

Proposal to the Board of Trustees Coordinator Supervision and Evaluation

Date: 11 January 2017

Priority Level: High

Approximate time needed for discussion: 15 minutes

Proposal presented by: Domain Council

Committee members drafting proposal: Susannah Howe and Scott Remick

Text of Proposal:

The BOT shall implement a new supervision and evaluation process for the Coordinators as detailed below:

- New coordinators will be evaluated annually for the first three years, then every 3 years thereafter. The evaluation process will include the following components:
 - Coordinators will complete a self-evaluation.
 - Coordinators will set goals annually based on the Long Range Plan and their job descriptions. (Note: all Coordinators, regardless of the evaluation cycle, will set goals annually.)
 - The BOT President and Vice President, or their designees, will collect additional information from various representatives of the HCCPS community (see timeline below) and will compile the evaluations.
- The evaluation will follow the job description and will provide an opportunity to give both constructive and positive feedback.
- The BOT reserves the right to adjust the evaluation cycle frequency as needed.
- The BOT President and Vice President, or their designees, will oversee the ongoing Coordinator supervision, through the biweekly Domain Council meetings with the Coordinators.
- BOT members will attend one morning coffee in October, January, and April wearing their BOT buttons. These sessions will serve as an opportunity for the community to give feedback/input to the BOT. Comments regarding management, supervision, and evaluation should be forwarded to the BOT President or Vice President, or their designees.

Evaluation Timeline:

Dates	Activity	Notes
July	Coordinators Goal Setting for coming year	
Feb-March	School Satisfaction Survey (send / receive responses)	BOT will help inform selected questions on this survey. (Note: this will be a single survey that will include questions pertaining to all 3 coordinators.)
May	BOT Survey (send / receive responses)	BOT will develop this survey. Note: a separate survey will be created for each coordinator being reviewed.
Late June - mid July	Staff Survey (send / receive responses)	BOT will help inform selected questions on this survey. (Note: this will be a single survey that will include questions pertaining to all 3 coordinators.)
July	Coordinators Self-Assessment for previous year/evaluation cycle	
Early-mid August	Draft Evaluation Report	Report will be informed by School Satisfaction Survey, BOT Survey, Staff Survey, any parent input throughout the year, and Coordinators Self-Assessment.
Late August	Coordinator Review Meeting with BOT President/VP to discuss evaluation report	
September	BOT Evaluation Approval	

→ Plus BOT attendance at morning coffees in October, January, and April

Goals to be achieved by proposal:

At the BOT's approval, Domain Council enlisted Larry Hunt (former BOT member and head of HR at Smith College) to review the previous Coordinator supervision and evaluation plans and recommend a sustainable process going forward. This plan is based on Larry's recommendations and discussion from the December 2016 BOT meeting.

The goal of this new plan is to have a process that will provide useful and suitable oversight of the three coordinators within the time and complexity limitations of a rotating, volunteer BOT.

Switching to a 3-year rotation for experienced Coordinators should lessen the time needed for evaluation yet still provide sufficient feedback.

Potential problems/dissenting views:

This proposed process, like those implemented before it, may prove too unwieldy for a volunteer, rotating board. The proposal to conduct a full evaluation for established Coordinators only every three years may prove to be too infrequent.

HCCPS Board of Trustees Meeting January 11, 2017 Agenda Item: American Flag/Pledge Mass Law

Commonwealth of Massachusetts General Laws: Part I Title XII: Chapter 71

“Section 69. The school committee shall provide for each schoolhouse under its control, which is not otherwise supplied, flags of the United States of silk or bunting not less than two feet long, such flags or bunting to be manufactured in the United States, and suitable apparatus for their display as hereinafter provided. A flag shall be displayed, weather permitting, on the school building or grounds on every school day and on every legal holiday or day proclaimed by the governor or the President of the United States for especial observance; provided, that on stormy school days, it shall be displayed inside the building. A flag shall be displayed in each assembly hall or other room in each such schoolhouse where the opening exercises on each school day are held. Each teacher at the commencement of the first class of each day in all grades in all public schools shall lead the class in a group recitation of the "Pledge of Allegiance to the Flag". A flag shall be displayed in each classroom in each such schoolhouse. Failure for a period of five consecutive days by the principal or teacher in charge of a school equipped as aforesaid to display the flag as above required, or failure for a period of two consecutive weeks by a teacher to salute the flag and recite said pledge as aforesaid, or to cause the pupils under his charge so to do, shall be punished for every such period by a fine of not more than five dollars. Failure of the committee to equip a school as herein provided shall subject the members thereof to a like penalty.”

Summary:

Display

- US Flag needs to be displayed on the school grounds or building (weather permitting)
- US Flag needs to be displayed inside the building in assembly halls and class rooms

Pledge

All classes in every grade level shall recite the Pledge of Allegiance at the beginning of each day

Goal of Discussion:

Hold an open discussion with the board that will help formulate a future proposal



BOARD OF TRUSTEES BY-LAWS

The mission of the Hilltown Cooperative Charter Public School 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, a shared respect for each other, our community, and the world around us.

ARTICLE I Name, Purpose and Location

Sec.1 The name by which this organization shall be known is the Hilltown Cooperative Charter Public School (which shall hereinafter be referred to as the "School").

Sec.2 The purpose of the school shall be as described in the Commonwealth of Massachusetts Charter to operate a public school as executed by the Massachusetts Secretary of Education and granted to the School on December 9, 1994. This public school is chartered by the Commonwealth of Massachusetts and operates in compliance with MGL Chapter 71, Section 89.

Sec.3 The principal office of the School in the Commonwealth of Massachusetts shall, until changed in accordance with the By-laws of the School, be located at 1 Industrial Parkway, Easthampton MA 01027.

ARTICLE II Membership.

Sec.1 Anyone involved with the school community is defined as a member of the

cooperative. Voting rights accrue to those members who have contributed four hours of work per month to be averaged over a twelve-month period. In addition, any person contributing work to the school may donate work hours to a parent of an enrolled student to assist that parent in achieving voting rights.

Sec. 2 All members are strongly encouraged to fulfill the minimum work requirement for voting membership, which is defined as any work authorized by the Board of Trustees done for the School that equals or surpasses four hours per month.

Sec.3 All members are welcome to attend special and annual meetings of the School. Each member with voting rights shall have the right to vote at all special and annual general meetings of the School.

Sec. 4 The Board of Trustees shall be empowered to interpret and enforce the membership requirements described in Sections 1 and 2 of this Article.

ARTICLE III Meetings of Members

Sec. 1 The Board of Trustees shall hold an Annual Meeting.

The annual meeting of the membership shall:

- A. Elect the Board of Trustees.
- B. Hear and receive a copy of the annual report of the Board of Trustees.
- C. Consider amendment of the By-laws if special notice is given.
- D. Attend to such other business as may come before the meeting.

The annual meeting shall be held in the Spring.

Sec. 2 Special Meeting: A special meeting of the members may be called at any time by a majority of the Board of Trustees. The Clerk or some other officer shall also call a special meeting of the members, upon written application of ten percent of the members. Any such call shall state the time, place and purposes of the meeting. Any and all bylaws can be amended at a special meeting.

Sec. 3 Notice: Notice of the time, place and purposes of any annual meeting of the members shall be given in person or by mail in accordance with Section IX of these by-laws at least seven days before such meeting.

Sec. 4 Except as otherwise provided by the laws of the Commonwealth of Massachusetts, the presence in person or representation by proxy at a meeting of twenty percent of the members entitled to vote thereat shall constitute a quorum. When a quorum is present at any such meeting, sixty percent of the votes cast shall be necessary and sufficient

for the election to any office or for the decision of any questions brought before the meeting, except as otherwise provided by these By-laws or the laws of the Commonwealth of Massachusetts.

ARTICLE IV Board of Trustees

Sec. 1

- A. The governing body of the School shall be called the Board of Trustees. Said Board holds the charter from the State and is therefore responsible for ensuring that the school and Board members comply with all applicable laws and regulations. It shall be jointly responsible for all action taken on behalf of the School. The Board of Trustees shall be responsible for the overall well being of the organization: fiscal management, approval of the annual budget, fund raising, organizational and personnel policies. It shall ensure that the school is an academic success, organizationally viable, faithful to the terms of its charter and earns charter renewal. The Board shall approve all general policy decisions.
- B. The Board of Trustees shall be responsible for the selection, appointment, evaluation and/or removal of the administrators of the School.
- C. Board members must serve HCCPS with duty, loyalty, and care.
- D. Board members shall be responsible to determine general school policies while maintaining compliance with state and federal law.
- E. The Board of Trustees forms committees and/or task forces, either permanent or as needed. Board members shall define the purposes, duties, and particular powers for each committee and approve these by way of consensus.

Sec. 2

- A. The Board of Trustees is a public entity, which shall be composed of six to fifteen persons. Parents of students shall fill at least two positions, and ideally not more than two-thirds. Membership in the Cooperative is not a prerequisite to serve on the Board of Trustees.
- B. New members of the Board of Trustees shall be elected every year as necessary for a three-year term by a vote of a sixty percent majority of the voting Members of the School attending the Annual Meeting. Community members may choose instead to serve a first term of two years and may choose instead to serve one year for subsequent terms. The Board of Trustees will then hold a formal vote to accept all new members, as required by the Department of Education. The total number of sequential

years a member may serve is 6; the total number of years a member may serve is 12.

- C. Between Annual Meetings, the Board of Trustees shall be empowered to elect by quorum of the Board new trustees to fill any vacancies on the Board. Such appointment shall be subject to ratification by the Cooperative Membership at the next Annual Meeting or Special Meeting.
- D. Permanent employees of the school shall be disqualified from serving on the Board of Trustees during their time of employment.. The three Domain Coordinators shall serve as ex-officio members of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.
- E. One member of the Friends of Hilltown Board may be appointed by the Friends of Hilltown to serve a one-year term as an ex-officio member of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.
- F. Individual members of the Board of Trustees are considered special public employees of the State.
- G. Trustees will not participate in any decision, which may result in their financial gain. They must recuse themselves from discussions about such decisions, save to provide factual information about the issue. Any Trustee who gains financially from the school shall disclose this to the Board, and in accordance with state law. Board members may not receive payment for services.
- H. No more than one partner or household member of any immediate family shall serve as a Trustee of the school, or a member of the same Board Committee at a given time.
- I. The Board of Trustees may not discriminate against potential members on the basis of age, sex, sexual orientation race, national origin, ancestry, religion, marital status, or non-disqualifying handicap or mental condition.

Sec. 3

- A. Board meetings shall be open in accordance with Massachusetts General Laws, Chapter 39 Section 23A, B, and C.
- B. Note shall be given of the date, time and location of all meetings in accordance with the law pertaining to the open meetings of governmental bodies (MGL Chapter 30a Section 11a1/2)
- C. Board Member participation must occur in person. Members may not meet by telephone, email, proxies, or alternatives.
- D. A record of every meeting shall be kept, including the time, date, and location of the meeting, the members present or absent, and all action taken at the meeting, including

formal votes taken.

- E. Meeting minutes shall be adopted in compliance with MGL Chapter 30a Section 11a1/2.
- F. The Board of Trustees shall meet at least quarterly.

Sec. 4 More than fifty percent of the total number of the Board of Trustees shall constitute a quorum.

Sec. 5

- A. Decisions of the Board of Trustees shall be made by consensus. In the event that a decision cannot be reached by consensus, or when a vote is legally required, a vote will be called. A two-thirds majority will be necessary for the final decision.
- B. Decision by the Board of Trustees requires consensus by a quorum of seated members.

ARTICLE V Officers

Sec. 1

- A. The officers shall be a President, Vice-President, Clerk, and Treasurer and such other officers as the Board of trustees may in its discretion elect. The President, Vice-President, Treasurer and Clerk shall be elected annually by the Board of Trustees at its first meeting after its election by the members.
- B. The responsibilities of each officer are as follows:

The role of the President of the Board of Trustees is to be a link of communication between the Board of Trustees and the three Coordinators (the Education Domain's Coordinator, the Administrative Domain's Coordinator and the Community Domain's Coordinator), to oversee committee work, facilitate communication within the Board of Trustees, sit on Domain Council and set the agenda for the Board of Trustees' meetings.

The role of the Vice President of the Board of Trustees is to assist the President in carrying out his or her responsibilities as needed. The Vice President is also responsible for facilitating the complaint procedure.

The role of the Treasurer of the Board of Trustees is to sign official documents and checks, to monitor and provide support and assistance to the Administrative Coordinator on financial matters. The Treasurer shall chair finance committee meetings and present financial reports to the Board of Trustees.

The role of the Clerk of the Board of Trustees is to comply with the department of education reporting requirements of the Board of Trustees.

C. Any vacant officer position shall be elected by a quorum of the Board of Trustees.

ARTICLE VI Resignations, Removals

Sec. 1 Resignations: Any Trustee or officer may resign at any time by giving written notice to the President or Clerk. Such resignation shall take effect at the time designated therein, or if no time be specified, then upon its acceptance by the Board of Trustees.

Sec.2 Removals: At any meeting called for the purpose, the members may, by vote of a two-thirds majority of the members entitled to vote, suggest removal of any Trustee from office. The Board of Trustees must ratify by formal vote the suggested removal. The Board of Trustees may, by vote of a majority of the Trustees then in office, remove from office any officer or agent who has been elected or appointed by the Board of Trustees, with or without cause being shown, and if cause be shown, may remove a Trustee.

ARTICLE VII Liability

No member of the School, employee or member of the Board of Trustees shall have the power to bind any other member of the School personally. All persons or corporations extending credit to, contracting with, or having any claims against the School shall look only to funds and property of the School for payment so that any of said members, employees, or members of the Board of Trustees, present or future, shall not be personally liable.

ARTICLE VIII Fiscal Year

The fiscal year of the School will begin on July 1 and end on June 30.

ARTICLE IX Notices

Sec. 1 A notice by mail or telegram shall be directed to a member at his or her usual address as it appears on the records of the School or at his or her residence or usual place of business, and to a Trustee or officer at his or her usual or last known business or residence address, unless such member, Trustee or officer shall have filed with the Clerk a written request that such notices intended for him or her be directed to some other address, in which case. it shall be directed to the address designated in such request.

ARTICLE X Amendment of By-laws

Amendments to the by-laws may be proposed by any member of the School at both the special meetings and the annual meeting. Any proposed amendment must be submitted in written form, duplicated and circulated to the membership at least seven days in advance of the meeting. Any proposed amendments must be seconded. Amendments to the by-laws shall be approved by a sixty percent majority of the voting Members of the School attending the Annual Meeting, subject to the approval of the Board of Trustees and the Department of Education.

amended 05/11/04, proposed revisions 4/21/06; approved 5/9/2006

proposed revision 4/27/07; approved 5/8/2007

proposed revision 7/15/09; approved 7/15/09

approved at annual meeting April, 2010.

approved revision at annual meeting, May 2011

approved revision at annual meeting May 15, 2013

approved revisions 10/22/2014 at special meeting of the Cooperative

approved revisions 5/13/2015 at Annual Meeting



2016 Massachusetts School Report Card Overview

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

(04500105)

Hilltown Cooperative Charter Public (District) Charter District (04500000)
 Daniel L Klatz, Principal
 Grades Served: K,01,02,03,04,05,06,07,08

1 Industrial Parkway , Easthampton, MA 01027
 Phone: 413.529.7178
 Website: <http://www.hilltowncharter.org>

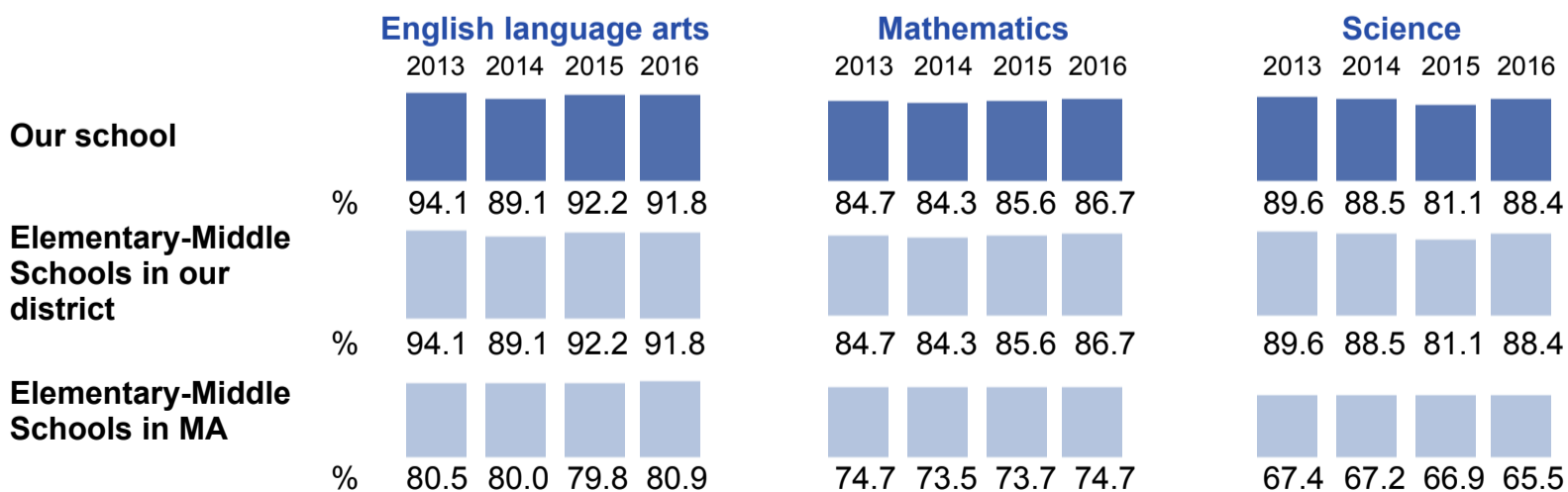
Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the full report card containing additional data contact the school's principal or visit the Massachusetts Department of Elementary and Secondary Education's website at <http://profiles.doe.mass.edu>. For more information about report card data, visit our [Profiles Help](#) page.

How is our school doing overall?

Accountability and assistance levels		School percentile										
Our school	Level 3 Very low assessment participation (Less than 90%)	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below. 1 25 50 75 87 99 Lowest performing Highest performing										
Our district	Level 3 Very low assessment participation (Less than 90%)											
Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: http://www.mass.gov/ese/accountability .		Overall progress in narrowing gaps Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.										
		<table border="0"> <tr> <td>All students</td> <td>Met Target</td> </tr> <tr> <td>High needs students</td> <td>Did Not Meet Target</td> </tr> <tr> <td>Economically disadvantaged</td> <td>-</td> </tr> <tr> <td>Students with disabilities</td> <td>-</td> </tr> <tr> <td>English language learners & former ELLs</td> <td>-</td> </tr> </table>	All students	Met Target	High needs students	Did Not Meet Target	Economically disadvantaged	-	Students with disabilities	-	English language learners & former ELLs	-
All students	Met Target											
High needs students	Did Not Meet Target											
Economically disadvantaged	-											
Students with disabilities	-											
English language learners & former ELLs	-											
District determination of need for special education technical assistance or intervention <div style="text-align: center; background-color: yellow; padding: 5px;">Needs Technical Assistance (NTA)</div> Districts, including single school districts, are assigned a determination of need for special education technical assistance or intervention. These determinations, which are typically based on the district's accountability and assistance level, range from Meets Requirements (Level 1 districts) to Needs Substantial Intervention (Level 5 districts). The determination level, which incorporates compliance measures also, helps to identify whether the Department will require districts to take additional actions to support improved outcomes for all children, especially students with disabilities.												

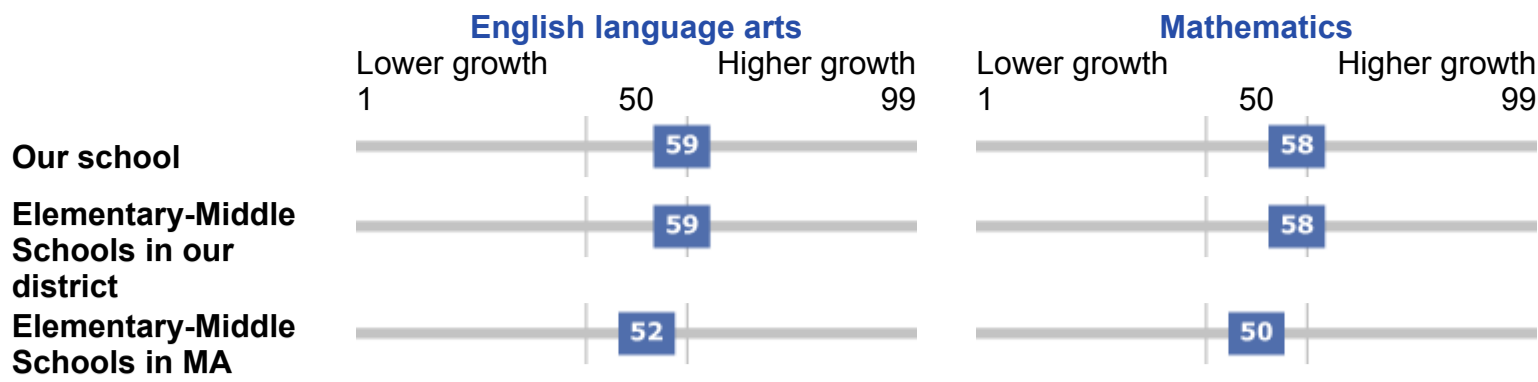
How does our school's achievement over time compare to the district and the state?

The transitional Composite Performance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demonstrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our school's transitional CPIs for 2013-2016 are below.



How does our school's growth compare to the district and the state?

Transitional Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2016 are below. (Note: Growth values are truncated.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	211	211	953,429

By high needs population	Our school		Elementary-Middle Schools in our district		Elementary-Middle Schools in MA	
	#	%	#	%	#	%
Economically disadvantaged students	14	6.6	14	6.6	26,301	139.7
Students with disabilities	36	17.1	36	17.1	11,385	17.2
English language learners	0	0.0	0	0.0	12,640	19.1

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Elementary-Middle Schools in our district	Elementary-Middle Schools in MA
Teachers (#)	20.1	20.1	4,886.7
Core academic classes taught by highly qualified teachers (%)	100.0	100.0	89.4
Average class size (#)	29.2	29.2	19.7
Student : teacher ratio	10.5 to 1	10.5 to 1	13.3 to 1

How is our school doing on other important measures?

Attendance	Our school	Elementary-Middle Schools in our district	Elementary-Middle Schools in MA
2016 Attendance rate (%)	96.3	96.3	95.2
2016 Average days absent per student (#)	6.6	6.6	8.3
2016 Chronic absenteeism rate (%)	4.7	4.7	12.2

Discipline	Our school	Elementary-Middle Schools in our district	Elementary-Middle Schools in MA
2016 In-school suspension rate (%)	-	0.0	1.6
2016 Out-of-school suspension rate (%)	-	0.0	3.5

High school completion	Our school	Our district	Our state
2014 5-year graduation rate (%)	-	-	88.5
2015 4-year graduation rate (%)	-	-	87.3
2015 annual dropout rate (%)	-	0.0	1.9
2014 graduates attending institutions of higher education* (%)	-	-	76.2
2016 12th graders taking 1+ Advanced Placement courses (%)	-	-	40.6
2016 Advanced Placement tests with scores of 3 or higher (%)	-	-	66.5
2016 SAT average score - Reading	-	-	509
2016 SAT average score - Writing	-	-	497
2016 SAT average score - Math	-	-	522
2015 MassCore** - Completing a rigorous course of study (%)	-	-	72.3

*Postsecondary enrollment data includes any student enrolling in an institution of higher education within 16 months of earning a high school diploma

**MassCore: 4 years of English & math, 3 years of history & lab-based science, 2 years of a foreign language, 1 year of arts & 5 additional "core" courses

What else should you know about our school?

To view our school's full report card, visit <http://profiles.doe.mass.edu>. For more information about report card data, visit our [Profiles Help](#) page.

Published by the Massachusetts Department of Elementary and Secondary Education



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Coordinators Report to the Board of Trustees January, 2017

1. The official School Report Card was sent to parents on November 23rd. A copy is attached to this report.
2. Our annual Information Night for Perspective Parents is Jan 19. We expect the usual enthusiastic crowd. If a Board member would like to attend we would love to have you. Applications are rolling and we have an eager crop of siblings waiting for their spot in the fall.
3. We have heard great responses to the Winter Solstice Celebration from parents. Once again, it was a successful community event.
4. Our December, 2016 tuition payment from DESE was \$12,000 higher than all previous months. This reflects the first round of reconciliation based on actual enrollment data and we assume these rates will hold going forward for the remainder of the fiscal year.

DOMAIN COUNCIL MEETING MINUTES

13 December 2016

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick

8:30 pm – Meeting began

Location: Dan Klatz Office, HCCPS School

Pledge/America Flag: Domain discussed the Massachusetts general law chapter 71 - section 69 – which is the display of the national flag and reciting the pledge of allegiance. A flag must be hung on school grounds during every school day, and a flag must appear in the assembly area (all school). The pledge of allegiance must be recited each day. Currently HCCPS does not comply in either of these areas. Domain discussed the ability to hang a flag outside and shared ideas on how to address the pledge. DC agreed to bring this topic to the board.

Statement of Values: DC discussed the concept of a statement of values that was raised by the Equity Group. The idea is to publicly reaffirm the inclusion of values which is the foundation of healthy learning. DC discussed who would be responsible for crafting the statement, and how and when it would be disseminated. DC decided to bring this up for discussion at the next BOT meeting.

Resources: A 7th grade student will be leaving at the end of the year, and the spot has not been filled. Middle of the year replacements for this grade can be challenging, and it is very possible that the seat will not be filled.

Bill Ross was hired as the PE/Kids Club long-term sub, this will fill the need left by Sadie's departure. A full search for this position will take place in the summer.

9:30 pm – Meeting ended

Respectfully Submitted,
Scott Remick

DOMAIN COUNCIL MEETING MINUTES

03 January 2017

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick

8:30 pm – Meeting began

Location: Dan Klatz Office, HCCPS School

BOT Agenda: We determined an agenda for the January BOT meeting. Meeting topics include: Coordinator Salary Recommendation, Coordinator Supervision & Evaluation Proposal, BOT and committee goal update, Site Visit Report review, Flag/Pledge of Allegiance discussion, GABS Visit/Discussion (LRP and By Law changes).

Coordinator Evaluation Process: DC review the coordinator evaluation report provided by Larry Hunt, and discussed how the proposal should be written for approval by the board. The proposal will highlight the key steps/tasks for the evaluation process, as well as a timeline (in a gannt format). A draft proposal may be ready for the January BOT meeting.

Pledge/America Flag: Domain discussed the Massachusetts general law chapter 71 - section 69 – which is the display of the national flag and reciting the pledge of allegiance. During a recent staff meeting, there was quite a bit of dissent among the staff on leading the pledge every morning with students. DC felt the board should discuss the law, and decide whether they feel the school should comply with this law. The implementation should be left to the school leaders.

Finance Update: Our most recent monthly PPE payment came in \$12,000 higher then we anticipated (and assumed in the budget). This is great news. Additionally, it's very likely we will be able to fill all seats that have opened during the break.

9:45 pm – Meeting ended

Respectfully Submitted,
Scott Remick

GABS Meeting Minutes: January 3rd, 2017

5:00 PM

Attendees: Amy, Deirdre, and Penny

Regrets:

Monitored the progress of the implementation of the Long Range Plan

- Reviewed and updated the Long Range Plan tracker for January BOT meeting

Reviewed GABS Committee FY 2017 Goals Status for January BOT Meeting

FY 2017 Goal	Status
Review existing HCCPS BOT by-laws	In process, to discuss at January BOT meeting
Monitor the progress of the implementation of the Long Range Plan	Developed tracking tool and are in the process of updating it
Ensure the BOT Resource Notebook remains current on paper and online	Ongoing
Review existing pathways for proposals to come to the BOT for approval	Starting discussions
Identify new opportunities/strategies for BOT recruitment	Have not started
Review and refine step-by-step process/procedure for the recruitment of new BOT members	Have not started
Develop BOT orientation plan and associated resources	Have not started

Reviewed By-laws to Discuss at January BOT Meeting:

Changes Due to Technology:

- Article III Sec. 3-
 - Currently reads- “Notice of the time, place and purpose of any annual meeting of the members shall be given in person or by mail...”
 - Proposed change- “Notice of the time, place and purpose of any annual meeting of the members shall be given in person or in writing...”

- Article IV Sec. 3C-
 - Currently reads- “Board member participation must occur in person.”
 - Proposed change- “Board member participation must occur in person or via teleconferencing when necessary.”
- Article IX Sec. 1- “notice by mail or telegram shall be directed to a member”
 - Currently reads- “A notice by mail or telegram shall be directed to a member at his or her usual address...”
 - Proposed change- “A written notice shall be directed to a member at his or her usual address...”

Other Changes:

- Article II Sec. 1
 - Currently reads- “Voting rights accrue to those members who have contributed four hours of work per month to be averaged over a twelve-month period.”
 - Proposed change- “Voting rights accrue to those members who have contributed forty hours of work over a twelve-month period.”
- Article II Sec. 2
 - Currently reads “All members are strongly encouraged to fulfill the minimum work requirement for voting membership, which is defined as any work authorized by the Board of Trustees done for the School that equals or surpasses four hours per month.”
 - Proposed change- cut the entire section
- Article III Sec. 2
 - Currently reads “A special meeting of the members may be called at any time by a majority of the Board of Trustees.”
 - Proposed change- “A special meeting of the members may be called at any time by the President and/or the Vice President of the Board of Trustees.”
- Article IV Sec. 1
 - Currently reads- “Board members must serve HCCPS with duty, loyalty, and care.”
 - Proposed change- “Board members must serve HCCPS with duty, loyalty, and care, attending at least X% of all BOT meetings in a given FY.”

Next Meeting: January 31, 2017 (5:00 p.m. Purple’s Classroom)

Program Quality

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Goal 1: Grades 6-8 Program Reorganization	Educational Coordinator			Gn									
Formulate recommendations to restructure the educational program for grades 6-8 to accommodate 30 students in each grade.				Gn									
Implement new structures gradually, 2014-2017 (consideration should be given to the academic needs of students transitioning into the HCCPS program and how they will be addressed)				Gn	Gn	Gn	Gn						
Evaluate middle school program and use findings to revise. Full scale evaluation in 2020.										Gy			

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Goal 2: K-8 Curriculum Review	Educational Coordinator												
Develop a system of regular review of the following major curricular areas: English, Language Arts, Mathematics, Social Studies, Science, Physical Education, Health, Foreign Language, Art, Music, and Technology.			TBD	TBD									
Establish a schedule and structure for subsequent reviews.			TBD	TBD	TBD								
Conduct reviews, beginning with Math and ELA; Following each review, a set of concrete recommendations, including professional development, will be identified and implemented by the Education Domain.					TBD	TBD	TBD	Gy	Gy	Gy			

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Goal 3: Scope of Program	Educational Coordinator Community Coordinator Staff, parents, students												
Evaluate 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.					Rd	Rd	Rd	Rd	Gy				
Implement a regular review cycle for these and other potential partnerships.											Gy	Gy	Gy
Identify programs and, as appropriate, suggest possible funding sources for activities such as afterschool, clubs, arts and athletic programs, conferences, festivals and tournaments that serve to expand HCCPS students' connections beyond our school.							Rd						
Evaluate current length of school day and school year, and make recommendations as needed.							Rd						

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Goal 4: Academic Affiliation	Educational Coordinator												
Develop academic affiliations including placing teacher interns in the school and identifying professional development opportunities for existing HCCPS staff.					Gn	Gn	Gn	Gn	Gy	Gy	Gy		
Assess the pilot program.													
Identify other opportunities and develop relationships with organizations to increase access to professional development for HCCPS teachers and to allow HCCPS teachers to disseminate best practices.							Yw						

Notes:

Key

Completed	Gn
On Track	Yw
Needs Attention	Rd
Upcoming/Continuing Tasks	Gy
Revise	Be

Building Community

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	
<p>Goal 1: Community Team</p> <p>Starting in 2013, assemble a Community Team that includes the Community Coordinator, teach, student, and parent representatives</p> <p>Regularly solicit input from Student Council (no Student Council)</p> <p>Develop methods to connect class parents, Friends of Hilltown, staff, and students.</p> <p>Build structures and communication tools that enhance access to volunteer opportunities.</p> <p>Develop strategies to better share the HCCPS experience with parents who are unable to be physically present during the day.</p>	Community Coordinator													
	Community Team													
				Gn	Gn									
				Rd	Rd									
				Gn	Gn									
			Gn	Gn	Gn	Gn	Yw		Gy	Gy	Gy	Gy	Gy	
			Gn	Gn	Gn	Gn	Yw		Gy	Gy	Gy	Gy	Gy	

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	
<p>Goal 2: New Student/Family Integration</p> <p>Evaluate and improve beginning of the year and summer community building activities to help build connections among existing families and integrate all new families, particularly those with students in grades 6-8.</p> <p>Develop and implement an orientation program (employing significant student assistance) for incoming older students and their families.</p> <p>Assess and develop recommendations for opportunities throughout the year to enhance parent connection to the school community.</p>	Community Coordinator													
	Education Coordinator													
					Gn	Gn	Gn	Gn						
					Yw	Yw	Yw	Yw		Gy	Gy	Gy	Gy	Gy
				Gn	Gn	Gn	Gn							

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	
<p>Goal 3: Traditions Supporting School Culture</p> <p>Build structures, activities, or processes that maintain a sense of unity within the school and implement beginning in 2013, and continuing as the new middle school model is implemented.</p> <p>Starting in 2013, work with stakeholders to develop and put in place structures and activities that build strong connections and sense of identity among students in grades K-5 and 6-8.</p> <p>Develop an appropriate transitional ritual for moving from grades 5 to 6 once full second 6th grade is added.</p>	Community Coordinator													
	Community Team													
					Gn	Gn	Gn	Gn	Gn					
					Gn	Gn	Gn	Gn	Yw					
				Be	Be	Be	Be	Be						

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
<p>Goal 4: Leadership Training</p> <p>Beginning in 2015, establish concrete and visible leadership roles for 7/8th grade students.</p> <p>Beginning in 2015, assess student participation and effectiveness in creating meaningful linkages between older and younger students.</p>	Educational Coordinator												
	Middle School Teachers												
	Community Team							Rd	Rd	Rd	Gy	Gy	
								Gn	Gn	Gn	Gy	Gy	

Notes:

Key

Completed	Gn
On Track	Yw
Needs Attention	Rd
Upcoming/Continuing Tasks	Gy
Revise	Be

Sustainability

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Goal 1: Site Fully explore the feasibility of purchasing the Brassworks as a permanent home. Decision regarding lease vs. purchase will be made in 2013. Renegotiate a long term lease at Brassworks if purchase is disadvantageous or unsuccessful. Site assessment and improvement plans should include environmental and economic sustainability planning.	Administrative Coordinator												
	Site/Finance Committees		Gn	Gn	Gn								
			Gn	Gn	Gn								
								Yw	Gy	Gy	Gy	Gy	Gy

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Goal 2: School Finance Adopt a policy that requires maintenance of a contingency fund of 12% of operating budget at the start of every fiscal year. Commit to approval of zero-balanced annual operating budgets, including an account designated for unanticipated, non-negotiable, and necessary expenses. Annually designate a capital expenditures fund for building improvements and equipment, that fall outside the scope of an annual operating budget. Assess sustainability of current employee compensation methodology. Support the efforts of FOH to make an annual, undesignated donation to HCCPS operating budget, with a desired 5% annual increase in the size of their donation.	BOT												
	Finance Committee												
	Administrative Coordinator												
			Gn	Gn	Gn	Gn	Gn	Gn					
			Gn	Gn	Gn	Gn	Gn	Gn					
			Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy
		Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	
		Gn	Gn	Gn	Gn	Gn	Be	Gy	Gy	Gy	Gy	Gy	

Notes:

Key

Completed	Gn
On Track	Yw
Needs Attention	Rd
Upcoming/Continuing Tasks	Gy
Revise	Be

Administrative Capacity and Succession Planning

Goal/Activity		FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
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Goal 1: Maximize Administrative Effectiveness

BOT

Review and revise current job descriptions and duties of the coordinators.

In light of above plans, adjust administrative support for purposes of relieving the coordinators of some portion of these duties. Consider recruiting and training several staff to serve in leadership roles for the purposes of 1. assisting in eventual transition and 2. minimizing the disruptiveness of an unfilled vacancy or long-term unplanned absence 3. serve as school leaders when coordinators are absent.

Yw
Be

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
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Goal 2: Plan for Administrative Succession

BOT
Current Coordinators

In conjunction with the findings discussed in Goal 1 above for revision of coordinator duties, develop a (simple) manual outlining each of the coordinators' duties, schedules, etc.

If no staff members have been appointed as a result of Goal 1 above, recruit and train several staff to serve in leadership roles for the purpose of 1. assisting in the eventual transition and 2. minimizing the disruptiveness of an unfilled vacancy or long-term unplanned absence.

Develop with current coordinators a satisfactory transition plan anticipating their role in recruitment and training of a successful candidate.

Rd	Rd	Rd	Rd	Rd	Rd
Be	Be	Be	Be	Be	Be
Yw	Yw	Yw	Yw	Yw	Yw

Notes:

Key

Completed	Gn
On Track	Yw
Needs Attention	Rd
Upcoming/Continuing Tasks	Gy
Revise	Be

Hilltown Cooperative Charter Public School
Personnel Committee Minutes – Tuesday, January 3, 2017

Present: Dan Klatz, Rebecca Belcher-Timme, Steve Hoyt ,Carla Clark

Regrets: Sam Charron

Topic	Discussion	Action (if necessary)
Evaluation Cycles:	<p>Staff feedback was positive for shifting evaluation cycle to a large evaluation every three years for teachers in good standing.</p> <p>TAs should be evaluated every year by meeting with supervising teacher and ed coordinator (this is the recommended practice but in reality does not always happen)</p> <p>Administrative staff should have an annual review with the administrative coordinator. This is a chance to not only review the job but for administrative staff to be congratulated on what they're doing well. It is also a chance for them to offer feedback about what's going well and where they can use support.</p>	Draft an evaluation policy update for the board to review.

Next Meeting: Feb 7

SEPAC-meeting dates-Winter-Spring 2017

Monday, January 23: General meeting

Monday, March 6: Parent's rights meeting with Federation for Children with Special Needs

Monday, April 3: General meeting

Monday May 1: End of year meeting with Justin Smith as a review for the 2016-2017 school year, and plans and hopes for the 2017-2018 school year