

**HCCPS Board of Trustees
Meeting Agenda
October 17, 2016**

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

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

Facilitator: Scott Remick

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

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Thank You Note check
BOT Visibility this month
Approve Minutes from Sept 14

6:45 Public Comment period (10 min)

6:55 Review BOT and Committee Goals: Scott (5 min – discussion)

7:00 Model Demonstration School: Dan/Justin (10 min - discussion)

7:10 MCAS Update: Dan (10 min - discussion)

7:20 Coordinator Salary Review: Amy R/Steve/Andi (15 min - discussion)

7:35 Policy Approvals: Amy A (15 min – decision)

7:50 Admin Coordinator Hiring Recommendation: Scott/Michael (20 min – discussion)

8:10 New Business (5 min – identify only)

8:15 Committee Reports (5 min – questions only)

8:20 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:25 Review Action Items in this meeting's minutes (5 min)

8:30 Adjournment

Proposal to the Board of Trustees Administrative Coordinator Hiring Recommendation

Date: 17 October 2016

Priority Level: High

Approximate time needed for discussion: 20 minutes

Proposal presented by: Scott Remick and Michael Filas

Committee members drafting proposal: Scott Remick, Michael Filas, Jessica Allan, Laurel Loomis, Peter Kennedy, Deirdre Arthen

Text of Proposal:

The Search Committee for the Administrative Coordinator position recommends hiring Dan Klatz for the position.

As a veteran administrator of HCCPS for the last 15 years, Dan has proven himself to be a critical part of our school's success, and his understanding of the school's mission and culture, as well as his proven ability to collaborate with the current Administrative Coordinator, Amy Aaron, will make for a smooth transition. Dan's thoughtful responses to our interview questions established that his experience is steeped in HCCPS and his insights, examples, and passions reflect his commitment to our school's structure, culture, and people.

The committee sought feedback from the community and received 22 separate written responses from a mix of parents, teachers, and staff, 21 of which were supportive of hiring Dan for this position. The responses were generally effusive in the respect and admiration people feel for Dan, and the welcome they would extend if he shifts into this new role.

Upon completing the interview, and after receiving community feedback on our recommendation to continue the process with Dan Klatz, the committee unanimously voted to move him forward as our recommended hire for the position of Administrative Coordinator.

Goals to be achieved by proposal:

This hiring recommendation fills the Administrative Coordinator position with a known professional who is a tested, highly functioning leader in the HCCPS community. Many of the usual concerns or unknowns when making a new hire are avoided by filling this position internally because our goal of finding a capable, experienced, committed professional who will be a good culture fit is known in advance.

Upon completing the consideration process for the internal candidate, the search committee has a choice to reject the internal candidate and proceed with an external search; continue with an external search with the internal candidate remaining in consideration; or to fill the position with the internal

candidate. Our goal is to accomplish this last option, to recommend Dan Klatz for Administrative Coordinator and not proceed with an external search.

Potential problems/dissenting views:

Although the committee unanimously supports this recommendation, there was some discussion about how Dan, in his new role but still being nearby, could make some difficulty for his replacement to take independent and decisive actions in their position. Based on Dan's collaborative past, we assess that this challenge could be met, and also that there were advantages to having Dan available for ongoing knowledge transfer.

Of the 22 community responses, 4 felt that it would be preferable to keep Dan in consideration but also open the search to external candidates before making a selection.

One anonymous community member was opposed to Dan as a candidate based on that being "business as usual." The committee considered these recommendations but, based on Dan's strengths and our community's overwhelmingly emphatic support of his candidacy, rejected the idea of opening the search to external candidates.



Board of Trustees and Committee Goals – 2016/2017

Board of Trustees Goals

- Administrative Coordinator Transition
- Overall management – (re)definition of roles and extent of positions
 - Community Coordinator position (part-time vs full-time)
 - Education Coordinator position changes given new SPED director
- Initiate and Review 5-year projection from Finance
- Initiate and Review Capital Improvement Plan
- Codify succession planning
 - Stop-gap emergency plan for coordinators

Finance Committee Goals

- Develop 5 year budget projections including contingency fund analysis
- Finish review & revision of re-allocation policy
- Assist in administrative coordinator transition
- Explore long-term financial security plan options for Hilltown
- Explore best practices on cash investment opportunities and regulatory restrictions for investing public funds
- Make recommendation to BOT about PILOT payments now that we own the building

On-site Committee Goals

- Play structures
 - Replace wooden play structure with a factory made play structure that comes with an insurance policy
 - Small play structure on north side of the school.
- Solar power plan
 - review of past project that was started by the developers to see if we are still under contract
 - If not under contract then pursuing our own solar plan for the building
 - Also look at other alternative power options(local builder Urban Power)
- Capital replacement plan
- Whole site master plan

GABS Committee Goals

- Review existing HCCPS BOT by-laws
- Review existing pathways for proposals to come to the BOT for approval
- Ensure the BOT Resource Notebook remains current on paper and online
- Identify new opportunities/strategies for BOT recruitment
- Review and refine step-by-step process/procedure for the recruitment of new BOT members
- Develop BOT orientation plan and associated resources
- Monitor the progress of the implementation of the Long Range Plan

Personnel Committee Goals

- Examine the sick time benefit with a focus on the question of capping the total amount employees can accumulate.
- Examine our current evaluation systems for teachers and non-teaching staff members.
- Re-evaluate teacher planning time.
- Adjust other personnel policies as needed.

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL JOB DESCRIPTION- ADMINISTRATIVE COORDINATOR

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

1. FISCAL

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

2. ADMISSIONS

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

3. FACILITIES

- Responsible for landlord relations/lease compliance and negotiations.
- Responsible for addressing health and safety issues in the building.
- Oversee renovations and construction projects.
- Staff the Site Committee

3. ADMINISTRATIVE RESPONSIBILITIES

- Hire and supervise the school nurse, administrative assistant, custodian, bookkeeper/purchasing agent and lunch/recess assistant.
- Work collaboratively with Education Coordinator and Community Coordinator to oversee daily operations of the school.
- Oversee administrative functions phone answering, reception, mail, copying, distribution of material, supply/materials ordering, student attendance records.
- Oversee the school lunch and afterschool programs
- Create and maintain schedules for lunch/recess coverage.

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL
JOB DESCRIPTION - EDUCATION COORDINATOR

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

1. Curriculum

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

2. Staff

- Coordinate the hiring of teachers, teaching assistants, substitute teachers and educational consultants subject to Board policy.
- ~~Work with~~ **Supervise** teachers to ensure that classroom goals, both educational and behavioral, are met and provide feedback to teachers based on direct classroom observations.
- Coordinate/facilitate staff meetings
- Coordinate and supervise the use of substitute teachers and teaching assistants.
- Implement the evaluation process for teachers, teaching assistants and substitute teachers.
- Coordinate the planning and implementation of staff development for teachers and teaching assistants.

Hilltown Cooperative Charter School

Job Description – Community Coordinator

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

1. Families and the Cooperative

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

2. Educational Program

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

3. Administration

- Work collaboratively with the Administrative and Education Coordinators to oversee daily educational operations.
- Serve as Domain Coordinator representing the overall interests of families in governance through participation on Domain Council, Management Team, HCCS Board of Trustees (ex officio) and appropriate committees.
- Supervise the Development Associate and meet regularly to coordinate fundraising efforts.
- Solicit and welcome suggestions and concerns from coop members.
- Assist and support MT Parent Reps.
- Provide classroom or office coverage in cases of emergency.

4. Community Outreach

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

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment or volunteer work, the following practices and procedures will be followed:

I. CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed.

II. ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a “need to know”. This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Hilltown Cooperative Charter Public School must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

III. CORI TRAINING

An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at Hilltown Cooperative Charter Public School will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Additionally, if Hilltown Cooperative Charter Public School is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

V. VERIFYING A SUBJECT’S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the

information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

VI. INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

VII. DETERMINING SUITABILITY

If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' ***Information Concerning the Process for Correcting a Criminal Record***.

IX. SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

Revised Fall 2016

DOMAIN COUNCIL MEETING MINUTES
20 September 2016

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick
8:30 AM – Meeting began

Coordinator Evaluation/Supervision: Larry Hunt (head of HR at Smith College and former HCCPS BOT member) is willing to consult *pro bono* on the coordinator evaluation/supervision plan. Amy and Susannah will compile a list of previous practices and a scope of work for Larry. We propose that Larry provide recommendations by Thanksgiving so Domain Council can bring them to the December BOT meeting.

BOT Calendar: We revised the BOT calendar slightly to have Site visit in March (along with annual facility update) and Finance visit in April (along with the preliminary budget discussion).

Goal Check-In/Documentation: We suggest that the BOT and Committees use a template for tracking goal progress. If the template were a Google Doc, then committees could do live updates on their goals. In addition, we could amend the BOT calendar page to a 2-page document listing this year's goals and last year's goals to promote transparency and clarity on goal progress.

October BOT Meeting: The October BOT meeting date is still TBD. There is no perfect date, but we hope to get as many BOT members as possible. Several key topics include a report from the ad-hoc group reviewing Domain Coordinator salary scales and an update from the Admin Coordinator hiring committee.

BOT Goals: One of the BOT goals that Domain Council is helping with is the overall management structure, including (re)definition of roles and extent of positions. At our mid-October DC meeting, we will start mapping the large list of coordinator tasks (identified from the previous succession planning process) to specific positions. This task will likely take a few meetings to complete. Building on this, we will then tackle a second BOT goal regarding the stop-gap emergency plan for administrative structure.

Domain Council Meeting Schedule: Domain Council will meet every other Tuesday at 8:30 AM through December 13. The first meeting in 2017 will be on Wednesday January 4 at 7:30 AM. The subsequent schedule for 2017 is still TBD.

9:45 AM – Meeting ended

Respectfully Submitted,
Susannah Howe

DOMAIN COUNCIL MEETING MINUTES
4 October 2016

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick
8:30 AM – Meeting began

Coordinator Evaluation/Supervision: Amy and Susannah completed the scope of work and compilation of past practices; we sent the materials along with the DESE guidelines for evaluating superintendents to Larry Hunt. We look forward to receiving Larry's recommendations by Thanksgiving. We suggest that we limit the time commitment for evaluation to 20 person hours/year, as past approaches have proven untenable given the time necessary from volunteers to execute them. One idea to reduce time commitment without sacrificing depth of information would be to evaluate the coordinators on a rotating cycle, perhaps one per year. The Personnel Committee is also looking into frequency of evaluations for other teacher/staff positions.

BOT Meeting Agenda: We prepared the agenda for the October BOT meeting. Topics include Q1 financials, Coordinator salary update (if the ad hoc group is ready to present), committee goals, admin coordinator hiring recommendation, SPED update and the model demonstration school (with new SPED Administrator Justin Smith as guest), MCAS update, DESE-required school policies, and Personnel proposal on sick-time cap.

9:30 AM – Meeting ended

Respectfully Submitted,
Susannah Howe



Hilltown Cooperative Charter Public School

Substance Use Prevention and Education Policy

(approved by the Board of Trustees, October 2016)

Overview

Hilltown Cooperative Charter Public School (HCCPS) considers alcohol and substance use/abuse first and foremost a health concern. It is harmful to students, their families and to the educational purposes of the larger school community. This includes, but is not limited to, the use and/or abuse of alcohol and illegal drugs, steroids, and the inappropriate use and/or abuse of legal substances such as cigarettes, inhalants, herbal supplements, e-cigarettes, prescription medications, dietary aids and over-the-counter medications.

It is the policy of the Hilltown Cooperative Charter Public School (HCCPS) that the school will respond to the use and/or abuse of substances including alcohol and illegal drugs, including steroids, and the inappropriate use and/or abuse of legal substances such as cigarettes, inhalants, e-cigarettes, herbal supplements, prescription medications, dietary aids and over-the-counter medications through collaboration with families, education, medical/health assistance, and only when necessary, discipline and law enforcement.

Education

An education/medical/health approach will be the first step in an attempt to help students decide not to use and/or abuse substances and to assist students who may already be involved.

Teachers and counselors work to educate students about substance use and/or abuse, in an age appropriate manner, and to create an atmosphere of knowledge, confidence, and trust that will encourage young people to seek help in overcoming problems with substance abuse. Education primarily takes place within the school's Health and Wellness Classes. HCCPS also uses the DPH SBIRT screening tool (screening, brief intervention, referral, treatment) annually with all 7th graders. This provides educational, preventive and identification opportunities.

Workshops may be provided to enhance faculty and parent/guardian awareness of the scope of substance abuse as related to our school, community, and society; to provide knowledge of scientific and medical findings; knowledge of laws relating to substance abuse and legal penalties for violation of the law; and to familiarize teachers with available educational resources.

Community Liaisons

The school will maintain liaisons with rehabilitation, treatment, judicial, and law enforcement agencies to help ensure that the total community capability is brought to bear on the elimination of substance abuse problems. Specific groups and organizations include:

ServiceNet

Outpatient Services, Northampton

584-6855 x 3 for intake dept

Clinical and Support Options

Hampshire County office: Northampton

582-0471

Children's Clinic, Northampton

587-3265 x 315

Mass Substance Abuse Information and Education Helpline

800-327-5050

www.helpline-online.com

Policy & Procedures

Policy

The use and/or abuse of any substance including alcohol and illegal drugs, including steroids, and the inappropriate use and/or abuse of legal substances such as but not limited to cigarettes, inhalants, e-cigarettes, herbal supplements, prescription medications, dietary aids and over-the-counter medications is strictly prohibited on school grounds. Any possession, use or sale of illegal drugs or drug paraphernalia, legal substances intended for misuse or alcoholic beverages on the

school grounds, at school functions or on school buses is prohibited at all times. Non-alcoholic beer and non-alcoholic wine are also not permitted on school grounds at any time.

HCCPS's goal to have a "Drug Free School" can only be achieved if the administration has the authority it needs to carry out the Drug/Alcohol policy. Therefore, the administration follows the principle of "reasonable suspicion" not "probable cause." Students smelling of alcohol or marijuana, or behaving in a manner that would indicate possession or ingestion of drugs or alcohol, on school property and at school events, are subject to this policy, and could be asked to submit to a field sobriety test, a search, and/or a breathalyzer test by the Easthampton Police. Refusal to do so will necessitate the student's parents being called, and disciplinary action could follow.

Procedures

The following steps will be taken in response to student use of substances:

1. If a student voluntarily confides a drug or alcohol problem to any staff member, staff will consult immediately with the school counselor who will employ the school's Self-Harm protocol and meet with the student and discuss next steps with the family.
2. If a school administrator has reasonable grounds to suspect, through direct observation, that a student is under the influence of drugs or alcohol, an assessment will be made by appropriate staff. The student may be removed from class, and parents will be contacted immediately. With the approval of the parent, the assessment may involve a test conducted by Easthampton Police.
3. When a student is determined to be under the influence of drugs or alcohol, a school administrator or designee will immediately notify parents. The student may be required to attend meetings of an approved alcohol or drug recovery program or other appropriate treatment. The student will be subject to a maximum of five days suspension from school. A conference will be held with the student and parents before the student returns to school.
4. If a student is found to be in possession of drugs or alcohol, a school administrator or designee will notify parents and a conference will be held with the student and parents. The substance will be sealed and labeled with the date and time of confiscation and noted in the incident report. If it is a legal substance, it may be given to the parent or disposed of at the parent's request. If the substance is illegal, it will be turned over to the Easthampton Police. The student may be required to attend an approved alcohol or drug recovery program or other appropriate treatment. The

student will be subject to a maximum of ten days suspension from school and may be subject to expulsion from school.

5. If a student is found to be selling, distributing or in possession of a quantity sufficient to be charged with the intent to distribute drugs or alcohol, a school administrator or designee will immediately notify the parent and the police for mandatory removal of the student from the school property. There will be 10 day suspension and the student may be subject to expulsion. The police will take appropriate action under the law regarding the sale of drugs in proximity to school buildings.

The intent of HCCPS's Drug and Alcohol Policy is to be proactive so that individuals with problems can be readily identified and provided with appropriate services.

Resources / Supports

If you are concerned about a HCCPS student and the possible use of drugs or alcohol, we encourage you to contact our school counselor or nurse and/or the Administrative Coordinator. In addition, here are some prevention tips provided by the [Bureau of Substance Abuse Services](#) within the [Massachusetts Department of Public Health](#).

In addition, here are some resources that families may find helpful:

- [Talking to Your Kids about Marijuana](#) -- Mass Public Health Blog
- [Parent Power](#)- Mass.gov Health & Human Services
- [Alcohol Use and Your Kids](#) - Mass Public Health
- [Prevention Tips for your Middle School Aged Child](#) - Mass.gov Health & Human Services
- <http://safesupportivelearning.ed.gov> - National Center on Safe Supportive Learning Environments
- <http://www.getsmartaboutdrugs.com/> - DEA
- [Office of Adolescent Health](#) - U.S. Dept of Health and Human Services
- [Adolescent Substance Abuse Program](#)- Boston Children's Hospital
- [Peer Pressure](#) - American Academy of Child and Adolescent Psychiatry

Prevention Tips for Your Middle School-Aged Child¹

Help Your Child Have Good Friends

- Know who your child is with and what they are doing.
- Get to know your child's friends and, where possible, support them in choosing friends who have a positive influence on their behavior.
- Help your child understand what values to look for in friends while in middle school. These learned skills help them develop healthier friendships throughout their teenage years.
- Try to make sure there is adult supervision when your child is with their friends.
- Talk to their friend's parents about your rules concerning alcohol and other drugs.

Start the Conversation – First Steps for Talking to Your Child

- Know the facts - here are two to get you started:
- Most middle school-aged youth in Massachusetts don't use alcohol or other drugs. Most use prescription drugs only if their doctor prescribes them.
- The younger a child starts to use alcohol and other drugs, the more likely it is that they will run into problems now, and in the future.

Stay Involved

- Spend time with your child, involving them in healthy activities.
- Check your child's use of social media

Set Clear Ground Rules; Then Enforce Them

- Set ground rules so that your children know what is acceptable behavior. Let them know that alcohol, other drug use or misuse of prescriptions is simply unacceptable.
- Discuss with your children the privileges you plan to restrict if they do not follow the rules. For example, take away their video games or cell phone privileges for a set period of time. Follow through with your plans if rules are broken.
- Reward them when they do well.

Questions about Your Own Use

- Your children look up to you and may copy your behavior. That is why it is important that you are thoughtful about what they hear you say or see you do.
- When your child asks questions about your own alcohol or other drug use sharing details may be harmful. Research suggests that when you describe past drug use to your child, you may be undercutting your message that they should not use.
- Keep the focus on your child.

¹ This information is provided by the [Bureau of Substance Abuse Services](http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/prevention/prevention-tips-for-your-middle-school-aged-child-.html) within the [Department of Public Health](http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/prevention/prevention-tips-for-your-middle-school-aged-child-.html).
<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/prevention/prevention-tips-for-your-middle-school-aged-child-.html>

If you are concerned about your own use of alcohol, or other drugs, [visit the Massachusetts Substance Abuse Helpline's website for more information or a referral to treatment in your area.](#)

Seeking Help for your Child

If you are concerned about your child's use of alcohol, other drugs or misuse of prescriptions, the Department's Bureau of Substance Abuse Services can help.

For free and confidential information and referral services for youth and young adults (up to age 24) who are experiencing a problem with alcohol, or other drugs, contact [BSAS' Youth Central Intake & Care Coordination service:](#)

Toll Free: 866-705-2807 / 617-661-3991

TTY: 617-661-9051

9/30/16 Finance Committee Meeting Minutes Draft

Present

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

Finance Committee Objectives for FY17

1. Develop 5 year budget projections including contingency fund analysis
2. Finish review & revision of Re-allocation policy
3. Assist in administrative coordinator transition
4. Explore long term financial security plan options for Hilltown
5. Explore best practices on cash investment opportunities and what are regulatory restrictions for investing public funds? Amy will pursue.
6. Make recommendation to BOT about PILOT payments now that we are buildingowners.

Items to Pursue

School Contingency Fund is Board mandated to be 12% of current year's revenue
How long would the contingency fund carry the school in a period without any other revenue ?

Is there an opportunity to rent out our space for meetings and other uses as a revenue generator?

Risk assessment protocol/tool

Capital system replacement plan work with Site Committee. Deb researching name of consultant used by PVPA

Assess budget implications of coordinator salary recommendations from Ad Hoc work group

Review financial management qualifications of prospective Administrative Coordinators.

Contingency fund adjustment for new budget year based on gross revenue
Fund will increase from \$267K to \$342K

10/28 Finance Committee Meeting date has been changed to 10/21 so the committee can meet with our Auditor.

October Meeting 10/21 Agenda Items

Meet with Auditor to accept FY16 audit
Review FY17 Q1 Financials

GABS Meeting Report: October 4th, 2016

5:00 PM

Attendees: Amy, Deirdre, & Penny

Regrets: n/a

Make sure the members of the BOT and their committees are known to the school community and that their roles and responsibilities are clear

Recruit Board of Trustees members and assist with recruitment of board committee members

- Discussed adding BOT Interest Form to Board Section of HCCPS website
- Deirdre confirmed BOT interest forms are in the blank forms box in the office

Ensure that the BOT Resource Notebook is maintained both digitally and on paper

Discussed need to add the following:

- BOT Role in Fundraising
- Ensure Ed Coordinator job description is updated (Domain Council)
- Secure Coordinator job description working docs and ensure BOT have hard copies and that electronic copies are available online

Reviewed Tab **6-7** and identified what is ready to be printed and distributed, what needs to be updated, and where we need to gather information from outside sources.

GABS Committee Goals for 2016-2017

- Review existing HCCPS BOT by-laws
- Review existing pathways for proposals to come to the BOT for approval
- Ensure the BOT Resource Notebook remains current on paper and online
- Identify new opportunities/strategies for BOT recruitment
- Review and refine step-by-step process/procedure for the recruitment of new BOT members
- Develop BOT orientation plan and associated resources
- Monitor the progress of the implementation of the Long Range Plan

Next Meeting: November 15, 2016 (5:00 p.m. Purple's Classroom)

HCCPS Comp Review 10.12.16 v2

Comparison: Mass Charter Public School Data

Source:	2015/2016 Massachusetts Charter Public School Compensation Survey (completed annually and shared with MA Charter Schools in the Spring)											
Page 30												
Principal or Equivalent Leader										Weighted Average Salary Principal		
Salary Range	250 or fewer students	Suburban	Rural	Western MA	Elementary & Middle	15-19 years in op	Stand Alone School	Total		Salary Range (10k)	Total	Salary Range x Total
60-70	2	0	2	0	0	2	2	8		65	8	520
70-80	0	3	0	2	1	2	3	11		75	11	825
80-90	0	0	1	2	2	0	4	9		85	9	765
90-100	1	0	0	2	2	4	10	19		95	19	1805
100-110	0	3	0	0	0	6	7	16		105	16	1680
110-120	0	0	0	1	0	3	3	7		115	7	805
120-130	0	0	0	0	1	1	1	3		125	3	375
130-140	0	0	1	0	0	1	1	3		135	3	405
140+	0	1	0	0	0	1	1	3		145	3	435
										Total	79	7615
										Average		96
Page 31												
Assistant Principal or Equivalent Leadership										Weighted Average Salary Asst Principal		
Salary Range	250 or fewer students	Suburban	Rural	Western MA	Elementary & Middle	15-19 years in op	Stand Alone School	Total		Salary Range (10k)	Total	Salary Range x Total
50-60	0	1	0	0	2	1	2	6		55	6	330
60-70	1	0	2	2	1	2	4	12		65	12	780
70-80	0	1	0	0	0	2	5	8		75	8	600
80-90	0	3	1	0	1	7	6	18		85	18	1530
90-100	0	1	1	0	3	4	6	15		95	15	1425
100-110	0	0	0	0	0	2	0	2		105	2	210
										Total	61	4875
										Average		80
Current HCCPS Salaries:					Year 1- 5%	5 Vacation Days	Step 1 (5% + % Days	Year 2 (5% Increase)				
Administrative Coordinator \$80,936.00 FTE					\$84,982.80	\$1,767.16	\$86,749.96	\$89,231.94				
Education Coordinator \$80,936.00 FTE					\$84,982.80	Probationary	Probationary	Probationary				
Community Coordinator \$39,556.00 0.6 FTE					TBD	TBD	TBD	TBD				
229 work days												
Pay/Day Admin/Ed Coord					\$353.43							
Pay/Day Comm Coord					\$287.89							

Comparison: Local Western Mass Schools**Source: Personnel Committee 2016**

Westhampton Principal	\$95,446.00			
Williamsburg Principal	\$92,963.00			
Chesterfield/Goshen Principal	\$85,729.00			
Hatfield Principals	\$97,800.00			
PVPA Head of School	\$104,978.00			
PVPA Director of Acad Program	\$84,000.00			
Average	\$93,486.00			
Median	\$94,204.50			

Comparison: Non Profit Salary Report

Community Coordinator	Annual Salary				
	\$39,556.00	0.6 FTE			
	\$31.70	hourly			
	\$65,926.67	1 FTE			
Source: 2014 NonProfit Times: NonProfit Organization Salary and Benefits Report, Bluewater Nonprofit Solutions					
Communications/PR	\$54392.00				
Development Membership	\$57528.00				
Special Events Manager	\$50485.00				
Program Manager	\$56926.00				
Volunteer Director	\$55360.00				
average	\$54938.20				



HILLTOWN
COOPERATIVE
CHARTER
PUBLIC
SCHOOL

1 Industrial Parkway
Easthampton, MA 01027

www.hilltowncharter.org



HILLTOWN
COOPERATIVE
CHARTER
PUBLIC
SCHOOL





The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School.

Our mission is:

- To involve young people 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 programs.
- To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Over the past two decades, we have developed a number of programs and approaches that support our mission. We invite area educators, teachers in training, parents, and interested community members to join us for one or more of the five after school sessions devoted to sharing our practice.

All sessions are free and run from 3:30-5:00 PM and will be held at

Hilltown Cooperative Charter Public School
1 Industrial Parkway
Easthampton, MA

Refreshments will be provided, as well as 1.5 PDPs for educators.

Please RSVP to afterschoolworkshops@hilltowncharter.org

OPPORTUNITIES FOR THE 2016-17 SCHOOL YEAR

October 18

Folk Dancing for All: Fostering community through music and movement

This active workshop is for anyone seeking to build community and cooperation in a group, including classroom teachers, specialists, and community members. Come learn strategies and repertoire to engage people of all ages in songs, games, and dances. No experience necessary!

Presented by Marguerite Durant and Staff from the Country Dance and Song Society.

November 15 (Kindergarten-Grade 5) **and March 21** (Grades 6-8)

Arts integration at Hilltown

Interested in connecting the arts with your classroom curriculum? This course will illustrate how Hilltown educators use visual arts, technology, music, and other performing arts to create engaging interdisciplinary units for students.

Presented by Laurel Loomis, Marguerite Durant, Joy Kinigstein, Aidan Talbot, Nan Childs, Paula Yolles, Alec MacLachlan, Peter Kennedy, Grace Mrowicki, John Van Beckum

December 17

Creating Community for Students, Parents, and Teachers

Over the past twenty-one years, we have developed a variety of traditions, structures, and approaches with the intention of helping all members of the school community feel known and appreciated. This course will outline some of the most effective strategies, and provide participants the opportunity to consider ways to implement similar ideas in their schools.

Presented by Dan Klatz, Deirdre Arthen, teachers and parents from Hilltown.

February 7

Parent Communication from the Classroom Teacher

This workshop will explore the benefits of a proactive approach to parent teacher communication. Our discussion will include strategies and tools for increasing parent involvement, encouraging reflection, and building community in the classroom.

Presented by Rebecca Belcher-Timme and Kate Saccento

Massachusetts School and District Profiles

Hilltown Cooperative Charter Public School

MCAS Annual Comparisons

Data Last Updated on September 26, 2016

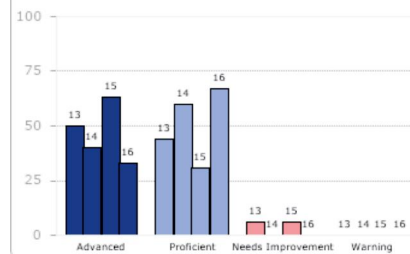
[More about the data](#)

GRADE 08 - ENGLISH LANGUAGE ARTS

ACHIEVEMENT LEVEL 2013201420152016

ADVANCED	50	40	63	33
PROFICIENT	44	60	31	67
NEEDS IMPROVEMENT	6	0	6	0
WARNING	0	0	0	0

GRADE 08 - ENGLISH LANGUAGE ARTS
Percentage of Students by Achievement Level

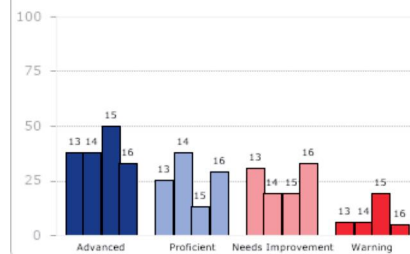


GRADE 08 - MATHEMATICS

ACHIEVEMENT LEVEL 2013201420152016

ADVANCED	38	38	50	33
PROFICIENT	25	38	13	29
NEEDS IMPROVEMENT	31	19	19	33
WARNING	6	6	19	5

GRADE 08 - MATHEMATICS
Percentage of Students by Achievement Level

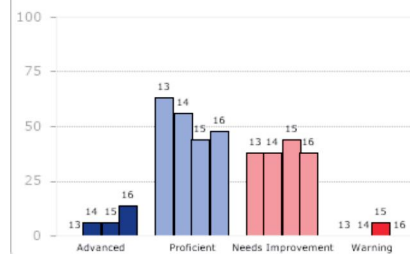


GRADE 08 - SCIENCE AND TECH/ENG

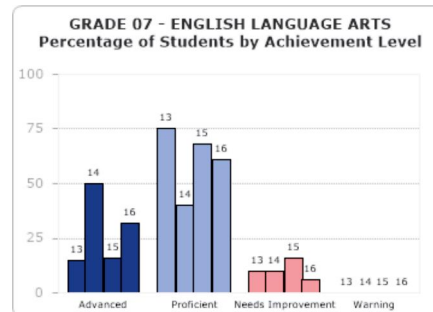
ACHIEVEMENT LEVEL 2013201420152016

ADVANCED	0	6	6	14
PROFICIENT	63	56	44	48
NEEDS IMPROVEMENT	38	38	44	38
WARNING	0	0	6	0

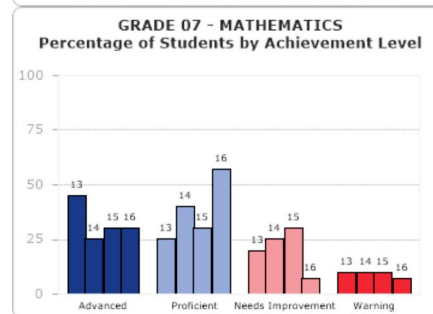
GRADE 08 - SCIENCE AND TECH/ENG
Percentage of Students by Achievement Level



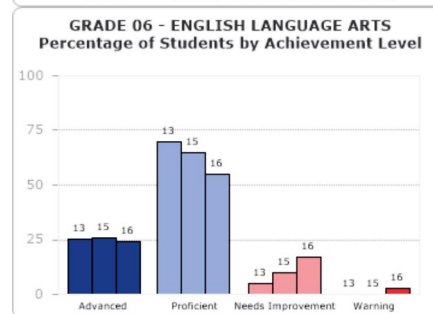
GRADE 07 - ENGLISH LANGUAGE ARTS					
ACHIEVEMENT LEVEL 2013201420152016					
ADVANCED	15	50	16	32	
PROFICIENT	75	40	68	61	
NEEDS IMPROVEMENT	10	10	16	6	
WARNING	0	0	0	0	



GRADE 07 - MATHEMATICS					
ACHIEVEMENT LEVEL 2013201420152016					
ADVANCED	45	25	30	30	
PROFICIENT	25	40	30	57	
NEEDS IMPROVEMENT	20	25	30	7	
WARNING	10	10	10	7	



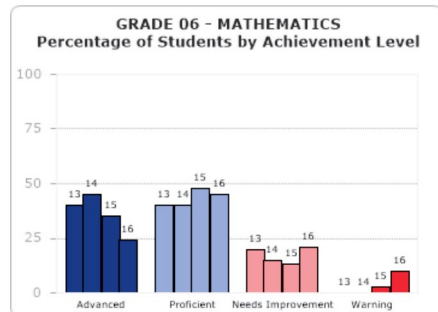
GRADE 06 - ENGLISH LANGUAGE ARTS					
ACHIEVEMENT LEVEL 201320152016					
ADVANCED	25	26	24		
PROFICIENT	70	65	55		
NEEDS IMPROVEMENT	5	10	17		
WARNING	0	0	3		



GRADE 06 - MATHEMATICS

ACHIEVEMENT LEVEL 2013201420152016

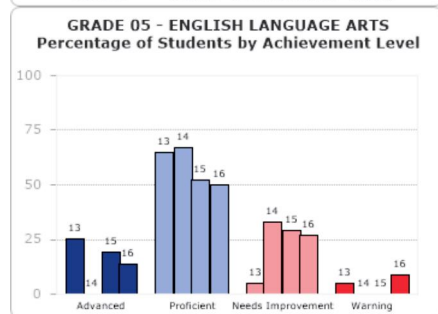
ADVANCED	40	45	35	24
PROFICIENT	40	40	48	45
NEEDS IMPROVEMENT	20	15	13	21
WARNING	0	0	3	10



GRADE 05 - ENGLISH LANGUAGE ARTS

ACHIEVEMENT LEVEL 2013201420152016

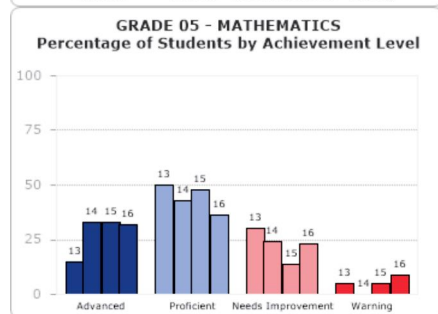
ADVANCED	25	0	19	14
PROFICIENT	65	67	52	50
NEEDS IMPROVEMENT	5	33	29	27
WARNING	5	0	0	9



GRADE 05 - MATHEMATICS

ACHIEVEMENT LEVEL 2013201420152016

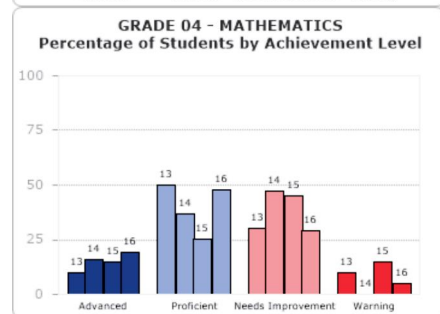
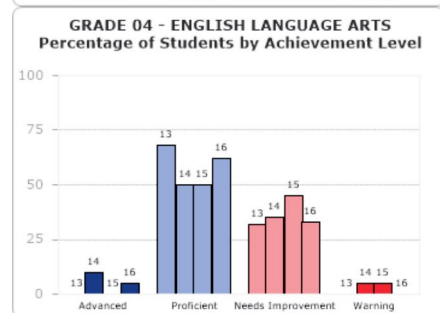
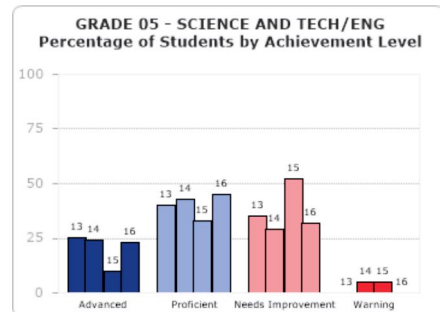
ADVANCED	15	33	33	32
PROFICIENT	50	43	48	36
NEEDS IMPROVEMENT	30	24	14	23
WARNING	5	0	5	9



GRADE 05 - SCIENCE AND TECH/ENG					
ACHIEVEMENT LEVEL 2013201420152016					
ADVANCED	25	24	10	23	
PROFICIENT	40	43	33	45	
NEEDS IMPROVEMENT	35	29	52	32	
WARNING	0	5	5	0	

GRADE 04 - ENGLISH LANGUAGE ARTS					
ACHIEVEMENT LEVEL 2013201420152016					
ADVANCED	0	10	0	5	
PROFICIENT	68	50	50	62	
NEEDS IMPROVEMENT	32	35	45	33	
WARNING	0	5	5	0	

GRADE 04 - MATHEMATICS					
ACHIEVEMENT LEVEL 2013201420152016					
ADVANCED	10	16	15	19	
PROFICIENT	50	37	25	48	
NEEDS IMPROVEMENT	30	47	45	29	
WARNING	10	0	15	5	

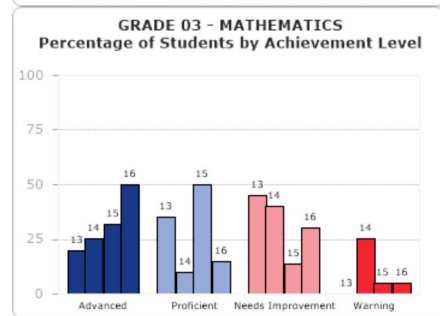
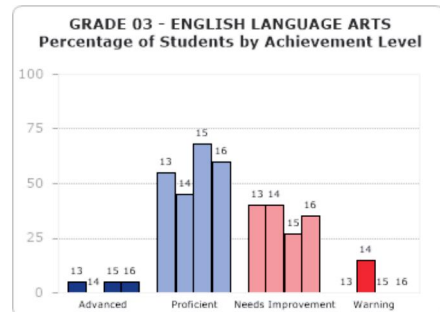


GRADE 03 - ENGLISH LANGUAGE ARTS
ACHIEVEMENT LEVEL 2013201420152016

ADVANCED	5	NA	5	5
PROFICIENT	55	45	68	60
NEEDS IMPROVEMENT	40	40	27	35
WARNING	0	15	0	0

GRADE 03 - MATHEMATICS
ACHIEVEMENT LEVEL 2013201420152016

ADVANCED	20	25	32	50
PROFICIENT	35	10	50	15
NEEDS IMPROVEMENT	45	40	14	30
WARNING	0	25	5	5





Domain Coordinators Report to the Board of Trustees October, 2016

1. The 2016 MCAS scores are in the Board packet. Generally speaking, performance by our students was steady, and continues to be high (87th percentile). While our numbers on achievement were steady, we were downgraded from a Level 2 school to a Level 3 school due to participation rates among our high needs students. 97% of our students took the ELA test, 96% the Math test, and 95% the Science test. However, among our high needs population, 91% took the ELA test, and 92% the math test. Those numbers are derived from 3 students not taking the test. There will be a full discussion at the October BOT meeting.
2. We had another fun fall community day in September featuring outdoor games and the planting of a flowering tree in front of the school.
3. We have begun our work as a Model Demonstration School. The core team consists of Justin Smith, Special Education Administrator, Dan Klatz, Prisms teacher Beth Adel, Indigos teacher Rebecca Belcher-Timme, and Special Education teachers Gaby Blaustein, Cait Florschutz and Kelly Melanson. There will be a full report on the work of this group at the October BOT meeting.
4. The New Parent breakfast was well attended. It was clear that overall both parents and students are settling in well and are happy here. The Community Team hosted the morning and was there in force to chat with the new parents, help them feel at home and answer questions. The Team would like to be an ongoing resource for incoming families. Returning parents provided a plentiful spread of food for the gathering.
5. The first workshop in our year-long dissemination initiative is Tuesday, October 18 at 3:30 PM. Marguerite Durant will be leading a folk dancing workshop. The brochure detailing the workshops for the year was mailed out to all schools in Hampshire and Franklin Counties and is included in this packet.
6. The school gathered to remember Bella Price-Slade, a student who died last after a long courageous battle with cancer. At a special morning All School several Prisms students who were close with her shared memories, we sang together and then went outside to plant a weeping willow tree on the playground and share another song led by former music teacher, Penny Schultz. "Bella's Tree" will be a beautiful remembrance of her and her exuberant spirit.



7. Reminder of the Charter Cap Lift Debate Oct 18 at UMass from 7:00-9:00
Room N151, Integrative Learning Center. It would be really good to have a good showing.

Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – September 6th 2016

Present: Mike S, Steve S, Charles W, David S, Louise V and Amy

Regrets Paul

Facilitator: Charles

Note taker: charles

Topic	Discussion	Action (if necessary)
Pick up and drop off possible changes- presented by Amy	Committee discussed new ideas that are being tried for the pick up and drop off of students, and discussion of additional parking. Discussed allowed city set backs	Review at the next meeting the changes and their effect.
Building purchase- presented by Amy	Amy let the committee know the status of the building purchase and loan approval	None
PA system	Wired PA system installed to allow better communication to the classrooms. System was expensive but better then the installed phone system which could not be heard in the classrooms- New system will allow the lock down procedure	None
New work completed this summer	All school space walls, planting of shrubs along the north side, Classroom and HVAC divide to allow two meeting rooms on the first floor, book closet and benches	None
New Topics	New wooden play structure, ball pit and teether ball placement, New master plan for the outside.	Further discuss next meeting

--	--	--

Projects: Work time -1 1/2 hours	New door closer, Projectors, white/ bulletin board, standards in the book closet and Justin's office. Outdoor fountain	
Meeting Adjourned	Next Meeting Oct, 4th, 6:30PM at the school	

Agenda items for next month:

<div></div>

Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – Oct 4th

Present: Mike S, Steve S, Charles W, David S, Paul L and Amy A

Regrets Louise V

Facilitator: Charles

Note taker: charles

Topic year	Discussion	Action (if necessary)
Site committee year goals	Replacement of wooden play structure: Buying a factory made play structure that comes with a insurance policy. Small version of play structure on north side of the school. Solar: review of past project that was started by the developers to see if we are still under contract. If not under contract then pursuing our own solar plan for the building- Also look at other alternative power options(local builder Urban Power) Capital replacement plan Whole site plan	David to review and present ideas of different play structures that will fit into existing foot print. Paul present the idea of creating a master plan for outside grounds Amy to review if old contract is still in place. Paul and Charles to review new solar options. David to follow up with the owner of Urban Power This has been assigned to Louis
Bike Path connection and bike rack installed	Area development may make a cut through difficult- Ken Metal will not allow access. Danger of kids on the road due to road conditions and commercial traffic	None
Nature path	Creation of boardwalk (possible student involvement) remove of evasive plants	

Custodian	Do we need a person to help with the cleaning of the outside of the building and well as in school maintenance- One option is to find a cleaning service that could also do simple repairs after hours	Amy to ask current cleaning service are willing to consider this role of repair
BOT request for input	List of areas and items that the committee will review for future repair and replacement costs. Lengthly discussion of how to break down the areas between members and which areas to seek professional review. It was the general feeling of committee was that the information gathered by the members would be passed onto a professional agent for review and presentation of capital replacement schedule.	Committee members taking on areas of expertise and reporting back to the committee. Charles to contact a HVAC company - Meeting set up for the week of OCT 10th for a building walk through

Next Meeting Adjourned	Nov, 1st 6:30PM at the school	

Agenda items for next month:

Hilltown Cooperative Charter Public School

Personnel Committee Minutes – Tuesday, October 4, 2016

Present: Dan Klatz, Sam Charron, Rebecca Belcher-Timme, Steve Hoyt , Carla Clark

Regrets:

Topic	Discussion	Action (if necessary)
Sick Time:	Teachers were supportive of the move to cap sick time at 1500 for 10 month employees and 1800 for 12 month employees. Capped for the year. If you use time that puts you below 1500 (or 1800) it will be replenished at the beginning of the next year.	Submit proposal to the board.
Evaluation Cycles:	Does everybody need to be formally evaluated every year? Different cycle for employees in good standing, for new teachers. New administrative structure should give education coordinator time to do evaluations. Peer observations don't currently happen in a formal way.	Rebecca and Dan will meet about evaluative needs for teachers.

Next Meeting: November 1