

**HCCPS Board of Trustees
Meeting Agenda
December 9, 2015**

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: Susannah Howe

6:30 Welcoming (read mission statement) (15 min)

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Thank You Note check – any needed?
BOT Visibility this month
Approve Minutes from previous meeting

6:45 Public Comment period (10 min)

6:55 Salary Scale Calculation Approach: Dan/Susannah (25 min - discussion)

7:20 Financial Disclosure: Susannah (10 min – discussion)

7:30 PARCC vs MCAS: Dan (10 min - update)

7:40 Site Update: Amy/Charles (10 min – update)

7:50 FoH Activities: Andi/Dianne (10 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, check agenda for next meeting

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

8:20 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, November 18, 2015

Present: Penny Leveritt, Susannah Howe, Steve Hoyt, Dianne Hobbs, Deirdre Arthen, Scott Remick, Amy Aaron, Charles Wiemeyer, Andi Porter, Alana Fichman, Dan Klatz, David Starr, Jesse Belcher-Timme, Terra Missildine

Regrets:

Facilitator: Susannah Howe

Notetakers: Alana Fichman, Penny Leveritt

Guests: Steven Schrems

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by: Scott Remick

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<p><u>Announcements:</u></p> <p>Amy Aaron announced the DESE final decision about PARCC vs. MCAS that MCAS 2 will be a combination of both approaches.</p> <p>Activity/handout question to board members: “What do you enjoy most about being on the Hilltown Board?”</p> <p>We are heading into a difficult and consuming time related to a student’s declining medical condition.</p> <p><u>Appreciations:</u></p>	
Any thank you notes needed?	To Friends of Hilltown for presentation of check to HCCPS for Funds raised.	Susannah Howe will write a thank you note to Friends of Hilltown.
BoT Visibility this month?	Winter Fair on Dec. 5th. Please try to attend and wear a board button. Deirdre will have some available.	
Minutes	October 2015 minutes reviewed.	David moved to approve October 2015 minutes. Charles seconded. Minutes approved by consensus.

Public Comment Period	None.	
GABS proposal, board membership	Terra Missildine is accepted as a Community member to the board.	Penny proposed to accept Terra Missildine as a mid-term appointment to the board. Jesse seconded. Motion approved by consensus.
Q1 Financials	Short discussion on Q1 financials.	Andi moved to accept Q1 financials. Jesse seconded. Q1 financials accepted.
Personnel Proposal: Sick Bank Policy	<p>Existing policy very ambiguous. Sick bank started early on in the school's history to help people who had used up their sick time.</p> <p>Biggest problem was that there was no time limit for the number of days one could take from the sick bank. Purpose was to get people through a period of time rather than providing a long term disability plan. For the longer term concerns employees can elect to obtain a long term disability plan.</p> <p>One aspect of the proposed policy change is to include a 12 week leave based on existing family medical leave policy. The 12 weeks from the sick bank are used after the staff member has used up their own sick and personal days. Use of the sick bank time must be related to personal health, not to family members or dependants.</p> <p>So far, the sick bank was only used 3 times. And the sick bank days added up. It didn't make sense to hold time that wasn't needed. In the new proposal pledges would now be voided at the end of each year. As part of the proposed policy change - min. hours a staff member can pledge is 8, max is 80.</p> <p>A staff member's sick days carry over from year to year with no cap and 15 sick days allotted yearly.</p> <p>The proposed policy stipulates that to use the sick bank</p>	Andi moved to pass the amended sick bank policy to go into effect January 1st, 2016. David seconded. Motion passes by consensus.

	employees must have worked at least 6 months.	
Audit	Question: was the auditor surprised to see a surplus?	Susannah Howe moved to ratify the finance committee’s approval of the audit. Jesse seconded. Motion passes by consensus.
LRP Status Updates	Because of the middle school expansion there are and will be lots of new employees that will need to acclimate to Hilltown, and there is a larger need than before for special education. It is probable that up to 25% of the student body will receive special ed services this year. There was a lot of attrition from 5th to 6th grade last year. Over 50% of 6th grade class is new to the school. That was unusual, and is likely just a statistical anomaly, based on looking at the reasons for each departure, but if a pattern emerges, we will have to take a look at that.	
Development update	The focus group will meet in mid-December for two meetings, morning and evening to accommodate schedules.	
Succession Planning Update	<p>Susannah and Ellen gave an update on the progress and proposed a timeline for the plan. They want to come to the board with draft proposals in January and with a full proposal by June or July.</p> <p>Supervision of coordinators should be addressed in a focus group with current board in relation to succession planning.</p> <p>Three questions were posed to the Board regarding Coordinator evaluation: what is working well, what are the challenges, and what would you envision in the ideal?</p> <p><u>Input from the Coordinators:</u></p> <p>A challenge is that most board members do not have administrative background from schools. Domain Council does the most insofar as supervision. Domain council check-ins are useful. Board supervision is useful for long term goals rather than day to day operations. As most of</p>	

	<p>the board do not work day-to-day with the Coordinators, that adds a challenge for directly informed supervision. Coordinator peer supervision is most effective supervision that occurs.</p> <p><u>Board discussion:</u></p> <p>The role of board supervision has sometimes been unclear, complicated by the fact that the board membership changes, and the revolving board members will have differing thoughts on what their supervisory role might be.</p> <p>What is working well - the regular Domain Council meetings and the coordinators peer supervision. The Board probably does more supervision than it might realize especially insofar as deciding on school policy, being a sounding board and checkpoint for policy and financial decisions.</p> <p>Suggestion to focus on finding a good way to evaluate in a way that works and stick to that method.</p> <p>Long range plans help with supervision. Maintaining oversight and governance rather than management.</p>	
New Business - Identify only	None.	
Committee Reports - Questions only	Finance Committee: Q1 report	
Meeting Wrap-Up/ Evaluation	<p>Next meeting is scheduled for December 9th .</p> <p>Snacks: David, Drinks: Steve</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Susannah</p>	
Review Action Items:	Alana reviewed the action items.	
Adjournment	Meeting adjourned at 9:15PM	

Attachments :

BOT Meeting Agenda; Report on Meeting with Building Owners;
October 2015 BoT Meeting Minutes Draft; GABS Proposal for
Mid-year Board Appointment; Terra Missildine BoT Interest Form;
Terra Missildine Resume; Q1 Financials: Balance Sheet; Q1
Financials: Revenue and Expense; Personnel Committee Proposal:
Sick Bank Policy; LRP Update: Amy Aaron; LRP Update: Dan Klatz;
LRP Update: Deirdre Arthen; Succession Planning Update, November
2015; Domain Coordinator Report, November 2015; Domain Council
Meeting, 10-20-2015; Domain Council Meeting, 11-10-2015;
Personnel Committee Minutes, 10-29-2015

Tentative Agenda for December Meeting:

Building purchase update;

DOMAIN COUNCIL MEETING
MINUTES
11.24.15

Attending: Susannah Howe, Dan Klatz, Amy Aaron, Deirdre Arthen, Scott Remick

8:30 am – Meeting began

Topics discussed: Dec BOT meeting agenda, Quality Program Review, Easthampton/Signs

Dec BOT Agenda: We discussed and prepared the December BOT meeting agenda; topics include salary scale calculation approaches (discussion), PARCC vs MCAS (teacher recommendation), financial disclosure of BOT members, site update, and FoH activities.

Quality Program Review: HCCPS is up for its Quality Program Review, which is a 6-year review (with a 3-year mid-point check-in) to confirm compliance with federal regulations especially around SPED, Title 1, ELL, and civil rights. Reviewers will spend two days in January reviewing records and another two days interviewing teachers, parents, and the SPED-PAC. Preparation for this review will take a lot of the Coordinators' time in December and January.

Easthampton and Signs: Amy has been checking with Easthampton about putting "No Parking" signs on our side of the road and a "School Zone" designation sign on our property. This process involves the Public Safety sub-committee, the City Council, the Mayor, and the Board of Public Works in Easthampton. The discussion about bussing is still ongoing; we are waiting for a response from the city. One future alternative to consider is for HCCPS to have a van instead; this could perhaps be purchased by Easthampton in lieu of paying for a bus.

9:45 am – Meeting ended

Respectfully Submitted,
Susannah Howe

GABS Meeting Report: November 17, 2015

5:00 PM

Board Recruitment:

Are Looking the Following

1. Finance
2. Real Estate/Building Management
3. Law
4. Management/Supervision
5. HR
6. The Arts
7. Easthampton Cultural Council
8. Grandparents
9. Racial diversity
10. Big picture/organizational thinkers
11. Education
12. Non-profit

How Do We Make the Board Appealing?

Recruitment Tools

1. Flyer
 - a. Poll BOT members- what do you enjoy most about serving on this board?
 - b. Adjectives that describe characteristics for successful board members.
 - c. Is experience necessary?
 - d. Do you have to raise money? Donate money?
 - e. What are the time commitments?
 - f. Can I get sued?
2. Update school brochure
3. Website- add a piece about serving on the BOT or committee; meet your board (take photos of each board member)
4. Add link to Meet the Board webpage in newsletter
5. Facebook
6. Get Board Members involved

Next meeting: December 15, 2015

Meeting ended at 6:15pm

Hilltown Charter Public School“On Site” Committee

Meeting Minutes

Date/Time	Oct, 6th, 2015
In attendance	Amy A, Charles W, Paul L, Mike S and Steve S
Regrets	Louise
Note taker	Charles

Agenda

Topic	Discussion	Action	
Committee minutes	Reviewed past minutes- No changes	Minutes approved by Paul- second by Charles	
Set next meeting date	Nov 3, 2015 6PM		
New Committee members	Still in the search for new committee members to fill out our ranks - specifically members helpful to BOT pursuit of the building purchase. Possibility for members outside the school community. Still waiting on new parent list from Deirdre. Paul to pursue with Amy the elements that Laura Baker brought to the committee is regards to building purchase-	Amy and Charles to follow up with Deirdre - Committee members to think of people outside of the school as new members. Paul and Amy to meet for past cost projections that were done by Laura Baker for building purchase	
Warranty Issues	Jerry Buzzy has worked on and	Amy to follow up to see	

	<p>repaired the HVAC all school system. Has started yearly maintenance of the HVAC as a whole. Main issues is trying to understand the patched together control wiring system for the HVAC. Fresh air supply added to the all school system over the summer which may have been part of that system not working at the beginning of the school year. Two drilled holes found in the Lenox attic furnace by Mike that may be unfinished work to that system- Counting on Jerry to keep working on solutions and repairs to the system</p>	<p>if there is work that is not completed or ongoing with the builder concerning attic furnace.</p>	
Air Balance report	<p>No air balance report filed with building inspector.</p>		
Swing	<p>To be installed by the end of the month- Use two tractor tires and one purchased tire unit on swing set.</p>	<p>Charles</p>	
AV system	<p>Steve has completed the AV system- Balance of the ceiling tiles to be installed during a weekend work session.</p>	<p>Amy, Steve and Charles</p>	
Fence	<p>To enclose as large of area as possible with a 6' fence- Amy to find paperwork for city guidelines for installation- When length and location if determined Charles will provide a material cost.</p>	<p>Amy and Charles</p>	
Purchasing the building	<p>Lengthy discussion concerning this topic- Wait for direction from BOT with what our committee can provide to the BOT.</p>		
Yearly goals	<p>Discussed yearly goals for the "on site " committee</p>	<p>Charles to present to the BOT</p>	