

**HCCPS Board of Trustees  
Meeting Agenda  
July 29, 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 Opening / Welcoming (read mission statement) (10 min)**

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

**6:40 Public Comment period (10 min)**

**6:50 Give To Grow Update: Deirdre (5 min - update)**

**6:55 Community Team, Annual Meeting Feedback: Deirdre (10 min – update/discussion)**

**7:05 FY15 Financials, FY16 proposal: Amy/David (10 min – DECISION)**

**7:15 Attendance Policy: Amy/Dan (15 min – DECISION)**

**7:30 Other Policies (expulsion, enrollment, accountability): Amy/Dan (15 min – DECISION)**

**7:45 BOT Membership (Andi Porter): Penny (5 min – DECISION)**

**7:50 Topic of Month: BOT Goal Setting/LRP Review: Susannah (20 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, check agenda 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, June 10, 2015

- Present:** Penny Leveritt, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, David Starr, Dan Klatz, Jess Berrien, Ellen Ferris, Charles Wiemeyer, Steve Hoyt, Dianne Hobbs, Deirdre Arthen, Scott Remick via teleconference
- Regrets:** Jesse Belcher-Timme
- Facilitator:** Kipp Armstrong
- Notetakers:** Penny Leveritt and Susannah Howe
- Guests:** Andi Porter, Ronna Kullberg, Myssie Cassinghino, Kerri Simonelli, Kathy Elsea, Stefanie Krantz
- Listkeeper:** Kipp Armstrong
- Timekeeper:** Susannah Howe
- Mission statement read by:** Kipp Armstrong

Topic	Discussion	Action (if necessary)
<b>Announcements/Appreciations/Acknowledgements</b>	<p><u>Appreciations:</u> Quick introductions were made around the table as it was a big group.</p> <p>Appreciations: Susannah handed out thank you notes and gifts thanks to the leaving board members.</p> <p>Announcements: new online board management system. Let the clerk know if you start getting emails from the state. Or if you continue to get emails from the state after you have left the board (aside from the Financial disclosure form, which needs to be filled out for the prior year of serving on the board), please let the clerk know.</p> <p>Thanks to Dianne Hobbs, Andi Porter for getting back into FoH and helping out!</p> <p>Announcements: Development Coordinator is leaving at the end of June.</p> <p>Agenda check: at tonights meeting, for BoT member roles there will not be a decision required, but it is only at the discussion level - decisions can be made</p>	
<b>Minutes</b>	Minor edits made to May 2015 minutes	<b>Kipp moved to approve minutes as amended, Ellen seconded. Minutes approved by consensus</b>

<p><b>Public Comment Period</b></p>	<p><u>Kerri Simonelli:</u> 100% family challenge: what can we do to make sure this happens. Get kids involved...if there is some percentage that we reach by last day of school, the administrators could follow-through with some fun stunt?</p> <p>And why do we not have an online way to donate for Give to Grow or one that works better? It would be so much easier for busy parents that might not come into the school much to donate online.</p> <p><u>Andi Porter:</u> FoH: new slate of officers with some members coming back. Vision for future of FoH: read a letter from FoH President - Board of Trustees could have conversation about integrating fundraising into the operating of the school and into the governance by the BoT. Feels like the FoH lacks support. Fundraising has become more focused but could be more successful if it was more integrated into the workings of the BoT.</p> <p>Will still keep FOH as 501c3.</p> <p>Pool of volunteers has dwindled as the need for volunteers for events has grown.</p> <p>Combined Community and Development committee with FoH? FoH would like to reevaluate job descriptions of Devel Coor and Comm Coord to combine roles of both positions.</p>	
<p><b>FY 2016 Budget</b></p>	<p>Questions about proposed budget: counselor position, healthcare costs, answered by Amy Aaron. Line 121 - will have additional \$100k in tuition n FY 17 (not FY 16). Final deficit: is expected but not unreasonable considering... (Finance committee is comfortable with \$50k deficit next year.)</p> <p>Most of deficit is because of hiring 2 new Prisms teacher (because we are expanding teachers now but not fully students until FY 17).</p> <p>Question: should we set aside \$50k within fund balance just in case? Comment that intentional deficit is different from contingency. Equity funds also do not represent cash. If we want to hang on to all that money,</p>	<p><b>Kipp moved to pass FY16 budget as presented</b></p> <p><b>Scott seconded</b></p> <p><b>approved by consensus</b></p>

	<p>we may not be able to do everything we would like to this summer - still some big unknowns with Capital Campaign income. By September will likely have new projections from state for PPE and will also know which teachers were hired.</p>	
<p><b>Topic of the Month, BoT Role in Fundraising, cont. from May</b></p>	<p>Suggestion to convene an ad hoc group to meet over the summer and propose a plan/structure to the BOT in Sept - regarding development, FOH, etc.</p> <p>This group could get together to develop a proposal for the board. Their purpose would be to thinking thru structure and role of community building and fundraising within HCCPS in a way to promote integration with the BoT and present the board with a proposal if appropriate.</p> <p>Possible people: FOH representative, Kipp (volunteers), Community Team rep (Deirdre could ask them), 1-2 BOT member reps, 3 Coordinators (suggested). Not sure how many people we need - given meetings are in summer ensures we get representation from all groups at meetings. Need to ensure connection with ongoing Succession Planning efforts.</p> <p>Include coordinators much as we did for LRP - gets their input at early stages and buy-in. We have not fully embraced fundraising as a core value of this school - that creates some of the tension.</p> <p>Suggestion: try to have a hard honest look at where things are now and what happened in the past: what issues, what challenges.. Look especially at exit interviews with Carey and Sonja. Don't want to recreate old problems. Need to reenvision "what is our goal re fundraising?"</p> <p>Suggestion: Development Team? History: there was a Development Committee at one time - for about three years. After the Development Cmt was dissolved, the Foh was resurrected.</p> <p>Balance needed between expectations and level of staffing provided. At least some staff oversight is critical.</p> <p>The former Development Committee was about fundraising, not about community building - that became complicated when FoH came back into the mix.</p>	<p><b>Kipp to send out a Doodle poll to convene the group this summer.</b></p>

	<p>What will the FoH do in the meantime as the group gets together over the summer? Answer: with the officers of FoH being elected at the last meeting - because of the timing of upcoming fundraising events, FoH may not have to meet much until the Spring. Could be in a holding pattern at this time (just maintaining, not necessarily starting major new projects) to see what comes out of restructuring ideas. Knowing ahead of time there isn't a staff person, FOH could make it work in the interim.</p> <p>As part of the succession plan the next group that the plan was to talk to was FoH. The succession plan will likely benefit from being considered in the discussion over the summer.</p> <p>Re: Succession plan is...forming a plan in the interest of risk management, what to do if one or more of the Coordinators are temporarily not in their position or retire, etc. Was always intended to be a long term process to make the plan. But there is some overlap with the succession plan and the ideas that come out of this summer planning group.</p> <p>Reiteration of the importance of the 3 coordinators being part of the fundraising/community building discussion over the summer.</p> <p>Involvement levels: fundraising is about \$30-40K - 1-1.5% of the budget. VS. hours that parents give towards all the work that is done in the school (including work done by staff) is about 6%.</p> <p>Suggestion to be realistic about the time it might take, esp over the summer to come up with a proposal. Better to take longer and come up with the best possible ideas.</p> <p>from FoH: Ronna, Andi, Kathy (alternate)  BoT: David, Susannah, Charles (alternate)  Community Team: TKT  3 coordinators  Kipp</p>	
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<p><b>Personnel Proposal: Planning time and breaktime</b></p>	<p>Planning Time: reduced planning time from 2.5 per week to 2. Added “generally speaking” regarding the 2 hours of prep time to allow for varying schedules and other commitments.</p> <p>Breaktime: the same as previous proposal from May meeting</p>	<p><b>Motioned by Jessica</b></p> <p><b>Seconded by Laura</b></p> <p><b>Approved by consensus</b></p>
<p><b>2015-2016 BoT officer slate finalization-initial slate</b></p>	<p>Pres: Susannah, VP: Scott, Finance chair (BoT Treasurer): David, On Site: Charles, GABS: Penny, clerk: Penny, Personnel: open/TBD (possibly Steve in September), BOT liaison to FoH: open/TBD</p> <p>[Note: Dianne Hobbs was elected in June by FOH to be the FOH liaison to the BOT.]</p> <p>Re Personnel: There will be some needs for Personnel policy proposals and decisions over the summer. suggestion is that the Personnel cmt could not have a chair that is a not on the board for the summer. A chair would need to be chosen in the fall.</p>	<p><b>Motion by Kipp to approve initial slate</b></p> <p><b>Susannah seconded</b></p> <p><b>approved by consensus</b></p>
<p><b>Accountability Plan Draft</b></p> <p><b>Delegation of Summer authorizers</b></p>	<p>Set of measures that the school establishes. DoE has gotten more narrow in what they expect to see in an accountability plan. Now, it is much more about the mission - what are key design elements of the school. Interested in outcomes. Can have process measures for dissemination (only) - all other categories need outcome measures as well.</p> <p>Old plan used to be many measures and pages long; new Charter School office has been reducing duplication in reporting so new plan can be shorter. (Finances sent in separately as are test results). Dissemination section is a new component.</p> <p>Some thought in future of offering free monthly workshop-type sessions by our teachers/staff open to teachers/staff from other local schools - part of disseminating the charter school practices.</p>	<p><b>Susannah and Scott will act as signatories on behalf of the Board.</b></p>

	Need signatures from 2 BOT members before end of July.	
<b>Succession Plan Update</b>	<p>Looking back to 2013: Plan to getting info from various groups - that is almost done. The move to the new building did become an obvious priority so that slowed down the process a bit but was a valuable experience to inform the succession plan planning.</p> <p>TA survey and parent survey coming in the fall. Still in a data gathering phase, but administrative structure related proposals may need to come a little sooner - re: administrative support and any budgeting implications specifically.</p> <p>Hope to look at other schools to see what they have in place. Perhaps looking at schools that have multiple administrators.</p> <p>Hope is to draw conclusions by January if they involve administrative support plans that might affect the budget.</p> <p>Expect another update probably in the fall.</p>	
<b>Summer Calendar</b>	<p>BoT summer meeting: July 29th</p> <p>will meet in August only if there ends up being a need.</p>	
<b>New Business</b>	<p><b>1-Proposal:</b> Twelve-month employees who have vacation time left in FY15 can use it on July 1st and 2nd and have it count back towards FY15 rather than be part of FY16. (Note: July 3 is already a holiday.)</p> <p>The context is that vacation does not not accrue, there is no carryover.</p> <p><b>2-Suggestion:</b> Make sure that community feedback from the Annual Meeting get on a fall Board meeting agenda to discuss. Community Team will look at feedback and Deirdre will provide a summary of the feedback.</p>	<p><b>Motion to approve proposal by Susannah, Laura seconded; approved by consensus</b></p> <p><b>Deirdre will provide a summary of the feedback from the Annual Meeting at the July BoT meeting.</b></p>
<b>Committee Reports - Questions only</b>		
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Good meeting - stayed on topic. Nice to have a big group here tonight.</p> <p>Next meeting is scheduled for July 29th at 6:30.</p> <p>Snacks: David (snacks + drinks), Steve (fruit)</p>	

	Newsletter blurb: Penny Facilitator: Susannah	
<b>Review Action Items:</b>	Penny: reviewed the action items.	

Attachments:

BOT Meeting Agenda, May BoT Meeting Minutes Draft; FY16 Budget Narrative and FY16 Budget Proposal; Personnel Proposal: Breaktime and Planning Time-REVISED; On-Site Committee Meeting Minutes for 6/2/15; Finance Committee Meeting Minutes of 05/29/15; GABS Meeting Report for 5/12/2015; HCCPS Special Education PAC Report for June 2015; Domain Coordinators Report, May 2015; Iowa Test of Basic Skills Results from December 2014; Domain Council Meeting Minutes for 6/3/15, Draft Accountability Plan (distributed at meeting), Give to Grow Update (distributed at meeting)

Tentative Agenda for July Meeting:

Annual meeting summary, Community team update (from FY15), Personnel policies, Attendance policy, Overall BOT Goal setting for FY16 and LRP review,

# Community Team Activity Summary 2014-15

Members: Carol McMurrich, Ruth von Goeler, Carolyn Hazen, Jeff Waggenheim, Maryellen Rousseau

Staff: Deirdre, Laurel, Emilie

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Worked on community events: activities around moving last summer – last All School etc., The Winter Fair, The Family Dance, 20<sup>th</sup> birthday party, Community Open House in October, Beginning of the year picnic – First Friday Fest!

Decorated staff room – teacher appreciation

Discussed accessibility for parents with small kids – concerns led to marking off 2 parking spaces with signs

Discussed outreach to new parents and parents of older kids – created and sent messages

Hosted Coffee hours

Coop Meetings – discussed topics and hosted

Discussed and helped with communication with our neighbors

## Report on Discussion at HCCPS Coop Annual Meeting May 2015

At the final Coop meeting of the 2014-15 school year we engaged in a discussion about our move. With the inspiration of the Community Team we structured the conversation in a manner similar to one we had last year before the move – as a sort of bookend to the process. Coop Members (parents, grandparents and staff) divided into 3 smaller groups and talked about the things we love about the school we now have, the things we miss about the school as it was at the Brassworks and the things that we are interested in being a part of creating now that we are expanded and in our new home. Attached to this report are compilations of the three lists created by note takers in the three sub-groups.

It is clear, upon looking at what was recorded, that there is no real consensus among members about whether some of our changes are improvements or not. Some people love the fact that the building is more secure, others miss the unlocked doors of the Brassworks. Some people love the drop off and pick up lane, others miss the informal interactions that they experienced in the hallways at those times in the other building. Some people love the “new, energized” Purples class, others feel more distance between the older and younger students. What is clear is that our members are interested in working together to create a strong sense of community in the school and are willing to engage in an exchange of ideas about ways to do that.

We are still in the early stages of a process of evolution at HCCPS. At the end of a four year period that began last year, we will have relocated to a new building, doubled the size of our upper grades - changing the shape of that entire program dramatically, and hired several new teachers, assistants and graduate interns as well. We are experimenting with use of space in and outside of the building, we are trying new programs that are geared toward older students, or toward bringing older and younger students together, we are reaching out to incoming parents in a variety of ways. It is interesting to note that nothing in the list of “love” or “miss” is a surprise to the Coordinators. As we proceed, there will be trial and error in the process and we will need as much inspiration, patience and participation as the membership is willing to give in order to create the kind of vibrant learning community we want.

Submitted by Deirdre Arthen, July 2015

## What we Love now at HCCPS

The ease of drop off and the drop off zone

Being on one floor with classrooms in proximity to each other

Larger classrooms

Mixed age activities

Increased security in new building

Designated science and music space

Smaller class size in older grades

New energized 6<sup>th</sup> grade

Hilltown Harmonies

New art displays

The site itself: Family Corner in front, larger all-school space, Water fountains, working toilets, wider hallways, resource room, better playground, safer parking lot

Parents welcomed in school and classrooms

Classroom lunches

Arts connection to academics

All school weekly

Communication

Community feel

Everyone knows each other

Creative education

Outdoor play area

Resource room

Mini-courses

Morning coffee hours

Reading buddies

Music Festival

Family/parent presentations in Blues and Indigos

## What we Miss about our shape in the Brassworks

All School Space in the middle of the School with the family corner and a sense of invitation to gather there

Lofts in classrooms

Bricks

Morning All School

The feeling of All School – passion, engagement, warmth, community sense

Seeing parents at pick up and drop off - informal interactions

Unlocked doors

Integration – spatially and time – of older and younger students, connections

Kids knowing each other

Ownership and need to help with physical space

End of year performances

Participation of 6,7,8 graders in All School

Physical character of building

The river

Seeing older kids' parents

Shade on the playground

Residential neighborhood

## **What we want to help create now that we are here**

Welcome for new parents

Volunteer opportunities on weekends

Morning all schools

Garden ( as inspired by Helen E James)

Community outdoor (or indoor) space for families to gather after school

Monthly hike

More excitement about volunteering (more info for new parents, student reports re volunteering)

Community within the classroom – like in the Blues

Putting art outside

Parent voice in the community and communications

More opportunity to create community

More avenues for students of all ages to get to know each other

Public speaking opportunities for older kids

New events for older kids to lead – scavenger hunt, world problems...

Ritualizing connections more

Opportunities for incoming families to add to the traditions

New CD

Easier parking

Engage older parents with younger parents

**HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL**  
**Finance Committee Proposal to the Board of Trustees**

Date: 7/24/2015

Priority level: High

Approximate time needed for discussion: 10-20 minutes

Proposal to be presented by: Scott Remick, David Starr

Committee members drafting proposal: Amy, Scott Remick, Maureen Mahar, David Starr, Deb Jacobson

Text of proposal:

Move \$55,000 from the undesignated fund to the Capital Building Fund to cover continued renovations

Create a new designated fund- Expansion Related One Time Expenses of \$10,000, coming from the undesignated fund to fund furniture and equipment required for the enrollment expansion.

Reduce the Contingency Fund requirement (self-imposed 12% of operating budget) by the \$75,000 line of credit we have with ESB. This still provides the 12% of operating budget safety net.

Open a new bank account to hold the Contingency Fund separately. This will allow for clearer presentation of financial reports and a greater ease of understanding what we do and don't have to spend.

Goals to be achieved by proposal: Having sufficient funds to continue renovations/build out and expansion. Increased clarity of financial reports

Potential problems/dissenting views: none that we can see

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Additional notes:



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL EXPULSION POLICY

### EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

#### **I. Possession of a dangerous weapon, possession of a controlled substance, or assault of staff**

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, the student assaults a member of educational staff, or commits vandalism or a violation of student's civil rights, and the Education Coordinator determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. In practice, the decision to suspend rather than expel in serious cases may depend on whether the Education Coordinator determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school

The Education Coordinator shall notify the student and parent(s)/guardian(s) in writing of the reasons and evidence for the charges leading to expulsion, opportunity for a hearing, including date/ time/location, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. This written notification shall be made prior to the expulsion taking effect. After said hearing, the Education Coordinator may, in his/her discretion, decide to levy a suspension rather than expulsion.

If the Education Coordinator decides to expel the student after the hearing, the Education Coordinator shall inform both student and parent/guardian in writing, of the right to appeal the decision to the Administrative Coordinator. Student shall also be informed of the opportunity to receive educational services. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Administrative Coordinator of his/her appeal in writing. The student and the student's parent/guardian shall be present at the hearing. The student has the right to counsel at the hearing before the Administrative Coordinator. The student shall also have the right to present oral and written testimony and the right to confront and cross examine witnesses presented by the school. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

The Administrative Coordinator shall have the authority to overturn or alter the decision of the Education Coordinator, including recommending an alternate educational program for the student. The Administrative Coordinator shall render a decision on the appeal within five

calendar days of the hearing. That decision shall be the final decision of school with regard to the expulsion.

## **II. Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency**

The Education Coordinator may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Education Coordinator determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Administrative Coordinator, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Administrative Coordinator.

The student shall notify the Administrative Coordinator in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Administrative Coordinator hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, the right to counsel and the right to confront and cross examine witnesses presented by the school.

The Administrative Coordinator has the authority to overturn or alter the decision of the Education Coordinator. The Administrative Coordinator shall render a decision on the appeal within five (5) calendar days of the hearing. That decision shall be the final decision of school with regard to the expulsion.

## **III. Educational Services**

Any student expelled from school for any of the above mentioned offenses, and his/her parents/guardians, will be informed at the time of the expulsion, in writing, of his/her right to receive educational services and make academic progress. Educational services will be designed to the specific needs of the student expelled, based on grade level, current academic status and most appropriate service delivery modality. The Education Coordinator will be responsible for arranging such services.

Proposed July 2015

## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL ENROLLMENT POLICY

1. The Hilltown Cooperative Charter Public School (HCCPS) shall be open to all students, entering grades kindergarten-8, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or academic achievement.
2. Should the number of applicants exceed the school's enrollment capacity, admissions lotteries will be instituted in order to ensure equal access for all families. Lottery dates will be posted at least a month in advance.
3. Siblings of students currently in attendance are given preference in the admissions lottery.
4. HCCPS is a regional school serving primarily applicants from the following districts: Amherst, Amherst-Pelham, Belchertown, Chesterfield-Goshen, Conway, Deerfield, Easthampton, Erving, Frontier, Gateway, Gill-Montague, Granby, Greenfield, Hadley, Hampshire, Hatfield, Hawlemont, Leverett, Mohawk Trail, New Salem-Wendell, Northampton, Orange, Pelham, Pioneer Valley, Ralph Mahar, Rowe, Shutesbury, Southampton, South Hadley, Sunderland, Ware, Westhampton, Whately, and Williamsburg. Applicants from these districts are given admissions priority. Any Massachusetts resident may apply. One proof of residency may be required, such as utility bills, signed lease, etc. An exception will be made for homeless students.
5. Students must be five years of age by September 1, of the year in which they apply for a kindergarten opening. Enrollment beyond kindergarten is on a space available basis. Students may apply for openings in any grade K-8.
6. The waiting list is in effect for the entire year for which admissions is sought. We do not carry the waiting list over year to year.
7. Students may only be on the waiting list for one grade, in order to provide equal access for all.
8. The waiting list is confidential.
9. HCCPS has implemented a student recruitment and retention plan, as outlined in M.G.L. Chapter 71, Section 89 (f).adopted 7/2011. Copies may be obtained from the Administrative Coordinator.
10. HCCPS does not administer or consider test results for admissions, nor does it require attendance at an interview or at our Information Night.
11. HCCPS notifies all applicants in writing of the rights of students with diverse learning needs to attend HCCPS and to receive accommodations and support services, including students who may have disabilities, require special education or are English language learners.
12. Information regarding services available can be found in the Family Handbook, on our website ([hilltowncharter.org](http://hilltowncharter.org)) and in the Main Office.

## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL ENROLLMENT PROCEDURES

A. Applications are available starting in September for the following school year. The initial lottery is held in mid-February, on the Tuesday before February vacation. Additional lotteries for applications received after the initial lottery will be held, if needed, in mid- June or mid- August. Applications are accepted up until the day before the lottery dates.

B. The number of openings in any given year is a function of the number of students graduating or leaving prior to September. When a student stops attending HCCPS for any reason, the school will attempt to fill a vacant seat up to Feb 15<sup>th</sup> in the grade vacated. A vacancy in grades K- 5 that is not filled after Feb 15<sup>th</sup> moves into the subsequent grade, to be filled for the following September.

C. Applications that are deemed ineligible either because they don't meet the age or Massachusetts residency requirement will not be entered into the lottery. Parents will be notified of the reason for ineligibility.

### D. Lottery Process

1. Each lottery will be performed at HCCPS, (1 Industrial Parkway, Easthampton Ma. 01027) by a disinterested party and witnessed by the administrative coordinator. The lottery is open for any member of the public to witness. All applications for a given lottery will be shuffled into a random pile face down. Each application will be drawn at random and a chronological number will be affixed to that application. This lottery number establishes the order of the waiting list. Notification of the lottery date is posted in the local paper at least one week prior.

2. Student applications are divided by grade level into nine separate piles (i.e. K,1,2,3,4,5,6,7,8).

3. Each pile is arranged in order of lottery number (lowest number at top of pile).

4. Any siblings of current enrolled HCCPS students are moved to top of their respective piles, in accordance with the state regulation.

5. Siblings of currently enrolled HCCPS students are assigned open spaces in their respective grade level by order of their lottery numbers (lowest numbers first).

6. Residents of Franklin and Hampshire counties (containing all the school districts listed in Enrollment Policy # 4 above) are given admissions preference over non-residents.

7. Beginning with 8th grade, open spots in the school for that grade level are filled. The remaining names for 8th grade that have not been selected in the lottery are placed, in order, on a waiting list for that grade level. The above procedure is repeated for 7<sup>th</sup>, 6<sup>th</sup>, 5th, 4th, 3rd, 2nd, 1st grades and kindergarten in that order.

8. Parents are notified of either an offer of enrollment or of waiting list status in writing. Once parents accept a spot they will receive a registration packet, with a completion deadline. These forms must be returned to attend the school. Parents will be provided a form to consent or deny disclosure of student information.

E. Prospective parents will be informed, in writing, of the deadline for their decision whether or not to enroll their child at HCCPS. Families will be given 7 days to decide; however, in extenuating circumstances the deadline may be extended.

F. During spring admissions when a family relinquishes a spot in the school, that spot will be filled by the next student on the waiting list for that grade level. Offers of spots from the waiting list will be made by the administrative coordinator both in writing and by phone.

G. Students who apply after the February lottery will be entered in the next lottery, which occurs, if needed, in June and August, and added to the waiting list in the order of the lottery draw.

H. The waiting list will be maintained throughout the school year to be used as needed. Once a family from this list declines a space they must re-apply for the next lottery to be considered for the following school year.

I. The waiting list does not carry over year to year. Families must reapply each year.

J. Prospective parents on the waiting list can find out their status on the waiting list at any time by calling the administrative coordinator.

K. The administrative staff is responsible for keeping the waiting list up to date and confidential. HCCPS will keep accurate records of their waitlist containing, the names, home address, phone numbers, and grade levels of students who entered the lottery, but did not gain admission.

L. Students for whom enrollment in the school would cause the sending district to exceed the 9% tuition cap will not be offered admission, but will be placed on the waiting list. For students to whom that applies but who are also siblings of students currently in attendance at HCCPS may be enrolled and the Commonwealth may pay the child's tuition, subject to appropriation.

M. If a student stops attending the charter school or declines admission, the next available student on the waitlist for that grade will be offered admission until the vacant seat is filled.

N. No student will be admitted ahead of other eligible students on the waiting list unless said student is either a sibling of a currently enrolled student or a resident of the school's bi-county region.

O. When a student in grades K-3rd stops attending the school for any reason, the school will attempt to fill vacant seats up to February 15th, with a student in the same grade.

P. If a mid-year vacancy in grades K-3<sup>rd</sup> is not filled after Feb. 15 it will be filled for the following September in the subsequent grade.

Q. If the principle enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated if a waiting list does not exist and the required lottery process is strictly followed, including public notification and deadlines.

R. All information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate.

S. Upon request, the school will provide the names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold their child's information.

T. The total number of students attending HCCPS in a given school year may not exceed the total number of students in the HCCPS pre-enrollment report submitted to DESE and the total number of students named in the HCCPS growth plan.

Revised, 07/9/2015

HCCPS Board of Trustees Interest Form

Date: 6/4/15

Your Name: Andrea Porter

Address: 36 Gregory Lane, Florence MA 01062

Best phone number: 413 244 2153

Best email: aporter.ci@gmail.com

What is your current or most recent employment and what position do/did you hold?

Non-profit mental health org. / operations & admissions

How did you hear about and connect with HCCPS?

current and alum parent since 2005

What interests you most about the school or about education in general?

I love HCCPS' ability: commitment to integrating arts/music and community with academics

Why are you interested in serving on this board?

I have great respect & admiration for all the board has accomplished and have an interest in participation in conversations about integrating community development and fundraising at a structural level.

What skills do you hope to bring to the organization (please check any and explain below)?

<input type="checkbox"/> Finance	<input type="checkbox"/> Writing/editing	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Real Estate	<input checked="" type="checkbox"/> Development	<input checked="" type="checkbox"/> Community Building
<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Volunteering	<input type="checkbox"/> Creativity
<input checked="" type="checkbox"/> Non-profit experience	<input checked="" type="checkbox"/> Commitment to school	<input type="checkbox"/> Charter school policy
<input type="checkbox"/> Education	<input type="checkbox"/> Law	<input type="checkbox"/> Corporate
		<input type="checkbox"/> other

leadership / development / community building:  
president of Friends of Hilltown

Non-profit: operations manager for 3 years

commitment: long-time volunteer w/ investment in fundraising

When is the earliest you would be available to serve?

Immediately

If there is no space available on the Board of Trustees, are you interested in serving on a committee or in another way?

- Yes
- No

Which committees or groups most interest you? Please check as many as you like.

- BoT Finance
- BoT Personnel
- BoT Site
- BoT Governance / Board Sustainability

Friends of Hilltown (501-c-3 fundraising organization) presently serving as president

The HCCPS Board uses consensus process for decision-making. Are you familiar or experienced with consensus process? If yes, please tell us where you have used it before. If not, do you think you'd be open to learning and using it?

I served as scribe for BOT in 2005-2006, but only as a witness. Having the ability to participate fully is of great interest to me.

Please tell us about your prior Board experience?

Scribe to HCCPS / BOT.

President & member of FOH since 2009

Secretary of family corporation for 8 years

Is there anything else you think we should know?

Thank you very much for your time and interest.

# Andrea Porter

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36 Gregory Lane, Florence, MA 01062 (o) 413-586-5740 (c) 413-244-2153 [aporter.ci@gmail.com](mailto:aporter.ci@gmail.com)

Highly motivated, versatile Operations Manager with a broad combination of skillsets including: executive management, financial oversight, marketing, purchasing, merchandising, superb communication skills, and a graceful ability to navigate critical relations between clients and allied professionals.

## Experience

- 2012 – present**    **Operations Manager**, Windhorse Integrative Mental Health, Northampton, MA
- Head of site and office operations and management
  - Head of human resources
  - Liaison and proxy for Executive Director and Fiscal Manager
  - Manage and coordinate administration on Admissions Team
  - Manage health and property insurance administration for East and West Coast offices
  - Supervise property managers

- 1993-2012**    **Store Manager and Buyer**, The Mountain Goat, Independent outdoor specialty store Northampton, MA and Hanover, NH
- Executive leader for the store
  - Lead buyer of performance and lifestyle apparel, footwear, and soft goods
  - Management and analysis of inventory, purchase orders and promotions in conjunction with sales, budget and cash flow
  - Initiate and cultivate new corporate alliances
  - Responsible for all aspects of inventory classification, and accuracy
  - Human Resource duties including hiring, scheduling and personnel training
  - Responsible for office and merchandise management: daily and month-end reports, receiving, shipping, returns, repairs, special orders, and maintenance of technical programs and functions
  - Accountable to owner, bookkeeper and financial consultant
  - Advisor to the owner regarding advertising and business direction
  - Strong oral, written, problem solving and computer skills with specialized knowledge of POS databases, Microsoft Office, Excel, Word, and Publisher

- 2010-present**    **President, Board of Directors**, Friends of Hilltown, Haydenville, MA
- Management of non-profit fundraising organization including event planning, facilitating monthly active public meetings and being liaison between school administration and Development Associate.
  - Participation in increase of fundraising capacity

## Education

- 2012-2015    University of Massachusetts, Amherst, MA
- 1992-1993    Greenfield Community College, Greenfield, MA
- 1988-1989    Earlham College, Richmond, IN
- 1986-1988    Northfield Mount Hermon, Northfield, MA

To: Board of Trustees, Hilltown Cooperative Charter Public School  
Fm: Andrea Porter, Parent  
Dt: July 17<sup>th</sup>, 2015

#### Letter of Interest

For many years I have been the President of Friends of Hilltown, the fundraising non-profit for HCCPS. I would like to now be part of the Board of Trustees so that I might have more of an impact supporting the needs of the school and its community.

My work experience is in oversight and systems management, so I am aware of how organizations function and what sort of communication, supervision, and structure is necessary for them to be successful.

I am committed to the long-term welfare of HCCPS. The community of staff, students and families needs to be nurtured and supported. The school needs the commitment of the community in order to maintain its position as a fiscally stable institution.

I would like to participate in a discussion regarding the community and development needs of the school. I believe this needs to happen at the board and administrative level and I want to offer my experience to the conversation.

Thank you for your consideration. I look forward to the possibilities.

<b><i>Hilltown Cooperative Charter Public School (HCCPS)</i></b>			
<b>Type of Charter</b> (Commonwealth or Horace Mann)	Commonwealth	<b>Location</b>	Easthampton
<b>Regional or Non-Regional?</b>	<b>Regional</b>	<b>Districts in Region</b> (if applicable)	Amherst-Pelham, Belchertown, Central Berkshire Regional, Easthampton, Gateway Regional, Granby, Hadley, Hampshire Regional, Hatfield, Mohawk Regional, Northampton, South Hadley, Ware, Erving, Frontier Regional, Gill Montague Regional, Greenfield, Hawlemont Regional, Leverett, Mohawk Regional, New Salem-Wendell, Orange (Mahar Regional), Pioneer Valley Regional
<b>Year Opened</b>	<b>1995</b>	<b>Year(s) Renewed</b> (if applicable)	<b>2000, 2005, 2010, 2015</b>
<b>Maximum Enrollment</b>	<b>218</b>	<b>Chartered Grade span</b>	<b>K-8</b>
<b>Mission Statement</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To sustain a cooperative, intimate community of students, staff, families and local community members which guides and supports the school and its education program.</li> <li>• To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.</li> </ul>			

**Key Design Elements (with parenthetical citations to pages from the charter application):**

1. Interconnected community of children and adults (p1, Mission)
2. Hands-on, experiential, interdisciplinary approach to learning with an emphasis on the arts (p1, Mission; p 3; p 6, part III)
3. Development of strong foundational skills (p2, part 2a)
4. High degree of family involvement ( p1, Mission; p 2, part B; p.6, part IV)
5. Consensus based governance (p 32, parts A and B)
6. Cultivation of children's individual voices (p 2, parts A and B)

Date of Preliminary ESE Approval	
Date of Board Approval:	
Date of ESE Approval:	

**The charter school commits to meeting Criteria 1 through 10 as outlined in the Charter School Performance Criteria.**

Objectives and Measures related to Mission and Key Design Elements :

<b>Objective: Hilltown will cultivate a strong sense of community among students, staff, and families. (KDE #1, 4)</b>	
<b>Measure:</b> 90% of families who respond to the annual satisfaction survey will report that there exists a strong sense of community among students, staff, and families. At least 40% of families will complete the survey.	<b>Kinds of data gathered/data collection plan:</b> Annual satisfaction survey is distributed to the school community via email, as a Survey Monkey link, each spring. A 5 point Likert scale is used along with open comment section for each question. Survey Monkey tabulates results.
<b>Objective: Hilltown will involve parents/guardians as partners in the education of their children. (KDE #1, 4)</b>	
<b>Measure:</b> 100% of families will be actively involved in the school through membership in its consensus based governing structures, participation in community meetings, and/or participation in the activities in its classrooms.	<b>Kinds of data gathered/data collection plan:</b> Signed Community Compacts will be collected annually. Sign-in sheets from Co-op meetings. Volunteer hour monthly reports. Board of Trustee minutes.
<b>Objective: The HCCPS board of trustees implements the governance and leadership structure as defined in the charter application and any subsequent approved amendment(s).(KDE #5)</b>	
<b>Measure:</b> Board of Trustees decisions will be made using a consensus model of decision making at least 90% of the time as indicated in Board minutes.. Majority votes will only be taken if consensus cannot be reached in a timely manner.	<b>Kinds of data gathered/data collection plan:</b> Board minutes indicate decision making mechanism used for each Board decision. Tallies are made for Annual Report submission.

**Objective: Students will develop strong foundational skills.(KDE #3)**

**Measure:** Each grade, 3-8, will score in the top quartile annually in the tested areas of reading, math, language, and Core Total on the Iowa Test of Basic Skills;

**Kinds of data gathered/data collection plan:**

Iowa Test of Basic Skills are administered, grades 3-8, in early December annually. We receive tabulated test scores the following spring.

**Measure:** 90% of all 4<sup>th</sup> graders will test at or above grade level in the area of reading on the Iowa Test of Basic Skills.

Iowa Test of Basic Skills are administered, grades 3-8, in early December annually. We receive tabulated test scores the following spring.

**Measure:** 80% of all students in grades K-3 will annually gain at least one previously defined level on the HCCPS reading, writing and math assessment;

Kindergarten- 3<sup>rd</sup> grade assessments are administered fall and spring using internally designed tools for writing and math. We use the Developmental Reading Assessment, Gates-Macginitie or the Benchmark Assessments when appropriate for reading assessments.

**Measure:** 80% of all students in grades 4-8 will score in the pre-determined proficiency level on the HCCPS writing and math.

Fourth-8<sup>th</sup> grades are assessed fall and spring using internally designed assessments.

<b>Objective: Hilltown graduates will demonstrate academic competency in an area of individual interest.(KDE #2,3,6)</b>	
<b>Measure:</b> Each Grade 8 student will design, develop, and present an independent interdisciplinary culminating project in a personal area of interest. This will demonstrate research, writing, and presentation skills learned from the HCCPS experience.	<b>Kinds of data gathered/data collection plan:</b> Eight grade teachers score each student's project, using 4 different rubrics: Oral presentation and interactive element, Written research paper, Visual display and general organization and accountability. A 4 point scale is used.
<b>Measure:</b> 100% of these students will achieve a passing score on the Grade 8 culminating project rubric .	Evaluation of rubric scores will be done by the Education Coordinator prior to graduation

Objective and Measures related to Dissemination (required):

<b>Objective: Hilltown will share best practices with the local educational communities.</b>	
<b>Measure:</b> The school will host monthly after school programs detailing a specific aspect of curriculum or school design. Programs will be offered to teachers, parents, and interested community members.	<b>Kinds of data gathered/data collection plan:</b> <ol style="list-style-type: none"> <li>1. Annual lists of programs offered</li> <li>2. Attendance lists from programs</li> <li>3. Feedback surveys regarding the effectiveness of the programs.</li> </ol>
<b>Measure:</b> The school will partner with an area college or university to develop a model program for training teachers.	<b>Kinds of data gathered/data collection plan:</b> <ol style="list-style-type: none"> <li>1. Statistics regarding interest and enrollment in the training program.</li> <li>2. Feedback survey results from interns in the program.</li> <li>3. Documentation of final program components.</li> </ol>

DOMAIN COUNCIL MEETING  
MINUTES  
06.12.15

Attending: Susannah Howe, Dan Klatz, Kipp Armstrong, Amy Aaron, Deirdre Arthen,

8:30am – Meeting began

Topics discussed today were: administrator's intentions to update policies and practices over the next month, board configuration, and the Coordinators responses to the "pie in the face" enthusiastic proposition at the board meeting.

Regarding policies and practices; many long-standing practices (including board member signatures on letters of employment) are inefficient and unnecessary. These stem back to the inception of the school when the board was much more involved in day-to-day activities. These will be revised and where necessary brought to the board for approval.

The attendance policy will also be revisited and will come to the BOT for a approval hopefully at the July 29 meeting. A few areas of the attendance policy were discussed today: 1) there is a need to clarify ways of ascertaining if parents are calling in with an excused or unexcused absence, 2) it seems most appropriate to drop the six-month rotating window and adopt a timeframe of the school year, 3) there may be a need to change the consequences - most likely to violations resulting in a community compact meeting, and 4) possibly split out the tardiness policy from the attendance policy.

We discussed the current configuration of board members, and any possible recruitments that may be underway, particularly community members. GABS remains actively involved in the recruitment efforts.

Regarding the "pie in the face" proposition from Kerri Simonelli at the board meeting, the coordinators want to respond to Kerri enthusiastically and find a way to appropriately help with her efforts of helping the community obtain 100% involvement in the capital campaign.

9:50am – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

DOMAIN COUNCIL MEETING  
MINUTES  
06.24.15

Attending: Susannah Howe, Dan Klatz, Kipp Armstrong, Amy Aaron, Deirdre Arthen,

4:00 pm – Meeting began

Topics discussed today were: Agenda for July 2015 BOT meeting, Fundraising group, attendance/personnel policy updates, pland re: Sonja resignation and capital campaign.

BOT agenda at this point:

Personnel policy clean-ups, 20 min

Attendance Policy changes, 20 min

G2G update, 5min

Community Team overview & feedback from annual meeting, 10min

End of year financials, 5 min

Overall BOT goal setting/LRP overview, 20min

Proposed Personnel and Attendance policy changes will be sent to Susannah and Scott prior to the next Domain Council meeting.

We discussed Kipp's general plan for facilitating the fundraising thinktank group which will meet in August. The group will present a proposal to the BOT for how best to structurally integrate fundraising into HCCPS from this point forward.

Amy and Deirdre will be meet with Sonja tomorrow and inform Susannah and Kipp of decisions regarding maintaining a connection with Sonja as the G2G campaign winds down.

5:15 pm – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

DOMAIN COUNCIL MEETING  
MINUTES  
07.21.15

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

8:30 am – Meeting began

Topics discussed today were: Staff Handbook updates, attendance/personnel policy updates, agenda for July 2015 BOT meeting, initial BOT goal setting

Staff Handbook updates: Amy and Dan have made some minor wording changes to various spots within the staff handbook. None of these are policy changes and all are intended to tighten and clarify the language used. One possible change regarding language within the sick bank usage section will go to the Personnel Committee for discussion before coming to the BOT as a formal proposal this fall.

Attendance Policy updates: We discussed the proposed revisions to the attendance policy, given the difficulties encountered in implementing the current one this year. The proposed policy revision (and the current one for reference) will be discussed at the July BOT meeting.

Other Policy updates: We discussed some updates to several other school policies: expulsion, enrollment, and accountability plan. These updates, which were prompted by changes in DESE regulations, need approval from the BOT and will be discussed at the July BOT meeting.

Initial BOT Goals: We discussed possible goals for the BOT for 2015-2016, including direction on whether or not to buy the building, long term fundraising strategies/priorities, and succession planning. This will be the topic of the month at the July BOT meeting, so as to get input from the whole BOT.

10:00 am – Meeting ended

Respectfully Submitted,  
Susannah Howe



**Domain Coordinators Report to the Board of Trustees  
July, 2015**

1. We will welcome many new staff members this coming fall. In the Prisms, Joanna Morse (Humanities) and Rachel Merrell (Math/Science) join our team. Paula Ingram is the new Math/Science teacher in the Purples. Aidan Talbot, a 2005 HCCPS graduate joins the staff as Prisms Music Teacher and Music Teaching Assistant to grades K-6. Finally, four new Teaching Assistants join the staff: Laurie Tisdell, Sam Mayers-White, and Zack Collura will all be working as part of the 6<sup>th</sup>-8<sup>th</sup> grade team, and Jason Goebel will be joining Kate Saccento in the Oranges. This is the largest group of new staff members in our twenty year history!
2. While there have been fluctuations in enrollment over the past several months, we remain fully enrolled and expect this to hold.
3. This summer has provided us the opportunity the spend time revising some policies and tightening up our handbooks. It is a welcome task after last summer.
4. We anticipate an increase in our percentage of special education students this coming year. We have attempted to staff accordingly, but we won't know until the year is under way and we have begun working with new students.
5. Attendance figures from this past year show virtually no change in the number of days students are absent (average of 7.58 vs 7.49 the previous year) but a major change in the average number of days "tardy"—(8.83 down from 12.61 in 13-14). We also had more students with 0 or 1 day tardy than we have every had before.

Finance Committee Meeting July 24, 2015

Present: David Starr, Scott Remick, Deb Jacobson, Amy Aaron, Maureen Mahar

1. We reviewed FY2015 unaudited year end financials. Due to significant increases in revenue (@\$60,000) and under expensing in several budget lines we ended FY 15 with a sizeable surplus (unaudited) of \$245,385. (see rev/expense and balance sheet)
2. We reviewed FY 16 Budget and are beginning to track known changes. Formal modifications will not be presented to the BOT until late fall. At this point in time we can project higher revenue in SPED/Medicaid reimbursement and Kids Club income as well as higher than budgeted teacher expenses, now that hiring is completed. It is too soon to know much more and we will track monthly.
3. The Finance Committee is making the following proposals to the BOT:
  - a. Move \$55,000 the undesignated fund to the Capital Building Fund to cover continued renovations
  - b. Create a new designated fund- Expansion Related One Time Expenses of \$10,000, coming from the undesignated fund to fund furniture and equipment required for the enrollment expansion.
  - c. Reduce the Contingency Fund requirement (self-imposed 12% of operating budget) by the \$75,000 line of credit we have with ESB. This still provides the 12% of operating budget safety net.
  - d. Open a new bank account to hold the Contingency Fund separately. This will allow for clearer presentation of financial reports and a greater ease of understanding what we do and don't have to spend.
4. Meeting dates for FY 16 are :
  - 9/25
  - 10/23
  - 11/20
  - 12/18
  - 1/22/16
  - 2/26
  - 3/25
  - 4/29
  - 5/27
  - 6/24

*The Finance Committee is making a few recommendations to the Board:*

#1 Fund the Building Fund with \$55,000 to cover \$25,000 in additional spending in FY2015 that has left a deficit in the account plus \$30,000 in funds for the building in FY2016.

#2 Create a new fund called The Building Expansion One Time Related Expenses Fund for purchases that will only need to be made one time because of the new building.

#3 Include the \$75,000 line of credit currently at Easthampton Savings Bank as part of the 12% contingency fund. This will allow us to reduce the amount of funds in the Contingency Fund by \$75,000. Separately, we will open two new bank accounts for the Contingency Fund to highlight the funds that are available. One of the two accounts will be a highly secured CD or other similar insured investment to generate a return on our funds.

The Finance Committee set the dates for its meetings in FY2016. All meetings are at 8:20 in Amy Aron's office.

9/25  
10/23  
11/20  
12/18  
1/22  
2/26  
3/25xc  
4/29  
5/27  
6/24

## **GABS Meeting Report: June 8, 2015**

5:00PM

### **Board Recruitment:**

An interest form from a parent who had been volunteering for Hilltown in various capacities and is currently serving on the Friends of Hilltown was reviewed. GABS will contact the interested parent after she has attended a board of trustees meeting and go through the process of board membership vetting and approval. The plan is to present the letter of interest and resume at the July BoT meeting.

Amy Aaron has been in contact with a person who is potentially interested in serving on the BoT as a community member. GABS will contact the potential candidate to invite her to a BoT meeting and give her information about the school and then see how it goes from there.

### **Discussion regarding ideas for committee and fundraising group structure:**

There was an open discussion of some ideas of forming revised structural relationships between the BoT, the Friends of Hilltown and the Community Team. With the Friends of Hilltown and the Community Team both being involved at various levels in community building, whether through fundraising or events or volunteer coordination, what are some ideas for restructuring groups that handle these very critical aspects of the school so as to provide the most benefit to the school and to those volunteering for these groups?

Should there be a larger umbrella group (a "Community Development" committee of the BoT?) that covers aspects of community building that include development, fundraising, events, and coordinating volunteers?

Could this larger umbrella group have sub-teams that might handle different aspects of community building: events, Annual Fund, coffee hour, etc, and the core group could pull together teams from within the community to work on these aspects? The core larger umbrella group could act as the facilitator and manager overall, but smaller groups could work on certain parts.

This might allow for the larger umbrella group to be more of a governance-related BoT committee, but retaining the more grassroots feel of teams of school parents and other volunteers that work on projects for which they have interest and more direct motivation.

Over the summer, there are plans to get representatives from the various groups that volunteer for the school - the BoT, Committees, the FoH, the Community Team, to discuss the possibility of some revised structure and focus of groups involved in community building and fundraising.

The Community Team has not yet had an opportunity to present its goals and activities to the BoT, so Deirdre will present a summary at an upcoming BoT meeting.

**Discussion about the value of volunteer hours vs. funds raised:**

With some educated guesses of numbers of school families, staff, volunteer hours on average per family and the annual operating budget of the school, it was figured that 6% of the hours doing work for the school are provided by parents and 1 to 1.5% of the operating budget is funded through the Annual Fund. The value of the hours that parents volunteer is a potential factor of 5 greater than the monies donated, and as is consistent with the history and mission of the school, continues to be very important in the day-to-day operation of the school. On the other side of the numbers, there might be times where we might want to push up the percentages towards the operating budget that the fundraising provides.

**Board member orientation:**

Orientation for Board of Trustee members will likely occur in September, as usual. While BoT member orientation has been more proactive in the past few years, there was discussion of starting a board mentoring system, where new board members have clarity about who they can go to for assistance and guidance as to what it means and entails to be a board member. It makes some sense that the President and Vice President would provide successful mentoring, especially as those positions are typically filled by trustees that have had some years of experience being on the board of Hilltown. That said, there is the possibility that other board members could help out with mentoring if they have also had a decent amount of time spent on the board.

Agenda for next meeting to include discussion on Board member “mentoring”

Next meeting:

**Meeting ended at 6:15pm**