

Documents from Hilltown Cooperative Charter School Board of Trustees Meeting (10/8/14)

- Meeting Agenda
- Minutes from 9/10/14 Board of Trustees Meeting
- Materials Relating to "Give to Grow" capital campaign
- Proposed description of newly named "On-Site" Committee (formerly "Site" Committee)
- Spring 2014 MCAS Results
- Select charter renewal materials
- GABS proposed changes to By-Laws.
- Minutes from 9/16/14 GABS meeting
- Minutes from 9/15/14 Finance Committee meeting
- Minutes from 10/3/14 Finance Committee meeting
- Minutes from 9/18/14 Site Committee meeting
- Minutes from 10/2/14 Personnel Committee meeting
- October 2014 Domain Coordinators Report to Board of Trustees
- Prisms Leadership Teams
- Approved minutes from 10/8/14 Board of Trustees Meeting

Please bring your BOT books for updating!

**HCCPS Board of Trustees
Meeting Agenda
Oct 8, 2014**

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: Kipp Armstrong

6:30 Opening / Welcoming (read mission statement) (5)
Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Approval of minutes; September 10, 2014

6:35 Public Comment period (10)

6:45 Give to Grow Update; Sonja (15)

7:00 Site Update; Amy and Laura (15)

7:15 MCAS Update; Dan (15)

7:30 Renewal Visit Prep; Amy (15)

7:45 GABS Proposal; Susannah (15)

8:05 New Business

8:10 Committee Reports- Questions only

8:15 BOT Book Updates; Sam (5)

8:20 Meeting Wrap-up/ Evaluation
Set date/ facilitator, snack bringer, newsletter blurb, check agenda for next meeting

8:25 Executive session for purpose of lease negotiations. Adjourn from Executive session

8:30 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, September 10, 2014

Present: Amy Aaron, Kipp Armstrong, Jessica Berrien, Susannah Howe, Sam Charron, Ellen Ferris, Penny Leveritt, Deirdre Arthen, Susannah Howe, Scott Remick, Laura Baker

Regrets: Sam Charron, Dan Klatz

Facilitator: Kipp Armstrong

Notetaker: Susannah Howe

Kipp Armstrong read the mission statement.

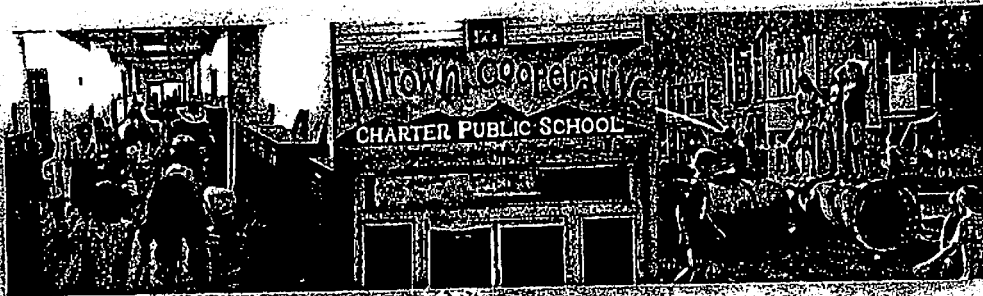
Topic	Discussion	Action(if necessary)
Announcements, Appreciations, Agenda Check, Time Keeper, List Keeper	<p><u>Appreciations:</u></p> <ul style="list-style-type: none"> - Community Team for party on Friday 9/5, especially Ruth von Goeler - Move-in Super Volunteers for saving the school substantial time and money): Laura Baker, Steven Schrems, James Saccento, Charles Weimeyer, Alecia Spence, Louise Viera, Mike Simonelli, Barry Friedman -- BOT to send thank you notes. - Whole HCCPS community for the 11th hour miracles to get the school ready! - Amy Aaron for leading the whole process and giving her life over to this move <p><u>Announcements:</u></p> <ul style="list-style-type: none"> * One student left the day before school began, spot filled within 2 days * One TA left the day before school, spot filled within 2 days * Meeting with Easthampton Mayor postponed until later in fall. <p>Timekeeper: Ellen Listkeeper: Kipp</p>	<p>BOT sign thank you notes at meeting, Penny to write notes.</p>
Approval of Minutes from August Meeting	<p>Proper spelling of Penny's last name is Leveritt</p>	<p>Motion to approve by Kipp, seconded by Ellen. Approved as amended by consensus.</p>
Public Comment Period	<p>None</p>	
Give to Grow Update	<p>Sonja has been sick, the info will be sent via email.</p>	
Site Update	<p><u>Inside Issues:</u></p> <ul style="list-style-type: none"> * Some continuous problems (some need \$, some need time, some need expertise): (1) acoustics, especially in the 6-8 end , (2) HVAC monitoring/programming/balancing, (3) finding ways to display maximum of artwork with minimum of wall holes, (4) attic needs more shelving, (5) water coming up from planking in K-5 end * Contractor/Owner have been pretty responsive - harder to do punchlist now, limited to after school hours <p><u>Outside Issues:</u></p> <ul style="list-style-type: none"> * Overall, outside has been a nightmare. Landlord's hydroseeded some area in times when we couldn't access with water or rain. (Jim Patenaud from across 	

	<p>the street is now our “water man”, coming thrice daily to water, check, weed, etc.</p> <ul style="list-style-type: none"> * Playfield likely to be ready in 2-3 weeks * Back sections through wetlands to be discussed by Site * Drop-off/Pick-up was hairy at first, but is getting better. So many options to get into/out of the school, so things became overcomplicated. New systems being piloted and changed as needed. Aim is to be welcoming and open but also keep traffic moving. * Bus: PVTA bus in AM actually stops on our corner now. Survey coming to community next week re afternoon bus interest (3:15 and 4:30) - potential for a small 14-person PVTA Flexbus. (Very expensive to hire a private bus. PVTA rep has visited the school...) <p><u>Overall:</u></p> <ul style="list-style-type: none"> * Building looks amazing so far, there are some moving in pains, but they are normal. Typical to spend a while tweaking HVAC (may need a year) * Kids love the school, older kids especially love the lockers * Rooms felt small when empty, but the layout when full works very well. All are different, balanced amount of stuff. Hallways feel spacious, inside is brighter than expected. Interior windows are excellent. Family area functions well. * Teachers/staff seem mostly happy, still getting used to the space. The K-5 teachers love being near each other - unexpected bonus! * Amy keeping a running list of items - if we hear of items, we should bring them to her and/or Site to process... * Site didn’t meet over the summer. Likely that membership of Site will change over the fall in part because nature of Site committee work will change (no longer “prospecting” for sites, now “nurturing” this site. Site is looking for members who are a good fit with the committee’s new responsibilities. 	
<p>BOT Goals</p>	<ul style="list-style-type: none"> - Handout: Long Range Plan 2013-2023 - Committee goals are due annually in October. - <u>BOT goals for FY15</u> * moving/settling is paramount * coordinator evaluation - try to streamline (Kipp to lead) * long range plan goals (GABS to lead) * increasing familiarity between BOT and FOH, especially around Capital Campaign --> retreat or joint meeting or social event (or combo thereof)? Need to get to know each other and also discuss shared expectations, address any underlying tensions - may need several meetings or a longer event. Most importantly, need to determine best ways to communicate going forward, during Capital Campaign and thereafter. [Note, BOT hired a consultant ~10 years ago to make recommendations for how FOH and BOT could work together, perhaps worth reviewing that report.] 	<ul style="list-style-type: none"> * Kipp to contact Traci to float idea of social event/meeting with FOH. * Susannah to contact consultant to get copy of past FOH/BOT report
<p>Renewal Visit Prep</p>	<ul style="list-style-type: none"> - <u>Handout:</u> Questions that review team will ask BOT during visit. Mostly able to answer all questions, but some discussion about BOT approach for performance-based evaluation process for regularly evaluating itself. - <u>BOT Homework:</u> Charter Renewal Application + Annual Report (includes Accountability Plan) 	

	<ul style="list-style-type: none"> - Renewal Visit Dates: November 12/13 (BOT meeting is on Nov 12) - visit team may meet with BOT during a morning meeting or visit team may come to BOT meeting. - Key Metrics for Charter schools: (1) Are we an academic success? (2) Are we a viable organization (fiscally, staffing, etc.)? (3) Are we faithful to our charter? 	
Fiscal Update	<ul style="list-style-type: none"> - Handout: One-Time Expenses re Relocation - Some expenses have been paid for already, others still anticipated, a few still unknown. Anticipated revenue to cover expenses includes FY14 surplus, HCCPS Fund Balance, Capital Campaign, gas/electric rebates. - One-time expenses will likely be spent within the next few months, then will transition to capital improvements each year. 	
New Business	<ul style="list-style-type: none"> - How can BOT show appreciation and compensation to coordinators for all their (overtime) work last summer? One possibility is letting coordinators take vacations outside of usual (i.e. only during non-school days). Monique has also worked extra in the past 3 weeks. Also, could avoid overloading coordinators with more work now - delegate to others or postpone. BOT can volunteer time to pitch in and take tasks. - Need to post meeting times and agendas per Open Meeting Law. Also need to get committee meeting schedule posted for the year -Sam to ask committee chairs for dates. 	Sam to make sure Clerk duties are done. :) (Posting meeting times, agenda, docs to website)
Meeting Wrap-up & Evaluation	<p>Next meeting is October 8</p> <p>Newsletter blurb: Penny</p> <p>Snack - Jess</p> <p>Good meeting - went a little long.</p>	Motion to move into executive session adjourn from there approved by individual voice vote.

Attached Documents: 9/10/2014 BOT Meeting Agenda, 8/13/2014 BOT Minutes, Questions for Renewal Visit, One-Time Expense re Relocation

Agenda for October: BOT/FOH meeting plan, Site update, Renewal prep, Sonja/Give to Grow update, approve Exec session minutes from Aug and Sept.



Hilltown Cooperative Charter Public School



Community Open House

Saturday, October 18 1 - 3 p.m.



New location. Same Hilltown spirit.



Community Open House

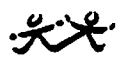
We love our new home.
We'd love to share it with you.

Please come visit us on
Saturday, October 18
1 - 3 p.m.



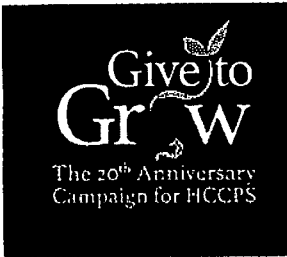
*Celebrating twenty years
of innovative education
and joyful learning*

Learn more.
Visit hilltowncharter.org



Hilltown Cooperative Charter Public School
1 Industrial Parkway
Easthampton, MA 01027

Address Service Requested



CAMPAIGN STATUS & HIGHLIGHTS

October 8, 2014

STATUS

Total Pledges & Gifts to Date

\$97,622

49% of \$200K goal

See attached Campaign Summary for more detail/breakdown

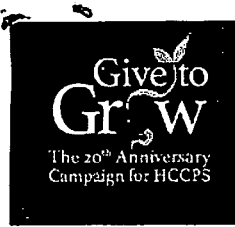
HIGHLIGHTS/UPDATES

- **Board of Trustee & Friends of Hilltown Board Members**
100% Pledge Commitment Participation from individual members
Friends of Hilltown voted to make \$5200 "Green" Grant to Give to Grow Campaign – represents remaining balance of its Green Grants fund.
- **Community of Foundation of Western Mass. Challenge Grant**
Reduced from original \$100,000 commitment to \$77,000 due to change in funders priorities.
Notified very late August after initial Give to Grow campaign launched.

Significant impact on campaign planning & prospect projections – presents challenge & opportunity.

Recommend to maintain original \$200,000 goal: adjust Major Gift Projection from \$65,000 to \$85,000; Community Giving Goal from \$35,000 to \$38,000. Re-prioritize corporate prospects to position as "replacement" prospects: Easthampton Savings Bank (\$50K); Florence Savings Bank (\$10K); BayState Health Systems (\$5K-\$10K). Need to identify HCCPS "connectors" and champions among current/alum households

- **HCCPS Community Open House – Saturday October 18 1 – 3**
Present as 20th Anniversary Celebration event --use opportunity to reconnect and cultivate with Family Alum prospects as first step in solicitation strategy.
Key list development/clean-up mechanism.
"High touch" focus on Board of Trustee and Friend of Hilltown alums – personalized "peer" phone call follow-up encourage – volunteers welcome!
Visibly highlight Give to Grow and 20th Anniversary at event.
- **Infrastructure & Capacity Building**
Purchased and setting up comprehensive donor/constituency relationship management database – etapestry. Allows integrated on-line communications and giving
Expanding and convening Give to Grow Campaign Planning Group in October to regroup/refine and rally message, strategy and actions.



CAMPAIGN SUMMARY

UPDATE: 10.8.14

CAPITAL NEEDS – see expanded list

- Safe playground & natural outdoor learning environment
- Indoor environmental quality & energy efficiency upgrades
- New and enhanced facilities and fixtures for music, art & science
- Double the room and staff for 6-8 Grade Students
- Multiple and flexible spaces for HCCPS community to gather

CAPITAL CAMPAIGN GOAL **\$200,000** Minimum – see Sources & Uses Attachment

SOURCES – EVERY GIFT MATTERS	\$ 97,622	<u>Gifts/Pledges to date (inclusive of match grant)</u>
• CFWM Challenge Grant	\$ 77,777	Committed (Originally \$100,000. Reduced late Aug.)
• Major Gifts (\$1000 or more)	\$ 85,000	\$25K – Verbal Pledge – confident can confirm
\$18,200 of \$85K goal raised (21%)		Prospects Identified = 100 – “Seed Sowers”
• Community Giving (\$1 to \$999)	\$ 38,000	Feasible goal with participation/priority message
\$1645 of \$38K goal raised		

LEADERSHIP Capital Campaign Planning Committee with Co-Chairs

PROSPECTS **Total Count = 500**

- First Priority Current Families
Current Families’ extended families – grandparents, etc.
Current Staff
- Second Priority Former Families and Alumna
Former Staff

Segment above by affinity groups & assign by champion

- Board of Trustees/Friends of Hilltown Leadership *Highlight: 100% Pledge Commitment*
- Founders/Founding Families
- Student Alums (twenty-somethings independent from and/or in addition to “family alum”)
- Current Families by Classroom/Color – especially for participation goal push

Secondary Prospects – shift in priority: “replacement prospects” for Challenge grant reduction

- “Close to the Fold” Corporate/Businesses(ESB, FSB, other HCCPS “vendors”) -
- Foundation prospects – limited

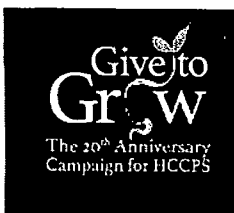
PARTICIPATION GOALS: 100% Current families & staff; 30% Former families, alums & staff

PRIMARY STRATEGIES

- Face-to-Face Meetings Campaign Champions, Leadership/Major Gift Prospects, Corporate
- Direct Mail Customized, personalized by segment champion, phone follow-up
- PRIORITY** Current Families (returning/new/recently left. Count = 170)
Direct mail appeal early Aug. before school start with on-line follow-up
New and Recently Left – segment/personalize
Major Gift Prospects: Seed Sower Reception 8.27 – Thanks/cultivate/ask
- Small Gatherings Leader Prospects, Volunteer Leaders, Alum, Classroom
- Proposals Targeted Corporate/Business/Foundations

TIMELINE

July – Nov. 2014 **Focus:** Major gifts & alum/extended family. Pledges by 12.31.14
Mar- June 2015 **Focus:** Community Gifts: Secure balance by 6.30.2015
(Annual Fund Coordination: “black out” period community gifts families: Dec-Feb.)



CAMPAIGN LEADERSHIP

as of 10.8.14

GIVE TO GROW: PLANNING COMMITTEE

HCCPS provides direction and fiduciary oversight. Staff leadership -- Amy Aaron, Administrative Coordinator: Capital needs planning & budget; relocation & rehab coordination. Sonja Larson, Development Associate: Campaign Coordination

RESPONSIBILITIES

- Develop/Refine Case Statement
- Review/approve campaign message & materials – including acknowledgement/stewardship opportunities & tools
- Review & refine campaign strategies for targeted prospects
- Identify primary affinity groups & review/rank prospect lists
- Identify/recruit/engage other campaign volunteers
- Engage & solicit assigned “portfolio” of prospects
- Ensure/assist with donor stewardship & recognition

VOLUNTEER MEMBER ROLE Lead. Inspire. Give. Do.

- Be visible face & voice of campaign among affinity peers
- Give to inspire others to join in giving.
- Active participation in advising, connecting, asking & thanking

QUALIFICATIONS/SKILLS

- Strategic thinkers
- Connectors & Communicators
- Known & Credible
- Thoughtful givers
- Willing solicitors
- Good with follow-through

MEMBERSHIP

Representative of Primary Constituency Groups

Recruited as constituency champions and/or advisors with specific professional skills

Co-Chairs

Kipp Armstrong, HCCPS Board of Trustees/Current Parent

Andi Porter, Friends of Hilltown Board Member/Current Parent

Members Committed To Date:

- Donovan Arthen, Founding Family/Student Alum – Constituency Champion
- Sarah Bittenwieser, Current Parent - Constituency Champion & Advisor
- Rachel Cartmell, Current Parent – Advisor & Constituency Champion (child’s classroom families)
- Valerie Gintis, Current Parent (New 2014) – Advisor
- Dianne Hobbs, Current Family/Grandparent – Friends of Hilltown Rep, Constituency Champion
- Matthew Reilly, Current Family – Advisor – in-kind graphic design services

Invited:

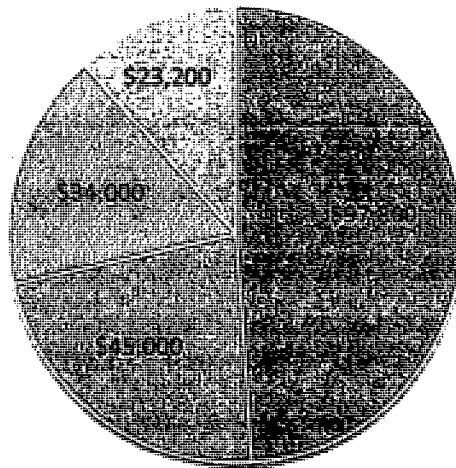
- Diane Freedland, New Parent – Advisor/Constituency Champion – alums and/or new families
- Lee MacKinnon/Bill Cutler, Founding Family -- Constituency Advisor

Prospects: Bob Casinghino, Co-Grandparent Champion; others TBD – staff/teachers rep; former parent(s)
Micheal DiPasquale, Site Cmt. Member/Family Alum

Give to Grow

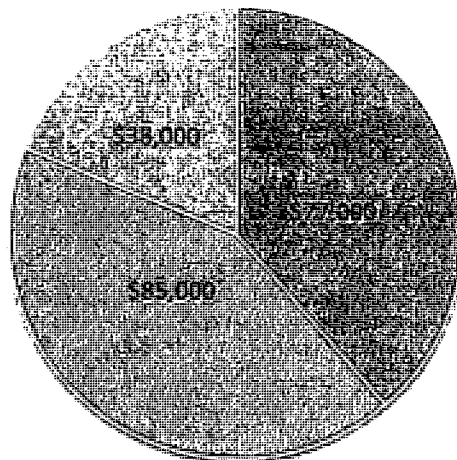
The 20th Anniversary
Campaign for HCCPS

GIVE TO GROW: USE OF FUNDS \$200,000 - MINIMUM EXPENSES



- ▣ Playground & Outdoor:
Design & Work
\$97,000
- ▣ Energy & HVAC Upgrades
\$45,000
- ▣ Environmental Quality
Improvements
\$34,000
- ▣ Enhanced Spaces:
Fixtures & Furnishings
\$23,200

GIVE TO GROW: GIFT SOURCES \$200,000 - MINIMUM GOAL



- ▣ Community Foundation of
Western Massachusetts:
Challenge Match Grant
\$77,000
- ▣ Major Gifts
(\$1000 or more)
\$85,000
- ▣ Community Gifts
(\$1 to \$999)
\$38,000



CAPITAL NEEDS – USES OF FUNDS

As of 8.20.2014

Playground & Natural Outdoor Learning Environment (Phase I)

- Landscape architect & planning services, especially to work with conservation commission
- Design and create a special separate play space for younger children
- Swings, boardwalks, tetherball, basketball hoops, playground elements, fencing
- A green playing field - grading, thatching, raking, hydro seeding
- Move the beloved parent-built play structure to new location

Outdoor Safety:

- Safety sidewalk added in front of building for children to walk instead of behind cars (*very costly upgrade in response to many years of safety concerns in the Brassworks parking lot*)
- Additional outside lighting to back of building for safety

Better Indoor Environment Quality for Learning & Energy Efficiency Upgrades for Savings

- Major flooring upgrades: all school rubber tiles and green guard certified with no off gassing for more comfortable sitting and dancing
- Vinyl planking: green guard certified; no off gassing, softer to walk on, much warmer feel
- Special diffuse hallway lighting- less glare. Goal to install in all classrooms over the coming year
- HVAC upgrades

New and Enhanced Facilities and Fixtures for Music/Performance, Art & Science

- Large area rug for music room; special acoustic panels
- New dedicated science lab/room and equipment
- Staging and lighting performances and presentations – and seating for all for “all school”

Expansion to Welcome More 6-8th grade students

- 6 new classrooms for expanded 6-8th grade student body – from one to two 6th grade and from two to four Prisms classrooms
- Expanded teaching staff for increased specialization.
- Furniture for new classrooms
- Lockers with doors for older students

Multiple and Flexible Spaces for the HCCPS Community to Gather and Create

- Expanded family corner with new furniture
- Dedicated kitchen for all school events – complete with dishwasher!
- Meeting rooms both small and large throughout school
- Room divider for all school space to make more flexible for multi-use at same time

THE ON-SITE COMMITTEE

A Standing Committee of the Board of Trustees Of the Hilltown Cooperative Charter Public School

Committee Description Revised September 2014

Purpose: Assist School administrators in the maintenance and improvement of the school building and grounds. Pursue ancillary goals, such as securing adequate playing fields and improving access to area resources, such as the bike trail, public bus stops, and Arcadia. Work with the School administration to make the operations of the school property as efficient and cost effective as possible. Explore long-term site control options, ~~including extended lease or purchase of the school property.~~

Responsibilities and Goals:

The Committee shall advise on repairs and capital improvements or renovations to the school's building and grounds. The Committee may, with BOT approval, contract with professionals to perform necessary design or construction work. The Committee may also organize volunteers within the school community to help make the necessary improvements to the school site. Necessary improvements are those needed in order for the school to have a safe, healthy environment and for the site to meet the school's programmatic and curricular needs.

The preferred size of this Committee is 6-8 members. Some of the specialized skills and experience which can contribute to the resources of the Site Committee include construction experience, project management, financial expertise, public project oversight and development, architectural or engineering skills, landscaping and landscape design, interior and lighting design, as well as the ability to devote the necessary time to help with the Committee's work.

The On-Site Committee typically meets once a month on a mutually agreed upon day and time. The Committee is chaired by a member of the Board of Trustees. Committee meeting times are posted and meeting minutes are submitted to the Board of Trustees.

At the beginning of each school year, the BOT and Committee will agree upon a work plan for the coming year, which may be amended, as needed, by mutual consent during the year.

Site Committee Work Plan for 2014-2015 School Year

I. Assist School Administration to make repairs and improvements to new building

Pursue correction of defects under warranty

Ensure proper functioning of HVAC and delivery of operations manual; ensure that HCCPS staff members are trained in the operation of the HVAC system

Improve acoustics in classrooms and other spaces, as needed

Ensure that attic storage is organized and adequate

Trouble-shoot any other building issues, as needed

Research methods and cost of site-related materials and improvements, as needed

II. Assist School Administration to plan and carry-out play space improvements

Assist with permitting, as needed

Price materials and coordinate volunteers for playground improvements

III. Assist with Capital Campaign

Coordinate with Development Associate and Friends of HCCPS to raise funds through capital campaign; provide plans, budgets, as needed

IV. Other

Advise / assist with vehicular traffic issues (drop-off, pick-up, special events parking)

Assist with the connection of the new site to ancillary resources, such as access to playing field (Frisbee), running course (Running Club), bike trail, bus stops, and Arcadia

Help establish good lines of communication with Industrial Parkway neighbors

Recruit new Site Committee members with appropriate skills for Site Committee's current scope of work

Access resources to make school operations as efficient as possible (i.e. utility rebates, most cost effective vendors, etc.)

September 2014



2013 Massachusetts School Report Card Overview

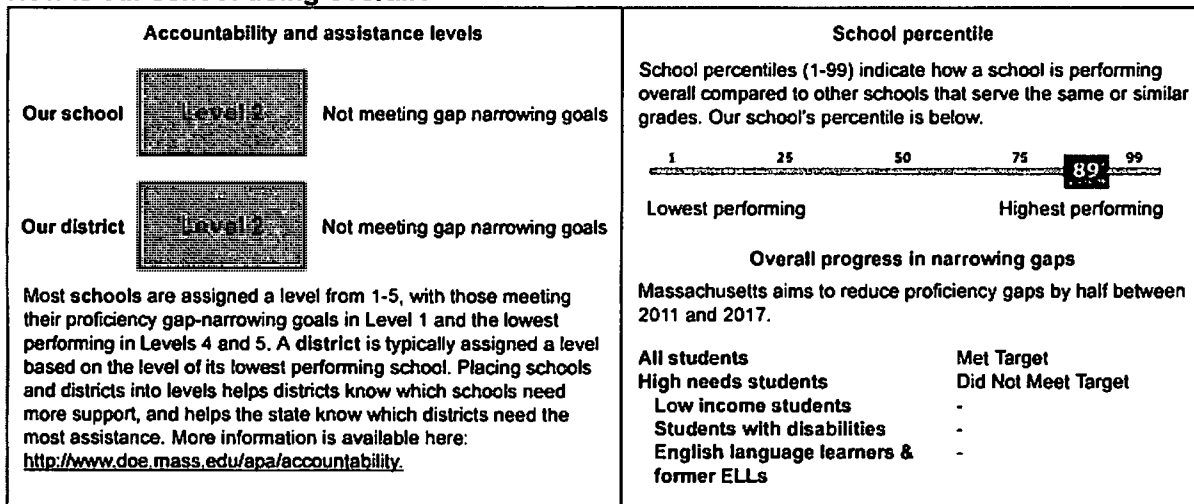
HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL (04500105)

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

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

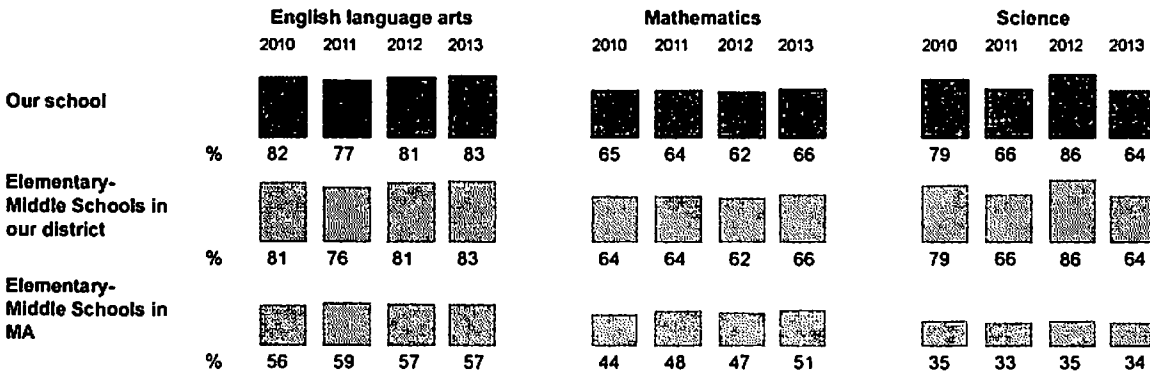
Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the complete report card containing additional data contact the school's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

How is our school doing overall?



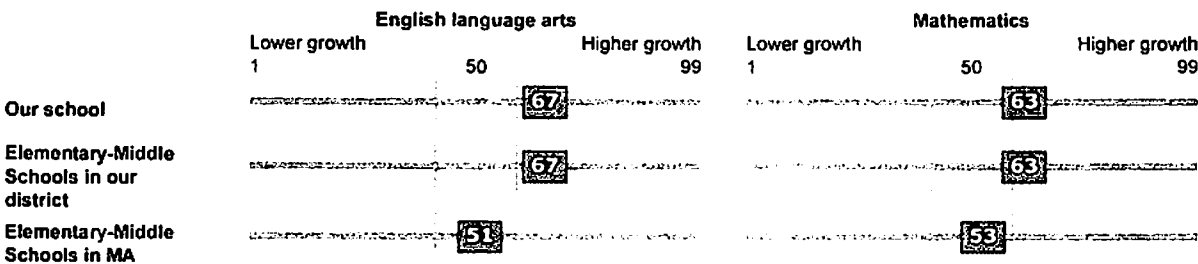
How does our school's achievement over time compare to the district and the state?

Percentage of students scoring proficient or above on Massachusetts Comprehensive Assessment System (MCAS), 2010-2013.



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

Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. Growth between 40 and 60 is considered typical. SGPs above 60 represent better than typical gains, while SGPs below 40 indicate lower than typical gains. Our school's median SGPs for 2013 are below. (Note: Growth values are truncated.)



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

Total enrollment	Our school		Our district		Our state	
	172		172		954,773	
			Elementary-Middle Schools in our district		Elementary-Middle Schools in MA	
By high needs population	#	%	#	%	#	%
Low income students	36	20.9	36	20.9	36,233	54.4
Students with disabilities	23	13.4	23	13.4	10,859	16.3
English language learners	1	0.6	1	0.6	11,111	16.7

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

General information	Our school	Elementary-Middle Schools in our district		Elementary-Middle Schools in MA
Teachers (#)	14.7	14.7		5,016.6
Core academic classes taught by highly qualified teachers (%)	100.0	100.0		97.4
Average class size (#)	23.4	23.4		19.5
Student : teacher ratio	11.7 to 1	11.7 to 1		13.3 to 1

How is our school doing on other important measures?

Attendance	Our school	Elementary-Middle Schools in our district		Elementary-Middle Schools in MA
Attendance rate (%)	94.8	94.8		95.6
Average days absent per student (#)	9.4	9.4		7.6
Discipline				
In-school suspension rate (%)	0.0	0.0		1.5
Out-of-school suspension rate (%)	0.0	0.0		3.9
High school completion	Our school	Our district		Our state
2011 5-year graduation rate (%)	-	-		86.3
2012 4-year graduation rate (%)	-	-		84.7
2012 annual dropout rate (%)	-	0.0		2.5
2013 12th graders taking 1+ Advanced Placement courses (%)	-	-		35.2
Advanced Placement tests with scores of 3 or higher (%)	-	-		68.8
SAT average score - Reading	-	-		507
SAT average score - Writing	-	-		501
SAT average score - Math	-	-		522
MassCore* - Completing a rigorous course of study (%)	-	-		68.4

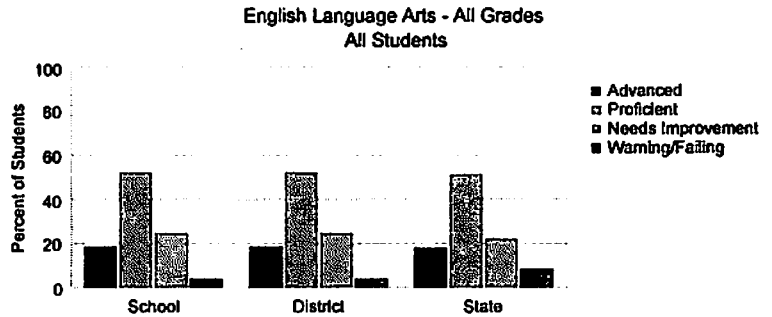
*MassCore: 4 years of English, math, & science, 3 years of history, 2 years of a foreign language, 1 year of arts & 5 additional "core" courses

What else should you know about our school?

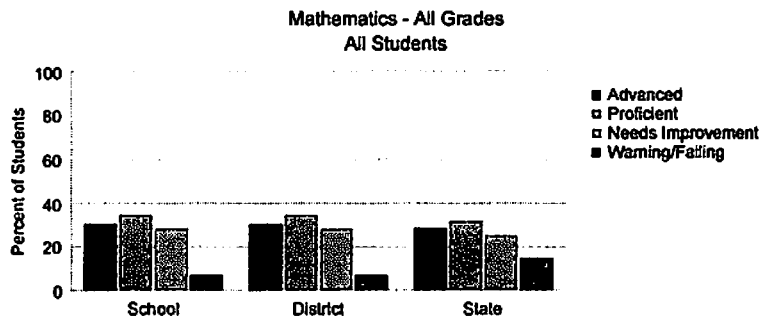
To view our school's complete report card and for more information about report card data, visit <http://profiles.doe.mass.edu>.

All Students

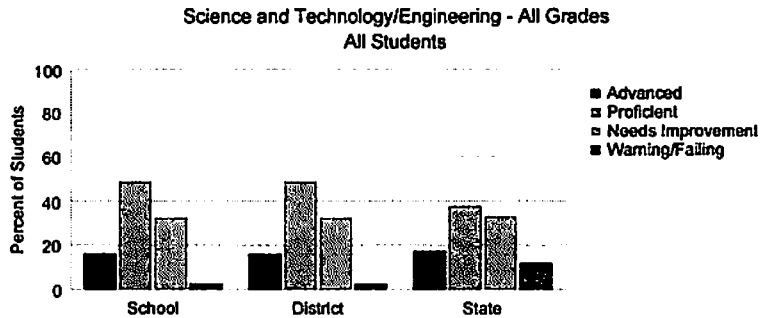
English Language Arts	School	District	State
Advanced	18	19	18
Proficient	50	52	51
Needs Improvement	24	25	22
Warning/Failing	4	4	8
Total Included	96		



Mathematics	School	District	State
Advanced	35	30	28
Proficient	40	34	32
Needs Improvement	33	28	25
Warning/Failing	8	7	15
Total Included	119		



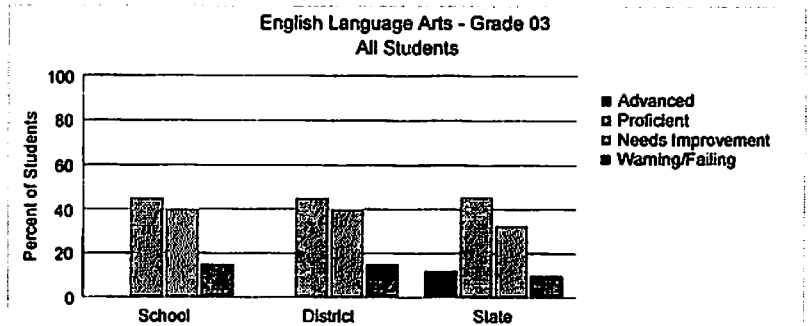
Science and Technology/Engineering	School	District	State
Advanced	8	16	17
Proficient	18	49	38
Needs Improvement	12	32	33
Warning/Failing	1	3	12
Total Included	37		



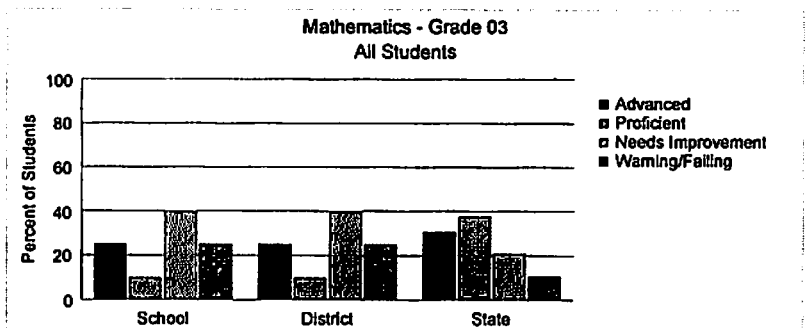
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

English Language Arts	N Included	% School	% District	% State
Advanced	0	-	-	12
Proficient	9	45	45	46
Needs Improvement	8	40	40	33
Warning/Failing	3	15	15	10
Total Included	20			



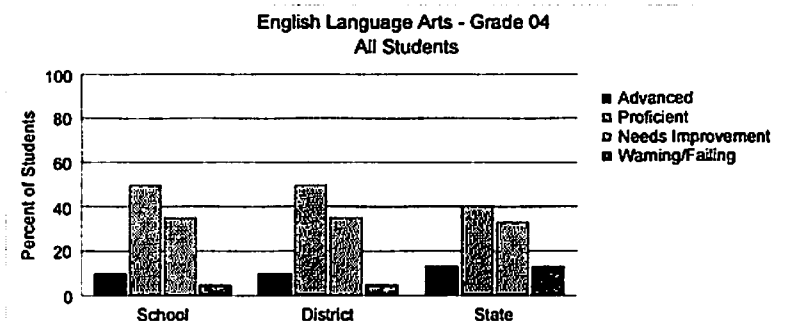
Mathematics	N Included	% School	% District	% State
Advanced	5	25	25	31
Proficient	2	10	10	38
Needs Improvement	8	40	40	21
Warning/Failing	5	25	25	11
Total Included	20			



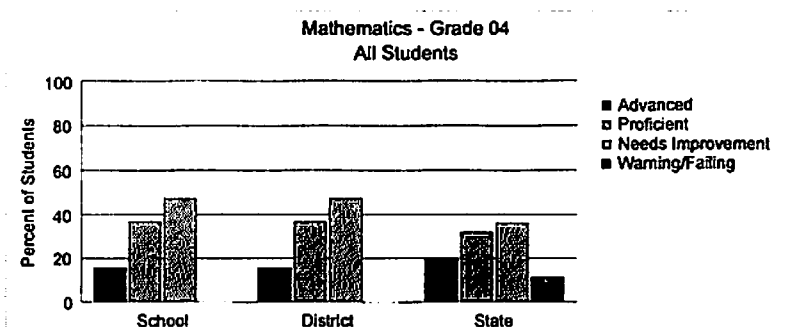
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

English Language Arts	N Included	% School	% District	% State
Advanced	2	10	10	13
Proficient	10	50	50	41
Needs Improvement	7	35	35	33
Warning/Failing	1	5	5	13
Total Included	20			



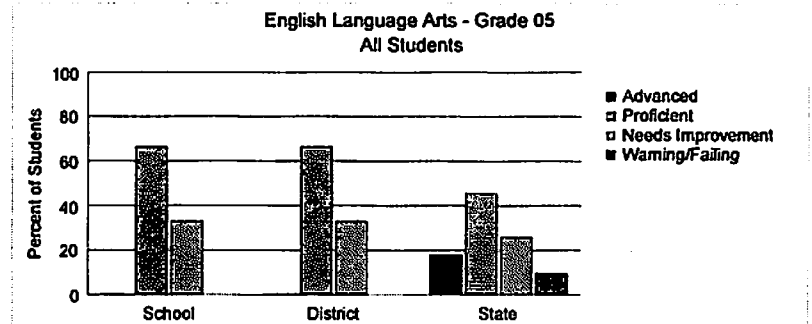
Mathematics	N Included	% School	% District	% State
Advanced	3	16	16	20
Proficient	7	37	37	32
Needs Improvement	9	47	47	36
Warning/Failing	0	-	-	12
Total Included	19			



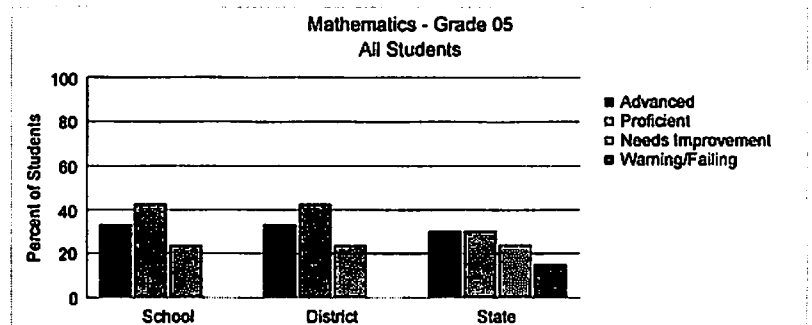
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

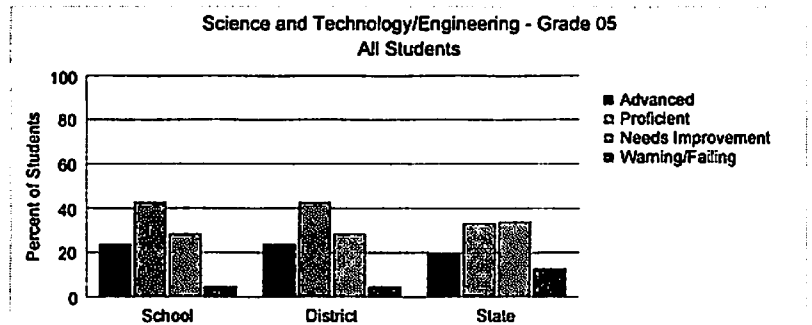
English Language Arts	N Included	% School	% District	% State
Advanced	0	-	-	18
Proficient	14	67	67	46
Needs Improvement	7	33	33	26
Warning/Failing	0	-	-	10
Total Included	21			



Mathematics	N Included	% School	% District	% State
Advanced	7	33	33	30
Proficient	9	43	43	30
Needs Improvement	5	24	24	24
Warning/Failing	0	-	-	15
Total Included	21			



Science and Technology/Engineering	N Included	% School	% District	% State
Advanced	5	24	24	20
Proficient	9	43	43	33
Needs Improvement	6	29	29	34
Warning/Failing	1	5	5	13
Total Included	21			

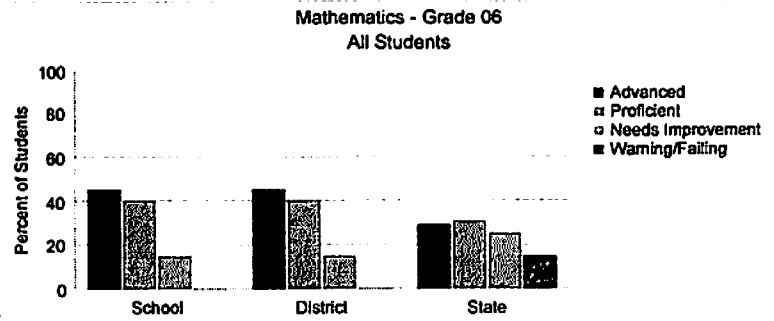


NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

The selected prompt values did not return any results,
 please try other options.

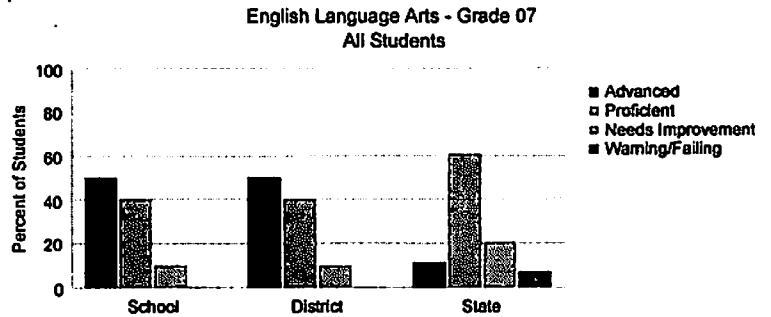
Mathematics	Total Included	School	District	State
Advanced	9	45	45	29
Proficient	8	40	40	31
Needs Improvement	3	15	15	25
Warning/Failing	0	-	-	15
Total Included	20			



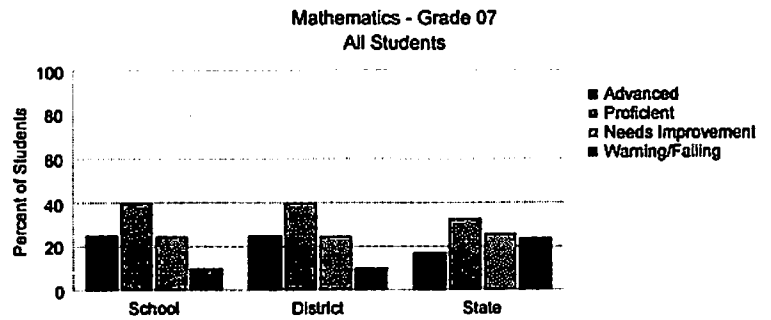
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

English Language Arts	All Students	School	District	State
Advanced	10	50	50	11
Proficient	8	40	40	61
Needs Improvement	2	10	10	21
Warning/Failing	0	-	-	7
Total Included	20			



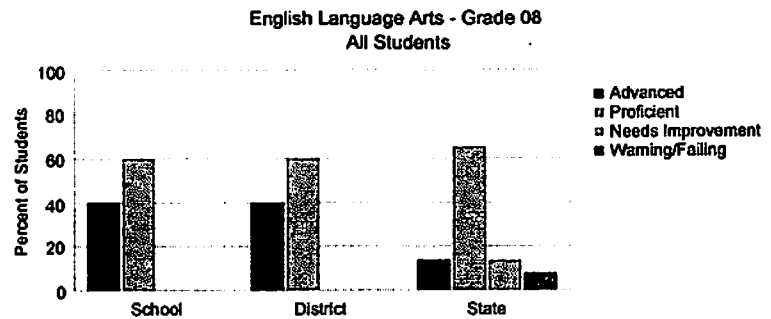
Mathematics	All Students	School	District	State
Advanced	5	25	25	17
Proficient	8	40	40	33
Needs Improvement	5	25	25	26
Warning/Failing	2	10	10	24
Total Included	20			



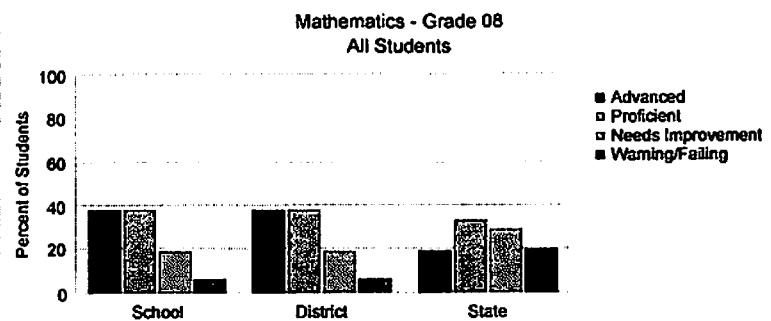
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

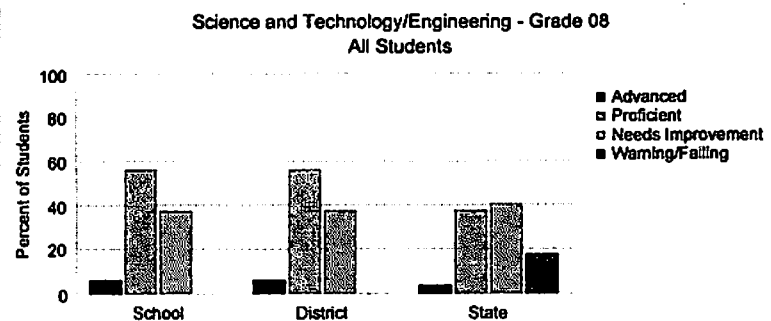
English Language Arts	School	District	State
Advanced	6	40	14
Proficient	9	60	65
Needs Improvement	0	-	14
Warning/Failing	0	-	8
Total Included	15		



Mathematics	School	District	State
Advanced	6	38	19
Proficient	6	38	33
Needs Improvement	3	19	29
Warning/Failing	1	6	19
Total Included	16		



Science and Technology/Engineering	School	District	State
Advanced	1	6	4
Proficient	9	56	38
Needs Improvement	6	38	41
Warning/Failing	0	-	18
Total Included	16		



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

ALL GRADES - ENGLISH LANGUAGE ARTS

Student Group	School											District											State													
	Stud. Incl	Part. Rate	% at Each Level			CPI	SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level			CPI	SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level			CPI	SGP	Incl. in SGP (#)												
	#	%	A	P	N	I	W	#	%	A	P	N	I	W	#	%	A	P	N	I	W	#	%	A	P	N	I	W								
Accountability Subgroups																																				
Students w/disabilities	18	95	6	28	44	22	69.4	N/A	11	18	95	6	28	44	22	69.4	N/A	11	18	95	6	28	44	22	69.4	N/A	11	18	95	6	28	44	22	69.4	N/A	11
ELL and Former ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Low income	18	100	17	61	17	6	91.7	N/A	16	18	100	17	61	17	6	91.7	N/A	16	18	100	17	61	17	6	91.7	N/A	16	18	100	17	61	17	6	91.7	N/A	16
High needs	34	97	12	47	29	12	82.4	73.5	26	34	97	12	47	29	12	82.4	73.5	26	34	97	12	47	29	12	82.4	73.5	26	34	97	12	47	29	12	82.4	73.5	26
Afr. Amer./Black	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Amer. Ind. or Alaska Nat.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Asian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Hispanic/Latino	3	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Multi-race, Non-Hisp./Lat.	5	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
White	88	98	18	51	26	5	88.4	64.5	64	88	98	18	51	26	5	88.4	64.5	64	88	98	18	51	26	5	88.4	64.5	64	323,564	99	21	55	19	5	90.4	50.0	265,492
Other Subgroups																																				
Male	52	98	13	48	31	8	84.6	44.5	34	52	98	13	48	31	8	84.6	44.5	34	52	98	13	48	31	8	84.6	44.5	34	249,842	99	13	50	26	11	83.9	46.0	198,088
Female	44	98	25	57	18	0	94.3	76.0	36	44	98	25	57	18	0	94.3	76.0	36	44	98	25	57	18	0	94.3	76.0	36	238,848	99	23	52	19	6	89.7	55.0	192,816
Title1	6	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Non-Title1	90	98	19	56	21	4	90.3	66.0	65	90	98	19	56	21	4	90.3	66.0	65	90	98	19	56	21	4	90.3	66.0	65	332,107	99	23	55	17	5	91.2	51.0	274,179
Non-Low Income	78	98	19	50	27	4	88.5	55.5	54	78	98	19	50	27	4	88.5	55.5	54	78	98	19	50	27	4	88.5	55.5	54	298,915	99	25	56	15	4	92.5	52.0	245,244
ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Former ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1st Year ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ever ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
All Students																																				
2014	96	98	19	52	25	4	89.1	65.5	70	96	98	19	52	25	4	89.1	65.5	70	96	98	19	52	25	4	89.1	65.5	70	488,744	99	18	51	22	8	86.7	50.0	390,904
2013	115	99	19	63	17	1	94.1	67.0	91	115	99	19	63	17	1	94.1	67.0	91	115	99	19	63	17	1	94.1	67.0	91	496,175	99	19	50	23	8	86.8	51.0	395,568

ALL GRADES - MATHEMATICS																												
Student Group	School							District							State													
	Stud. Incl	Part. Rate	% at Each Level			CPI	SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level			CPI	SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level			CPI	SGP	Incl. in SGP (#)				
	#	%	A	P	N	I	W	#	%	A	P	N	I	W	#	%	A	P	N	I	W	#	%	A	P	N	I	W
Accountability Subgroups																												
Students w/dtsabilities	23	96	17	26	39	17	71.7	N/A	16	23	96	17	26	39	17	71.7	N/A	16	91	181	99	6	17	32	46	57.1	143.0	67,155
ELL and Former ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,847	99	12	23	33	32	63.8	52.0	32,607	
Low income	20	100	15	25	60	0	76.3	N/A	17	20	100	15	25	60	0	76.3	N/A	17	190	183	99	14	27	33	26	68.8	47.0	146,536
High needs	41	98	17	27	46	10	74.4	73.5	32	41	98	17	27	46	10	74.4	73.5	32	241,896	99	14	26	33	27	68.4	47.0	184,937	
Afr. Amer./Black	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,143	99	13	26	33	28	66.9	49.0	31,179	
Amer. Ind. or Alaska Nat.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,105	99	17	31	32	20	73.5	49.0	866	
Asian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,296	100	52	27	14	7	90.6	62.0	22,953	
Hispanic/Latino	5	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	79,311	99	13	26	33	29	66.5	47.0	59,690	
Multi-race, Non-Hisp./Lat.	7	-	-	-	-	-	-	-	-	7	-	-	-	-	-	-	-	-	14,112	99	29	30	26	15	79.6	50.0	10,979	
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	498	99	26	33	23	18	79.2	51.0	393	
White	104	98	34	32	28	7	84.9	75.0	79	104	98	34	32	28	7	84.9	75.0	79	324,591	99	32	34	23	10	84.5	50.0	266,836	
Other Subgroups																												
Male	60	98	33	30	27	10	82.5	78.0	42	60	98	33	30	27	10	82.5	78.0	42	250,769	99	28	31	25	16	79.5	50.0	199,297	
Female	56	98	27	39	30	4	86.2	71.0	47	56	98	27	39	30	4	86.2	71.0	47	239,413	99	29	33	25	13	81.2	51.0	193,656	
Title1	7	-	-	-	-	-	-	-	-	7	-	-	-	-	-	-	-	-	156,985	99	15	28	33	24	70.2	49.0	117,464	
Non-Title1	109	98	32	37	25	6	85.8	74.0	83	109	98	32	37	25	6	85.8	74.0	83	333,071	99	35	34	21	10	85.1	51.0	275,452	
Non-Low Income	96	98	33	36	22	8	85.9	74.0	72	96	98	33	36	22	8	85.9	74.0	72	299,873	100	38	35	20	8	87.6	52.0	246,380	
ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,834	99	8	19	33	40	57.1	50.0	18,926	
Former ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,682	100	21	31	32	16	77.1	55.0	14,722	
1st Year ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,298	99	-	-	-	-	-	N/A	N/A	
Ever ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71,135	99	18	25	30	27	68.7	53.0	53,992	
All Students																												
2014	116	98	30	34	28	7	84.3	74.0	89	116	98	30	34	28	7	84.3	74.0	89	490,288	99	28	32	25	15	80.3	50.0	392,953	
2013	116	100	28	38	29	5	84.7	63.0	92	116	100	28	38	29	5	84.7	63.0	92	497,090	99	28	33	25	14	80.8	51.0	396,691	

Appendix A
Accountability Plan Evidence

Faithfulness to Charter

Objective: HCCPS is faithful to the mission, vision and educational philosophy defined in the charter application and any subsequent approved amendment					
	Charter Term Performance				
	(Met/Not Met)				
	Year 1	Year 2	Year 3	Year 4	Evidence
Measure: 90% of families who respond to the annual satisfaction survey will report that there exists a strong sense of community among students, staff, and families. At least 40% of families will complete the survey.	met	met	met	met	Over 90 % of respondents in each year have reported a strong sense of community; Over 50 % of families have completed the survey each year. Survey results are shared with the Board of Trustees, staff and parents.
Measure: The school, via its volunteers, will sponsor monthly events- social, cultural, and educational in nature	met	met	met	met	See school calendars, weekly newsletters
Measure: Community compacts will be signed by 100% of families annually	met	met	met	met	Signed community compacts
Objective: The HCCPS board of trustees implements the governance and leadership structure as defined in the charter application and any subsequent approved amendment(s)					

<p>Measure: Board of Trustees decisions will be made using a consensus model of decision making at least 90% of the time. Majority votes will only be taken if consensus cannot be reached in a timely manner.</p>	met	met	met	met	All decisions made by consensus. See Board of Trustees minutes.
<p>Measure: Board committees will meet monthly.</p>	met	met	met	met	See Board committee reports.
<p>Objective: HCCPS establishes an academic program that includes the pedagogical approach, curriculum, assessment, and other unique elements defined in the charter application and any subsequent approved amendment(s).</p>					
<p>Measure: Each classroom will produce two documentation projects annually detailing the purpose, scope, and implementation of interdisciplinary projects. These documentations will be on display at school and digitally archived.</p>	met	mixed	met	mixed	Interdisciplinary documentation projects completed each year. Full documentation of process partially met in 2 years.
<p>Measure: Each Grade 8 student will design, develop, and present an independent culminating project which will demonstrate what s/he has gained from the HCCPS experience. 100% of these students will achieve a passing score on the Grade 8 culminating project rubric.</p>	met	met	met	met	Student rubric marks; photos of culminating projects.

Academic Program Success

Objective: Students at the school demonstrate proficiency, or progress toward meeting proficiency targets on state standards, as measured by the Massachusetts Comprehensive Assessment System (MCAS) exams in all subject areas and at all grade levels tested for accountability purposes.					
	Charter Term Performance (Met/Not Met)				
	Year 1	Year 2	Year 3	Year 4	Evidence
Measure: The school shows an annual increase in the CPI in ELA and mathematics in the aggregate and for all statistically significant subgroups.	not met	not met	partially met	met	2013: ELA 94.1; Math 84.7 2012: ELA 93.6; Math 83.0 2011: ELA 91.5; Math 85.3 2010: ELA 93.7; Math 86.7 2009: ELA 94.3; Math 86.8
Measure: The school shows an annual decrease in the percentage of students scoring Warning/Failing on standard MCAS tests in ELA and mathematics in the aggregate and for all statistically significant subgroups.	not met	not met	partially met	met	2013: ELA 1%; Math 5% 2012: ELA 1%; Math 11% 2011: ELA 2%; Math 6% 2010: ELA 1%; Math 6% 2009: ELA 0%; Math 1%
Objective: The school achieves and maintains a median student growth percentile (SGP) of 40 or higher in the aggregate and for all statistically significant sub-groups in all subject areas tested for accountability purposes.					

Measure: Each year, the median student growth percentile is 40 or higher in the aggregate and in all statistically significant sub-groups in all subject areas tested for accountability purposes.	met	met	met	met	2013: ELA 67 ; Math 63 2012: ELA 70 ; Math 60 2011: ELA 48; Math 63 2010: ELA 65 ; Math 67.5
Objective: The school makes Adequate Yearly Progress (AYP) in the aggregate and for all statistically significant sub-groups in English language arts and mathematics. [1]					
Measure: Each year, the school makes AYP in the aggregate and for all statistically significant sub-groups in English language arts and mathematics.	met	not met	n/a	n/a	2013: Level 2 2012: Level 1 2011: ELA Aggregate: No; ELA Subgroups: Yes; Math Aggregate and Subgroups: No 2010: ELA and Math, Aggregate and Subgroups: Yes
Objective: The school does not have a status for accountability purposes of Improvement, Corrective Action, or Restructuring.					
Measure: Each year, the school does not have a status for accountability purposes of Improvement, Corrective Action, or Restructuring.	met	met	met	met	See DESE Accountability Reports.
Objective: If externally-developed assessments other than the MCAS are administered, student performance is strong and demonstrates improvement over time on those assessments.					

Measure: Each grade, 3-8, will score in the top quartile annually in the tested areas of reading, math, language, and Core Total on the Iowa Test of Basic Skills;	met	met	met	met	See ITBS Score reports from Annual Reports.
Measure: Each grade, 3-8, will score in the top quartile annually in the tested areas of reading, math, language, and Core Total on the Iowa Test of Basic Skills;	met	met	met	met	See ITBS Score reports from Annual Reports.
Measure: 90% of all 4 th graders will test at or above grade level in the area of reading on the Iowa Test of Basic Skills.	met	met	met	met	See ITBS Score reports from Annual Reports.
Objective: Student performance is strong and demonstrates improvement on internally-developed assessments of academic achievement.					
Measure: 80% of all students in grades K-3 will annually gain at least one previously defined level on the HCCPS reading, writing and math assessment	met	met	met	met	See annual reports for data.
Measure: 80% of all students in grades 4-8 will score in the pre-determined proficient level on the HCCPS writing and math.	Math met; Writing not met	Math met; Writing not met	Math met; Writing not met	Met-both	See annual reports for data.

Organizational Viability

	Charter Term Performance				
	Met/Not Met				
	Year 1	Year 2	Year 3	Year 4	
Objective: The school develops an annual budget that can be sustained by enrollment and is in support of student academic achievement.					
Measure: The school's annual budget is sustained by its enrollment.	met	not met	met	met	FY 12 ended with a deficit from which we have more than recovered. See CSEOYFR's.
Objective: The school demonstrates a history of positive net assets, adequate cash flow to sustain operations and support the academic program, and consistently operates within budget.					
Measure: Each year, the school demonstrates a history of positive net assets, adequate cash flow to sustain operations and support the academic program, and consistently operates within budget.	met	met	met	met	See annual balance sheets.
Objective: The school's annual independent audit is free of material or repeated findings.					
Measures: There is an absence of material or repeated audit findings in annual audits by qualified independent auditor.	met	met	met	met	See annual audits.
Objective: The HCCPS board of trustees and school leadership implement effective structures and systems to enable responsible fiscal oversight of the school.					

Measures: Quarterly fiscal balance sheets will show that the school maintains 15% of its total operating budget as cash reserves.	met	met	met	met	Annual balance sheets. NB: in FY 14 HCCPS changed its policy to require 12 % cash reserves, which it succeeded in doing.
Objective: The HCCPS board of trustees demonstrates long-term fiscal oversight through appropriate planning processes.					
Measure: HCCPS board of trustees will consider 10 year fiscal projections when making real estate and enrollment cap decisions	met	met	met	met	See minutes form Board of Trustees, Site and Finance Committees
Objective: The school implements the student recruitment, retention, and enrollment process intended in the charter to ensure sufficient enrollment					
Measure: The ratio of student applications to available openings will average at least 3:1 annually.	met	met	met	met	Annually there are at least 3:1 applicants for all openings except in 8th grade.
Objective: HCCPS has realistic plans for program improvement, possible future expansion, and adequate facilities based on evaluation and analysis of data					
Measure: By fall 2012 the Board will adopt a new strategic plan to serve the school through 2020.	met	met	met	met	Board adopted the plan winter 2013 and monitors progress quarterly, as reported in Board minutes.
Measure: The Board will incorporate ideas and input from staff, parents, and community members via 2 focus groups, committee membership and 2 surveys.	met	met	met	met	Survey results, focus groups meeting reports, membership rosters

Objective: The school involves parents/guardians as partners in the education of their children.

<p>Measure: 100% of families will be actively involved in the school through membership in its consensus based governing structures, participation in community meetings, and/or participation in the activities in its classrooms.</p>	met	met	met	met	Sign in sheets for community meetings.
<p>Measure: Class meetings and/or family conferences will be attended by 100% of school families.</p>	met	met	met	met	Sign in Sheets for class meetings.

Charter Renewal Fall 2014

Criterion 9: Governance

The team will review the oversight provided by the board of trustees to determine answers to the following questions:

- Does the board recruit, select, orient and train members with skills and expertise that enable them to sustain a high-quality school?
- Are board members active and engaged in fulfilling their legal responsibilities and obligations to the school?
- Does the board engage in strategic and continuous improvement planning by setting, and regularly monitoring progress relative to goals/priorities that are aligned with the school's mission, vision and core values?
- Does the board demonstrate appropriate oversight of the charter school's leaders, financial health, progress towards meeting academic goals, and alignment with the mission while remaining a governing authority?
- Does the board hire, evaluate, and remove if necessary, qualified personnel to manage the school's day-to-day operations and hold these administrators accountable for meeting specified goals?
- Does the board have clear and well-understood systems for decision-making and communication processes?
- Does the board regularly approve updated school policies to ensure compliance with applicable requirements and that facilitate efficient, effective operations?
- Does the board utilize a performance based evaluation process for regularly evaluating itself and any contracted management organizations (if applicable)?
- Has the board established clear processes for board and school leadership succession?

FOCUS GROUPS

A number of focus groups must be scheduled for the site visit. It is the school's responsibility to gather a representative group from each category through an open invitation, and to inform each participant of the time and place of the meeting. Each participant should be given complete freedom to speak regarding their knowledge of and experience at the school, with no limits or repercussions imposed. In general, focus group composition should not include more than 10 individuals. Additionally, it is not necessary for individuals to attend multiple focus groups. For instance, it is not necessary for the special education administrator to attend the school leadership/Administration focus group.

Focus Groups	Description
Board of Trustees	As many members of the board as possible should attend the focus group. On-site inspections, such as the renewal inspection, fall outside the definition of a "meeting" for purposes of the Open Meeting Law, provided that members do not deliberate. This meeting is typically scheduled in the morning in order to work around the schedules of the school trustees. The school leader, even if s/he serves on the board, may not attend this meeting.
School Leadership/ Administration	Administrators who are directly and primarily responsible for the academic program and the operation of the school should attend this meeting. The time reserved for "additional fact finding" in the afternoon may be used to meet with additional administrators who do not participate in this focus group.

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, October 8, 2014

Present: Dan Klatz, Scott Remick, Penny Leveritt, Deirdre Arthen, Jess Berrien, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Sam Charron

Regrets: Jesse Belcher-Timme, Ellen Ferris

Facilitator: Kipp Armstrong

Notetaker: Susannah Howe

Guests: Dianne Hobbs (FOH), Sonja Larson (Dev Assoc)

Listkeeper: Kipp Armstrong
 Timekeeper: Laura Baker
 Sam read the mission statement.

Topic	Discussion	Action(if necessary)
Announcements/ Appreciations/Ac knowledgements	<u>Appreciations:</u> - Pamela Cobb for School Photos! - Andrea Caluori, AmeriCorps member - FC/GABS submitted annual committee goals; other committees to follow suit - Penny L for making Seed Sower reception	
Approval of Sept 2014 Minutes	No edits suggested	Motion to approve as written by Kipp, seconded by Penny. Approved by consensus.
Public Comment Period	Dianne Hobbs (FOH member, grandparent) - invested in making sure the school looks wonderful for the Community Day on Oct 18. Some of the spaces (especially non-classroom) don't look presentable as is and would really benefit from some clutter clean-up. People visiting will expect it the building to look new and fresh - this is our opportunity to show off our great new space.	
Give to Grow Update	<p>Total pledges & gifts to date are ~\$97,000, which represents 17 contributors. BOT and FOH have 100% pledge commitment. Big news after launching the campaign: challenge grant from the Community Foundation has been reduced to \$77,777 (not \$100k as initially envisioned). Campaign Co-Chairs still aiming for campaign goal of \$200k. We have a few potential corporate sponsors; BOT may be asked to help facilitate/attend conversations. Sonja is building community relationship management database - very important first step is to connect and say thank you. Sonja passed around sign-up list for BOT members to volunteer around Give to Grow campaign.</p> <p>Community Open House (Oct 18) is an important event to introduce ourselves to the community and begin to build partnerships. There will be an ad in the Summit to welcome the Easthampton community. This event is also a "welcome back" for alumni families. School will need to be cleaned in advance - volunteers encouraged! Sonja may be developing a virtual slide-show. Need people to help with hosting on the day of the Community Open House, and also making</p>	Susannah volunteered to make buttons for BOT/teachers/etc. to

	<p>invitation and follow-up calls for people who can't come. Suggestion to have activities for kids at the Open House.</p> <p>Would be good to write a letter to the Gazette thanking the Easthampton community for welcoming us already.</p>	<p>wear at the Open House</p> <p>Penny offered to ask her husband Mark write a letter to the editor of the Gazette.</p>
Site Update	<p>Proposed committee name change from "Site" Committee to "On-Site" Committee. New committee description proposal to reflect new committee roles: suggestion to change last sentence in Purpose section to be (only) "Explore long-term site control options." Committee has had a bit of the changing of the guard; committee is now more task-focused on this specific site, new members bring lots of expertise. On-Site committee has some fun ideas for art displays; also has a sub-committee working on acoustics.</p> <p>Issues/Updates for the building:</p> <ul style="list-style-type: none"> - water leak at Reds end. Mold remediation company started today. There were 3 intrusions into the same pipe; will be fixed tomorrow. End date of remediation not clear yet; Amy is in regular contact with company. Clean up expected this week/weekend; putting back next week so as to be done before Community Day. As info is obtained it sent out to staff and parents. - silencers installed in the vents to quiet the air exchange system. - kids are really enjoying playing outside; teachers even do groupwork on front islands and green spaces 	<p>Motion to approve as amended, seconded by Kipp. Approved by consensus.</p>
MCAS Update	<p>Dan reviewed the MCAS 2013 School Report Card Overview. Our school is a Level 2 school (same as last year) - related to not narrowing the gap between high needs students and other students. MCAS is a criterion reference test; students are compared to other students in the state who had the same scores in previous years. HCCPS is a small school; tiny fluctuations can have large impact. Overall, performance at HCCPS has been high for years and HCCPS student scores get better every year, perhaps because students get used to the testing process over time, perhaps also because of other factors such as small school size, generally positive social dynamics, shift in expectations/responsibility into middle school. Dan does not feel we need to do more test prep because we would lose out on other aspects of the school/curriculum.</p> <p>Question whether we can do an assessment of the new math curriculum over time - Dan thinks we can expect to see incremental improvements. Dan can report some before/after data when the data are available, using a longitudinal student sample.</p>	
Renewal Visit Preparation	<p>Amy reviewed Appendix A of the charter renewal application: Accountability Plan Evidence. Three key areas: (1) is the school faithful to its charter, (2) is the school having academic program success, (3) does the school have organizational viability. BOT should know what an accountability plan is,</p>	

	<p>what the areas are, and how we measure our level of performance.</p> <p>Recruitment and retention plan is in the charter renewal application; it requires a fairly prescriptive strategy (mostly established for schools in urban areas). We do want to do more and different kinds of outreach; we haven't as much in the past because we have always had long waiting lists.</p> <p>In past charter renewal visits, the visiting committee has encouraged the school to make progress on physical plant; we can certainly talk to that now. BOT can also talk about coordinator supervision, long-range plan (plus implementation), succession planning. BOT should also understand the difference between management and governance - don't blur the lines between BOT governing responsibilities and day-to-day management.</p> <p>Timing of the meeting with the BOT during the visit is still TBD; there should be as many BOT members there as possible.</p>	
GABS Proposal	<p>Proposal for several by-laws changes. All were approved in theory by the board at previous meetings, but need formal approval now before going in front of the community at the Coop meeting on Oct 22:</p> <ul style="list-style-type: none"> - address change - option to shorten term length for community members + clarification regarding total length of service - change of VP role to include facilitation of grievance - change of Clerk role to reflect actual practice 	Laura moved to approve; Sam seconded. Approved by consensus.
BOT/FOH Connection	<p>Kipp spoke with Tracie Butler-Kurth (president of FOH) about improving communication between the BOT and FOH; everyone agrees this would be good. FOH proposes Tues Nov 18 in the evening.</p> <p>FOH voted recently to move the remaining funds that had been raised for the "Grease Bus" over to the Capital Campaign (~\$5k).</p>	
New Business	Laurie Risler has resigned as of Oct 17 because of health reasons. Dan is informing parents of children in the Reds and then the community. Hiring is for a long-term substitute; permanent hiring will be for next year.	
Questions on Committee Report		
BOT Book Updates	TO BE DONE IN NOVEMBER!!	BOT members to bring BOT books for updating in November.
Meeting Wrap-Up/ Evaluation	<p>Good meeting, went a little long. Amazing snacks!</p> <p>Snacks: Kipp and Susannah</p> <p>Newsletter blurb: Penny</p>	

Approval of Oct 2014 Minutes		Moved to approve by Penny; seconded by Jess. Approved by consensus.
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Attachments: Sept 2014 BOT Minutes, Give to Grow Update Oct 2014 (+ Community Open House postcard), Site Committee Work Plan 14-15, On-Site Committee Description (revised Sept 2014), MCAS 2013 Report Card, Accountability Plan Evidence (Appendix A from Charter Renewal Application), GABS Proposal to BOT, GABS Minutes Sept 2014, FC Minutes Sept 2014, FC Minutes Oct 2014, Personnel Minutes Oct 2014, Site Committee Minutes Sept 2014, Domain Coordinators Report Oct 2014

Agenda for next month: Charter Renewal, Q1 Financials, Site Update, FOH/BOT gathering, Domain Coordinator Evals, **BOT Book Updates**