

**HCCPS Board of Trustees
Meeting Agenda
July 12, 2017**

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

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

Facilitator: Scott Remick

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

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

6:45 Public Comment period (10 min)

6:55 Board Roles: Scott/Penny (10 min – decision)

7:05 Staff on Board: Penny/Amy R (15 min – decision)

7:20 Director Hiring Process Update and Plans: Amy/David (10 min – discussion/update)

7:30 End of Year Budget Update: Dan (10 min – update)

7:40 Director Job Desc/Responsibilities – Succ Planning: Susannah/Scott (15 min – discussion)

7:55 Blizzard Bags: Dan/Lara (10 min – discussion/decision)

8:05 New Business (5 min – identify only)

8:10 Committee Reports (5 min – questions only)

8:15 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:20 Review Action Items in this meeting's minutes (5 min)

8:25 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, June 14th, 2017, 6:30pm
(approved - July 12, 2017)

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Aaron, Amy Reesman, Penny Leveritt, Chris Greenfield, Steve Hoyt, Andi Porter, David Starr, Terra Missildine

Regrets: Michael Filas, Charles Wiemeyer

Facilitator: Scott Remick

Notetakers: Caroline Palmer

Guests: Joe Wyman, Tim Reynolds, Paula Ingram, Gaby Blaustein, Lara Ramsey, Kyle Sullivan

Listkeeper: Scott Remick

Timekeeper: David Starr

Mission statement read by: David Starr

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Announcements:</u> The second Charter Association phone call indicated that the Senate version of the budget added additional Chapter 70 funding and there are no concerning amendments related to charter schools at this time. <u>Appreciations:</u> To Caroline Palmer for her time as an Americorps volunteer at the school and for taking such awesome board meeting minutes this year!!! To the community and especially to Deirdre for organizing Amy's retirement party on Sunday - Amy called it "overwhelming and remarkable."	
Any thank you notes needed?		
BoT Visibility this month?	Many end-of-year events happening - graduation, summer celebration, last all-school and food truck party.	
Minutes	May 10, 2017 BoT meeting minutes reviewed. Recommended changes: David Starr was not present at the last Board meeting. Terra was present at the last Board meeting.	Scott moved to approve May 2017 BoT minutes as amended. Chris seconded. Minutes approved by consensus.

Public Comment Period	None.	
BOT comings and Goings	<p>David Starr is departing as a member of the Board of Trustees and Amy Aaron is departing from her position as Administrative Coordinator.</p> <p>Lara Ramsey is present as incoming Director of Teaching and Learning. Tim Reynolds, Joe Wyman, and Kyle Sullivan are joining the Board of Trustees.</p>	<p>Scott moved to approve the slate of new board members</p> <p>Andi seconded</p> <p>New board members approved by consensus</p>
DRAFT BOT Letter to Staff (Review and Finalize)	<p>Board members provided comments on the draft version of the BoT letter to staff that was posted on Google Docs</p> <p>Paragraph 5 includes a reference to the revision of the hiring process for Domain Directors, and the inclusion of details about what will be revised. It shall be rewritten as “Towards this end, we acknowledge a need for a revision of the current hiring policy for Domain Directors (attached) which we think will strengthen and clarify how the process will work going forward. We hope that you will bring your collective voices together once again to offer candid and thoughtful feedback.”</p> <p>Paragraph 6 addresses the creation of staff positions on the Board. The sentence beginning with “In addition, we have begun...” shall be rewritten as “In addition, we are exploring the possibility of HCCPS staff participation on the Board of Trustees.”</p> <p>The date on the letter will be changed to June.</p> <p>Board members in attendance signed the letter.</p>	<p>Scott moved to approve the letter as amended with board member signatures</p> <p>Susannah seconded</p> <p>Finalized letter approved by consensus</p> <p>ACTION: Scott will send the letter to staff ASAP</p>
FY18 Proposed Budget (DECISION)	<p>A more realistic pizza fundraising number has been incorporated into the Budget. School lunch receipts are also down due to lack of ordering. School special trip fundraising has jumped due to the DC trip impending next year. Any change in Per Pupil tuition won’t be known until later this year.</p> <p>Line 22 reflecting teacher salaries does not include any potential shifts due to the hiring of a new Spanish teacher. The Teaching Assistant line will also change, as several</p>	<p>Scott moved to approve the FY2018 Proposed Budget</p> <p>Andi seconded</p> <p>FY2018 Budget approved by consensus</p>

	<p>TAs are leaving and will be replaced by lower pay grade employees. Line 25 is a new configuration of the Kids Club Coordinator position. Line 26, Kids Club staffing is higher to reflect increased staffing this year. The Program Support staff in Line 37 reflects the hiring of new support staff whose support roles will be determined.</p> <p>Line 39 is increased to reflect teachers who host graduate students and stipends for teachers who take part in overnight field trips. On line 46, health insurance costs have stayed relatively static - health insurance premiums will remain virtually the same and increase only slightly for employees living in Connecticut. Line 47 increased to offset higher deductibles for employees.</p> <p>Line 55 reflects the expense of federal auditing, which is a one-time expense required by the federal USDA loan. Line 59 reflects summer services increased as a result of increased special education enrollment. Line 61 references the new data management system that Hilltown is implementing this summer.</p> <p>Cleaning services will be extended this year. Minor repair and maintenance reflects increased repair, especially of toilets. Heat costs are down slightly for this year. Interest rates in line 87 reflect our previous 9-month interest payment for 2017 and upcoming 12-month interest payment in 2018.</p> <p>Line 102 reflects funds for the DC trip. School lunch expenses have decreased in line 109 due to decreased ordering. Line 115 is the new BOT Discretionary Fund and allocates \$500 for the Board to use.</p> <p>Below the over/under estimates are the depreciation and Principle figures for each year.</p> <p>Due to lower occupancy costs, the school has more teachers and staff than ever before and has approved increased salary structures. Surplus funds will also result in increased building repairs and improvement.</p> <p>It may be beneficial for the school to have a projection of principle and interest that extends past 8 years - a projection for the entire length of the mortgage could be excessive, but discussion has begun around the length of budget projection.</p>	
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<p>FY18 Capital Budget (Discussion/DECISION)</p>	<p>The Capital Budget request includes driveway reconstruction; playground improvements; a sound wall between the Music and Prisms Humanities room; and vehicle purchase.</p> <p>The driveway reconstruction quote is from our next door neighbor and references/community feedback seem good for using their services.</p> <p>Playground improvements will include a wall ball deck, moving the sandbox, refurbishments to the play structure, and tightening benches, etc.</p> <p>The sound wall between Music and Humanities would cut down on noise pollution and distraction between classrooms.</p> <p>We received a private grant for \$15,000 towards the purchase of a vehicle and another \$10,000 would buy us either two minivans or a 12-passenger van. Dan is talking to Nicky D and Amy is checking in on insurance rates. The proposal will be amended to reflect the opportunity to purchase either one larger or two smaller vehicles.</p> <p>The driveway is an essential expenditure and splitting the work into phases makes little sense. It is also important to purchase a vehicle for the school - it could be possible to only purchase one vehicle for the school with the grant alone. Playground improvements will likely be a long-term piece that begs refinement and isn't of the highest priority. The Humanities classroom does not currently have an optimal learning environment because of the sound issues and is a problem for the teacher and students who use that room.</p> <p>Driveway reconstruction would include a complete destruction and rebuilding including digging out, new gravel, and a new driving surface. Estimates for longevity range from 15-25 years.</p> <p>These budget items, if approved, would come out of the Undesignated Fund balance. \$444,390 is the current Undesignated Fund balance. This proposal is for up to \$95,000 for these 4 items and will be completed this summer if at all possible.</p>	<p>Chris moved to approve all items in the FY18 Capital Budget Proposal (as amended) at a cost of up to \$95,000</p> <p>Scott seconded</p> <p>FY18 Capital Budget Proposal approved by consensus</p>
<p>Domain Council Proposal: Board makeup - staff (Discussion/DECISION)</p>	<p>The proposal suggests the creation of a non-voting ex-officio employee seat on the Board. It would be an additional seat on the Board of Trustees. This would be a non-voting position to avoid potential conflicts of interest and the issue of conflicting supervisory roles. The creation of this seat will require a by-law change. The goal is to have more staff voice and contribution on the Board and to</p>	

	<p>satisfy the desires of staff to have more input in and transparency around Board decision-making processes. This member would not be required to do the Board member ethics training. The approval process for this Board member could go through several channels, including being voted in by the Cooperative. This implementation will require a by-law change and thus will have to wait until next school year as it will require voting in by the Cooperative. If we wish to do this as soon as possible after the school year starts, a special meeting of the Cooperative will have to be called. Pending wording changes, the goal is to bring this proposal back to the BoT in July and approve it.</p>	
School Bathrooms (Update)	<p>On Professional Development Day, there was a discussion dedicated to talking about gender in schools and all-gender bathrooms, locations of bathrooms, and appropriate signage. The signage on the second-floor bathroom will be changed, as well as signage on girls' bathrooms to alter the imagery used. Current students using gender neutral bathrooms seem to be satisfied with bathrooms currently, but it is a continual conversation. We are currently in compliance with state legislation.</p>	School management will draft a plan to address student bathroom needs
Director Job Desc/Responsibilities – Succ Planning (Discussion)	<p>Board members will review job role/descriptions for 3 Directors to provide feedback on the descriptions, chains of command, and emergency/contingency planning.</p>	Board members should read the Director job description and task lists in advance of July meeting
Board Roles (Discussion)	<p>President - Scott has one more year on the Board and will stay on in this position.</p> <p>Vice President - Susannah has one more year on the Board and will not continue as Vice President, as traditionally the Vice President role is filled by whoever will next be President of the Board of Trustees who would ideally stay for at least two years. Penny will give thought to the Vice President position and speak with Scott about scheduling.</p> <p>Treasurer - Chris will be taking over as Treasurer.</p> <p>Clerk - Amy will speak to Penny about potentially taking over as Clerk.</p> <p>Personnel - Steve will stay as chair of this committee.</p> <p>Site - Charles will continue as chair of whatever reconfiguration the Board makes for the Site Committee.</p> <p>GABS - Terra will join the GABS committee. Susannah will also join the GABS committee.</p> <p>Michael will potentially be our liaison to the Charter</p>	

	Association.	
New Business - Identify only	Orientation of/board books to new board members	
Committee Reports - Questions only	Friends of Hilltown have new President, Treasurer and FOH liaison to the BoT - Barbara Oegg	
Meeting Wrap-Up/ Evaluation	Next meeting is July 12th, 6:30pm Orientation for new board members on July 12th at 5:45pm Snacks: Terra, Drinks: Scott Newsletter blurb: Penny Facilitator: Scott	
Review Action Items	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:55PM	

Attachments:

June 14th BOT Meeting Agenda; May 10th BOT Meeting Minutes; DRAFT BoT letter to teachers and staff; Proposed FY18 Budget; Proposed FY18 Capital Budget; Domain Council Proposal: Staff membership on BOT; Domain Council Meeting Minutes, May 19, 2017; Domain Council Meeting Minutes, May 30, 2017; Domain Council Meeting Minutes, June 7, 2017; Directors Report, June 2017; Finance Committee Minutes, June, 2017; Personnel Committee Meeting Minutes, June 2017

Hard copy items brought to meeting: Draft of Job descriptions/task lists for three Directors

Tentative Agenda for July 2017 Meeting:

Board roles

Director desc/resp. Finalized

Board makeup re:staff proposal

Board Goals from previous year



Staff membership on the Board of Trustees

(approved by the BOT – July 12, 2017)

Date: June 14, 2017 (REVISED: July 10, 2017)

Priority level: Medium

Approximate time needed for discussion: 10 Minutes

Proposal to be presented by: Penny Leveritt and Amy Reesman

Board of Trustees members drafting proposal: Scott Remick, Susannah Howe, Dan Klatz, Deirdre Arthen, Amy Aaron, Penny Leveritt, and Amy Reesman

Text of proposal:

Rather than propose a staff representative position, we propose the creation of up to two non-voting, elected employee seats on the Board of Trustees. The individual(s) would serve a two-year term, and be selected using the existing GABS Committee BOT application and approval process, including approval of BOT membership by the voting members of the Cooperative. The seat(s) would be additional to seats on the BOT. Employee board members must meet the following criteria:

- Employed at Hilltown for a minimum one full school year
- Be in good standing
- Be at least .5 (half-time)

If more employees wish to be candidates for the non-voting, elected seats than there are seats available, the GABS committee will encourage the candidates to decide among themselves as to which will continue their candidacy. If said candidates all continue their candidacy, the voting members of the Cooperative will make the final decision with their vote.

In making the seat(s) non-voting, we avoid both potential conflict of interest concerns, and the issue of someone having a supervising role for the person who is their employment supervisor, as the Directors are ex-officio, non-voting members of the Board. (The BOT supervises the Directors, and the Directors supervise employees).

The creation of staff seat(s) will require a by-law change.

Goal to be achieved by proposal:

To include direct employee participation in Board discussions.

Potential problems/dissenting views:

Employees already have a voice through the Directors. Any employee may attend BOT meetings and address concerns to the Board during the public comment portion.

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources	2,720,117	2,704,074	16,043	101%
State Grants-DOE Administered	53,753	53,626	127	100%
Friends of HCCS Grant	1,466	1,466		100%
Private Grants	10,472	10,472		100%
Fundraising Income	53,522	43,100	10,422	124%
Other sources	58,255	50,200	8,055	116%
Kid's Club Income	93,811	78,000	15,811	120%
Student Activity Fees	10,706	11,000	-294	97%
Miscellaneous Income	1,216	1,000	216	122%
Total Income	3,003,318	2,952,938	50,380	102%
Expense				
Personnel Costs	2,338,917	2,328,687	10,230	100%
Consultant & Other Svcs-Fixed	102,464	98,160	4,304	104%
Consultant & Other Svcs	16,682	19,800	-3,118	84%
Occupancy	377,151	334,124	43,027	113%
Supplies	32,637	35,920	-3,283	91%
Equipment	15,191	17,000	-1,809	89%
Grant-funded expenses	11,938	11,938	-0	100%
Other expenses	53,766	52,474	1,292	102%
Directors' Discretionary Fund	1,007	2,500	-1,493	40%
Total Expense	2,949,753	2,900,603	49,150	102%
Net Ordinary Income	53,564	52,335	1,229	102%
Other Income/Expense				
Other Expense				
Depreciation Expenses				
BOT approved Exp Related	32,519	50,000	-17,481	65%
Board Designated Expenditures	3,525			
Total Other Expense	36,044	50,000	-13,956	72%
Net Other Income	-36,044	-50,000	13,956	72%
Net Income	17,521	2,335	15,185	750%

Hilltown Co-op Charter Public School

Balance Sheet

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
Easthampton Savings	
ESB-6 month CD	91,824.64
ESB-Checking	826,025.50
Total Easthampton Savings	917,850.14
Florence Savings	
Money Market-FSB	302.56
Total Florence Savings	302.56
Total Checking/Savings	918,152.70
Accounts Receivable	
Revenue Receivable	142.00
Total Accounts Receivable	142.00
Other Current Assets	
Prepaid Expenses	38,550.57
Security Deposit	2,699.51
Total Other Current Assets	41,250.08
Total Current Assets	959,544.78
Fixed Assets	
Property 1-3 Industrial Pkwy	
Building	3,317,247.85
Land	472,974.91
Total Property 1-3 Industrial Pkwy	3,790,222.76
Accum. Depreciation - Building	-41,466.00
Pledge Receivable	-50.00
Property and Equipment	
Classroom Equip./Furnishings	6,500.00
Total Property and Equipment	6,500.00
Accumulated Depreciation - F&E	-3,250.00
Total Fixed Assets	3,751,956.76
TOTAL ASSETS	4,711,501.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	40,661.02
Total Accounts Payable	40,661.02
Credit Cards	
VISA -DK	1,300.92
VISA	1,756.87
Total Credit Cards	3,057.79
Other Current Liabilities	
Accrued Expenses	4,897.80
Accrued Payroll	203,587.32

1:22 PM

07/12/17

Accrual Basis

Hilltown Co-op Charter Public School

Balance Sheet

As of June 30, 2017

	Jun 30, 17
Payroll Liabilities	
Dental Plan Payable	-361.16
Employee Health	-5,422.77
Employee Life	260.86
Long Term Disability	-56.84
Sect 125 - FSA	-1,529.69
Total Payroll Liabilities	-7,109.60
Total Other Current Liabilities	201,375.52
Total Current Liabilities	245,094.33
Long Term Liabilities	
Note Payable - USDA	3,512,972.63
Total Long Term Liabilities	3,512,972.63
Total Liabilities	3,758,066.96
Equity	
BOT Approved Capital Projects	100,000.00
Res'd for Expansion Related	17,481.00
Contingency Fund	267,343.92
Investments in Fixed Assets	206,724.78
Undesignated Fund Balance	344,364.25
Net Income	17,520.63
Total Equity	953,434.58
TOTAL LIABILITIES & EQUITY	4,711,501.54



DIRECTOR OF ADMINISTRATION

Job/Role Description

Job Description

The Director of Administration has final authority, responsibility and accountability for all decisions and implementation within the Administrative Domain. The Director of Administration 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 and DESE End of Year Financial Report.
- Serve on 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 ensuring building compliance with fire, health and building regulations.
- Responsible for addressing non-regulatory health issues.
- Oversee maintenance, renovations/ construction projects and the custodial staff.
- Serve on the Site Committee

4. Administrative Responsibilities

- Hire and supervise the school nurse, administrative assistant, custodian, bookkeeper/purchasing agent, recess coordinator and after school

- coordinator.
- Work collaboratively with Director of Teaching and Learning and Director of Community and Family Engagement to oversee daily administrative operations of the school.
- Oversee the school lunch and after school programming.
- Create and maintain schedules for lunch/recess coverage.
- Provide backup for staff as needed, in Administrative Domain
- Counsel students and provide disciplinary intervention as back up to the Director of Teaching and Learning.
- Supervise staff in regard to personnel policies, in conjunction with the Director of Teaching and Learning.
- Supervise student drop off and pick up in conjunction with other Directors.
- Serve on Domain Council and attend Board of Trustees meetings, as an ex officio, non-voting member.
- Serve as HCCPS' civil rights coordinator.
- Coordinate media contacts.
- Write and administer state and federal grants in collaboration with the Director of Teaching and Learning
- Oversee compliance with Department of Education reporting requirements
- Maintain communication with Mass. DESE, Charter School Office, Mass Charter School Association, and town officials.

Supervises

- Administrative Assistant
- Bookkeeper
- Nurse
- Kids Club Coordinator and Staff
- Technical Coordinator

Participates as a Member In

- Board of Trustees, ex officio, non-voting
- Domain Council
- Finance Committee
- Site Committee

Tasks/Responsibilities and Emergency Backup

The following is a list of tasks and responsibilities for the Director of Administration. For those tasks identified as time-sensitive, an emergency backup has been identified.

Task/Responsibility	Emergency Backup
Admissions, Lottery, Enrollment	DCFE
Annual Report: leader	DTL
Arrival and departure logistics	
Audit (fiscal)	BK
BOT Goal Implementation: Administrative Domain	
Building opening and closing	DTL
Calendar, school overall: leader	
Charter Renewal: leader	DTL
Charter School Association liaison	
Civil rights compliance officer	DTL
Cleaners: planning and oversight	
Concerns/Complaints: Administrative Domain (building, finance, logistics, safety)	DTL
CORI data management	
Coordinated Program Review: Civil Rights	
Critical Issues Team: leader	
Emergency protocols	
Employment letters	
Extracurricular activities: non-academic (cross country, chorus, ultimate frisbee)	DTL
Facilities management (building and grounds)	DTL
Family information packets for start of year: point person	
Finance/budget	
Financial report, end of year (DESE)	BK
Grants: SPED	
Health insurance	
Human resources	
Kids Club	DTL
Lunch staffing	
Lunch: vendor relations/coordination	
Mortgage	
Orientation for all new staff: administrative focus	
Payroll	BK
Policy development and implementation: administrative domain	
Prospective Family relations	
Public relations, media: point person	DTL/DCFE
Recess staffing	
School events: insurance and logistical support	
School safety planning	

State/DESE administrative reports, regulations, compliance, online board member management system	DTL
Supplies: ordering and management	
Technical systems oversight	TC
Transportation arrangement (carpool map, Easthampton Public School busing, PVTa)	
Web site content: point person	

DA – Director of Administration

DTL – Director of Teaching and Learning

DCFE – Director of Community and Family Engagement

SSC – Student Services Coordinator

BK – Bookkeeper

TC – Technology Coordinator

Revised 6/2017



DIRECTOR OF COMMUNITY AND FAMILY ENGAGEMENT

Job/Role Description

Job Description

The Director of Community and Family Engagement 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 HCCPS. 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. 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 HCCPS 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 Director of Administration.

2. Educational Program

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

3. Administration

- Work collaboratively with the Director of Teaching and Learning and Director of Administration to oversee daily educational operations.
- Represent the overall interests of families in governance through participation on Domain Council, HCCPS Board of Trustees (ex officio, non-voting), Governance and Board Sustainability (GABS) and appropriate committees.
- Solicit and welcome suggestions and concerns from coop members.
- Assist and support Community Team.
- Provide backup for staff as needed.

4. Community Outreach

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

Participates as a Member In

- Board of Trustees, ex officio, non-voting
- Domain Council
- Governance and Board Sustainability Committee
- Community Team

Tasks/Responsibilities and Emergency Backup

The following is a list of tasks and responsibilities for the Director of Community and Family Engagement. For those tasks identified as time-sensitive, an emergency backup has been identified.

Task/Responsibility	Emergency Backup
8th grade graduation planning	
All School/II Teatro	
Alumni Relations	
Annual Meeting	GABS
Annual Report: contributor	
BOT Goal Implementation: Community Domain	
Calendar, school overall: contributor	
Charter Renewal: contributor	
Childcare for school events	DA
Class parents: recruitment and oversight	
Co-op meetings	
Community Team: oversight and support	
Concerns/Complaints: Community Domain	
Critical Issues Team: member	
Family Dance	
Family information packets for start of year: contributor	
Friends of Hilltown: liaison and support	
Grants: assorted/special	
Link families	
Music Festival	
Newsletter	
Orientation for all new staff: community focus	
Orientation for new families	
Policy development and implementation: Community Domain	
Public relations, media: contributor	
School dances (6-8)	
School events: coordinator (Community day, MLK day)	
School photos	
Science Fair	
Service learning	
Sleepover at school	
Social media (Facebook)	
Solstice Celebration	
Spirit Week	
Staffing: Service organizations (americorps/SCA)	
Student Leadership development: contributor	
Surveys for parents about school satisfaction	
Volunteers: recruitment, coordination, tracking	
Website content: contributor	

DA – Director of Administration
DTL – Director of Teaching and Learning
DCFE – Director of Community and Family Engagement
SSC – Student Services Coordinator
BK – Bookkeeper
TC – Technology Coordinator
GABS – Governance and Board Sustainability Committee

Revised 6/2017



DIRECTOR OF TEACHING AND LEARNING

Job/Role Description

Job Description

The Director of Teaching and Learning has final authority, responsibility and accountability for all decisions and implementation in the Education Domain. The Director of Teaching and Learning supervises the classroom teaching staff, specialists, and the student services coordinator 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 curriculum and assessment methods.

2. Staff

- Coordinate the hiring of teachers, teaching assistants, substitute teachers and educational consultants subject to Board policy.
- Supervise classroom teachers and specialists to ensure that classroom goals, both educational and behavioral, are met and provide feedback to teachers based on direct classroom observations.
- Supervise the Coordinator of Student Services to ensure that all Special Education, ELL, and other student needs are being met.
- 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.

3. Administration

- Work collaboratively with the Director of Administration and Director of Community and Family Engagement to oversee daily educational operations.
- Ensure that the HCCPS educational program and student records are in compliance with state mandates.
- Provide reports as needed to the State Dept. of Education.
- Identify and coordinate the use of resources needed by teachers and classrooms to meet educational goals, and make final decisions when necessary.
- Represent the overall interests of education in governance through participation on Domain Council, HCCPS Board of Trustees (ex officio, non-voting), Personnel Committee and any community meetings.
- Write and administer federal and state allocation grants in collaboration with the Director of Administration.
- Support student drop-off and pick-up in partnership as needed by the Director of Administration.
- Provide backup for staff as needed, in education domain.

4. Students

- Counsel students and provide primary disciplinary intervention as needed.
- Work directly with students in classrooms as needed.

5. Parents

- Communicate about the School's educational philosophy and program with parents.
- Respond to the educational concerns of parents.

Supervises

- Student Services Coordinator
- All Teaching Staff
- All Teaching Assistants

Participates as a Member In

- Board of Trustees, ex officio, non-voting
- Domain Council
- Personnel Committee

Tasks/Responsibilities and Emergency Backup

The following is a list of tasks and responsibilities for the Director of Teaching and Learning. For those tasks identified as time-sensitive, an emergency backup has been identified.

Task/Responsibility	Emergency Backup
Academic schedule	
Annual Report: contributor	
BOT Goal Implementation: Education Domain	
Calendar, staff meetings and professional development	
Charter Renewal: contributor	
Class/daily scheduling	
Classroom configuration	
Classroom events	
Classroom management	
Classroom visits	
Concerns/Complaints: Education Domain	DA, then SSC
Coordinated Program Review: SPED, ELL	SSC
Critical Issues Team: member	
Curriculum planning and tracking	
Discipline (students)	DA, then SSC
Education Forums	
Educational practices dissemination	
Extracurricular activities: academic (math club)	
Family information packets for start of year: contributor	
Field Trip to DC: organization and planning	DA
Field Trips (school day): oversight	DA
Grants: Title 1, 2, private	
Interschool connections	
Mini-courses management	DCFE, then DA
Orientation for new teaching staff	
Policy development and implementation: Education Domain	
Professional development for teaching staff	
Progress reports for students	
Public relations, media: contributor	
School calendar: contributor	
State/DESE educational regulations and paperwork	
Student leadership development: leader	
Student relations	
Substitute teacher oversight	DA
Surveys for parents about teaching staff	
Teacher mentoring	
Teaching staff meetings	
Teaching staff supervision and evaluation	
Testing - MCAS, Iowas	SSC
Website content: contributor	

DA – Director of Administration
DTL – Director of Teaching and Learning
DCFE – Director of Community and Family Engagement
SSC – Student Services Coordinator
BK – Bookkeeper
TC – Technology Coordinator

Revised 6/2017



Directors Proposal to the Board of Trustees

(approved by the BOT – July 12, 2017)

Subject: Blizzard Bags Pilot

Date: July 9, 2017

Priority level: Medium Low

Approximate time needed for discussion: 10 Minutes

Proposal to be presented by: Dan Klatz, Lara Ramsey

Committee members drafting proposal: Dan Klatz, Lara Ramsey

Text of proposal:

We propose a 1-year Hilltown pilot of the Blizzard Bag initiative. Blizzard Bags are kits with take-home work for snow days, the point of which is to alleviate adding make-up days for snow days in June. This idea was first tried in Massachusetts in 2015 by the Burlington Public School district. Last year Gateway Regional gave it a try with favorable results (see supplementary article from the Gazette). Schools from Ohio to Maine have adopted similar initiatives. DESE accepts Blizzard Bags under guidelines laid out as, “alternative structured learning day programs”. The decision to allow schools to design and implement such programs is left to local control, in our case, the Board.

We have considered the problems and dissenting views (see below). On the positive side, we see that days added in late June do not carry the full academic and social value of a day missed during the winter, and using Blizzard Bags would be a supplement of potentially higher quality.

We want to try using Blizzard Bags up to two times during calendar year 2017-2018

- Content would be thoughtful and ideally capitalize on the weather conditions
- Never more than once in a week
- Never two days in a row
- Accessible for people who do not have an internet connection
- Designed by teachers to work with appropriate age groups
- Assignments would be due within five school days and a weekend of the snow day (allowing for in-school support)

Blizzard Bags Pilot, p. 1



Since this is a pilot, we will collect data on the following:

- What percentage of students complete the work (80% or higher would be considered a success)
- Parent feedback
- Teacher feedback
- Student feedback

The Board will evaluate the effectiveness of the Blizzard Bag initiative in the summer of 2018.

Goal to be achieved by proposal:

Fewer make-up days in June

Potential problems/dissenting views:

There is no substitute for a day in school

A snow day ought to just be a day to play in the snow

It's something for parents to manage when they have work to do. Also, it could be difficult to manage if neighbor's kids are over for childcare, etc.

News > Local (/News/Local/)

Gateway's 'blizzard bags' cut makeup days in sunny June

By DUSTY CHRISTENSEN

@dustyc123

Thursday, June 08, 2017

HUNTINGTON — Many local students will find themselves staring longingly out the windows of their classrooms during the makeup snow days tacked onto their school year.

Students in Gateway Regional School District, however, will be on the other side of those windows, basking in the sun.

The reason for the earliest end to school for Gateway students in recent memory? "Blizzard bags."

Blizzard bags were first implemented in the state in Burlington Public Schools, and are really just assignments ready for students to take home when they're likely to get snowed in. Orange, Petersham and Mahar Regional school committees have also approved blizzard bags, as have many other schools in states like neighboring New Hampshire.

The result of those efforts is that Gateway students will only have to make up three of the eight snow days the district had this year.

For Gateway Regional Superintendent David Hopson, the crux of the issue is how difficult it can be to keep kids focused and working on a summery day after testing has already finished, when students may feel trapped at school.

"If you can get this done during the school year, it's really a decent educational choice for kids," he said.

Hopson said the district contacted the state's Department of Elementary and Secondary Education about its plans to use blizzard bags, and department officials said those decisions fall under the purview of local school committees. Gateway officials sent follow-up information about the program to the education department last week, Hopson said.

The education department has laid out guidelines for what it prefers to call "alternative structured learning day programs," which the department is open to as long as districts "can ensure that the program meets the standard for structured learning time and that the assignments and/or projects are substantial.

"These programs must also be accessible, include appropriate oversight and teacher involvement rather than resembling traditional homework assignments, and be approved by the district school committee or charter school boards of trustees," the policy states.

Gateway Regional School Committee has laid out several rules for the bag's use:

Bags won't be given on two consecutive days, or more than twice in a week;

Students have five school days and a weekend to complete the assignments, which count for a day of attendance and a grade; and

Students with special needs are given accommodations built into those assignments when possible, and if not, they are provided additional time and resources to complete those assignments when they return to school.

"We've worked very diligently to make sure all the requirements of the IEPs and 504s are met," Hopson said.

Hopson is under no illusion that the blizzard bags are any kind of substitute for a full day in a classroom with a teacher. However, his district averages as many as seven snow-related cancellations a year, and the choice between completing those days with a blizzard bag and completing them during the summer is an easy one for Hopson.

That choice is being considered in other locations, too. Hopson said he's spoken with counterparts from Westfield, Southwick-Tolland-Granville and Ludlow about his district's practice, and he plans to take that same presentation to the Berkshires next week for a monthly roundtable with fellow superintendents.

"I can see it working well for school committees like ours that are fairly rural, fairly spread out," Hopson said.

Hasn't come up

Other less rural districts, however, might be less likely to adopt the practice.

Interim Amherst Superintendent Michael Morris said the question of blizzard bags hardly came up with administrators in his district and was never discussed with the school committee.

"I really value the relationships that form between teachers and students, and I'm always looking to maximize time that those groups can interact," was the only opinion Morris offered on the subject. The district had five snow days this winter.

Northampton Superintendent John Provost said the issue has not been discussed with school leadership or the school committee in his district, either, and for that reason he's unable to comment on any positive or negative aspects of the practice.

"We're not anti-blizzard bag, it's just not something we've worked on yet," Provost said.

In Gateway Regional's schools, however, the bags look like they're here to stay.

Hopson said after the district used blizzard bags five times this academic year, they have gained popularity. Teachers and administrators, Hopson added, have also learned best practices that they will continue to tweak to better serve students.

This year, the district found the rate of completion for blizzard-bag assignments was more than 91 percent. In a recent survey of the district, 60 percent of students wanted to maintain or expand the program, compared with 63.5 percent of parents and 86.2 percent of teachers.

The Gateway Regional School Committee has approved the use of five blizzard-bag days for the upcoming school year.

Dusty Christensen can be reached at dchristensen@gazettenet.com.

6/2/17 Finance Committee Meeting Minutes Draft

Present

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

Absent

Matthew Tube

Kate Saccento, an HCCPS faculty member, was welcomed to the Finance Committee (FC). Kate is the first faculty member in many years to have volunteered to be a part of the FC.

2018 Proposed Annual Budget

The fundraising line from Friends of Hiltown (FOH) was decreased by \$7500 from the previous budget estimate.

HCCPS will need to hire a new Spanish teacher for the next academic year.

HCCPS is exploring cleaning company options. The cleaning needs have expanded over the last year. The current cleaning company is being considered.

There was discussion about continual evaluation of physical plant systems replacement and attention to having enough in the undesignated fund to address systems replacement.

There was considerable discussion around the past, present and future definition of a balanced budget from the perspective of the BOT. This is an agenda item to be brought up in discussion with the Board in the future.

ACTION

Finance Committee approved the FY17/18 budget draft be presented to the BOT in the June meeting.

ACTION

It was proposed that HCCPS replace the long standing Budget Re-Allocation Policy with a formal annual budget and financial oversight timeline and protocol. This will be proposed to the BOT.

There were a couple of edits to the time line that was presented in the meeting:

Steps 9 + 10 share with the Finance Committee in May meeting

Step 11 Domain Council proposed final budget to the BOT in MAY BOT meeting

Future Agenda Items

Should the school Treasurer be on the Domain Council?

Finance Committee Meetings for FY17/18: Proposed that meetings be at 7:30am on the last Friday of each month except when last Friday is a holiday,

Doodle poll to be sent out to committee members to determine an FC summer meeting date,

Proposed Meetings for 17/18 9/29, 10/27, 12/1, 1/26, 2/23, 3/30, 4/27, 5/25, 6/29

What materials can be circulated to FC members for review in advance of FC meetings?

Finalize 10 year projection and present to BOT

Determine Finance Committee goals for the coming year.

Present

Maureen Mahar, Chris Greenfield, Deb Jacobson (Phone), Dan Klatz,

Absent

Matthew Dube, Kate Saccento

1) **Undesignated fund balance exercise. Action) Dan/Carla to get Chris the 2016 fund balance.** Chris can use that against 2017 to project out 10/20/30 years. The committee talked through the assumptions that will need to be highlighted to provide full context of the exercise. Will bring back to the committee in August.

2) **Set Annual Finance Committee Calendar.** Group discussed keeping the day time the same. Dan would like to add Carla to the meeting and would need it to be another day. **Group discussed the last Thursday of the month at 8:30.** Chris will put that out there for the group to respond. If no issues, will notify clerk. Chris will work with Dan and Carla to line up other scheduled finance deliverables.

Note: Committee will review year end finances in August and provide to the BoT for September.

3) **Goals/Duties of the finance committee for the next year.**

- Quarterly review of finances
- Capital projects committee partnership (including long term capital replacement plan; solar panel project)
- Mid year budget revisions with Domain council
- Director discretion to change/alter budget line items appropriately
- Potential review of fair market compensation for select staff (based on personnel committee)
- Action/Review following audits (federal this year; due end of September)

4) **Loose ends/other**

Last revenue payment shows a positive variance of ~\$20,000. This will be revised/included in the final financials.

DOMAIN COUNCIL MEETING MINUTES

21 June 2017

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

8:30 pm – Meeting began

Location: Dan's office, HCCPS School

Prism's Space: Staff have voiced concern over size of the space that they have. Teachers are moving around a bit more than is ideal. Directors will consider options over the summer.

Board Roles: Amy R may take on the role of Board Clerk, Tim showed interest in GABS, and one idea would be to have him in-training as Clerk. Penny can mentor both of them if needed. Tara showed interest in chairing GABS, and Susannah can backup when needed. Joe W may be able to join Personnel.

Staff: Aiden is leaving this year, and Marguerite will need a TA for next year. We don't need to have a board member on the hiring of this position. We recently hired a Spanish teacher, which will be expanded as a full-time job. Bill will do PE and after school activities, and Nicole will likely take over kid's club.

BOT Agenda: Domain discussed a draft agenda for July's BOT meeting, topics include: Board roles, finalize Director descriptions/responsibilities, end of year budget update, board makeup re: staff proposal, Board Goals from previous year, director hiring process discussion/update/plan.

Staff member on the board: It seems that we could have up to 2 seats available for staff on the board. Go through the GABS process so they can provide perspective of Board involvement, make sure they have 1 year at Hilltown in good standing and must be at least .5 (half time). Term would be for 2 years. If more than the number of seats come forward then we encourage to decide among themselves, otherwise they will be selected randomly. They are less of a representative but more to have perspective sharing.

Director Responsibilities/Tasks: The Directors will review their job descriptions and tasks and send their final versions to Penny for inclusion into the packet.

Next Domain Meeting: Wednesday, July 6th at 5:00pm.

9:35 pm – Meeting ended

Respectfully Submitted,
Scott Remick

DOMAIN COUNCIL MEETING MINUTES

6 July 2017

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

8:30 pm – Meeting began

Location: Dan's office, HCCPS School

BOT Agenda: Domain council refined the BOT agenda items from the last meeting. The proposed agenda is the following: Board roles, finalize Director descriptions/responsibilities, end of year budget update, board makeup re: staff proposal, Board Goals from previous year, director hiring process discussion/update/plan, blizzard bags proposal (in lieu of a snow day).

Site summer projects: Having trouble finding a good carpenter. Build a deck for the tether ball area. Fix up the playset. Next year we should try to

PPE: June tuition payment was higher than we anticipated, \$20,000 in total as a reconciliation.

Van/Bus update: Insurance said you can get up to a 15-passenger van. Is it too big, or should we go with 2 Sienna Minivans? Still researching this.

Board Roles: Sounds like we have a clear plan for roles which we will finalize at the July BOT meeting. Scott will reach out to Joe to gauge his interest in the Personnel committee.

Web Site Update: We will need to revamp our Web site. Waiting to get the Redeker system set up to see how it all fits into the mix. This is more of an FYI at this time.

Site Committee: Concept of a Capital Projects Committee that could meet 5 times a year. They would look at major needs, and presents a spending plan proposal to the BOT in March. Dan will meet with Charles to speak in more detail to refine this committee.

Domain Council Calendar: Wednesday's at 5:15 pm.

Next Domain Meeting: Wednesday, July 26th at 5:15pm.

6:05 pm – Meeting ended

Respectfully Submitted,
Scott Remick



**Domain Directors Report to the Board of Trustees
July, 2017**

1. We are in the middle of several hiring processes, with interviews for the music position scheduled for Monday and Tuesday (July 10th and 11th) and interviews for several Teaching Assistants and Kids' Club positions happening on Wednesday the 19th and Thursday the 20th.
2. Professional Development for teachers during the week before school:
 - We are hosting two teacher trainings. Topics include 1) the new Rediker system, and 2) a Universal Design for Learning workshop.
 - We are planning for three 90 minute workshops: Room Environment, Executive Functioning Skills, and Anti-Bias Education.
 - We are offering teachers a choice between two one-day seminars that will have two afternoons of follow-up in the fall. Teachers will choose the workshop that best meets their needs, either a Library of Congress/Collaborative for Educational Services seminar on integrating primary sources, UDL, and ELL, **or** a math seminar designed to deepen teacher's understanding of and ability to incorporate the Mathematical Standards of Practice, in particular:
 - i. CCSS.Math.Practice.MP3 Construct viable arguments and critique the reasoning of others.
 - ii. CCSS.Math.Practice.MP7 Look for and make use of structure.
3. The end of the school year was marked with many successful special events. The Summer Celebration included student reflections, singing and games- including an inflatable obstacle course. The beautiful and moving graduation ceremony ended on time and was followed by a lovely reception. The Last All School brought tears to everyone's eyes as we sang goodbye to those departing and then we relaxed together with a family picnic including a few food trucks before heading out into the summer.
4. Work should begin in the next two weeks on the driveway and parking lot areas. Our contractor, Elite Concrete and Paving is working with the city of Easthampton to see if additional parking spaces can be added. Once complete, we will work on a new scheme for painting lanes, parking spaces, and crosswalks.
5. For the month of June, we received a tuition payment of \$249,522. The previous 3 months were \$229,535, so the additional \$20000 was the final resolution in tuition for the year. A more complete (but not audited) end of year report will be handed out at the July 12 Board meeting.