinator Supervision and Evaluation: We discussed the (approved) proposal to hire a consultant to develop a supervision/evaluation plan. The goal of this process is a sustainable, repeatable evaluation/supervision process for shared management. Amy and Susannah will compile a brief history of past practices. Susannah will also connect with Larry Hunt (head of HR at Smith and former HCCPS BOT member) regarding advice for the timing/scope/prep materials needed to help advertise for a consultant.

Domain Council Meeting Schedule: The next two Domain Council meetings are Wed Sept 7 at 4:30 PM and Tues Sept 20 at 8:30 AM. The remainder of the fall is still TBD.

BOT Goals for 2016-2017: We discussed potential BOT goals for this year. The tentative list is below and will be discussed further at the September BOT meeting:

- Administrative transition/administrative structure broadly
- Overall management – (re)definition of roles and extent of positions
  - Community Coordinator position perhaps to full-time?
  - Ed Coordinator position changes given new SPED director
- 5-year projection from Finance
- Codify succession planning, particularly the stop-gap emergency plan for staffing

BOT Role in Fundraising: At the July BOT meeting the BOT reviewed a proposal regarding BOT role in fundraising. Scott will revise the proposal based on BOT discussion and feedback.

Political Climate: We briefly discussed the political climate, including news, local papers, letters, etc. The charter cap ballot issue is still a hot topic locally and across the state.

9:45 AM – Meeting ended

Respectfully Submitted,  
Susannah Howe

DOMAIN COUNCIL MEETING MINUTES  
7 September 2016

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick  
4:30 PM – Meeting began

Start of School Year: The Coordinators provided an update on the start of the school year logistics. Things are working pretty well overall. The drop-off car line in the morning is smoother, especially with someone directing traffic at the driveway exit. The playground drop spot before school starts is popular with the kids. It may be worth paying for a police detail for the first day or two of school next year since so many families drive and park those days.

BOT Meeting Agenda: We prepared the agenda for the September BOT meeting. Topics include BOT role in fundraising, Admin Coordinator hiring update, BOT goals for 2016-2017, site/real estate closing update, Coordinator salary scale, and BOT talking points.

BOT Role in Fundraising: We reviewed a revised proposal regarding the BOT role in fundraising. This revision incorporates feedback from the July BOT meeting and will be presented for discussion at the September BOT meeting.

BOT Calendar: We reviewed and revised the BOT Annual Calendar of monthly topics (i.e. the "tickler list"), to better fit the timeline of BOT responsibilities throughout the year and ensure that BOT committees are invited to the specific meetings timed with relevant discussions happening that month. Subsequent versions of this Annual Calendar may also include a column for events specific to the given year (such as the DESE visit planned for November 2016). The revised calendar will be distributed to the BOT to add to their Board Books at the September BOT meeting.

5:45 PM – Meeting ended

Respectfully Submitted,  
Susannah Howe

## **GABS Meeting Report: September 6th, 2016**

5:00 PM

**Attendees:** Amy, Deirdre, & Penny

**Regrets:** n/a

**Make sure the members of the BOT and their committees are known to the school community and that their roles and responsibilities are clear**

At next BOT meeting:

- Let BOT members know that they should see Deirdre before each school function to pick up a BOT button.
- Confirm attendance by BOT members at each classroom orientation; Deirdre has let all of the teachers know to expect BOT members
  - Greens- Scott
  - Yellows- Amy
  - Blues- Steve
  - Indigos- Penny
  - Reds- Penny
  - Oranges- Charles
  - Purples- Steve?
  - Prisms- Michael or Susannah
- Mention next upcoming school event (Family Dance in October), and confirm attendees

**Ensure that the BOT Resource Notebook is maintained both digitally and on paper**

Reviewed Tabs 1-5 and identified what is ready to be printed and distributed, what needs to be updated, and where we need to gather information from outside sources.

### **GABS Committee Goals for 2016-2017**

- Review BOT By-laws
- Create a proposal regarding the pathway of proposals to the BOT (to include how to address proposals originating outside of committees)
- Continued updates to BOT Resource Notebook

**Next Meeting:** October 4, 2016 (5:00 p.m. Purple's Classroom)