

**HCCPS Board of Trustees  
Meeting Agenda  
December 9, 2015**

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: Susannah Howe**

**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 previous meeting

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

**6:55 Salary Scale Calculation Approach: Dan/Susannah (25 min - discussion)**

**7:20 Financial Disclosure: Susannah (10 min – discussion)**

**7:30 PARCC vs MCAS: Dan (10 min - update)**

**7:40 Site Update: Amy/Charles (10 min – update)**

**7:50 FoH Activities: Andi/Dianne (10 min – update)**

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

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

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

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

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

**8:20 Adjournment**

DOMAIN COUNCIL MEETING  
MINUTES  
11.24.15

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

8:30 am – Meeting began

Topics discussed: Dec BOT meeting agenda, Quality Program Review, Easthampton/Signs

Dec BOT Agenda: We discussed and prepared the December BOT meeting agenda; topics include salary scale calculation approaches (discussion), PARCC vs MCAS (teacher recommendation), financial disclosure of BOT members, site update, and FoH activities.

Quality Program Review: HCCPS is up for its Quality Program Review, which is a 6-year review (with a 3-year mid-point check-in) to confirm compliance with federal regulations especially around SPED, Title 1, ELL, and civil rights. Reviewers will spend two days in January reviewing records and another two days interviewing teachers, parents, and the SPED-PAC. Preparation for this review will take a lot of the Coordinators' time in December and January.

Easthampton and Signs: Amy has been checking with Easthampton about putting "No Parking" signs on our side of the road and a "School Zone" designation sign on our property. This process involves the Public Safety sub-committee, the City Council, the Mayor, and the Board of Public Works in Easthampton. The discussion about bussing is still ongoing; we are waiting for a response from the city. One future alternative to consider is for HCCPS to have a van instead; this could perhaps be purchased by Easthampton in lieu of paying for a bus.

9:45 am – Meeting ended

Respectfully Submitted,  
Susannah Howe

# **GABS Meeting Report: November 17, 2015**

5:00 PM

## **Board Recruitment:**

### **Are Looking the Following**

1. Finance
2. Real Estate/Building Management
3. Law
4. Management/Supervision
5. HR
6. The Arts
7. Easthampton Cultural Council
8. Grandparents
9. Racial diversity
10. Big picture/organizational thinkers
11. Education
12. Non-profit

## **How Do We Make the Board Appealing?**

### **Recruitment Tools**

1. Flyer
  - a. Poll BOT members- what do you enjoy most about serving on this board?
  - b. Adjectives that describe characteristics for successful board members.
  - c. Is experience necessary?
  - d. Do you have to raise money? Donate money?
  - e. What are the time commitments?
  - f. Can I get sued?
2. Update school brochure
3. Website- add a piece about serving on the BOT or committee; meet your board (take photos of each board member)
4. Add link to Meet the Board webpage in newsletter
5. Facebook
6. Get Board Members involved

Next meeting: December 15, 2015

**Meeting ended at 6:15pm**

# Hilltown Charter Public School“On Site” Committee

## Meeting Minutes

<b>Date/Time</b>	Oct, 6th, 2015
<b>In attendance</b>	Amy A, Charles W, Paul L, Mike S and Steve S
<b>Regrets</b>	Louise
<b>Note taker</b>	Charles

## Agenda

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>	
Committee minutes	Reviewed past minutes- No changes	Minutes approved by Paul- second by Charles	
Set next meeting date	Nov 3, 2015 6PM		
New Committee members	Still in the search for new committee members to fill out our ranks - specifically members helpful to BOT pursuit of the building purchase. Possibility for members outside the school community. Still waiting on new parent list from Deirdre. Paul to pursue with Amy the elements that Laura Baker brought to the committee is regards to building purchase-	Amy and Charles to follow up with Deirdre -  Committee members to think of people outside of the school as new members.  Paul and Amy to meet for past cost projections that were done by Laura Baker for building purchase	
Warranty Issues	Jerry Buzzy has worked on and	Amy to follow up to see	

	<p>repaired the HVAC all school system. Has started yearly maintenance of the HVAC as a whole. Main issues is trying to understand the patched together control wiring system for the HVAC. Fresh air supply added to the all school system over the summer which may have been part of that system not working at the beginning of the school year. Two drilled holes found in the Lenox attic furnace by Mike that may be unfinished work to that system- Counting on Jerry to keep working on solutions and repairs to the system</p>	<p>if there is work that is not completed or ongoing with the builder concerning attic furnace.</p>	
Air Balance report	<p>No air balance report filed with building inspector.</p>		
Swing	<p>To be installed by the end of the month- Use two tractor tires and one purchased tire unit on swing set.</p>	<p>Charles</p>	
AV system	<p>Steve has completed the AV system- Balance of the ceiling tiles to be installed during a weekend work session.</p>	<p>Amy, Steve and Charles</p>	
Fence	<p>To enclose as large of area as possible with a 6' fence- Amy to find paperwork for city guidelines for installation- When length and location if determined Charles will provide a material cost.</p>	<p>Amy and Charles</p>	
Purchasing the building	<p>Lengthy discussion concerning this topic- Wait for direction from BOT with what our committee can provide to the BOT.</p>		
Yearly goals	<p>Discussed yearly goals for the "on site " committee</p>	<p>Charles to present to the BOT</p>	