

**HCCPS Board of Trustees
Meeting Agenda
January 10, 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 December meeting

6:45 Public Comment period (10 min)

6:55 Voting Membership For Cooperative: Deirdre (15 min – discussion)

7:10 BOT and Committee Goals Status Check-in: Scott/Committee Chairs (20 min – update)

7:30 Board Recruitment: Amy R/Deirdre (10 min – discussion)

7:40 Long Range Plan Revision: Susannah (15 min – decision)

7:55 Director Evaluation Update: Scott (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



Board of Trustees and Committee Goals – 2017/2018

Board of Trustees Goals

- Financial
 - Oversee & review 5-year Budget Projection with Cash Flow Analysis 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 Board of Trustees constellations
- Overall Management
 - Determine part-time vs full-time for Dir. of Community and Family Engagement

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 Facilities (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 Board of Trustees for approval
- Ensure the Board of Trustees 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 Board of Trustees 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 the Board of Trustees

Facilities (On-Site) Committee Goals

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

Personnel Committee Goals

- Define an emergency hire and the process the school will follow in the event of an emergency hire.
- Describe and document efforts to diversify our staff as well as what we do to support the health of a diverse staff community.
- Review personnel policy procedures and revise as needed should questions arise during the year.



Proposal to the Board of Trustees
From
Governance and Board Sustainability Committee

Long Range Plan Wording Edits

Date: 5 January 2018

Priority Level: Low

Proposal to be presented by: Susannah Howe

Committee members drafting proposal: GABS: Deirdre Arthen, Susannah Howe, Tim Reynolds

Text of proposal:

GABS reviews the Long Range Plan regularly to track progress. We recognize that the wording on several of the Long Range Plan goals (written in 2013) is no longer appropriate as written and would benefit from revision/removal. We propose the following three alterations at this time:

1. Building Community Goal 1 Item 2

Current: "Regularly solicit input from student council."

Proposed: "Regularly solicit input from students."

Rationale: There is no Student Council structure, but the proposed change will maintain the original intention of the goal which is to include student voice.

2. Building Community Goal 3, Item 3

Current: "Develop an appropriate transitional ritual for moving from grades 5 to 6 once full second 6th grade is added."

Proposed: Remove goal entirely

Rationale: No longer feels needed, especially in new building.

3. Sustainability Goal 3 Item 5

Current: "Support the efforts of FoH to make an annual, undesignated donation to HCCPS operating budget with a desired 5% annual increase in the size of their donation."

Proposed: Remove goal entirely

Rationale: FoH no longer has a development associate and the BoT does not feel it is appropriate to tell FoH what they should donate.

Goals to be achieved by proposal: For all the goals in the Long Range Plan to be relevant and worded in accordance with desired practice. The authors of the Long Range Plan did their very best to forecast the needs and plans for the school over a 10-year time horizon. But given how much has changed since the Long Range Plan was written (new location, permanent building, expanded middle school, to name a few), it is not surprising that some of the LRP goals no longer feel relevant as originally written.

Potential problems/dissenting views: The Long Range Plan is a document that took a long time and lots of hard thinking to create. Perhaps it should not be revised at all or, if so, should be revised only after very careful thinking and discussion.

DOMAIN COUNCIL MEETING MINUTES

2 January 2018

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen (via phone), Scott Remick, Lara Ramsey

Guests: Chris Greenfield

Meeting Start: 5:15 pm

Location: HCCPS School

Domain Council Meeting AGENDA:

- Guest Chris Greenfield discussing the idea for Teaching and Learning Committee
- Performance Evaluation Report - format and public consumption level
- BOT Meeting Agenda
- Schedule subsequent Domain council meetings

Teaching and Learning Committee:

Board member, Chris Greenfield attended the meeting to express his rationale for potentially creating a board level committee for Teaching and Learning.

Chris said that the idea behind the committee is for supporting the Education staff and Director of Education, not for controlling/directing the education domain, that the committee would be under Lara's leadership and could be a way to further engage the community regarding education, and give more board-level attention to the educational mission.

When the three domains were created long ago, two committees hashed out the domains roles. When the first LRP was done, the idea of an education-related committee was discussed, but rejected as it was determined that the tasks of an education committee were already managed by the Education Domain, which includes the Director and all teaching staff.

The board does review and approve the Accountability Plan, and occasionally makes changes. The accountability plan includes elements regarding the curriculum and education. For the second LRP process, the idea of an Education Committee was brought up again, but rejected as the role is still filled by the Education Domain.

In summary, the Directors indicated that – as has been determined in the past - what a Teaching and Learning Committee would do is already being done by the Education Domain. But, the Directors agreed that it could be advantageous to have the board more informed of things happening in the Education Domain, but more as information, not for the purpose of getting the board involved with decisions and policy regarding the Ed Domain.

Domain agreed that this year, Lara could present a year-end presentation to Board concerning education at Hilltown, somewhat in keeping with how the Board and Committees report at year-end on their work over the year. And, presenting progress on goals for the Education Domain is already occurring on a regular basis with LRP updates presented to the Board. Overall, this idea of one year-end presentation as a goal for this year was received well by the group. Perhaps in future years, this presentation can be given more frequently to help keep the BOT engaged with education at the school.

Performance Evaluation Report - format and public consumption level:

The main discussion surrounded two questions: first, what is the evaluation document that the community at large and the public should see and how public is the public consumption.

Historically a summary would be given to the community and be approved by the Board as the public record.

Only the Board members would be able to temporarily view a hard copy of the full evaluation by obtaining and reading it in one of the Directors offices.

This limited access to the board is problematic, and domain discussed ways that the board could obtain the full evaluation report ahead of the BOT meeting. Domain also discussed options on what should be shared with the public (in the packet), a summarized version, the full version or a slightly modified full version. More thought is needed around this topic, and it is probable that Deirdre's evaluation will not be on the January board meeting agenda for approval but more likely be part of the February meeting.

Deirdre noted that she appreciates the evaluation and all the work that went into it and felt that the meeting in December with Scott and Penny to discuss the evaluation was productive and helpful. Also, Deirdre has added her summary comments to the body of the text under the heading on the evaluation "Reviewee Comments – Optional."

January 2018 BOT Meeting agenda:

- Voting Membership to the Cooperative
(Deirdre's thought is to separate volunteer hours from voting membership, and find a way for allow everyone to have a vote, and find other ways also to reward people for their volunteer work, whatever time they spend on volunteering. Deirdre feels this could encourage participation at Annual and Community meetings as people would not feel penalized for not having done 40 hours of volunteering, and could further relationships with members of the community who might feel they do not have a voice.)
- BoT and Committee goals check-in
- LRP revision proposal from GABS
- BoT recruitment: actions, suggested candidates

Subsequent BOT meetings:

Feb: review and approve Deirdre's performance review

Next Domain Council meetings:

(all at 5:15)

Tuesday, January 16

Tuesday, January 30

Tuesday, February 27

Next Meeting: Tuesday, January 16, at 5:15pm.

7:35 pm – Meeting ended

Respectfully Submitted
Penny Leveritt



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Directors Report to the Board of Trustees January, 2018

1. We have two new staff members. Rachel Stein is the new PE teacher (long term sub). She has been teaching PE in K-8 Holyoke Public Schools for six years. Nate Maynard is a Special Education TA in the Prisms. He previously taught in an alternative high school in Maine.
2. Our annual Information Night for Perspective Parents is Jan 18. We expect the usual enthusiastic crowd. If a Board member would like to attend we would love to have you. Applications are rolling and we have an eager crop of siblings waiting for their spot in the fall.
3. We obtained a \$1,200 grant from the Francis R Dewing Foundation to be used to build a Community Library for parents and teachers to check out books for children. The grant covers some shelving and an initial set of books. The stipulations of the grant are that the library will be built collaboratively (teachers, parents, and students), 75% of the books will feature characters of color, and 100% books will have positive social messages (implicitly or explicitly).
4. Lara is documenting the science units taught K-8 and working with teachers to identify Big Ideas and Essential Questions and to align our curriculum with Next Generation Science Standards.
5. On behalf of SEPAC, Lara and Gillian sent a Needs Assessment Survey to all parents of students with IEPs or 504s.
6. Our December, 2017 tuition payment from DESE was \$06,000 higher than all previous months. This reflects the first round of reconciliation based on actual enrollment data and we assume these rates will hold going forward for the remainder of the fiscal year. Domain Council will begin working on a revised budget.

GABS Meeting Minutes: December 22th, 2017

8:00 AM - HCCPS

Attendees: Deirdre, Susannah, Tim

Regrets: Terra, Amy

LRP Changes:

Building Community Goal 1 Item 2

Current: Regularly solicit input from student council.

Proposed change: Regularly solicit input from students

Rationale: There is no Student Council structure, but this will maintain the original intention of the goal which is to include student voice.

Building Community Goal 3, Item 3

Current: Develop an appropriate transitional ritual for moving from grades 5 to 6 once full second 6th grade is added.

Proposed change: Remove that goal.

Rationale: Doesn't feel needed.

Sustainability Goal 3 Item 5

Current: Support the efforts of FoH to make an annual, undesignated donation to HCCPS operating budget with a desired 5% annual increase in the size of their donation.

Proposed change: Remove that goal

Rationale: FoH no longer has a development associate and the BoT does not feel it is appropriate to tell FoH what they should donate.

BoT Recruitment

- Liz Preston, a friend of Lara Ramsey is interested in the BoT and visited the meeting last month. She needs an interest form
- Reach out to Lisa Plaza and Gilliam Fahmy about BoT membership this year. (the expressed interest at the beginning of the year
- Let people know in the Newsletter that we need BoT members starting in July because of terms ending and turnover.
- Email BoT to remind them to think of potential members and let us know.
- See if we can reach out to residents of Lathrop Community to find retired professionals

Voting Membership

Deirdre is interested in separating voting from volunteering. She thinks that not being able to vote is a deterrent to attending the Annual Meeting and could make people feel less engaged. It isn't a very big carrot and could be a barrier. Community Team supports this idea.

This would be a by-law change.

Questions:

- How do we best encourage volunteering then? We still need them!
- How else can we encourage attendance at Annual Meetings?
- What about concept of volunteering or donating additional amount?
- Possible to hold additional Coop meetings on particular topics
 - Ask Coop about topics of interest
- What are the means of recognition or enticement for volunteers if we do this?
 - Raffle out of volunteer names for a parking space for a month (or other prize)
- We need a good way to track hours and make volunteering visible - Reddiker?

Next Meeting: January 11th, 5 pm HCCPS

Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Monday 11//20/17

Present: Barbara Oegg, Myssie Casinghino, Maryellen Rousseau, Joanne Benkley

| Topic | Discussion | Action (if necessary) |
|---------------------|--|--|
| Minutes | <ul style="list-style-type: none"> - October 2017 FOH meeting minutes approved. - Barbara moved to approve Oct 2017 minutes. Myssie seconded. | |
| Treasurer Update | <ul style="list-style-type: none"> - Myssie distributed FoH Proposed Budget and updated us \$45547.05 is our current bank balance. - ACH donations have dropped. Two people have stopped donating. - How do we let people know about ACH? - Myssie removed Ronna's name and added her name to the Quick Books account. - Myssie got taxes extended for 6 months. She will gather all information and bring over to the CPA Bill Reichelt. - We received a donation of \$200. We need to determine who will write thank you notes to people who donate more than \$200. Dianne Hobbs had been writing them. We will now write them at the board meetings. | <p>Maryellen - Put ACH notice in newsletter.</p> <p>Maryellen to tell Dianne Hobbs that we no longer need her to write thank you notes</p> |
| Budget Approval | <p>Myssie has not made any changes Barbara motioned to approve. Joanne seconded</p> | |
| Newsletter | | <p>Maryellen - Next week include reminder for Amazon Smile. Also to add notice on FB.</p> |
| Rolling Arts Grants | <p>Marguerite submitted an application for a grant for two Djembe drums for \$463.00. Unanimous approval for application</p> | <p>Myssie will write check and give to Lara.</p> <p>Barbara to upload Rolling Arts grant reports on Google Drive.</p> |

| | | |
|--------------------|--|---|
| | | Myssie will ask Paula & Nan to write report about the Opera. |
| Bot Meeting report | Barbara reported on October meeting. School went through an audit and the auditor mentioned conflicts of interest. We need to find out what this means for FoH, Chris is going to get clarification for us in writing. | |
| Annual Fund Appeal | <p>Maryellen spoke to Seth. He would like to design the mailer.</p> <p>Myssie talked to Eva about the logo.</p> <p>We would like to use photos of artwork and performances and range of ages.</p> | <p>Maryellen to track down rainbow. Ask Monique and/or Deirdre and look in attic.</p> <p>Maryellen to ask Dan for examples of what \$10-\$25 donation could be used for.</p> <p>Joanne to ask Deirdre if we can set up a table near coffee at the Winter Fair to have Annual Fund.</p> <p>Joanne will work on wording for mailer.</p> <p>Barbara will ask the BoT about giving to the Annual Fund.</p> <p>Maryellen will look through images on Google Drive, ask Deirdre and Lara about pictures for the mailer, and ask Pamela if she puts her pictures up on the Google drive.</p> <p>Myssie will call Paypal and get the Friends of Hilltown account changed to a non-profit.</p> <p>Barbara will ask Florence Savings to find out how people can set up a monthly donation.</p> <p>For the Winter Fair we need</p> |

| | | |
|-----------------------------|---|---|
| | | to have a ½ sheet that people can take that tells them how to give. |
| Winter Fair | We would like to set up two tables, one by the family corner and one by the coffee. Barbara, Myssie, Joanne, & Scott will be at the tables to hand out forms. | Myssie will look into getting a table banner. She will contact Eva to make a logo. We can make buttons at the Winter Fair. |
| ArtSpark | What is the date – April 7 th ? April 28 th ? Myssie called Eastworks but haven't heard back yet. | Myssie will call the Boylston Rooms & Eastworks again. Maryellen to ask Deirdre if there are any conflicting April dates. |
| Agenda for December Meeting | Art Spark | |