

**HCCPS Board of Trustees
Meeting Agenda
December 13, 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 November meeting

6:45 Public Comment period (10 min)

6:55 MCAS Result Overview: Lara (20 min – discussion)

7:15 Long Range Plan Updates: Amy R (20 min – update)

7:35 Board Recruitment: Amy R/Deirdre (10 min – update)

7:45 Capital Plan: Charles (10 min – decision)

7:55 Director Hiring Policy: Steve (20 min – decision)

8:15 New Business (5 min – identify only)

8:20 Committee Reports (5 min – questions only)

8:25 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

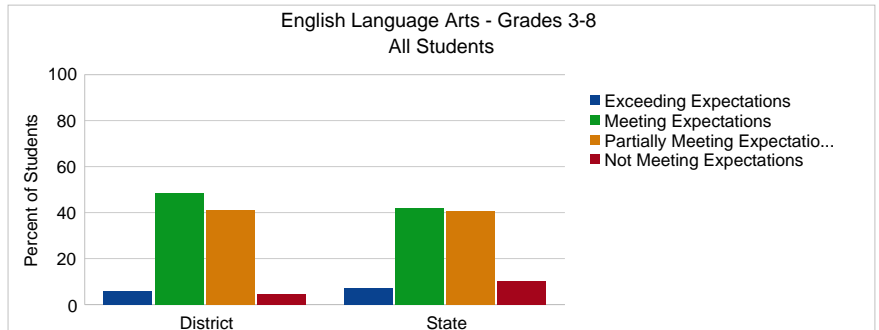
Confirm date/facilitator, snack bringer, newsletter blurb, agenda check for next meeting

8:30 Review Action Items in this meeting's minutes (5 min)

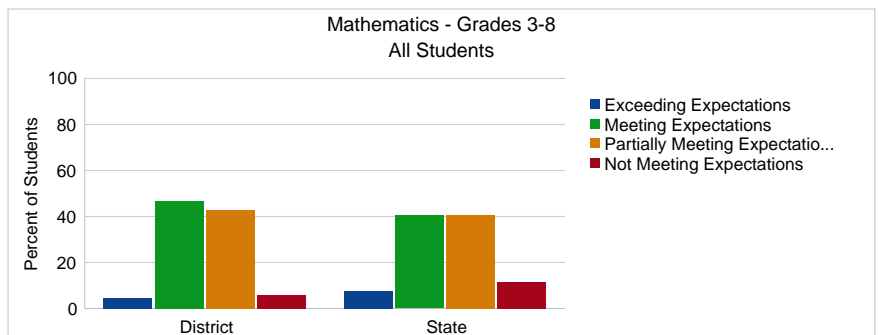
8:35 Adjournment

All Students

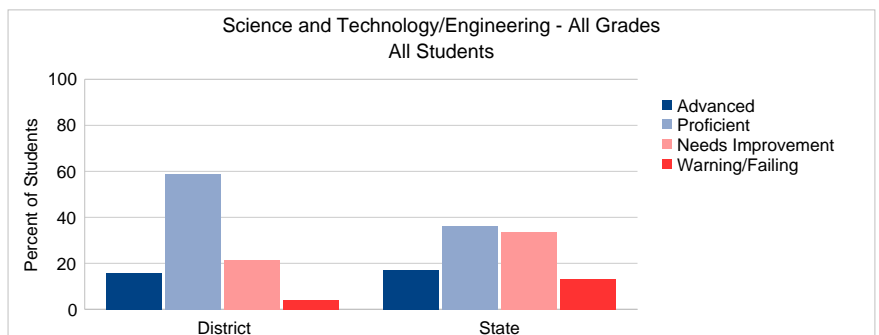
English Language Arts	N Included	% District	% State
Exceeding Expectations	9	6	7
Meeting Expectations	75	48	42
Partially Meeting Expectations	64	41	41
Not Meeting Expectations	7	5	10
Total Included	155		



Mathematics	N Included	% District	% State
Exceeding Expectations	7	5	8
Meeting Expectations	72	47	40
Partially Meeting Expectations	66	43	41
Not Meeting Expectations	9	6	12
Total Included	154		



Science and Technology/Engineering	N Included	% District	% State
Advanced	8	16	17
Proficient	30	59	36
Needs Improvement	11	22	33
Warning/Failing	2	4	13
Total Included	51		



NOTE: Achievement level percentages are not calculated for student groups of less than 10.

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Program Quality

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Grades 6-8 Program Reorganization														
	Director of Teaching and Learning													
1	Formulate recommendations to restructure the educational program for grades 6-8 to accommodate 30 students in each grade.			Gn										
2	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	Gy	Gy					
3	Evaluate middle school program and use findings to revise. Full scale evaluation in 2020.							Yw	Gy					is starting earlier and will complete by end of FY19
Goal 2: K-8 Curriculum Review														
	Director of Teaching and Learning													
1	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.			Gn	Gn									
2	Establish a schedule and structure for subsequent reviews.			Gn	Gn	Gn								
3	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.				Gn	Gn	Gn	Yw	Gy	Gy				
Goal 3: Scope of Program														
	Director of Teaching and Learning Director of Community & Family Engagement Staff, parents, students													
1	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.								Gy	Gy				
2	Implement a regular review cycle for these and other potential partnerships.										Gy	Gy	Gy	
3	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.								Gy	Gy				
4	Evaluate current length of school day and school year, and make recommendations as needed.								Gy	Gy				
Goal 4: Academic Affiliation														
	Director of Teaching and Learning													
1	Develop academic affiliations including placing teacher interns in the school and identifying professional development opportunities for existing HCCPS staff.			Gn	Gn	Gn	Gn	Yw	Gy	Gy				
2	Assess the pilot program.							Yw						
3	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.						Gn	Yw						

Notes:

Key

- Completed **Gn**
- On Track **Yw**
- Needs Attention **Rd**
- Upcoming/Continuing Tasks **Gy**
- Revise(d) **Be**

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Building Community

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
	Director of Community & Family Engagement Community Team													
Goal 1: Community Team														
Starting in 2013, assemble a Community Team that includes the Director of Community & Family Engagement, teach, student, and parent representatives			Gn	Gn										
Regularly solicit input from Student Council (no Student Council)			Rd	Rd				Be						GABS recommends changing this language from "solicit input from student council" to "solicit from students"
Develop methods to connect class parents, Friends of Hilltown, staff, and students.			Gn	Gn										
Build structures and communication tools that enhance access to volunteer opportunities.			Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	email and newsletter
Develop strategies to better share the HCCPS experience with parents who are unable to be physically present during the day.			Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	new website and portal- this will be further developed throughout FY 18
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
	Director of Community & Family Engagement Education Coordinator													
Goal 2: New Student/Family Integration														
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.				Gn	Gn	Gn	Gn							
Develop and implement an orientation program (employing significant student assistance) for incoming older students and their families.				Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	previously developed, being implemented and updates as needed
Assess and develop recommendations for opportunities throughout the year to enhance parent connection to the school community.				Gn	Gn	Gn	Gn							
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
	Director of Community & Family Engagement Community Team													
Goal 3: Traditions Supporting School Culture														
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.			Gn	Gn	Gn	Gn	Gn							
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.			Gn	Gn	Gn	Gn	Gn							
Develop an appropriate transitional ritual for moving from grades 5 to 6 once full second 6th grade is added.														determined that this goal was not needed; document that this was not needed
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
	Director of Teaching and Learning Purples & Prisms Teachers Community Team													
Goal 4: Leadership Training														
Beginning in 2015, establish concrete and visible leadership roles for 7/8th grade students.					Rd	Rd	Rd	Yw	Gy					
Beginning in 2015, assess student participation and effectiveness in creating meaningful linkages between older and younger students.					Gn	Gn	Gn	Yw	Gy					

Notes:

Key

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

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Sustainability

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Site	Director of Administration Site/Finance Committees													
1 Fully explore the feasibility of purchasing the Brassworks as a permanent home. Decision regarding lease vs. purchase will be made in 2013.			Gn	Gn	Gn									
2 Renegotiate a long term lease at Brassworks if purchase is disadvantageous or unsuccessful.			Gn	Gn	Gn									
3 Site assessment and improvement plans should include environmental and economic sustainability planning.							Gn	Yw	Gy	Gy	Gy	Gy	Gy	
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 2: School Finance	BOT Finance Committee Director of Administration													
1 Adopt a policy that requires maintenance of a contingency fund of 12% of operating budget at the start of every fiscal year.		Gn	Gn	Gn	Gn	Gn	Gn							
2 Commit to approval of zero-balanced annual operating budgets, including an account designated for unanticipated, non-negotiable, and necessary expenses.		Gn	Gn	Gn	Gn	Gn	Gn	Yw						
3 Annually designate a capital expenditures fund for building improvements and equipment, that fall outside the scope of an annual operating budget.		Gn	Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	
4 Assess sustainability of current employee compensation methodology.		Gn	Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	
5 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.		Gn	Gn	Gn	Gn	Gn								Domain Council proposes that we may no longer want this is a goal; goal was made when we had a FT employee running fundraising

Notes:

Key

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

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Administrative Capacity and Succession Planning

Goal/Activity		FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Maximize Administrative Effectiveness	BOT													
1 Review and revise current job descriptions and duties of the coordinators.							Gn							
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.							Gn	Yw						Reminder- need to discuss possibility of FT Director of Community & Family Engagement
2														
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
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.		Rd	Rd	Rd	Rd	Rd	Gn							
1														
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.		Be	Be	Be	Be	Be	Gn							
2														
Develop with current coordinators a satisfactory transition plan anticipating their role in recruitment and training of a successful candidate.		Yw	Yw	Yw	Yw	Yw	Gn							
3														

Notes:

Key

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

Capital Replacement Proposal for Hilltown Charter School DRAFT

The following are the items considered for the Long Term Replacement Plan Proposal:

- HVAC system**
- Roof Replacement**
- Lighting**
- Playground**
- Driveway and Parking Lot**
- Flooring**
- Solar Plan**
- Sprinkler System**
- Landscaping**
- Building Exterior**
- Building Interior**
- Window Replacement**

HVAC System:

_____ Yearly maintenance cost for the school is currently at \$7500.00

Recommend that the controllers for the HVAC system on the south wing of the building be tested and re calibrated to function by their location/ zone.

6 HVAC mini split system on the north wing of the building- life expectancy of 15-20 years with bi-yearly service and minor repairs as needed.

Replacement of existing mini split systems with similar units using the existing building connections: \$6250-\$7500 per unit

New mini split system units installed to replace the existing south wing HVAC system.

Per each unit installed \$7500- \$87500

Number on units required estimated at 9 units

Units at the front of the school maybe placed in the closed doorwell and covered with a decorative screen.

Mini split system are very efficient and can both heat and cool individual classrooms. These units can not heat the entire classroom so the in floor radiant system must be retained.

The central core with the 2nd floor HVAC system is its own system and changing to Mini split system could be accomplished with two larger mini split units that have multiple individual wall mounted heads. Estimated cost at \$25,000- \$37,000.

Fresh Air Supply: As with the HVAC controllers in the south wing of the building: full diagnostic of the fresh air controllers and their repair is recommended. \$ 1500- \$4500

**Boilers for the radiant floor heating system and domestic hot water.
Boiler life expectancy: 15- 25 years
Boiler in south wing is 3 years old with a replacement cost of the same unit at \$ 19,500 - \$25,000 installed
Boiler in the north wing is 2 years old life expectancy 15-25 years replacement cost of \$ 18,000- \$24,000 installed**

Roof: The roof is in good condition with one part replaced during the build out phase: Life expectancy of 10-20 years for the original section and 25-30 years for the new section.

Recommend roof replacement at the time that solar is added to the building unless the system is installed in the next five years then only the older section would need to be replaced. Further recommendation that the north and south wings roofs be replaced prior to solar installation with a stand metal seamed roof. This would allow the solar array to be clipped into the roof system without having to penetrate the roof for the installation.

Full roof removal and replacement :

**Architectural shingles roof with 30 year life expectancy (existing)-
\$188,000- \$210,000**

**Standing seam metal roof with 50 year life expectancy- \$1900,000 -
\$230,000**

Lighting: Committee member Steve Schrems researched the school's lighting system and brought forward some more research on lighting type that are healthy for reading, learning and attention problems noticed in students.

Upgrading the existing fixtures with a different type of bulb that also has the benefit of less than half the power consumption.

There may be programs through the electric companies for bulb rebates.

Recommend that a walk through of the school by the electric company representative to review lighting incentives

Bulb replacement can begin with the ongoing replacement as bulbs naturally fail in the classroom- replacing whole classrooms with the new bulbs at a time and using the old bulbs in another classrooms till they need full replacement.

Upgrading of bulb type and replacement of fixture that allow use of the new style bulbs: \$ 2000.- \$3200

Changes to the lighting system that would allow the classrooms to have dimmer research is ongoing

Cost per fixture installed \$ 150.00

Playground:

_____ Ten year replacement of structures

_____ New additions to the playground equipment: \$10,000- \$ 100,000

_____ Yearly maintenance \$500- \$ 2500

Driveway and Parking Lot:

Cost of recent work and warranty : Costs \$75,000.00

8 - 15 years expectation with patching

15-20 year full replacement : \$ 125,000.00 - \$210,000.00

School Flooring:

Major traffic areas will need replacement before classrooms

Original manufacturer's warranty was 1 year /10 year with replacement in 15 years

Replacement will most likely be due to appearance then actually wearing out or the floor failing

Our "commercial" usage will vary to the norm due to being closed for 3 months a year, maintenance and our usage

Researching the replacement cost in process:

Solar Plan:

_____ The school has signed a 3 year electric pricing plan:

_____ Further investigation into plan that will best serve the school with the incentives that are available at that time.

Sprinkler System:

_____ We are researching the cost for replacing the sprinkler system and through the company that yearly tests the system getting their opinion of the system life expectancy.

Researching the replacement cost in process:

Landscaping:

Tree and shrub replacement - 3-5 years with a cost of \$2000- \$3500

Playing fields: Yearly clearing of brush from the area surrounding the fields \$1000- \$1500

Leveling, creating drainage and reseeding of the playing area \$50,000- \$ 100,000

Cost benefit of this item was under discussion by the committee

Building Exterior:

Yearly maintenance, repair and painting as needed for appearance \$ 2000.00

Every 3-4 years have the build power washed and window chalking reviewed afterwards \$2000- \$3000

Building Interior:

Most repairs and replacement of classroom furniture and fixtures occur on a yearly partial bases

Budget of \$ 10,000- \$ 15,000 every 5-7 years

School Flooring:

Major traffic areas will need replacement before classrooms Original manufactures warranty was 1year /10 year with replacement in 15 years

Replacement will most likely be due to appearance then actually wearing out of failing

Our “commercial” usage will vary to the norm due to being closed for 3 months a year and our usage

Researching the replacement cost in process:

Windows:

_____ Price received by a Board member for cost of window replacement : Nearly all the windows are past their life expectancy by a decade Replacement can occur over a period of time and in sections Recommend replacement as the seals fail at the very least Total cost with installation: \$ 115,000.00 - \$ 150,000.00



HIRING PROCESS FOR DOMAIN DIRECTOR POSITIONS

(approved by the Board of Trustees, December 13, 2017)

The search for a Domain Director is a major decision for the school, and consequently involves a significant outlay of time and energy by Committee members. Those on the Committee should expect to commit to several two hour meetings each month for the duration of the search, which is estimated to involve four to five months. Only individuals able to make this commitment should volunteer for the Committee.

The Board President or designee will chair a Search Committee which will be composed of the following members:

- The Board President or designee ((Under unusual circumstances and with Board approval, the Board President may appoint a designee from the Board of Trustees)
- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy
- Two staff members chosen by Board President
- The two other Domain Directors
- A parent representative chosen by the BOT President.

1. **Mandatory Committee Orientation:** The Search Committee meets to determine criteria, discuss the timeline and create or revise interview questions for the first interview.
2. **Begin the hiring procedure for internal candidates:** The position will be posted internally and interested and qualified candidates will have ten working days to apply. The committee will interview all internal applicants who meet minimum qualifications. If the committee intends to move the candidate forward, the candidate will be asked to complete the parent and staff interview process. The Committee will recommend one of the following options to the full Board:
 - a) Offer the staff member the position.
 - b) Proceed with the external search process and provide the staff member the option to continue as a candidate. (Move to Step 3, External Position Posting)
 - c) Not offer the staff member the position (Move to Step 3, External Position Posting)

Once the internal process is complete, the Committee will, when necessary (options b or c above) begin a full process.

3. **External Position Posting:** The position will be posted for external candidates.
4. **Candidate Selection:** The Committee screens resumes and selects candidates for Search Committee interviews.

5. Search Committee Interviews: The Search Committee meets with each of the candidates for a 45 minute interview. The same predetermined questions are asked of each candidate with flexibility for clarification and follow up questions. The Search Committee chair selects a committee member(s) to begin checking references as they continue with the process.
6. Selection of Finalists: Based on the initial interviews, the Committee selects finalists who will return to complete the following steps:
 - Parent Interview: Following the orientation meeting (step 1), the parent representative will contact parents to solicit questions for the parent meeting. The Committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the Search Committee.
 - Teacher and Staff Interview: All staff are invited to interview each final candidate for domain director. The candidate is also given the opportunity to ask questions of the teachers for up to 45 minutes. Following these questions, the candidate and a group of 6-8 staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other staff. Staff give written feedback to the Search Committee.
 - Board of Trustees Interview: Candidates will be interviewed by the Board of Trustees. Search Committee members may observe this step in order to make a fully informed recommendation. Board members give written feedback to the Search Committee.
7. Final Recommendation: The Search Committee reads all written responses and formulates questions for any further references. Following the checking of references, the Committee makes a recommendation to the full Board who makes the final decision. The Committee will operate under the Board of Trustees guidelines for consensus and all discussion shall take place with the full search committee present. If consensus cannot be reached, another meeting will be held to attempt to find consensus. At the close of this meeting, if the Committee is unable to reach consensus a vote will be taken and the vote count will be shared with the Board as part of the recommendation.
8. Board Decision: Board will consider the recommendation and ultimately decide whether to offer the position or put it back to the Committee to review again in the Final Recommendation phase (Step 7). If the search is considered unsuccessful the committee will return to Step 3, External Position Posting, in order to restart the process.

Any change to this policy requires Board of Trustee approval.

DOMAIN COUNCIL MEETING MINUTES

14 November 2017

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Scott Remick, Lara Ramsey

Meeting Start: 5:15 pm

Location: HCCPS School

Domain Council Meeting AGENDA:

DC Update:

Great trip! Very tiring. It was more challenging with the larger group of kids.

Note on Director Hiring Policy Revisions:

Scott will check with Steve on the status of the revised policy in preparation for presenting at the December BOT meeting.

Vehicle update:

Who gets permission to drive it? Probably staff only and people will only be allowed to drive if the school has a copy of their driving record. Let's get a Hilltown magnet for it. We will need to make a plowing plan as to where to park or how to move the minivan for parking.

We will be getting the van Saturday the 18th a 2011 Toyota Sienna with 70K. The one vehicle was a bit more than half of what allotted, so if we decide to get the second vehicle, the BOT would have to approve additional funds.

LRP:

Directors have scheduled a meeting with GABS to update where they are with their goals, and GABS will present the LRP update to the BOT.

BOT Meeting protocol:

We might need to review the procedure for getting on a list for questions/comments at BOT meetings with BOT members – that they need to get their name on a list as opposed to jumping in (the person presenting the proposal or agenda item can jump it anytime during the discussion on the agenda item.) Perhaps put the name of the person who is bringing the discussion to the board in bold on the agenda. DC discussed how the public being invited to comment on agenda items is going, and that maybe we should rearrange things so that the public can be allowed to raise their hand to be included in the list of questions/comments as opposed to being invited for each item, but that their questions/comments come after the initial discussion by the board. Lara wrote up some text for what could be an announcement near the beginning of BOT meetings:

“For the public, if you want to make a comment beyond the public comment period, please raise your hand to get on the list. The board will discuss the topic first, and then the facilitator will invite your comments if time permits.”

Next Meeting: Wednesday, December 6, at 5:15pm.

6:15 pm – Meeting ended

Respectfully Submitted

Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES

6 December 2017

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Scott Remick, Lara Ramsey

Meeting Start: 5:15 pm

Location: HCCPS School

Domain Council Meeting AGENDA:

BOT Meeting agenda:

Director Hiring Policy Review – status for BOT meeting agenda? 25 min

MCAS Overview/review, 20 minutes

LRP Update, 20 minutes

Recruitment discussion, 10 minutes

10-year capital plan, 10 minutes

Financial topics for future BOT agendas...

March: review capital budget, Finance Cmt visit, Deb Jacobsen presentation

April: capital budget (approval decision), review preliminary operating budget

May: Operating Budget (approval decision)

LRP Updating:

Domain Council looked at the LRP tracker spreadsheet and made notes on progress, especially in the Education and Administrative Domains as the Community Domain had been updated by GABS, made some changes relating to progress, revising goals and timing of goals.

SEPAC:

Update on helpful recent communications/emails outlining steps for SEPAC and BOT continuing to develop a positive and communicative relationship, namely:

1. Continue to include the SEPAC chair in communications when requesting board packet material. Namely, this would include SEPAC meeting minutes.
2. Call attention to each committee's minutes during the BOT meetings. Asking if all BOT members have read the minutes and if there are any questions or follow-up that may be required with any of the committees (including SEPAC).
3. Invite SEPAC chair to a BOT meeting (likely in Spring). Of course, members can come to any and all board meetings, but the one in Spring (month TBD), would have one or more topics related to general and special education.
4. All SEPAC meeting dates will be posted at the top of the newsletter (with other committee dates). This will complement the SEPAC section already established in the newsletter.
5. Include roles/responsibilities of SEPAC in the school handbook.

Note: SEPAC – with Lara – is working on revising the SEPAC mission statement.

Next Meeting: Wednesday, December 19, at 5:15pm.

6:40 pm – Meeting ended

Respectfully Submitted

Penny Leveritt



Domain Directors Report to the Board of Trustees December, 2017

1. We have a van! Come and take a tour of our first school vehicle before the Board meeting. Our 2011 Toyota Sienna has already been used for several field trips. It was purchased in November, and we have all necessary policies (and insurance) in place to make full use of this resource. Our Vehicle Use Policy is included in the packet,
2. The Winter Fair was a success again this year with many parents taking on significant responsibilities and many others stepping forward to staff positions during the day. The performances were outstanding, much to the credit of music teachers, Marguerite and Jay. Bisko Kaba's contribution was much appreciated by families. His presence as an artist in residence had been funded by a grant from the Webster Foundation and will continue through the remainder of the year.
3. Students in Grades 3-8 are taking the Iowa Test of Basic Skills the week of December 11. Collective IOWA results are one measure of academic success in our Accountability Plan. Results will be available in a few months.
4. Staff changes include Bill Ross stepping down as our PE teacher and Emily Wade-Jones stepping down as a Special Education Teaching Assistant. The positions are advertised as long-term subbing positions in a number of venues as we hope to recruit a diverse applicant pool.
5. Dan attended a three day Public Contracting Seminar last month. The seminar focused on the principles of public purchasing including construction and 'public works' projects, prevailing wage, and public records law.
6. Lara represented Hilltown at the regional National Council of Teachers of Mathematics. Her session focused on using Collaborative Assessment Conferences to assess students' math work.
7. Kate Saccento is leading an evaluation of the intern program per LRP goals. Time frames have been set and eval will be complete by June.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

8. Our insurance carrier is requiring us to initiate a hold harmless agreement regarding use of volunteers. As such, our lawyer has drafted a new agreement. The form is also in the packet.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Volunteer Registration Form

I, _____ (insert name), seeking to serve as a volunteer for the Hilltown Cooperative Charter Public School, understand and agree to the following:

- I understand serving as an unpaid volunteer of Hilltown Cooperative Charter Public Schools does not make me an employee of the school and therefore my relationship to the school is not that of an employee/employer.
- I understand volunteering for school activities is optional. I consent to my participation in school activities with the Hilltown Cooperative Charter Public Schools. In consideration of my being permitted to so participate, I agree to forever indemnify, release, and hold harmless Hilltown Cooperative Charter Public Schools and its employees, servants and agents from any and all actions, rights of action, causes of actions, charges, and/or claims on account of, in any way related to, arising from, and/or growing out of, directly or indirectly, all known and/or unknown personal injuries or property damage, which I may now or hereafter have as a volunteer for Hilltown Cooperative Charter Public Schools.
- I assume all risks of bodily injury to myself, and in the event of a medical emergency, I give permission to be taken to a hospital and/or treated by licensed medical personnel; and for licensed medical staff to take emergency measures as they deem appropriate and I agree to indemnify, release, and hold harmless Hilltown Cooperative Charter Public Schools and its employees, servants and agents for any action, charge and/or claim arising from, and/or growing out of, directly or indirectly, all known and/or unknown personal injuries or property damage resulting from such medical care and/or treatment.
- In addition, I, agree to indemnify, release, and hold harmless the Hilltown Cooperative Charter Public Schools, its employees, servants, agents and/or other volunteers, in the event that any action, charge and/or claim, is brought against the foregoing, which is in any way related to, arising from and/or growing out of directly or indirectly my participation in volunteer activities for the Hilltown Cooperative Charter Public Schools.
- As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Massachusetts and that this Release shall be governed by and interpreted in accordance with the laws of the State of Massachusetts. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

I further affirm I have read this Voluntary Release and I understand the contents of this form and it's legal consequences. By signing this Form, I affirm that I have decided to make this volunteer request with full knowledge that the Releasees will not be liable to anyone for personal injuries I may suffer and/or for property damage.

This release and Volunteer Registration Form shall be applicable from July 1, 2017 through June 30, 2018.

Signature of Volunteer

Date

Printed Name



Vehicle and Driver Safety Policy

Policy Statement

The purpose of this Policy is to ensure the safety of those individuals who drive Hilltown Cooperative Charter Public School vehicles or their own vehicles while on school business. Vehicle accidents are costly, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate all vehicles in a safe manner and to drive defensively to prevent injuries and property damage. As such the Hilltown Cooperative Charter Public School endorses all applicable state motor vehicle regulations relating to driver responsibility. We expect each driver to drive in a safe and courteous manner pursuant to the following safety rules.

Requirements

- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All Hilltown Cooperative Charter Public School drivers must comply with all traffic laws and regulations including the speed limit.
- It is the Driver's responsibility to ensure that the vehicle's insurance documents and registration are in the glove compartment prior to operation of their own or a School owned vehicle.
- Company vehicles are to be driven by authorized employees ONLY, except in emergencies after authorization is obtained from the Director of Administration, or in case of repair testing by a mechanic. Other employees and family members are not authorized to drive Hilltown Cooperative Charter Public School vehicles.
- Hilltown Cooperative Charter Public School vehicles are to be driven for School Business ONLY. Personal use of School owned vehicles is prohibited. No unauthorized persons are allowed to ride in School owned vehicles.
- To be an authorized driver of a School vehicle, employees must provide their motor vehicle record to the Director of Administration annually.
- Any employee who has a driver's license revoked or suspended shall immediately notify the Director of Administration and discontinue operation of their own or the School owned vehicle. Failure to do so may result in disciplinary action including termination.
- All accidents involving School owned vehicles, regardless of severity, must be reported to the police and to the Director of Administration. All incidents of tickets for unsafe driving or parking violations must be immediately reported to the Director of Administration. Failing to stop after an accident and/or failure to report an accident, tickets, or parking violations may result in disciplinary action, including termination.
- The use of a School owned vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including termination.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

- Drivers are expected to drive undistracted. Any use of a cell phone including but not limited to talking, hands-free talking, texting, internet access, or use of social media, is prohibited. Eating while operating a School owned vehicle is also prohibited.
- All drivers and passengers operating or riding in School owned vehicles must wear seat belts.
- No one is permitted to smoke inside a School owned vehicle.
- Drivers are required to inspect the School vehicle before each use to ensure it is in safe operating condition. If a driver notices any indication the vehicle is damaged or in need of repair, he/she must report such damage to the Director of Administration prior to his/her use of the vehicle.
- If, when driving a School owned vehicle, a driver becomes knowledgeable of any mechanical difficulties or repair needs, they MUST immediately report such to the Director of Administration.
- Drivers are responsible for the security of School owned vehicles being used by them. The Vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

I acknowledge that the information contained in the Hilltown Cooperative Charter Public School's Vehicle Safety Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver of a Hilltown Cooperative Charter Public School vehicle, or my own vehicle I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer may periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle.

Employee's Name (Printed)

Driver's License Number

Employee's Signature

Date

Reviewer's Signature

Date

cc: Personnel File

Hilltown Community Charter School

Draft Minutes for Finance Committee 11/22/17

Attendees:

Deb Jacobson (excused)
Carla Clark
Kate Saccento
Dan Klatz
Maureen Mahar
Matt Dube (excused)
Chris Greenfield (T)

Agenda:

1. Review and Approve 10.25.17 Minutes (no concerns, approved, Chris moved to approve, Maureen seconded)
2. Review BoT Minutes for Follow-Ups from 11/8
3. Review BoT Attendance for Finance Committee
4. Update on Fleet Vehicle Purchase

Review BoT Minutes for Follow-Ups from 11/8

- Chris reviewed BoT comments and follow-ups from BoT 11/8 meeting
- BoT recognized Carla's excellence in accounting as measured by the audits lack of variances
- BoT would like a follow-up on payroll tax and salary as % of the year (Q1 = 25%)
- BoT would like a 'finance' training element for new board members
- BoT would like a glossary if possible

Review BoT Attendance for Finance Committee

- Finance Committee will be invited to BoT in the future
- FC discussed combining all FC deliverables into one agenda
- This includes, Deb's discussion on Fund Balances and Basic Accounting, Funds Flow Analysis, Support of Facility Committee capital purchase recommendations, and review of Q2 Actual to Budget.

Update on Fleet Vehicle Purchase

- Dan has purchased a minivan to support the school
- Now needs to understand and adhere to public purchasing/supply chain policy including accounting principles
- Question for accounting: Vehicle funded by grant and by Board approved capital. How to depreciate and how to apply the depreciation.

GABS Meeting Minutes: November 29th, 2017

5:00 PM - HCCPS (Purple's Classroom)

Attendees: Amy, Deidre, Susannah, Terra

Regrets: Tim

Updated Long Range Plan Tracker for December BoT Meeting (still need to meet with Lara and Dan and update their sections):

- Updated DCFE and BOT tasks for FY18 (with new comments column)
- Updated FY17 cells
- Updated titles (Directors)

Added **Clerk Tasks** to the GABS Timeline

Month	At GABS	At BoT
July	Ensure school website is updated with new BoT members along with roles and responsibilities (Clerk) Update BoT Contact info for BoT Resource Books (Clerk)	-Implement BoT Orientation. -Review prior year GABS Goals.
August	vacation	vacation
September	Determine GABS Annual Goals. Ensure all paperwork is filed with DESE (Clerk) Ensure that meeting dates/times/locations are sent to appropriate state and town agencies (Clerk)	
October	Review of LRP. Send interest forms to potential BoT candidates.	Present GABS Annual Goals.
November		Review LRP Status Updates.
December	Review committee goal progress.	BoT Recruitment check-in.

Month	At GABS	At BoT
January		Review by-laws with eye for updates and changes.
February		
March	-Review of LRP. -Draft committee report for annual meeting.	-Bring by-law changes to BoT. -Present recommendations for potential BoT members.
April	-Package by-law changes for Annual Meeting. -Prepare proposed slate of BoT candidates/documents for Annual Meeting.	Bring potential BoT candidates.
May (Annual Meeting)		Review LRP Status Updates.
June	- Review/plan BoT Orientation. (See GABS talking points). - Review prior year GABS goals - Prepare Board Books for incoming BoT members (Clerk)	Discuss BoT positions (President, VP, etc.)

Set Future GABS Meeting Dates:

- 1/11/18 5:00 pm HCCPS
- 2/26/18 5:00 pm HCCPS

Next Meeting: Friday December 22nd, 8 am HCCPS

Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Tuesday, 10/17/17

Present: Barbara Oegg, Myssie Casinghino, Maryellen Rousseau

Regrets: Joanne Benkley

Topic	Discussion	Action (if necessary)
Minutes	Barbara moved to approve Sept 2017 minutes. Myssie seconded.	
Meeting time?	Barbara proposed moving meeting to Mondays to accommodate new members.	Myssie to check with Joanne to see if Monday works for her.
Minutes format	Barbara proposed changing the format of the meeting minutes to match the BoT format.	Maryellen to post minutes on Google docs day after meeting. Open for comments.
Slack Program	Barbara proposed using the Slack program for communication	Barbara in November will set up the Workspace and send invites
Annual Fund Appeal	<p>Discussion of timing for annual appeal. Decision to wait until November for annual appeal, since families have already given money for field trips.</p> <p>Discussion of what to put on the mailer.</p> <p>How to promote participation? Goal is to promote every family giving even it's a small amount. What happened to the rainbow that Maurine & Charles made to keep track of donations by class?</p> <p>Can Monique give us a directory of parents and grandparents so that we can track donations and class/student.</p> <p>Wording – focus should be that even giving a small amount helps. That we are going for 100% family participation.</p> <p>Need to work on before our next meeting. Goal is to have mailed by the end of November.</p>	<p>Maryellen to track down rainbow. Ask Monique and/or Deirdre and look in attic.</p> <p>Look at past mailers for ideas about mailer for this year.</p> <p>Myssie to talk to Eva about developing a logo for the envelopes & mailer.</p> <p>Maryellen to talk to Seth about graphic design.</p> <p>Ask Dan for examples of what \$10-\$25 donation could be used for.</p>
Family Dance	Should we set up a table?	

Winter Fair	Set up a table to get people to sign up for Florence Savings Bank ballots.	Barbara to print out mailing labels to put on the ballots.
ArtSpark	<p>Looked at analysis. Need to look at analysis of other years.</p> <p>Do we want to form a committee?</p> <p>Do we want to do an auction?</p> <p>Could we find businesses to sponsor the event?</p>	<p>Myssie will ask people to be on a committee.</p> <p>Myssie will call Eastworks about their space.</p> <p>Could we use the portal to poll the community about an auction and/or Il Teatro?</p> <p>Talk to Monique about using the portal. Can we set up a meeting with her?</p>
FB photos	Maryellen reported that there was a discussion at the Community Team meeting about whether it is appropriate to have pictures of students on the Facebook page.	Maryellen will check in again with Lara to make sure it is okay to proceed as we discussed.
Paypal		
Grants vs General Budget Support		
Agenda for Nov. Meeting	Add updates from the BoT & Community Team meetings. Next meeting scheduled for Monday, November 20 th at 6:30.	

Personnel Committee Meeting Notes
November 7th, 2017 (Election Day)
7:35-8:00 a.m.
Steve, Gaby, Lara

7:35 We begin by reviewing last month's notes.

7:40 We review Long Range Planning document and look for issues that are within the realm of Personnel Committee.

7:45 We discuss intern program and job security for TAs, but we're not sure if this is our responsibility. We will ask for clarification. This may be a management issue more than a governance issue. Then again, interns are part of LRP.

7:55 We decide to review sick bank policy next time. Question- is it reserved for a critical condition?

7:57 We discuss draft of emergency hire procedures. We propose that a vacated position resulting in an emergency hire may be first posted internally for two days. Note that the people making the emergency hire may recommend that a qualified internal applicant wait for the non-emergency hiring round in order to avoid another emergency vacancy, for the good of the school.

Personnel Committee Minutes

December 5, 2017

Joe, Gaby, Steve, Lara

- Steve will discuss with Dan the plan for updating Main Office job descriptions and evaluating salaries.
- Kate Saccento is leading the evaluation for the Hilltown intern program. This is fulfilling part of the Long Range Plan. Having the intern program evaluated will inform whether this program grows. The evaluation is scheduled to take place over the course of the 2017-2018 school year.
- We talked about the idea of holding ourselves accountable to a hiring goal: for any open position in the school, do we want to recruit at least two (or some other minimum number) of applications from people who would bring racial diversity to our school? We could propose a guideline to recast our search up to three times in an effort to reach diverse applicants. How would we know if the applicant pool has racial diversity? We don't know. Might be new business at a BoT meeting.
- Greg Reynolds is interested in joining the Personnel Committee if we can find a mutual time to meet.

Hilltown Charter Public School“On Site” Committee

Meeting Minutes

Date/Time	Dec, 6th, 2017
In attendance	Dan Klatz, Karen Sise, David Stauffer, Steve Schrems and Charles Wiemeyer
Regrets	
Note taker	Charles

Agenda

Topic	Discussion	Action	
Prevailing wage contractors.	Discussed adding the cost of prevailing wages to long range capital replacement plan. Any services less than 10K does not need to go through prevailing wage protocol	Adjustment made to all pricing as needed	
Reviewed Long Range Replacement plan			
Lighting	Discussed the light bulb change that Dan made to the classrooms. Fine tuning which brightness and color bulbs- Also discussed longevity of fixtures		
Windows	Windows are purchased from the supplier- cost savings not know with the cost of installation		

Flooring	Still researching a replacement timeline and costs- replacement due to appearance or damage	Dan checking on the original installer and pricing	
Sprinklers	Add a replacement cost of the sprinkler system into the long range plan- Small leak found in the system	Dan checking with service company on replacement costs- check to see if there is a map/layout of the system	
Playground	Pricing to be determined on the playground master plan- 10 year life expectancy of existing equipment-		
Playing field	Cost impractical to make improvements at this time	Continual looking at options	
Clearing Brush	Original contractor cleared the full area - clearing to be more aggressive and removal invasive plants	Contact Nana to detail trouble areas	
Exterior of the building	Recent storm damaged flashing- review the condition of siding on the building ends	Dan had a new piece made and be installed	