

**HCCPS Board of Trustees
Meeting Agenda
October 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) (15 min)

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

6:45 Public Comment period (10 min)

6:55 Review BOT letter to community and staff: Michael/Penny/Scott (20 min – discussion)

7:15 Review and approve BOT and Committee Goals: Scott/Committee Chairs (15 min – decision)

7:30 Report on Director goals for 2017/2018: Scott/Penny (5 min – update)

7:35 Review Director hiring process/policy: Dan/Steve (20 min – decision)

7:55 Update on Evaluation review process: Scott/Penny (5 min – update)

8:00 New Business (5 min – identify only)

8:05 Committee Reports (5 min – questions only)

8:10 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:15 Review Action Items in this meeting's minutes (5 min)

8:20 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, September 13th, 2017, 6:30 pm

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Penny Leveritt, Steve Hoyt, Andi Porter, Terra Missildine, Charles Wiemeyer, Kyle Sullivan, Michael Filas, Tim Reynolds, Joe Wyman, Barbara Oegg, Steve Hoyt, Chris Greenfield

Regrets: Amy Reesman, Laura Ramsey

Facilitator: Scott Remick

Notetakers: Meghan Siudzinski

Guests: Laurel Loomis

Listkeeper: Susannah Howe

Timekeeper: Charles Wiemeyer

Mission statement read by: Michael Filas

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> none</p> <p><u>Appreciations:</u> Deirdre Arthen:</p> <ul style="list-style-type: none"> - all parents who held before school class parties (big undertaking!). - Maryellen for all the work at the beginning of the year for welcome and sign-ups <p>Dan Klatz:</p> <ul style="list-style-type: none"> - On-site committee members (Charles, Steve Schrems, and David Saufford) <p><u>Acknowledgements:</u> none</p>	
<p>Any thank you notes needed?</p>	<p>none</p>	
<p>BoT Visibility this month?</p>	<p>Morning coffee house attendance every other month (Oct/Jan/Apr) by 2-3 BoT members to be available and garner feedback. Day of week will depend upon which class is hosting. Deirdre will notify BoT and we can do</p>	

	<p>offline sign-up.</p> <p>Orientations next week (Reds/Oranges). Most important orientations for BoT to attend are probably the Blues/Indigos, Purples, and Prisms due to greatest influx of new families. It can be a quick intro to mention the existence of a BoT and opportunities for contacting BoT members.</p> <p>Teachers need to be notified in advance of the orientations if a BoT member will speak.</p> <p>Team photo of current BoT needed at October meeting.</p>	
Minutes	<p>July 12, 2017 BoT meeting minutes reviewed and edited.</p>	<p>Scott Remick moved to approve July 2017 BoT minutes as amended.</p> <p>Susannah Howe seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	<p>Laurel Loomis here as representative for staff.</p>	
Domain Director Hiring Process	<p>Steve Hoyt and Dan Klatz: Review of Domain Director Hiring Process document.</p> <p>Goal of re-evaluating and clarifying the process. Focused on the hiring of domain coordinators re: roles of search committee members and screening and interview processes. Streamlining the process with regard to timeliness of response to candidates.</p> <p>Audience or groups approached to rethink? Survey went to all hiring committee members. All BoT members from the committees, 2 teachers, 1 administrator and no parents responded. Thematic issues came from responses to help guide improvements needed in the process.</p> <p><u>Proposed revisions:</u></p> <p>More clarity needed that the Board President or designee</p>	<p>Remainder of discussion to continue in October.</p>

	<p>will chair search committees. Proposed: “Under unusual circumstances and with Board approval, the Board President may appoint a designee from the Board of Trustees.”</p> <p>Under step 3: Revise duration of search process to be 4-5 months. And Screens lowercase.</p> <p>Under step 6: Board of Trustees (plural)</p> <p>Question about deliberateness where policy states member must commit to meetings of at least two hours each month whereas meetings happen at other times for different durations. Response: wanted to be very clear about potential commitment.</p> <p>Under step 2. “Necessary and appropriate” - how is that determined/defined?</p> <p>Response: spent a lot of time discussing and committee members decided to leave it to the search committee to determine the circumstances under which the parent and staff interview process would be required.</p> <p>Another option is to require each candidate to go through the parent and staff interview to avoid ambiguity.</p> <p>Discussion of internal hires/lateral moves compared to external/new hires. Predicated on the circumstance of the committee offering the candidate the job?</p> <p>Proposed: “If the committee intends to move the candidate (whether internal or external) forward, the candidate will be asked to conduct the parent/staff interview.”</p> <p>On internal candidates, add verbiage regarding qualifications.</p> <p>Finger sound vote taken on new wording to require all candidates to go through parent/teacher interview.</p> <p>Discussion of finger sound vote results.</p>	
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	<p>Under step 7. “Continue the search?” clarify what point in the search is the committee to return?</p> <p>Clarifying language needed about no break-off meetings about the search that do not include the search committee are permitted.</p> <p>Increasing transparency well in advance of search process so that community members know their opportunities for participation.</p>	
<p>Staff on BOT</p>	<p>New seats open to staff on BoT.</p> <p>How to communicate and initiate the process?</p> <p>Email or via GABS with application policy for BoT seats.</p> <p>GABS interest form, GABS review applications and then forward names to BoT for decision.</p> <p>Needed: letter to staff with instructions.</p>	<p>Michael will draft letter.</p> <p>Deirdre & Scott will review.</p> <p>Board will review in October meeting.</p>
<p>BOT and Committee Goals</p>	<p>Goals in arrears:</p> <p><u>BoT Goals</u></p> <p>Administrative coordinator transition goal met.</p> <p>Overall management; redefinition of goals & crafting of job descriptions. Dir. Teaching and Learning saw most changes. Dir. Family Engagement (FT/PT?) This goal still ongoing.</p> <p>5-year projection from Finance Committee</p> <p> Need to get to review process</p> <p>Capital campaign initiated</p> <p>Codified succession planning for all three directors and identified emergency backup staff.</p> <p><u>Finance Committee</u></p> <p>Develop 5-year budget projection initiated</p> <p>Include contingency fund analysis and undesignated fund balance explanation initiated.</p> <p>Review and revision of reallocation of funds - not yet</p> <p>Assist in administrative coordinator transition</p>	<p>Review goals and come back to next meeting. Email any new ideas to Scott by Oct. 4. Email committee goals to Scott by Oct. 4th.</p>

	<p>completed.</p> <p>Make recommendations... - review in February</p> <p><u>On-site Committee</u></p> <p>Play structure replacement - research conducted; Dan found someone to rebuild current structure for <\$2,000.00.</p> <p>Small play structure - survey teachers about needs/interests. No feedback received as of yet.</p> <p>Solar power tax incentives being researched.</p> <p>Capital replacement plan being worked through.</p> <p><u>GABS Committee</u></p> <p>All goals completed.</p> <p><u>Personnel Committee</u></p> <p>All goals met.</p> <p>-----</p> <p><u>FY18 Goals for BoT overall</u></p> <p>Governance Probe (what is the Board's role at the school) completed in meeting by all BoT members, followed by sharing and discussion of responses.</p> <p>Initiate & review 5-year projection plan from Finance Committee</p> <p>Initiate and Review Capital Improvement Plan</p> <p>Continue with Solar Plan</p> <p>Implement Director Review Plan with at least one Director & make the process repeatable for future BoT constellations. (Complete for Dir. of Family Engagement in next 2 months & Initiate for Dir. of Teaching and Learning and Dir. of Administration).</p> <p>Investigate why filling BoT roles is often a difficult and lengthy process? Maybe a GABS goal?</p> <p>What is the BoT role within dissemination goal of</p>	
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	<p>charter schools?</p>	
<p>BOT Communication Protocols</p>	<p><u>BoT communication Scenarios:</u></p> <p>Intent to work on a document to clarify BoT communication protocols as per OML in the format of various scenarios that might occur for BoT members.</p> <p>For instance:</p> <p style="padding-left: 40px;">If BoT is going to send a letter to the whole community, can they collaborate outside of meetings (as with Google Drive)?</p> <p style="padding-left: 40px;">What can two or more BoT members discuss outside of a BoT meeting?</p> <p><u>Public comment in BoT meetings:</u></p> <p>Penny’s research showed that the law states "No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public Body.", but as per the Attorney General’s OML Guide from March 2015, public bodies such at the BoT are nonetheless encouraged to allow the public to comment on agenda items during the meeting.</p> <p>The BoT hopes to change the perception that the Board is difficult to communicate with.</p> <p>Possibly provide a defined amount of time for questions or comments after the Board has discussed an agenda item. The Chair/President (or designee) has complete discretion at how to manage the time of public comments. The times allowed for comments will likely vary from meeting to meeting and topic to topic. And the chair has the authority to not allow comments at all, if warranted and depending on the situation.</p> <p><u>The process could go as follows, if comments are allowed:</u></p>	<p>Review document and send questions or ideas to GABS, Penny or Scott.</p>

	<ul style="list-style-type: none"> ● An agenda item is discussed by the BoT ● The public may be invited for a specific amount of time indicated by the President to comment and ask questions. ● After the comment time is over or the President ends the comment period, the BoT further discusses and takes into consideration the comments, if needed ● The Bot makes any final decisions, as needed. <p>As per advice from a parent involved with several Easthampton community boards, the chair had complete authority over the management of and time for comments and if a topic is going on longer than time allows at the meeting, the chair can table the topic for the next meeting.</p> <p>In addition, for the official “public comment” period at the beginning of a meeting, the chair should clarify to any visiting public that the “public comment” period is only for topics not on the agenda and can redirect the commenter if they veer into items that are on the agenda.</p> <p>Potential time management issues, but also potential for improved dialogue with staff, families and the public in general and fits better with the overall Hilltown goal of community engagement and openness.</p> <p>Perhaps stage this change to allow the staff member integration on BoT to settle before implementing public comment period?</p> <p>Board packets are publicly available after meetings. Agenda is publicly available prior to meeting.</p> <p>We always post and disseminate final post-meeting packets so as to be sure to include any items that were</p>	<p>Dan will run the public comment policy by the lawyer.</p> <p>Penny will share with Michael so he can draft the letters to bring to next meeting.</p> <p>Michael will draft the public comment period description for the staff letter and community welcome(s).</p>
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	<p>handed out at the meeting - but to foster better dialogue with the public during meetings, we should disseminate and post pre-meeting packets also, even if incomplete.</p> <p>Concerns about time management, though the opportunity to increase transparency is positive.</p> <p>We may need to increase length of meetings and/or limit the number of items on agenda if public participation increases.</p> <p>Increase in public participation is in line with the spirit of the school and culture, and while time management may present an issue, the opportunity to build access and participation is worth it..</p> <p>Given Attorney General’s encouragement, might need to follow the recommendation. Other schools’ examples of posting rules of participation are on their websites.</p> <p>Maybe include announcement about public comment practices in the BoT’s welcome letter.</p> <p>Announce all options at the same time.</p> <p>2 letters sent at same time or 1 letter to everyone?:</p> <ul style="list-style-type: none"> - one to staff about Board membership with a note about public comment period, and - one welcome letter to the entire community in which these items are included 	
<p>Director Evaluation/Review Surveys</p>	<p>Suggestion to have rubrics that we might use for job descriptions.</p> <p>Survey as snapshot of people’s perceptions that the Board then translates into a judgement. Shorter survey may allow that judgement to be clearer than a lengthier one.</p>	<p>Scott and Penny will craft the BOT and Staff surveys and send them out.</p>
<p>New Business - Identify only</p>	<p>None</p>	
<p>Committee Reports - Questions only</p>	<p>Dan Klatz: Need to have Deb Jacobsen (Finance Committee) to attend BoT and articulate what the Undesignated Fund Balance is.</p>	

	Portal vs. website: Website is shifting to more of a public face and less of a resource, which the portal fulfills.	
Meeting Wrap-Up/ Evaluation	Next meeting is October 11th, 6:30pm Snacks: Susannah, Drinks: Joe, Newsletter blurb: Joe Facilitator: Scott	
Review Action Items	Reviewed action items with the board.	
Adjournment	Meeting adjourned at 9:13 PM	

Attachments:

September 13th BOT Meeting Agenda; July 2017 BOT Meeting Minutes DRAFT; Revised Hiring Process for Domain Directors; 2016-2017 BOT and Committee Goals; 2011 HCCPS Coordinator Survey Template for BOT and Committee Members; 2011 HCCPS Coordinator Survey for Teachers, TAs, Admin Staff; Domain Council Meeting Minutes, July 26, 2017; Domain Council Meeting Minutes, August 30, 2017; Domain Directors Report September 2017; FoH Meeting Minutes June 20, 2017; FoH By-laws Amendment May 2017; FoH Officers Responsibilities

Tentative Agenda for October 2017 Meeting:

- Welcome letter and staff letter
- Update on evaluation review process
- Domain director hiring process
- Board and Committee goals

DRAFT

Dear HCCPS Community,

The Board of Trustees has been working hard this year to build on the great foundation we have at Hilltown, particularly in terms of our leadership structure.

- The Coordinators' positions were reviewed, updated, and re-defined as Directors;
- The Hiring Procedure for Directors is currently undergoing revision through the Board process;
- We will be adding optional elected, non-voting staff seats on the Board—a change requiring a vote of the Cooperative, which will be forthcoming;
- We have made a consensus decision to provide more opportunities for the public to comment on agenda items at Board of Trustees meetings.

This last change affects every Hilltown community member directly because now there will be more invitations to join the Board of Trustees at our governance meetings not just as passive listeners, but with the opportunity to let us know how our specific discussions and decisions will affect you and your family.

The Massachusetts Open Meeting Law is clear on not allowing public comment on agenda items without the invitation of the President of the Board. But it is the intent of the Board to begin to invite the public to comment as often as possible. We hope, that with this change, there will be improved and open dialogue between the Board of Trustees and staff, families and the public, and we are pleased to say that this change is in effect now.

Please join us when you are able. The Board meets every second Wednesday of the month; our meetings are posted on the school's online calendar, the school website and at the entrance to the school. Our agenda is posted 48 hours in advance of each meeting on the school bulletin board and on the school's website here: <http://www.hilltowncharter.org/board-meeting-schedule-minutes/>

The Board always welcomes input from the community, so even if you can't attend our meetings, please let one of the Trustees know how our discussions and decisions could best support your Hilltown experience.

We look forward to hearing your input!

Scott Remick, Board President

Penny Leveritt, Board Vice President

Chris Greenfield, Treasurer, Finance Chair

Amy Reesman, Board Clerk, GABS Committee

Charles Wiemeyer, Site Committee Chair

Steve Hoyt, Personnel Committee Chair

Terra Missildine, GABS Committee Chair

Joe Wyman, Board Member, GABS Committee

Kyle Sullivan, Board Member, Community Member

Michael Filas, Board member, Charter School Association Liaison

Susannah Howe, Board Member, GABS Committee

Tim Reynolds, Board Member, GABS Committee

DRAFT

Dear HCCPS Staff,

Thank you for carrying our school so handsomely into the fall semester. We are continually inspired by your commitment and talents with the Hilltown students, and we'd like to know how we can support you better.

The Board of Trustees has been taking action to open our meetings and processes for transparency and so we can hear more of your input. Towards this end, within this school year we will implement the option of direct Staff participation via staff seats on the Board of Trustees. Adding these seats will require a change to the by-laws, which must be ratified by vote at a meeting of the Cooperative. Once ratified, this will create two elected, non-voting seats for two-year terms for Staff members to serve on our Board of Trustees alongside the three Directors, who are also non-voting members. We are currently facilitating the process required for making this change as soon as feasible, and more information will be forthcoming. In the meantime, if you think you might be interested in joining the Board of Trustees as an elected, non-voting staff member, please contact the Clerk of the Board of Trustees, Amy Reesman.

In line with the goal of opening our meetings and processes for transparency, the Board of Trustees has made a consensus decision to provide more opportunities for the public to comment at Board of Trustees meetings. The Massachusetts Open Meeting Law states that the public is not allowed to comment on agenda items without the invitation of the President of the Board. But it is the intent of the Board to invite the public to comment as often as feasible. The hope of this shift in thinking is that there will be improved and open dialogue with staff, families and the public, and we are pleased to add that this change is in effect now.

Now that the public will more often be invited by the President to comment on decisions and discussions as we process them, we hope that more of our Staff members will take this opportunity to contribute to our understanding of how our work and decisions might affect you.

As always, please join us when you are able. The Board meets every second Wednesday of the month; our meetings are posted on the school's online calendar, the school website and at the entrance to the school. Our agenda is posted 48 hours in advance of each meeting on the school bulletin board and on the school's website here:

<http://www.hilltowncharter.org/board-meeting-schedule-minutes/>

We look forward to hearing your input!

Scott Remick, Board President

Penny Leveritt, Board Vice President

Chris Greenfield, Treasurer, Finance Chair

Amy Reesman, Board Clerk, GABS Committee

Charles Wiemeyer, Site Committee Chair

Steve Hoyt, Personnel Committee Chair

Terra Missildine, GABS Committee Chair

Joe Wyman, Board Member, GABS Committee

Kyle Sullivan, Board Member, Community Member

Michael Filas, Board member, Charter School Association Liaison

Susannah Howe, Board Member, GABS Committee

Tim Reynolds, Board Member, GABS Committee



Board of Trustees and Committee Goals – 2017/2018

Board of Trustees Goals

- Financial
 - Initiate & review 5-year projection plan from Finance Committee
 - Initiate and Review Capital Improvement Plan
- Director Evaluations
 - Complete for Dir. of Community and Family Engagement
 - Initiate for Dir. of Teaching and Learning and Dir. of Administration
 - Make the process repeatable for future BoT constellations
- Overall Management
 - Director of Community and Family Engagement - (part-time vs full-time)

Finance Committee Goals

- Create and present a 5 Year Budget Projection with Cash Flow Analysis
- Summarize and present the various fund balances and their current definitions
- Support the Board of Trustees and the On Site Committee with the financial portion of various planning efforts (Master Planning, Capital Replacement, Projects, etc)
- Review, potentially redefine, and present Balanced Budget Policy
- Support Board of Trustees recommendation on PILOT (payment in lieu of taxes)

GABS Committee Goals

- Review existing bylaws
- Review existing pathways for proposals to come to the BoT for approval
- Ensure the BoT Resource Notebook remains current on paper and online. Evaluate and streamline delivery for accessibility
- Continue to develop a robust orientation plan
- Identify new opportunities/strategies for BoT recruitment
- Monitor and assess progress of the long-range plan
- Create an ongoing, annual calendar/timeline for GABS
- Develop proposal for bylaw change reserving staff position(s) on BoT

On-Site Committee Goals

- Completion of the Capital Replaces schedule for the school (by end of the calendar year)
- Present Solar options to the BOT
- Review and present options for the repair or replacement of the HVAC system to the BOT
- Present Playground construction and reconstruction options
- Research items of interest as directed by the BOT concerning the physical plant of the school

Personnel Committee Goals

- Work to define an emergency hire and the process the school will follow in the event of an emergency hire. (As per the Long Range Plan goal to “Minimize the disruptiveness of an unfilled vacancy or long-term unplanned absence”.)
- Review and refine the process for how a personnel concern is raised and addressed. (Put actual issue(s) that arises during the school year through our idea of a good process and evaluate the effectiveness of our process.)
- Describe and document efforts to diversify our staff as well as what we do to support the health of a diverse staff community.
- Long Range Goal: What can a school [our school] do, process and policy-wise, to elevate the integrity of teaching professions (all kinds)? (Delve into this question and consider owning this as a goal in year two - not only is it the right thing to do, but it would make our school an attractive place to work).



HCCPS Director Goals – 2017/2018

Dan Klatz, Director of Administration

1. Acclimate to the new set of responsibilities.
2. Assist and support the new Director of Teaching and Learning.
3. Implement new technology (Database, website, etc) for the purpose of improving school/work life for families and teachers.
4. Evaluate staff roles in the Administrative Domain, update job descriptions and modify job titles as needed. Provide information to Personnel Committee for the purpose of obtaining comparable salary data.
5. Work on creating a functional "Administrative Team" made up of the three Directors and selected staff. The major purpose of the team is communication around shared activities.

Deirdre Arthen, Director of Community and Family Engagement

1. Make significant progress developing sustainable structure for leadership roles for Prisms. (LRP Building Community Goal 4)
2. Lead an evaluation process of school programs beyond core curricular areas for the purpose of establishing key priorities. "Review time and resource allocation. Assess partnerships with local community organizations. Accommodate the needs of expanding student population." (LRP Program Quality Goal 3)
3. Establish sustainable Community Service Learning patterns for K-8 classrooms and develop partnerships around service learning, social justice and equity with local schools and other institutions.
4. Set in place a usable, sharable and reliable database system for tracking and scheduling parent and other volunteers using the portal or another system.
5. Create and maintain monthly schedule of events which address the changing needs of the school community including social events, parent initiated projects, topical coop discussions and curriculum presentations.



Lara Ramsey, Director of Teaching and Learning

1. Visit one or two classrooms daily and offer brief, timely notes (or quick, in-person conversations) about specific things I appreciate and/or want to know more about. Use questions based on observations to push thinking. Learn how the school works and what teachers need from the person in my position.
2. With teachers, earn trust and develop relationships that have the capacity to support long-term professional growth.
3. Throughout the year, build on professional development initiatives launched in late August (anti-bias education and Universal Design for Learning). These two initiatives will grow our school in directions that support our mission and speak to areas that teachers and parents have identified as important areas for growth.
4. Identify needs for curriculum improvements and teaching based on evidence (curriculum maps, classroom observations, current educational research, and teacher meetings).
5. Within the teaching staff, clarify school systems related to Student Services, Special Education, and 504s. Achieve consistency of processes. Improve communication with SEPAC. Build toward more parent education about school services and processes in year two.

DRAFT

REVISED HIRING PROCESS FOR DOMAIN DIRECTOR POSITIONS

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The search for a Domain Director is a major decision for the school, and consequently involves a significant outlay of time and energy by Committee members. Those on the Committee should expect to commit to several two hour meetings each month for the duration of the search, which is estimated to involve four months. Only individuals able to make this commitment should volunteer for the Committee.

The Board President will chair a Search Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- Two staff members chosen by Board President
- The two other Domain Directors
- A parent representative chosen by the BOT President.
- Under unusual circumstances and with Board approval, the Board President may appoint a designee from the Board of Trustees.

1. Mandatory Committee Orientation: The Search Committee meets to determine criteria, discuss the timeline and create or revise interview questions for the first interview.
2. Begin the hiring procedure for internal candidates: The position will be posted internally and interested and qualified candidates will have ten working days to apply. The Committee will interview the internal applicant(s). If the committee intends to move the candidate (whether internal or external) forward, the candidate will be asked to complete the parent and staff interview process. The Committee will recommend one of the following options to the full Board:
 - a) Offer the staff member the position.
 - b) Proceed with the external search process and provide the staff member the option to continue as a candidate.
 - c) Not offer the staff member the position

Once the internal process is complete, the Committee will, when necessary (options b or c above) begin a full process.

3. The Committee screens resumes and selects candidates for initial interviews. This search process to be between 4-5 months.
4. The First Interview: The Search Committee meets with the candidate for a 45 minute interview. The same pre-determined questions are asked of each candidate with

flexibility for clarification and follow up questions. The Search Committee selects someone to begin checking references as they continue with the process.

5. Selection of Finalists: Based on the initial interviews, the Committee selects finalists who will return for a single day to complete the following steps:
 - Parent Interview: Following the orientation meeting (step 1), the parent representative will contact parents to solicit questions for the parent meeting. The Committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the Search Committee.
 - Meeting with teachers and staff: All staff are invited to interview each final candidate for domain director. The candidate is also given the opportunity to ask questions of the teachers for up to 45 minutes. Following these questions, the candidate and a group of 6-8 staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other staff. Staff give written feedback to the Search Committee.
 - Board of Trustees Interview: Candidates will be interviewed by the Board of Trustees. Search Committee members may observe this step in order to make a fully informed recommendation. BOT members give written feedback to the Search Committee.
6. Final Recommendation: The Search Committee reads all written responses and formulates questions for any further references. Following the checking of references, the Committee makes a recommendation to the full Board who makes the final decision. The Committee will operate under the Board of Trustees guidelines for consensus and all discussion shall take place with the full search committee present. If consensus cannot be reached, another meeting will be held to attempt to find consensus. At the close of this meeting, if the Committee is unable to reach consensus a vote will be taken and the vote count will be shared with the Board as part of the recommendation.
7. BOT will consider the recommendation and ultimately decide whether to offer the position or put it back to the Committee to review again in the final recommendation phase.

DOMAIN COUNCIL MEETING MINUTES

13 September 2017

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

Regrets: Lara Ramsey (at Chimney Corners)

Meeting Start: 5:15 pm

Location: HCCPS School

AGENDA:

Staff on the BOT:

DC discussed the new seats on the board that will be made available for HCCPS staff. The next step is an announcement to the staff letting them know about the available seats and how to proceed for those interested in joining the board.

School Vans:

We received a grant for \$10K to put towards transportation. BOT approved an additional \$10K to put towards this. \$20k is likely not enough to cover 2 mini-vans, but we might be able to make up the rest, if needed, with unused summer project funds. All are capital expenses.

Public Comment:

DC discussed the idea of opening up public comment during the agenda items. Idea would be for the board to start the discussion, then open it up for a fixed amount of time for public comments/questions, and then the board would continue deliberations. The BOT President (Chair) – or designee - has complete control over the public's involvement and comment on agenda items during the meeting. BOT President can halt comments and continue the topic into next meeting if needed.

The official "public comment" period at the beginning of the meeting is only for non-agenda items and the BOT president should announce that if applicable (if any public attend a meeting.)

The process goes as such: 1) BOT discusses topic, 2) President may invite public to comment for limited time, 3) BOT continues deliberation, 4) BOT makes decision(s) if applicable

Domain council would like to try this public participation and will bring to the BOT. Something could go out to the community, and later maybe a statement on the website.

Director goals:

Directors will craft goals by next Domain Council meeting. Scott and Penny will talk individually with each director about goals.

Governance Probe:

Hand this out to BOT at the Sept 13 meeting, people go through it and put x on things they think are governance. Pair up and discuss. Purpose is to work on BOT goals for governance for FY18.

Front Office staff salary review and job:

Timing: by Jan, first goal is to do salary reviews based on duties. So Dan will tackle that 1st. Dan would have reviewed positions. Then personnel will do more research – contact other districts for comparables.

Next Meeting: Wednesday September 27, at 5:15pm.

6:15 pm – Meeting ended

Respectfully Submitted,
Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES

27 September 2017

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

Meeting Start: 5:15 pm

Location: HCCPS School

AGENDA:

Revise DC meeting schedule:

Revised list of Domain Council meeting dates through December (all at 5:15): Tues, Oct. 17, Wed, Nov. 1, Tues, Nov 14, Wed Dec 6, Tue Dec 19

Director goals

Dan and Deirdre provided a draft of their FY18 goals and Dan's goals were reviewed by Scott and Penny after the meeting. Deirdre's and Lara's goals should be reviewed in time for the October Board meeting.

Bathroom sign

There has been varying types of feedback regarding restroom signs, beginning with concerns about the Anglo-Saxon biased ponytail on the girl icon, the alien sign on the gender neutral upstairs bathroom, the fact that the kid's gender neutral bathroom was on the second floor, and that the one bathroom sign with icons of girl, a boy, and a wheelchair might not suffice to encompass an all genders and all needs. Some of these concerns have been addressed with signs that remove hair iconography (bald heads, no ponytails), include both boy and girl symbols and include a wheelchair symbol. And all signs include Braille, as required.

Domain Council discussed that since this topic is so different for everyone, it might be better to see how the current bathroom signs sit with everyone after a time.

Dan will bring this topic back to the Equity Team for further discussion.

Director check-in

Dan: A staff member of the Cutchins Programs for Children and Families did a Professional Development training session and it was not at all good. It turns out that Cutchins was not even aware of the program occurring, but are now aware that one of their employees did this program independently. The trainer sent a bill. Dan asked what we should do about a bill for a sub-par program that was essentially falsely presented under the Cutchins name. Dan will follow-up with the Director of Cutchins and give feedback on the program itself. Dan will contact the trainer directly after a bit of time to discuss how to handle this bill considering the above.

BOT mtg agenda

Review BOT letter to community and staff
Review and approve BOT and Committee goals
Report on Director goals for FY18
Revisit Director hiring process
Update on evaluation review process

Next Meeting: Tuesday, October 17, at 5:15pm.
6:15 pm – Meeting ended

Respectfully Submitted,
Penny Leveritt

Finance Committee Meeting Minutes: September 27th, 2017

Attendees: Chris Greenfield, Deb Jacobson, Dan Klatz, Matthew Dube, Kate Saccento, Maureen Mahar, Carla Clark

Absent: None

- 1) The group reviewed the Finance Committee Goals from FY2017
- 2) The group discussed and recommends the following Finance Committee Goals for FY2018 to the Board of Trustees

- Create and present a 5 Year Budget Projection with Cash Flow Analysis
- Summarize and present the various fund balances and their current definitions
- Support the Board of Trustees and the On Site Committee with the financial portion of various planning efforts (Master Planning, Capital Replacement, Projects, etc)
- Review, potentially redefine, and present Balanced Budget Policy
- Support Board of Trustees recommendation on PILOT (payment in lieu of taxes)

Next Meeting: October 25th

GABS Meeting Minutes: October 4th, 2017

5:00 PM

Attendees: Amy, Deirdre, Susannah, Tim, Terra

Regrets:

Review GABS Goals and Responsibilities

Establish Upcoming Meeting Dates/Times

- Monday October 30th, 5pm. Smith College. Ford 146
- Wednesday November 29th, 5pm. Hilltown School.
- Friday December 22nd, 8am. Hilltown School.

FY 2018 Goals:

- Review existing bylaws.
- Review existing pathways for proposals to come to the BoT for approval.
- Ensure the BoT Resource Notebook remains current on paper and online. Evaluate and streamline delivery for accessibility.
- Continue to develop a robust orientation plan.
- Identify new opportunities/strategies for BoT recruitment.
- Monitor and assess progress of the long-range plan.
- Create an ongoing, annual calendar/timeline for GABS.
- Develop proposal for bylaw change reserving staff position(s) on BoT.

For Next Meeting:

- Work on calendar/timeline for GABS activity.
- Work on Review existing pathways for proposals to come to the BoT for approval.
- Ensure the BoT Resource Notebook remains current on paper and online. Evaluate and streamline delivery for accessibility.

Next Meeting: Monday October 30th, 2017 (Smith College, Ford Hall Room 146)



Domain Directors Report to the Board of Trustees October, 2017

1. This fall, we are implementing the Response to Intervention (RTI) process in all grades. Periodically, throughout the year, we are scheduled to meet with a team from Model Demonstration Schools for support in honing this process. MDS is a grant-funded program within the Massachusetts Charter School Association. Its mission is to provide coaching and support to support inclusive learners in charter schools. We have chosen to use their support to work on the process of RTI (evaluating the effectiveness of Tier I and Tier II accommodations provided to students who are not yet identified as qualifying for special education) and to learn more about Universal Design for Learning. Justin and Lara are meeting with the MDS team next week.
2. The additions/upgrades to our outdoor space are nearing completion. The platform for tetherball and other games is complete, and the refurbishing of the play structure should be complete in the next week. Additionally, a hard working group of parents has created an “outdoor classroom” space in the woods in back of the school. Finally, the sound wall between the music and humanities rooms will be completed the first week in November.
3. Lara and Justin have created an organizational flow chart to clarify the oversight of IEP services and 504 accommodations in all parts of the school. The plan was revised based on this year’s needs so as to use resources most efficiently.
4. We hosted follow-up teacher professional development in math and social studies. The math piece is working with a coach from Amherst on facilitating Number Talks and other structured math discussions in order to a) simultaneously engage a range of students at the edge of their learning and b) deepen understanding of and implement Math Practice Standards (part of the Common Core). The social studies piece is working with an instructor for the Collaborative for Educational Services to learn about ELL students access inquiry through primary sources.
5. We are trying some new systems with staff this year including use of the Rediker Portal for attendance and progress reports, a digital way of documenting benefitted hours, and an inventory of building needs. While change can be challenging, everyone has been cooperative and open.
6. Teachers submitted six Community Foundation of Western Massachusetts grant applications in the following areas: Rock Ensemble; Poetry, Politics, and Hamilton (the musical); 4th/5th grade classroom library, 6th grade classroom library; Multicultural art replicas for Atelier; Collaboration with NEPR’s Media Lab. We hope to hear back at the end of the month.

Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – Oct 5th , 2017

Present: David Stauffer, Steve Schrems, Charles Wiemeyer and Dan Klatz

Regrets:

Facilitator: Charles

Note taker: Charles- Minutes created from the recording of the meeting

Topic	Discussion	Action (if necessary)
Completion of the Capital improvement program for the Finance committee	Charles has spent the most time with this and will complete for committee review before presentation to the BOT	
school repairs	Dan has had success by hiring contractors on his own	
HVAC system / Fresh air system	Discussed options with providing service and maintenance for the schools HVAC system	Charles to follow up with someone that can provide a review of the control system with Buzzy
Windows	All windows are past warranty period- Windows dating from the 1989-2000- Quote provided by rk miles to be presented in site committee capital replacement report	Pricing to be provided in Capital replacement report
Flooring	Determine the life expectancy of existing flooring	David to follow up with Dan
Solar programs	Dan to provide the school's electric bill and as a group meet with different providers	Follow up for BOT to provide proposal

Rope swing	create a “ fencing” to block access to the ends of the swing while in use	Charles to provide pricing
Roofing	Discussed options between tar roof compared to metal roof- Metal roof a better option for mounting a solar panels	Combined with solar proposal
Direction of “ On Site “ Committee	<p>The committee discussed the purpose of “ On Site”</p> <p>Discussed that the on site committee to be a research arm for the BOT that would meet once a month, but could meet more often as needed during research/installation of projects.</p> <p>A separate group that would take on small repairs that is directed and organized by the Dan.</p>	Approval by the BOT

Agenda items for next month: Nov 15th 7:30 am at the school

Personnel Committee Meeting

October 3, 2017, 7:35- 8:10 a.m.

Steve Hoyt, Gaby Blaustein, Lara Ramsey (note-taker)

1. We worked on defining what constitutes an emergency hire and what hiring procedures are followed in that event. Here are our early thoughts and questions.
 - A personnel vacancy qualifies as an emergency hire if a position that is essential to the running of the school becomes open and there are 20 or fewer business days in which to fill the vacancy.
 - In this event, the position will be posted as a long-term sub position.
 - A full interview committee comprised of parents and community representatives is not required.
 - Would we post it externally only, or would we be open to moving an internal person into a long-term sub position and potentially open up a second emergency hire?
 - The person hired as a long-term sub may, upon its official posting, apply for the job as an internal candidate. That person would go through the interview process used for all non-emergency hires.

2. Deirdre indicated to Scott that there is at least one parent interested in joining personnel committee.

3. In our next meeting, we will
 - a. Review the long term planning goals
 - b. Revisit process for how a personnel concern is raised (discuss)