

**HCCPS Board of Trustees
Meeting Agenda
October 14, 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) (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 Committee Goals: Susannah/Committee Chairs (10 min – update)

7:05 Development Associate Position Proposal: Susannah (15 min – decision/discussion)

7:20 MCAS: Dan (10 min – update)

7:30 School Security: Amy (10 min – update)

7:40 Audit Signer Designee: Amy (5 min – decision)

7:45 Building Ownership: Amy/Susannah (20 min – discussion)

8:05 December Meeting Date: Susannah (5 min – decision)

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, September 9, 2015

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

Regrets:

Facilitator: Susannah Howe

Notetakers: Alana Fichman, Penny Leveritt

Guests:

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by: Steve Hoyt

Topic	Discussion	Action (if necessary)
New Member Orientation	<ul style="list-style-type: none"> -covered the Consensus Process (See diagram) and Finger Sounding -Review of forms in handbook: proposal form especially utilized -Penny: intro to handbook and DESE process -“Obligations and Duties of BOT”: new item, reflection of information online. -Suggestion to review the board resource book good resource -There is an ongoing process of getting board book documents uploaded to the trustees google account. 	(Conflict of Interest training TBD)
Announcements/Appreciations/Acknowledgements	<p>Welcome!</p> <p><u>Appreciations:</u></p> <ul style="list-style-type: none"> -Volunteers who helped before school opened, and parents who are continuing to help 	
Minutes	<p>July 2015 minutes. Small edits made.</p> <ul style="list-style-type: none"> -Give to Grow Update: actual end date was Aug. 31 -Deleted “Although it’s a different building, the plan can still make a compelling case to purchase vs. continue to lease.)” 	<p>David Starr moved to approve 7/29/15 minutes</p> <p>Jesse Belcher-Timme seconded.</p> <p>Minutes approved by consensus.</p>

Public Comment Period	No public comment	
Give to Grow Closeout	<p>-This agenda item was moved up to after Public Comment Period.</p> <p>-Waiting to hear back from donors, Easthampton Savings Bank update: VP will make a proposal to ESB heads for a donation in the \$15-20,000 range</p> <p>-Loss of development computer files: unable to access files for months due to complications from changing servers. Majority of 2015 files related to Development data from Sonja disappeared. Some files that Sonja had worked on at home were retrieved. Problem should not occur in the future.</p> <p>-Unpaid pledges: no one has yet requested those funds.</p> <p>-Newer contributions will need Thank You Letters</p> <p>-Send a reminder about pledge due date</p> <p>-Look for pledges made in '14 to be paid in '15</p> <p>-Follow-up on discussion next meeting</p>	Andi will follow-up with Deirdre regarding unpaid pledges
BOT Goals	<p>-Domain council chart from 8/18/15 meeting with BoT goal suggestions.</p> <p>-Increasing board visibility for the school community and especially for the integration of new families</p>	
BOT Visibility	<p>-Suggestion to add an ongoing topic at the top of the agenda in future meetings - how to increase board visibility for that and upcoming month. month.</p> <p>For BoT visibility:</p> <p>Idea 1) Board member photo board?</p> <p>Idea 2) Board presence at every classroom orientation meeting</p> <p>-Board member at new parent breakfast</p> <p>-Drop-off table staffed by board member</p> <p>-Question discussed: After a public comment is made at board meetings, where does that go next? Where do the public comments get addressed?</p>	<p>Susannah will make more BoT buttons</p> <p>Susannah will print photo for Board board</p> <p>Charles and David will go to the new parent breakfast and coordinate “meet the board” table at student drop-off</p> <p>Orientation: Penny will go to Indigos and Reds, Scott will go to Greens, Steve to Yellows, Susannah to the Prisms, Blues, and Purples, Charles to Oranges</p>

	<p>Public comment must be presented in person.</p> <p>Board will need to decide if public comment needs to become a future meeting agenda item. It could come under new business only as a question as to whether the public comment should become an agenda item for a future meeting.</p> <p>Under OML the public comment item cannot be discussed by the Board of Trustees at the meeting at which it was presented.</p>	
Site Update	<ul style="list-style-type: none"> -Systems: getting AC to function consistently, new HVAC person should come in this week. -Swings in process -Drainage Issue: we haven't had rain yet, so we are unsure if the drainage problem will be resolved by work done by landlord this summer. -New classroom was set up over summer -Moveable partition in all school. Detached first day of school, fixed next day. -Shades and bleachers in All School space -New closet for Sadie/All-School space. 	
Building Ownership	<ul style="list-style-type: none"> -Owner and at least two partners are in favor of HCCPS owning the building. Nothing in writing that commits HCCPS to the sale or puts down any price. -Some charter schools throughout state are owned either by a 501c3s or by themselves. Differences: could revert to state ownership if school owns it if school closes, communication can be challenging with 501c3s (two boards rather than one). School would be retained by 501c3 in the instance of closing. -HCCPS can make an offer at any time, rent will hold steady until FY 2017 -School currently pays \$26,000 in property tax, would not be obligated property tax with ownership -Solar panel - under school ownership, the solar panel lease with the provider would become the school's lease. -Pros: Zero or cheaper taxes, less insurance, no management fees, possible solar income, no approval necessary for modifications, reduced/stabilized occupancy cost, potentially more flexibility with zoning/bylaws, could 	<p>Finance Committee will calculate a projected monthly mortgage payment</p> <p>Julie Starr will provide comps of the space</p> <p>Amy will research school ownership of buildings</p>

	<p>leverage building improvements before sale, could sell with move</p> <p>-Cons: More or sole responsibility, reduced protection, unknown interest rates and building cost, could cost more, would mean effort and time from board and volunteers.</p> <p>Further Discussion:</p> <p>-Budget projections influence on potential building purchase. Interest rates.</p> <p>-Role of actual cost versus other factors</p> <p>-Reason for building ownership could be stated as that cost could be reduced and used for other purposes</p> <p>-Would having a sales price help with any decision to move forward at this time?</p> <p>-Finger sounding: majority wish to brainstorm next steps. Difficult for charter schools to receive loans due to the time limit to the charter. Reflected in interest rate.</p> <p>-Amy believes there are ways for charter schools to get around this.</p> <p>-Susannah states that this will not be opening a conversation yet with the owner, rather gathering information</p> <p>-Comparison to other buildings?</p>	
<p>FOH Update</p>	<p>-Brainstorming of questions for David to ask Sonja in her exit interview</p> <p>-Andi reports three new members voted in. The Friends of Hilltown will now meet on the 3rd Tuesday of the month. meeting time. A transportation grant was approved. Carolyn Hazen will be a liaison between the Community Team and FoH. Art Spark is scheduled for Saturday April 9th.</p>	<p>David will conduct exit interview with Sonja.</p> <p>Susannah will send David Carey Royce's exit interview for reference.</p>
<p>Fundraising Thinktank</p>	<p>Discussion on whether or not to refill the Development Associate position for the coming year.</p> <p>Weigh cost of the position versus monies raised in the current environment of HCCPS being in evaluation mode with regards to its philosophy on fundraising and how to do it.</p> <p>Uncertainty about role of potential Development Associate, whether to to combine with Community Coordinator, uncertainty about</p>	<p>Andi will spearhead continued discussion with focus groups and investigate database questions with Deirdre</p> <p>Andi and FoH will determine development tasks and determine necessary administrative support</p>

	<p>fundraising, in a period of exploration. Several fundraising campaigns preexisted the time when there was a Development Associate.</p> <p>Removal of Development Associate role not a permanent decision.</p> <p>FoH will have to decide if they need support from the school and where it will come from. Feedback for this year to be a low pressure fundraising year, FoH in accord.</p>	
New Business - Identify only	None	
Committee Reports - Questions only	<p>On-Site meeting was July 14th, not August 11th.</p> <p>Discussion on a request for a change of title from Fundraising Thinktank to Development Thinktank, reflecting a broader lens than money.</p>	
Meeting Wrap-Up/ Evaluation	<p>Next meeting is scheduled for October 14th.</p> <p>Snacks: David Starr, Charles: drinks</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Susannah</p>	
Review Action Items:	Alana reviewed the action items.	
Adjournment	Meeting adjourned at 8:30 PM	

Attachments:

BOT Meeting Agenda; July 2015 BoT Meeting Minutes Draft; Give to Grow Update, Sept 3, 2015; Fundraising Thinktank Report, August 20, 2015; On-Site Meeting Minutes, August 11, 2015; DOMAIN COUNCIL MEETING 08-18-15; DOMAIN COUNCIL MEETING 09-03-15

Tentative Agenda for October Meeting:

Give to Grow closeout, more buying building discussion, more discussion of Fundraising Thinktank, Committee Goals, Security Report, MCAS report, 1st quarter financials

Governance and Board Sustainability Committee Goals for FY2016

1. Continue document housekeeping/accessibility
 - Make Board and GABS related files accessible electronically for Board members and GABS
 - Set up system/process to ensure that little falls through the cracks and for minimal duplication of efforts with regards to documentation
2. Complete First Draft of Clerk Handbook
3. Board Member Recruitment and Visibility
 - Create and update document for forecasting Board membership numbers for rolling 3-5 year period
 - Develop recruitment strategy- examine what types of community members we would like to recruit, etc.
 - Develop recruitment tools
 - Assist with efforts to increase board of trustees and board committee visibility within the school community
 - Assist with efforts to educate the school community about the roles and responsibilities of the Board of Trustees and board committees
4. Continue to facilitate the Long Range Plan update and reporting process
5. Continue to facilitate the Succession Planning Process

On-Site Committee Goals for FY2106

1. On going construction on the outdoor spaces, Playground, Planting and artwork
2. Constant review and adjustment of the HVAC system and school wide systems in general
3. Support the BOT in the pursuit of the building purchase
 - 5 year replacement plan
 - Roof
 - Windows
 - Internal systems
 - HVAC and Boilers
4. Work with the faculty for their input on needed improvements.

HILLTOWN COOPERATIVE CHARTER SCHOOL

Proposal to the Board of Trustees from Domain Council

Date: October 14, 2015

Priority level: medium

Approximate time needed for discussion: 5 min.

Proposal to be presented by: *Susannah Howe*

Committee members drafting proposal: *Deirdre Arthen, Susannah Howe, Dan Klatz, Amy Aaron, Scott Remick*

Text of proposal:

The Board of Trustees will not hire anyone to fill the Development Associate position this fiscal year.

Goals to be achieved by proposal:

This will allow the Board to take some time to engage with Friends of Hilltown and with focus groups around the role of fundraising in the school, discuss it further within the Board itself and come to a solid conclusion about how to move forward in the future.

Potential problems/dissenting views:

Any fundraising activity requires support and volunteers may not be enough.

Additional notes:

The board can reconsider this at any time for future years.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Coordinators Report to the Board of Trustees October, 2015

1. This year's MCAS scores are included in the packet. A full presentation will be given at the October meeting.
2. The FY 15 Audit is nearly complete. Our accountant, Richard Abbot, will meet with the Finance Committee, Oct 23 to review his findings. Other BOT members are welcome to attend if interested. The audit must be filed with DESE and the State Auditor by Nov 1.
3. At this time, we have 40 students with disabilities in the school. That is 19% of our school population. In grades 6-8 we have a rate of 22%. We are doing everything we can to effectively support these students. It is highly likely that next year we will need additional supports in the form of a Special Education Director/Coordinator, more instructional staff, or some combination of the two.
4. Two Focus Groups are being formed and will meet before Thanksgiving to discuss the role of fundraising in the school. Deirdre is assembling the groups with a general call in the Newsletter and will include several people who had already expressed interest and others who will be invited based on responses in the parent satisfaction survey and conversations. Andi Porter will work with Deirdre.
5. Minor charter amendments have been filed with DESE for final approval of our revised Accountability Plan (approved by BOT Aug 2015) and the revised Expulsion Policy (approved by BOT Aug 2015). The Enrollment Policy, also approved by our BOT Aug 2015, need yet another word tweaking and should be ready for amendment submission by next month.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

6. This year's Community Team met for the first time last week. The group has increased in size and now includes: Jeff Wagenheim, Carolyn Hazen, Carol McMurrich, Kitty Petrucelli, Stephanie Mattrey, Molly Hoyt and Hillary Bucs, in addition to Deirdre Arthen and Laurel Loomis. This group covers a wide range of student ages from K-8. Topics from the group discussion about helping parents feel welcome in the school were shared with the teachers and communication will continue to flow back and forth.

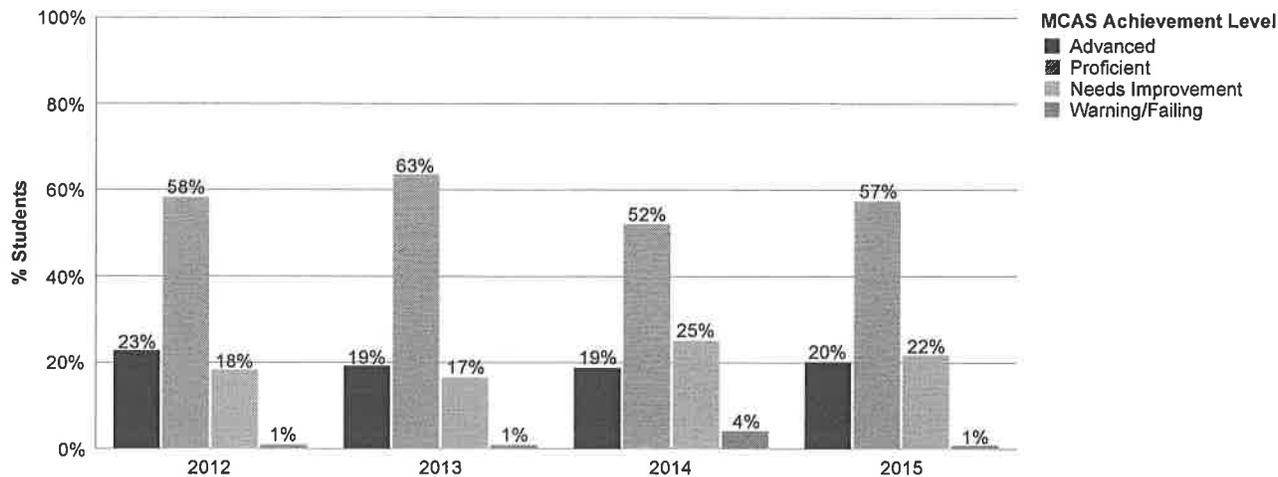
7. Amy is beginning conversation with the Easthampton Superintendent regarding busing Easthampton residents. A parent has requested transportation and the city is obligated to provide it at its expense.

8. AmeriCorps partners: Unfortunately, due to health issues, one of our RISE AmeriCorps members was unable to continue here this year and has left. We wish her well. To fill some of the required duties left vacant, we have hired a new TA, Emily Waid-Jones for 19 hours a week in the afternoons. She will likely also fill in as a sub some mornings. On the other hand, this year instead of one day a week, our two Student Conservation Association members will serve two days a week at Hilltown between December and March, doubling that resource.

**School Achievement Distribution by Year
English Language Arts**

District: Hilltown Cooperative
Charter Public (District)
Hilltown Cooperative
School: Charter Public School
Grade: All Grades

Student Group: All Students



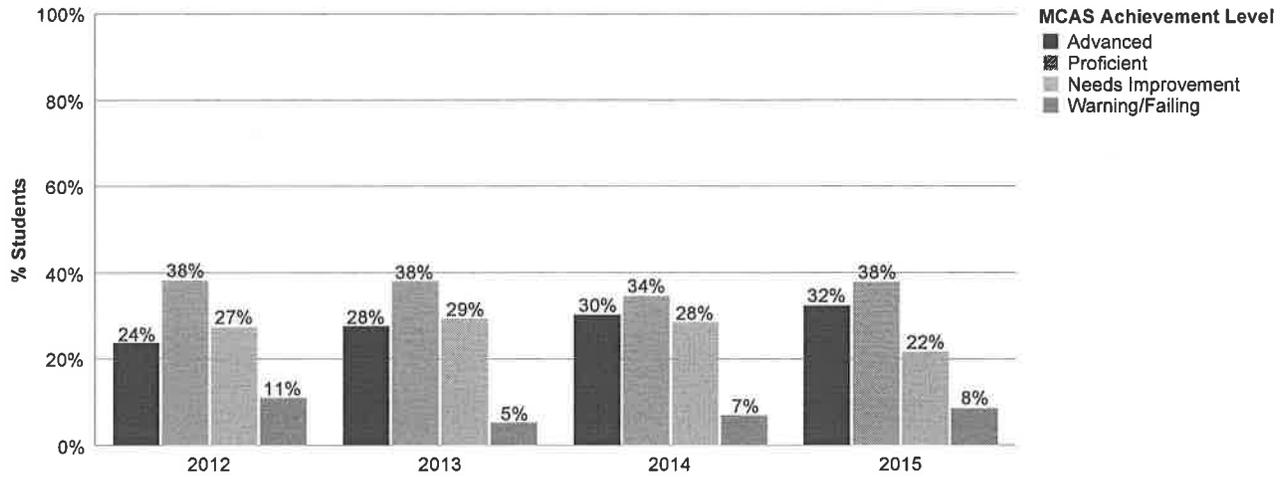
	2012			2013			2014			2015		
	School	District	State									
Advanced	23%	23%	19%	19%	19%	19%	19%	19%	18%	20%	20%	27%
Proficient	58%	58%	50%	63%	63%	50%	52%	52%	51%	57%	57%	48%
Needs Improvement	18%	18%	22%	17%	17%	23%	25%	25%	22%	22%	22%	18%
Warning/Failing	1%	1%	9%	1%	1%	8%	4%	4%	8%	1%	1%	7%
N Students	110	110	497,549	115	115	496,175	96	96	488,744	129	129	216,396
CPI	93.6	93.6	86.7	94.1	94.1	86.8	89.1	89.1	86.7	92.2	92.2	89.3
Median SGP	70.0	70.0	50.0	67.0	67.0	51.0	65.5	65.5	50.0	63.0	63.0	50.0

NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
Mathematics

District: Hilltown Cooperative
 Charter Public (District)
 School: Hilltown Cooperative
 Charter Public School
 Grader: All Grades

Student Group: All Students



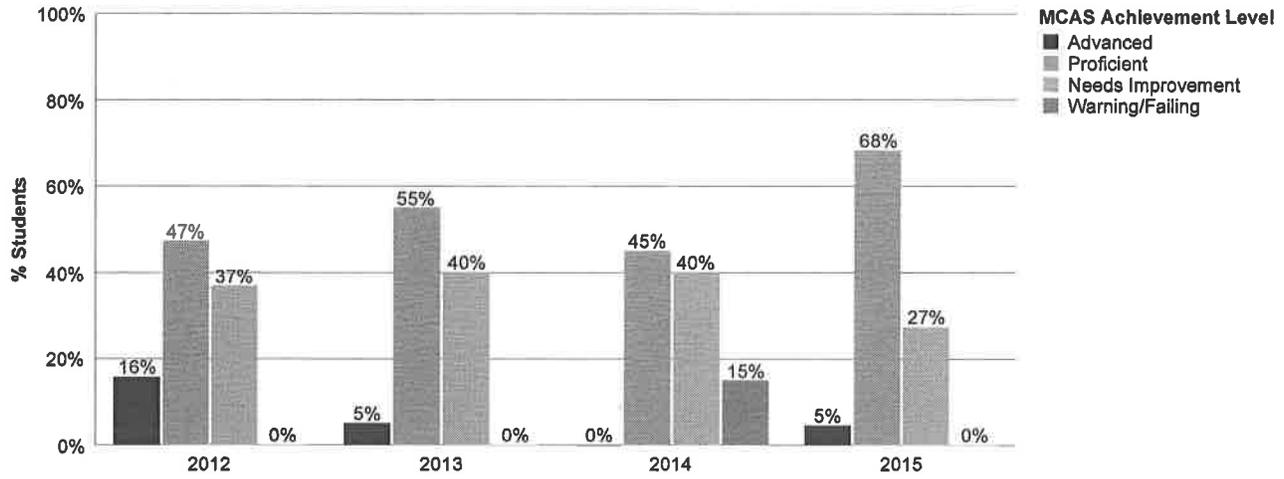
	2012			2013			2014			2015		
	School	District	State									
Advanced	24%	24%	27%	28%	28%	28%	30%	30%	28%	32%	32%	36%
Proficient	38%	38%	32%	38%	38%	33%	34%	34%	32%	38%	38%	30%
Needs Improvement	27%	27%	26%	29%	29%	25%	28%	28%	25%	22%	22%	21%
Warning/Failing	11%	11%	15%	5%	5%	14%	7%	7%	15%	8%	8%	13%
N Students	110	110	497,984	116	116	497,090	116	116	490,288	130	130	216,363
CPI	83.0	83.0	79.9	84.7	84.7	80.8	84.3	84.3	80.3	85.6	85.6	83.1
Median SGP	60.0	60.0	50.0	63.0	63.0	51.0	74.0	74.0	50.0	66.0	66.0	50.0

NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
English Language Arts

District: Hilltown Cooperative
 Charter Public (District)
 School: Hilltown Cooperative
 Charter Public School
 Grade: 03

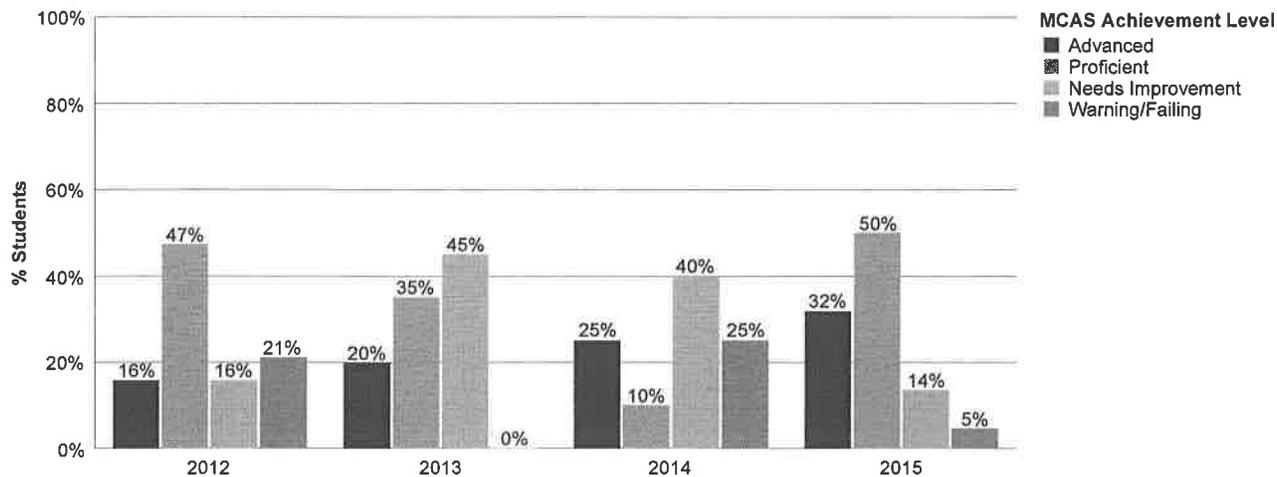
Student Group: All Students



	2012			2013			2014			2015		
	School	District	State									
Advanced	16%	16%	15%	5%	5%	12%	0%	0%	12%	5%	5%	11%
Proficient	47%	47%	46%	55%	55%	45%	45%	45%	46%	68%	68%	49%
Needs Improvement	37%	37%	30%	40%	40%	36%	40%	40%	33%	27%	27%	32%
Warning/Failing	0%	0%	9%	0%	0%	8%	15%	15%	10%	0%	0%	9%
N Students	19	19	70,709	20	20	70,499	20	20	68,283	22	22	24,217
CPI	89.5	89.5	84.1	86.3	86.3	83.3	77.5	77.5	82.6	92.0	92.0	83.4
Median SGP												

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
 NOTE: Achievement level percentages are not calculated for student groups of less than 10.

Student Group: All Students



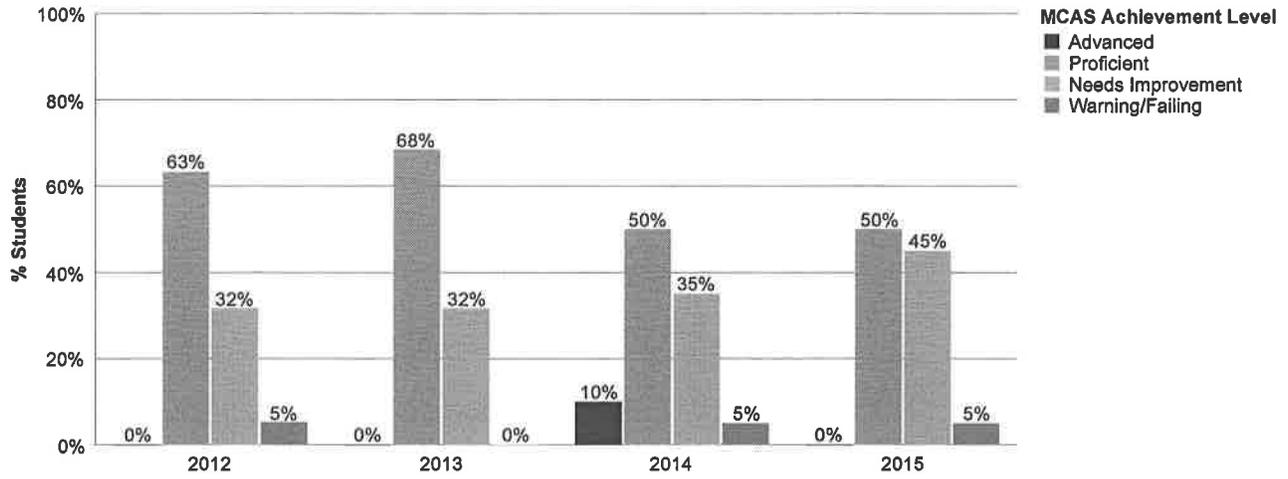
	2012			2013			2014			2015		
	School	District	State									
Advanced	16%	16%	27%	20%	20%	31%	25%	25%	31%	32%	32%	32%
Proficient	47%	47%	34%	35%	35%	36%	10%	10%	38%	50%	50%	39%
Needs Improvement	16%	16%	25%	45%	45%	22%	40%	40%	21%	14%	14%	18%
Warning/Failing	21%	21%	14%	0%	0%	11%	25%	25%	11%	5%	5%	11%
N Students	19	19	70,763	20	20	70,581	20	20	68,218	22	22	24,152
CPI	78.9	78.9	80.9	81.3	81.3	84.3	67.5	67.5	85.1	90.9	90.9	85.4
Median SGP												

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
English Language Arts

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 04

Student Group: All Students



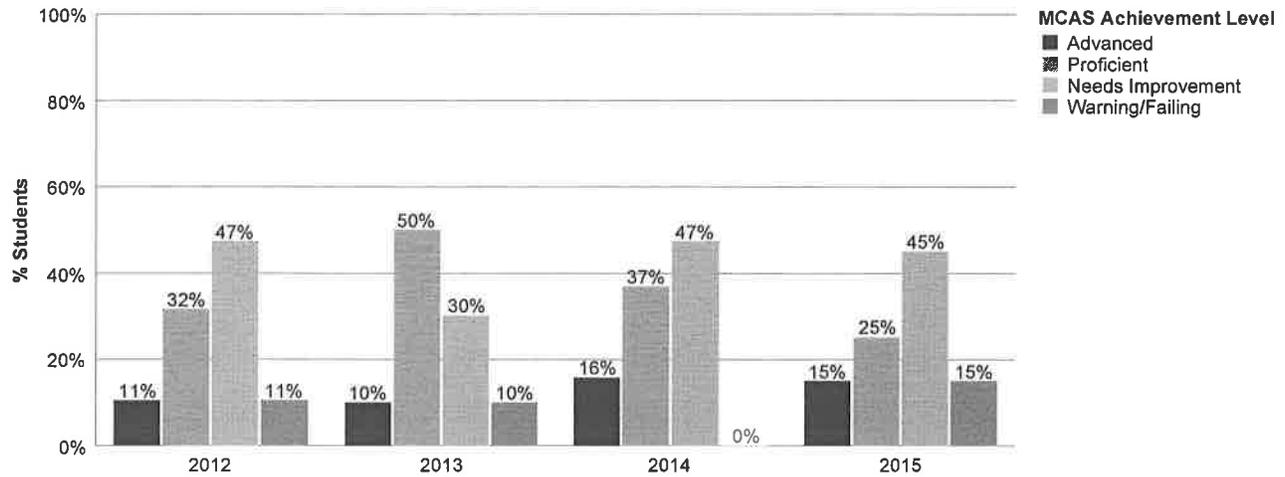
	2012			2013			2014			2015		
	School	District	State									
Advanced	0%	0%	13%	0%	0%	10%	10%	10%	13%	0%	0%	11%
Proficient	63%	63%	44%	68%	68%	43%	50%	50%	41%	50%	50%	43%
Needs Improvement	32%	32%	30%	32%	32%	33%	35%	35%	33%	45%	45%	33%
Warning/Failing	5%	5%	14%	0%	0%	13%	5%	5%	13%	5%	5%	14%
N Students	19	19	70,264	19	19	70,605	20	20	68,980	20	20	24,006
CPI	85.5	85.5	80.0	89.5	89.5	78.9	83.8	83.8	79.1	80.0	80.0	78.5
Median SGP			50.0			49.0	65.0	65.0	49.0			50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**School Achievement Distribution by Year
Mathematics**

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 04

Student Group: All Students



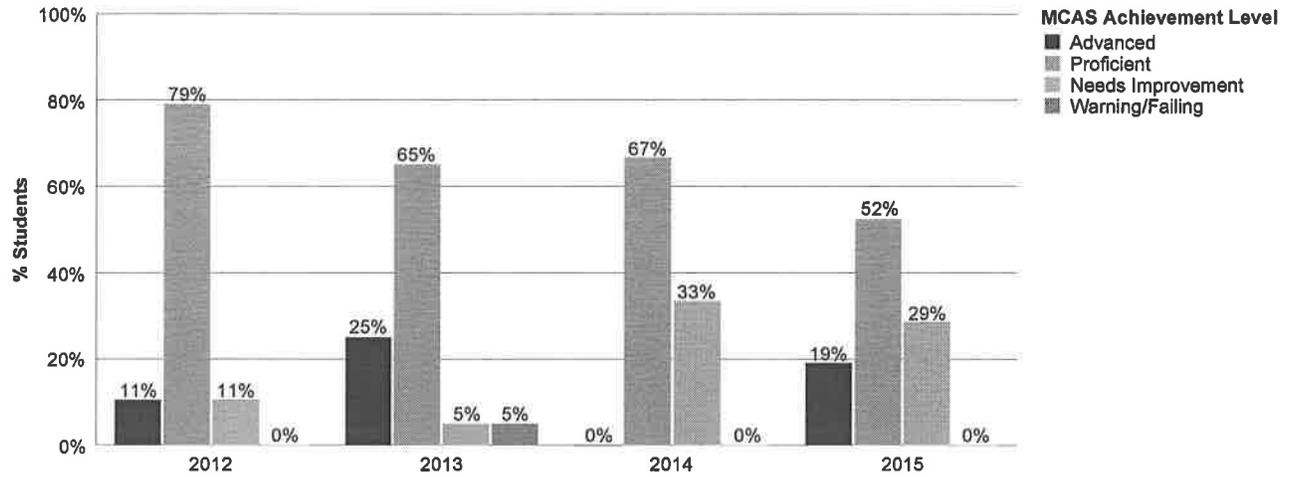
	2012			2013			2014			2015		
	School	District	State									
Advanced	11%	11%	16%	10%	10%	18%	16%	16%	20%	15%	15%	19%
Proficient	32%	32%	35%	50%	50%	34%	37%	37%	32%	25%	25%	29%
Needs Improvement	47%	47%	36%	30%	30%	38%	47%	47%	36%	45%	45%	40%
Warning/Failing	11%	11%	12%	10%	10%	10%	0%	0%	12%	15%	15%	13%
N Students	19	19	70,425	20	20	70,903	19	19	69,499	20	20	24,037
CPI	77.6	77.6	79.2	81.3	81.3	80.2	84.2	84.2	79.6	72.5	72.5	77.2
Median SGP			50.0			54.0			50.0			49.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**School Achievement Distribution by Year
English Language Arts**

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 05

Student Group: All Students



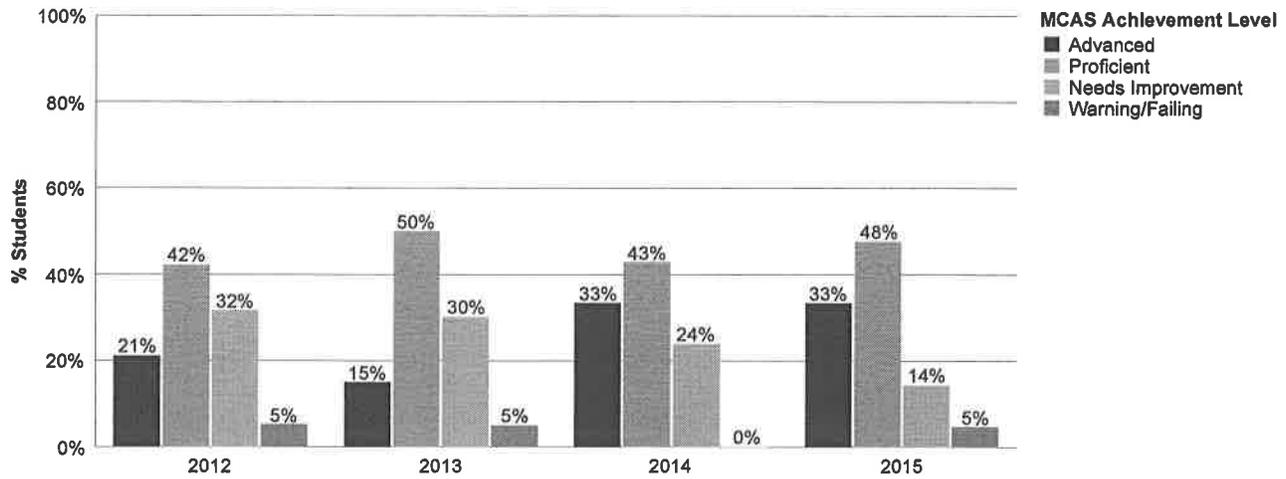
	2012			2013			2014			2015		
	School	District	State									
Advanced	11%	11%	17%	25%	25%	18%	0%	0%	18%	19%	19%	23%
Proficient	79%	79%	44%	65%	65%	47%	67%	67%	46%	52%	52%	48%
Needs Improvement	11%	11%	28%	5%	5%	24%	33%	33%	26%	29%	29%	20%
Warning/Failing	0%	0%	11%	5%	5%	10%	0%	0%	10%	0%	0%	9%
N Students	19	19	71,423	20	20	70,879	21	21	69,826	21	21	24,893
CPI	96.1	96.1	82.5	95.0	95.0	84.7	89.3	89.3	84.5	91.7	91.7	87.3
Median SGP			50.0			52.0	32.0	32.0	50.0	67.0	67.0	50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
Mathematics

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 05

Student Group: All Students



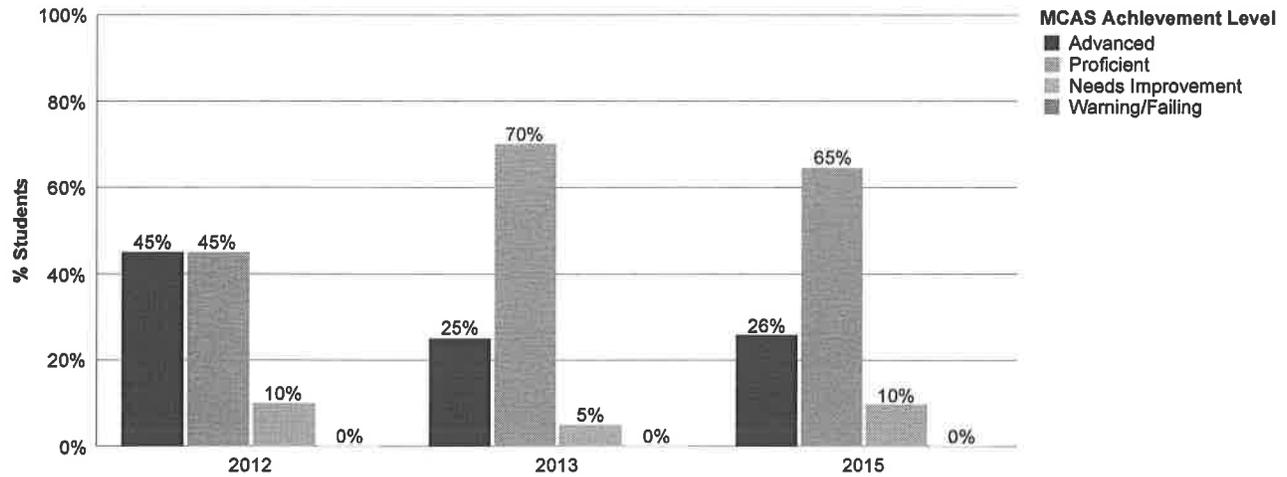
	2012			2013			2014			2015		
	School	District	State									
Advanced	21%	21%	25%	15%	15%	28%	33%	33%	30%	33%	33%	35%
Proficient	42%	42%	32%	50%	50%	33%	43%	43%	30%	48%	48%	32%
Needs Improvement	32%	32%	26%	30%	30%	25%	24%	24%	24%	14%	14%	21%
Warning/Failing	5%	5%	17%	5%	5%	14%	0%	0%	15%	5%	5%	12%
N Students	19	19	71,484	20	20	70,926	21	21	69,839	21	21	24,893
CPI	82.9	82.9	78.4	83.8	83.8	80.6	91.7	91.7	80.4	91.7	91.7	83.6
Median SGP			50.0			54.0	78.0	78.0	50.0	78.0	78.0	50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**School Achievement Distribution by Year
English Language Arts**

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 06

Student Group: All Students



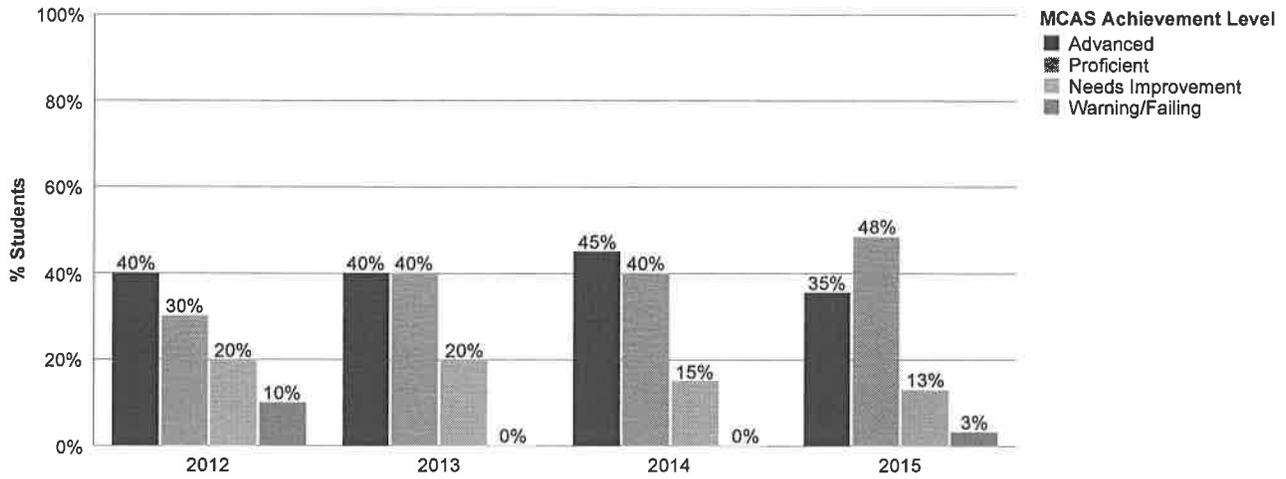
	2012			2013			2014	2015		
	School	District	State	School	District	State	State	School	District	State
Advanced	45%	45%	18%	25%	25%	16%		26%	26%	19%
Proficient	45%	45%	48%	70%	70%	51%		65%	65%	52%
Needs Improvement	10%	10%	22%	5%	5%	23%		10%	10%	19%
Warning/Failing	0%	0%	11%	0%	0%	10%		0%	0%	10%
N Students	20	20	71,589	20	20	71,602	69,579	31	31	24,086
CPI	97.5	97.5	84.8	98.8	98.8	85.1	85.8	96.0	96.0	86.6
Median SGP			50.0			52.0	50.0	77.0	77.0	50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
Mathematics

District: Hilltown Cooperative
 Charter Public (District)
 School: Hilltown Cooperative
 Charter Public School
 Grade: 06

Student Group: All Students



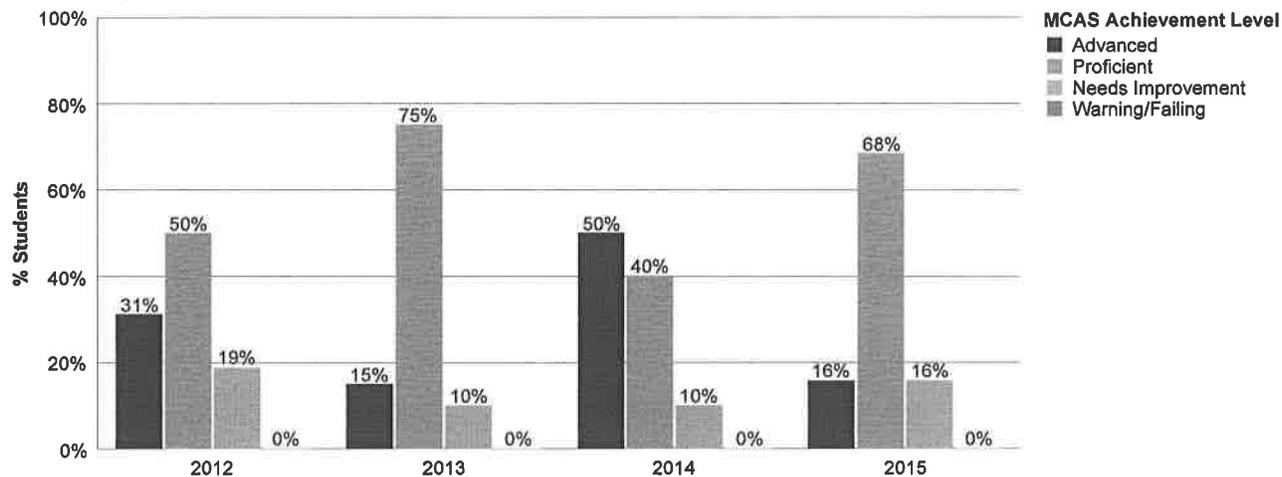
	2012			2013			2014			2015		
	School	District	State									
Advanced	40%	40%	27%	40%	40%	25%	45%	45%	29%	35%	35%	30%
Proficient	30%	30%	33%	40%	40%	35%	40%	40%	31%	48%	48%	32%
Needs Improvement	20%	20%	24%	20%	20%	24%	15%	15%	25%	13%	13%	24%
Warning/Failing	10%	10%	16%	0%	0%	15%	0%	0%	15%	3%	3%	14%
N Students	20	20	71,640	20	20	71,642	20	20	69,851	31	31	24,058
CPI	87.5	87.5	80.5	91.3	91.3	80.3	95.0	95.0	80.2	91.9	91.9	81.5
Median SGP			50.0			50.0			50.0	62.5	62.5	50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
 NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**School Achievement Distribution by Year
English Language Arts**

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 07

Student Group: All Students



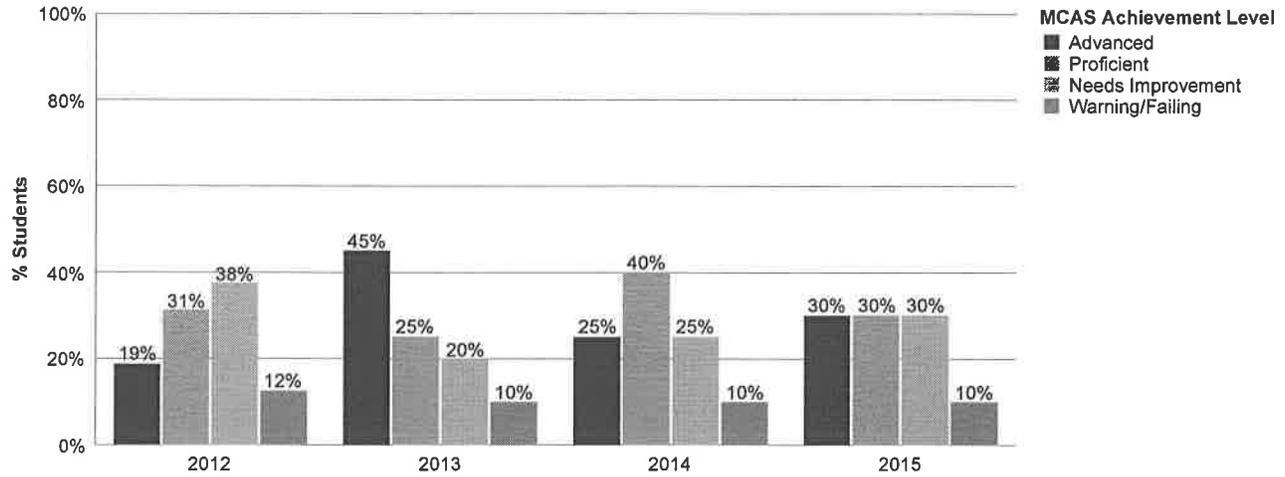
	2012			2013			2014			2015		
	School	District	State									
Advanced	31%	31%	15%	15%	15%	12%	50%	50%	11%	16%	16%	9%
Proficient	50%	50%	56%	75%	75%	59%	40%	40%	61%	68%	68%	60%
Needs Improvement	19%	19%	21%	10%	10%	22%	10%	10%	21%	16%	16%	23%
Warning/Failing	0%	0%	7%	0%	0%	7%	0%	0%	7%	0%	0%	8%
N Students	16	16	71,749	20	20	71,699	20	20	70,612	19	19	24,816
CPI	93.8	93.8	88.1	97.5	97.5	88.4	97.5	97.5	88.3	94.7	94.7	87.0
Median SGP			50.0			48.0			50.0			50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
Mathematics

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 07

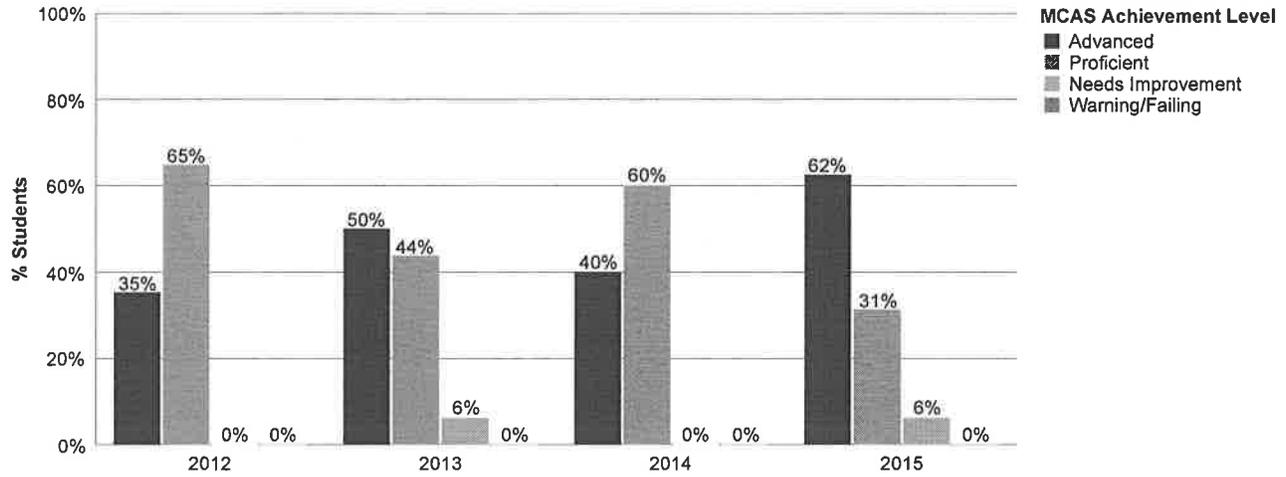
Student Group: All Students



	2012			2013			2014			2015		
	School	District	State									
Advanced	19%	19%	20%	45%	45%	19%	25%	25%	17%	30%	30%	20%
Proficient	31%	31%	31%	25%	25%	33%	40%	40%	33%	30%	30%	30%
Needs Improvement	38%	38%	30%	20%	20%	27%	25%	25%	26%	30%	30%	26%
Warning/Failing	12%	12%	18%	10%	10%	21%	10%	10%	24%	10%	10%	23%
N Students	16	16	71,952	20	20	72,021	20	20	70,978	20	20	24,863
CPI	78.1	78.1	75.4	86.3	86.3	74.4	80.0	80.0	72.5	81.3	81.3	73.0
Median SGP			50.0			46.0			50.0			51.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

Student Group: All Students



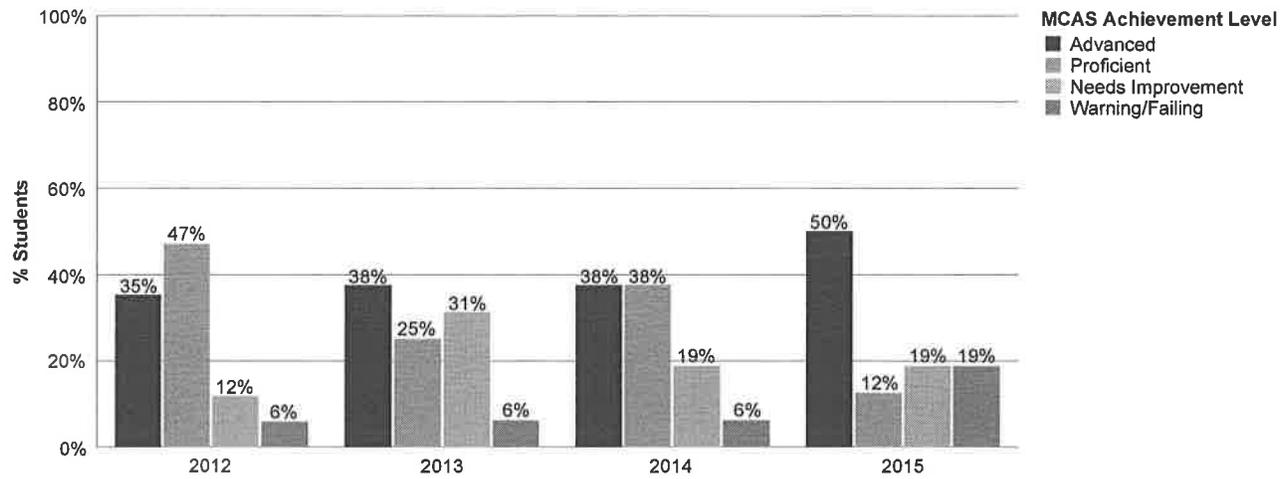
	2012			2013			2014			2015		
	School	District	State									
Advanced	35%	35%	18%	50%	50%	20%	40%	40%	14%	62%	62%	26%
Proficient	65%	65%	63%	44%	44%	58%	60%	60%	65%	31%	31%	54%
Needs Improvement	0%	0%	14%	6%	6%	15%	0%	0%	14%	6%	6%	14%
Warning/Failing	0%	0%	6%	0%	0%	7%	0%	0%	8%	0%	0%	6%
N Students	17	17	72,756	16	16	72,194	15	15	70,999	16	16	24,627
CP1	100.0	100.0	91.8	98.4	98.4	90.1	100.0	100.0	90.2	98.4	98.4	91.4
Median SGP			50.0			50.0			50.0			50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

School Achievement Distribution by Year
Mathematics

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 08

Student Group: All Students



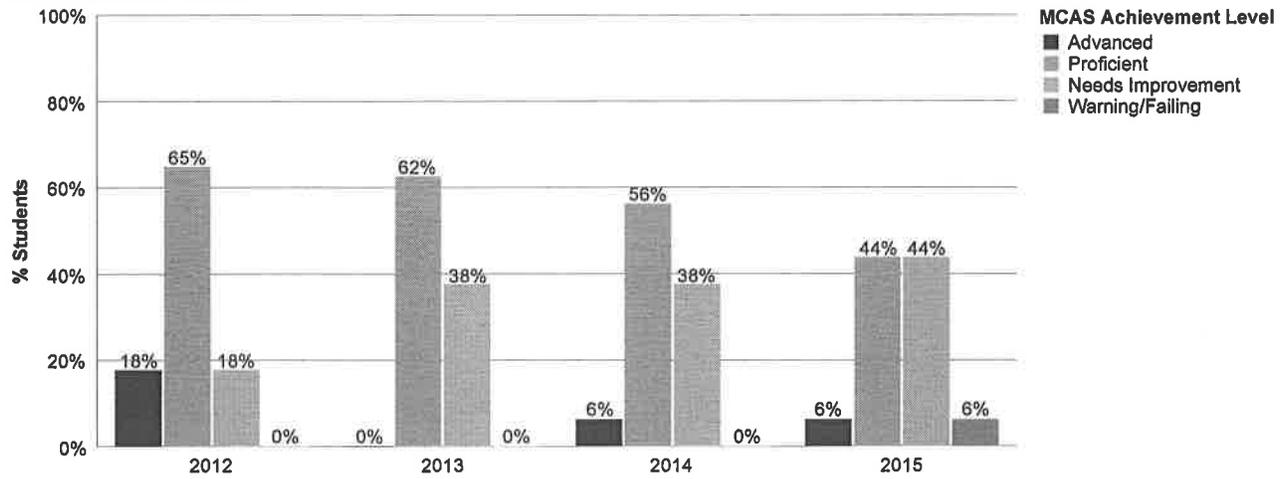
	2012			2013			2014			2015		
	School	District	State									
Advanced	35%	35%	22%	38%	38%	22%	38%	38%	19%	50%	50%	29%
Proficient	47%	47%	30%	25%	25%	32%	38%	38%	33%	12%	12%	31%
Needs Improvement	12%	12%	28%	31%	31%	25%	19%	19%	29%	19%	19%	23%
Warning/Failing	6%	6%	19%	6%	6%	20%	6%	6%	19%	19%	19%	17%
N Students	17	17	72,705	16	16	72,196	16	16	71,296	16	16	24,594
CPI	92.6	92.6	75.5	84.4	84.4	76.0	87.5	87.5	74.7	79.7	79.7	78.7
Median SGP			50.0			50.0			50.0			50.0

State-level results are estimated using a representative sample of students from across Massachusetts, since only a portion of students in grades 3-8 participated in MCAS in ELA and Mathematics.
NOTE: Achievement level percentages are not calculated for student groups of less than 10.

**School Achievement Distribution by Year
Science and Technology/Engineering**

District: Hilltown Cooperative
Charter Public (District)
School: Hilltown Cooperative
Charter Public School
Grade: 08

Student Group: All Students



	2012			2013			2014			2015		
	School	District	State									
Advanced	18%	18%	5%	0%	0%	4%	6%	6%	4%	6%	6%	3%
Proficient	65%	65%	38%	62%	62%	35%	56%	56%	38%	44%	44%	39%
Needs Improvement	18%	18%	38%	38%	38%	43%	38%	38%	41%	44%	44%	40%
Warning/Failing	0%	0%	20%	0%	0%	18%	0%	0%	18%	6%	6%	18%
N Students	17	17	72,535	16	16	72,038	16	16	71,951	16	16	71,860
CPI	94.1	94.1	71.6	89.1	89.1	71.0	90.6	90.6	72.4	82.8	82.8	72.4
Median SGP												

NOTE: Achievement level percentages are not calculated for student groups of less than 10.

To: Board of Trustees

From: Amy Aaron, Administrative Coordinator

RE: Security/Safety Report

10/09/2015

1. All employees have been CORI'd and fingerprinted. No problematic records have been reported.
2. I have consulted with the Easthampton Police Department about traffic problems at drop off and pick up. The police chief will recommend to City Council that our property be designated as a school zone and that signage be installed indicating no parking on our side of Industrial Parkway during school hours. City Council will; send this request to the Public Safety Committee which will then send it back to City Council for final action. This will take a couple months. In the meantime families have been much better about parking on the proper side and pick –up traffic problems have greatly diminished.
3. All staff will be trained in our Emergency Medical Protocol on October 13. This has recently been reviewed by our school physician, Mike Dunkerly. Staff were trained in Epi-Pen and inhaler use and our Self-Harm protocol before school opened.
4. We have had 2 very successful fire drills this fall, improving our evacuation time by 5 seconds during the 2nd drill.
5. The Critical Issues Team (3 coordinators, nurse, school counselor) will convene this fall to revise our Emergency Plans in the new facility. Practice drills can happen this winter.
6. We continue to have reports of outer doors being locked but not latched. Repeated reminders have gone to staff and the cleaning crew. And we will keep repeating them.
7. As part of our annual fire and building inspections we have had the sprinkler system inspected, fire alarms will be inspected on Oct 13 and the elevator is on the list to be scheduled by the state inspector.

Give to Grow Update:

Deirdre Arthen,

14 October 2015

We received a contribution from Easthampton Savings Bank of \$17,250. The check is in hand. Susannah will send a thank you letter from the school that Amy and Deirdre have been working on. Promises to this major donor include a Facebook post, an acknowledgement in the Newsletter 4x in a month, a special email announcement to our full mailing list, links to ESB on our website for a month and other Logo placement including a plaque and a media event. Amy and Deirdre are addressing all of these.

Several pledges are coming in on schedule without reminders – good news! Andi Porter and Deirdre have met to go over outstanding pledges and make a plan for follow up letters.

Deirdre is still trying to connect with Sonja for clarification about some pledges and donors.

Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – 9/8/15

Present: Steve S, Charles W, Amy A, Paul L, Louise V

Regrets: Mike S

Facilitator: Charles

Note taker: Charles

Topic	Discussion	Action (if necessary)
September Meeting Minutes	Reviewed minutes from previous meeting. No changes approved as submitted.	Motion to Approve by Paul, Seconded by Louise
Picked next meeting date and time	First Tuesday of the month at 6PM	
Call for new “on site” committee members	Charles contacted Chris mentioned as a possibility as he helped with the concrete forms. List of new parents being put together by Deirdre (completion not known) - Amy to leaf through possible candidates	
Warranty Issues with the HVAC	New HVAC contractor Jerry Buzzy has been hired for the school year- AC system not working in the all school space- All warranty issues are now the responsibility of the school .	Jerry to review AC system in the all school space next week. Ask Mike S to walk through the system with Jerry and Amy.
Air balance report and yearly inspection	Louise to help in asking the inspector if an air balance report was filed	Amy has tired numerous companies without any response to have an air balance test. Follow up with inspector
Swing set	Delayed with re-design and summer schedule	Charles to continue working on swings
Completed summer projects	Bleachers and all school closet	Shelves needed for the closet- Amy to determine size and if any of the units in the attic will work
New AV screen	Reviewed ceiling support needed for the screen and surface mounting of all wires to run into the kitchen	Charles to provide mounting bracket for Steve to mount the screen

Fence	Having fence contain as large of area as possible- Amy to discuss with teachers the size, location and if planting are going to be added- No permit needed if fence is under 6'.	Cost needed - when size and location determined- Charles
Bike Rack	Amy to look at purchasing a small bike rack	Installed if needed by the "on site"
Outside projects	Tether ball installed- Sandboxes needed- Shed moved and mounted on wood foundation- Install outdoor drinking fountain	Charles to make and deliver sandboxes
Sound panels	Next meeting: install last of the sound panels- placement/ location decided by ??	
Meeting Adjourned	Next meeting Oct, 6th, 2015 @6 PM	

Agenda items for next month:

9/25/15 HCCPS Finance Committee Minutes Draft

A. Change to Finance Committee Schedule

1/29/16 Meeting has been moved to 1/8/16

4/29/16 Meeting has been moved to 4/8/16

5/27/16 Meeting has been moved to 5/20/16.

B. There is an annual financial audit performed by an outside CPOA, Richard Abbott, beginning in October and due to DESE by Nov 1. After the audit is complete, the auditor will meet with the entire Finance Committee at the 10/23 Finance Committee meeting.

One change in the rules is that the BOT needs to approve of annual capital budget details/projected expenditures. The BOT did not need to do that in the past.

DESE is also asking all schools to verify their surplus carry over calculation from FY 14.

C. School Building Purchase Exploration

Current Lease

HCCPS has a Triple net lease. Our school is responsible for all expenses related to the building.

Our rent is \$270,000/annually.

FY17 Rent increases to \$300,000/year.

FY18 rent increases to \$330,000/year.

There is an annual 2% management fee also paid to the landlord.

HCCPS pays all of the real estate tax presently but will not be required to pay any real estate tax if HCCPS purchases the building. HCCPS would probably consider a payment in lieu of taxes (PILOT).

We need to research the size of the downpayment amount that would be required for various charter school loan funds. There are several charter school guarantee loan programs available. The current owner might consider offering help with financing.

PVPA acquired a 30 year Mass Development Corporation loan. We have had many conversations with them over the years as they have a specific charter school guaranteed loan fund.

4 Rivers Charter and the Chinese Immersion Charter School have acquired a 40 year USDA guaranteed loan.

For USDA loans the school has to be located in a town with a population under 30,000 and more than 1/2 the student body has to come from towns under 30,000 population.

There are no downsides that the Finance Committee has identified in the acquisition of the building and as being the building owner.

The Finance Committee recommends that the Board contact the landlord to ask for the asking price for the building. We also discussed bringing in an outside consultant to handle the business of the purchase if it moves forward. There are consultants that specialize in school building purchases.

The next Finance Committee Meeting is October 23, 2015.

Hilltown Cooperative Charter Public School
Personnel Committee Minutes – Monday, September 28, 2015

Present: Dan Klatz, Sam Charron, Rebecca Belcher-Timme, Steve Hoyt, Carla Clark

Regrets:

Topic	Discussion	Action (if necessary)
Schedule	October 29th Starting December 3rd first Thursday of every month at 7:30	
Goals for the year	<ul style="list-style-type: none"> -Teacher, TA and Administrative salary scale (including sustainability) and make recommendations -Sick bank -Summer hiring policy -Summer jobs/Odd jobs (planning for reconfiguration, K home visits, overnight trips) -Miscellaneous policy review 	Gather information on salaries for different positions from districts in the area
Sick Bank	<ul style="list-style-type: none"> -There's no cap on money or amount of time -It could be converted to a fiscal year plan where sick time is donated as needed -3 months is cap? 	We will develop a proposal next month

Next Meeting: Thursday, October 29 at 7:30 AM

DOMAIN COUNCIL MEETING
MINUTES
09.15.15

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

8:30 am – Meeting began

Topics discussed today were: DC Meeting Dates, Easthampton Busing, Long Range Planning Review

DC Meetings: Fall 2015 meeting dates for Domain Council (all starting at 8:30 AM): Oct 6, Oct 20, Nov 10, Nov 24 (if needed), Dec 1, Dec 22

Easthampton Busing: We discussed that an Easthampton parent has requested that Easthampton provide busing for their child, something the city is obligated to do depending on age of the child and distance from the school. Other Easthampton families may follow suit. Easthampton will have to pay for this, which isn't good for the school's reputation in Easthampton. If Easthampton does provide busing, that could reduce our traffic, but we would see parents less. Amy will discuss further with the Easthampton Superintendent.

Long Range Planning Review: We reviewed the Long Range Planning to determine our progress on each of the 4 primary goals. See table below for details:

Topic	Goal	Update
1: Program Quality	PQ1: Gr. 6-8 Reorganization	on schedule
	PQ2: K-8 Curriculum Review	on schedule, Dan to subdivide long task bar of curricular reviews to schedule roughly one topic per year: reading (done), writing (15-16), science (16-17), then social studies, technology, PE/health, music, art, foreign language, math, handwriting/keyboarding
	PQ3: Scope of Program	not started yet, goal for this year is to design process (Spr 2016) and involve key stakeholders
	PQ4: Academic Affiliations	piloting something now: have 2 year contract with Smith, may have possibilities with Mount Holyoke
2: Building Community	BC1: Community Team	Community Team was established last year
	BC2: New Student & Family Integration	new focus on family integration this year
	BC3: School Culture/Traditions	some work with traditions in progress
	BC4: Student Leadership	pilot of Prisms Leadership Team (started last year) – tough to implement during roll out with new staff

(LRP Review, continued)

Topic	Goal	Update
3: Sustain- ability	S1: Site	done – school has moved. No more Brassworks discussion
	S2: School Finance	in progress, now includes buying building decision. Capital expense fund is in place, Personnel Committee is looking into compensation/process
4: Admin- istrative Capacity & Succession Planning	A1: Admin Effectiveness	in progress – as teaching staff gets bigger, more opportunities for staff leadership; extra administrative staff is part of the larger conversation. Need to learn what parts of the school are being underserved administratively; big demand for SPED support
	A2: Admin Succession	in progress – likely to extend a year or so, process is long and inclusive to enable buy-in. Reality is that we need a plan before Amy retires. [Note from DC discussion, after buying the building, administration/school structure is likely the highest BOT topic for the next decade.]

10:00 am – Meeting ended

Respectfully Submitted,
Susannah Howe

DOMAIN COUNCIL MEETING
MINUTES
10.06.15

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

8:30 am – Meeting began

Topics discussed were: Oct BOT meeting agenda, Development Associate proposal, morning drop-off, emergency protocol, CORI checks, and several personnel items

Oct BOT Agenda: We prepared the BOT meeting agenda; topics include Committee goals, Development Associate position proposal/discussion, MCAS update, school security, audit signing designee, buying building discussion, and Dec BOT meeting date.

Development Associate Position: We discussed the Fundraising Think Tank discussion from the Sept BOT meeting and agreed to recommend that the BOT not replace the Development Associate position at this time. Domain Council will submit a proposal to the BOT for the Oct BOT meeting.

Morning Drop-Off: We discussed a variety of feedback regarding morning drop-off, which is one aspect of our growing pains and transition to the new building. There have been some complaints about this year's narrow window for drop-off; some parents would like a longer window to bring their children to classrooms and connect with teachers. Teachers use the time before classrooms open to prepare for the day. The long drop-off window from the past was challenging for some children. Starting the day at 8:20 means children are starting to work by 8:30. Community Team has discussed morning drop-off as well; Deirdre and a Community Team representative will be meeting with teachers to discuss further at the next teacher meeting. Transparency is important for all involved.

Emergency Protocol: We discussed the school's emergency protocols, some of which will need to be revised this fall for the new building. Staff will be reviewing the emergency medical protocol at the next staff meeting. Amy will update the BOT at the Oct BOT meeting as part of the school security update.

Personnel Issues: We discussed several personnel issues.

- We lost one of our AmeriCorps volunteers for medical reasons; she has been replaced by a part-time person for the year.
- The sick bank has no cap on amount accumulated or requestable, and it requires BOT approval. Amy will bring a proposal to the BOT regarding one employee's request for use. The current sick bank policy does not fully address all likely situations and should be reviewed by Personnel this year.
- By current policy, teaching staff and coordinators cannot take vacation while the kids are in school. An employee will be bringing a proposal to the BOT for a waiver.

- The BOT, as the Coordinators' supervisor, must sign letters of employment for the coordinators. Susannah Howe signed this year's letters for the three coordinators on the BOT's behalf.

CORI: We reviewed the CORI approval process. Monique enters names of parents/staff/subs (staff also get fingerprinted) to initiate the CORI process. The school has to go into the CORI website to confirm approval. Deirdre checks for parents and Amy checks for staff; any problems are flagged. Monique sends reminders for CORI renewal every 3 years. Teachers are told which parents are approved as drivers.

10:00 am – Meeting ended

Respectfully Submitted,
Susannah Howe

GABS Meeting Report: September 15, 2015

5:00 PM

Discussed 2015-2016 Goals

1. Continue document housekeeping/accessibility
 - Making files accessible to GABs and BOT
 - Set up system/process to ensure that nothing falls through the cracks and no efforts are duplicated
2. Complete First Draft of Clerk Handbook
3. Board Member Recruitment
 - Create forecast for Board membership numbers for rolling 3-5 year period
 - Develop recruitment strategy- examine what types of community members we would like to recruit, etc.
 - Develop recruitment tools
4. Long Range Planning- GABS role needs to be determined
5. Succession Planning- GABS role needs to be determined

Reviewed 2015-2016 Board Book Status

Identified documents to be updated.

Next meeting: October 20, 2015

Meeting ended at 6:15pm