

**HCCPS Board of Trustees
Meeting Agenda
April 13, 2016**

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 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 Mar 9

6:45 Public Comment period (10 min)

6:55 Waiver to Personnel Policy Proposal: Susannah/Scott (10 min – decision)

7:05 Hiring Policy Revisions Proposal: Steve/Dan (20 mins – decision)

7:25 Succession/Hiring Process Proposal: Scott/Susannah (10 min – decision)

7:35 Q3 Financials: Amy (10 min – update/decision)

7:45 FY17 Budget Update: Amy (5 min – update)

7:50 Local Political Update: Amy (10 min – update/discussion)

8:00 Annual Meeting Planning: Deirdre (15 min – discussion)

8:15 New Business (5 min – identify only)

8:20 Committee Reports (5 min – questions only)

8:25 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

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

8:35 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, March 9, 2016

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, David Starr, Jesse Belcher-Timme, Penny Leveritt, Andi Porter, Terra Missildine, Amy Aaron, Steve Hoyt

Regrets: Charles Wiemeyer, Dianne Hobbs

Facilitator: Susannah Howe

Notetakers: Alana Fichman

Guests: Lisa Hamilton, Amy Reesman, Kate Saccento

Listkeeper: Susannah Howe

Timekeeper: David Starr

Mission statement read by: Jesse Belcher-Timme

Topic	Discussion	Action (if necessary)
Announcements /Appreciations/ Acknowledgements	<p><u>Announcements:</u></p> <p>Easthampton state senator Don Humason came to visit on Monday. Amy also met with Senate President Rosenberg last week.</p> <p>FOH received a Florence Bank Community Choice award for \$798.</p> <p><u>Appreciations:</u></p> <p>Prisms coffeehouse was excellent, great coming together of the community.</p>	
Any thank you notes needed?	To Florence Savings Bank for “Give to Grow”	Board will send a Thank You to Florence Savings Bank penned by Amy and signed by Susannah.
BoT Visibility this month?	ArtSpark event April 9th Tuesday morning coffees	<p>Andi will talk with FOH about having Board members greet at ArtSpark.</p> <p>Penny, Scott, Jesse, Terra, Steve, and Susannah will provide bottles of wine for the ArtSpark auction to go in Charles’ handmade wine rack.</p>

		Andi will let the BoT know where to bring the wine.
Minutes	February 2016 meeting minutes reviewed.	Andi moved to approve February minutes. Jesse seconded. Minutes approved by consensus.
Public Comment Period	None.	
Succession Planning	<p>In looking ahead to the succession planning, there was continued discussion about the management structure of the school. Ellen Ferris has stepped down from the Succession Committee, and Scott will be joining the committee.</p> <p>In last month’s meeting, the documents brought forth regarding the succession plan surveys did not draw attention to what works well with the existing management structure, so this month Susannah and Scott went back to get the positive feedback. (Handout provided at the meeting.)</p> <p><u>Feelings about current shared management structure:</u></p> <ul style="list-style-type: none"> -Reflects cooperative values of the school at the administrative level. -Three administrators structure provides balance of power versus a single director. -In favor of original supervisonal structure. Three-tiered system with one-on-one supervision from chosen board members for each coordinator, and a hired supervisor who could serve as a consultant. Could be especially useful due to increased size of the school. -Each coordinator could meet with a board member/non-board member as support. The idea of a management committee. -One teacher’s feedback was that three-coordinator system allows for longevity of leadership roles. 	

	<p>-Teachers have requested input on the board’s decision</p> <p>-Committee chairs currently serve some of the above proposed roles in supporting coordinators, as they are the most familiar with coordinators’ work.</p> <p>-Support staff could resolve most of the negative comments</p> <p>-Supervision was originally a evaluation/survey. Structures will change as new people come in, long lasting system would be great.</p> <p>-Evaluation vs. supervision: In the first few years of the school there was a retired teacher who served as an educational consultant. There was a time when the coordinator evaluation system included more checking-in and goal-making.</p> <p>-The only current regular ongoing supervisory structure is meeting with the Domain Council.</p> <p><u>Feedback from Current Coordinators:</u></p> <p>Supervisor should be well-versed in education/be an educator.</p> <p>Coordinators currently look to educators/administrators from other schools, both charter and district, for advice and consultation. This works well .Is nice to have one person to go for help.</p> <p><u>Additional comments:</u></p> <p>-Advocate for assistants for each coordinator, in order to assist with overall goals and reporting process.</p> <p>-Concern with transition after Amy leaves. Might not need a whole overhaul, system is currently working.</p>	
<p>SPED Administrator Proposal</p>	<p><u>From the Proposal:</u> proposes the creation of a new full time position of Special Education administrator/teacher. The duties would be roughly 50% for each, but would vary based on enrollment, individual situations, and overall needs in the Special Education program. The SPED Administrator would oversee the Special Education program, supervise the SPED teachers and paraprofessionals, and act as the official “authorizer” for Special Education services.</p> <p>-Trends at Hilltown are reflected overall in higher numbers of SPED students statewide.</p> <p>-Important for any administrator at Hilltown to have regular contact with children.</p> <p>-Valuable role for Hilltown, it’s a compliment that families with special needs kids want to come to Hilltown.</p>	<p>Scott moved to approve the proposal. Jesse seconded.</p> <p>Proposal approved by consensus.</p>

	-The SPED Administrator/teacher would work directly with the HCCPS SEPAC	
BOT role in hiring	Board member chairs the coordinator hiring committee. Currently the Board has representation on hiring committees for any full time positions including teachers for the purpose of ensuring compliance with hiring policies. It is useful to have Board perspective on hiring committees, but not any more or less involved. -Make policy in the name of efficiency	
BOT Philosophy re: salary scale Proposal	<u>Proposal:</u> Revised approach for salary scale as follows, Adjustment: every three years board will compare salaries from 5 local districts and 3 charter schools. Goal will be to place our salaries within 90-110% of the average of the comparable market. Changes: comparison schools changed, charter school “peers” added, and three year term to allow for flexibility. <u>Comments:</u> Charter schools are not unionized. Competing with these schools for hiring.	David moved to approve the proposal. Susannah seconded. Proposal approved by consensus.
Database Update, Catalog of Needs	Beginning with student data. [See “Catalogue of Data Needs” document] Includes student data*, emergency contact data, special ed data, progress reports, health data*, parent data, enrollment and admissions*, alumni, employee data, donors, and fiscal data. *Regulatory from DESE Coordinators will meet with “School Brainz” to determine how their software can meet our needs since we have to use it for student data anyway.	Coordinators will meet with “School Brainz”
BOT Membership	Four prospective new board members. Maximum number of parents is 10, maximum number of board members is 15. Jesse Belcher-Timme’s term is ending this year so we will lose one current BOT “Community” member. David Starr’s BOT membership will shift from a parent member to a “community” member as his child will have aged out of Hilltown but David will still be on the Board next year.	

Budget Process Overview (time permitting)	Drafts go between finance and domain council. We will work 2 different budget scenarios depending on whether or not the building is purchased before July 1st. Waiting for Personnel committee to update on salaries. DESE gives tuition estimates spring and again mid-summer, Adjustments are made over the summer. Insurance is expected to not go up with purchase of the building. Historically had open budget meetings, not well attended, but Amy will come to a morning coffee meeting this year	Penny will make sure the HCCPS Budget Process Summary ends up in the board books.
Loan Update (time permitting)	USDA Attorney determined HCCPS is eligible to apply for a USDA loan, which has already been done. State Senator Don Humason will write a support letter, DESE will write letter to authorizing us to enter into a long term loan.	
New Business - Identify only	None	
Committee Reports - Questions only	Finance committee: -Approach to FY17 Budget -Updates on building purchase -Finance Committee description Site Committee: -Prioritizing and planning Spring and Summer projects for the building. Intercom system on the top of the list. Personnel Committee: -Notes on the table or by email	
Meeting Wrap-Up/ Evaluation	Next meeting is scheduled for April 13th at 6:30 pm. Snacks: David Starr Drinks: Terra Missildine Newsletter blurb: Penny Facilitator: Susannah	
Review Action Items:	Alana reviewed action items with the board.	
Adjournment	Meeting adjourned at 8:30 PM	

Attachments :

February BOT Meeting Agenda; February 2016 BoT Meeting Minutes Draft; SPED Administrator Proposal; Revised approach to salary

scale proposal; Domain Coordinators Report, March 2016; Domain Council Minutes 02-24-2016; Domain Council Minutes 03-01-2016; HCCPS Budget Process Summary; Personnel February Meeting Minutes, Amendment to Succession Planning Report of Feb BoT Meeting; Catalog of Data Needs; Finance Committee Meeting Minutes-March 2016

Tentative Agenda for April Meeting: Succession Planning; Annual Meeting Planning; 3rd Quarter Financials; Hiring Process Proposal; Domain Council Proposal on Coordinator Waivers

Proposal to the Board of Trustees Request for Waiver to Personnel Policy

Date: 5 April 2016

Priority Level: Medium

Approximate time needed for discussion: 10 minutes

Proposal presented by: Susannah Howe and Scott Remick

Committee members drafting proposal: Susannah Howe and Scott Remick

Text of Proposal:

The President and Vice President of the Board of Trustees, as a sub-group within Domain Council, shall serve as the deliberating body for requests for waivers to personnel policies. The Chair of Personnel will be invited to participate if the President and Vice President feel they need additional support in making a determination. Discussions will occur during Domain Council meetings and decisions will be made by the President and Vice President shortly thereafter.

Procedure:

If a staff member desires to request a waiver to a given personnel policy, he/she should discuss the details with his/her supervisor. (Note for Coordinators: since the Coordinators are supervised by the BOT already, waiver requests from Coordinators should go directly to the deliberating body.)

Applicants should document their requests in writing using the "Waiver to Personnel Policy" form, review with their supervisor and submit the form to the BOT President with at least four weeks lead time. The BOT President will bring the request to the deliberating body for discussion at an upcoming Domain Council meeting. Applicants will be invited to the relevant Domain Council meeting to discuss the waiver request in person if they so choose.

The deliberating body will consider factors such as impact on colleagues, impact on students, and frequency of request. After making the decision, the deliberating body will notify the applicant in writing.

Goals to be achieved by proposal:

Currently there is no clearly documented process regarding how a staff member can request a waiver to a personnel policy and who receives/adjudicates the waiver request. This proposal would codify and streamline the overall process without needing to engage the full Board of Trustees for each request.

Potential problems/dissenting views:

Creating a formal policy for "requesting a waiver" may lead staff to believe that requesting waivers is a common event, when in fact the requests are rare, and the approval of waivers is even more rare.



Process for Waiver to Personnel Policy Request

Waiver to personnel policy requests should first be discussed with the staff member’s supervisor. If the supervisor believes that the merit of the waiver is sufficient, then the staff member should complete the the form below and return it to the BOT President for inclusion in a subsequent Domain Council Meeting. The President and Vice President of the Board of Trustees, as a sub-group within Domain Council, shall serve as the deliberating body for requests for waivers to personnel policies; the chair of the Personnel Committee may be asked to join the deliberating body if a third member is needed.

The staff member requesting the waiver will be invited to the subsequent Domain Council meeting where the waiver will be discussed. Attendance at this meeting is optional.

REQUEST FOR WAIVER TO PERSONNEL POLICY

Full Name: _____ **Today’sDate:** _____

Waiver Request Description: _____

If the waiver request would lead to days off work, please provide specific dates:

Supervisor Initials: _____

=====TO BE COMPLETED BY DELIBERATING BODY=====

Date of Meeting: _____

Request Decision: _____

Rationale for Decision: _____

Signature of BOT President or Vice President: _____

Proposal to the Board of Trustees
Succession Planning: Shared Management + Hiring Process Start

Date: 5 April 2016

Priority Level: High

Approximate time needed for discussion: 15 minutes

Proposal presented by: Susannah Howe and Scott Remick

Committee members drafting proposal: Susannah Howe and Scott Remick

Text of Proposal:

The current Administrative Coordinator, Amy Aaron, plans to retire at the end of the 2016/2017 school year. Understanding the importance of this role, it will be critical to allow adequate time in order to implement the hiring process. Ideally the new position could be filled before the end of the 2016/2017 school year so that there is ample time for knowledge transfer from Amy to the new Coordinator.

In order to draft an accurate job posting description, as well as review prospective candidates, understanding the leadership structure at the school will be important. Based on multiple BOT meetings, and feedback from several constituencies, a shared management structure - one without a single leadership director - will be employed going forward. While specific roles for each of the three Coordinators may change in the upcoming years, the overall shared management structure should be assumed as we move through the hiring process.

Goals to be achieved by proposal:

- Start the hiring process for the administrator coordinator position with ample time - allowing us to hire the most qualified candidate and providing enough time for a transition period.
- Hire an Administrative Coordinator with a clear vision of the leadership and management structure, providing the hiring team the ability to set expectations for the candidates.

Note: this proposal is not attempting to define the precise hiring process or hiring team, but rather to achieve agreement on starting the hiring process as soon as possible with the assumption of a shared leadership structure with the Domain Council as the supervising body.

Potential problems/dissenting views:

- Desire from some within the community to finalize the specific roles of the Coordinators, in light of school growth and succession planning, prior to beginning the hiring process.
- Desire from some within the community to shift away from the shared leadership structure.

2:05 PM

04/06/16

Accrual Basis

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Federal Grants	10,500	19,911	-9,411	53%
State Sources	1,935,518	2,516,682	-581,164	77%
State Grants-DOE Administered	43,443	52,057	-8,614	83%
Friends of HCCS Grant	2,527	2,700	-173	94%
Private Grants	2,161	2,000	161	108%
Fundraising Income	53,583	51,815	1,768	103%
Other sources	49,364	56,200	-6,836	88%
Kid's Club Income	62,988	65,000	-2,012	97%
Student Activity Fees	9,332	9,000	332	104%
Miscellaneous Income	4,526	1,000	3,526	453%
Total Income	2,173,942	2,776,365	-602,423	78%
Expense				
Reconciliation Discrepancies				
Personnel Costs	1,361,397	2,109,589	-748,192	65%
Consultant & Other Svcs-Fixed	55,600	95,404	-39,804	58%
Consultant & Other Svcs	6,845	19,800	-12,955	35%
Occupancy	348,686	438,834	-90,148	79%
Supplies	22,039	35,026	-12,987	63%
Equipment	8,896	17,000	-8,104	52%
Grant-funded expenses	4,365	4,700	-335	93%
Other expenses	64,170	64,438	-268	100%
Coordinator Discretionary Fund	1,284	2,500	-1,216	51%
Total Expense	1,873,283	2,787,291	-914,008	67%
Net Ordinary Income	300,659	-10,926	311,585	-2,752%
Other Income/Expense				
Other Income				
Capital Campaign Income	24,560			
Total Other Income	24,560			
Other Expense				
Building Purchase Consultant	2,288	5,000	-2,713	46%
BOT approved Exp Related	8,551	10,000	-1,449	86%
Capital Campaign Expenses	182			
Total Other Expense	11,020	15,000	-3,980	73%
Net Other Income	13,540	-15,000	28,540	-90%
Net Income	314,199	-25,926	340,125	-1,212%

2:07 PM

04/06/16

Accrual Basis

Hilltown Co-op Charter Public School
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Easthampton Savings	887,192.03
Florence Savings	302.56
Total Checking/Savings	<u>887,494.59</u>
Other Current Assets	
Suspense	1,591.88
Prepaid Expenses	1,326.67
Security Deposit	20,689.00
Total Other Current Assets	<u>23,607.55</u>
Total Current Assets	911,102.14
Fixed Assets	
Pledge Receivable	6,020.00
Leasehold Imp. - Easthampton	225,794.27
Property and Equipment	6,500.00
Accumulated Depreciation - F&E	-650.00
Accumulated depreciation -LI	-5,410.45
Total Fixed Assets	<u>232,253.82</u>
TOTAL ASSETS	<u><u>1,143,355.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	29,905.42
Total Accounts Payable	29,905.42
Other Current Liabilities	
Payroll Liabilities	-9,002.85
Total Other Current Liabilities	<u>-9,002.85</u>
Total Current Liabilities	<u>20,902.57</u>
Total Liabilities	20,902.57
Equity	
Res'd for Bldng Prchse Consult	5,000.00
Res'd for Expansion Related	1,449.29
Res'd for Capital Building Fund	264.01
Contingency Fund	261,765.36
Investments in Fixed Assets	219,913.82
Undesignated Fund Balance	319,862.24
Net Income	314,198.67
Total Equity	<u>1,122,453.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,143,355.96</u></u>

FY 17 Budget Drafts- 218 students @12,500 PPE						
4.05.16	Steps and 2%				DRAFT ONLY	
					rent	own
	INCOME		FY 16		FY 17	FY 17
1	State Per Pupil PPE		2,516,682		2,725,000	2,725,000
2	Total Income		2,776,365		2,989,483	2,989,483
	EXPENSES					
Personnel	steps and 2%					
22	Teachers - all teachers, ELL S/L, OT, PE		1,112,745		1,190,047	1,190,047
23	Teaching Assistants- TA hrs- classroom		173,838		177,315	177,315
24	Smith Intern x2		10,000		20,000	20,000
25	After School/Recess Coordinator .4-.8 fte		10,904		20,800	20,800
26	SPED Administrator- stp 8 and 10%		0		58,727	58,727
27	Facility .25 fte		0		10,000	10,000
28	Kids Club staff		15,794		20,000	20,000
29	Substitutes		11,000		11,000	11,000
30	Administrative Coordinator		80,936		82,555	82,555
31	Education Coordinator		80,936		82,555	82,555
32	Community Coordinator-.6 fte		36,421		37,149	37,149
33	Administrative Assistant		39,556		40,347	40,347
34	Bookkeeper/Purchasing agent-.80 fte		41,616		42,448	42,448
35	Nurse/Health Educator -.9 fte		45,558		46,469	46,469
36	Counselor-.8 fte- 1.fte		48,171		61,418	61,418
37	Tech Teacher/Coordinator (on teach grid)		41,107		43,007	43,007
38	Student Activities Staff		900		2,000	2,000
39	Admin support .25		5,000		5,000	5,000
40	Longevity Pay		7,500		8,000	8,000
41	Stipends- expansion,curriculum		1,000		1,000	1,000
42	Payroll subtotal		1,762,983		1,959,838	1,959,838
43	Medicare- everyone-.0145		25,563		28,418	28,418
44	FICA- non MTRS-.062		32,376		23,254	23,254
45	SUTA-.004- everyone/.003 2015		5,354		7,839	7,839
46	UHIC-.0048 everyone/capped @ 1st 14,000		6,000		6,000	6,000
47	Health Insurance		240,000		259,200	259,200
48	HRA		13,000		15,000	15,000
49	Health Diversion Benefit		11,000		11,000	11,000
50	Workers Compensation		12,000		13,719	13,719
51	College Credit Reimbursement		1,000		1,000	1,000
52	Total Personnel Costs		2,109,277		2,325,267	2,325,267
	Consultants and Outside Services					
65	subtotal		113,204		125,000	125,000
	Occupancy - 1.5% COLA					
66	Insurance		21,500		25,000	28,000
67	Cleaning Services		40,000		41,000	41,000
68	Trash Removal		3,216		3,500	3,500
69	Repair/Maintenance		3,500		3,553	10,000
70	Fire/Sprinkler Alarm Services		3,500		2,500	2,500
71	Copier Service Contract		700		2,880	2,880
72	Copier Rental		3,788		3,845	3,845
73	Telephone		1,500		1,523	1,523
74	Electric		25,000		25,375	25,375

75	Internet				1,670	1,695	1,695
76	Heat				7,000	7,105	7,105
77	HVAC Maint				7,000	7,105	7,105
78	Elevator Maint				2,460	2,600	2,600
79	Real Estate Taxes-.25				26,000	26,390	6,598
80	Water Sewer Fees				3,000	3,045	3,045
81	Landscaping				6,000	6,090	6,090
82	Management Fee				6,000	6,090	0
83	Plowing				7,000	7,105	7,105
84	Rent/Mortgage				270,000	300,000	148,842
85	subtotal				438,834	476,400	308,807
Supplies							
94	sub total				35,026	35,920	35,920
Equipment							
98	subtotal				17,000	17,000	17,000
Miscellaneous							
119	subtotal				71,338	65,838	65,838
120	Total operating expenses				2,784,679	3,045,425	2,877,832
121	Over/Under				-8,314	-55,942	111,651

DRAFT

February Finance Committee Meeting

Friday, February 26 8:20am

In Attendance: Amy Aaron, David Starr, Maureen Mahar, Deb Jacobson

Absent: Andrea Powers

Agenda:

Finance Committee Responsibilities

Building Purchase Report

FY17 Budget

Process started of re-defining responsibilities of Finance Committee

This is a work in progress to be finished at the March Finance Committee meeting.

Financial Committee Function

(Verbal input from attending committee members)

Review Budget Projections

Review Financial Statements

Make Recommendations to Board on any school matters of financial substance

Approve quarterly budgets, review revisions

Recommend any changes or modifications to drafts of budgets

Approve budgets for fiscal viability and recommend to the Board for action

Participate in the Acceptance process of audited financial statements

 recommend board action on annual fiscal audit

Oversee implementation of recommendations from auditor

Assure compliance with any changes to reporting regulatory or accounting standards

Review and Recommend action to Board on any loans

Finance Comm. Chairperson, David Starr, will merge statements from committee brainstorming with original document and re-submit to committee for next meeting

FY17 Budget

budget based on 2% increase in PPE & salaries, based on continued rental of building

 5% health insurance increase

 \$30K increase in rent annually

northampton is assuming a 2.14% increase in expenses for FY17

Building Purchase

5 year projection for mortgage application submitted

 budget submitted with application assumes 1.5 to 2% annual increase in PPE

Next Meeting: Friday, March 18 at 8:20

Finance Committee Meeting March 18, 2016

In Attendance: Amy Aaron, Maureen Mahar, David Starr
Absent: Deb Jacobson, Andrea Powers

A revision of the 2006 Finance Committee responsibilities were APPROVED and will be sent to the BOT. (see below)

We proposed changes to the 2006 school Budget Re-Allocation Guidelines. These changes will be recommended to Domain Council. (see below)

A very preliminary draft of the FY2017 budget was presented by Amy. There will be another Finance Committee meeting before the next BOT meeting. A revision to the budget draft with updated numbers will be presented at the April Finance Committee meeting.

Next Finance Committee Meeting will be April 8.

Hilltown Cooperative Charter Public School Budget Reallocation Policy

This policy outlines the parameters of authority required to make changes in the school's operating budget after it has been approved by the Board of Trustees (BOT). The policy's purpose is to promote administrative efficiency by allowing more timely decision-making at all levels of authority and by freeing the BOT and the Finance Committee (FC) to focus on broader issues of governance.

1. The Administrative Coordinator (AC) will inform the BOT quarterly about new revenue streams, proposed and received. When/if the income is received the AC has the authority to revise the budget to include grant proceeds and related expenses. Such revision will be noted in the next quarterly fiscal report to the BOT.
2. No Net Change (NNC) Reallocation of line item budgets between different budget categories:
 - a. Domain Council must approve changes between budget categories.
 - b. For reallocations greater than \$5,000 or 5% the Domain Council makes a recommendation to the FC who reviews the proposed change and makes a recommendation to the BOT
3. Changes to the bottom line: The Domain Council makes request to the BOT for increases/decreases to the operating budget. Prior to BOT approval the FC must review and approve the request.

Revised 3/18/2016

Finance Committee Purpose + Responsibilities Passed by Finance Committee 3/18/16

Purpose

Make Recommendations to Board on any school matters of financial substance
Review and Recommend action to Board on any loans

Budgeting Responsibilities

Review Budget Projections
Review Financial Statements
Approve quarterly budgets, review revisions
Recommend any changes or modifications to drafts of budgets for BOT approval
Approve budgets for fiscal viability and recommend to the BOT for action
Appoint a member to review bank statements and other documents periodically in order to provide some check on the administrator's financial management.

Annual Audit Responsibilities

Participate in the Acceptance process of audited financial statements
Recommend board action on annual fiscal audit
Oversee implementation of audit recommendations from auditor
Assure compliance with any changes to reporting regulatory or accounting standards

April 2016 Finance Committee Meeting Minutes Draft

4/8/16

8:20am Meeting called to Order

In Attendance

Amy Aaron, Deb Jacobs, Maureen Mahar, David Starr

Purchase of Hilltown Building

Rate of USDA loan that Hilltown has applied for went down to 2.8%

We have a signed purchase & sale agreement and a letter from Easthampton's state senator for our USDA loan package.

2016 Q3 Budget

3rd Q projections are recommended for Board approval

The Finance Committee supports the allocation of \$50,000 for building projects

Re-Scheduled Upcoming Finance Committee Meetings

May 6 (was May 20)

June 3 (was June 24)



Domain Coordinators Report to the Board of Trustees April, 2016

1. Blues teacher Bill Farkas has decided to retire from teaching at the end of this school year. Bill is ready and excited for the next phase of his life. We have begun advertising for this position, as well as for the Special Education Administrator position, and will be putting together hiring committees once the hiring process is approved.
2. The interest rate on our USDA application was reduced to 2.875% as of April 1. The application should have made its way to the state level review by next week. Still optimistic.
3. As you've been reading the Senate recently passed a clear anti- charter bill. It still has to make its way to the House, through conference committee and to the Governor. If it were to become law tomorrow it would impact us in small and large ways. While its future is anything but certain many of its features would be highly problematic for us, not to mention the complete stifling of any growth in the sector.
4. Diversity and Equity at HCCPS: The past few months have seen a dramatic flowering of our efforts to address questions around diversity.
 - a) The Equity Team, a group of staff who have been meeting monthly since 2013 has written a statement of purpose and has invited parents to an open meeting in May with the intention of finding ways to include them in our work:

Equity Group: *addressing issues of race and class at the Hilltown Cooperative Charter Public School*

The Equity Group is a working committee whose task is to maintain an increased awareness of diversity issues and concerns as they arise within our school community and bring to Hilltown staff, students and families the resources and training they need to recognize and honor diverse perspectives, address challenges around racial and economic differences both in and outside of the classroom, and promote equity. We aim to honor the qualities of diverse communities, while also recognizing the power differentials present in our society today.



HILLTOWN COOPERATIVE
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- b) The group has engaged in a number of projects over the years including a needs assessment within the Hilltown community, the acquisition of classroom materials and leading professional development for staff. We are excited about continuing using this momentum.
- c) Two Purples parents, both of whom have MSWs have started a Diversity Club at school for students in grades 3-8. The first of their anticipated weekly meetings was on March 31. It is a small group so far, but is off to a positive start. Right now it conflicts with both Girls on the Run and Ultimate practice. Next year we will schedule it so that is not an issue and, based on the enthusiasm about it that we have heard, we think the group will be considerably larger.
- d) Last month a group of 30 Prisms and 5 staff members attended the annual New England Youth Congress put on by the Anti-Defamation League in Boston. This year's focus was on racism. In follow up sessions here at school the students who attended have been very engaged and interested in working on projects around diversity both at school and in the community. They have shared their priorities with the rest of the Prisms and will be working in small groups for 4 weeks to get started and to plan for next year.

Domain Council Meeting Minutes



Date: March 15th, 2016

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

8:30 am - Meeting began

Topics discussed: BOT Agenda, Request for Waiver to Personnel policy

BOT Agenda: We started the meeting by discussing the BOT agenda. Possible topics to cover at the 4/13 meeting are as follows: request for waiver policy, 3rd quarter financials, hiring process, annual meeting theme discussion, political updates/announcements, FY2017 draft budget, Succession planning/hiring new coordinator

Waiver to the Personnel Policy: Currently there is not a formal policy or procedure to follow if staff request a waiver to the personnel policy. We feel that the decision should be made by the VP and President of the board during a domain council meeting. If the VP and President need additional support in making a decision then they would include the Personnel chair. We may need to draft a Waiver form that staff can complete and submit ahead of the domain meeting. We discussed things to consider when deliberating on a waiver request, such as impacts on colleagues, impacts on students, and frequency of request. Additionally does it have merit, which of course could be subjective. Scott and Susannah will draft a policy proposal for review at the next domain meeting.

Succession planning: Briefly discussed the need to draft a proposal to move forward with the Administrative Coordinator hiring process. As part of this proposal, we felt it would be necessary to affirm the shared management approach to school leadership, which may help inform the interviewing process. Scott and Susannah will work on a draft proposal and present it at the next domain council meeting.

Next Domain Council meeting: Tues, April 5 @ 8:30 AM

9:55 am - Meeting ended

Respectfully Submitted,
Scott Remick

Domain Council Meeting Minutes



Date: April 5th, 2016

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

8:30 am - Meeting began

Topics discussed: Succession Planning: Shared Management + Hiring Process Start proposal, Request for Waiver to Personnel Policy proposal, Hiring Policy, BOT Agenda

Succession Planning: Shared Management + Hiring Process Start: Scott and Susannah presented a draft proposal for the shared management and the start of the hiring process for the Administrative Coordinator position. After discussions, the group agreed on minor changes which will be made and presented at the next BOT meeting (4/13).

Waiver to the Personnel Policy: Scott and Susannah presented a draft proposal for the waiver to the personnel policy. A draft policy, along with a draft waiver form, was presented by Scott and Susannah for review with the coordinators. After discussions, the group agreed on minor changes which will be made and presented at the next BOT meeting.

Hiring Policy: We briefly discussed some of the items included in the hiring policy, mainly around how to structure community (parent) involvement in the interview process, as well as the domain coordinator hiring team structure. Personnel will meet on the Monday before the BOT meeting to discuss further and will bring draft proposal to the 4/13 BOT meeting.

BOT Agenda: We discussed the agenda that was proposed from the last domain meeting and made minor changes. The final agenda will include the following topics: Waiver to personnel policy proposal, hiring policy revisions proposal, shared mgmt/hiring start proposal, 3rd quarter financials, budget update, local politics update and annual meeting discussion.

Next Domain Council meeting: Tues, April 26 @ 8:30 AM

9:30 am - Meeting ended

Respectfully Submitted,
Scott Remick

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

Date: 4/8/2016

Priority level: Medium

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Amy Aaron

Committee members drafting proposal: Amy Aaron, David Starr, Maureen Mahar, Deb Jacobson
In conjunction with Site Committee input

Text of proposal:

Finance Committee proposes transferring \$50,000 from the Undesignated Fund Balance to the Capital Building Fund. These funds will be used to address spring and summer building projects, both interior and exterior.

Goals to be achieved by proposal:

We currently only have \$264. In the Capital Building Fund and would like to be able to begin purchasing supplies for projects.

Potential problems/dissenting views:

none

Additional notes:

Projects include:

Attic Shelving

Green fencing along O'Neil St (trees)

Protective covering on the lower half of All school walls

Book alcove in staff room to free up Mt. Toby for student services

Paging/intercom system

Etc etc etc

REVISED HIRING PROCESS FOR TEACHER AND DOMAIN COORDINATOR POSITIONS

APRIL 2016

Teaching positions half time or greater are appointed by a Hiring Committee. The Education Coordinator (EC) will chair Hiring Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
- A staff member chosen by the Education Coordinator.
- A parent representative chosen by the Education Coordinator. For classroom positions, the parent will not have children entering grades in the open position.

The Chair will consider schedule availability and prior experience or expertise while forming the committee.

THE PROCESS

1. **Mandatory Committee Orientation:** The hiring committee meets to determine criteria, screen resumes, discuss the timeline and create or revise interview questions for the first interviews.
2. **The First Interviews:** The hiring committee meets with candidates for a 30-40 minute interview. The same pre-determined questions are asked of each candidate with flexibility for clarification and follow up questions.
3. **Selection of Finalists:** Based on the initial interviews, the committee selects finalist to complete the remaining steps in the process.
4. **Observation of Teaching:** There are two options for this observation.
 - a) When possible and appropriate, the committee (or selected members) will observe final candidates in their current classrooms. Observation will be for 45 minutes, or a full period, whichever is greater.
 - b) The candidate teaches a 45 minute lesson of their choice to Hilltown children in the grade levels of the open position. The lesson will be observed by the hiring committee.
5. **Meeting with a small group of teachers:** Candidates will meet with a group of 6-8 teachers. The candidate is given the opportunity to ask questions of the teachers for up to 30 minutes. Following these questions, the candidate and the staff participate in a hands-on problem solving task. The purpose of this step is to see

how each candidate participates as a team player and relates to other teachers. The teachers give written feedback to the hiring committee.

6. Parent Meeting: Following the orientation meeting (step 1), the parent representative will contact parents of children who will be in the grade(s) of the open position to solicit questions for the parent meeting. The committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the hiring committee.
7. Final Decision: The hiring committee reads all written responses from staff and parents, discusses observations of lessons, and formulates questions for references. Committee member check references. Once all steps are completed, the committee makes the final decision. The BOT member verifies that process was correctly followed. The Hiring Committee reports decision to the BOT at the next meeting.

Timeline Goal: Four weeks from initial interviews to completion of process.

For Domain Coordinator Positions, the steps detailed below should be followed.

The Board President will chair a Hiring Committee which will be composed of the following members:

- A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy.
 - Two staff members chosen by Board Chair
 - The two other Domain Coordinators
 - A parent representative chosen by the BOT President.
1. Mandatory Committee Orientation: The hiring committee meets to determine criteria, screen resumes, discuss the timeline and create or revise interview questions for the first interview.
 2. The First Interview: The hiring committee meets with the candidate for a 45 minute interview. The same pre-determined questions are asked of each candidate with flexibility for clarification and follow up questions. The hiring committee selects someone to begin checking references as they continue with the process.
 3. Selection of Finalists: Based on the initial interviews, the committee selects finalist to complete the remaining steps in the process.
 4. Parent Interview: Following the orientation meeting (step 1), the parent representative will contact parents to solicit questions for the parent meeting. The committee will select a set of questions to ask all candidates, and those questions will

be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the hiring committee. Hiring committees for other positions will determine whether this step is needed.

5. Meeting with teachers and staff: All staff are invited to interview each final candidate for domain coordinator. The candidate is also given the opportunity to ask questions of the teachers for up to 45 minutes. Following these questions, the candidate and a group of 6-8 staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other staff. Staff give written feedback to the hiring committee.
6. Board of Trustees Interview: Candidates will be interviewed by the Board of Trustees. Hiring Committee members may observe this step in order to make a fully informed recommendation. BOT members give written feedback to the hiring committee.
7. Final Decision: The hiring committee reads all written responses and formulates questions for references. Following the checking of references, the committee makes a recommendation to the full Board who makes the final decision.

Hiring Procedure for Internal Candidates

When a vacancy for a teaching position occurs, all staff will be notified in writing and given the opportunity to express interest in the position within 10 calendar days of the posting.

For current teachers, this constitutes a request to change their teaching assignment. These requests are addressed to the Education Coordinator, who will meet with all interested teacher(s) who meet the minimum requirements for the position. The Education Coordinator will make all decisions regarding requests to change teaching assignments.

For other qualified staff applying for teaching positions, including teaching assistants and long term substitutes, the Committee will interview the internal applicant(s). If necessary and appropriate, the individual may be asked to complete the parent and staff interview process. Based on the interview and the Education Coordinator recommendation the Committee will decide on one of the following options:

- a) Offer the staff member the position.
- b) Proceed with the external search process and provide the staff member the option to continue as a candidate.
- c) Not offer the staff member the position.

Hilltown Cooperative Charter Public School
Personnel Committee Minutes – Thursday, April 11, 2016

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

Regrets:

Topic	Discussion	Action (if necessary)
Hiring	Establish timeline goals: 4 weeks from initial interview until completion of process Add language about screening resumes and candidate selection in classroom teacher section Change first step of process for teachers and domain coordinators to be consistent Add language about current teachers moving into a vacant teaching position in a different grade.	Revised proposal approved and will be sent to full BOT.
Salaries	Obtaining data--will discuss at our next meeting.	

Next Meeting: April 28

For Domain Coordinator positions, the Committee will interview the internal applicant(s). If necessary and appropriate, the individual may be asked to complete the parent and staff interview process. The Committee will recommend one of the following options to the full Board:

- a)* Offer the staff member the position.
- b)* Proceed with the external search process and provide the staff member the option to continue as a candidate.
- c)* Not offer the staff member the position.0



Personnel Committee Proposal to the Board of Trustees

Date: April 11, 2016

Priority level: High

Approximate time needed for discussion: 15 Minutes

Proposal to be presented by: Steven Hoyt, Dan Klatz

Committee members drafting proposal: Steve, Dan, Rebecca Belcher-Timme, Sam Charron, Carla Clark

Text of proposal: Please see attached proposal. Revisions have been made to the hiring policy to address some areas of concern. Changes have been made in the parent role on the committee, the staff and parent interviews, and a recommended timeline. Also, preference is given to seeing people teach in their current jobs. Process for internal candidates has been clarified (the difference between a change in assignment vs. applying for a new position).

Goals to be achieved by proposal: Consistency in the hiring process. Less overlap in the process. Access to candidates in appropriate ways for all constituents. Maintaining an inclusive process.

Potential problems/dissenting views: Parents no longer have open-ended access to candidates—questions are vetted and pre-determined. Staff also have less open-ended access. Some may see these changes as a loss.