

**HCCPS Board of Trustees
Meeting Agenda
November 18, 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

Invited Guests: On-Site Committee, Ellen Ferris

6:30 Opening / Move to Executive Session for the purposes of real estate discussion

Adjourn from Executive Session into the BOT Meeting

7:00 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

7:15 Public Comment period (10 min)

7:25 GABS Proposal re BOT membership: Penny (5 min - decision)

7:30 Q1 Financials: David/Amy (5 min - decision)

7:35 Personnel Proposal re Sick Bank: Steve/Dan (15 min – decision)

7:50 Audit: Amy (5 min – update/discussion)

7:55 LRP Status Updates: Coordinators (5 min – update)

8:00 Development Update: Andi (5 min – update)

8:05 Succession Planning: Ellen/Susannah (20 min – update/discussion)

8:25 New Business (5 min – identify only)

8:30 Committee Reports (5 min - questions only)

8:35 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:40 Review Action Items in this meeting's minutes (5 min)

8:45 Adjournment

To: Board of Trustees (Please read before our 11/18/15 meeting)

From: Amy Aaron

RE: Report on Meeting with Building Owners

11/12/2015

On 10/22/2015, along with David Starr and Charles Weimeyer, I met with Matt McDonough and Mike Crowley, 2 of the 4 building owners, for the purpose of discussing a possible purchase of our building. It was a very friendly and informative meeting.

They have set the initial asking price of \$3,800,000. They offered to hold a second mortgage for us of up to 10% of the sales price at between 2.5-3.5 % interest for up to 10 years which would be subordinate to the first mortgage.

Mike Crowley, who owns large commercial appraisal company in Hampden County, said they used income generation and replacement based approaches for appraisal as they are very few, if any, comparable buildings to use as a market comparison.

We know the building was purchased for about \$875,000 and that the owners have spent at least \$1,402,935 in renovations. The owners also had soft costs of carrying the building during the year or more it was vacant. Laura Baker approximates those costs at roughly \$250,000. This puts their total outlay in the neighborhood of \$2,527,935.

Regardless of an eventually agreed upon purchase price we will also owe an addition \$60,000 for deferred rent. When we negotiated the initial lease the owners were willing to reduce our rent for the first 2 years as we grew into our increased student size with the agreement that we would make them whole on that reduction if we purchased the building before the first 5 years of the lease.

APPROVED
11/18/2015



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

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

Date: November 18, 2015

Priority Level: High

Proposal to be presented by: Penny Leveritt/GABS

Committee members drafting proposal: Penny Leveritt

Text of proposal: The GABS committee proposes that the Board of Trustees vote on the mid-year appointment of Terra Missildine as a community member of the HCCPS Board of Trustees (subject to ratification by the Cooperative Membership at the next Annual Meeting or Special Meeting.)

Potential problems/dissenting views: none expected

Additional notes: please see the attached Board of Trustees Interest Form and Resume for Terra.

HCCPS Board of Trustees Interest Form

Date: 10/8/15

Your Name: Terra Missildine

Address: 3 Amherst Road, South Hadley, MA 01075

Best phone number: 413-949-3509

Best email: terramissildine@gmail.com

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

Beloved Earth Company. 2005-present
owner/operations manager

How did you hear about and connect with HCCPS?

We provide custodial services on a nightly basis.

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

creative and integrated learning environments
that enrich the "whole child"

Why are you interested in serving on this board?

I have a toddler so an increased interest in
supporting positive education and opportunities
for children in the valley especially.

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

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

Possibly.

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)

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?

yes, lightly through my service on other boards and in Leadership Pioneer Valley. and yes I'm open to developing more comfort with this process.

Please tell us about your prior Board experience?

I serve as a committee chair for NAYP, and on the board of directors. I also serve as VP of Mill River BNI and at a committee level elsewhere.

Is there anything else you think we should know?

I greatly admire what Hilltown does and would love to be a part of a positive group that is committed to kids and creativity!

Thank you very much for your time and interest.

Terra I Missildine

3 Amherst Road, South Hadley, MA 01075

413-949-3509

Skills:

- Proficient with computers and several search engines including Google, Yahoo, Bing. Also with software such as QuickbooksPro 09, MS Money, Word, Excel, and PowerPoint. Also familiar with Adobe Photoshop Elements 5.0, and Art Explosion Publisher Pro. Online marketing experience with blogging, Twitter, Facebook etc. Capable of typing 60+ wpm.
- Very good people and communication skills both interpersonal and on the phone.
- Familiar with multi line and networked phone systems with voice mail, conference and blast capabilities.

Experience and Work History:

2005-Present Beloved Earth Company

Owner/Operations Manager - Responsibilities included delegating, time management, design and distribution of marketing materials, marketing planning and sales. Also networking, hiring/firing, budgeting, employee discipline and internal systems development, execution and revision. Also responsible for all customer relations, conflict resolution and legal concerns.

Previous to Company Launch:

- 2001-2003 Assistant Branch Manager of a busy Mortgage Brokerage Office.
- 1998-2000 Assistant manager at a dog kennel/grooming facility
- 2000-2001 Office Manager of an automotive repair facility
- 2003-2005 Odd Jobs and full time Student.

Education: UMASS at Amherst

1999-2000 Dually enrolled High School Senior.

2003-Present – Intermittently finishing a Bachelors Degree through UWW

Recent Accomplishments, Service Positions and Special Recognition:

- 2013 Lioness Magazine - Featured Ask an Entrepreneur
- 2013 Annual Fundraiser Breakfast Committee with Best Buddies International
- 2014 Work/Life Committee Member of Young Professionals of Springfield.
- 2014/15 Participant and Graduate of Leadership Pioneer Valley.
- 2015 Honoree at Business West's 40 Under 40.
- 2014/15 Board Member and Events Committee Chair of NAYP - Northampton Area Young Professionals.
- June, 2015-present Vice President of Mill River BNI.

Hilltown Co-op Charter Public School
Balance Sheet
 As of September 30, 2015

Sep 30, 15

APPROVED
 11/18/2015

ASSETS

Current Assets

Checking/Savings

Easthampton Savings 793,622.20

Florence Savings 302.56

Total Checking/Savings 793,924.76

Other Current Assets

Prepaid Expenses 136.67

Security Deposit 6,754.00

Total Other Current Assets 6,890.67

Total Current Assets 800,815.43

Fixed Assets

Leasehold Imp. - Easthampton 210,196.93

Property and Equipment 27,428.11

Accumulated Depreciation -26,988.56

Total Fixed Assets 210,636.48

TOTAL ASSETS 1,011,451.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 25,660.91

Total Accounts Payable 25,660.91

Credit Cards

VISA 600.66

Total Credit Cards 600.66

Other Current Liabilities

Payroll Liabilities -9,604.83

Total Other Current Liabilities -9,604.83

Total Current Liabilities 16,656.74

Total Liabilities 16,656.74

Equity

Res'd for Expansion Related 4,811.49

Res'd for Capital Building Fund 15,808.81

Contingency Fund 261,765.36

Investments in Fixed Assets 217,674.48

Undesignated Fund Balance 286,175.16

Net Income 208,559.87

Total Equity 994,795.17

TOTAL LIABILITIES & EQUITY 1,011,451.91

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through September 2015

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Federal Grants		19,911	-19,911	
State Sources	640,005	2,508,792	-1,868,787	26%
State Grants-DOE Administered	4,149	50,162	-46,013	8%
Friends of HCCS Grant	2,510	2,700	-190	93%
Private Grants	1,460	2,000	-540	73%
Fundraising Income	9,387	51,815	-42,428	18%
Other sources	2,645	48,200	-45,555	5%
Kid's Club Income	10,306	65,000	-54,694	16%
Student Activity Fees	1,140	9,000	-7,860	13%
Miscellaneous Income	825	1,000	-175	83%
Total Income	<u>672,427</u>	<u>2,758,580</u>	<u>-2,086,153</u>	<u>24%</u>
Expense				
Personnel Costs	265,000	2,131,203	-1,866,203	12%
Consultant & Other Svcs-Fixed	22,553	103,500	-80,947	22%
Consultant & Other Svcs	1,426	19,800	-18,374	7%
Occupancy	135,373	428,834	-293,461	32%
Supplies	10,291	35,026	-24,735	29%
Equipment	4,556	17,000	-12,444	27%
Grant-funded expenses	422	4,700	-4,278	9%
Other expenses	21,001	63,815	-42,814	33%
Coordinator Discretionary Fund	1,000	2,500	-1,500	40%
Total Expense	<u>461,622</u>	<u>2,806,378</u>	<u>-2,344,756</u>	<u>16%</u>
Net Ordinary Income	210,805	-47,798	258,603	-441%
Other Income/Expense				
Other Income				
Capital Campaign Income	2,780			
Total Other Income	<u>2,780</u>			
Other Expense				
BOT approved Exp Related	4,874			
Capital Campaign Expenses	152			
Total Other Expense	<u>5,026</u>			
Net Other Income	<u>-2,246</u>			
Net Income	<u>208,559</u>	<u>-47,798</u>	<u>256,357</u>	<u>-436%</u>

APPROVED
 11/18/2015

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

APPROVED
11/18/2015

Date: November 12, 2015

Priority level: Medium

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Steve Hoyt

Committee members drafting proposal: Dan Klatz, Rebecca Belcher-Tirnme, Steve Hoyt, Carla Clark

Text of proposal:

Proposed Sick Bank Leave Policy

Purpose

The Sick Leave Bank (the Bank) is a voluntary program which has been established to assist regular full-time and part-time employees who have worked at least *six months*, and who suffer from prolonged illness and who have exhausted all of their leave credits. Employees who meet all criteria may access up to 12 weeks pay (480 hours for full time employees, prorated for part-time employees), from the Sick Bank in a fiscal year. To assist those colleagues, employees may pledge sick leave credits to the Bank where they may be used for extended absences that would otherwise have resulted in unpaid leave.

The sick bank covers a limited time period. Employees may secure a disability plan, offered through the school at employee expense that offer long term income protection.

For purposes of the Bank Policy, a prolonged illness shall mean a serious illness, injury, impairment, or physical or mental condition of the employee which meets all of the following criteria:

1. That is severe enough to prevent an employee from performing his/her job duties for an extended period of time;
2. That has caused the employee to exhaust all earned leave credits (sick, personal, vacation, etc.);
3. For which the employee is not receiving any compensation under either an employer sponsored or private short/long-term disability plan or other source of compensation; and
4. That is not compensable under the Worker's Compensation Act.

Pledges to the Bank

At the beginning of each academic year, an employee who has worked a minimum of one year at the school may pledge up to eighty (80) hours of leave credits per prior fiscal year. The minimum pledge is eight (8) hours for full time employees and is prorated for part-time employees. The pledges are held by the Administrative Coordinator, and only used if there is an approved request to access the sick bank. All pledges expire at the end of each year. Special requests for donations may occur at other times throughout the year, when necessary. The Administrative Coordinator is responsible for Sick Bank procedures. An employee who wishes to pledge hours to the Bank must complete a Sick Leave Bank Pledge Form and submit it to the Administrative Coordinator at the beginning of each year.

Process for Withdrawal

An employee who wishes to withdraw Bank credits must complete a Sick Leave Bank Withdrawal Request Form and obtain the acknowledgment of their supervisor. This form, together with a completed

Certificate of Attendant Practitioner, must be submitted to the Administrative Coordinator two weeks in advance. The Administrative Coordinator shall verify the employee's eligibility to withdraw Bank credits and the availability of credits and once confirmed, the Administrative and Education Coordinators will give final approval to the request.

Process for Recordkeeping

The Administrative Coordinator is responsible for the establishment and maintenance of all official Sick Leave Bank Records. The Bank records shall include an accounting of pledges and withdrawals. Only when pledges are used will the time be deducted from an employee's accumulated sick time. Pledges expire at the end of the fiscal year.

Goals to be achieved by proposal:

Great clarity regarding the use of the sick bank. Limits on the total amount of time that can be withdrawn from the bank. Simplified record keeping.

Potential problems/dissenting views:

While it has never been used for more than 12 weeks, this change does set a limit.

HCCPS

LRP Update

Name: Amy Aaron

Date: 11/13/
2015

LRP Goal: Goal #1, Site –

Items Accomplished:

- Major summer/fall projects completed- new closet in All School; moveable wall in All School; window blinds in All School; swings on playground
 - Final Prisms classroom set up
 - New HVAC contractor hired for annual maintenance
 - Building owners performed drainage work in the playground area and around the elevator shaft
 - Initial discussion with building owners re purchase of the facility
-

Obstacles:

Limited time and finances
Understandable volunteer fatigue
Lack of maintenance personnel

Next Steps:

Complete acoustic treatments where needed
Begin negotiation with building owner re purchase price
Reassess capital building project fund for remaining work for FY 16

LRP Goal: Goal #2 School Finance

Items Accomplished:

- BOT approval of the FY 16 deficit budget (for the first time).
- Created a capital building expenditures funds with BOT approval and completed prioritized work within that budget
- Working with FOH and Community Coordinator to complete collection of Give to Grow pledges

HCCPS

LRP Update

Name: Dan Klatz

Date: November 12, 2015

LRP Goal:

K-8 Curriculum Review

Items Accomplished: Completed review of reading curriculum. Selected new spelling program for K-3 (Project Read) which also addresses issues identified in the review of the reading program. Began review of writing curriculum this fall.

Obstacles: Time

Next Steps: Complete ELA review this year.

LRP Goal:

Academic Affiliation and Teaching Interns

Items Accomplished: Commenced pilot program this Fall in one classroom.

Obstacles: None

Next Steps: Advertise for a second intern. Interview candidates and select one additional person for next fall.

LRP Goal:

Grades 6-8 Program Reorganization

Items Accomplished: Hired new staff; completed summer planning; ordered furnishings and supplies for additional classrooms; developed new schedules; added new students.

Obstacles: The changes with the new configuration are proving to be very labor intensive. The 7-8 schedule is significantly more complex and will go through some adjustments in the coming years. The administrative demands on both teachers and school administration are currently very demanding.

Next Steps: We expect to need 1-2 additional years to full settle into this new model.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-15

LRP Goal: Community Goal 1

Create and Implement Community Team

Items Accomplished:

Community Team has been meeting regularly for over a year. Membership is strong and growing. Includes the Comm Coord., a teacher and 6 parents

Family events planned and hosted – First Friday party, morning coffee hours

Developing routes of communication between CT and other parents and teachers.

Obstacles / Challenges:

Going well. Still no clear method for including students or their input

Next Steps:

Winter Fair, increasing frequency of coffee hours, childcare to help parents participate more, planning coop meeting on parent generated topics.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-15

LRP Goal: Community Goal 2
New Student/Family Integration

Items Accomplished:

Revised beginning of the year events with some success

LINK Families back in place for older students.

For Parents:

Successful new parent breakfast

Working on increasing frequency of drop in coffee hours to address lack of casual interaction during drop off and pick up now.

Surveyed for topics of interest for Coop meetings

For Students:

Community Building in grades 6,7,8:

Prisms DC trip

Purples teambuilding trip and CSL every week.

Obstacles:

New structure of Prisms is taking time.

Low rate of response to emails and volunteer forms.

Drop off and pick up ease make it unnecessary for many parents to ever come into school, so they don't interact with each other or staff informally.

Next Steps:

Patience with the evolution of the Prisms new shape

Ask for help from teachers

Brainstorm with Community Team

Enlist Class Parents and identify other parents to work with

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-15

LRP Goal: Community Goal 3
Traditions Supporting School Culture

Items Accomplished:

New:

Aidan in place as All School leader
Increased Purples music time

Ongoing:

Hilltown Harmonies and 2-5 chorus
Buddy classes for all Purples
Welcome Ceremony
Mummers Play
Il Teatro
Dances for 6,7,8
Sleepover for K-5

Obstacles/ Challenges:

The new size and shape of the Prisms class and new staff in the Purples again. People need to get their bearing before we can add more.

Teaching the entering 7 -8th graders the songbook (our shared community language) is hard to accomplish – we need time for that.

Next Steps:

Patience with Prisms restructuring, then develop leadership roles
Maintain and improve ongoing traditions seeking feedback from new staff and from students.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-15

LRP Goal: Community Goal 4

Leadership Training (due to begin in 2015-16)

Items Accomplished:

CSL in Purples

Obstacles:

Time and shape changes.

Next Steps:

Keep going in the Purples.

Plan with teachers to make time for leadership training in Prisms next year.

Work with teaching staff about integration among all ages.

**Succession Planning Update from Susannah Howe and Ellen Ferris
Report to HCCPS Board of Trustees
18 November 2015**

1. UPDATE: To date we have gathered information from all three coordinators, teaching staff, administrative staff, Friends of Hilltown, SPEDPAC, and Domain Council (Kipp and Laura). In each of these focus groups we asked participants to describe the jobs of the three coordinators, discuss how they interact with the coordinators, what is working well and what are the challenges in those interactions, and what they would envision in the ideal.

Our timeline for the remainder of the process is as follows:

Brainstorm and scaffold informed proposals for succession plan	Nov/Dec 2015
Give a draft proposal(s) to the BOT at January BOT meeting	January 2016
Revise draft based on BOT/coordinator feedback	January 2016
Bring revised draft to BOT at February BOT meeting	February 2016
Bring draft to the Teacher/Staff meeting (or to a few representative Teachers and Admin Staff) for feedback	February/March 2016
Give draft to the Community Team, Friends of Hilltown, SPEDPAC, and a few high-volunteer-hour parents (list from Deirdre) for feedback	February/March 2016
Finalize proposal informed by feedback from stakeholder groups	March/April 2016
Prepare emergency plan and sabbatical leave plan to accompany succession plan	April 2016
Bring complete package (succession plan, emergency plan, sabbatical leave plan) to BOT at May BOT meeting	May 2016
Plan approved by BOT (with revisions if needed)	June/July 2016

2. QUESTIONS FOR BOT INPUT regarding coordinator supervision:

- What works well regarding coordinator supervision?
- What are challenges regarding coordinator supervision (with this board and potentially with future boards)?
- In your ideal, what would coordinator supervision look like? (Assume MA open meeting law constraints and rotating BOT membership.)



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Coordinators Report to the Board of Trustees November, 2015

1. The Winter Fair is happening on December 5 and sign up for volunteer shifts is ongoing. Board members are encouraged to sign up for a craft-making slot and attend for the day, wearing wear your buttons to be visible.
2. The FY 15 Audit (emailed previously this week) was completed without findings. We are now focused on completing the DESE End of Year Financial Report due before Thanksgiving.
3. The major overnight trips for our 6th-8th graders are finished and in both cases they were very successful. The Prisms trip is far longer and more complicated, and the larger group size presents some significant challenges. The Prisms team will be doing some reflection in the coming months and making recommendation for the next trip in 2017.
4. The School has been hosting a visitor from the Netherlands since Nov. 12. Sandy van Spronsen is a teacher who has been staying with Loomis, and observing in all classrooms as part of an international exchange.
5. Hilltown had 9 members attend the 20th Birthday Bash for Charter Schools in Boston. It was a gala event of 750 proud attendees. We left feeling there is much to celebrate. In addition we were reminded of the urban focus of the larger movement.
6. As you may have heard the DESE Commissioner has recommended a next generation MCAS which would include some PARCC elements, including moving to all computer based testing with a longer timeline for start up. The full Board of Education makes its final decision by the end of next week.
7. The first community focus group about the role of fundraising in the school is scheduled for Monday night 11/23. Some people could not make it so another one may be scheduled.
8. This year, we have a large number of student teachers working in our classrooms. In addition to our paid intern from Smith, we have additional students from Smith, Westfield State, and Springfield College working this semester, and will have a student from Antioch New England next semester.
9. This year we will have 2 Student Conservation Association members serving here from right after Thanksgiving until March. They will be assisting in many classrooms and teaching environmental education.

DOMAIN COUNCIL MEETING
MINUTES
10.20.15

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

8:30 am – Meeting began

Topics discussed: Building Ownership, Succession Planning, HCCPS Public Face.

Building Ownership: Amy had an initial email with two of the building owners and will have a sit-down meeting later this week. The November BOT meeting will likely include an executive session to discuss this topic further.

Succession Planning: We discussed succession planning, especially with regard to the current shared management structure of school leadership. This topic will be part of the November BOT meeting; Susannah and Ellen will give an update to the BOT on the process so far and also solicit BOT input.

HCCPS Public Face: HCCPS has historically kept a low profile publically. We could do more regarding dissemination of our educational practices, not as a sales pitch but as a way to share/learn about a piece of pedagogical practice. Such dissemination could be held after school and be open to local teachers and the public. Note, we need to be aware that public conversation about charter schools may pick up given current discussions and potential legislation by the Charter School office and the Governor's office.

9:30 am – Meeting ended

Respectfully Submitted,
Susannah Howe

DOMAIN COUNCIL MEETING
MINUTES
11.10.15

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

8:30 am – Meeting began

Topics discussed: Nov BOT meeting agenda, Prisms DC Trip

Nov BOT Agenda: We discussed and prepared the BOT meeting agenda; topics include Executive Session (real estate), Q1 Financials, Audit, LRP Status Updates, Personnel Proposal re sick bank, GABS Proposal re BOT membership, Development Update, and Succession Planning. This will be a very full agenda since there are several big topics to discuss and an executive session. The On-Site Committee will be joining us for the executive session at the beginning of the meeting.

Prisms DC Trip: Dan and Deirdre gave a short update on the Prisms DC trip. Overall the action-packed trip went very well. Everyone was tired afterwards. This trip involved many more students than in past years; future years would benefit from including more teachers and parents on the trip.

9:30 am – Meeting ended

Respectfully Submitted,
Susannah Howe

Hilltown Cooperative Charter Public School
 Personnel Committee Minutes – Monday, October 29, 2015

Present: Dan Klatz, Rebecca Belcher-Timme, Carla Clark

By Phone: Steve Hoyt

Regrets: Sam Charron

Topic	Discussion	Action (if necessary)
Unpaid Emergency Family or Medical Leave	<p>There is currently no cap on unpaid leave and no clarity around whether the school pays for health benefits during an extended unpaid leave.</p> <p>We need to create a specific policy for employees who need an extension after all other leave options have been exhausted</p>	Steve will look at his company's policy
Sick Bank	<p>New proposal limits amount of time sick bank can be used (12 weeks)</p> <p>Sick bank availability relies on pledged hours from employees</p> <p>It can only be used for personal health issues, not to care for family members</p> <p>The sick bank hours start over each year</p> <p>If someone needs another 12 weeks due to health circumstances they can apply for an extensions.</p> <p>More hours can be pledged to help a colleague in a dire circumstance.</p> <p>Can sick bank be accessed when Family Medical Leave has been exhausted?</p>	Bring proposal to the board at next month's meeting
Odd jobs, summer work	Explicit description of extra duties such as overnight trips, home visits, that are part of the job should be included in job descriptions.	Rebecca will e-mail teachers and ask them to let Dan know if there are extra duties such as major overnight trips that are above and beyond the standard teacher job description.

Next Meeting: Thursday, December 3 at 7:30 AM