

## **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.

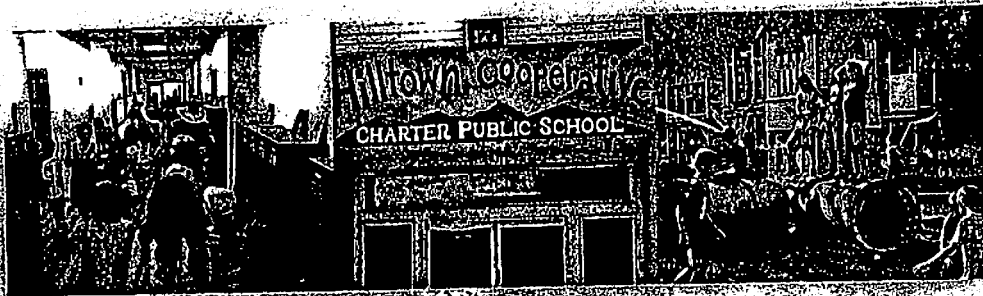
Topic	Discussion	Action(if necessary)
<b>Announcements, Appreciations, Agenda Check, Time Keeper, List Keeper</b>	<p><u>Appreciations:</u></p> <ul style="list-style-type: none"> <li>- Community Team for party on Friday 9/5, especially Ruth von Goeler</li> <li>- Move-in Super Volunteers for saving the 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.</li> <li>- Whole HCCPS community for the 11th hour miracles to get the school ready!</li> <li>- Amy Aaron for leading the whole process and giving her life over to this move</li> </ul> <p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>* One student left the day before school began, spot filled within 2 days</li> <li>* One TA left the day before school, spot filled within 2 days</li> <li>* Meeting with Easthampton Mayor postponed until later in fall.</li> </ul> <p>Timekeeper: Ellen Listkeeper: Kipp</p>	<p><b>BOT sign thank you notes at meeting, Penny to write notes.</b></p>
<b>Approval of Minutes from August Meeting</b>	<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>
<b>Public Comment Period</b>	<p>None</p>	
<b>Give to Grow Update</b>	<p>Sonja has been sick, the info will be sent via email.</p>	
<b>Site Update</b>	<p><u>Inside Issues:</u></p> <ul style="list-style-type: none"> <li>* 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</li> <li>* Contractor/Owner have been pretty responsive - harder to do punchlist now, limited to after school hours</li> </ul> <p><u>Outside Issues:</u></p> <ul style="list-style-type: none"> <li>* 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</li> </ul>	

	<p>the street is now our “water man”, coming thrice daily to water, check, weed, etc.</p> <ul style="list-style-type: none"> <li>* Playfield likely to be ready in 2-3 weeks</li> <li>* Back sections through wetlands to be discussed by Site</li> <li>* 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.</li> <li>* 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...)</li> </ul> <p><u>Overall:</u></p> <ul style="list-style-type: none"> <li>* 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)</li> <li>* Kids love the school, older kids especially love the lockers</li> <li>* 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.</li> <li>* Teachers/staff seem mostly happy, still getting used to the space. The K-5 teachers love being near each other - unexpected bonus!</li> <li>* Amy keeping a running list of items - if we hear of items, we should bring them to her and/or Site to process...</li> <li>* 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.</li> </ul>	
<p><b>BOT Goals</b></p>	<ul style="list-style-type: none"> <li>- Handout: Long Range Plan 2013-2023</li> <li>- Committee goals are due annually in October.</li> <li>- <u>BOT goals for FY15</u></li> <li>* moving/settling is paramount</li> <li>* coordinator evaluation - try to streamline (Kipp to lead)</li> <li>* long range plan goals (GABS to lead)</li> <li>* increasing familiarity between BOT and FOH, especially around Capital Campaign --&gt; 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.]</li> </ul>	<ul style="list-style-type: none"> <li>* Kipp to contact Traci to float idea of social event/meeting with FOH.</li> <li>* Susannah to contact consultant to get copy of past FOH/BOT report</li> </ul>
<p><b>Renewal Visit Prep</b></p>	<ul style="list-style-type: none"> <li>- <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.</li> <li>- <u>BOT Homework:</u> Charter Renewal Application + Annual Report (includes Accountability Plan)</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Renewal Visit Dates:</b> 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.</li> <li>- <b>Key Metrics for Charter schools:</b> (1) Are we an academic success? (2) Are we a viable organization (fiscally, staffing, etc.)? (3) Are we faithful to our charter?</li> </ul>	
<b>Fiscal Update</b>	<ul style="list-style-type: none"> <li>- <b>Handout: One-Time Expenses re Relocation</b></li> <li>- 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.</li> <li>- One-time expenses will likely be spent within the next few months, then will transition to capital improvements each year.</li> </ul>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>	<b>Sam to make sure Clerk duties are done. :) (Posting meeting times, agenda, docs to website)</b>
<b>Meeting Wrap-up &amp; Evaluation</b>	<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.



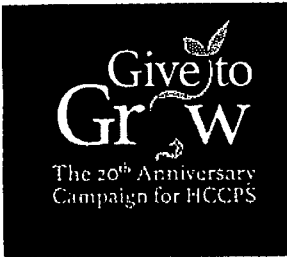
*Celebrating twenty years  
of innovative education  
and joyful learning*

Learn more.  
Visit [hilltowncharter.org](http://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.

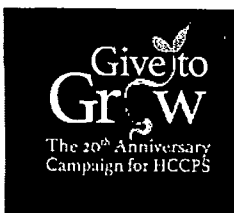
Significant impact on campaign planning & prospect projections – presents challenge & opportunity.

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 20<sup>th</sup> 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 20<sup>th</sup> 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 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:*

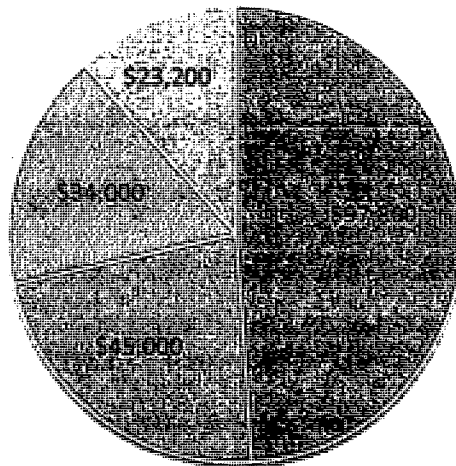
- Diane Freedland, New Parent – Advisor/Constituency Champion – alums and/or new families
- Lee MacKinnon/Bill Cutler, Founding Family -- Constituency Advisor

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

# Give to Grow

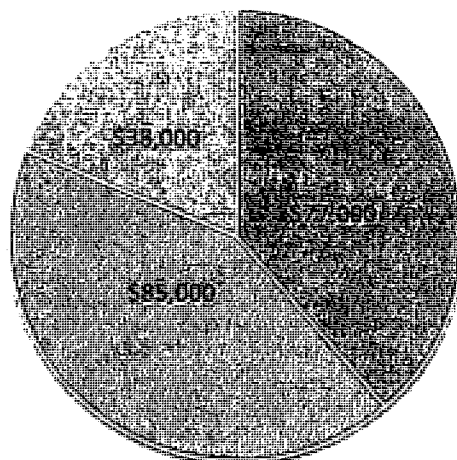
The 20<sup>th</sup> Anniversary  
Campaign for HCCPS

## 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 6-8<sup>th</sup> grade students**

- 6 new classrooms for expanded 6-8<sup>th</sup> grade student body – from one to two 6<sup>th</sup> 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

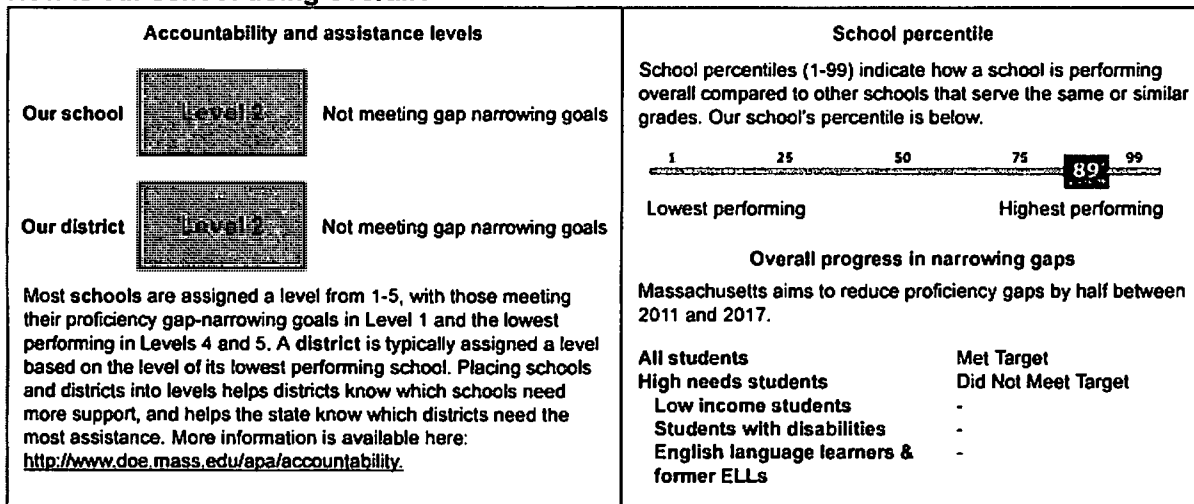
## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL (04500105)

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>

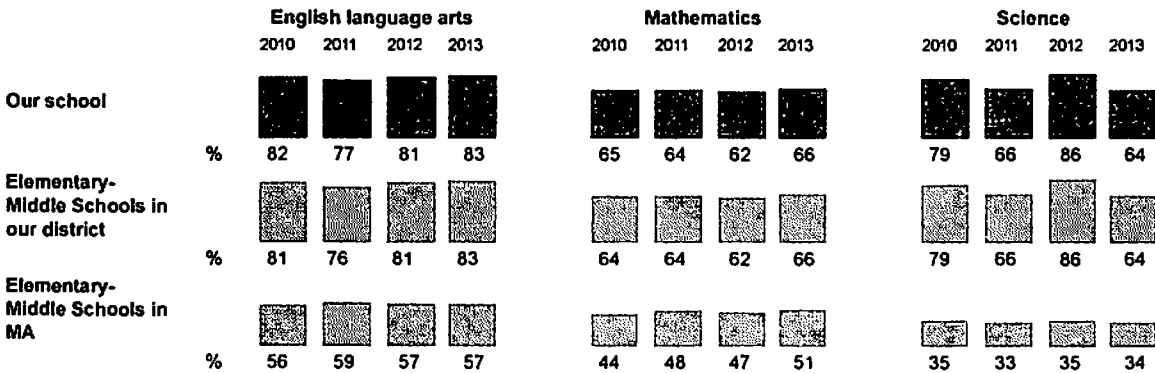
Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the complete report card containing additional data contact the school's 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?



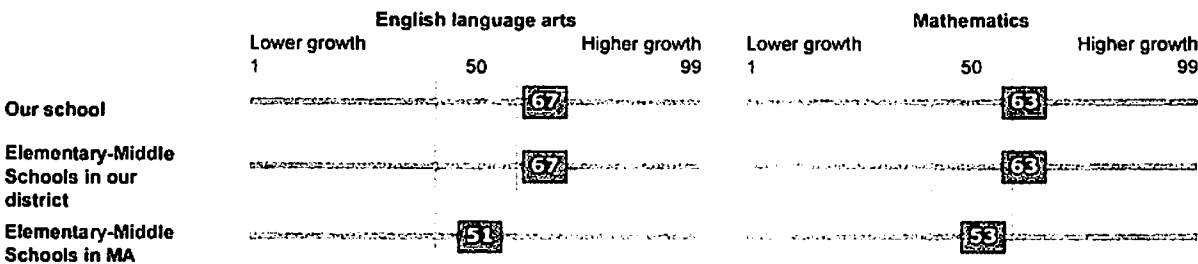
### How does our school's achievement over time compare to the district and the state?

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	Our school #	%	#	%	#	%
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

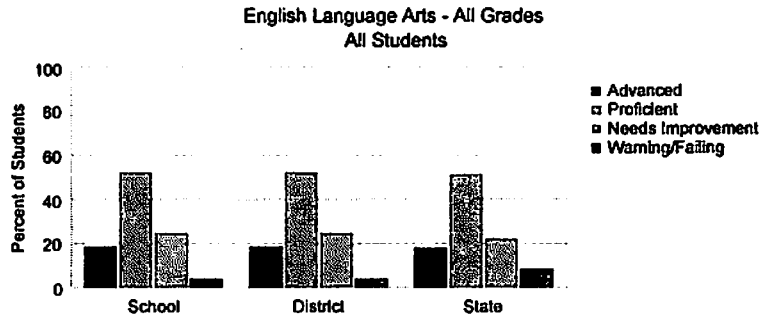
\*MassCore: 4 years of English, math, & science, 3 years of history, 2 years of a foreign language, 1 year of arts & 5 additional "core" courses

## What else should you know about our school?

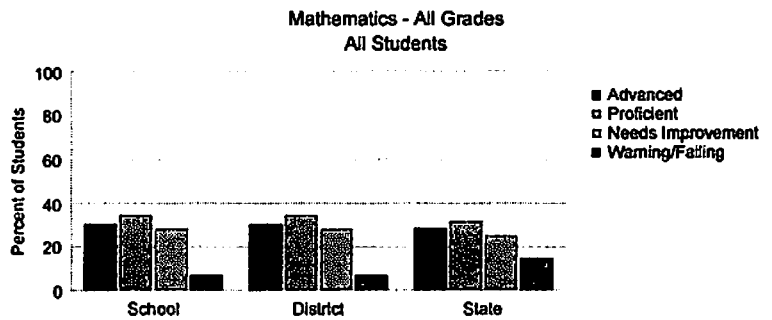
To view our school's complete report card and for more information about report card data, visit <http://profiles.doe.mass.edu>.

**All Students**

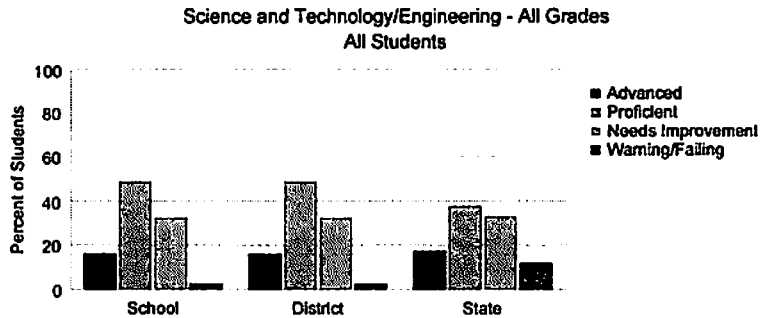
English Language Arts	School	District	State
Advanced	18	19	19
Proficient	50	52	52
Needs Improvement	24	25	25
Warning/Failing	4	4	8
<b>Total Included</b>	<b>96</b>		



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



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

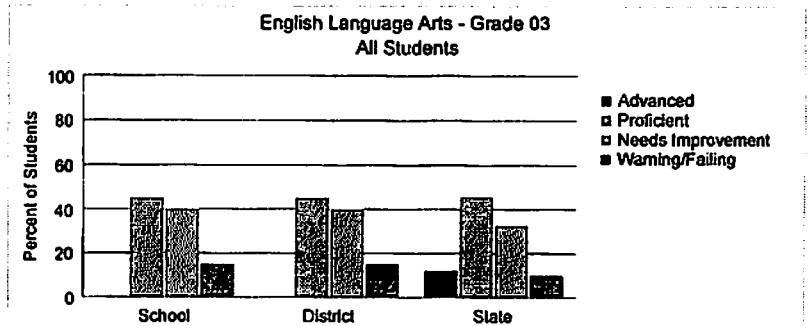


NOTE: Achievement level percentages are not calculated for student groups of less than 10.

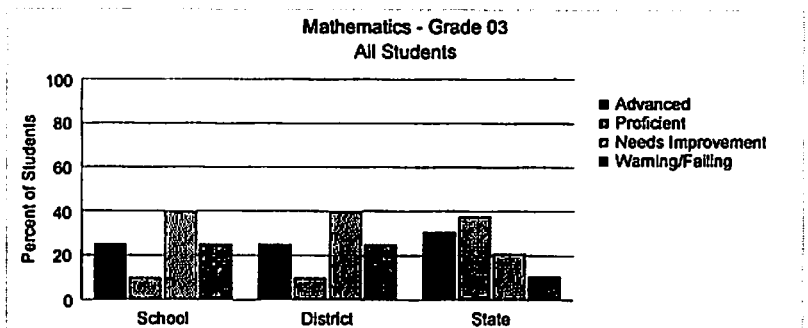


All Students

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
<b>Total Included</b>	<b>20</b>			



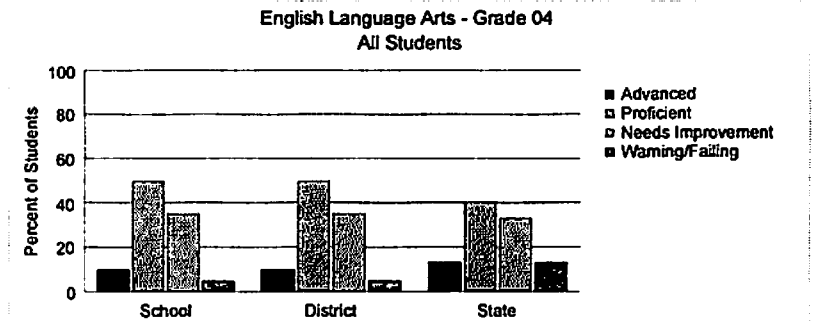
Mathematics	N Included	% School	% District	% State
Advanced	5	25	25	31
Proficient	2	10	10	38
Needs Improvement	8	40	40	21
Warning/Failing	5	25	25	11
<b>Total Included</b>	<b>20</b>			



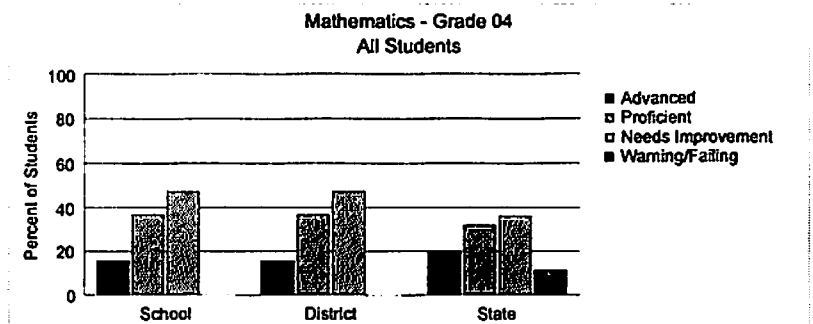
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

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
<b>Total Included</b>	<b>20</b>			



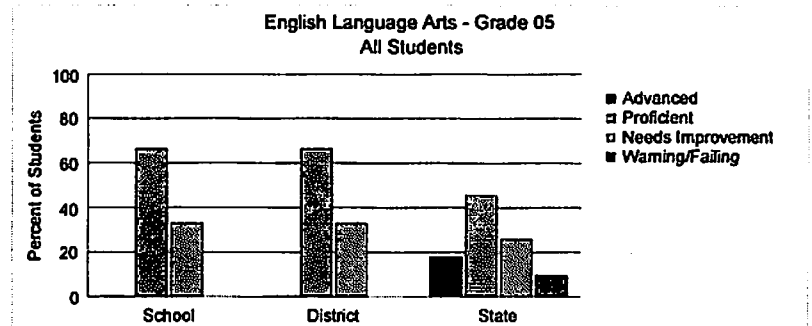
Mathematics	N Included	% School	% District	% State
Advanced	3	16	16	20
Proficient	7	37	37	32
Needs Improvement	9	47	47	36
Warning/Failing	0	-	-	12
<b>Total Included</b>	<b>19</b>			



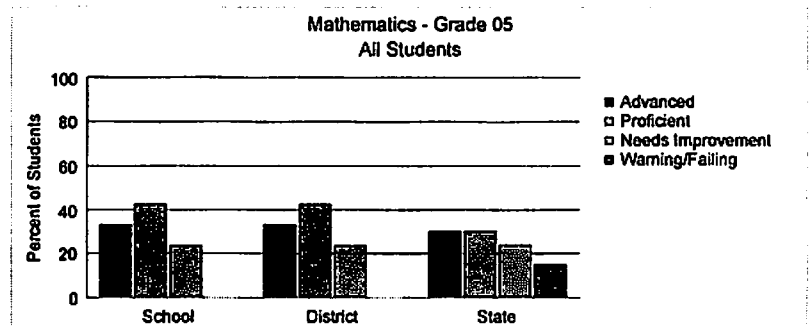
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

All Students

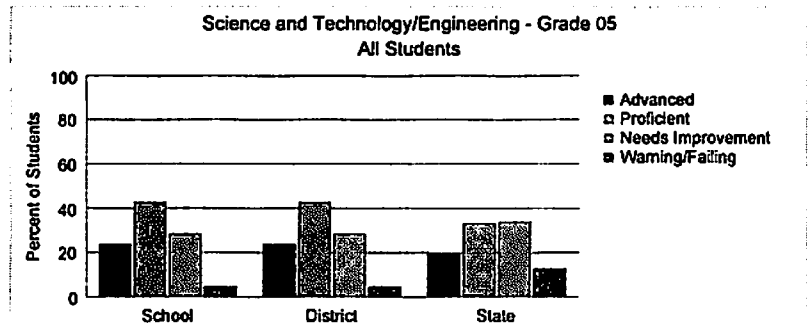
English Language Arts	N Included	% School	% District	% State
Advanced	0	-	-	18
Proficient	14	67	67	46
Needs Improvement	7	33	33	26
Warning/Failing	0	-	-	10
<b>Total Included</b>	<b>21</b>			



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
<b>Total Included</b>	<b>21</b>			



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
<b>Total Included</b>	<b>21</b>			

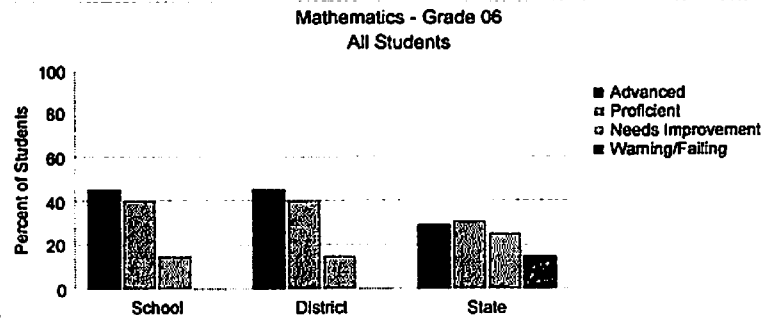


NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**All Students**

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

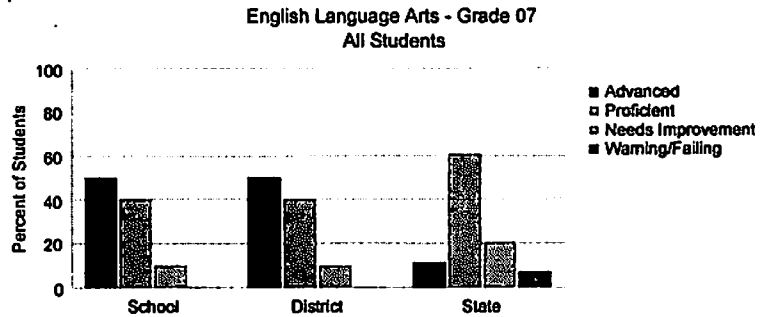
Mathematics	Total Included	School	District	State
Advanced	9	45	45	29
Proficient	8	40	40	31
Needs Improvement	3	15	15	25
Warning/Failing	0	-	-	15
<b>Total Included</b>	<b>20</b>			



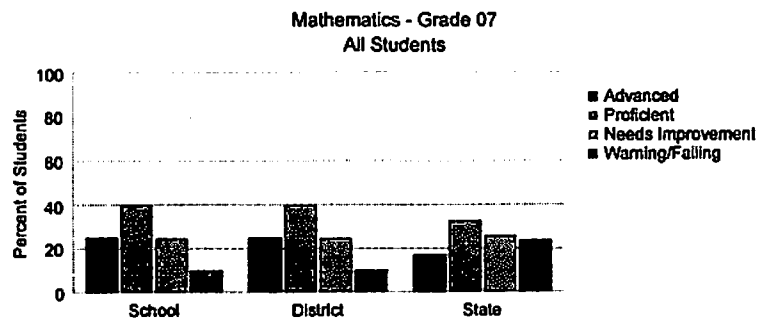
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**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
<b>Total Included</b>	<b>20</b>			



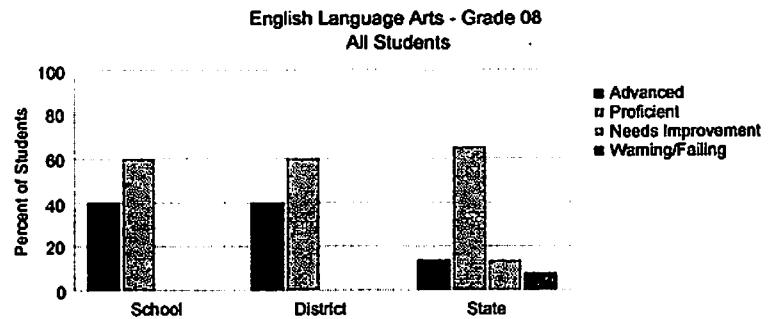
Mathematics	All Students	School	District	State
Advanced	5	25	25	17
Proficient	8	40	40	33
Needs Improvement	5	25	25	26
Warning/Failing	2	10	10	24
<b>Total Included</b>	<b>20</b>			



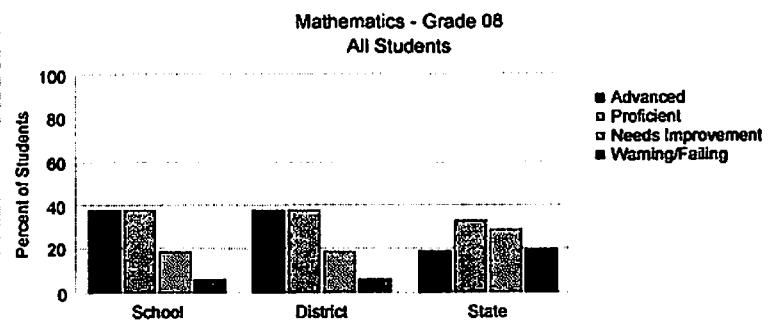
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**All Students**

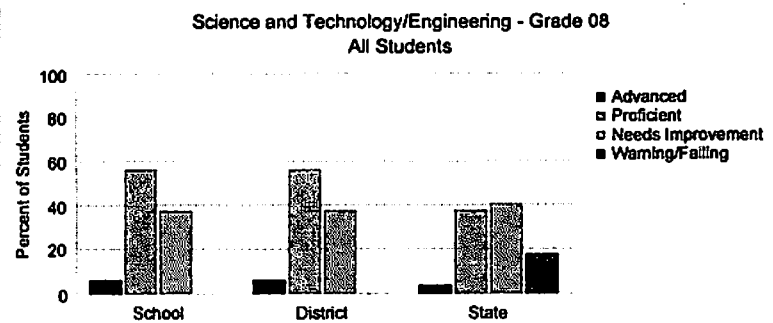
English Language Arts	N Included	School	District	State
Advanced	6	40	40	14
Proficient	9	60	60	65
Needs Improvement	0	-	-	14
Warning/Failing	0	-	-	8
<b>Total Included</b>	<b>15</b>			



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



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



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					SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level					SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level					SGP	Incl. in SGP (#)						
	#	%	A	P	N	I	W		#	%	A	P	N	I	W		#	%	A	P	N	I	W		#	%	A	P	N	I	W		
<b>Accountability Subgroups</b>																																	
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	80,777	98	2	28	38	31	66.6	43.0	66,688						
ELL and Former ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,477	98	4	32	40	24	67.8	54.0	32,239					
Low income	18	100	17	61	17	6	91.7	N/A	16	18	100	17	61	17	6	91.7	N/A	16	189,662	99	7	44	33	16	77.5	47.0	145,621						
High needs	34	97	12	47	29	12	82.4	73.5	26	34	97	12	47	29	12	82.4	73.5	26	241,069	99	7	43	34	17	77.1	47.0	183,766						
Afr. Amer./Black	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,029	99	7	45	32	16	78.0	50.0	31,037					
Amer. Ind. or Alaska Nat.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,092	99	10	50	29	10	82.4	51.5	876					
Asian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,290	99	30	48	16	5	91.1	60.0	22,929					
Hispanic/Latino	3	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	79,037	99	6	41	34	19	74.6	48.0	59,256					
Multi-race, Non-Hisp./Lat.	5	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	14,065	99	19	50	23	8	86.9	50.0	10,884					
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	99	16	48	27	9	85.3	55.0	391					
White	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						
<b>Other Subgroups</b>																																	
Male	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	238,848	99	23	52	19	6	89.7	55.0	192,816						
Title1	6	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	156,470	99	7	43	34	15	77.1	48.0	116,686					
Non-Title1	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	298,915	99	25	56	15	4	92.5	52.0	245,244						
ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,518	97	1	22	44	32	59.8	52.0	18,657					
Former ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,626	99	8	52	31	9	83.6	57.0	14,812					
1st Year ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,371	99	-	-	-	-	N/A	N/A						
Ever ELL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,724	98	8	40	33	19	74.8	54.0	53,535					
<b>All Students</b>																																	
2014	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	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
<b>Accountability Subgroups</b>																											
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
<b>Other Subgroups</b>																											
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
<b>All Students</b>																											
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**

<b>Objective: HCCPS is faithful to the mission, vision and educational philosophy defined in the charter application and any subsequent approved amendment</b>					
	<b>Charter Term Performance</b>				
	<b>(Met/Not Met)</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Evidence</b>
<b>Measure:</b> 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.
<b>Measure:</b> The school, via its volunteers, will sponsor monthly events- social, cultural, and educational in nature	met	met	met	met	See school calendars, weekly newsletters
<b>Measure:</b> Community compacts will be signed by 100% of families annually	met	met	met	met	Signed community compacts
<b>Objective: The HCCPS board of trustees implements the governance and leadership structure as defined in the charter application and any subsequent approved amendment(s)</b>					

<b>Measure:</b> 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.	met	met	met	met	All decisions made by consensus. See Board of Trustees minutes.
<b>Measure:</b> Board committees will meet monthly.	met	met	met	met	See Board committee reports.
<b>Objective:</b> 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).					
<b>Measure:</b> 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.	met	mixed	met	mixed	Interdisciplinary documentation projects completed each year. Full documentation of process partially met in 2 years.
<b>Measure:</b> 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.	met	met	met	met	Student rubric marks; photos of culminating projects.

**Academic Program Success**

<b>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.</b>					
	<b>Charter Term Performance (Met/Not Met)</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Evidence</b>
<b>Measure:</b> 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
<b>Measure:</b> 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%
<b>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.</b>					

<b>Measure:</b> 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
<b>Objective:</b> The school makes Adequate Yearly Progress (AYP) in the aggregate and for all statistically significant sub-groups in English language arts and mathematics. [1]					
<b>Measure:</b> 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
<b>Objective:</b> The school does not have a status for accountability purposes of Improvement, Corrective Action, or Restructuring.					
<b>Measure:</b> 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.
<b>Objective:</b> If externally-developed assessments other than the MCAS are administered, student performance is strong and demonstrates improvement over time on those assessments.					

<b>Measure:</b> 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.
<del><b>Measure:</b> 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;</del>	<del>met</del>	<del>met</del>	<del>met</del>	<del>met</del>	<del>See ITBS Score reports from Annual Reports.</del>
<b>Measure:</b> 90% of all 4 <sup>th</sup> 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.
<b>Objective:</b> Student performance is strong and demonstrates improvement on internally-developed assessments of academic achievement.					
<b>Measure:</b> 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.
<b>Measure:</b> 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**

	<b>Charter Term Performance</b>				
	<b>Met/Not Met</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
<b>Objective:</b> The school develops an annual budget that can be sustained by enrollment and is in support of student academic achievement.					
<b>Measure:</b> 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.
<b>Objective:</b> 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.					
<b>Measure:</b> 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.
<b>Objective:</b> The school's annual independent audit is free of material or repeated findings.					
<b>Measures:</b> There is an absence of material or repeated audit findings in annual audits by qualified independent auditor.	met	met	met	met	See annual audits.
<b>Objective:</b> The HCCPS board of trustees and school leadership implement effective structures and systems to enable responsible fiscal oversight of the school.					

<b>Measures:</b> 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.
<b>Objective:</b> The HCCPS board of trustees demonstrates long-term fiscal oversight through appropriate planning processes.					
<b>Measure:</b> 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
<b>Objective:</b> The school implements the student recruitment, retention, and enrollment process intended in the charter to ensure sufficient enrollment					
<b>Measure:</b> 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.
<b>Objective:</b> HCCPS has realistic plans for program improvement, possible future expansion, and adequate facilities based on evaluation and analysis of data					
<b>Measure:</b> 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.
<b>Measure:</b> 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><b>Measure:</b> 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><b>Measure:</b> 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

**Proposal to the Board of Trustees**  
From  
Governance and Board Sustainability Committee

**Date:** October 8, 2014

**Priority Level:** HIGH

**Proposal to be presented by:** Susannah Howe, GABS chair

**Committee members drafting proposal:** Deirdre Arthen, Susannah Howe, Penny Leveritt

**Text of proposal:**

GABS proposes 4 revisions to the Board of Trustees By-laws:

Revision 1:

Article 1, Sec. 3 to be revised to reflect the new school address as such:

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

Revision 2:

to revise Article IV Board of Trustees, Sec. 2, Item B from:

"New members of the Board of Trustees shall be elected every year as necessary for a three-year term by a vote of sixty percent majority of the voting Members of the School attending the Annual Meeting. The Board of Trustees will then hold a formal vote to accept all new members, as required by the Department of Education. The total successive three-year terms that a member may serve are two; the total number of terms a member may serve is four."

to the following (*italics for emphasis*):

"New members of the Board of Trustees shall be elected every year as necessary for a three-year term by a vote of sixty percent majority of the voting Members of the School attending the Annual Meeting. *Community members may choose instead to serve a first term of two years and may choose instead to serve one year for subsequent terms.* The Board of Trustees will then hold a formal vote to accept all new members, as required by

the Department of Education. *The total number of sequential years a member may serve is 6; the total number of years a member may serve is 12.*"

**Revision 3:**

to revise Article V Officers, Sec. 1, item C, paragraph 2 from:

"The role of the Vice President of the Board of Trustees is to assist the President in carrying out his or her responsibilities as needed."

to the following:

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

**Revision 4:**

to revise Article V Officers, Sec. 1, item C, paragraph 4 from:

"The role of the Clerk of the Board of Trustees is to take minutes at Board meetings, Executive sessions and the Annual meeting and prepare, distribute and manage documentation of Board activities. The Clerk is responsible for complying with the Department of Education reporting requirements of the Board of Trustees."

to the following:

"The role of the Clerk of the Board of Trustees is to comply with the Department of Education reporting requirements of the Board of Trustees."

**Goals to be achieved by proposal:**

1. to update the school's physical address listed in the by-laws
2. to reflect BOT approved GABS proposal of June 2014 to reduce board-term and time requirements for Community members
3. to update BOT member roles to reflect current/new practice re: VP: approved Complaint Procedure and clerk: approved hiring of minutes-taker (BOT consensus in 2013-2014)

**Potential problems/dissenting views:**

None foreseen

**Additional notes:**

Approval requested at October BOT meeting so by-laws changes can be presented for approval at Coop meeting on October 22, 2014.

**HCCPS**  
**Governance and Board Sustainability Committee**  
Minutes: 16 September 2014

---

Attendees: Deirdre Arthen, Penny Leveritt, Susannah Howe

Minute: Susannah Howe

Meeting began: 5:00 PM

**1) Bylaw Changes:**

GABS proposes several bylaws changes to be voted on by the community at the Oct 22 co-op meeting. The BOT has already approved these changes in concept; the specific wording will go to the Oct 2014 BOT meeting for final approval.

- a) Community BOT Member Terms: Bylaw change to reduce term length for community BOT members, to reduce workload on community members. Update is required to Article IV, Section 2B, with the new text reading "*Community members may choose instead to serve a first term of 2 years. ... Community members may choose instead to serve 1 year for subsequent terms. ... The total number of sequential years is 6; the total number of years is 12.*"

Notes: Deirdre will update the Interest Form accordingly. On a related matter, Susannah will update the welcome letter to reflect that community BOT members are not expected to chair a BOT committee.

- b) School Address Change: Bylaw change to update the school's address now that the move is complete. Update is required to Article I, Section 3, with the new text reading "*1 Industrial Parkway, Easthampton, MA 01027*"
- c) BOT Role Responsibilities: Bylaw change to update BOT member roles to reflect current/new practice. With the approval of the Complaint Procedure (BOT consensus in 2013-2014), the VP is named as the process facilitator. The Clerk position requires updating to reflect what the Clerk has actually been doing in recent years. Updates required to Article V, Section 1. (1) Add to the end of the VP description: "*The Vice President is also responsible for facilitating the complaint procedure.*" (2) Replace the text for Clerk with the following: "*The role of the Clerk of the BOT is to comply with the Department of Education reporting requirements of the BOT.*"

**2) GABS Goals for 2014-2015:**

GABS proposes the following goals for 2014-2015. Susannah has sent these to Kipp for formal records:

- documentation housekeeping: BOT books, HCCPS website (governance section), standard operating procedures for getting documents to the right people

and right places at the right time, ensuring minutes and agendas are posted online in a timely manner

- finish the second half of the succession planning process
- continued monitoring of the Long Range Plan implementation
- review/update of the (full page) BOT job descriptions

**3) BOT/Committee Members:**

Deirdre has received the new volunteer forms, in which some people indicated interest in the BOT or a committee. Once the data have been digitized, she will send interest forms to all people (current and new) who have expressed interest but aren't currently serving on the BOT or a committee. Deirdre will also update the interest form to include Friends of Hilltown as another committee opportunity.

**4) LRP Update:**

GABS reviewed all the tasks/goals in the 2014-2015 reporting period. The LRP monitoring plan (developed by GABS in 2013-2014) involves the Coordinators reporting to the BOT in November and March with status updates on LRP goals. Susannah emailed the coordinators as a reminder for November. Note, there is still some uncertainty regarding Administrative Capacity and Succession Planning Goal #1 - HCCPS needs some additional administrative help with immediate and urgent items first. GABS will discuss this at a later meeting.

Meeting ended: 6:15 PM

Next Meeting: Tuesday, October 21, 2014, 5 PM

# Finance Committee Meeting



Attendees: Amy Aaron, Deb Jacobson, Maurèen Mahar and Scott Remick

September 15<sup>th</sup> 2014, 8:30am - 9:30am

---

## AGENDA

---

1. Review One-time Moving Expenses
2. Review FY 2014 Budget
3. Review FY 2014 Balance Sheet

## MINUTES

- **Review One-time Moving Expenses**
    - One time moving expenses were reviewed by the committee, and in general we look to be at or slightly below our predicated budget.
      - As of Sept 10<sup>th</sup>, \$172K has been spent, and it is anticipated that \$121K will be spent by the end of the school year, primarily around outdoor/playground work and Energy and HVAC projects.
      - The contingency 'spent' column should read -\$10k based on technology purchases for the new location.
      - The FC agreed that the estimated Budget Short-fall FY16 of \$30k should be removed from this budgeting spreadsheet. Originally the goal was to try to represent all of the costs for the move to Easthampton, but we have realized this is better portrayed in the 15 year budget projections spreadsheet.
      - A question of when we should retire the one-time expenses sheet as a tracking tool arose. The FC felt that perhaps after the outdoor/playground and HVAC work is complete this can be put to rest, as most expenses going forward will be considered operating expenses (tracked in the FY 14/15 budget).
  - **Review 2014 Budget**
    - The FC reviewed July through September budget.
    - First two monthly PPE payments from the State were slightly higher than anticipated. We are hoping this trend continues!
    - The committee discussed where the Capital Campaign income line items should fall. It is currently under Fundraising Income (ordinary Income) and some felt it belongs with under Other Income - which accounts for non-ordinary or one time income. This applies to Capital Campaign Expenses as well. The team decided to make this a topic for the next FC meeting.
    - Additionally, we need to decide if we should create a Capital Campaign Fund in the Balance Sheet.
-

- **Review End of Year 2014 Balance Sheet**
  - Contingency Fund shows 296,948
  - Undesignated Fund Balance shows \$142,500, a decrease from June primarily because this has been a source of revenue to cover the One-Time expenses.
  - Net Income shows \$166,856, from \$25k in June.
- **Next Steps/Meeting**
  - Agenda Items for next meeting:
    - Review 1<sup>st</sup> Quarter FY 2014 Budget
    - Determine Capital Campaign Accounting Approach
  - Next Meeting: October 3<sup>rd</sup>: 8:30 - 9:30

# Finance Committee Meeting



Attendees: Amy Aaron, Deb Jacobson, Maureen Mahar and Scott Remick

October 3<sup>rd</sup> 2014, 8:30am - 9:30am

---

## AGENDA

---

1. Discuss Audit and Capital Campaign Accounting Approach
2. Review FY 2014 1<sup>st</sup> Quarter Budget
3. Review FY 2014 Balance Sheet

## MINUTES

- **Audit and Capital Campaign Accounting approach**
    - We are currently in the middle of our yearly financial audit - Richard Abbott, CPA.
    - State Charter School Association - Communities of practice meeting was attended by Amy, and the group discussed some Audit changes coming down the road.
    - During the capital campaign, at the time pledge, the amount will go into deferred revenue on the balance as a liability. And it stays there until the expense occurs (spending on site/building/etc).
    - Currently we have moved the Capital Campaign revenue and expenses under the "Other revenue/expenses", as non-ordinary revenue expenses.
    - Deb will follow up with our accountant to ask some additional questions, for example how do we account for defaulted pledges.
  - **Review FY 2014 1<sup>st</sup> Quarter Budget**
    - Revenue
      - All 3 PPE monthly payments have been consistent. Right now the payment is slightly higher than we originally anticipated.
      - Moving FOH Field Trips out of Friends line item because it is raised and pay for directly by the school.
      - School lunches this year does not produce the typical 25 cent profit per lunch as it did in previous years. This small profit used to offset the cost of free and reduced lunches.
    - Expenses
      - Bookkeeping/Purchasing agent will likely go over budgeted amount because we have requested that Carla work additional hours (which has been much needed and appreciated!).
      - Workers compensation insurance will go up next year based on 2 claims that have already occurred this year.
      - Administrative Services covers potential software.
-



- Cleaning services will go up by as much as \$10k, from \$35k to \$45k. It's a larger job than they had anticipated.
  - Utilities (electric) will be higher than expected, primarily because of the HVAC systems have been running longer than needed. Staff will be trained soon on how to control these systems.
  - Property and general liability insurance may be an issue, looks like it may rise an additional \$10k to \$13k. There is a question of the level of liability that we need to cover, need to determine if there are some redundancies between the two property insurances.
- In summary, the pain points are: additional costs of cleaning, utilities and liability insurance. In total this may render approximately \$25 - \$30k in unbudgeted costs for FY 2014. If PPE stays at the current amount for the remaining months, this will help offset this shortfall by approximately \$22k.
- **Next Steps/Meeting**
    - Agenda Items for next meeting:
      - Review 1<sup>st</sup> Quarter FY 2014 Budget
      - Review projected revenue and expenses
    - Next Meeting: November 7<sup>th</sup>: 8:30 - 9:30

# Hilltown Cooperative Charter Public School

## Site Committee Meeting Minutes – Thursday, September 18, 2014

**Present:** Charles, , David (brief), Amy, Laura, Michael

**Regrets:** Michael, Tom

**Notetaker:**

June minutes	Approved with no changes	
What is needed in new space	<p>Acoustics are the top issue. A group of skilled parents will meet on Tuesday to talk about how to make improvement. Likely will need some baffles to absorb sound. Need to consider combustibility. Think about cork or other surfaces that can help acoustics as well as providing a surface to hang art work. Homosote? Something that drapes?</p> <p>Air exchange system fan is loud in K-5 wing. Warranty issue that we expect will be addressed by the contractor.</p> <p>Reds room / water under flooring. Contractor has caulked window and door. They will add drainage at the end of the building and will seal the concrete.</p> <p>Front interior door buzzer system. Amy will work with a parent to find a subcontractor.</p> <p>HVAC not balanced. HCCPS needs to be trained to use the system. Weekly punch list meeting.</p> <p>Mowing in wetland / swale. Drainage swale should be maintained in order for it to function by cutting down over-growth.</p> <p>Swing set - should we put in a tire swing that is mounted horizontally? Or two? Supervision is an issue. Let's explore what type of swing we want and figure out the footprint, then decide where to put it.</p> <p>Fence at Oneil end, Charles will tackle once water problem is resolved.</p> <p>Culverts--Charles will sand and a parent will paint</p> <p>Finish hanging whiteboards, etc.--Amy will try some other parents.</p> <p>Stove needs to be installed. Charles will do shortly.</p> <p>Shelving in attic and getting boxes put away. Do we need more metal shelving? Next step is to put away boxes onto shelving.</p> <p>Artwork display--Charles suggested sheets of metal with magnets--16 gauge sheet metal, can paint it to match wall color and use magnets to hang art-work.</p>	

	<p>Homosote covered with fabric could be nice.</p> <p>Front entry display wall: put floating shelves and shadow boxes as well as a wall surface for mounting 2-day artwork. Perhaps use modular / french cleat.</p> <p>Time-capsule--K/1s fill, then open at graduation.</p> <p>Laura will line window in staff room with rice paper, so that it gives privacy but lets light come through.</p> <p>Bike Rack--where to locate? how many bikes do we want to accommodate? Charles suggests putting a concrete pad on the lawn area. Width might be 3-4 feet wide.</p>	
<p>Revised Site Cmtee</p>	<p>Draft seems good. Charles suggested that we call it the "On Site Committee"</p> <p>Work-Plan looks OK</p> <p>New Members--prospective members Dan Bonham (architect), Louise Vera (state inspector and seasoned contractor), Mike Simonelli (Laura can ask). Check volunteer resource forms.</p>	

**Hilltown Cooperative Charter Public School**  
**Personnel Committee Minutes – Thursday, October 2, 2014**

**Present: Elizabeth Slade, Dan Klatz, Sam Charron**

**Regrets: Rebecca Belcher-Timme, Annie Levine,, Jessica Berrian,\**

Topic	Discussion	Action (if necessary)
Meeting Schedule	We reviewed the schedule of meetings for the year and confirmed the following dates:	10/30 11/20 12/18 (12/25 is Christmas) 1/29 2/26 3/26 4/30 5/28 6/25 (if necessary)
Agenda for the year	Summer hiring Continue review of other existing policies including personal time. Review Benefits Prep time--what is it and how does it apply to all teachers. Get feedback from staff regarding any issues.	

Next Meeting: Thursday, October 30



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Domain Coordinators Report to the Board of Trustees  
October, 2014**

1. MCAS results are attached. The first two pages are a "Report Card Overview" which details our accountability status, achievement over the previous 4 years, and some state comparisons. This is followed by grade level results, and finally a breakdown by subgroups. There will be a full presentation at the BOT meeting.
2. We have established a new Curriculum Review Committee consistent with goals identified in the long range plan. Committee members this year are Prisms teacher Beth Adel, Reds teacher Laurie Risler, Yellows teacher Paula Yolles, and Indigos teacher Rebecca Belcher-Timme. We are currently reviewing the reading curriculum.
3. Teachers in all grades have been working on the integration of new students in the school. We have 48 new students in the school this year—29 new families. Additionally, there are many aspects of school which feel "new" for returning families as well. We expect the full transition to the new building with a new size of school will take several years to fully settle.
4. Fifteen 8<sup>th</sup> graders will be attending a substance abuse prevention conference on Wednesday, October 8. We received a very generous offer from Easthampton Healthy Youth Coalition Coordinator to ride on the bus with Easthampton Middle and High School students.
5. Last week we began the creation of Leadership Teams in the Prisms (see attached list) as a means of engaging our oldest students in some high impact areas of the school. These groups will meet at Buddy Times since the Prisms do not have a specific "buddy class" this year.
6. Safety Report—we continue to tweak the drop off and pick up system to ensure safety. It is a work in progress. Once higher priority items are completed we will research a buzzer system for the front door as well as a card reader entry system, rather than keys. Currently the front door is the only accessible entry.
7. We had a health and safety inspection with the Easthampton public health and environmental safety inspectors. Overall they were very pleased and will send minor recommendations in a report soon.

Name:

## **Prisms Leadership Teams**

Indicate your top choice (with a 1), your second choice, and your third choice.

\_\_\_\_ **Technology Team** - Learn how to use the HCCPS equipment and software, then support All School and teachers with tech needs as they arise. with **Grace**

\_\_\_\_ **News Team** - Create Hilltown's first student news program! with **Annie**  
The News Team will ultimately be creating Hilltown's first news show! You'll write, film, edit, and perform a live news show (with taped segments) at All-School. Some segment ideas include teacher and student interviews, on-scene sports reporting of Hilltown sports events, music videos, and any other amazing ideas that you bring to the table! There are roles for both those who enjoy the spotlight, and for those who prefer to express their creativity behind the scenes. No technical or performance experience necessary!

\_\_\_\_ **Restorative Justice Team** - Learn how to offer conflict resolution and restorative justice for yourself and other students. with **Beth and Emilie**

This team will look at creative ways to help kids solve problems that arise among classmates in ways that don't involve disciplining at the administrative level. Conflict resolution means students sitting down and listening to each other's perspectives and working together to figure out a solution. Restorative justice means that people impacted by other people's conflict get a chance to tell those people how the conflict affected them -- in a supportive, structured session where everyone's viewpoint is heard. Restorative Justice Team members can help facilitate these discussions. In this leadership team, we will first learn about restorative justice, then get trained in handling conflicts using restorative justice, then use restorative justice in actual conflicts that arise in the Prisms.

\_\_\_\_ **Safety and Logistics Team** - Help plan and maintain safety for hallways, parking lots, playground, dismissal and future bus stops; Assess other safety considerations and propose solutions; Manage set up and take down at events and All-Schools. **Amy, Sadie and Dan**

\_\_\_\_ **Green Team** - Make a plan for and maintain recycling and compost systems at our school, help with designing a school garden and other outdoor spaces, research interesting environmental projects, and invite in local speakers doing cool projects, with **John and Andrea**

\_\_\_\_ **Student Community Team** - Hold the heart of the community. Be a part of the welcome ceremony, spirit week and dance planning. Think about and create ways to strengthen our community school-wide. You may write thank you notes to donors, serve as tour guides and host visits from members of the local community, who knows. Yours will be the smiling face of the HCCPS community. with **Deirdre and Kelly**