

**HCCPS Board of Trustees
Meeting Agenda
April 11, 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) (20 min)

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

6:50 Public Comment period (10 min)

7:00 Board Seats: Scott (15 min – discussion)

7:15 GABS By-Law Changes: Amy R (15 min – discussion)

7:30 Equity Team Mission: Deidre/Lara (10 min – discussion)

7:40 Crisis Plan: Dan (15 min – discussion)

7:55 Annual Meeting: Deidre (10 min – discussion)

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



**Proposal to the Voting Membership of the Cooperative
From
The Board of Trustees**

Date May 15, 2018

Priority Level: high

Proposal to be presented by: Amy Reesman, Board Clerk

The Board of Trustees is delighted to present for individual vote the following candidate, to serve a two or three year term as a Community Member on the HCCPS Board of Trustees (Community Members may elect to serve either a two or three year term):

Liz Preston

The Board of Trustees of the Hilltown Cooperative Charter Public School is delighted to present for individual vote the following new candidates to serve three-year terms as a Parent Member on the HCCPS Board of Trustees:

Noelle Stein

Matthew Dube

The Board of Trustees is delighted to present for individual vote the following candidate, to serve a two year term as a non-voting Staff Member on the HCCPS Board of Trustees:

Paula Ingram



Proposal to the Membership
From
Governance and Board Sustainability Committee

Date: May 14th, 2018

Priority Level: High

Proposal to be presented by: Amy Reesman

Committee members drafting proposal: Deirdre Arthen, Tim Reynolds, Terra Missildine, Susannah Howe, and Amy Reesman

Text of proposal:

We propose that the current HCCPS by-laws be amended as outlined below:

ARTICLE IV Board of Trustees

Sec. 2

Currently Reads:

- A. The Board of Trustees is a public entity, which shall be composed of six to fifteen **persons**. Parents of students shall fill at least two positions, and ideally not more than two-thirds. Membership in the Cooperative is not a prerequisite to serve on the Board of Trustees.

Proposed Change:

- A. The Board of Trustees is a public entity, which shall be composed of six to fifteen **voting members**. Parents of students shall fill at least two positions, and ideally not more than two-thirds. Membership in the Cooperative is not a prerequisite to serve on the Board of Trustees.

Currently Reads:

- D. **Permanent employees of the school shall be disqualified from serving on the Board of Trustees during their time of employment..** The three Domain Directors shall serve as ex-officio members of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.

Proposed Change:

- D. **Permanent employees of the school shall be disqualified from serving as voting members of the Board of Trustees during their time of employment.** The three Domain Directors shall serve as ex-officio members of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.

Currently Reads:

- E. One member of the Friends of Hilltown Board may be appointed by the Friends of Hilltown to serve a one-year term as an ex-officio member of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.

Proposed Change:

- E. One member of the Friends of Hilltown Board may be appointed by the Friends of Hilltown to serve a one-year term as an ex-officio member of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote. **In addition, up to two permanent employees may be elected to the Board of Trustees as ex-officio, non-voting members for two-year terms and may choose to renew for an additional one year term. The total number of sequential years a permanent employee member may serve is three.**



Proposal to the Membership
From
Governance and Board Sustainability Committee

Date: May 14th, 2018

Priority Level: High

Proposal to be presented by: Amy Reesman

Committee members drafting proposal: Deirdre Arthen, Tim Reynolds, Terra Missildine, Susannah Howe, and Amy Reesman

Text of proposal:

We propose that the current HCCPS by-laws be amended as outlined below:

ARTICLE II Membership

Sec. 1

Currently Reads:

Anyone involved with the school community is defined as a member of the cooperative. Voting rights accrue to those members who have contributed forty hours of work over a twelve-month period. In addition, any person contributing work to the school may donate work hours to a parent of an enrolled student to assist that parent in achieving voting rights.

Proposed Changes:

Any parent or staff member directly involved with the school community is defined as a member of the cooperative with full voting rights. Other adult volunteers who have contributed forty hours of work over a twelve-month period are also considered members with full voting rights.

Sec. 3

Currently Reads:

All members are welcome to attend special and annual meetings of the School. Each member with voting rights shall have the right to vote at all special and annual general meetings of the School.

Proposed Changes:

All members are welcome to attend special and annual meetings of the School and shall have the right to vote at all special and annual general meetings of the School, except where recusal is required by law.



**Proposal to the Voting Membership of the Cooperative
From
The Board of Trustees**

Date May 15, 2018

Priority Level: high

Proposal to be presented by: Amy Reesman, Board Clerk

The Board of Trustees is delighted to present for individual vote the following candidate, to serve a two or three year term as a Community Member on the HCCPS Board of Trustees (Community Members may elect to serve either a two or three year term):

Liz Preston

The Board of Trustees of the Hilltown Cooperative Charter Public School is delighted to present for individual vote the following new candidates to serve three-year terms as a Parent Member on the HCCPS Board of Trustees:

**Noelle Stearn
Matthew Dube**

The Board of Trustees is delighted to present for individual vote the following candidate, to serve a two year term as a non-voting Staff Member on the HCCPS Board of Trustees:

Paula Ingram



Domain Directors Report to the Board of Trustees April, 2018

1. Picture Day: This year was the first time that we have hired a professional school photo team, Grynn and Barrett, to do our photos and in many ways it went smoothly and amazingly well. They took class group and individual shots. Most students seemed to have a good time with the process, which was an unusual "fun" one as this company's spring photos are considered secondary to the "normal" photos from the beginning of the year which we did not do. Some students felt shy about posing though and a few of the older students had trouble with the photographers, feeling like they were insensitive to gender issues. A couple of parents contacted the company to complain or spoke with me about it and I have been in touch with G&B myself, They have been very apologetic and responsive, saying they will add gender awareness to their training for photographers and thanking us for bringing it to their attention. We have a contract with them for fall photos next year and intend to honor that, with a little more awareness and oversight just to be sure.
2. We are almost halfway through this year's MCAS administration. Grades 3- 8 are taking tests—all except Grade 3 on the computer. Things have generally gone quite smoothly.
3. Art Spark went off beautifully, thanks to an excellent team from Friends of Hilltown. We will hear from Friends of Hilltown soon about the funds raised for the school, but it was clearly a successful community-building event.
4. One our graduate interns will remain with the school for their second year, while two are completing their time at HCCPS. We are also looking to add at least one additional intern next year.
5. The Prisms will be organized differently next year, with two teams of 30-32 students and two teams of teachers. With one ELA/humanities teacher and one science/math teacher on each team, this model will mirror the structure of 6th grade. The goals of this design are to promote a more intimate community of learners with higher community accountability, to benefit from having twice as much time with fewer teachers in order to hold students more fully, simplify home-school



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

communication, and reduce stress/transitions. The Prisms will also pilot a “cycle” model for Music, Community Service Learning, PE, and Learning Strategies in which students have some voice in choosing courses that meet requirements (e.g. two Music courses, two PE courses, one Community Service Learning course, and one Learning Strategies course). Students may take more than the minimum number of courses in a preferred area.

6. We are budgeting for two types of summer expenditures related to teacher professional development. One expense will be supporting the Prisms homeroom teachers in their collaborative work to prepare new classes. The other budget we are working on will be a sustainable source for a Faculty and Curriculum Advancement program (still under development). This program will encourage teacher-led initiatives that directly improve student learning at Hilltown.

DOMAIN COUNCIL MEETING MINUTES

30 March 2018

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

Meeting Start: 5:15 pm

Location: HCCPS School, Mt. Holyoke Room

Domain Council Meeting AGENDA:

Crisis Plan discussion at March BoT meeting – wrap-up:

DC had a quick discussion of how the Crisis Plan presentation and discussion went at the March BoT meeting and about options for how to approach the topic for the Annual Meeting.

Preliminary budget: the PPE projections are still being worked out, but so far are looking favorable. There is still time to be ready for a preliminary FY19 budget to be presented at the April BoT meeting.

Process for allocating funds and potential for requesting FoH funds:

A question was raised: What are the steps protocol to getting funds from FoH fundraising allocated to projects that the school might want to do?

The budget is the first stop to getting things in the budget and Domain Council is the group to approach first.

Working with the FoH on specific wants is also an option with some planning, but the budget is the first stop.

Board Officers:

There was a discussion about a potential VP for next year.

Next Meeting: Tuesday, April 3, 2018, at 5:15pm.

6:15 pm – Meeting ended

Respectfully Submitted

Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES
3 April 2018

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

Meeting Start: 5:15 pm

Location: HCCPS School, Mt. Holyoke Room

Domain Council Meeting AGENDA:

BoT Meeting Agenda:

Presentation by the Equity Team

By-laws changes proposal from GABS

Board officers and comm. Chair discussion -

Equity Team:

The Equity Team would like to make a quick presentation to the Board giving an overview of its mission and activities. As the Equity Team is not a Board committee, there does not need to be an official approval, but the Team is asking for the Board's endorsement.

And as the Board will be looking at revising the LRP in a couple/few years, goals regarding equity and diversity may come up and the activities of the Equity Team could come into play, so establishing a relationship between the Equity Team and the Board in advance of that could be helpful.

FY19 preliminary budget:

Dan and Carla did an analysis of the past four years of the DOE's projected annual early numbers for the PPE as compared both to the actual numbers and Hilltown's budgeted projections. All-in-all, the number sets were pretty close. With that in mind, the Hilltown FY19 preliminary budget includes PPE numbers that Dan feels confident about going forward based on this analysis and factoring specifics on our sending districts.

So, for a few examples of changes to last year's budget, there is an increase for the Director salaries, and teacher and TA salaries based on salary scale proposals passed by the Board, placeholder increases for other staff, and an increase in expenses for the administrative database, among other increases in lines such as health insurance.

The Washington DC trip expenses are less as this is an alternate year when the Prisms will not go to DC, but there are some expenses still relating to making deposits for next year's trip, etc.

The Directors will look into more accurate pricing for adding a Development component to the Rediker database or purchasing a stand-alone system.

Overall, the Domain Council reviewed the initial figures and it looks favorable, with some room to add a bit on the expenses side.

With that in mind, Lara proposed an idea for a paid summer self-directed professional growth program for teachers based on the Faculty & Curricular Advancement (FACA) Program at the Park School in Baltimore. The expenses for this program could be housed in the regular Professional Development line (with an applicable increase for the FACA program.) In the program, teachers or the administration could suggest topics and apply for funding for their professional development idea. One goal of the program would be to attract and retain teachers and to encourage professional development of teachers new to field and to apply this summer learning in the classroom.

Next steps for FY19 budget: Directors will fine tune it and get it back to the Domain Council in time for presentation to the Board in May.

Board Officers and Recruitment:

There is a Board member that is interested in being the VP. The Domain Council discussed the other roles - Clerk, Finance Chair, Personnel Chair, Facilities Chair and GABS chair - and what roles potential new board members might have insofar as committee participation.

Lara will reach out to Liz Preston, the potential new community Board member again to confirm interest and next steps.

Next Meeting: Tuesday, April 24, 2018, at 5:15pm.

6:58 pm – Meeting ended

Respectfully Submitted

Penny Leveritt

GABS Meeting Minutes: April 4th, 2018

5:00 PM - HCCPS

Attendees: Amy, Terra, Susannah, Deirdre

Attendees Remote: none

Regrets: Tim

Planned April Meeting Agenda:

1. Development of By-Law Change Proposal for Staff - **complete**
2. BoT Recruitment Updates - **in process**
3. Discuss/review possible tracking mechanisms for potential candidates - **in process**
4. Schedule the next few meetings - **still TBD**
5. How does proposal get to BoT - **for future meeting**

Development of By-Law Change Proposals

- Finalized addition of staff to BoT proposal for April BoT packet. This needs endorsement from the BoT to be presented at the Annual Meeting in May.
- Finalized change to definition of voting community member proposal for April BoT packet. This needs discussion by the BoT in April and may require additional editing (if approved) before going to the Annual Meeting

BOT Recruitment Updates:

Person	Have Interest Form	Sent BOT job description?	Discussed BOT role: detailed conversation	Attended BOT meeting?
Noelle Stein	Yes	Yes - Deirdre	Tim (complete)	Yes- March
Liz Preston	Yes	Yes - Deirdre	Terra (to do)	Yes - Jan
Matt Dube	Yes	Yes - Deirdre	Terra (to do)	Yes- March
Gillian Fahmy	Yes	Yes - Deirdre	Yes - Deirdre (interest uncertain)	April?
Paula Ingram	(early interest)	Yes - Deirdre	Susannah (to do)	Yes - Dec-March

Possible Agenda Items for Next Meeting:

- Finalize Voting Membership By-law
- Confirm documentation for slate of potential BoT members
- Approve GABS annual report
- Review LRP
- How Does Proposal get to BoT
- Make BoT Tracker a Google Sheet

Upcoming Meeting Dates:

- 4/30/18 5:00 pm at HCCPS
- 5/30/18 5:00 pm at HCCPS

Personnel Committee Meeting Notes
April 3, 2018
Steve, Gaby, Lara

7:35 Personnel Committee will check with Dan about the status of the review of the front office positions.

7:40 Dan will be a guest at the May Personnel Committee meeting to discuss current internal hiring policy.

7:45 Lara will check with Kate on status of intern program evaluation.

7:47 Personnel Committee recommends that management review the TA substitution policy.

- Does it still make sense to ask TA's to not call in a sub the first day they are out?
- Do we need to establish this more clearly: that when TA's fill in for classroom teachers, it is the classroom teacher's responsibility to find a replacement for the TA?
- Does the difference between being a Special Education TA and General Ed TA make a difference to the way we find subs for TA's?

**NOTICE OF COMMUNITY OUTREACH MEETING:
HERBOLOGY GROUP, INC.**

Notice is hereby given that Herbology Group, Inc. will hold a Community Outreach Meeting on April 10, 2018 at New City Brewery, 180 Pleasant Street, Easthampton, MA 01027 from 6:00-7:30 PM to discuss the proposed siting of an Adult Use Marijuana Establishment in the City of Easthampton.

Herbology Group, Inc. intends to apply for a license to operate for one or more of the following Adult-use Marijuana Establishment licenses: Marijuana Cultivator; Marijuana Product Manufacturer; Marijuana Retailer or Marijuana Transporter, to be located at 195 Northampton Street, Easthampton, MA 01027 in accordance with M.G.L. ch. 94G and the Massachusetts Cannabis Control Commission's regulations at 935 CMR 500.000 *et seq.*

Topics to be discussed at the meeting will include, but not be limited to: the type(s) of Adult-Use Marijuana Establishment(s) to be located at the proposed address; plans for maintaining a secure facility; plans to prevent diversion to minors; plans to positively impact the community; and plans to ensure the establishment will not constitute a nuisance to the community.

Interested members of the community are encouraged to ask questions and receive answers from Herbology Group Inc.'s representatives about Herbology Group Inc.'s proposed facility and operations.

A copy of this notice has been published in a local newspaper at least seven (7) calendar days prior to the meeting and filed with the City Clerk, the Planning Board, and City Solicitor. This notice was also mailed at least seven (7) calendar days prior to the meeting to abutters of the proposed location and residents within 300 feet of the property line of the proposed location.

**JANE HAWMAN
CHIEF EXECUTIVE OFFICER**