

**HCCPS Board of Trustees
Meeting Agenda
February 11, 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: Kipp Armstrong

6:30 Opening / Welcoming (read mission statement) (5)

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Approve Minutes from previous meeting

6:35 Public Comment period (10)

6:45 Renewal Update, DESE documents; Coordinators (15min) (Discussion)

7:00 GABS; Susannah, Penny, Deirdre (15min) (Proposals)

~~**7:15 Personnel; Dan (Jess is absent this month) (15 min) (Proposal)**~~

7:30 Finance, 2nd Q financials; Scott, Amy (15 min) (Discussion)

7:45 Domain Coordinator Evals; kipp (20 min) Discussion & Proposal)

8:05 New Business

8:10 Committee Reports- Questions only

8:15 Meeting Wrap-up/ Evaluation/Minutes Finalization

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

8:20 Review Action Items in this meeting's minutes; Knox (5 min)

8:30 Adjournment

GABS Report January 2015

Recruitment

GABS is continuing recruitment efforts for the BOT and for committees. One current member of the site committee has expressed continued interest in serving on the BOT and will get the interest letter to GABS soon. GABS will also be contacting a new parent to see if there is interest in serving on the GABS committee.

There was discussion of how to go about getting a general informative school brochure completed that would serve general school needs, but also as a tool for recruiting community members to serve on Committees and the BOT. But how to get such a brochure created is a big issue. As a start, Deirdre will talk to the Americorp volunteer Knox about helping with creating the brochure. Deirdre noted though, that the duties of Americorps volunteers must also include working with students, so how might some of the older students be involved in the creation of the pamphlet? Obviously, further discussion about HOW to get this brochure made will occur, but GABS agrees that there is a strong need for a new one.

Perhaps the creation of this brochure might have budget implications and should be brought to the BOT at budget-time.

Upcoming by-Laws change proposal

As per discussion at the Jan 2015 BOT meeting, GABS will in the next month or so present a multi-part proposal to add and define the terms of the the three Coordinators and one FOH board member as ex-officio members of the BOT.

Documentation and housekeeping

It was discovered that there was a version of the by-laws approved in May 2011 with changes that are not incorporated into the current by-laws document in the BOT books (the version approved in October 2014.) The May 2011 change related to the Annual Meeting date being in May instead of April. GABS will incorporate the May 2011 change - as it was already approved - into the current by-laws digital document.

But GABS will be making another by-laws change proposal to allow for more flexibility of the Annual meeting date, with the date being "in the Spring" or text to that effect. GABS will wait to print-out copies of by-laws until after the Annual meeting in 2015 - incorporating whatever the most recent changes will be and also working from the most currently correct by-laws digital document (including the May 2011 amendment.)

There was discussion of trying to use a sequential file naming standard for BOT (and GABS) related documents, especially as we are beginning to utilize Google Docs and encouraging

the idea of a central repository of documents available to on the web. For instance, according to the the number of past revisions of the by-laws, the most current version would be number eight.

GABS would like to see that the proposals approved in past be included in the BOT books and hopefully in Google Docs.

Updating Board and Officer Job Descriptions - to be done over several months

We reworked the job description for the Vice President of the BOT. GABS will submit a formal proposal to the Board in February. (See Attached.) Next up: Clerk job description.

Succession Planning Update

GABS is extending the succession planning timeline as we are still in transition being in the new location until at least Fall 2015. Susannah Howe and Ellen Ferris met in the Spring of 2014, and will meet again in February of this year to assess progress and formulate a timeline - GABS agrees that this is what can reasonably be done the Spring.

APPROVED
2/11/2015



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

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

Date: February 11, 2015
Priority Level: MEDIUM
Proposal to be presented by: GABS

Committee members drafting proposal: Deirdre Arthen, Susannah Howe, Penny Leveritt

Text of proposal:
GABS proposes 3 revisions to the Board of Trustees By-laws:

Revision 1:
Article III, Sec. 1 change "The Annual Meeting shall be held in May of each year." to the following:

"The Annual Meeting shall be held in the spring."

Revision 2:
For Article IV Board of Trustees, Sec. 2D, add a second sentence as such:

"The three Domain Coordinators shall serve as ex-officio members of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote."

Revision 3:
For Article IV Board of Trustees, Sec. 2, add a new item E as such:

E. "One member of the Friends of Hilltown Board may be appointed by the Friends of Hilltown to serve a one-year term as an ex-officio member of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote."

The current item E becomes item F.

Goals to be achieved by proposal:

1. To allow for more flexibility of the timing of the annual meeting since the spring can get complicated to schedule with several events and meetings such as the April and May BOT meetings, The Annual Meeting, and the Spring Music Festival happening in close proximity to each other.

2. and 3. To fulfill request from the BOT at the Jan 2015 BOT meeting to include ex-officio role of Coordinators and add potential for a FOH ex-officio member of the BOT.

Potential problems/dissenting views:

None foreseen

Additional notes:

Approval requested in time for preparation for the annual meeting.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

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From
Governance and Board Sustainability Committee

Date: February 11, 2015
Priority Level: MEDIUM
Proposal to be presented by: GABS

Committee members drafting proposal: Deirdre Arthen, Susannah Howe, Penny Leveritt

Text of proposal:

GABS proposes a formal job description for the HCCPS Board of Trustees Vice President.

(See attached for proposed job description.)

Goals to be achieved by proposal:

The BOT Vice President should have a formal job description that reflects the current practice and workings of the governance of HCCPS as they specifically relate to the duties of the Vice President. The previous version of the VP job description was a single line in the President's job description that stated "The Vice President supports the President and assumes these responsibilities if the president is incapacitated."

This new job description aims to separate the Vice President and President job descriptions, clarifying specific duties for the Vice President, and documenting the expectation that the Vice President will transition to the role of President.

Potential problems/dissenting views:

Probably none.

Additional notes:

**Job Description for HCCPS Vice President of the Board of Trustees
(prepared 1/2015)**

The Board Vice President's duties include the following:

1. Attend Domain Council meetings.
2. Facilitate the Complaint Procedure. (See the Complaint Procedure description for specific process and role.)
3. Support the President and assume the President's responsibilities (see the President job description) if the President is incapacitated.

The Vice President will normally transition into the role of President when the President's term is over.

Finance Committee Meeting

Attendees: Amy Aaron, Deb Jacobson, Maureen Mahar, David Star and Scott Remick

February 6th 2015, 8:20am - 9:30am



AGENDA

1. 2nd Quarter Financials (2015)
2. Balance Sheet (Dec 31, 2015)

MINUTES

- **2nd Quarter Financials (2015)**
 - Revenue
 - PPE is still slightly higher than we budgeted. The trend continued this month, and it was \$18 more than last month
 - Kids club income is still on pace to be higher than budgeted (we also added some more staff to support kids club).
 - Expenses
 - Added some additional staff hours to support the increase in Kids Club
 - Health Insurance will be slightly higher based on staff selection of plans.
 - We won't be paying Elevator Maintenance, still the owner's responsibility. Additionally for the HVAC.
 - We are about half way through the plowing budget. Looks like we will be okay.
 - SPED equipment is down primarily b/c of less students needing hearing devices.
 - Electricity was down last month, partly because we were off for two weeks, but also because we switched providers.
- **Balance Sheet (December 31, 2014)**
 - Accounts Payable looks higher than Sept 2014 and Dec 2013, this is likely because that many bills came in over the break (so they were not paid), plus the nature of our expenses have changed since 2014 (rent is paid differently - and in general we have higher expenses compared to last year).
 - To date, approximately \$180,000 has been spent on Site/Building Improvements (leasehold improvements).
 - The Capital Building Fund shows -\$86,717, partly because we have not moved the additional approved \$75,000.
 - We will likely need to permanently write-off the security deposit from Brassworks.
- **Next Steps/Meeting**
 - Agenda Items for next meeting:
 - Review draft 2015/2016 budget
 - Discuss Bonus possibilities and structures
 - Next Meeting: February 27th: 8:20 - 9:20

Hilltown Co-op Charter Public School
Balance Sheet

As of December 31, 2014
~~Dec 31, 14~~

1	ASSETS	
2	Current Assets	
3	Checking/Savings	
4	Easthampton Savings	655,707.79
5	Florence Savings	301.58
6	Total Checking/Savings	<u>656,009.37</u>
7	Other Current Assets	
8	Other current assets	17.44
9	Due from employees	469.63
10	Prepaid Expenses	273.34
11	Security Deposit	5,360.00
12	Total Other Current Assets	<u>6,120.41</u>
13	Total Current Assets	662,129.78
14	Fixed Assets	
15	Leasehold Imp. - Easthampton	182,900.14
16	Property and Equipment	34,655.13
17	Accumulated Depreciation	-20,928.11
18	Total Fixed Assets	<u>196,627.16</u>
19	TOTAL ASSETS	<u><u>858,756.94</u></u>
20	LIABILITIES & EQUITY	
21	Liabilities	
22	Current Liabilities	
23	Accounts Payable	
24	Accounts Payable	61,282.51
25	Total Accounts Payable	<u>61,282.51</u>
26	Credit Cards	
27	VISA	563.54
28	Total Credit Cards	<u>563.54</u>
29	Other Current Liabilities	
30	Payroll Liabilities	-4,365.56
31	Total Other Current Liabilities	<u>-4,365.56</u>
32	Total Current Liabilities	<u>57,480.49</u>
33	Total Liabilities	57,480.49
34	Equity	
35	Res'd for Capital Building Fund	-86,717.17
36	Donor Restricted Music Fund	229.22

Hilltown Co-op Charter Public School
Balance Sheet

As of December 31, 2014
Dec 31, 14

37	Contingency Fund	<u>296,947.84</u>
38	Investments in Fixed Assets	190,200.46
39	Undesignated Fund Balance	155,527.17
40	Net Income	<u>245,088.93</u>
41	Total Equity	<u>801,276.45</u>
42	TOTAL LIABILITIES & EQUITY	<u><u>858,756.94</u></u>

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
July through December 2014

	<u>Jul - Dec 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
1	Ordinary Income/Expense				
2	Income				
3	Federal Grants	5,000	19,911	-14,911	25%
4	State Sources	1,142,049	2,272,188	-1,130,139	50%
5	State Grants-DOE Administered	13,719	50,162	-36,443	27%
6	Friends of HCCS Class Grant		2,700	-2,700	
7	Private Grants	1,399	2,000	-601	70%
8	Fundraising Income	18,480	55,355	-36,875	33%
9	Other sources	15,099	36,071	-20,972	42%
10	Kid's Club Income	30,493	60,000	-29,507	51%
11	Student Activity Fees	2,490	7,000	-4,510	36%
12	Miscellaneous Income	941	1,000	-59	94%
13	Total Income	<u>1,229,670</u>	<u>2,506,387</u>	<u>-1,276,717</u>	<u>49%</u>
14	Expense				
15	Personnel Costs	784,272	1,862,866	-1,078,594	42%
16	Consultant & Other Svcs-Fixed	39,383	88,671	-49,288	44%
17	Consultant & Other Svcs	3,127	19,800	-16,673	16%
18	Occupancy	183,615	383,545	-199,930	48%
19	Supplies	20,020	33,348	-13,328	60%
20	Equipment	9,648	17,000	-7,352	57%
21	Grant-funded expenses	1,980	4,700	-2,720	42%
22	Dues and Subscriptions	99			
23	Fees and Licenses	11			
24	Other expenses	23,678	65,789	-42,111	36%
25	Coordinator Discretionary Fund	507	2,500	-1,993	20%
26	Total Expense	<u>1,066,340</u>	<u>2,478,219</u>	<u>-1,411,879</u>	<u>43%</u>
27	Net Ordinary Income	163,330	28,168	135,162	580%
28	Other Income/Expense				
29	Other Income				
30	Other Income - Rebates	4,426			
31	Capital Campaign Income	91,987			
32	Total Other Income	<u>96,413</u>			
33	Other Expense				
34	Capital Campaign Expenses	1,289			
35	Moving expense	13,365			
36	Total Other Expense	<u>14,654</u>			
37	Net Other Income	<u>81,759</u>			
38	Net Income	<u><u>245,089</u></u>	<u><u>28,168</u></u>	<u><u>216,921</u></u>	<u><u>870%</u></u>

APPROVED
2/11/2015

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL
Proposal to the Board of Trustees

Date: 1/20/2015

Priority level: High

Approximate time needed for discussion: 20 minutes

Proposal to be presented by: Kipp Armstrong

BOT members drafting proposal: Kipp Armstrong

Text of proposal:

Modify the budget execution process such that, after BOT approval of the overall budget, each domain is assigned budget lines specific to that domain. The Domain Coordinators will be fully responsible for executing decision-making processes and authorization for spending regarding the funds assigned to their domain.

Goals to be achieved by proposal:

Clarify and streamline the decision making process regarding administration of HCCPS, and improve administrative efficiency.

Potential problems/dissenting views:

Many budget lines have overlap between domains which could result in few domain specific lines.

Additional notes:

Evaluate benefit in 1 year.



Long Range Plan

2013-2023

ADMINISTRATIVE CAPACITY AND SUCCESSION PLANNING

Goal 1: Maximize Administrative Effectiveness

Purpose: To better define and support the roles and functions of the current three coordinators for the purpose of enhancing and augmenting their ability to dedicate themselves to administering a larger and increasingly complex institution.

Rationale: Since the school's beginnings the roles of the coordinators have been defined by evolution as well as design. With the school's expansion, it is time that an objective review of the current workload, demands, distractions, and frustrations impacting the coordinators' jobs be undertaken for the purpose of improving the effectiveness and workability of these positions.

Accountability: BOT or committee thereof

Activities/ Steps: a. Review current job descriptions and duties of the coordinators. The review process should base its findings on interviews with the current coordinators, with faculty/staff, and with select community members and evaluate these findings in light of relevant practices and standards at similar institutions. (Initial review, 2013-2014, continuing through school expansion).

b. In light of above findings and in conjunction with board and community wishes, revise current coordinator responsibilities.

c. In light of above plans, adjust administrative support for the purpose of relieving the coordinators of some portion of these duties. Consider recruiting and training several staff to serve in leadership roles for the purposes of: 1. assisting in eventual transition and 2. minimizing the disruptiveness of an unfilled vacancy or long-term unplanned absence 3. Serve as School Leaders when coordinators are absent.

(Note: The question of a wholesale review of the structure of the school administration was entertained by the LRP, but we found no compelling reason to do so—and we advise against it.)

Fiscal Implications: cost of hiring of consultant review of administrative structure; cost additional administrative support staff, leadership stipends.

Hilltown Cooperative Charter Public School

On-Site Committee Meeting Minutes – Tuesday, Feb 3, 2015

Present: Mike S. Amy A., Laura B., Charles W., Steve S., Steve H.

Regrets: Tom S., Louise V., Paul L.

Facilitator: N/A

Note-taker: Laura

On Site Tasks	<p>This was a working meeting with Committee members engaged in the following tasks:</p> <ul style="list-style-type: none"> Hang whiteboard in meeting room Hang sign and rack for brooms in kitchen Install additional art cleats along 1st floor hallways Install new chair rail in Family Corner Add weather-stripping (to reduce sound transfer) to door between 6th grade classrooms Add weather-stripping (to reduce sound transfer) to door between staff room and reading room Set up new table fountain in staff room 	
Next Meeting	Tuesday, March 3, 2015 at 6:00 PM	

Hilltown Special Education PAC Meeting Minutes, Thursday, 11/20/14

Present: Jen Marshall, Tara Winters, PAC organizers; 5 other parents

Minutes:

Today's parent meeting was held from 6:30-8pm at HCCPS in one of the Purples' classrooms. Working from the list generated at September's PAC meeting in regards to important issues, hopes, and concerns about HCCPS's Special Education program, parents met to determine priorities for this year. A summary of the meeting follows:

- 1) HCCPS NEWSLETTER: Include information about the PAC so all parents are aware, such as, "If your child is receiving special education testing or you are entering your first IEP meeting and have questions, feel free to contact the SEPAC: hilltownSEPAC@gmail.com
- 2) CREATE A RESOURCE DOC: This document could include parent and student resources, such as local evaluation services, advocates, therapists, support groups, SPLTs, etc. We could also include a notation to parents asking if they are comfortable writing their name and contact information under the recommendation, they should do so in case others would like additional information. This document would be updated/managed by Tara and Jen.
- 3) EVALUATIONS.: Discussion/follow-up in regards to parent questions about privacy and school psychologist evaluations. Other concerns about scheduling (inconvenient times, before and after school) and communication with parents in regards to student evaluations. Also, brief discussion about the difference between a neurological-psychological and clinical evaluation.
- 4) PD for TEACHERS: Suggestion that money spent from SEPAC this year should not be on a parents' rights workshop, but instead on focused PD for teachers. We will ask Dan if this could happen during teachers' already scheduled PD time so it would not be above and beyond what they are already doing this year. Suggestions for PD included: Executive Function workshop and/or Differentiated instruction (to meet struggling learners as well as to challenge strong learners). Suggestion to survey teachers through Dan to see what they are most interested in and what would be most useful.
- 5) "GOODIE DAY" for Staff: Discussion about providing snacks, chair massage, or something fun for teachers to help build community between the SEPAC and HCCPS teachers.
- 6) RESOURCES: Question about potential grants...?

Next Meeting: Tuesday, February 10, 2015: Screening of the 2012 HBO documentary, “THE BIG PICTURE: Rethinking Dyslexia. The Myths, the Stigmas, the Truths: REVEALED” followed by a brief discussion.

Upcoming Meeting Dates & Descriptions:

Tuesday, March 10th at 6:30 PM -- From HCCPS to High School: Transition Planning --
Please come to a guided conversation with high school students about their experiences transitioning from HCCPS to high school and how we as parents can help prepare our kids.

Tuesday, April 14th at 6:30 PM – Basic Rights in Special Education Workshop. This will be the same workshop that the Easthampton SEPAC is offering, but at Hilltown.

Tuesday, May 12th at 6:30 PM – Taking Care of the Caregiver. Please come to a fun and interactive workshop on how parents and caregivers of kids with special needs can better take care of themselves. Thanks to the Easthampton SEPAC for this great idea!

DOMAIN COUNCIL MEETING
MINUTES
01.28.15

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

8:30am – Meeting began

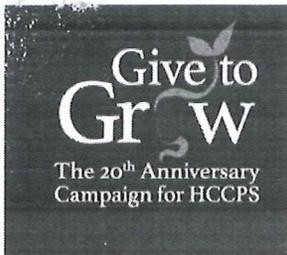
The initial focus of today's meeting was to formalize the agenda for the February 2015 BOT meeting.

We also focused on the Domain Coordinator evaluations and the domain budget process proposal and LRP Administrative Effectiveness goal discussions which arise out of the DC evals, and will be discussed at the February BOT meeting.

Finally we discussed the need to schedule more regular meetings, but we need to wait to find out Susannah's work sched which should be formalized soon.

9:45am – Meeting ended

Respectfully Submitted,
Kipp Armstrong



CAMPAIGN STATUS & HIGHLIGHTS

February 11, 2015

STATUS

\$200,000 Goal

Total Pledges & Gifts to Date **\$106,687** 53% of goal
(no total change previous report though sizeable payment on F of H Green Grant pledge received)

HIGHLIGHTS: Give To Grow - Getting to Goal Actions *(see reverse)*

HCCPS Grandparents

- Grandparent II Teatro Lunch January 30, 2015

Hosted & Facilitated by Give To Grow Grandparent Champions – Dianne Hobbs & Bob Casinghino
Invite sent to @ 40 local grandparents (from developing list); 9 + 2 hosts attended

Lunch donated & prepared by Dianne Hobbs

HCCPS information package distributed, including contact information & volunteer form; HCCPS Long Range Plan; HCCPS History & Timeline; mini-course descriptions; Give to Grow and HCCPS: The Giving Menu materials.

See attached invitation, agenda and follow-up evite

- Identification & contact list development on-going
- Personalized follow-up with attendees about unique, "good match" volunteer opportunities, e.g. Grandparents Day planning committee

Alum Families & Students

- ArtSpark – primary G to G alum family & student outreach and cultivation focal point

Gretchen Jennings, Alum ArtSpark Co-chair very active to ensure alum family/student event focus --

Engaged other alum parent & students in alum family list development & updates

Personalized invite to alum families to attend, volunteer and donate – mail & email by 2.13

Recruited son/student alum to actively promote event to student alum peers on facebook

Special Welcome Back Student Alum (21+) ticket price -- \$10

Identified and approaching alum parent/company owner to sponsor event to underwrite staff tix.

Event music to feature "alum" band, The Michael Hooker Experience (includes 3 alum dads)

- Alum Family/Student Champion Meeting – February 11, 2015
(Prior meetings set postponed due to snow storm)

Alum family and student goal and general strategies affirmed & refined

Student alum leaders identified by "class year" - Donovan Arthen, Student Alum champion

will contact and invite their advice/involvement over next 2 weeks

Alum Parent/Family – House Parties & Hosts – details TBD (alum family champion not able to meet.)

Corporate Gifts

- Easthampton Savings Bank

February 24th Lunch and Tour with Maureen Mahar; ESB VP & HCCPS Finance Cmt. Member.

Goal: to get advice about how (and how much) to realistically and successfully approach ESB for leadership campaign gift. Secure her championship to steward request.



January 22, 2015

Dear Grandparents of Hilltown Cooperative Charter Public School Students,

Please join us and other local HCCPS grandparents on Friday, January 30, for conversation and lunch before the 2:00 p.m. **Il Teatro Performance**. Il Teatro is a special quarterly All-School talent show featuring performances by students and family members.

We are sending this invitation to grandparents for whom we have both e-mail and street addresses on our developing contact list.

We will gather at 1:00 p.m. in room #124, and anyone who would like a school tour is welcome to come early at 12:30 p.m. This will be an opportunity for us to get acquainted and share ideas about how HCCPS grandparents might be more involved in the School community

Please let us know if you will join us so we can make arrangements for food and seating. Please respond by Wednesday, January 28, to hobbs.dianne@gmail.com, and also say if you plan to come early for a tour. Don't hesitate to call either of us if you have any questions about the event.

We look forward to seeing you there!

Sincerely,

Bob Casinghino
(413-427-9528)

Dianne Hobbs
(413-203-5334)

HCCPS
Grandparent Lunch
Follow-up

Sent via email 2.6.15

Dear Grandparents of Hilltown Cooperative Charter Public School Students,

We are sending this message to local grandparents for whom we have email addresses. The following events are on the School calendar and you are invited to attend:

HCCPS's own dinner theater!

The Prisms' Coffee House will take place on Friday, February 27, 6:00 - 9:30 p.m., which will be held at the Smith Vocational High School, 80 Locust Street (Rte. 9) in Northampton. Your \$8.00 ticket buys dinner catered by Prism parents, coffee and entertainment by the Prisms (7th and 8th graders). Tickets will be available at the door and before the event at School drop-off and pick-up times. Proceeds benefit the field trip program, the highlight of which is a trip to Washington D.C. every other year.

ArtSpark @ Eastworks!

The School's 20th anniversary benefit celebration will be held on Saturday, March 28, 7:00 - 11:00 p.m., at Eastworks on Pleasant Street in Easthampton. The event includes live music, delicious food, a raffle, auctions of goods and services contributed primarily by area residents, and dancing. This is the School's principal annual fundraising event. Tickets will be available at the door and at the School.

Grandparents and Special Friends Day and Music Festival!

Grandparents Day on May 1 for a chance to visit grandchildren in their classrooms; meet other grandparents, administrators and teachers; and enjoy a concert featuring many of the School's musical groups. No tickets required!

Watch the weekly Newsletter for further information about these events. Please call either of us if you have questions. We look forward to seeing you there.

Sincerely,

Bob Casinghino (413-427-9528)
Dianne Hobbs (413-203-5334)



GRANDPARENTS WELCOME

LUNCH, CONVERSATION & IL TEATRO

Friday January 30, 2015 1:00 – 3:00 PM

Welcome & Introductions

Conversation --

- *How can HCCPS communicate & connect with Grandparents of HCCPS students to welcome them as part of the school community.*
- *What opportunities are there for Grandparents to share their time, talents and treasures to enrich HCCPS.*

How have you connected/volunteered? What do you think? What are your ideas?

Ideas & Possibilities:

Field Trips:

Volunteer Chaperone & Transportation

Host Field Trip Destination

Teach a Mini-Course (3 x a year. See example in packages. Propose thru Dan Klatz.)

Leadership Volunteer

HCCPS Board of Trustees & Committees

Friends of Hilltown Board & Committees

Grandparent Planning & Programs (e.g. Grandparents Day Co-Chair/Cmt. Member)

Presence at HCCPS Events – Volunteer and/or Attend

Other special GP only events? Or GP & Grandchild programs?

Stay connected. Be an HCCPS champion.

Sign up for HCCPS weekly news. Like us on Facebook.

Other periodic GP communications?



February 5, 2015

Dear Fellow Hilltown Alumni Families,

Can you believe it is the 20th anniversary of our beloved Hilltown Cooperative Charter Public School?

I am so honored to have been asked back to work with present day Hilltown parent leaders to help create **ArtSpark** this year. Our plan to make it a HUGE event to celebrate the 20th anniversary and the success of moving into a beautiful new building at One Industrial Parkway in Easthampton.

I have such wonderful memories of being in the Hilltown community and working to raise money for our students through events like ArtSpark. Many times I wrote to you all and asked you to get involved, come to ArtSpark, donate to events and now I write to invite you to come back for this annual event to celebrate and rekindle our connection to the Hilltown community.

ArtSpark@Eastworks
a 20th Anniversary Benefit Celebration
for Hilltown Cooperative Charter Public School

SATURDAY MARCH 28, 2015

7:00 – 11:00 PM

116 Pleasant St., Easthampton

\$15/per person

Special Welcome Back Rate -- \$10/per HCCPS Student Alum (21+)

(Advance tix on sale March 1 -- hilltowncharter.org or available at the door)

I hope many alumni families will join me and come meet the new Hilltown crowd as we all enjoy a night of fun and music with true Hilltown spirit.

There will be something for everyone -- Silent & Live Auction highlighting Hilltown Talents & Treasures; a Rousing Raffle; a Showcase of Savories & Sweets from Easthampton eateries; Beer and Wine from local purveyors; *and* The Mike Hooker Experience (featuring three alum Hilltown dad's including Mike Hooker, Frank Toscanini and my husband Mike Jennings) who will heat up the night with dance music from 9:00 – 11:00.

Of course, you are also invited to email friends@hilltowncharter.org if you would like to join in the fun in planning ArtSpark@Eastworks or donating an item for the auction or raffle.

I can't wait to see you on March 28!

Gretchen Jennings
HCCPS Alum Parent & 2015 ArtSpark Co-Chair