

**HCCPS Board of Trustees  
Meeting Agenda  
September 13, 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 July meeting

**6:45 Public Comment period (10 min)**

**6:55 Domain Director hiring process: Dan/Steve (15 min – discussion)**

**7:10 Staff on BOT: Dan (5 min – discussion)**

**7:15 BOT and Committee Goals: Scott (20 min – discussion)**

**7:35 BOT Communication Protocols: Scott/Penny (20 min – update)**

**7:55 Director Evaluation/Review Surveys: Scott/Penny (15 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**

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, July 12th, 2017, 6:30pm

(APPROVED by the BOT: September 13, 2017)

- Present:** Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, Amy Reesman, Penny Leveritt, Steve Hoyt, Andi Porter, Terra Missildine, Charles Wiemeyer, Kyle Sullivan, Tim Reynolds, Joe Wyman
- Regrets:** Barbara Oegg, Steve Hoyt, Chris Greenfield
- Facilitator:** Scott Remick
- Notetakers:** Penny Leveritt
- Guests:** Myssie Cassinghino
- Listkeeper:** Scott Remick
- Timekeeper:** Susannah Howe
- Mission statement read by:** Susannah Howe

Topic	Discussion	Action (if necessary)
<b>Announcements/ Appreciations/ Acknowledgements</b>	<u>Announcements:</u> New Music teacher hired, who will also be the TA for Marguerite and the Ultimate Frisbee coach. - J. Witbeck  And we have a new full-time Spanish teacher, Alex Lyons.  <u>Appreciations:</u> Amy Aaron sent a nice note to the BOT, thanking the BOT for its hard work, dedication to the school and for her retirement party.	
<b>Any thank you notes needed?</b>		
<b>BoT Visibility this month?</b>		
<b>Minutes</b>	June 14, 2017 BoT meeting minutes reviewed and edited.	<b>Scott moved to approve June 2017 BoT minutes as amended.</b>  <b>Susannah seconded.</b>  <b>Minutes approved by consensus.</b>

<b>Public Comment Period</b>		
<b>Board Roles (Discussion and Decision)</b>	<p>Scott - President  Penny - Vice President  Amy Reesman - Clerk  Chris - Treasurer  -----  GABS - Terra as Chair - Penny leaving GABS, Susannah and Tim joining  Finance - Chris is Chair  Personnel - Steve is chair, Joe as a new member  On-Site - Charles is Chair (although the focus of the committee is being discussed and other info will come to the BOT)  Community members - Kyle and Andi  Liaison to the Charter School Association - Michael</p>	<p><b>Susannah moved to approve the slate of board officers</b></p> <p><b>Michael seconded</b></p> <p><b>Slate of Board officers approved by consensus</b></p>
<b>Staff role on Board of Trustees Proposal (Discussion and Decision)</b>	<p>The proposal for adding staff to the board was discussed and amended.</p> <p>Edits mostly had to do with clarifying the purpose of the staff seats as not being a representative, but more of a collaborative member as other BOT members are.</p> <p>Also discussion included decision regarding if there should be up to two seats and that was generally agreed upon as a good thing to try.</p>	<p><b>Susannah moved to approve the proposal as amended.</b></p> <p><b>Amy seconded.</b></p> <p><b>Proposal approved by consensus.</b></p>
<b>Director Hiring Process: Update and Plans</b>	<p>Personnel committee is meeting in two weeks to create a survey to be put out to all members of both Director hiring committees. The results of the survey will be discussed and analyzed and a plan for how to revise the current policy should be coming to the BOT in September.</p>	
<b>End of FY17 budget Update</b>	<p>Income from State Sources is actually 4% higher than the original June 2016 budget line.</p> <p>Finance committee this fiscal year will discuss the undesignated fund balance, and try to make projections on</p>	

	its growth or reduction over the next several years and also discuss if there is an amount that the fund should not be higher than, especially as the school is non-profit and there is a contingency fund already.	
<b>Director Job Descriptions/Responsibilities-Succession Plan</b>	<p>The Director job/role descriptions were discussed and there were minor revisions.</p> <p>There is a plan to have a more thorough task list - forthcoming. Also, there is a plan to use this template for other positions. That might be a Personnel Committee task for the non-Director positions.</p>	
<b>Blizzard Bags (Discussion and Decision)</b>	<p>Blizzard Bags - Blizzard Bags are kits with take-home work for snow days, the point of which is to alleviate adding make-up days for snow days in June.</p> <p>This was discussed with teachers and there was a positive reception to the idea, and consensus is that it would be good to try two days.</p> <p>There are no state guidelines or requirements on Blizzard Bags. The state allows for a fair amount of local control as to how to go about it and how to count the use of the Bags towards school day tallies.</p> <p>Lara and the teachers came up with some great ideas about how to make the program both fun and educational. And families have time to complete the Blizzard Bag beyond the snow day.</p> <p>The likely time commitment for the kids/family for the Blizzard Bag activities would be minor - and age appropriate.</p> <p>The program should incorporate not adding extra time commitment to families with more than one Hilltown kid.</p> <p>Could the blizzard bag program we create be shared with other schools?</p> <p>The proposal is to try up to two Blizzard Bag days for the</p>	<p><b>Scott moved to approve the proposal as amended</b></p> <p><b>Charles seconded</b></p> <p><b>Proposal approved by consensus</b></p>

	<p>2017-18 school year.</p> <p>Suggestion to change the proposal title to Blizzard Bags Pilot.</p> <p>The proposal incorporates the potential for helping some students do the program at school if they need assistance.</p> <p><u>Approved changes:</u></p> <p>Title from “Blizzard Bags” to “Blizzard Bags Pilot”</p> <p>First line of Text of Proposal from “We propose a Hilltown pilot...” to “We propose a one-year Hilltown pilot...”</p> <p>“What percentage of students complete the work (80% of higher would be considered a success)” to “What percentage of students complete the work (80% or higher would be considered a success)”</p> <p>The line “Since this is a way of meeting the state’s Learning Time regulations, we need Board Approval.” will change to “The board will evaluate the effectiveness of the Blizzard Bag initiative in the summer of 2018.”</p>	
<b>New Business - Identify only</b>		
<b>Committee Reports - Questions only</b>		
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next meeting is September 13th, 6:30pm</p> <p>Snacks: Michael, Drinks: Charles</p> <p>Newsletter blurb: Lara</p> <p>Facilitator: Scott</p>	
<b>Review Action Items</b>	Reviewed action items with the board.	
<b>Adjournment</b>	Meeting adjourned at 8:45 PM	

**Attachments:**

July 12th BOT Meeting Agenda; June 2017 BOT Meeting Minutes DRAFT; Proposal: Staff membership on BOT; Director of Administration Job/Role Description and Task List DRAFT; Director of Community and Family Engagement Job/Role Description and Task List DRAFT; Director of Teaching and Learning Job/Role Description and Task List DRAFT; Blizzard Bags Proposal; Finance Cmt Minutes, June 2, 2017, Finance Cmt Minutes, July 7, 2017; Domain Directors Report, July 2017; Domain Council Meeting Minutes, June 21, 2017; Domain Council Meeting Minutes, July 6, 2017

**Tentative Agenda for September 2017 Meeting:**

Analysis of FY17 Board and Committee goals  
Recommendation for Director Hiring Policy revision  
Review and approve BOT goals  
Board book updates  
Discussion of redefining site committee  
Staff board membership process



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

## Personnel Committee Proposal to the Board of Trustees

Date: 9/13/2017

Priority level: High

Approximate time needed for discussion: 20 minutes

Proposal to be presented by: Steve Hoyt

Committee members drafting proposal: Steve Hoyt, Dan Klatz

### **Text of proposal:**

The Personnel Committee has been focused on a reevaluation of the hiring process. In the spirit of continuous improvement, it was determined that we should further refine the process following the recent hiring's of new domain coordinators.

### **Goals to be achieved by proposal:**

The goal of the proposal is to add depth to the current hiring process for domain coordinators. Further clarity is provided for the process as well roles and responsibilities for those on the search committee. Committee orientation and clarity of internal and external candidate processes are clearly delineated. Also, screening and interview processes are further clarified for future opportunities.

### **Potential problems/dissenting views:**

Timeline implications

Internal vs. External candidate process

Committee commitments



## REVISED HIRING PROCESS FOR DOMAIN DIRECTOR POSITIONS

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.

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 candidates will have ten working days to apply. The Committee will interview the internal applicant(s). If necessary and appropriate, the individual may 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.**
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 Trustee guidelines for consensus. 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 continue the search.



## Board of Trustees and Committee Goals – 2016/2017

### Board of Trustees Goals

- Administrative Coordinator Transition
- Overall management – (re)definition of roles and extent of positions
  - Community Coordinator position (part-time vs full-time)
  - Education Coordinator position changes given new SPED director
- Initiate and Review 5-year projection from Finance
- Initiate and Review Capital Improvement Plan
- Codify succession planning
  - Stop-gap emergency plan for coordinators

### Finance Committee Goals

- Develop 5 year budget projections including contingency fund analysis
- Finish review & revision of re-allocation policy
- Assist in administrative coordinator transition
- Explore long-term financial security plan options for Hilltown
- Explore best practices on cash investment opportunities and regulatory restrictions for investing public funds
- Make recommendation to BOT about PILOT payments now that we own the building

### On-site Committee Goals

- Play structures
  - Replace wooden play structure with a factory made play structure that comes with an insurance policy
  - Small play structure on north side of the school.
- Solar power plan
  - review of past project that was started by the developers to see if we are still under contract
  - If not under contract then pursuing our own solar plan for the building
  - Also look at other alternative power options( local builder Urban Power)
- Capital replacement plan

- Whole site master plan

## GABS Committee Goals

- Review existing HCCPS BOT by-laws
- Review existing pathways for proposals to come to the BOT for approval
- Ensure the BOT Resource Notebook remains current on paper and online
- Identify new opportunities/strategies for BOT recruitment
- Review and refine step-by-step process/procedure for the recruitment of new BOT members
- Develop BOT orientation plan and associated resources
- Monitor the progress of the implementation of the Long Range Plan

## Personnel Committee Goals

- Examine the sick time benefit with a focus on the question of capping the total amount employees can accumulate.
- Examine our current evaluation systems for teachers and non-teaching staff members.
- Re-evaluate teacher planning time.
- Adjust other personnel policies as needed.

# HCCPS Coordinators Survey for BOT/Committee Members

## Respondent Information

**This survey is intended to solicit feedback about the three HCCPS coordinators (Amy, Dan, Deidre) for 2010-2011 from HCCPS BOT and Committee members. It will be incorporated into the annual coordinator evaluations, conducted by the BOT.**

**The school's practice is that all feedback forms require a name (Q1); however, you may mark your feedback as confidential (Q2), which means the form will be read by only the HCCPS BOT President and Vice President, but the feedback will be incorporated in a summary.**

Susannah Howe, BOT President  
Kipp Armstrong, BOT Vice President

**\*1. Your name:**

**\*2. Would you like this feedback to remain confidential?**

- Yes  
 No

**\*3. Which HCCPS committees did you serve on in 2010-2011? Please check all that apply.**

- Board of Trustees  
 Domain Council  
 Finance Committee  
 Friends of Hilltown  
 Long-Range Planning Committee  
 Personnel Committee  
 Site Committee

**4. How many years have you served on the HCCPS Board of Trustees?**

- None  
 1  
 2  
 3  
 4  
 5  
 6 or more

# HCCPS Coordinators Survey for BOT/Committee Members

## 5. How many years have you served on an HCCPS committee?

- 1
- 2
- 3
- 4
- 5
- 6 or more

## \*6. I understand the school's basic governance structure.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for BOT/Committee Members

**\*1. Did you work with Administrative Coordinator AMY AARON in your 2010-2011 board/committee service?**

Yes

No

(If you select yes, you will be directed to a page to provide feedback about Amy Aaron. If you select no, you will be skipped over that page.)

# HCCPS Coordinators Survey for BOT/Committee Members

## Feedback for Administrative Coordinator Amy Aaron

### 1. Amy comes prepared to board/committee meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 2. Amy contributes useful insights to board/committee meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 3. Amy keeps the board/committee informed of relevant school issues.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for BOT/Committee Members

## 4. Amy collaborates effectively with the board/committee chair during meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Comment (please explain)

## 5. What role(s) do you think Amy currently plays on the board/committee? [Respond with respect to all board/committees you served on in 2010-2011.]

## 6. What additional role(s) do you think Amy should play on the board/committee? [Respond with respect to all board/committees you served on in 2010-2011.]

## 7. What do you think Amy's strengths are in her job as Administrative Coordinator?

## 8. What do you think Amy could improve in her job as Administrative Coordinator?

## 9. Is there anything else you'd like us or Amy to know?



# HCCPS Coordinators Survey for BOT/Committee Members

**\*1. Did you work with Education Coordinator DAN KLATZ in your 2010-2011 board/committee service?**

Yes

No

(If you select yes, you will be directed to a page to provide feedback about Dan Klatz. If you select no, you will be skipped over that page.)

# HCCPS Coordinators Survey for BOT/Committee Members

## Feedback for Education Coordinator Dan Klatz

### 1. Dan comes prepared to board/committee meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 2. Dan contributes useful insights to board/committee meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 3. Dan keeps the board/committee informed of relevant school issues.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for BOT/Committee Members

## 4. Dan collaborates effectively with the board/committee chair during meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 5. What role(s) do you think Dan currently plays on the board/committee? [Respond with respect to all board/committees you served on in 2010-2011.]

## 6. What additional role(s) do you think Dan should play on the board/committee? [Respond with respect to all board/committees you served on in 2010-2011.]

## 7. What do you think Dan's strengths are in his job as Education Coordinator?

## 8. What do you think Dan could improve in his job as Education Coordinator?

## 9. Is there anything else you'd like us or Dan to know?

# HCCPS Coordinators Survey for BOT/Committee Members

**\*1. Did you work with Community Coordinator DEIRDRE ARTHEN in your 2010-2011 board/committee service?**

Yes

No

# HCCPS Coordinators Survey for BOT/Committee Members

(If you select yes, you will be directed to a page to provide feedback about Deirdre Arthen. If you select no, you will be skipped over that page.)

# HCCPS Coordinators Survey for BOT/Committee Members

## Feedback for Community Coordinator Deirdre Arthen

### 1. Deirdre comes prepared to board/committee meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 2. Deirdre contributes useful insights to board/committee meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 3. Deirdre keeps the board/committee informed of relevant school issues.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for BOT/Committee Members

## 4. Deirdre collaborates effectively with the board/committee chair during meetings.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 5. What role(s) do you think Deirdre currently plays on the board/committee? [Respond with respect to all board/committees you served on in 2010-2011.]

## 6. What additional role(s) do you think Deirdre should play on the board/committee? [Respond with respect to all board/committees you served on in 2010-2011.]

## 7. What do you think Deirdre's strengths are in her job as Community Coordinator?

## 8. What do you think Deirdre could improve in her job as Community Coordinator?

## 9. Is there anything else you'd like us or Deirdre to know?

# HCCPS Coordinators Survey for BOT/Committee Members

## Thank You!

**Thank you for providing your feedback for the coordinator evaluation. We appreciate your time and responses.**

Susannah Howe, BOT President  
Kipp Armstrong, BOT Vice President

**1. If you have any other feedback about the coordinators or comments about this survey, please feel free to note them here. Thanks!**



# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## General Responses

**This survey is intended to solicit feedback about the three HCCPS coordinators (Amy, Dan, Deidre) for 2010-2011 from the teachers, teaching assistants, and staff members. It will be incorporated into the annual coordinator evaluations, conducted by the HCCPS Board of Trustees.**

**The school's practice is that all feedback forms require a name (Q1); however, you may mark your feedback as confidential (Q2), which means the form will be read by only the HCCPS BOT President and Vice President, but the feedback will be incorporated in a summary.**

Susannah Howe, BOT President  
Kipp Armstrong, BOT Vice President

**\*1. My name:**

**\*2. Would I like this feedback to be confidential?**

- Yes  
 No

**3. I believe that the three coordinators work collaboratively as a leadership team in support of the mission of the school.**

- Strongly Disagree  
 Disagree  
 Neutral  
 Agree  
 Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 4. I understand the roles of all three coordinators.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 5. I know whom to go to when I have a problem.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 6. I believe that the three coordinators can answer questions that I have.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## \*7. My job in the school:

- Teacher
- Teaching Assistant
- Administrative Staff

## Questions for Teachers about the Education Coordinator

**Teachers: Please answer the following questions about the Education Coordinator, DAN KLATZ.**

### **1. I feel supported by the Education Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel comfortable and confident approaching the Education Coordinator for guidance.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel that my ideas, problems, and concerns are heard and acknowledged by the Education Coordinator.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 4. I believe that my annual evaluation by the Education Coordinator is fair and helpful.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 5. I feel appreciated by the Education Coordinator for the work I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for Teachers about the Administrative Coordinator

**Teachers: Please answer the following questions about the Administrative Coordinator, AMY AARON.**

### **1. I feel supported by the Administrative Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel that my ideas, problems, and concerns are heard and acknowledged by the Administrative Coordinator.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel appreciated by the Administrative Coordinator for the work that I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for Teachers about the Community Coordinator

**Teachers: Please answer the following questions about the Community Coordinator, DEIRDRE ARTHEN.**

### **1. I feel supported by the Community Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel that my ideas, problems, and concerns are heard and acknowledged by the Community Coordinator.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment



# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel appreciated by the Community Coordinator for the work that I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for TAs about the Education Coordinator

**Teaching Assistants: Please answer the following questions about the Education Coordinator, DAN KLATZ.**

### **1. I feel supported by the Education Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel comfortable and confident approaching the Education Coordinator for guidance.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel that my ideas, problems, and concerns are heard and acknowledged by the Education Coordinator.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 4. I believe that my annual evaluation by the Education Coordinator is fair and helpful.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 5. I feel appreciated by the Education Coordinator for the work that I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for TAs about the Administrative Coordinator

**Teaching Assistants: Please answer the following questions about the Administrative Coordinator, AMY AARON.**

### **1. I feel supported by the Administrative Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel that my ideas, problems, and concerns are heard and acknowledged by the Administrative Coordinator.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel appreciated by the Administrative Coordinator for the work that I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for TAs about the Community Coordinator

**Teaching Assistants: Please answer the following questions about the Community Coordinator, DEIRDRE ARTHEN.**

### **1. I feel supported by the Community Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel that my ideas, problems, and concerns are heard and acknowledged by the Community Coordinator.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel appreciated by the Community Coordinator for the work that I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for Administrative Staff about the Education Coordinator

**Administrative Staff: Please answer the following questions about the Education Coordinator DAN KLATZ.**

### 1. I feel supported by the Education Coordinator in my work.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 2. I feel comfortable and confident approaching the Education Coordinator for guidance.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### 3. I feel appreciated by the Education Coordinator for the work I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment



## Questions for Administrative Staff about the Administrative Coordinator

**Administrative Staff: Please answer the following questions about the Administrative Coordinator, AMY AARON.**

### **1. I feel supported by the Administrative Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel comfortable and confident approaching the Administrative Coordinator for guidance.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel that my ideas, problems, and concerns are heard and acknowledged by the Administrative Coordinator.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 4. I believe that my annual evaluation by the Administrative Coordinator is fair and helpful.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## 5. I feel appreciated by the Administrative Coordinator for the work I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

## Questions for Administrative Staff about the Community Coordinator

**Administrative Staff: Please answer the following questions about the Community Coordinator, DEIRDRE ARTHEN.**

### **1. I feel supported by the Community Coordinator in my work.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

### **2. I feel that my ideas, problems, and concerns are heard and acknowledged by the Community Coordinator.**

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## 3. I feel appreciated by the Community Coordinator for the work that I do.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Optional Comment

# HCCPS Coordinators Survey for Teachers/TAs/Administrative Staff

## Thank You!

**Thank you for providing your feedback for the coordinator evaluation. We appreciate your time and responses.**

Susannah Howe, BOT President  
Kipp Armstrong, BOT Vice President

**1. If you have any other feedback about the coordinators or comments about this survey, please feel free to note them here. Thanks!**

## Governance Probe

Please mark with an "X" the statements that, to your way of thinking, describe a function of governance:

Researching, creating, and adopting a salary scale for teachers.

Responding to a complaint about a teacher.

Creating a drop-off and pick up plan for the school.

Researching and approving a plan for major capital projects.

Soliciting parents for feedback about the Schools' janitorial services.

Responding to a complaint about one of the Directors.

Recruiting new Board members.

Selecting a math curriculum.

Handling a bullying issue.

Creating the school's annual calendar.

Deciding whether HCCPS participates in MCAS.

Deciding whether HCCPS counts teacher absences for religious observations as personal days or excused absences.

Creating an adoption leave policy.

Creating a bathroom signage policy.

Researching legal obligations regarding building occupancy.

Attending community events.

Look over the statements that you did and didn't mark with an "X", and describe any rules or rationales you used to make distinctions:

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In groups of 2 compare answers and discuss the items that yield diverse responses.

## DOMAIN COUNCIL MEETING MINUTES

26 July 2017

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

5:15 pm – Meeting began

Location: Dan's office, HCCPS School

### AGENDA:

job descriptions/task lists - Next we should work on: Administrative Assistant, Student Services Coordinator (for task list only as we have the description), Bookkeeper, Tech Coordinator, Program Support 1 (although that may develop over time and we might be able to do by end of school year), the task list is helpful for determining what tasks really need a backup and there becomes more communication and clarity on what people roles are.

In working on these we should keep the same format as the others - logo and title at the top similar, footers indicating which job description/task list, etc.

### salary review front office staff

the job description/task list revamping might lead to recognizing that some staff might need higher salaries, depending on their responsibilities.

There is some consideration that a few teachers might fill a role as mentors to new teacher hires, and perhaps a stipend or salary adjustment might go with that added responsibility.

A salary review should be a goal for the directors, preferably before the school year starts.

The next Director evaluation should start soon after the school year begins, and the Director of Community and Family Engagement should be the first, based on how the new evaluation process works. (And as Dan and Lara are new to their positions.)

### administrator licensure

A question came from the community about administrator licensure. Administrator licensure is not required by the DESE for charter schools. Teachers have to pass competency tests, but there are no such tests for administrators.

One benefit of an admin licensure could be that if there was an internship towards becoming a school principal, the administrator could manage the internship.

### summer projects:

The biggest one being the new parking lot which is going along very well and looking good.

An alumni parent who is a contractor will replace the broken window in the all-school space with glass bricks, which should be a sturdier set-up considering all the ball play in that area of the outside wall.

Dan replaced the older water fountain with a water bottle filling fountain. Dan has asked various



contractors about building a divider wall in the Prisms space, but all the contractors are fully busy. We will do better to just wait until the school year, but not wait too long, as contractor's schedules fill up fast. Could we try to have the wall built when the Prisms are in DC?

The Thursday before school starts could be a good day for parents/staff to work on cleaning up the path leading to the bike path and working on the play structure (replacing some boards, shoring up, clearing, etc.) Perhaps this could be a parent volunteer lead workday (a parent from the Site committee perhaps or other skilled parent.)

Another potential parent project: replace fluorescent with full-spectrum LED. There is good data from other schools about the use of these bulbs insofar as efficiency. Will start with main office and if teachers like it, they can request it for their rooms. We should consider trying a lower spectrum than daylight as daylight bulbs can be rather cool. Somewhere in the 3000 to 3500K range might be good to try. Whichever is more preferred can be purchased.

The placement of the flag pole is another project.

Dan ordered bathroom signs - custom bilingual signs with, girls room sign without a pigtail in the icon, and signs for bathrooms that any gender can use. More discussion about the topic of bathroom signage should occur with the teachers. Perhaps at the meeting on the Tuesday before school starts.

#### Comings and goings

The Spanish teacher that was approved for hire did not end up taking the job in the end. She took a different job. We hired a new TA - Talya Goodman - who will work with Nan in the Greens and at kids club. She has been at Springfield Science Museum. Megan Siudzinski will be filling a new position of Community Service Learning & Program Support. She will also do note-taking for Board of Trustee meetings, do lunch and recess coverage, be a teacher substitute/floater, and help with event support.

The other part-time support staff roles are TBD - we will see how things go and where people are needed. Might be the 11:30 to 5 time slot is the next support position to fill - that would help with lunch coverage, recess, afterschool and other things in between.

We are still looking for a 7th/8th Spanish teacher and 7th/8th Special Education teacher.

#### other business

It was noted that the mission statement has a grammatical error that we should fix on various documents.

Next Domain Meeting: Wednesday August 30, at 5:15pm.

6:05 pm – Meeting ended

Respectfully Submitted,  
Penny Leveritt

**DOMAIN COUNCIL MEETING MINUTES**  
30 August 2017

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Lara Ramsey, Scott Remick  
5:15 pm – Meeting began  
Location: Dan’s office, HCCPS School

AGENDA:

BOT Meeting agenda

- Proposal from Personnel Committee (FY17 committee) about Domain directors hiring process (revisions to the process).
- staff BOT member discussion
- review/approve BOT goals (one goal could be to setup clear lines of communication and fine-tune some of the procedures of communication with the board)
- Review/discuss lines of communication to and from the BOT (do we want to do a annual beginning of school year letter from the BOT)
- Clarification of which Director people should go to for what comments/concerns/questions
- Notice that Scott and Penny will formulate questions for the BOT survey for Deirdre's evaluation (Dan will send the staff survey template to Scott)

Director Supervision and Evaluation Process

The three Directors need to provide goals for the coming year to Scott and Penny. Scott and Penny will draft the BOT Survey questions for Deirdre's evaluation. Scott and Penny will come up with a timeline for subsequent evaluations based on the revised procedure

Summer hiring discussion

Kelly resigned from her position as a special education teacher on July 31. She asked to be the one to inform the families of her students. One family was either not informed or for some other reason did not hear about Kelly leaving until after Natasha was hired, and was understandably upset that they had not known.

We learned from this that even if a teacher plans to make her own announcement, either a prelude or a follow-up email should come from an administrator to make sure everyone has correct and timely information. We also understand that hiring a special education teacher might be a more sensitive hire because parents of students with IEPs are, understandably, especially concerned with their children's experience of school.

The hiring process allows for an emergency hire that might not go through the more thorough hiring committee process, and these emergency hires are considered long-term substitutes. We should try to go through the full hiring process whenever possible, but some hires require quicker action depending on the timing. In this case, as a long-term substitute teacher, Natasha has the option of reapplying for the special education position in the spring as an internal hire, and this process will go through standard operating procedures.

Natasha had come in for a TA interview, and at that interview it became clear that she was more qualified to be a special education teacher than a TA. She accepted another job offer at a different school as a special education teacher, but as of August 2, the details of that offer were not fully worked out or formalized. As the timing was very tight (14 work days between Kelly's announcement and the first day for Hilltown

teachers), and as Natasha was qualified for the position and had already been shown to be a good fit with the team at her TA interview, Natasha was asked to come in for a second interview, but this time for the special education teacher position. This second interview confirmed that she would be an asset to Hilltown as a special education teacher. She was offered the position quickly since she was already offered a position elsewhere. Thankfully, she accepted.

There was a lot of SPED training/education for all the teachers before school started.

The Community Service Learning and Program Support position was advertised on Craigslist within a grouped notice of various positions such as TAs and program support. The idea of having one of the support people cover Community Service Learning came out of discussion with teachers and so it was decided that the first support person position would be in that area.

We have a new Spanish teacher, Juan-Carlos Carpio, who has been teaching Spanish at the Common School for eight years, and also teaches at the International Language Institute and has taught at Hampshire College.

### Facilities Update

Paving is done.

There is a new fence that contains the exterior AC units.

New glass brick window in All-School space.

We might be able to have someone build a deck over the muddy area in September and also build the sound wall in the Prisms space.

Insurance inspector came and noted the sprinkler system has not been inspected, but it's now up to date and inspected. We are good through August 2018.

A hose hookup in front of the building was installed.

We had to get rid of many fabric and fabric covered items that did not meet current fire codes (re: Easthampton fire captain). Rugs, pillows and other fabric items are in the process of being replaced so they are up to code.

We may want to add a specific budget line for furnishings and replacement furnishings.

Solar: power-purchase agreement might be the best option because we are non-profit, so therefore will not get the tax breaks to install/own the system ourselves. The new iteration of the Site Committee will discuss. And we would likely have to do the roof before solar, so that has to be factored in.

The fire chief said we need a comprehensive emergency plan and offered up a sample plan for us to model ours on.

OML, non-board comments on agenda items Penny will check the laws regarding public participation at board meetings. She will look at public bodies such as school committees for reference.

### Bus

Dan wrote to every family that is eligible to utilize the Easthampton busing. The bus schedule does not seem to work for making sure the kids will get here on time. Dan is still working on it and trying to work within the framework of the busing law. But the situation is tough for now.

### New Website:

Dan saw a presentation from Rediker who also does websites. They are out of our cost range. So we will go

with a local Easthampton web developer (WebTactics) who will provide a more responsive site and one that can work on mobile devices.

Next Domain Meeting: Wednesday September 13, at 5:15pm.

7:10 pm – Meeting ended

Respectfully Submitted,  
Penny Leveritt



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

1. Lara wrote a Professional Development Plan for 2017-2018. Most elements of the plans launched during Teacher Prep Week. Follow-up plans are in place to carry the work throughout the year and into the classroom. Some topics are designed to deepen our understanding of and fidelity to our mission (Anti-Bias Education work; Community Service Learning) and some are aimed at developing teaching skills in different content areas (in math, constructing viable arguments and critiquing the reasoning of others; in reading, using the Fountas and Pinnell benchmark system to identify targeted skills for instruction; in social studies, accessing inquiry through primary sources).
2. The major summer capital project, the repaving and painting of the driveway was completed on time. Final cost was around \$74K. While we were not able to secure someone to do the work on the two other significant projects this summer (playground upgrades and a sound wall), those projects should be completed this Fall. The outside projects will happen over the next several weeks, and the wall will be constructed while the Prisms are in Washington, D.C.
3. After looking at several local options, we have hired Web Tactics, an Easthampton company, to redesign the school's web site. Grace Mrowicki, tech coordinator is working with the Directors to review and gather content. With the advent of parent portals, the site will become more of a place to share who we are with the public and less of a tool for parents. We expect that it will be attractive and easy to use.
4. Lara met with Julie Ann Levin, Curriculum Coordinator for Easthampton Public Schools. We are sharing some resources this year. For example, Julie Ann gave a small workshop for our Student Support Team (mistaking learning issues stemming from poverty for learning issues that are cognitive). We are offering shadow days for the Easthampton music and art teachers when they have PD days.
5. The Fire Marshall and the Building Inspector made their annual inspection in August. There were a number of pieces of furniture, wall hangings, rugs, curtains, and fabric wrapped bulletin boards that were out of compliance. As a result, we made the necessary changes, which included throwing away a fair amount of furnishings. Going forward, we cannot accept donations of furnishings that don't meet fire retardant standards. We will need to develop a furnishings budget as part of the operational budgets in the future, as we can no longer rely on donations. We did receive the annual Certificate of Inspection.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

6. We are happy to welcome visiting artist, Kabisko Kaba, African drum and dance teacher at PVPA, as a visiting artist for the year courtesy of the Webster foundation grant we received last year. Bisko will be at Hilltown on Tuesday mornings and Friday afternoons and will work with each class during the course of the year.
7. In response to the events in Charlottesville, Lara participated in a webinar called, “When Hate is in the Headlines: Resources for K-12 Educators” and took away a number of ideas to help teachers shape our readiness to respond in school. These were shared with teachers and staff and Lara and Emilie Woodward (school counselor) held an optional session to process the events and our role as teachers. See Lara if you would like to see the list of ideas.
8. A great deal of work was done this summer to get our new online database system up and running. Monique Bourgeois worked tirelessly to get as much data as possible into the system and operational for the start of the school year. As mentioned earlier, the parent portal is now the place where we can put all the forms and documents that parents need. Teachers will use the system to write progress reports, and the reports will be delivered directly into the portal. Real-time attendance data, and a robust notification system (text, email, phone) are also important features of the system. Finally, the system will be integrated with admissions applications. This is a work in progress and we think we are off to a good start.
9. Lara has started observing in classrooms and is using a batting order to make sure all classrooms are visited on a regular basis. Teachers are working on growth-oriented goals (e.g. what are you curious about related to teaching, learning, and curriculum? What are you aware of as a growing edge for yourself, professionally?) Initial teacher meeting to review goals are scheduled between 9/11 and 10/6.
10. Lara wrote a grant to the Francis R. Dewing Foundation to fund a small, socially responsible all-school book collection/library to be built by parents, teachers, and children through a process designed to support critical thinking about print media. For more about this grant, please ask Lara.

## **Friends of Hilltown Meeting June 20, 2017**

**In attendance:** Andi Porter, Barbara Oegg, and Myssie Casinghino

**Regrets:** Carolyn Hazen and Maryellen Rousseau

**Time:** 6:30 pm

Minutes Approval: May meetings approved

Approval of By-Laws amendments:

- Article II, Paragraph 2: Replace “Board consisting of not less than seven..” with “Board consisting of no less than five..”

- Article III, Paragraph 1: Replace “Annual meeting.. held on second Tuesday of May each year..” with “Annual meeting...held in May each year..”; Replace “written notice ...shall be mailed at least seven days before the meeting to each director at his or her address as it appears of the records of the corporation” with “written notice .. shall be sent at least seven days before....”

Administrative items:

Andi confirmed that the annual report must be completed on or by Nov 1 of each year.

Andi confirms that of 3 officer positions – President, Treasurer, Clerk – two can be help by the same person under Massachusetts Laws

Updated description of FoH officer responsibilities

Resignations:

Andi Porter resigns as board member. Barbara and Myssie thank Andi for her many years of FoH service and guidance. She and her leadership will be missed.

Carolyn Hazen resigns from FoH via email. She and her creativity will be missed.

Meeting adjourned 7:30 pm

# *By-Laws*

## *Of Friends of The Hilltown Cooperative Charter School*

Amended May 23, 2017

### Article I- Purpose and Power

1. The purpose of the Corporation shall be as set for in the Articles of Organization.
2. To accomplish these purposes, the corporation shall have the authority to exercise all powers conferred upon corporations formed under Chapter 180 of the Massachusetts General Laws, including but not limited to the power to accept donations of money or property, whether real or personal, or any interest therein, wherever situated; provided that any such powers shall be exercised as are permitted to be exercised by a non profit corporation which qualifies as a corporation described in section 501 (c)(3) of the Internal Revenue code, as may be amended; nor shall it engage directly or indirectly in an activity which would cause the loss of such qualification.

### Article II- Board of Directors – Officers

1. Powers. The Board of Directors of the Friends of the Hilltown Cooperative Charter School shall constitute its governing body. It shall manage, control and direct the affairs and property of the corporation and shall have all of the powers of the corporation enumerated in Article I. The Board of Directors may, from time to time, to the extent permitted by law, delegate any of their powers to committees, officers, boards of advisors, attorneys or agents of the corporation subject to such limitations as the Board of Directors may impose. The Board of Directors may create standing and temporary committees and appoint members to such committees and determine the manner of conducting committee business and the necessary quorum and vote required to take specific types of action.
2. Composition of Board. The corporation shall have a Board consisting of not less than five and not more than twelve directors which shall have all of the powers and duties of a membership body and of a Board of Directors under Massachusetts law. The number of directors shall be fixed by vote of the Members at the annual meeting of the corporation.



3. The Board of Directors shall be elected annually by the Members (Article IX) of the Association at the Annual Meeting.
4. Terms. Directors shall hold office until the close of the second annual meeting of the corporation following their respective election, and until their respective successors are elected and qualified. Notwithstanding the foregoing, (a) directors may be elected for a lesser period to provide for staggered terms of office, (b) any director may be removed from the Board, with or without cause, and from any office which she/he holds at any time by a majority of all of the directors then in office.
5. The officers of the corporation shall be a President, Vice President, Treasurer and Clerk. The officers shall be elected by the Directors at the first meeting of the Directors following the election of the Board of Directors. The Board may elect an Assistant Clerk and Assistant Treasurer.
6. Terms. Officers shall hold office until the close of the second annual meeting of the corporation following their respective election, and until their respective successors are elected and qualified. Notwithstanding the foregoing, (a) directors may be elected for a lesser period to provide for staggered terms of office, (b) any director may be removed from the Board, with or without cause, and from any office which she/he holds at any time by a majority of all of the directors then in office.

Any officer or director may resign at any time by submitting a resignation in writing to the Clerk.

Continuing directors may act despite a vacancy or vacancies on the Board and continuing directors shall be deemed to constitute the full Board. Vacancies in the Board of Directors shall be filled by a majority of the remaining directors by delivering to the Clerk written notice of the substitute director. Such appointments shall become effective upon delivery of such notice signed on behalf of the majority of directors.

### Article III – Meeting of the Board

1. The annual meeting of the corporation shall be held in May each year at such time and place as the Board of Directors may determine. Written notice of the annual meeting stating time and place shall be sent at least seven days before the meeting to each director. The members shall be notified by public announcement by such means as the Board of Directors shall deem appropriate. The date of the annual meeting may be changed by a vote of the Board. If, for any reason, the annual meeting is not held as

above provided, a special meeting shall be held in lieu of and for the purposes of the annual meeting.

2. Special Meeting of the corporation maybe called at any time by the President of the Board of Directors and shall be called by the Clerk, by any other officer, upon application of three or more directors. Reasonable notice of such special meetings stating the time and the place of the meeting shall be given to each director.
3. A majority of directors then in office shall constitute a quorum but a smaller number may adjourn finally or from time to time without further notice until a quorum is present. At all meetings of the Board of Directors each director is entitled to one vote. If a quorum is present, a majority of the directors present may take an action on behalf of the Board unless a larger number is required by law, the Articles of Organization, or these By-Laws.
4. Any action required to be taken at any meeting of the directors may be taken without a meeting if all the directors consent to the action in writing and the written consents are filed with the records of the meeting of the corporation. Such consents shall be treated for all purposed as a vote at a meeting.
5. Vote of interested directors.
  - a. A director who is a member, stockholder, director, officer or employee of any firm, corporation or association with where the corporation contemplated contracting or transacting business shall disclose his/her relationship or interest to the other directors acting upon or in reference to such contract or transaction.
  - b. In case the corporation enters into a contract or transacts business with any firm, corporation or association of which one or more of its directors is a member, stockholder, director, officer or employee, such contract or transaction shall not be invalidated or in any way affected by the fact that such director or directors have or may have interests therein which are or might be adverse to the interests of the corporation. No director or directors having disclosed such adverse interest shall be liable to the corporation or to any other person for any loss incurred by it under or by reason of any such contract or transaction, nor shall any such director or directors be accountable for any gains or profits realized thereon.

## Article IV – Authority

All deeds, leases, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by vote of the directors for the corporation shall be signed by the President, unless another officer or the Executive Director has been authorized to sign. All instruments of acceptance of gifts to the corporation of securities or of other real or personal property and all instruments of transfer of securities or other real or personal property of the corporation, whether or not acquired by way of gift shall be signed in its behalf by any officer, agent or employee of the corporation as may be authorized from time to time by vote of the Board.

## Article V

The making of scholarship grants and contributions and otherwise rendering financial assistance for the purposes of the corporation shall be within the exclusive power of the Board of Directors. Without limiting the foregoing, all requests for funds or grants from other organizations shall specify the proposed use of such requested funds or grants and shall be subject to the review and approval of the Board of Directors. All grantees, other than an organization described in section 509(a)(1), (2), (3) or (4) of the Internal Revenue Code, shall furnish the directors a periodic accounting to show that the requested funds were expended for the purposes which were approved by the Board of Directors; and the Board of Directors may in its absolute discretion, refuse to make any grants or contribution or otherwise render financial assistance to or for any or all of the purposes for which the funds are requested. Funds solicited for a grant to a specifically approved project or purpose of another organization shall remain subject to the Board of Directors' right to withdraw approval of such project or purpose and to use such funds for other charitable and educational purposes.

## Article VI – Indemnification

- a) The corporation shall , to the extent legally permissible, and only to the extent that the status of the corporation as an exempt organization is not affected thereby, indemnify each person who serves as one of its members, directors or officers, or who services at its request as a member, director, director or officers of another corporation (each such person being herein called a "Person") against all liabilities and expenses, and counsel fees, reasonably incurred by such Person in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in which such Person may be involved or with such Person may be threatened, any matter as to which such Person shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation. Any Person who at the request of the corporation serves another organization in one or more of the above indicated capacities and who shall have acted in good faith in the

reasonable belief that his or her action was in the best interests of such other organization in one or more of the above indicated capacities and who shall have acted in good faith in the reasonable belief that his or her action was in the best interests of such organization or in the best interests of such other organization or in the best interests of the participants shall be deemed to have acted in such manner with respect to the corporation.

- b) Notwithstanding the foregoing, as to any matter disposed of by a compromise payment by any Person, pursuant to a consent decree or otherwise, no indemnification either for said payment or from any other expenses shall be provided unless such compromise shall be approved as in the best interests of the corporation, after notice that it involves such indemnification, (a) by a disinterested majority of the directors then in office; or (b) by a majority of the disinterested directors then in office, provided that there has been obtained an opinion in writing of independent counsel to the effect that such Person appears to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation; or (c) by a majority of the disinterested members entitled to vote, voting as a single class.
- c) Expenses, including counsel fees, reasonably incurred by any Person in connection with the defense or disposition of any such action, suit or other proceeding may be paid from time to time by the corporation in advance of the final dispositions thereof upon receipt of an undertaking by such Person to repay the amounts so paid if such Person ultimately shall be adjudicated to be not entitled to indemnification under this Article VI. Such an undertaking may be accepted without reference to the financial ability of such Persons to make repayment.
- d) The right of indemnification hereby provided shall not be exclusive. Nothing contained in this Article VI shall affect any other rights to indemnification to which any Person or other corporate personnel may be entitled by contract or otherwise under law.
- e) As used in this Article VI, the term "Person" included such Person's respective heirs, executors and administrators, and an "interested" member, director or officer is one against whom in such capacity the proceeding in question, or another proceeding on the same or similar grounds, is then pending.

## Article VII

1. Upon liquidation or dissolution of the corporation after payment of all the liabilities of the corporation or due provisions therefor, all of the assets of the corporation shall be disposed of to one or more organizations exempt from the Federal Income Tax under

Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law.)

2. The original or attested copies of the Articles of Organization, By-Laws and records of all meetings of incorporators shall be kept in Massachusetts at the principal office of the corporation or of the Clerk, but such corporate records need not all be kept in the same office. They shall be available at all reasonable times for inspections by any director for any purpose in the proper interest of the director relative to the affairs of the corporation.

#### Article VII – Amendment

1. The By-Laws may be amended, added to, altered or repealed at any meeting of the Board of Directors by the vote of the majority of the directors in their capacities as members present or represented at such meeting, provided that notice of then proposed amendments, addition, alteration or repeal is given in the notice of the meeting.
2. The fiscal year of the corporation shall end on December 31<sup>st</sup> of each year, unless otherwise determined by the directors.

# Friends of Hilltown Officers

## **Treasurer**

- Collect mail
- Keep checkbooks for FoH accounts
- Balancing the accounts
- Writing checks and making deposits
- Keeping records of contributions
- Maintaining FoH Quickbooks accounts
- Making arrangements for annual tax papers and state papers (in coordination with CPA)
- Keep track of what money is designated for which FoH program
- Maintain the records of grants made

## **Secretary/Clerk**

- Take meeting minutes, type them up and distribute them before the next meeting
- Liaison to the Community Committee
- Put together and submit weekly report for the newsletter
- Maintain member information
- Sent written notice of annual meeting
- Run meetings when the President cannot

## **President**

- Chair monthly meeting and set meeting agenda
- Be the link between Directors of the school and FoH Board
- Attend HCCPS Board of Trustees meetings
- Receive applications for Rolling Arts Grants, present to Board members for discussion, let grantee know of the outcome
- Delegate tasks to appropriate Board member or subcommittee chairpersons
- Be the ultimate supporter of our cause-promote Friends at every opportunity

## Personnel Committee Meeting

September 5, 2017, 7:30- 8:05 a.m.

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

1. Steve gave an overview of the kinds of policies and issues that the personnel committee works on.
2. We acknowledged that in the future, the personnel committee might clarify what constitutes an emergency hire and what policies are followed in that event.
3. Steve let us know that he is finishing the hiring process proposal for the next board meeting and will circulate it to us later this week.
4. We set the calendar for Personnel Committee meetings this year:
  - a. 10/3
  - b. 11/7
  - c. 12/5
  - d. 1/2
  - e. 2/6
  - f. 3/6
  - g. 4/3
  - h. 5/1
  - i. 6/5
  - j. 7/3
  - k. 8/7
  - l. 9/4
5. We will ask Deirdre to put an announcement in the next newsletter, inviting a parent or staff person (ideally with personnel experience) to join the committee.
6. Agenda for 10/3/17:
  - a. Emergency hire (discuss)
  - b. New member (discuss, decision?)
  - c. Long-range planning goals (review)
  - d. Revisit hiring proposal in light of board meeting (discuss)
  - e. Revisit process for how a personnel concern is raised (discuss)
  - f. How attractive is HCCPS to a prospective employee? A topic for future discussion.

## FINANCE COMMITTEE MEETING MINUTES

August 31st 2017

### Present

Chris Greenfield, Deb Jacobson, Dan Klatz, Matthew Dube, Kate Saccento

### Absent

Maureen Mahar,

### Agenda

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

2) With this conversation the Committee also recognized a **broader conversation of several different fund balances** we need to review with the BoT and get direction on current appropriateness (this should be reviewed regularly). IN the conversation, we discussed the long range systems replacement plan that needs to be created based on the Site committee's findings. This is a critical piece in understanding the necessity of these various fund balances.

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

Respectfully Submitted,

Chris Greenfield