

**HCCPS Board of Trustees  
Meeting Agenda  
June 14, 2017**

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

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

**Facilitator: Scott Remick**

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

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

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

**6:55 BOT Comings and Goings: Scott (10 min – discussion)**

**7:05 Draft BOT Letter to Staff Review: Penny/Scott (10 min – discussion)**

**7:15 FY 2018 Budget: Amy/David (10 min – decision)**

**7:25 Capital Budget: Amy/Dan (10 min – discussion/decision)**

**7:35 Board Makeup - Staff: Scott (10 min - decision)**

**7:45 School Bathrooms: Amy/Dan (5 min – update)**

**7:50 Director Job Desc/Responsibilities – Succ Planning: Susannah/Scott (10 min – discussion)**

**8:00 Board Roles: Penny/Amy R (10 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

June 2017

Dear Teachers and Staff,

Thank you for your thoughtful perspective on the search process for the Director of Teaching and Learning. The members of the Board of Trustees are deeply impressed by your investment in HCCPS and our respect for your role in our school is heartfelt and unwavering.

The Board recognizes that collectively you have expressed disappointment and a feeling of disconnect with how the hiring process ended and that there was not a final face-to-face meeting of the search committee where there may have been a possibility of finding common ground with the minority opinion. The Board also recognizes that collectively you are not debating the final outcome of the hiring decision.

This search has been a difficult and challenging process which has been led by two Co-Chairs from the Board of Trustees, and they and the search committee navigated each step as directed by the hiring procedure.

The Board spent a long time discussing the collective opposition of the three directors (coordinators) to the timing of putting forward the search committee's recommendation to the Board. The Board discussed whether it was the right time to make our decision, and whether a less fraught split decision on the hiring recommendation could be achieved by the search committee. This included thorough discussion of the purpose and process around the last search committee email tally. As troubling as that process was, the Board moved forward based on what we collectively believed was in the best interest of the school, and what we realistically thought could be achieved, or not achieved in delaying the recommendation in order to have more meetings. We did not take this action lightly and we understood and discussed the magnitude of this variation from the usual consensus desired for HCCPS decisions.

With the decision now behind us, the Board welcomes your invitation for us to lead HCCPS in refocusing our collective goodwill and readying ourselves for the coming changes in the front offices. Towards this end we acknowledge a need for a revision of the current hiring policy for Domain Directors (the current policy is attached), which we think will strengthen and clarify how the process will work going forward. We hope that you will bring your collective voices together once again to offer candid and thoughtful feedback.

We also recognize the need for advancement opportunities within our school for those teachers who aspire to leadership roles. Beginning in the next academic year we will explore, with the Director of Teaching and Learning, some internal options for formal mentoring and leadership roles. In addition, we are exploring the possibility of HCCPS staff participation on the Board of Trustees. We will also invite your input as this discussion moves forward.

The Board thanks you again for your powerful collective guidance and contributions to HCCPS every day, through the easier times and the not-so-easy times. We look forward to the exciting year ahead.

Sincerely,

Board of Trustees

*Scott L. Smith*  
*Susan Hove*  
*Amy R.*

*Michael Filas*

*S27422*

*[Signature]*

*[Signature]*

*Lena Miotelli*

*[Signature]*

*[Signature]*

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**FY 18 HCCPS Budget Proposal**

**Assumptions:**

2% Inflation; pre-approved teacher/TA scales;  
 3% salary increase for 12 mo.non-direct staff; 3 interns  
 Substantive Changes in **BOLD**  
 6.14.17

	FY 17 revised Approved 2/3/2017	FY 18 Proposal Draft #4	Variance 17-18	Variance %
<b>INCOME</b>				
1 DESE Per Pupil Tuition	2,704,074	2,741,695	37,621	1%
2 Grants- Mass DOE SPED 240	33,582	33,582	0	
3 Grants- Mass DOE 140, Title II,A	4,028	4,028	0	
4 Grants- Mass DOE Title I 305	13,016	13,016	0	
5 Grants- MASS DOE 274	3,000	3,000	0	
7 Community Foundation Class Grants	2,000	2,000	0	
8 Friends of HCCPS Rolling Arts Grants	1,500	1,500	0	
9 Field Trip Fund	7,600	7,600	0	
11 Fundraising-pizza	3,000	3,000	0	
12 Fundraising - general	25,000	<b>12,500</b>	-12,500	-50%
13 Kids Club Income	78,000	78,000	0	
14 Student Activity Fees- sports, music	11,000	11,000	0	
15 Medicaid/SPED Income	20,000	20,000	0	
16 Misc Income	1,000	1,000	0	
17 Interest income	1,200	1,200	0	
18 School Lunch receipts	15,000	<b>10,000</b>	-5,000	-33%
19 Special Field Trip Fundraising (DC)	14,000	<b>32,000</b>	18,000	129%
20 Winter Fair	7,500	7,500	0	
21 Total Income	2,944,500	2,982,621	38,121	1%
<b>EXPENSES</b>				
<b>Personnel</b>				
22 Teachers - S/L, PE	1,198,209	1,225,077	26,868	2%
23 Teaching Assistants-( classrooms)	164,360	170,106	5,746	3%
24 Graduate Interns x3	30,000	30,000	0	
25 Kids Club Coordinator <b>.5 fte (increase fte)</b>	11,341	<b>15,000</b>	3,659	32%
26 Kids Club staff	16,005	<b>19,120</b>	3,115	19%
27 Substitutes	11,000	14,000	3,000	27%
28 Director of Administration- 1fte	90,102	91,904	1,802	2%
29 Director of Teaching and Learning-1 fte	90,102	91,904	1,802	2%
30 Director of Family and Community Engagement-.6 fte	40,546	41,357	811	2%
31 Student Services Coordinator- 1 fte	68,516	69,722	1,206	2%
32 Administrative Assistant- 1fte	41,138	42,372	1,234	3%
33 Bookkeeper/Purchasing agent-.8 fte	43,281	44,579	1,299	3%
34 Nurse/Health Educator <b>-.9 fte-.95</b>	48,245	<b>51,728</b>	3,483	7%
35 Counselor- 1 fte	62,288	63,384	1,096	2%
36 Tech Teacher/Coordinator 1 fte	44,049	45,761	1,712	4%
37 <b>Program Support- new</b>	0	<b>45,000</b>	45,000	
38 Stipends- student activities (dance, mini)	900	3,500	2,600	289%
39 Stipends-program (interns, trips, home visits)	1,000	<b>9,000</b>	8,000	800%
40 Longevity Pay	8,000	10,000	2,000	25%
41 Payroll subtotal	1,969,081	2,083,514	114,433	6%
42 Medicare- everyone-.0145	28,552	30,211	1,659	6%
43 FICA- non MTRS-.062	26,652	33,574	6,923	26%
44 SUTA-.002- everyone	3,938	4,167	229	6%

45	UHIC-.0034 everyone/capped @ 1st 14,000	1,904	2,285	381	20%
46	Health Insurance	238,550	<b>239,000</b>	450	0%
47	HRA	26,000	<b>35,000</b>	9,000	35%
48	Health Diversion Benefit	14,000	14,000	0	
49	Workers Compensation	15,000	16,500	1,500	10%
50	College Credit Reimbursement	1,000	1,000	0	
51	Total Personnel Costs	2,324,676	2,459,251	134,575	6%
<b>Consultants and Outside Services</b>					
52	FSA/HRA Administrative Cost	2,200	2,200	0	
53	Accounting Consultant	1,000	1,000	0	
55	Auditor	8,000	12,000	4,000	50%
57	SPED Contractors - OT/PT, psychologist	60,000	60,000	0	
58	SPED Advisor	1,000	1,000	0	
59	Summer SPED services	1,960	<b>4,000</b>	2,040	104%
60	Americorps	18,000	<b>0</b>	-18,000	-100%
61	Administrative Data Managemnt System	3,000	<b>8,000</b>	5,000	167%
62	Payroll Service	3,000	3,000	0	
63	Professional Development	8,500	8,500	0	
64	Curriculum Consultants	7,000	7,000	0	
65	Child Care Services	300	300	0	
66	Legal Fees	4,000	4,000	0	
	subtotal	117,960	111,000	-6,960	-6%
<b>Occupancy-</b>					
67	Insurance	23,877	25,000	1,123	5%
68	Cleaning Services	40,600	<b>50,000</b>	9,400	23%
69	Trash Removal	3,600	3,672	72	2%
70	Minor Repair/Maintenance	10,863	<b>15,000</b>	4,137	38%
71	Fire/Sprinkler Alarm Services	1,500	1,500	0	
72	Copier Service Contract	2,500	3,000	500	20%
73	Copier Rental	3,792	3,788	-4	
74	Telephone	1,200	1,200	0	
75	Electric	25,375	25,883	508	2%
76	Internet	1,695	1,700	5	
77	Heat	7,000	<b>6,000</b>	-1,000	-14%
78	HVAC Maint	7,105	7,247	142	2%
79	Elevator Maint	2,760	2,815	55	2%
80	Real Estate Taxes	6,436	0	-6,436	-100%
81	Water Sewer Fees	4,000	4,000	0	
82	Landscaping	4,200	5,000	800	19%
83	<b>Depreciation *see below</b>	42,766	<b>0</b>	-42,766	-100%
84	Management Fee	1,250	0	-1,250	-100%
85	Plowing	7,105	7,500	395	6%
86	Rent	62,500	0	-62,500	-100%
87	<b>Interest Expense USDA * see below</b>	74,000	<b>95,973</b>	21,973	30%
88	subtotal	334,124	259,278	-74,846	-22%
<b>Supplies</b>					
87	Household Supplies	5,500	5,610	110	2%
88	Educational Supplies	19,620	20,012	392	2%
89	PE/Playground supplies	1,000	1,020	20	2%
90	Office Supplies	3,500	3,570	70	2%
91	Testing/Evaluation Supplies	3,500	3,800	300	9%
92	Postage	1,500	1,530	30	2%

93	Printing			600		612	12	2%
94	Food			700		714	14	2%
95	sub total			35,920		36,868	948	3%
	<b>Equipment</b>							
96	Minor Equipment<\$500 ,			3,000		3,000	0	
97	SPED Equipment			6,000		8,000	2,000	33%
98	Tech Repair/Replacement			8,000		10,000	2,000	25%
99	subtotal			17,000		21,000	4,000	24%
	<b>Miscellaneous</b>							
100	Kids CLub Program Expenses			3,500		3,500	0	
101	Student Activity Expenses ( dances, sports, sleepover)			5,000		5,000	0	
102	Special 6-8th grade Trip Expenses (DC)			6,000		40,000	34,000	567%
103	Advertising			1,000		1,500	500	50%
104	Travel			500		500	0	
105	Graduation Expenses			800		1,000	200	25%
106	Miscellaneous			1,000		1,000	0	
107	Community Domain Expenses			2,000		3,000	1,000	50%
108	MCPSA Dues			5,098		5,300	202	4%
109	School lunch expense			17,500		12,000	-5,500	-31%
110	Friends of HCCPS Class Grants			1,500		1,500	0	
111	Community Service Projects			1,000		1,000	0	
112	Field Trips			7,600		7,600	0	
113	Community Foundation Grant expenses			2,000		2,000	0	
114	Directors' Discretionary Fund			2,500		2,500	0	
115	<b>BOT Discretionary Fund</b>			0		500	500	
115	Winter Fair Expenses			2,100		2,100	0	
116	subtotal			59,098		90,000	30,902	52%
							0	
117	<b>Total operating expenses</b>			2,888,778		2,977,397	88,619	3%
118	<b>Over/Under</b>			55,722		5,224		
	<b>Non-cash liability-building depreciation</b>					85,532		
	<b>Principle payment from Fund Balance</b>					50,571		
	<b>Annual Principle Plus Interest</b>					146,543		

## **FY 18 HCCPS CAPITAL BUDGET PROPOSAL**

1 Driveway Reconstruction	\$70,000
2 Playground Improvements	10,000
3 Sound Wall - Music/Humanities	5000
4 Vehicle Purchase	10,000
TOTAL	\$95,000

- 1 We received 3 quotes for redoing our front drive and this is the lowest. Despite it being the lowest, we feel that the quality will be very good. We have checked references
- 2 This will include a deck for Wall Ball and refurbishing the play structure and misc items
- 3 An additional wall between music and humanities room
- 4 Purchase of 12 passenger van for field trip transportation. We have a \$15,000 grant towards its purchase

With the exception of the designated grant all funds will be transferred from the Undesignated Fund Balance.



## Staff membership on the Board of Trustees

**Date:** June 14, 2017

**Priority level:** Medium

**Approximate time needed for discussion:** 10 Minutes

**Proposal to be presented by:** Scott Remick, Susannah Howe

**Committee members drafting proposal:** Scott Remick, Susannah Howe, Dan Klatz, Deirdre Arthen, Amy Aaron

### **Text of proposal:**

We propose the creation of a non-voting ex-officio employee seat on the Board of Trustees. The individual would serve a two-year term, and be selected using the existing GABS Committee BOT application and approval process. Individuals must have been employed at least one full year to apply for the position. This would be an additional seat on the BOT.

In making this a non-voting position, we avoid both potential conflict of interest concerns, and the issue of someone having a supervising role for the person who is their employment supervisor. (The BOT supervises the Directors, and the Directors supervise employees).

The creation of this seat will require a by-law change and will be an additional seat to the current BOT complement.

### **Goal to be achieved by proposal:**

A direct employee voice in Board discussions.

### **Potential problems/dissenting views:**

Employees already have a voice through the Directors. Any employee may attend BOT meetings and address concerns to the Board during the public comment portion.



## DIRECTOR OF TEACHING AND LEARNING

### *Job/Role Description*

#### **Job Description**

The Director of Teaching and Learning has final authority, responsibility and accountability for all decisions and implementation in the Educational Domain. The Director of Teaching and Learning supervises the classroom teaching staff, specialists, and the student services coordinator in a collaborative, supportive and mentoring fashion. This is a leadership position that reports directly to the Board of Trustees. Responsibilities for the position include, but are not limited to the following:

#### **1. Curriculum**

- Lead the process of developing educational and classroom practice and policy consistent with the school's philosophy, and make final decisions when necessary.
- Ensure a cohesive educational approach throughout the school.
- Serve as a resource for the school community in understanding and developing our educational model and furthering the mission of the school.
- Coordinate and document the dissemination of the educational techniques and models developed and used at the school.
- Ensure connection between HCCPS curriculum and assessment methods.

#### **2. Staff**

- Coordinate the hiring of teachers, teaching assistants, substitute teachers and educational consultants subject to Board policy.
- Supervise classroom teachers and specialists to ensure that classroom goals, both educational and behavioral, are met and provide feedback to teachers based on direct classroom observations.
- Supervise the Coordinator of Student Services to ensure that all Special Education, ELL, and other student needs are being met.
- Coordinate/facilitate staff meetings
- Coordinate and supervise the use of substitute teachers and teaching assistants.
- Implement the evaluation process for teachers, teaching assistants and substitute teachers.
- Coordinate the planning and implementation of staff development for



teachers and teaching assistants.

### **3. Administration**

- Work collaboratively with the Director of Administration and Director of Community and Family Engagement to oversee daily educational operations.
- Ensure that the HCCPS educational program and student records are in compliance with state mandates.
- Provide reports as needed to the state Dept. of Education.
- Identify and coordinate the use of resources needed by teachers and classrooms to meet educational goals, and make final decisions when necessary.
- Represent the overall interests of education in governance through participation on Domain Council, HCCPS Board of Trustees (ex officio), Personnel Committee and any community meetings.
- Write and administer federal and state allocation grants in collaboration with the Director of Administration.
- Support student drop-off and pick-up in partnership as needed by the Director of Administration.
- Provide backup for staff as needed, in education domain

### **4. Students**

- Counsel students and provide primary disciplinary intervention as needed.
- Work directly with students in classrooms as needed.

### **5. Parents**

- Communicate about the School's educational philosophy and program with parents.
- Respond to the educational concerns of parents.

### **Supervises**

- Student Services Coordinator
- All Teaching Staff
- All Teaching Assistants

### **Participates as a Member In**

- Board of Trustees
- Domain Council
- Personnel Committee

## Tasks/Responsibilities and Emergency Backup

The following is a list of tasks and responsibilities for the Director of Administration. For those tasks identified as time-sensitive, an emergency backup has been identified.

Task/Responsibility	Emergency Backup
Academic schedule	
Annual Report: contributor	
BOT Goal Implementation: education domain	
Calendar, staff meetings and professional development	
Charter Renewal: contributor	
Class/daily scheduling	
Classroom configuration	
Classroom events	
Classroom management	
Classroom visits	
Concerns/Complaints: education domain	DA, then SSC
Coordinated Program Review: SPED, ELL	SSC
Critical Issues Team: member	
Curriculum planning and tracking	
Discipline (students)	DA, then SSC
Education Forums	
Educational practices dissemination	
Extracurricular activities: academic (math club)	
Family information packets for start of year: contributor	
Field Trip to DC: organization and planning	DA
Field Trips (school day): oversight	DA
Grants: Title 1, 2, private	
Interschool connections	
Mini-courses management	DCF, then DA
Orientation for new teaching staff	
Policy development and implementation: education domain	
Professional development for teaching staff	
Progress reports for students	
Public relations, media: contributor	
School calendar: contributor	
State/DoE educational regulations and paperwork	
Student leadership development: leader	
Student relations	
Substitute teacher oversight	DA
Surveys for parents about teaching staff	
Teacher mentoring	
Teaching staff meetings	
Teaching staff supervision and evaluation	

Testing - MCAS, Iowas	SSC
Website content: contributor	

DA – Director of Administration  
DTL – Director of Teaching and Learning  
DCFE – Director of Community and Family Engagement  
SSC – Student Services Coordinator  
BK – Bookkeeper  
TC – Technology Coordinator

Revised 6/2017



## DIRECTOR OF COMMUNITY AND FAMILY ENGAGEMENT

### *Job/Role Description*

#### **Job Description**

The Director of Community and Family Engagement ensures that there continues to be an active, informed and engaged community supporting each student's learning experience and strengthens the cooperative membership's full participation in HCCPS. This is a half-time leadership position that reports directly to the Board of Trustees. Responsibilities for the position include, but are not limited to the following:

#### **1. Families and the Cooperative**

- Act as coordinator of the cooperative:
  - Plan meetings of the coop.
  - Educate coop members about its functioning, particularly member participation.
  - Coordinate, with staff, the implementation of the Community Compact and ensure that it is used throughout the school in meaningful ways.
  - Support documentation of volunteer hours.
- Ensure ongoing systematic communication with families.
- Ensure HCCPS compliance with state CORI regulations regarding volunteers.
- Facilitate or delegate coordination of social and informational events which foster community spirit.
- Ensure the smooth transition of new families into the school in cooperation with the Director of Administration.

#### **2. Educational Program**

- Oversee database of family and community resources and facilitate its use by HCCPS staff and Friends of Hilltown.
- Serve as a resource to teachers to help meet classroom needs through volunteers.
- Coordinate Class Parents.
- Work with Director of Teaching and Learning to facilitate ongoing cooperative input to the educational program of the school.
- Coordinate appropriate enrichment programs for HCCPS students.
- Serve as a resource for the school in creating and maintaining school

traditions.

### **3. Administration**

- Work collaboratively with the Director of Teaching and Learning and Director of Administration to oversee daily educational operations.
- Represent the overall interests of families in governance through participation on Domain Council, HCCPS Board of Trustees (ex officio) and appropriate committees.
- Solicit and welcome suggestions and concerns from coop members.
- Assist and support Community Team.
- Provide backup for staff as needed

### **4. Community Outreach**

- Coordinate service learning and community service projects and identify funding to support these programs.
- In cooperation with other Domain Coordinators disseminate information about the HCCS model and philosophy.
- Develop relationships with local agencies and educational institutions to bring community volunteers into the school.

### **Participates as a Member In**

- Board of Trustees
- Domain Council
- Governance and Board Sustainability Committee
- Community Team

## Tasks/Responsibilities and Emergency Backup

The following is a list of tasks and responsibilities for the Director of Family and Engagement. For those tasks identified as time-sensitive, an emergency backup has been identified.

Task/Responsibility	Emergency Backup
8th grade graduation planning	
All School/Il Teatro	
Alumni Relations	
Annual Meeting	
Annual Report: contributor	
BOT Goal Implementation: community domain	
Calendar, school overall: contributor	
Charter Renewal: contributor	
Childcare for school events	DA
Class parents: recruitment and oversight	
Co-op meetings	
Community Team: oversight and support	
Concerns/Complaints: community domain	
Critical Issues Team: member	
Family Dance	
Family information packets for start of year: contributor	
Friends of Hilltown: liaison and support	
Grants: assorted/specjal	
Link families	
Music Festival	
Newsletter	
Orientation for all new staff: community focus	
Orientation for new families	
Policy development and implementation: community domain	
Public relations, media: contributor	
School dances (6-8)	
School events: coordinator (Community day, MLK day)	
School photos	
Science Fair	
Service learning	
Sleepover at school	
Social media (Facebook)	
Solstice Celebration	
Spirit Week	
Staffing: Service organizations (americorps/SCA)	
Student Leadership development: contributor	
Surveys for parents about school satisfaction	
Volunteers: recruitment, coordination, tracking	

Website content: contributor	
Winter Fair	

DA – Director of Administration  
DTL – Director of Teaching and Learning  
DCFE – Director of Community and Family Engagement  
SSC – Student Services Coordinator  
BK – Bookkeeper  
TC – Technology Coordinator

Revised 6/2017



## DIRECTOR OF ADMINISTRATION

### *Job/Role Description*

#### **Job Description**

The Director of Administration has final authority, responsibility and accountability for all decisions and implementation within the Administrative Domain. The Director of Administration supervises administrative staff in a collaborative, supportive and mentoring fashion. This is a leadership position that reports directly to the Board of Trustees. Responsibilities for the position include, but are not limited to the following:

#### **1. Fiscal**

- Responsible for ensuring that accounts payable, expense and income allocation, bank statement reconciliation, generation of quarterly budget reports, preparation and distribution of payroll, and compliance with federal and state tax requirements, are carried out in a timely and accurate manner.
- Responsible for budget preparation, analysis, monitoring and quarterly reporting to the Board of Trustees.
- Responsible for annual audit preparation and compliance and DESE End of Year Financial Report.
- Staff the Finance Committee
- Oversee fringe benefit administration

#### **2. Admissions**

- Responsible for all aspects of admissions including outreach, open house, tours, prospective parent interviews, lottery and maintaining the waiting list, in compliance with public regulations.
- Responsible for maintaining full enrollment throughout the year.

#### **3. Facilities**

- Responsible for ensuring building compliance with fire, health and building regulations.
- Responsible for addressing non-regulatory health issues.
- Oversee maintenance, renovations/ construction projects and the custodial staff.
- Staff the Site Committee

#### **4. Administrative Responsibilities**



- Hire and supervise the school nurse, administrative assistant, custodian, bookkeeper/purchasing agent, recess coordinator and after school coordinator.
- Work collaboratively with Director of Teaching and Learning and Director of Community Coordinator and Family Engagement to oversee daily administrative operations of the school.
- Oversee the school lunch and after school programming.
- Create and maintain schedules for lunch/recess coverage.
- Provide backup for staff as needed, in administrative domain
- Counsel students and provide disciplinary intervention as back up to the Director of Teaching and Learning.
- Supervise staff in regard to personnel policies, in conjunction with the Director of Teaching and Learning.
- Supervise student drop off and pick up in conjunction with other Directors.
- Serve on Domain Council and attend Board of Trustees meetings, as an ex officio member.
- Serve as HCCPS' civil rights coordinator.
- Coordinate media contacts.
- Write and administer state and federal grants in collaboration with the Director of Teaching and Learning
- Oversee compliance with Department of Education reporting requirements
- Maintain communication with Mass. DESE, Charter School Office, Mass Charter School Association, and town officials.

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### **Supervises**

- Administrative Assistant
- Bookkeeper
- Nurse
- Kids Club Coordinator and Staff
- Technical Coordinator

### **Participates as a Member In**

- Board of Trustees
- Domain Council
- Finance Committee
- Site Committee

## Tasks/Responsibilities and Emergency Backup

The following is a list of tasks and responsibilities for the Director of Administration. For those tasks identified as time-sensitive, an emergency backup has been identified.

Task/Responsibility	Emergency Backup
Admissions, Lottery, Enrollment	DCFI ???
Annual Report: leader	DTL
Arrival and departure logistics	
Audit (fiscal)	BK
BOT Goal Implementation: administrative domain	
Building opening and closing	DTL
Calendar, school overall: leader	
Charter Renewal: leader	DTL
Charter School Association liaison	
Civil rights compliance officer	DTL
Cleaners: planning and oversight	
Concerns/Complaints: administrative domain (building, finance, logistics, safety)	DTL
CORI data management	
Coordinated Program Review	Civil Rights
Critical Issues Team: leader	
Emergency protocols	
Employment letters	
Extracurricular activities: non-academic (cross country, chorus, ultimate frisbee)	DTL
Facilities management (building and grounds)	DTL
Family information packets for start of year: point person	
Finance/budget	
Financial report, end of year (DESE)	BK
Grants: SPED	
Health insurance	
Human resources	
Kids Club	DTL
Lunch staffing	
Lunch: vendor relations/coordination	
Mortgage	
Orientation for all new staff: administrative focus	
Payroll	BK
Policy development and implementation: administrative domain	
Prospective Family relations	
Public relations, media: point person	DTL/DCFE
Recess staffing	

School events: insurance and logistical support	
School safety planning	
State/DoE administrative reports, regulations, compliance	DTL
Supplies: ordering and management	
Technical systems oversight	TC
Transportation arrangement (carpool map, Easthampton Public School busing, PVTA)	
Web site content: point personal	

DA – Director of Administration  
 DTL – Director of Teaching and Learning  
 DCFE – Director of Community and Family Engagement  
 SSC – Student Services Coordinator  
 BK – Bookkeeper  
 TC – Technology Coordinator

Revised 6/2017

Finance Committee Meeting Minutes June 2, 2017 8:20 am @Hilltown  
Cooperative Charter Public School

**Present**

Maureen Mahar, Chris Greenfield, Deb Jacobson, Amy Aaron,  
Kate Saccento, David Starr

**Absent**

Matthew Dube

Kate Saccento, an HCCPS faculty member, was welcomed to the Finance Committee (FC). Kate is the first faculty member in many years to have volunteered to be a part of the FC.

**2018 Proposed Annual Budget**

The fundraising line from Friends of Hilltown (FOH) was decreased by \$7500 from the previous budget estimate.

HCCPS will need to hire a new Spanish teacher for the next academic year.

HCCPS is exploring cleaning company options. The cleaning needs have expanded over the last year. The current cleaning company is being considered.

There was discussion about continual evaluation of physical plant systems replacement and attention to having enough in the undesignated fund to address systems replacement.

There was considerable discussion around the past, present and future definition of a balanced budget from the perspective of the BOT. This is an agenda item to be brought up in discussion with the Board in the future.

**ACTION**

Finance Committee approved the FY17/18 budget draft be presented to the BOT in the June meeting.

**ACTION**

It was proposed that HCCPS replace the long standing Budget Re-Allocation Policy with a formal annual budget and financial oversight timeline and protocol. This will be proposed to the BOT.

There were a couple of edits to the time line that was presented in the meeting:

Steps 9 + 10 share with the Finance Committee in May meeting

Step 11 Domain Council proposed final budget to the BOT in MAY BOT meeting

### **Future Agenda Items**

Should the school Treasurer be on the Domain Council?

Finance Committee Meetings for FY17/18: Proposed that meetings be at 7:30am on the last Friday of each month except when last Friday is a holiday,

Doodle poll to be sent out to committee members to determine an FC summer meeting date,

Proposed Meetings for 17/18 9/29, 10/27, 12/1, 1/26, 2/23, 3/30, 4/27, 5/25, 6/29

What materials can be circulated to FC members for review in advance of FC meetings?

Finalize 10 year projection and present to BOT

Determine Finance Committee goals for the coming year.

Minutes taken by Committee Chair, David Starr

## DOMAIN COUNCIL MEETING MINUTES

19 May 2017

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

8:30 pm – Meeting began

Location: Amy's office, HCCPS School

Capital Budget: Quote for a full driveway is \$60k. Possibility 9 new spots to be included. This project would require a permit from the city of Eastampton. The costs would come out of the undesignated fund.

It seems that we can refurbish the play structure, instead of purchasing a brand new one. Wall ball project with deck off the back side of the building is another outdoor project that we are looking at accomplishing. Need to secure the lockers against the wall. A new wall between music and humanities. All of these other items could be around \$25-\$40k. So total budget between \$85k and 100k. Also, many windows are old and are ready for replacement. Approximately \$1k per window and \$1k to install. We may have be able to get a deep discount from a current parent for this project. Should we replace all at once, or do it in phases. We have approximately 50 windows. Need to find out the window donation is a time sensitive.

2017/2018 Draft Budget: Assuming health insurance will increase by 8%. Not many changes since the May board meeting. Right now we are at \$10k in the black, so a small buffer as we get some final numbers in around heath care and hiring of new positions.

Vehicle: Received grant for \$15k last year for a school vehicle. Another \$10k was granted this year for school programs and guest speakers. Buy a minivan, fund to rent a van, or buy a 12-passenger van are some options. The 12-passenger van seems to be the most practical. Used 12 passenger vans seem to run around \$25k. Directors will reach out to Smith College and Nicky D's. A proposal will come to the next board meeting to request approval to move forward.

Personnel Committee: A letter came from the 5 Prism's teachers, requesting that stipends should be paid based on family situation for the Washing DC trip. Also, the requirement to actually go should depend on family situation. Additionally, a request in the letter for an additional benefit, such as a flex day, because they travel on a Sunday. Personnel will take this on to determine if it is a policy/procedural item.

Personnel will request for written thoughts from each of the past Director hiring committee members. Then the personnel will summarize the information and invite the members in for a discussion, perhaps during a summer meeting.

Sam left the committee, so we will be looking for a new personnel parent member.

Next Domain Meeting: Wednesday, May 31st at 8:30.

9:30 pm – Meeting ended

Respectfully Submitted,  
Scott Remick

## DOMAIN COUNCIL MEETING MINUTES

30 May 2017

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

8:30 pm – Meeting began

Location: Dan's office, HCCPS School

Succession Planning – Director's Job Descriptions and Task responsibilities: Domain council reviewed each of the Director's job descriptions and task responsibilities. Susannah and Scott worked on creating a consistent template for each of the Director's job descriptions, which includes: Job Description, Supervises, Participates as a Member In, and then Tasks/Responsibilities table with emergency backup for each of the time sensitive tasks. These were reviewed and modified during the meeting. Scott will share the latest versions with each Director so that can review further offline. Goal is to have a final version presented at the June BOT meeting.

Next Domain Meeting: Wednesday, June 7th at 8:30.

9:30 pm – Meeting ended

Respectfully Submitted,  
Scott Remick

## DOMAIN COUNCIL MEETING MINUTES

7 June 2017

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

8:30 pm – Meeting began

Location: Dan's office, HCCPS School

BOT Meeting Agenda: The domain council discussed the potential agenda items for the June board meeting. This includes: BOT Comings and Goings, BOT Letter to Staff, FY 2018 Budget, Capital Budget, Board Roles, Staff member on BOT, Bathroom update, Director job description/tasks, Vehicle discussion.

Staff Membership on BOT: Domain will come to the June BOT meeting with a proposal to vote on.

FY 2018 Budget: Since the last budget draft the following changes have been made: Fundraising down by half (\$12,500). Health insurance is staying steady. HRA went up by 35%. Probably need to increase the Graduation Expenses to \$1000. Increased cleaning costs, maintenance and summer SPED. The budget still shows a slight surplus.

Personnel Meeting: The personnel committee started reviewing the hiring process to determine what modifications may be needed. They also discussed the Prisms teacher letter that was sent to Personnel pertaining to the DC trip.

Director Responsibilities/Tasks: The Directors will review their job descriptions and tasks and send their final versions to Penny for inclusion into the packet.

Next Domain Meeting: Wednesday, June 21<sup>st</sup> at 8:30.

9:35 pm – Meeting ended

Respectfully Submitted,  
Scott Remick





## **Domain Coordinators Report to the Board of Trustees June, 2017**

1. We are busy working with our student information system vendor, Rediker software, to set up the system to best meet our needs. That this point, Dan and Monique are the point people, but the group will widen in the next month to include all the Directors, the Tech Coordinator, and the bookkeeper. Dates are in place for staff training in August, and the admissions/application side of system will be in place by the beginning of October.
2. We have completed the Coordinated Program Review corrective actions process, and all issues that came up in the Special Education and Civil Rights review have been fully corrected. Our Mid-Cycle Review should occur in the three years.
3. This year, we have continued working with the Massachusetts Charter School Association Capacity Building Network. Several teachers participated in regional workshops, and we worked as a Model Demonstration School in building our capacity to support all students through improved practices and procedures. That work will continue next year, beginning with a full day of professional development in August in Universal Design for Learning.
4. During our recent Professional Development Day, teachers participated in a workshop in Creating Gender Inclusive Schools. We explored a variety of issues that are most relevant to our students, and will continue the work in the fall. Among the issues we discussed were our gender neutral bathrooms, their locations including the possibility of moving one to the first floor, and better signage.

**Hilltown Cooperative Charter Public School**  
**Personnel Committee Minutes – Tuesday, June 6, 2017**

**Present: Dan Klatz, Gaby Blaustein, Steve Hoyt ,Carla Clark**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
HIRING PROCEDURE INTERNAL CANDIDATE (DOMAIN DIRECTOR)	<p>Focus on internal hiring process as it relates to the Domain directors' hiring.</p> <p>What is the benefit of/process for internal candidates? Was the process followed as written and stated by all parties involved in the process.</p> <p>Eliciting feedback from persons on hiring committees might be helpful in answering the question; Why or did the hiring committee know that the process of internal candidate hiring was not followed? Was it followed.</p> <p>A comparison of Staff internal hiring and the Internal hiring of a Domain Director are not standardized at this time in regards to timelines and such.</p>	<p>*Get Feedback from all involved on search committees involving the hiring of Domain Director Position. Survey Monkey is one idea</p> <p>*Submit forms- Hiring Policies</p> <p>*Meet in July after feedback to move forward</p>
INQUIRY FROM PRISMS	<p>A letter from Prisms Teachers regarding staffing for the Washington Trip.</p> <p>Core staff were identified as the four classroom teachers.</p> <p>Stipends were developed to address financial compensation and can not be individualized</p> <p>Discussion about a certain degree of flexibility as warranted has been a part of the history of this trip but it is considered mandatory for core staff to attend as it is an integral part of their program.</p> <p>The legal holiday should be compensated for both staff and students and should have input from Prisms about what day they would take off.</p>	<p>Submit letter and job description as part of the minutes</p> <p>Response to Prisms Letter</p> <p>Prism's Staff and students will have a day off from regular school in return for</p>

Next Meeting: July date TBD