

BOT PACKET FOR MARCH 11, 2015

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**HCCPS Board of Trustees
Meeting Agenda
March 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 solar contract; Amy (15min) (Decision if Possible)

7:00 Personnel; Dan, Jessica (15 min) (Proposal)

7:15 GABS; Susannah, Penny (15 min) (Discussion)

7:30 FY 16 Budget draft; Amy (20 min) (Discussion)

7:50 Topic of the month: Bonuses; Kipp, Susannah (15min) (Discussion)

8:05 Plan for Annual Meeting; Deirdre (10 min) (Discussion)

8:15 New Business

8:20 Committee Reports- Questions only

8:25 Meeting Wrap-up/ Evaluation/Minutes Finalization

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

8:30 Review Action Items in this meeting's minutes; Knox (5 min)

8:35 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, February 11, 2015

Present: Penny Leveritt, Deirdre Arthen, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Jesse Belcher-Timme, David Starr, Dan Klatz, Scott Remick, Jess Berrien, Ellen Ferris

Regrets: Jess Berrien

Facilitator: Kipp Armstrong

Notetaker: Knox Huppert

Guests: Dianne Hobbs (FOH)

Listkeeper: Scott Remick

Timekeeper: Ellen Ferris

Mission statement read by: Laura Baker

Topic	Discussion	Action (if necessary)
Announcements/Appreciations/Acknowledgements	<u>Announcements:</u> Lottery was held last week with 320 applications for 30+/- spots <u>Appreciations:</u> -Thanks to Dianne Hobbs for a Grandparents appreciation luncheon	
Minutes	Minor edits made to Jan. 2015 minutes	Susannah moved to approve minutes, David seconded. Minutes approved by consensus
Public Comment Period	N/A	
Renewal Update, DESE documents	-Charter renewal decision is scheduled to be heard by Board of Elementary and Secondary Education on Feb. 23rd -Amy will address the BESE during public comment period if needed -Report noted that SPED program had room for improvement, but generally good review - Is there another test or way to assess efficacy of SPED program other than MCAS? -As we grow larger, important that SPED program	

	not be looked at as separate from general educational program (teachers responsible for all students, including those in SPED) -Also noted Teacher Evaluations (written and classroom observations) as an area of improvement -Issue of personnel capacity (who has time to annually review teachers?)	
GABS Proposals (2)	<u>Proposal - Bylaws change:</u> -Logistical: Allow more flexibility in timing for annual meeting (stating “the spring” instead of May) -Ex-officio roles for Coordinators and (potential) ex-officio role of FOH member -Proposal to go to Annual Meeting for approval by cooperative <u>Proposal - VP Job description:</u> -Short job description for VP drafted	GABS proposed bylaw changes, Jesse seconded. Approved by consensus. GABS proposed VP job description changes, David seconded. Approved by consensus.
Personnel Proposal	Postponed until March due to snow	
FY15 2nd quarter financials	(all numbers as of Dec. 31st) income: -Accounts Payable slightly higher than previous calendar year end, but not concerning -A decision needs to be made about whether to write off security deposit from previous building before end of fiscal year -PPE is steadily higher than anticipated -Kids Club revenue is higher than expected as well as expenses: -Received electric bill rebate for work done as part of summer renovations	Finance moved to approve second quarter financials approve, Laura seconded. Approved by consensus.

	-Health Insurance slightly higher (cannot anticipate which plans staff will choose) -Some occupancy costs lower than expected for this year but won't be next year (gas not electric) -We will go over our snow plow budget	
Domain Coordinator Evaluations and Proposal	<u>Evaluations:</u> - Laura felt with current Coordinators it may be more effective to review every other year, or every three years. Redundant reports if done annually. Discussion of goals (during supervisory meetings) every six months or so may be useful. -Annual review is not written anywhere as a requirement - Domain Council to discuss new evaluation system <u>Proposal:</u> -Question regarding which budget lines and how many will be delegated to specific coordinators? -Intent of proposal is to make budget management more clear -Discussion of succession planning and administrative effectiveness LRP, timeline will need to be extended	Domain Council to discuss new evaluation system Jesse moved to approve all 3 coordinator evaluations, Scott seconded. Approved by consensus. Kipp moves to approve Designated Line Item Coordinator approval proposal, Jesse seconded. Approved by consensus.
New Business	N/A	
Committee Reports - Questions only	N/A	
Meeting Wrap-Up/ Evaluation	Snacks: Kipp & Susannah Newsletter blurb: Penny	
Review Action Items: Knox	Decisions and actions reviewed.	

Attachments:

BOT Meeting Agenda, Unapproved BOT mtg minutes from Jan 2015, GABS Report Jan 2015, GABS Proposal: Bylaws changes, GABS Proposal: VP job description, Give to Grow CAMPAIGN STATUS & HIGHLIGHTS; Finance Committee Meeting Minutes of 02-16-15; FY15

2nd Q financials-Revenues & Expenditures; FY15 2nd Q financials-Balance sheet; Domain Coord Eval-Amy Aaron; Domain Coord Eval-Dan Klatz; domain coord Eval-Deirdre Arthen; LRP Administrative Capacity and Succession Planning; Proposal: Coordinator Budget Process; On-Site Committee Meeting Minutes - Tuesday, Feb 3, 2015; PAC Meeting Minutes from 11/20/2014; Domain Council Minutes from 1/28/2015

Tentative Agenda for March meeting (3/11/15) is:

- Brassworks security deposit?
- Personnel proposal
- GABS updated job description
- Coordinator LRP updates
- Plan for Annual Meeting (when will Board meeting be?)



Personnel Committee Proposal to the Board of Trustees

Date: 3/2/15

Committee members drafting proposal: Jessica Berrien, Sam Charron, Rebecca Belcher-Timme, Annie Levine, Dan Klatz

Overview: Teaching Assistants who work in Kids Club are paid the same rate for both the classroom TA and after school portions of their day. As during afterschool hours they are not assistant the teachers but rather fully in charge of children, we examined the question of offering a higher rate for Kids Club duties. We researched pay rates at other after school programs and found a significant range of pay rates in the area. While the HCCPS rate is well within the range, we concluded that there should be some financial acknowledgement for performing duties with a great level of responsibility.

Text of proposal:

Employees who work both as Teaching Assistants and Kids Club teachers should be paid an additional \$1.00/hour for their Kids Club hours.

Dissenting views/ Issues:

This will have a financial impact. We suggest raising Kids Club rates by \$1/afternoon to account for the impact.

Hilltown Cooperative Charter Public School

Personnel Committee Minutes – Monday, March 2, 2015

Present: Dan Klatz, Sam Charron, Rebecca Belcher-Timme, Annie Levine

Regrets: Jessica Berrien

Topic	Discussion	Action (if necessary)
Kids Club	Review of written proposal	Send to board for review
Prep Time	Survey Review We reviewed the break time/prep time survey and are making recommendations regarding the results. Is it possible to establish prep time minimums? About 5 hours a week (8:00-8:15 and 3:15-4:00 with a slight variation on Wednesdays) is a given for many teachers 2 music classes and 1 PE class each week A few recess times a week Prep time minimums can be waived	Break time guidelines will be written to reflect that lunch breaks will start no earlier than 11:30 and no later than 1:00. This committee is asking Dan and Amy to communicate with all employees regarding break time. Dan will go back and look at old handbooks that established the 8:00-4:00 work day
Bonus Money?	Possibility of money in the budget for staff bonuses (there were no raises this year) How is money distributed? Will depend on amount Full time vs Part time should be considered	Gather information about TAs, Teachers, Administrators FTEs
Next Meeting Dates for 2015	March 23, April 27, May 18	

HCCPS Board of Trustee Interest Form

Date: 1/26/15

Charles Wiemeyer
555 Coles Meadow Road
Northampton, MA 01060

Phone: 413-559-9660
Email: cwcinc@me.com

Employment:

_____ I have been self employed since 1992 as the owner and operator of a specialty fabrication shop. I have also been involved in real estate development.

Connection to HCCPS:

My wife and I currently have two children enrolled at HCCPS.

Interest in HCCPS:

_____ I like the model of parent and community participation in children's education.

Interest to serve on the BOT:

_____ I have served on the site committee for three plus years and have been a part of the school community for six years. I would like to be a part of addressing and improving some of the challenges the school is facing while they move forward and grow into their new space. I think there is a great opportunity during this transitional time to put in place some policies and guidelines to assist the school community to become more successful in supporting a learning environment that ensures that all students have a classroom environment that is productive, peaceful and safe.

Skills I hope to bring to HCCPS (as listed):

_____ I have extensive experience with real estate development. I am also a good problem solver and can often see solutions to challenges in a creative, efficient, affordable way.

Earliest involvement to serve on HCCPS:

_____ I am available as soon as needed.

Committees of interest:

BoT Finance, BoT personnel, BoT Site and BoT Governance.

Consensus process for decision- making:

_____ I have experience with consensus decision from committees I served on at Washington University and as a board member of the Northampton Soccer Club.

Board experience:

_____ I have served on the site committee for several years at HCCPS. I am currently on the board for the Northampton Soccer Club and several committees through out my graduate program and as an instructor at Washington University.

Conclusion:

_____ I feel that HCCPS is in a unique time of growth not only of the school's increase of enrollment and new location but the future direction and policies that will allow the program to be successful int the future, I would like to be a contributing member toward that goal.

—

HCCPS Board of Trustees Interest Form

Date: __11/17/14

Your Name: __Stephen Hoyt__

Address: 28 Pleasant View Dr. Hatfield, MA 01038

Best phone number: _____413.923.8321

Best email: __shoyt1@gmail.com

How did you hear about and connect with HCCPS?

My children, Lucy (Yellows) and Cal (Greens) have been attending the school since Kindergarten. My wife, Molly, has worked at the school from 2012-2014 in various capacities. Local families that have had exceptional experiences at Hilltown brought the school to our attention.

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

As children with a conventional elementary public school education, Molly and I were seeking an environment where there was a progressive and collaborative mission. The Hilltown environment is truly a collaborative educational experience that has already broadened our children's horizons. The positive impact of the environment and the commitment of the faculty, staff and parents is infectious and we are already seeing positive results.

Since my elementary and middle school experiences I have always been interested in the educational process. Being married to a teacher with a masters in Education has been a huge influence on my perspectives related to education. I have learned various different models in education and have watched Molly's commitment to more progressive curriculum during her time as a classroom teacher. This inspired me and opened my eyes to the charter school model and encouraged me to explore it more thoroughly.

Hilltown focuses on the core tenets that we feel are critical to the educational process: students, faculty, staff and parents are all committed to a common goal. This creates a comfortable learning environment where all students are able to pursue their optimal educational path.

Why are you interested in serving on this board ?

I am interested in serving on this board because I want to contribute more to the school utilizing the professional skill set that I have developed. I would love to be able to spend more time at the school during regular school hours but my professional schedule does not allow for it right now. That said, there are several ways that I feel I can contribute to the school outside of its day-to-day operation. After talking with a few other board members it seems like this a perfect avenue to volunteer my time.

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

☐ Finance	☐ Writing/editing	☐ Public Relations
☐ Real Estate	☐ Development	☐ Community Building
☐ Leadership	☐ Volunteering	☐ Creativity
☐ Non-profit experience	☐ Commitment to school	☐ Charter school policy
☐ Education	☐ Law	☐ Corporate
		☐ other

Skills: Leadership, Development, Commitment to the School, Community Building, Corporate

When is the earliest you would be available to serve?

I would be able to get started whenever a role is available.

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

- ☐ Yes
- ☐ No

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

- ☐ BoT Finance
- ☐ BoT Personnel

- ☐ BoT Site
- ☐ BoT Governance / Board Sustainability

- ☐ Friends of Hilltown (501-c-3 fundraising organization)

Choices: Site, Governance, Friends of Hilltown

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, in my professional work we often employ consensus decision-making. I am also open to experiencing it being used in another environment as well as I am sure I can learn more about it.

Please tell us about your prior Board experience?

I have not served on a Board of Trustees before but I have been active with committee work related to my alma mater, and our charitable organization at work.

- Alumni Giving, Class Correspondent, Reunion Committee Member : Williston Northampton School
- Committee Member, Golf Tournament Fundraising Lead: HOPE, A.W. Hastings Charitable Arm, 501 c3
- Committee Member, Secretary: TEAM, A.W. Hastings Employee Organization, 501 c3

Is there anything else you think we should know?

I am eager to participate and am willing to take on a role outside of my previous experiences. I'd be happy to discuss in more detail the available opportunities to see if there is a skill set I could contribute.

Thank you very much for your time and interest.

GABS Report February 23, 2015

New GABS Committee member

Amy Reesman, Hilltown parent, has joined GABS and attended the February meeting. Welcome Amy!

GABS Meeting date change

The March meeting date has been changed to Wednesday, March 18th. As BOT clerk, Penny will send the required state and local notices about the date change.

Recruitment

Recruitment continues and is going relatively well, including the aforementioned addition of Amy Reesman to GABS. Two more parents, both of whom are on the On-Site committee, have sent in their interest letters and have attended BOT meetings. GABS will contact them about the process of coming up for a vote at the May 13th Annual Meeting, and ratification at a subsequent (likely May) BOT meeting if voted in by the Hilltown Community.

It was discussed that while there are times when a BOT member may join the Board provisionally before the Annual Meeting vote, ideally the addition of new BOT members should come after being voted-in at the Annual Meeting.

GABS will, at a later date, work on an updated document about the procedures and guidelines for BOT and Committee recruitment.

May 2015 BOT meeting date

Currently, the Annual meeting and the May BOT meeting are both slated for May 13th. At the March BOT meeting GABS will inquire about rescheduling the May BOT meeting.

Documentation and housekeeping

As part of recruitment efforts and for clarity regarding which BOT slots will open and when, GABS will work on updating the Board terms document to reflect the most current BOT members and their term dates and get that document to the BOT and in the Board books.

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

We began creating a new document for the Clerk job description. As the clerk job description includes very specific procedures related to both external (Mass state) and internal HCCPS

reporting requirements, this job description may take a little more time to complete for bringing to the BOT as a proposal to be approved. At this February meeting GABS came up with the idea of a clerk job description in two parts: Main Goals and Duties/Recommended Procedures (see below.) Before the next GABS meeting, GABS members will edit the wording on the Main Duties section, if needed, and individually work on fleshing-out the the specific procedures and reporting duties under each category of Duties/Recommended Procedures. The plan is to finish the clerk job description over the next couple of months and propose it for approval at the April BOT meeting.

Clerk Job Description

Main Goals

1. To ensure that the Board of Trustees (BOT) is in compliance with all applicable Massachusetts reporting requirements.
2. To ensure all BOT documents (policies, minutes, records, etc.) are kept up-to-date and accessible to the HCCPS community.
3. To ensure that all required BOT correspondence within the HCCPS community is completed in a timely manner.

Categories for Duties/Recommended Procedures

New Board Member(s)

Board Books

September State Reporting Requirements

Annual Meeting

Before Board Meeting

After Board Meeting

BOT & Committee Meeting Changes

Board Membership Record Keeping

Finance Committee Meeting

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



February 27th 2015, 8:20am - 9:20am

AGENDA

1. Review draft 2015/2016 Budget
2. Discuss Bonus possibilities and structures

MINUTES

- **Review draft 2015/2016 Budget**
 - FC members reviewed the draft budget, comparing to FY 15 numbers (revised)
 - Assumptions
 - 207 students
 - 2 new Prism teachers
 - 3% increase in health insurance
 - PPE is consistent to what we are currently receiving
 - Income
 - Special Field Trip is higher because of the DC trip fund raising (every other year).
 - We are hoping that general Fundraising line is conservative.
 - Expenses
 - TA expenses slightly lower based on potentially having Smith graduate fellows in place of outgoing TA's. Changes realized via attrition only.
 - Two teachers are close to obtaining their masters which will impact costs if they finish this summer.
 - Tech coordinator looks higher, but last year this line was shared with the teachers' line.
 - Cleaning services will likely go up.
 - Heat will be lower for next year, partly because of new efficient boiler, but also we are lower than expected for FY 15.
 - Solar panels should deter any cost increase in electricity for next year. This will reduce costs from 17 cents an hour to 10.5 cents an hour. We are not reducing this expense line just yet, need to see how the solar panels impact cost before updating.
 - Rent will be higher mainly because we only paid for part of the year in FY 15.
 - Increased plowing to \$7,000 from \$5,000. We have already overspent this year.
 - Ed Supplies up, more kids.
 - Special field trip costs (DC) is higher - larger class size, etc.
 - Summary
 - The draft budget renders a negative \$25k bottom line, but no major concerns at this time as the budget will be fine-tuned over the coming months.
- **End of Bonuses -Possible Approaches**
 - Discussed options, and we will continue the discussion next meeting. All funds dependent.
- **Next Steps/Meeting April 3, 8:20**
 - Agenda Items for next meeting: Review draft 2015/2016 budget
 - Bonus discussions

Hilltown Cooperative Charter Public School

On Site Committee Meeting Minutes – Tuesday, March 3, 2015

Present: Laura, Charles, Steve H, Paul, Mike, Amy

Regrets: Louise, Steve S, Tom S

Facilitator: Laura

Note-taker: Amy

Topic	Discussion	Action(if necessary)
Jan and Feb 2015 Minutes		Approved by consensus (Mike motions/Paul seconds)
Updates	HVAC Upgrades and Repairs – over Feb. vacation a new Viessman boiler was installed for 6-8th wing and all is toasty; a zone damper installed in back hall for nurse's office, development, reading and back hall and these areas are much improved; a heater was installed in elevator and in elevator mechanical room; a thermostat was relocated from hall to Blues room. Generally it seems like our most pressing HVAC issues are slowly but surely being addressed. Acoustics-should we do more in All School or K-5 classrooms first? Committee favored proceeding ASAP with acoustic treatment for All-School ceiling. Folding room dividers (panels or accordion style) – we have received two cost estimates and will go to local installations to check out the products. It is most likely this will be installed over the summer. The purpose is to allow two user groups at the same time in the All School, so sound blocking is important. We favor adding a new doorway from the hall to the All School space so that, when divider is in use, there are separate entries to the two spaces. Solar Panels - Many questions regarding PPA proposal. Would it be better to wait and buy the system ourselves to gain maximum benefit over the long haul? Committee members raised numerous questions about the contract that was presented; Amy will research answers, with help from Tom Rossmassler. Tom has referred us to a knowledgeable	Plumber still needs to program the K-5 end boiler for radiant system Amy will check with K-5 teachers regarding the acoustics in those classrooms. Amy to follow up on questions regarding solar installation with Tom R and with solar company. Committee members are encouraged to carefully read the solar contract and e-mail Amy with any questions or concerns.

	vendor who can review contract also on our behalf.	
Capital Needs Expenses	Committee briefly reviewed the updated priority list and associated costs for our desired capital improvements- some items are required for program expansion and will therefore have top priority.	
Spring Outdoor Plans	Much discussion about swings, sand boxes and fences. Our priority is swings. We need to match location with style of swing, as there are several options. Laura will e-mail swing sample photos to Committee members. We will discuss more in April.	
Manual Work	Brought in and hung additional art display panels that Charles had fabricated. No time for any other work tasks	
Next Meeting	April 7, 2015 at 6 PM	



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

1. The Big News of the month is our official unqualified charter renewal
2. Despite the frequent interruptions that occurred in the months of January and February, teachers were able to work on several initiatives. K-5 teachers are looking at some specific areas of the Language Arts Curriculum with an eye towards implementing some changes next year. 6th-8th grade teachers are planning for the expanded size of the Prisms next year. Among several areas we are addressing is a more closely shared schedule for the Purples and Prisms. This has many implications and we will be working on these throughout the spring.
3. Over February break our building owners installed a new state-of-the-boiler in the 6-8th grade wing; a functional heating system for the back hall and nurse's office, and a heater for the elevator and elevator mechanical room. Today we sprang a few leaks from ice dams and, since the leaks are coming through ceiling penetrations for light fixtures and sprinklers the owners sent out a crew to clear the roof. What a difference a responsive landlord makes!
4. As one part of its accountability system, the Department of Elementary and Secondary Education oversees compliance with education requirements through the Coordinated Program Review (CPR). All reviews cover selected requirements in the following areas: Special Education (SE); Civil Rights Methods of Administration and Other General Education Requirements (CR); and English Learner Education (ELE). Over the next several months, we will be conducted the self-study portion of our review. Then next year, a team will come and conduct the formal review. This is a very labor intensive and important process. We will keep you updated on the process over the coming 12 months.
5. Enrollment for next year is proceeding smoothly. We will be submitting our pre-enrollment next week and will build in some flexibility to cover any spring/summer surprises.

DOMAIN COUNCIL MEETING
MINUTES
02.13.15

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 March 2015 BOT meeting.

We spent some time discussing Susanna's idea that she would like to add a topic of the month on the agenda. Topics might include Board of Trustees involve education domain, and other items which might not require decision, but which would greatly benefit from board members weighing in.

We also reviewed an initial draft of the budget for FY 16 this led to a discussion of needs that are not reflected in this version of the budget. Some of these needs identified include the facilities management person, increased cost of prisons expansion, special education, increased administrative support, and transportation.

Finally we scheduled the remaining Domain Council meetings for the rest of this school year.

9:45am – Meeting ended

Respectfully Submitted,
Kipp Armstrong