

**HCCPS Board of Trustees  
Meeting Agenda  
July 11, 2018**

**NOTE: Orientation for new Board members will start at 5:30**

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: Penny Leveritt**

**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 previous BOT meeting  
Welcome new folks

**6:50 Public Comment period (5 min)**

**6:55 Approve new board members elected by the Cooperative: Penny (5 min – decision)**

**7:00 Review last year's board goals: Penny (10 minutes)**

**7:10 Proposal for Revised Evaluation Process: Penny (10 min – decision)**

**7:20 Review survey questions for evaluations for Lara and Dan: Penny (10 min – discussion)**

**7:30 BOT Planning Calendar: Penny and Tim (5 min – discussion)**

**7:35 Review Parent Satisfaction Survey: Deirdre, Dan, Lara (10 min – discussion)**

**7:45 Education Domain Report: Lara (20 min – discussion)**

**8:05 Political outreach: Dan (5 min – discussion)**

**8:10 New business (5 min – identify only)**

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

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

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

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

**8:30 Adjournment**

Revised Director Evaluation Process (and review of survey questions before sending) – 15 minutes

BOT Planning calendar – 5 minutes

Review parent satisfaction survey – 10 minutes

Political outreach – 5 minutes

Ed Domain continuation – 20 minutes

**Hilltown Cooperative Charter Public School**

Board of Trustees **DRAFT** Meeting Minutes – Wednesday, June 13th, 2018, 6:30 pm

- Present:** Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Steve Hoyt, Barbara Oegg, Chris Greenfield, Scott Remick, Susannah Howe, Michael Filas
- Regrets:** Terra Missildine, Amy Reesman, Charles Wiemeyer
- Facilitator:** Scott Remick
- Notetakers:** Meghan Siudzinski
- Guests:** Grace Mrowicki, Emilie Woodward, Noelle Stern, Liz Preston
- Listkeeper:** Chris Greenfield
- Timekeeper:** Susannah Howe
- Mission statement read by:** Susannah Howe

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<p><b>Announcements/ Appreciations/ Acknowledgements</b></p>	<p><u>Announcements:</u> Two new hires: 1 year reading specialist, Andrea Hearn, while Felicia is on leave, and Alex Niemic will be the PE teacher next year.</p> <p><u>Appreciations:</u> Deirdre: All the people (Sarah Swersey and company) who provided the lovely staff appreciation lunch. Chris: For Susannah Howe, who brought an excellent chocolate cake to her last meeting. Penny, on behalf of Amy Reesman: In appreciation of the departing BOT members. Penny: In appreciation of Scott and Susannah’s service. Joe: With appreciation for Scott and Susannah Michael: With thanks for their leadership and organization. Steve: With thanks for all the strengths they have brought to the Board. Scott: In appreciation of Charles’s many forms of</p>	<p><b>Penny read <i>The Story of the Geese</i>.</b></p> <p><b>Standing ovation from those present. Gifts presented.</b></p> <p><b>Please sign the card to accompany the gift for them.</b></p>

	<p>giving to the school and the Board, and for Maureen’s service over the years.</p> <p>Susannah: For Steve, Michael and Terra’s service.</p> <p>Scott: For Penny’s willingness to step up.</p> <p>Lara: In appreciation of Meghan for taking notes.</p> <p><u>Acknowledgements:</u></p> <p>Welcome to Liz and Noelle</p> <p><u>Agenda Check:</u></p> <p>For Education Domain Report, there is only a discussion, no decision.</p>	
<b>Any thank you notes needed?</b>	Steven Schrems for all of his contributions over the years.	<b>Send a card from the Board.</b>
<b>BoT Visibility this month?</b>	Summer Celebration Thursday Graduation on Friday	<b>Please wear BoT buttons at events.</b>
<b>Minutes</b>	<p>Amendments:</p> <p>Under ‘Announcements’ - Dan’s meeting with the mayor was 5/10 (not 4/10).</p> <p>May 9th, 2018 BoT meeting minutes were reviewed and approved as amended.</p>	<p><b>Scott moved to approve the May 9, 2018 BoT minutes as amended.</b></p> <p><b>Susannah seconded.</b></p> <p><b>Minutes approved by consensus.</b></p>
<b>Public Comment Period</b>	None.	
<b>Finalize Board and Committee Roles for FY19</b>	<p><u>FY 2019 Board Position Possibilities:</u></p> <p>President-Penny L.</p> <p>Vice President- Tim R.</p> <p>Treasurer- Matt D.</p> <p>Clerk- Amy R.</p>	<p><b>Scott moved to approve the Board Officer, Chair and Committee roles as outlined.</b></p> <p><b>Michael seconded.</b></p>

	<p>GABS Chair- Amy R.          Personnel Chair- Joe W.          Finance Chair- Matt D.          Facilities Chair- Chris G.          FOH Liaison- Barbara Oegg          GABS Committee- Noelle S.          Ex Officio - Dan, Deirdre, Lara          Staff Member: Paula Ingram          Community Member: Liz Preston          FOH Liaison: Barbara Oegg</p>	<p><b>Approved by          consensus.</b></p>
<p><b>Equity Team Report</b></p>	<p>Grace and Emilie:          Project in progress since 2012 to look at how we support our students of color and those in lower income brackets.          Surveyed families in grades 6-8. Results indicated that the surveyed families felt underrepresented in school decision-making.          Current membership is 11 staff members.          Parents were invited to join but there are currently no parent members. Three staff that are also parents are on the Team. A goal is to set times that would allow more participation from parents.          This year, Tech and ELA teachers did an integrated unity of race and equity in the Prisms. Lara led role plays of racially sensitive topics on professional development days which staff found helpful in preparing for similar scenarios. A computer loan program was created for lower income students.          Further efforts include making extra-curriculars such as ski club more affordable to allow everyone to participate, reviewing hiring practices and reviewing social studies curriculum to find opportunities to be more inclusive of these issues.          One thing that would be good to know is are we as racially, ethnically, economically diverse as the communities we serve?</p>	

	<p>There is data and it comes from the state. We are required to have a recruitment and retention plan. The Department of Education sets a benchmark every year responsive to the school population which changes every year.</p> <p>It felt supportive when the Board took an interest in the gender neutral bathroom signage at the beginning of the year and when we examined our mission statement for issues of equity. The Equity Group members are happy to be approached about any issues around equity, not just race and class.</p> <p>The Board may be helpful in facilitating conversations.</p> <p>Love the idea of increasing the fees for Ski Club to be more inclusive.</p>	
<p><b>FY19 Budget</b></p>	<p>Dan read through the Balance Budget, line by line.</p> <p>A proposed budget increase of 4%. We will know exactly on June 28.</p> <p>Income</p> <p>FOH is making a gift to the school of \$12,500. They will gift \$30,000 next year.</p> <p>Total income increase is 2.9%. We received a \$20,000 Webster Gant. The surplus from the DC trip were counted as Income and Expenditure.</p> <p>Expenses</p> <p>TA income increases.</p> <p>PE staff increase.</p> <p>Increased TA staffing (mostly at 7th &amp; 8th grade level)</p> <p>We will have five graduate interns next year (three will be 1-year terms).</p> <p>Increased administrative support (some of which will assist the BoT)</p> <p>Health insurance rate decrease of 10% because they offered an incentive. We are covering the higher</p>	<p><b>Chris moved to approve the FY19 Budget as proposed.</b></p> <p><b>Susannah seconded.</b></p> <p><b>FY19 budget approved by consensus.</b></p>

	<p>deductible (\$2,000 now instead of \$1,000) so that it doesn't impact employees. How many staff will take advantage is unknown until the new staff members begin.</p> <p>FOH is funding the robust professional development, technology improvements and artist in residence.</p> <p>We are changing cleaning companies, but the cost is not affected.</p> <p>FOH tags fundraising so that they can let people know how their money was used.</p>	
<p><b>Recap of Annual Meeting</b></p>	<p>Main topic: Safety of our children.</p> <p>Conversation focused on whether or not we're doing drills and are we getting expert advice.</p> <p>Some outcomes included getting preparedness training for the staff. The Easthampton "safety folks" want to conduct our trainings. What needs to happen with children will follow those staff trainings.</p> <p>Attendance was very low and the measures passed with a small minority of representation.</p> <p>Even after the recent scare at JFK and Lara's communications about it, the parent response was very low.</p> <p>The difficult topics are maybe not as attractive to parents as the celebrations that involve the children.</p> <p>Some feedback after last year was that a decision had already been made and their feedback was irrelevant.</p> <p>Art Spark attendance also seems to be going down over the past few years, so maybe attendance is down more generally.</p> <p>People are time deprived and maybe we could scale back the business portion of meetings and gatherings. Considering how involved parents are with the Winter Fair, maybe packaging it differently into gatherings that kids attend for fun and the parents step out briefly for fast governance meetings.</p> <p>Including the business as one segment of a more fun</p>	<p><b>Schedule staff safety trainings.</b></p>

	<p>gathering might secure more participation. Does it have to be at the end of the year because timing seems to be particularly challenging for people's schedules.</p> <p>A change to the by-laws would allow that change.</p> <p>Set the date early and make a big deal that we expect their participation.</p>	
<b>Education Domain Report</b>	<p>Main topics, which are provided in detail within the Education Domain Report:</p> <p>SEPAC</p> <p>Science Mapping Project</p> <p>Think about the potential gaps that are created for students who come in at different times.</p> <p>Math program</p> <p>(Ran out of time for the full report.)</p>	<p><b>Provide snippets of the data shared tonight throughout next year to let the Board know how the plans are going.</b></p> <p><b>Continue this conversation at the next meeting</b></p>
<b>New Business - Identify only</b>	<p>What is the Board's strategy for responding to consultant reports?</p>	<p><b>Identify a strategy for responding to consultant reports.</b></p>
<b>Committee Reports - Questions only</b>	<p>Domain Director's Report</p>	<p><b>Lara please correct type-o (change not to now).</b></p>
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next Meeting: July 11th, 6:30 p.m.</p> <p>Facilitator: Penny</p> <p>Snacks: Noelle</p> <p>Drinks: Lara</p> <p>Newsletter blurb: Joe</p>	
<b>Review Action Items</b>	<p>Reviewed action items.</p>	



<b>Adjournment</b>	Meeting adjourned at 8:32 PM	
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**Attachments:**

June 13th BOT Meeting Agenda; May 9th 2018 BOT Meeting Minutes DRAFT; Board Officers, Chair and Committee Seats; FY 19 Budget Proposal; Domain Council Meeting Minutes May 15, 2018; Domain Council Meeting Minutes June 5, 2018; Domain Directors June 2018 Report; Finance Committee Meeting Minutes May 30, 2018; GABS Meeting Minutes May 30, 2018, Massachusetts Charter Public School Association Communication

**Tentative Agenda Topics for July 11, 2018 Meeting:**

Candidate Outreach Advocacy.

Develop Calendar for next year.

Lara continue Education report.

Officially ratify the cooperative report.

Review BoT goals from previous year.

Review Parent Satisfaction Survey.



## 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



**Proposal to the Board of Trustees  
Revision of the Director Evaluation Process and Timeline**

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**Date:** July 11, 2018

**Priority Level:** High

**Approximate time needed for discussion:** 10 minutes

**Proposal presented by:** Domain Council

**Committee members drafting proposal:** Penny Leveritt

**Topic of Proposal:**

A revision to the **Director Supervision and Evaluation Process** approved by the Board of Trustees on January 11, 2017

**Text of Proposal:**

The evaluation cycle of the Director Evaluation process shall remain as in the proposal approved in January 2017, namely: new Directors will be evaluated annually for the first three years, then every 3 years thereafter.

The revisions proposed include adjustment of the timeline of the steps in the process, minor modifications and clarifications to some steps in the process, and additional, pertinent steps.

Therefore, the Domain Council recommends a revised Director Evaluation Process and Timeline, as such (changes in **bold**:)

**Evaluation Timeline:**

Dates	Activity	Notes
<b>August</b>	Directors Goal Setting for coming year	<b>Every year, irrespective of the evaluation cycle</b>
Feb-March	School Satisfaction Survey (send / receive responses)	BOT will help inform selected questions on this survey.  Notes: this will be a single survey that will include questions pertaining to all 3 Directors.  <b>The Directors will send the full survey results to the President and VP after it is closed and compiled.</b>

May	Survey to the BOT <b>and Committees and other groups working with the Director</b> (send / receive responses)	The BOT President and VP will develop this survey with the BOT's input and endorsement.  <b>Notes: a separate/individualized survey will be created for each Director being reviewed (although some questions will be repeated for all Directors.)</b>  <b>There should be allowed time for the BOT as a whole to review the questions created by the President and VP before the survey is sent.</b>
May	Staff Survey (send / receive responses)	The BOT President and VP will develop this survey with the BOT's input and endorsement.  <b>Notes: a separate/individualized survey will be created for each Director being reviewed (although some questions will be repeated for all Directors.)</b>  <b>There should be allowed time for the BOT as a whole to review the questions created by the President and VP before the survey is sent.</b>
July	<b>Director Peer Review/Evaluation meeting</b>	<b>The BOT President and VP meet individually with the other Directors to perform a peer review interview.</b>
July	Director's Self-Assessment for previous year/evaluation cycle	<b>The Director will draft a Self-Assessment to evaluate their performance over the evaluation cycle and deliver to the BOT President and VP.</b>
<b>Early September</b>	Draft Performance Evaluation Report	The Report will be informed by the School Satisfaction Survey, the BOT <b>and Committee or other working groups Survey</b> , Staff Survey, <b>notes from the Director Peer Review/Evaluation meeting</b> , any parent input throughout the year, and the Director's Self-Assessment.
<b>Late September</b>	Director Review Meeting with BOT President/VP to discuss evaluation report	<b>Minor adjustments may be made after the meeting before delivery for BOT packet inclusion.</b>

<b>October</b>	BOT Evaluation Approval	<b>The full Performance Evaluation Report will be included in the BOT packet, where it will be reviewed by board members ahead of the meeting. At the BOT meeting, the BOT President and/or VP will provide a brief overview, field questions and comments and move that the BOT approve the proposal during the meeting.</b>
<b>Late October</b>	<b>Sharing Report with the Hilltown Community</b>	<b>After the Board approves the full evaluation report, it will be shared with the Hilltown community via the board packet which is made available on the Hilltown web site. Additionally, the approval of the Evaluation Report will be mentioned in the school Newsletter, as part of the BOT blurb.</b>

**Goals to be achieved by proposal:**

This proposed revision is based on the experience, now in mid-2018, of having gone through the Performance Evaluation for one Director using the approved Supervision and Evaluation process, and so attempts to fine-tune the process based on analysis of that first round.

**Potential problems/dissenting views:**

This proposed process, like those implemented before it, may prove too unwieldy for a volunteer, rotating board. The proposal to conduct a full evaluation for established Directors only every three years may prove to be too infrequent.

# Evaluation survey draft question list for BOT input, July 2011

Compiled by Penny Leveritt

There will be two surveys going out each for Lara and Dan, one to staff and one to the BOT and other groups that work with that Director. These surveys are similar in format (i.e.: more general questions first that apply to all the Directors and then questions more specific to the role) to the surveys sent for Deirdre's evaluation.

## LARA - Staff survey

### **Please rate the frequency with which Lara Ramsey does the following:**

1. Works collaboratively with the leadership team in support of the mission of the school
2. If her role involves supporting you in your work, does so readily, and with positivity and effectiveness:
3. Listens to and acknowledges my ideas, problems, and concerns
4. Shows appreciation for the work that I do

### **Please rate the following relating to Lara Ramsey's responsibilities as the Director of Teaching and Learning:**

1. In the first year in the position of Director of Teaching and Learning, Lara showed initiative and achievement in improving upon her effectiveness
2. Collaborates effectively with educators and families to address academic, social, emotional, and behavioral needs of the students, including ELL, Special Education students and students with other accommodation needs
3. Sets and models high expectations for the quality of content, student effort, and student work school-wide and supports educators to uphold these expectations consistently
4. Organizes valuable, relevant professional development opportunities that are aligned with school and educator goals
5. Fosters a community in which ideas and suggestions for improvement are encouraged

### **Additional feedback (optional)**

1. Please describe the areas this past year where Lara has excelled.
2. Please describe areas going forward where Lara could improve or focus attention.
3. Is there anything else you would like us or Lara to know as it relates to her involvement with your role within HCCPS?

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## DAN - Staff Survey

### **Please rate the frequency with which Dan Klatz does the following:**

1. Works collaboratively with the leadership team in support of the mission of the school

2. If her role involves supporting you in your work, does so readily, and with positivity and effectiveness:
3. Listens to and acknowledges my ideas, problems, and concerns
4. Shows appreciation for the work that I do

**Please rate the following relating to Dan Klatz's responsibilities as the Director of Administration:**

1. In the first year in the position of Director of Administration, Dan showed initiative and achievement in improving upon his effectiveness
2. Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, and emotional and social needs of students
3. Develops a budget that supports the school's vision, mission, and goals; allocates and manages expenditures consistent with school-level goals and available resources
4. Ensures building compliance with fire, health and building regulations and successfully oversees the maintenance, repairs, and facilities management, including planning for improvements
5. Fosters a community in which ideas and suggestions for improvement are encouraged

**Additional feedback (optional)**

1. Please describe the areas this past year where Dan has excelled.
2. Please describe areas going forward where Dan could improve or focus attention.
3. Is there anything else you would like us or Dan to know as it relates to his involvement with your role within HCCPS?

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LARA - BoT, SEPAC, Equity Team, Personnel Committee Survey

**Please rate the following relating to Lara Ramsey's participation in your group:**

1. Comes prepared and organized for meetings
2. Contributes useful insights to meetings
3. Keeps your group(s) informed of relevant school issues
4. Collaborates effectively within your group(s)

**Please rate the following relating to Lara Ramsey's responsibilities as the Director of Teaching and Learning:**

1. In the first year in the position of Director of Teaching and Learning, Lara showed initiative and achievement in improving upon her effectiveness
2. Collaborates effectively with educators and families to address academic, social, emotional, and behavioral needs of the students, including ELL, Special Education students and students with other accommodation needs
3. Sets and models high expectations for the quality of content, student effort, and student work school-wide and supports educators to uphold these expectations consistently



4. In recruitment of teaching and specialist staff, consistently identifies effective educators who share the school's mission
5. Fosters a community in which ideas and suggestions for improvement are encouraged

**Additional feedback (optional)**

1. Please describe the areas this past year where Lara has excelled.
2. Please describe areas going forward where Lara could improve or focus attention.
3. Is there anything else you would like us or Lara to know as it relates to her involvement with your group(s)? (BoT, Personnel Committee, SEPAC or Equity Team)

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DAN - BoT, Facilities Committee, Finance Committee Survey

**Please rate the following relating to Dan Klatz's participation in your group:**

1. Comes prepared and organized for meetings
2. Contributes useful insights to meetings
3. Keeps your group(s) informed of relevant school issues
4. Collaborates effectively within your group(s)

**Please rate the following relating to Dan Klatz's responsibilities as the Director of Administration:**

1. In the first year in the position of Director of Administration, Dan showed initiative and achievement in improving upon his effectiveness
2. Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, and emotional and social needs of students
3. Develops a budget that supports the school's vision, mission, and goals; allocates and manages expenditures consistent with school-level goals and available resources
4. Ensures building compliance with fire, health and building regulations and successfully oversees the maintenance, repairs, and facilities management, including planning for improvements
5. Fosters a community in which ideas and suggestions for improvement are encouraged

**Additional feedback (optional)**

1. Please describe the areas this past year where Dan has excelled.
2. Please describe areas going forward where Dan could improve or focus attention.
3. Is there anything else you would like us or Dan to know as it relates to his involvement with your group(s)? (BoT, Finance Committee, or Facilities (On-site) Committee)



## Hilltown Board of Trustees Annual Calendar

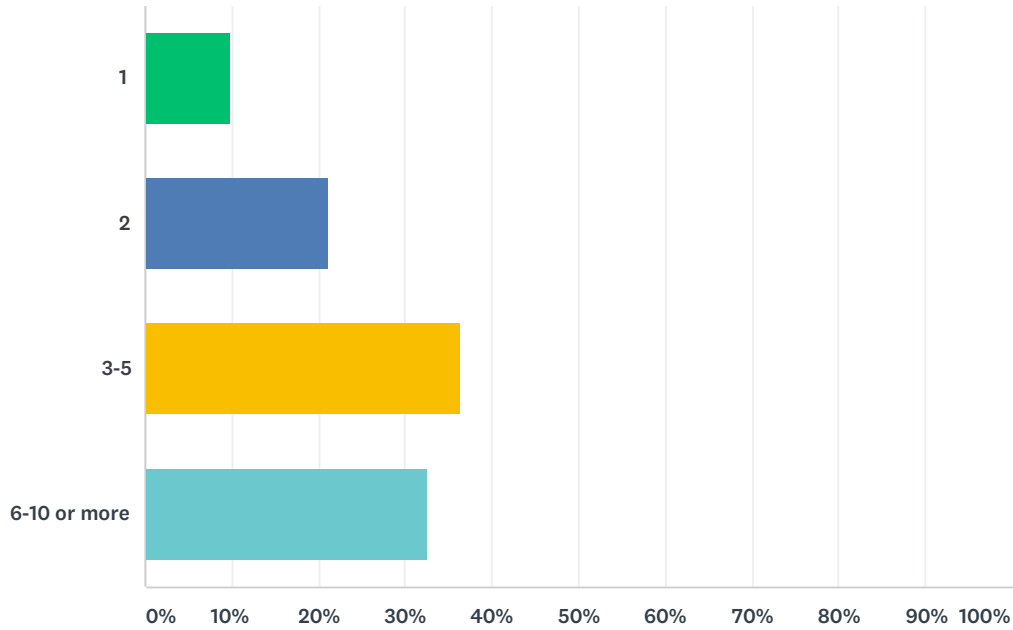
Month	Topics	Known Calendar Events/Tasks
July	Orientation for current/new members Review BOT goals from previous year. Report on Parent Satisfaction Survey	
August	(BOT vacation)	- Draft BOT goals in Domain Council
September	Determine BOT goals for coming year Review and approve Director(s) Evaluation?	
October	Review Committee goals for the year	
November	*GABS committee visit LRP status updates MCAS update/report	- DESE school site visit, if applicable
December	*Personnel committee visit	
January	Check BOT and committee goal progress	
February	*Friends of Hilltown visit Fundraising Report LRP status updates	
March	*Finance committee visit Plan for Annual Meeting Review Capital Budget IOWA test update/report	- Start operating budget process in Domain Council
April	*Facilities committee visit Facility update – Director of Administration GABS Report on prospective new BOT members Pass Capital Budget	- Committee reports for annual meeting due
May	*Equity team visit LRP status updates Review draft operating budget Define BOT/Committee seats/roles	- Annual Meeting
June	*SEPAC visit Pass the operating budget Education Domain Report	

*(revised 5/15/2018)*

# Parent Satisfaction Survey 2018

My family has been at Hilltown for this many years:

Answered: 132 Skipped: 0

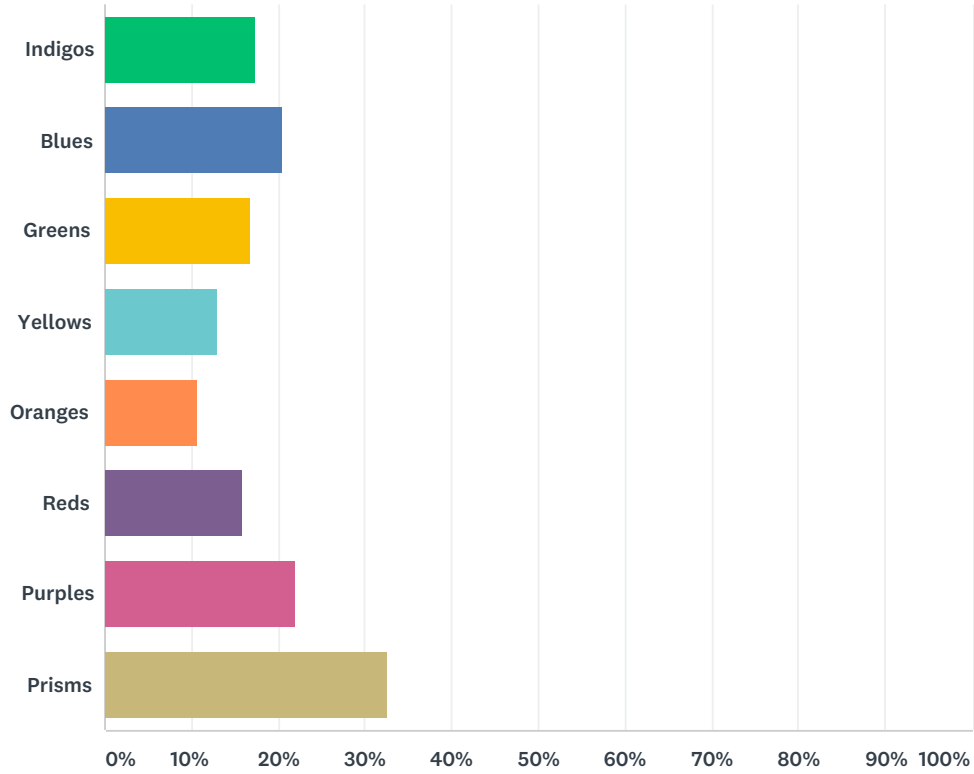


ANSWER CHOICES	RESPONSES	
1	9.85%	13
2	21.21%	28
3-5	36.36%	48
6-10 or more	32.58%	43
TOTAL		132

# Parent Satisfaction Survey 2018

## My children are in the following classes: (mark all that apply)

Answered: 132 Skipped: 0

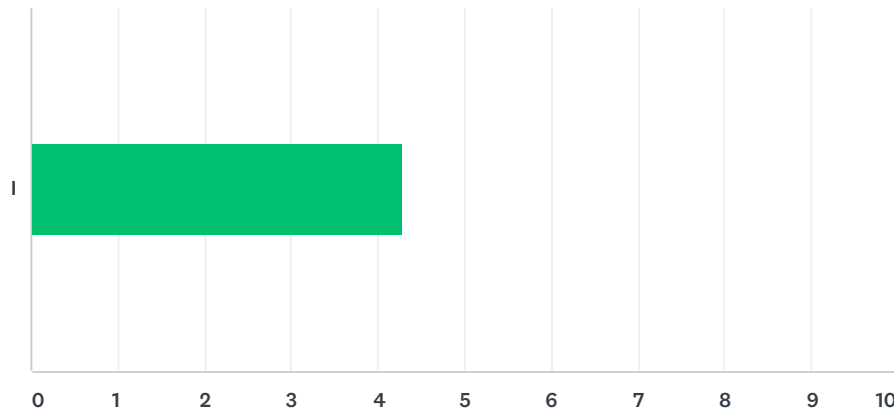


ANSWER CHOICES	RESPONSES	
Indigos	17.42%	23
Blues	20.45%	27
Greens	16.67%	22
Yellows	12.88%	17
Oranges	10.61%	14
Reds	15.91%	21
Purples	21.97%	29
Prisms	32.58%	43
Total Respondents: 132		

Parent Satisfaction Survey 2018

I generally understand the educational approach used at HCCPS

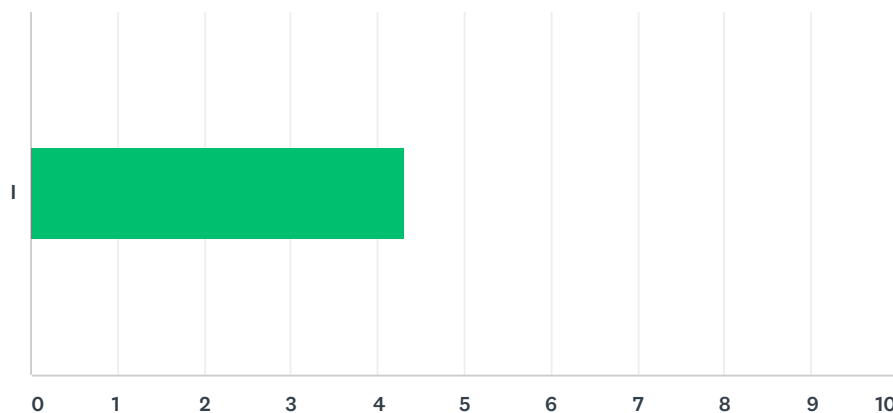
Answered: 121 Skipped: 11



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.83%	2.48%	4.13%	52.07%	40.50%	0.00%	121	4.29
	1	3	5	63	49	0		

The school's educational philosophy is visibly evident in the common spaces and classrooms.

Answered: 121 Skipped: 11

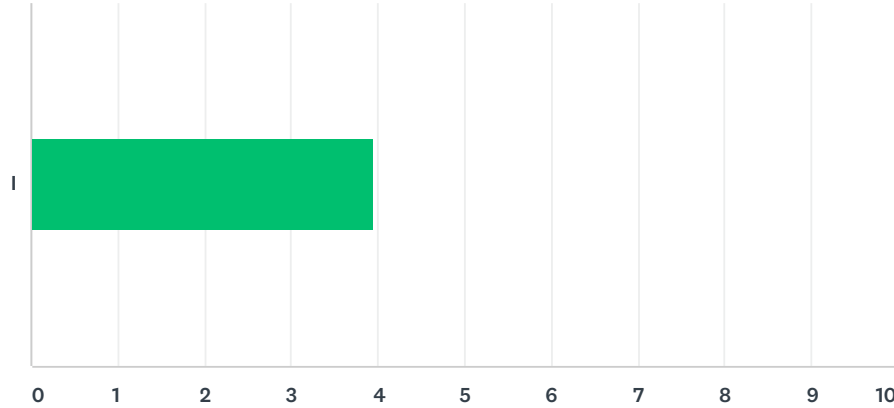


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00%	2.48%	5.79%	50.41%	41.32%	0.00%	121	4.31
	0	3	7	61	50	0		

Parent Satisfaction Survey 2018

The current format of the HCCPS progress reports helps me understand my child's school experiences and his/her achievement.

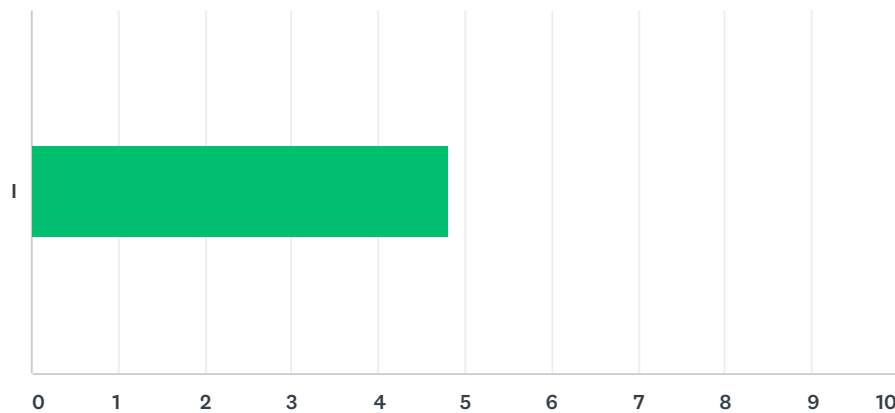
Answered: 120 Skipped: 12



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	1.67%	6.67%	10.00%	57.50%	24.17%	0.00%	120	3.96
	2	8	12	69	29	0		

The narrative portion of the progress reports is important to me.

Answered: 120 Skipped: 12

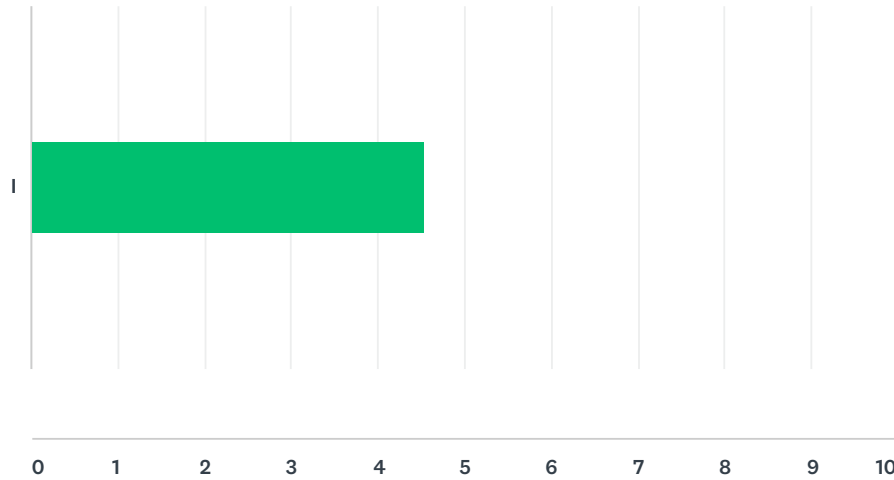


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00%	0.00%	0.83%	16.67%	82.50%	0.00%	120	4.82
	0	0	1	20	99	0		

## Parent Satisfaction Survey 2018

The school succeeds in creating a positive social and emotional environment for students.

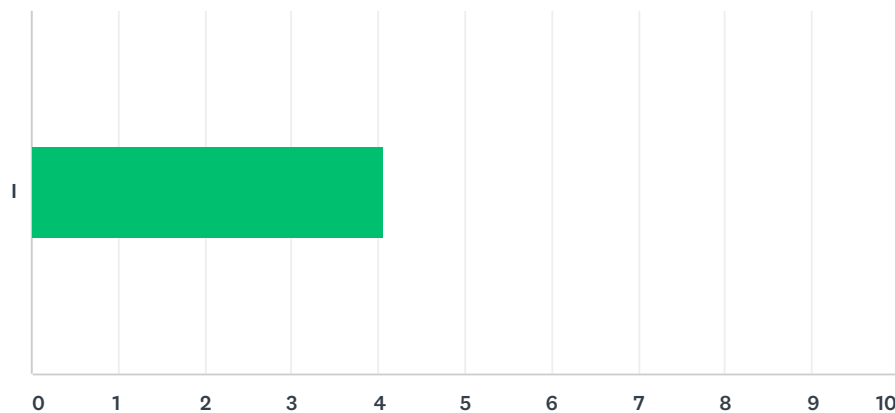
Answered: 121 Skipped: 11



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00% 0	1.65% 2	3.31% 4	33.88% 41	61.16% 74	0.00% 0	121	4.55

Behavioral expectations at the school are clear

Answered: 121 Skipped: 11

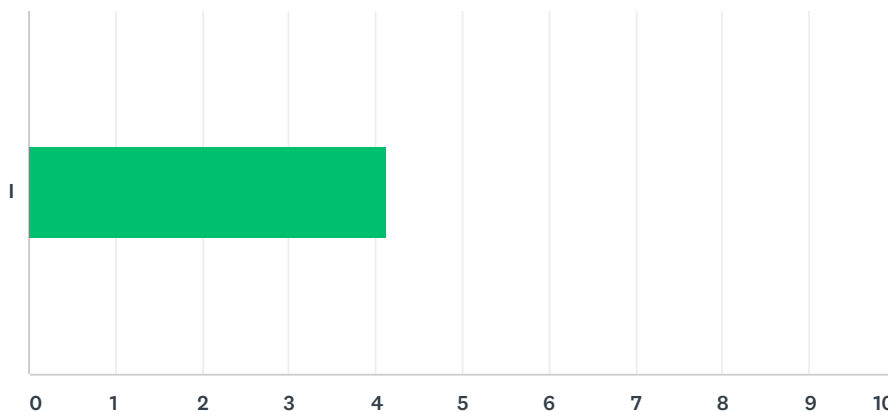


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	4.13% 5	7.44% 9	3.31% 4	48.76% 59	36.36% 44	0.00% 0	121	4.06

## Parent Satisfaction Survey 2018

HCCPS places the correct amount of time and attention on the teaching of basic skills.

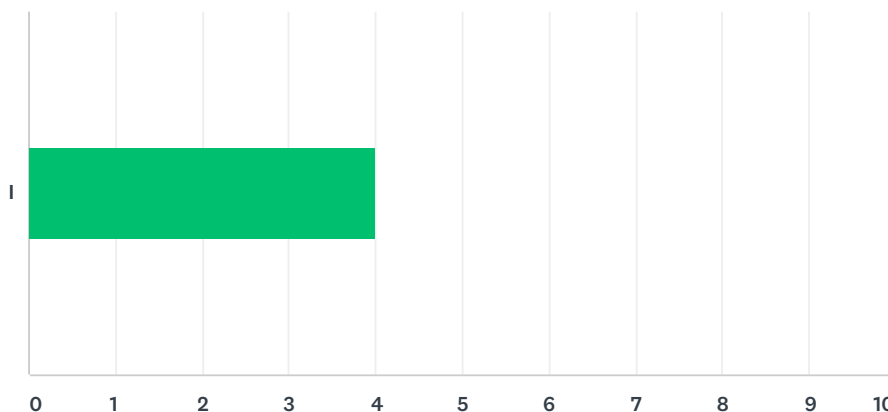
Answered: 120 Skipped: 12



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00%	4.17%	12.50%	50.83%	32.50%	0.00%	120	4.12
	0	5	15	61	39	0		

My child experiences an adequate amount of academic challenge.

Answered: 118 Skipped: 14



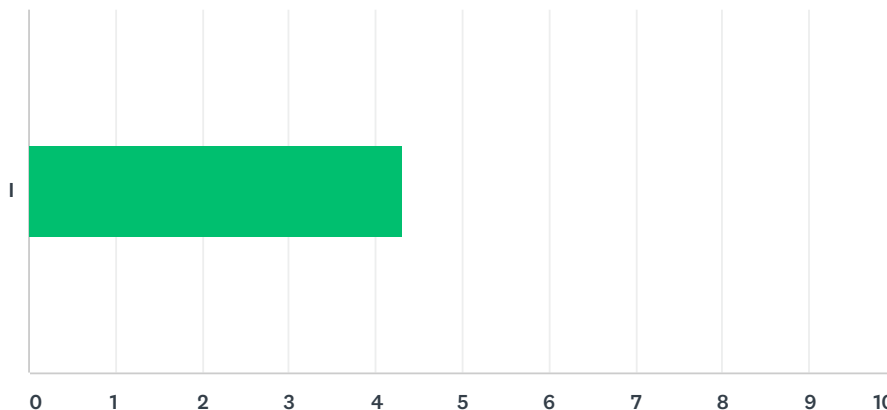
	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	1.69%	6.78%	5.93%	61.86%	23.73%	0.00%	118	3.99
	2	8	7	73	28	0		



Parent Satisfaction Survey 2018

My child experiences an adequate amount of arts and academic curriculum integration.

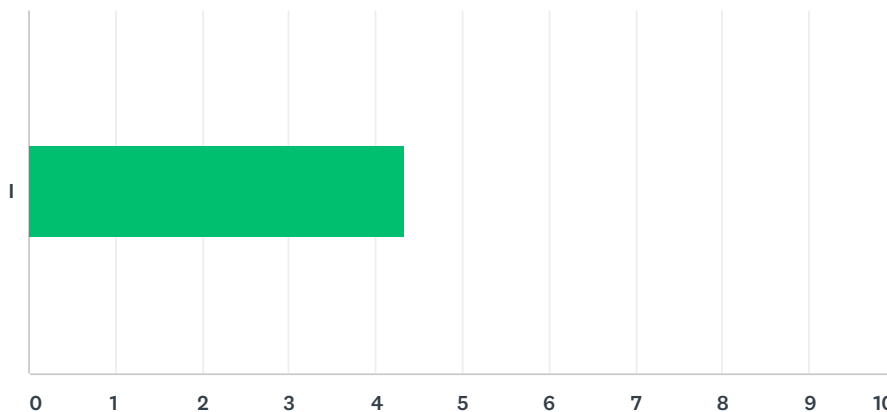
Answered: 121 Skipped: 11



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	1.65% 2	1.65% 2	3.31% 4	51.24% 62	42.15% 51	0.00% 0	121	4.31

I am satisfied with the amount and quality of cross-age experiences throughout the school.

Answered: 121 Skipped: 11

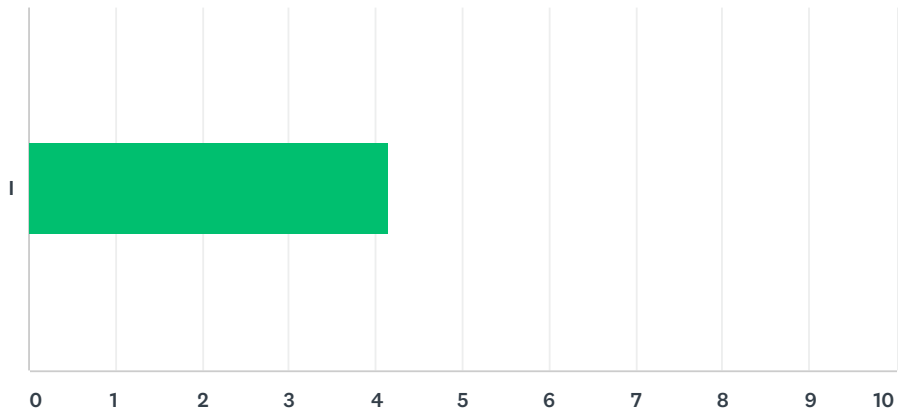


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.83% 1	2.48% 3	7.44% 9	41.32% 50	47.93% 58	0.00% 0	121	4.33

Parent Satisfaction Survey 2018

I am satisfied with the level of my child's Community Service Learning experience.

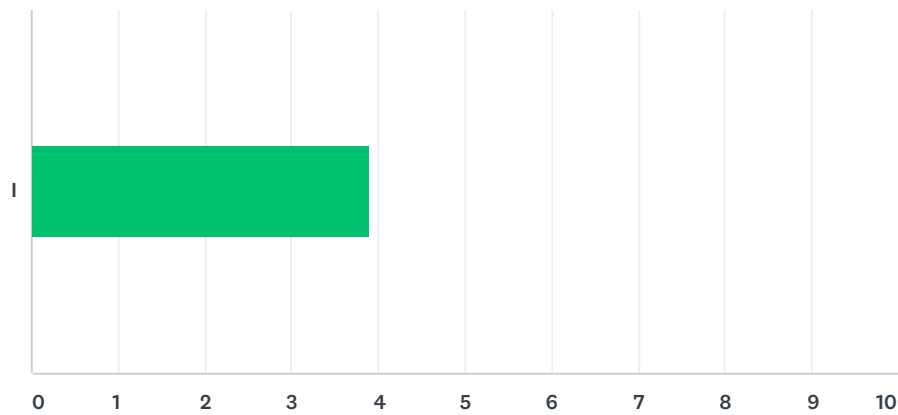
Answered: 119 Skipped: 13



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00% 0	3.36% 4	12.61% 15	50.42% 60	32.77% 39	0.84% 1	119	4.14

The afterschool activities the school provides meet my needs.

Answered: 120 Skipped: 12

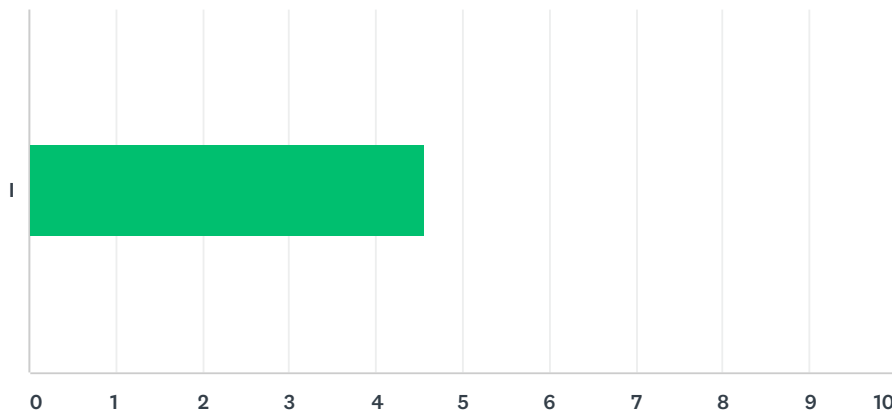


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.83% 1	5.00% 6	15.83% 19	50.83% 61	19.17% 23	8.33% 10	120	3.90

Parent Satisfaction Survey 2018

I feel that the school is a physically safe place for my child.

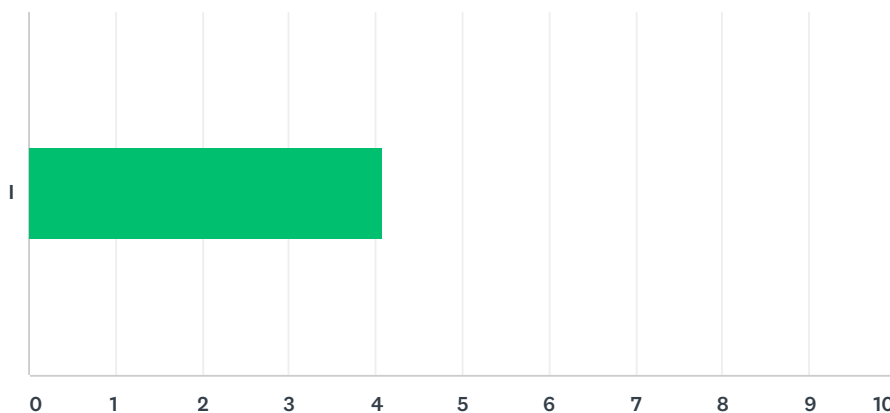
Answered: 120 Skipped: 12



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00% 0	0.00% 0	2.50% 3	39.17% 47	58.33% 70	0.00% 0	120	4.56

I understand the school's basic governance structure.

Answered: 119 Skipped: 13

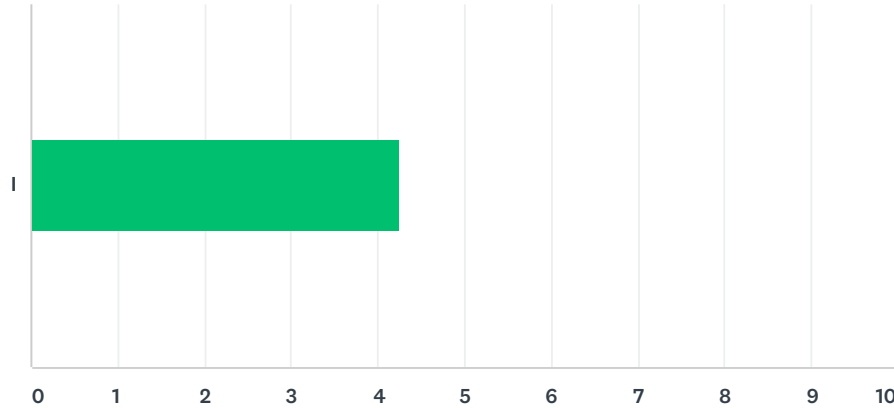


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00% 0	5.04% 6	8.40% 10	60.50% 72	26.05% 31	0.00% 0	119	4.08

Parent Satisfaction Survey 2018

The newsletter, e-mail notices and the mailboxes create a good communication system within the school.

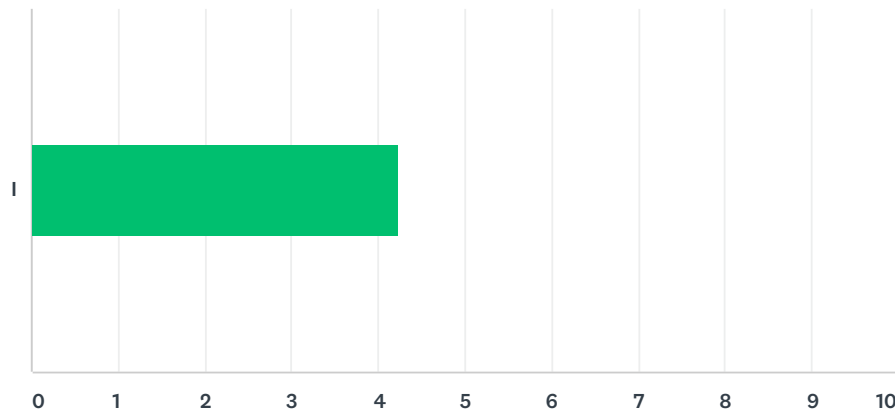
Answered: 120 Skipped: 12



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00% 0	3.33% 4	3.33% 4	58.33% 70	35.00% 42	0.00% 0	120	4.25

Communication from and with teachers is easy and adequate.

Answered: 120 Skipped: 12

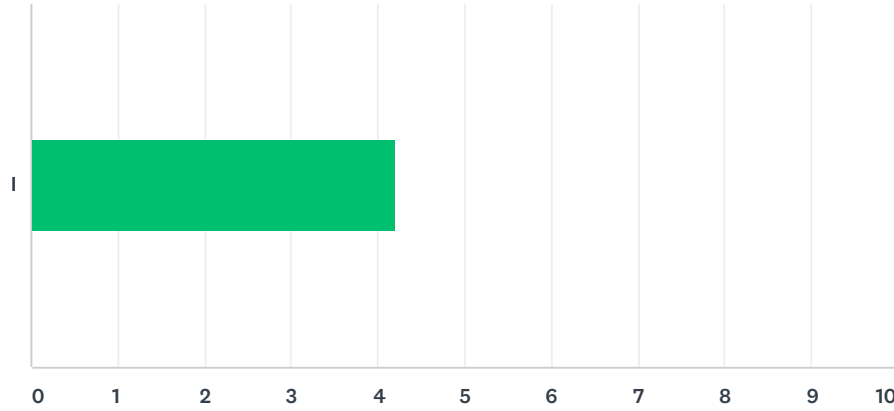


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	2.50% 3	3.33% 4	6.67% 8	44.17% 53	43.33% 52	0.00% 0	120	4.22

Parent Satisfaction Survey 2018

Communication from and with administration staff is easy and adequate

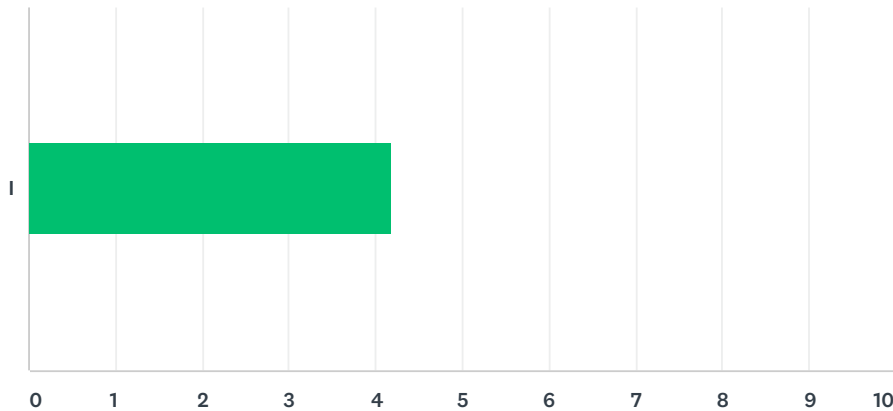
Answered: 120 Skipped: 12



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.83% 1	0.83% 1	10.00% 12	54.17% 65	34.17% 41	0.00% 0	120	4.20

The school has built a strong sense of community among students, staff and families.

Answered: 120 Skipped: 12

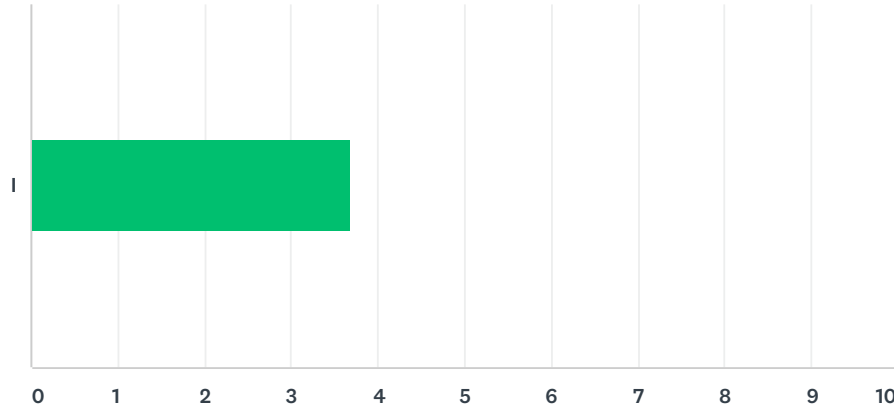


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.00% 0	5.00% 6	10.00% 12	45.83% 55	39.17% 47	0.00% 0	120	4.19

Parent Satisfaction Survey 2018

Four hours of volunteer time per month (40 hrs. per year) is a reasonable expectation of parents in this kind of cooperative school.

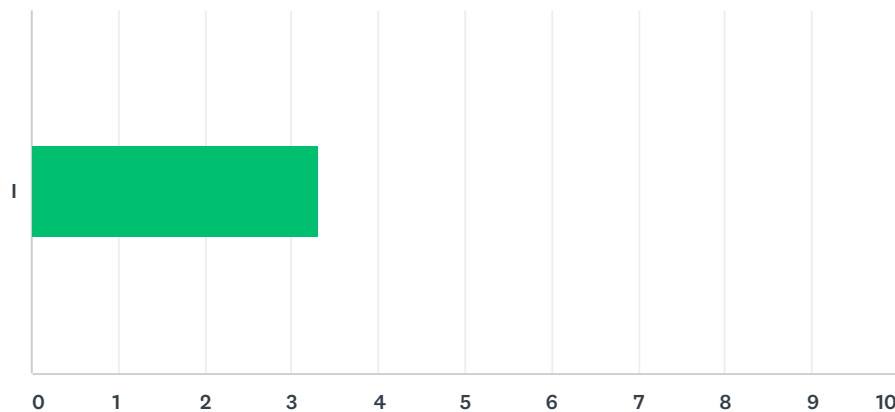
Answered: 118 Skipped: 14



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	0.85% 1	13.56% 16	19.49% 23	48.31% 57	17.80% 21	0.00% 0	118	3.69

I usually find a way to meet my volunteer hours expectation.

Answered: 118 Skipped: 14

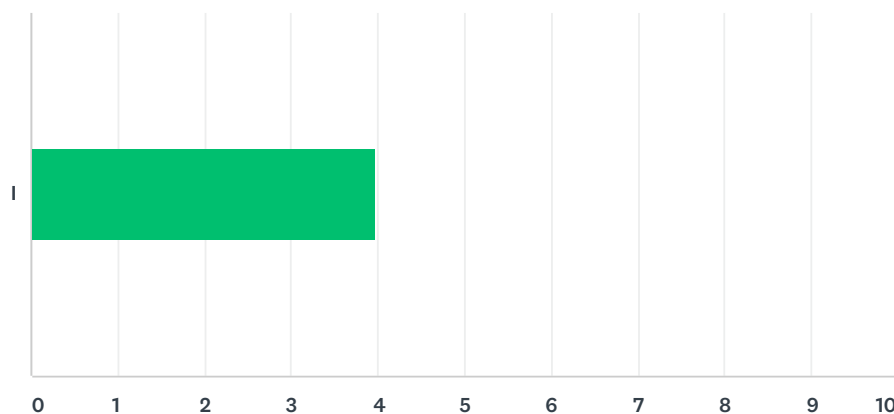


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	6.78% 8	26.27% 31	15.25% 18	33.05% 39	18.64% 22	0.00% 0	118	3.31

Parent Satisfaction Survey 2018

I am satisfied that the interior space at HCCPS meets the educational needs of students.

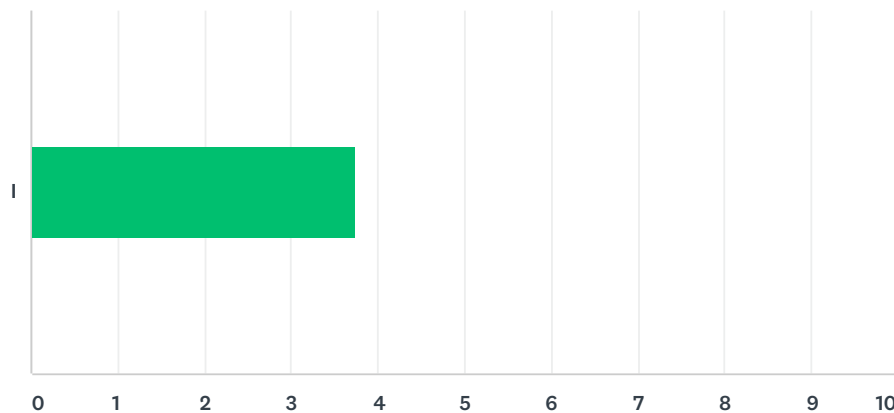
Answered: 114 Skipped: 18



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	1.75%	4.39%	7.89%	64.91%	20.18%	0.88%	114	3.98
	2	5	9	74	23	1		

Q29 The school uses its financial resources wisely.

Answered: 115 Skipped: 17

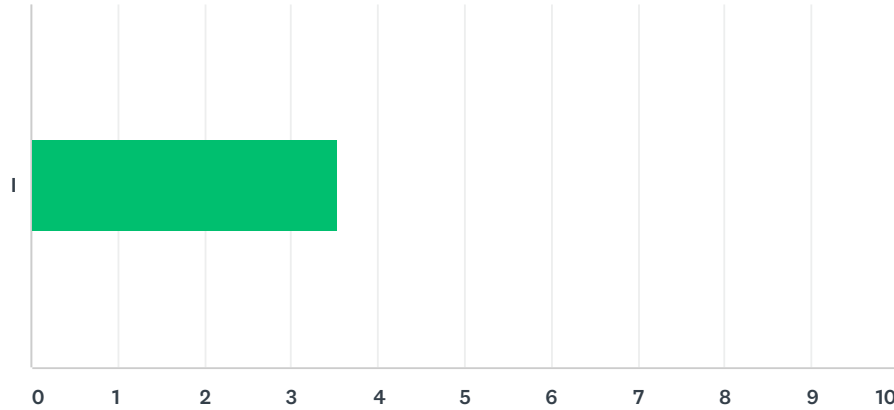


	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	2.61%	0.87%	28.70%	40.87%	15.65%	11.30%	115	3.75
	3	1	33	47	18	13		

Parent Satisfaction Survey 2018

Overall, I am satisfied with the level of communication regarding the school's budget and finances.

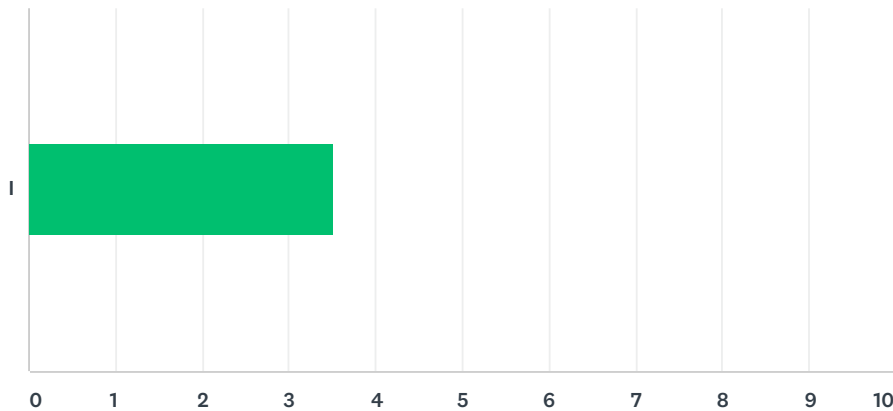
Answered: 116 Skipped: 16



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	1.72% 2	7.76% 9	30.17% 35	43.97% 51	8.62% 10	7.76% 9	116	3.54

I would participate in more fundraising efforts in order to minimize budget cuts.

Answered: 116 Skipped: 16



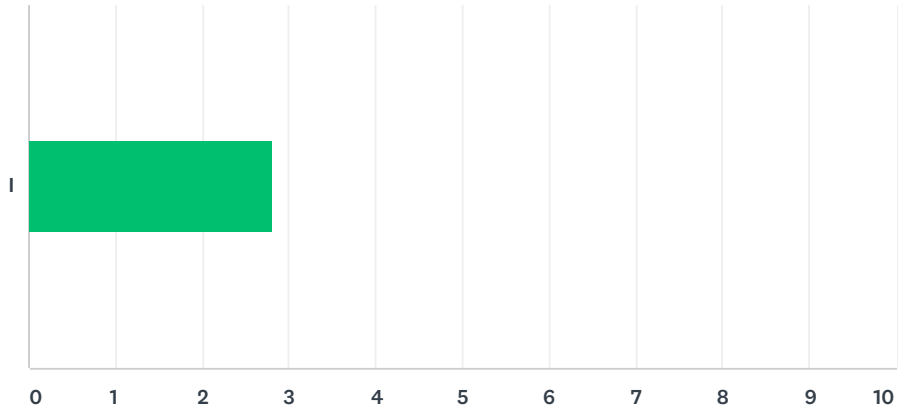
	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	3.45% 4	12.93% 15	22.41% 26	43.97% 51	12.07% 14	5.17% 6	116	3.51



# Parent Satisfaction Survey 2018

The school should consider devoting more financial resources to interior maintenance.

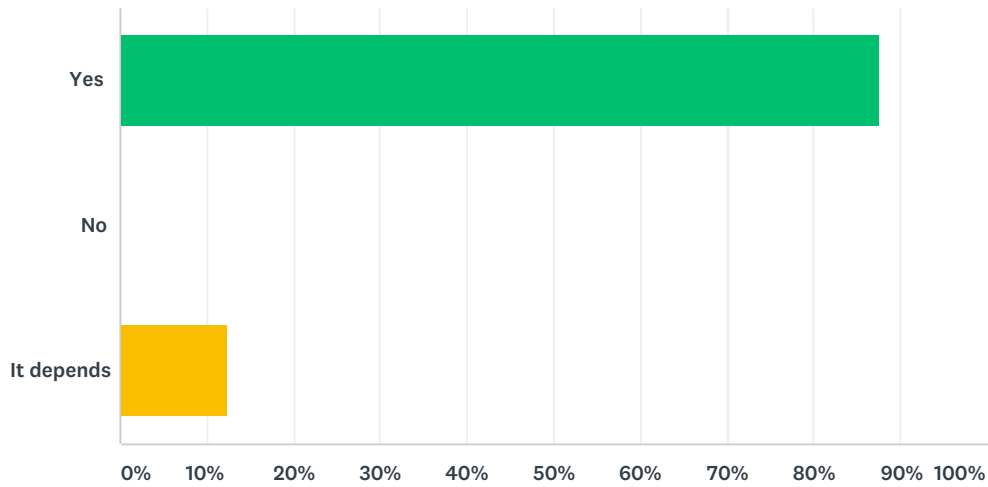
Answered: 113 Skipped: 19



	STRONGLY DISAGREE	DISAGREE	NEITHER	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I	2.65% 3	23.01% 26	59.29% 67	7.96% 9	0.88% 1	6.19% 7	113	2.80

Would you recommend this school to others

Answered: 113 Skipped: 19



ANSWER CHOICES	RESPONSES	
Yes	87.61%	99
No	0.00%	0
It depends	12.39%	14
TOTAL		113

**DOMAIN COUNCIL MEETING MINUTES**  
**20 June 2018**

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

Meeting Start: 7:30 am

Location: HCCPS

**Domain Council Meeting Agenda:**

BOT Agenda

Orientation at 5:30

Approve elected new members – 5 minutes (N.B.: next year do this in June, first thing on the agenda)

GABS: Board book topic – 5 minutes

Review last year's board goals - 5 minutes

Revised Director Evaluation Process (and review of survey questions before sending) – 15 minutes

BOT Planning calendar – 5 minutes

Review parent satisfaction survey – 10 minutes

Political outreach – 5 minutes

Ed Domain continuation – 20 minutes

Clerk support

Perhaps a rotating minutes taker as opposed to an outside minute-taker? TBD. But Dan indicated there should be help for Amy on summer clerk tasks.

FY19 BOT meetings

Jul 11, Sep 12, Oct 10, Nov 14, Dec 12, Jan 9, Feb 13, Mar 13, Apr 10, May 8, Jun 12

DC calendar through 2018

(All on Wednesdays)

July 18, 5pm

Aug 22, 5pm

Sep 19, 5:15pm

Oct 3, 5:15pm

Oct 17, 5pm

Nov 7, 5:15pm

Nov 28, 5:15pm

Dec 19, 5:15pm

Evaluation proposals

According to the evaluation process timeline we are a little behind to do Lara's and Dan's evaluations, but after discussion, Tim and Penny decided they would go ahead, with the goal of having board-approved evaluations by the end of 2018. (The Proposal for the Revised Evaluation Process and Timeline will be presented at the July BOT meeting)

Next Meeting:, Wednesday, July 18, 5pm

8:30am – Meeting ended

Respectfully Submitted

Penny Leveritt



## Domain Directors Report to the Board of Trustees July, 2018

1. We graduated 32 eighth graders with a ceremony in which teachers spoke personally about each graduate and graduates gave speeches of their own. The adjectives used in the speeches about students were generated by all teachers who had known and worked with the graduates. Each graduate was given a journal from the teacher who spoke, a rose from a rising eighth grader, and a diploma from an administrator.
2. **357!** That's the number of applications we received for enrollment in the 2018-19 year as of June 30. It is the largest number of applications we have ever received and is one indication that the school remains a very strong presence with a very high reputation.
3. In the 2018-2019 school year, Laurel Loomis (atelierista) will be teaching four days a week instead of five, working with grades 2-6 instead of K-6. We have hired a long term sub for K/1 art (one day a week). Her name is Cyndy Perry. She the founder and director of the Sugar Hill Art Camp in Chesterfield, MA. She teaches art at New Hingham Elementary and has taught art in Williamsburg and at Williston as well. She is also a founding member of the Oxbow Gallery and a fine artist herself.
4. At the last SEPAC meeting of the year, Justin, Lara and Gillian met to review the progress made in 2018-2019 and to set priorities for 2018-2019. We identified topics for evening meetings for parents (e.g. information about advocates, characteristics of a quality IEP, and things to know about outside evaluations). We used data to determine that enhancing our RTI process will be important for children, parents, and the school; we will continue to focus on RTI as a thread for professional development in 2018-2019 and collect data to understand how RTI impacts student services.
5. At the end of the year we scheduled debrief sessions for teachers on a wide variety of topics including integration, community service, Rediker, All-School, and specific events (such as summer celebration and step-up day). The compiled notes provide material for some summer work for the directors.

# GABS Meeting Minutes: June 25th, 2018

5:00 PM - HCCPS

**Attendees:** Amy, Deirdre

**Attendees Remote:** none

**Regrets:** none

## New Trustee Orientation Plan

- Mission & Philosophy Document
- Obligations and Responsibilities of a Charter School Board Member (Amy)
  - Financial Disclosure Form- required annually (comes via email request)
  - Open Meeting Law Certification Statement- board members must review information on
  - Open Meeting Law provided by the state and sign an electronic certification statement
  - Acknowledgement of Completion of Conflict of Interest Law Online Training Program- because we are considered special public employees by the state, we must all complete an online training course which covers conflict of interest law in Massachusetts
- HCCPS Board and Committee Structure (Deirdre)
  - Terms
    - 3-years (parents)
    - 2-years for community and staff members (and 1 year or 2 year subsequent terms)
    - Total number of sequential years is 6 (staff can do a max of 3 years)
    - Total number of years a member may serve is 12 years (staff can do a max of 3 years)
  - Other
    - No more than one partner or household member of any immediate family may serve on the BoT or same BoT committee at the same time
    - BOT members are considered special public employees by the state
    - Trustees may not participate in any decision which may result in their financial gain
    - Any Trustee who gains financially from the school must disclose this to the Board and in accordance with state law
  - Structure

- President, Vice President, Treasurer, Clerk
    - Domain Council (President, VP, and 3 school Directors)
    - GABS Committee
    - Finance Committee
    - Personnel Committee
    - On-Site Committee
    - Directors
    - FOH Liaison
    - Staff
  - Missing meetings (Amy)
  - HCCPS BoT Job Description
  - Will be given access to an electronic Board Book in the Fall
  - HCCPS Committee Chair Expectations
- A Typical BoT Meeting (Deirdre)
    - Meeting days/times
    - Monthly board packets and expectations
    - Annual Calendar
    - How to get a topic on the meeting agenda
    - BOT Meeting flow (review typical agenda) (Deirdre)
      - Announcements/Appreciations/Acknowledgements
      - Review the agenda
      - List keeper, time keeper, facilitator
      - Public comment
      - Approval of last meeting minutes
      - Agenda topics
      - Review committee reports
      - ID New Business
      - Review decisions/action items
      - Assignments for next meeting
      - Topics for next meeting
      - Meeting minute review post-BoT meeting (note- final minutes posted on HCCPS website)
    - Consensus/Finger Sounding
  - Open Meeting Law (Amy)

**Upcoming Meeting Dates:**

- July 24, 2018 (5:00-6:00 pm HCCPS)