

**HCCPS Board of Trustees  
Meeting Agenda  
December 10, 2014**

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

**6:35 Public Comment period (10)**

**6:45 Site Committee Visit/Update; Laura (20)**

**7:05 GABS Proposals/Updates; Penny, Susannah, Deirdre (20)**

**7:25 Finance Committee proposal; Scott (5)**

**7:30 Teacher Appreciation Meal Proposal; Jessica (10)**

**7:40 Board Book Updates; Penny (15)**

**7:55 New Business**

**8:00 Committee Reports- Questions only**

**8:05 Meeting Wrap-up/ Evaluation/Minutes Finalization**

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

**8:10 Adjournment**

# GABS Report November 2014

## Recruitment

Good news! Several people have expressed interest in joining the Board this month

David Starr filled out an interest form and visited a meeting.

Steve Hoyt returned an interest form.

Charles Wiemeyer visited a meeting.

Susannah and Penny will follow up with each of these people according to the standard practice. It is certainly possible that there will be one person to vote on at the Dec BOT meeting.

*Note: We are running low on parent slots and if BoT wants some FOH members to have joint membership, we need to be sure there is room in May.*

## Board Book Updates

Penny has all the materials to copy from Sam. (Deirdre is sending her the updated Domain structure description) They will be available to BOT members at the Dec meeting to put in their books.

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

We reworked the job description for "Board of Trustees Member" - submitting formal proposal to the Board in Dec. (See Attached.) Next up: BOT President description

## Minutes of Board Meetings and Transparency

New process idea (taking many needs and preferences into consideration)

- Post the Meeting Agenda on the website (BOT page) when it goes out pre-meeting
- Post the Packet of approved items and reports (combined into a single pdf) on the website (BOT page) the day following the meeting.
- Prepare the Minutes:
  - Work with live Google Doc minutes (that everyone can follow as/if they choose) at each meeting. Minutes originate from the "[trustees@hilltowncharter.org](mailto:trustees@hilltowncharter.org)" account so as to have a record in a consistent location.
  - At completion of any agenda item during the BOT meeting, review aloud the decisions made (only) as recorded for clarity.
  - Share doc with all BOT members following meeting for "comments only"
  - BoT members can write a comment for typos, misspellings, and punctuation, etc. For any other proposed changes, they write "discuss". In keeping with Open Meeting Law, no comments on comments are allowed.
  - Before the packet is assembled for the next meeting, typos etc. get corrected by the person who took the minutes
  - At the next meeting, only those things marked "discuss" are reviewed - and then the minutes are approved (as is or as amended).
- Post the Approved Minutes (pdf) on the website (BOT page) in place of the original agenda that was posted pre-meeting
- "Unshare" the minutes via Google Docs to indicate they are final/approved.

## **DAVID STARR RESUME**

100 Emerson Way  
Florence, MA  
413-923-8092

### **BOARD OF TRUSTEES/DIRECTORS EXPERIENCE**

Eric Carle Museum of Picture Book Art, Amherst, MA 2004-2009  
Head of Marketing & Development Committee  
Sunnyside School, Treasurer, Northampton, MA 2007-2010  
104-106 Bedford St. Coop, President, NY, NY 2001-2005  
Residential Coop with 36 units  
Clinton 510 Coop, President, NY, NY 1994-2000  
Residential Coop for Middle Income Families with 70 units

**GREEN Northampton** 2008-2013  
Founder, President, Treasurer of grass roots non-profit educational organization committed to strengthening community bonds and reducing carbon emissions

**Green Action in Northampton Schools** 2008-2010  
Founder, President of educational non-profit teaching sustainability curriculum in Northampton, MA public schools

**Northampton Schools Cooperative** 2008-2009  
Founder, Non-profit raising private funds for Northampton public school system

### **BUSINESS EXPERIENCE**

**BERKSHIRE NATURAL LLC** 2009-  
Founder, Managing Partner  
Healthy Vending Machine Company, Organic and Local snacks & Drinks  
Triple Bottom Line Company

**CURIOUS PICTURES** 1993-2006  
Co-founded, marketed, managed \$35 MM entertainment company in NYC & SF  
TV production, animation production, advertising agency, toy company  
Over 200 employees, largest animation production company in US outside of California, film directors around the world  
supervised offshore production in Korea, Taiwan, China, India, Italy, Canada  
worked with 1000s of artists including James Brown, John Lurie, Fran Drescher, Tom Schiller, Stanley Tucci, Liev Shreiber, Aardman Animation, Paul Rubens

**Executive Producer for Television Series**  
Nickelodeon, Cartoon Network, HBO, Channel 6 in Italy, VH1

**Executive Producer**  
Four commercial films in the permanent collection of NYC Museum of Modern Art



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

**Date:** December 10, 2014

**Priority Level:** MEDIUM

**Proposal to be presented by:** Penny Leveritt, GABS chair

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

**Text of proposal:**

GABS proposes revisions to the HCCPS Board of Trustees member job description:

(See attached for proposed revisions with changes tracked.)

**Goals to be achieved by proposal:**

The BOT member job description should be revised occasionally to reflect the current practice and workings of the governance of HCCPS. These proposed revisions add to the BOT job description a more proactive focus on an increased school community, a new Easthampton town community and on furthering the communication and working relationship with our partner organization, the Friends of Hilltown (FOH.)

**Potential problems/dissenting views:**

Probably none.

**Additional notes:**

When is the earliest you would be available to serve?

Now

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)

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

Please tell us about your prior Board experience?

ERIC CARLE MUSEUM 2005-2009  
SUNNYSIDE SCHOOL TREASURER 2007-2010  
104-106 BEDFORD ST. COOP PRESIDENT 2001-2005  
CLINTON 510 COOP PRESIDENT 1994-2000  
NY MAP SOCIETY PRESIDENT 1992-1997

Is there anything else you think we should know?

*Thank you very much for your time and interest.*

# HCCPS Board of Trustees Interest Form

Date: 10/22/14

Your Name: DAVID STARR

Address:

100 TOWNSEND WAY  
FIRENCE, MA

Best phone number: 413 923 8092

Best email: DAVID@BERKSHIRENATURAL.COM

How did you hear about and connect with HCCPS?

MAX TOWNSEND

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

I <sup>Co-</sup>FOUNDED AN ALTERNATIVE HIGH SCHOOL IN 1972, ATTENDED HAMPSHIRE COLLEGE 1975-79

Why are you interested in serving on this board?

BOARD EXPERIENCE, GOVERNANCE

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

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

## Job Description

1. Understand and use oversight perspective to support the values, mission statement and long range plans of HCCPS.
2. Audit the legal and fiscal responsibilities of HCCPS and be sure they are carried out in a timely and accurate fashion.
3. Be aware of and in compliance with Massachusetts open meeting law (OML) and other relevant State regulations.
4. Serve as a positive public face for the school both within the school community and externally.
5. Embrace and support the work of our partner 501c3 organization Friends of Hilltown (FOH) in its fundraising efforts to benefit the school.
6. Gather feedback from all relevant constituencies of HCCPS in forming decisions.
7. Support, celebrate and improve skills in using the consensus decision making model.
8. Attend meetings and be engaged in the meeting process. Decisions can only be made by the group, not individual members, and everyone's voice is important.
9. Help keep the board informed of what committees and groups in the school are doing via reports. Apprise the community of opportunities for involvement in planning and on committees. Report back any decisions that are pending or decided via the newsletter, website, postings, meetings or reports in mailboxes.
10. Work continuously regularly with the Governance and Board Sustainability Committee (GABS) to identify and recruit potential committee members or board members.
11. Work with the staff and the domain coordinators to help assure the day-to-day operations are in line with the mission statement and long term goals.

Original: 9/23/03

Revised: 2004

Revised: 2012

Proposed revision: 11/2014

GABS proposal to BOT, December 10, 2014



**APPROVED**  
12/10/14

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

**Date:** December 2, 2014

**Priority Level:** MEDIUM

**Proposal to be presented by:** Susannah Howe, GABS member

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

**Text of proposal:**

GABS proposes a new process – see attached - for taking/approving/posting minutes from BOT meetings.

**Goals to be achieved by proposal:**

BOT minutes provide an important record of discussion and decisions from BOT meetings. The intent of this proposal is to improve accuracy and transparency of BOT minutes.

In particular, the three goals embedded in the attached process are as follows:

- (1) BOT minutes are reviewed and approved in a timely manner
- (2) BOT minutes are archived in a sustainable location/method
- (3) BOT minutes made available to the HCCPS community.

**Potential problems/dissenting views:**

The proposal includes many steps. This is an attempt to codify a process (something the BOT does not currently have for its minutes), but may seem excessive at first glance.

**Additional notes:**

Current BOT minute practices are not consistent, leading to variable quality of documentation, archiving, and distribution. Two methods of approving minutes during the BOT meeting itself were piloted in September and October 2014 in an attempt to streamline approval and distribution, but some BOT members wanted more time and an easier visual setting in which to review the minutes. This proposal attempts to account for the needs of all BOT members while still enabling accuracy and transparency of minutes.

Proposed Process for BOT Minutes

Process Step	Action by*	Oversight	
<b>1. BEFORE the BOT meeting:</b>			
a.	Post the BOT Meeting Agenda on the HCCPS website (BOT page) when it goes out pre-meeting.	President sends agenda to Web Manager who posts	GABS
b.	Prepare the template for the BOT meeting in Google Docs using the BOT's HCCPS account ( <a href="mailto:trustees@hilltowncharter.org">trustees@hilltowncharter.org</a> ) so as to maintain files in a consistent location.	Clerk (backup: GABS)	GABS
<b>2. AT the BOT meeting</b>			
a.	Take live minutes at the BOT meeting that everyone can follow (on laptops, school wifi) as/if they choose.	Paid minute-taker (backup: Clerk or VP)	GABS
b.	At completion of each agenda item during the BOT meeting, review aloud the <u>decisions</u> made (only) as recorded for clarity.	Paid minute-taker (backup: Clerk or VP)	GABS
c.	At the completion of BOT meeting, share Google Doc minutes with all BOT members using "can comment" setting.	Paid minute-taker (backup: Clerk or VP)	GABS
<b>3. AFTER the BOT meeting</b>			
a.	Review the minutes and add comments for typos, misspellings, and punctuation, etc. For any other proposed changes, write "discuss". In keeping with OML, no comments on comments are allowed.	BOT members	GABS
b.	Before the packet is assembled for the next BOT meeting, all typos, etc. noted in the BOT comments are corrected.	Paid minute-taker (backup: GABS)	GABS
<b>4. AT the NEXT BOT meeting</b>			
a.	Review all items (and only those items) in the previous month's minutes marked "discuss". Minutes are edited live if needed and then approved (as is or as amended).	BOT members discuss; Paid minute-taker (backup: GABS) updates	GABS
b.	"Unshare" the minutes via Google Docs to indicate they are final/approved.	Paid minute-taker (backup: GABS)	GABS
<b>5. WITHIN 2 DAYS after that BOT meeting (#4)</b>			
a.	Post the Approved Minutes (pdf) on the website (BOT page) in place of the original agenda that was posted pre-meeting.	Clerk (backup: GABS) sends approved minutes to Web Manager who posts	GABS
b.	Post the full packet of approved items and reports (combined into a single pdf) on the website (BOT page).	Clerk (backup: GABS) sends final packet to Web Manager who posts; Monique helps if needed	GABS

**APPROVED**  
12/10/2014

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

**Date:** 12/5/2012

**Priority level:** High

**Approximate time needed for discussion:** 10 minutes

**Proposal to be presented by:** Amy/Scott

**Committee members drafting proposal:** Maureen Mahar, Deb Jacobson, Scott Remick, Andrea Powers

**Text of proposal:** We propose increasing our current line of credit with Easthampton Savings Bank from \$25,000 to \$75,000.

**New proposal:**

We have accessed our current line of credit twice for cash flow purposes at the end of quarters in FY13. We repaid the loan within 2 days. As a tenant with a triple net lease in a new facility there is significant level of unpredictable occupancy costs this first year. In addition, our budget has increased since we established our credit limit. \$75,000 represents roughly half of our monthly personnel expense and is approximately 3% of our annual budget.

Our existing line of credit is unsecured, due to the low limit and the bank's practice at the time. If we increased our limit as proposed it will become a secured line. This means basically that if we default on the loan then ESB has interest in the assets of the school, such as leaseholds, equipment, receivables, etc.

**Goals to be achieved by proposal:**

An easily accessible line of credit, for short term uses, provides a fiscal safety cushion in case of unpredictable cash expense or emergency.

**Potential problems/dissenting views:**

**Additional notes:**

**APPROVED**  
12/10/2014

To: Board Of Trustees HCCPS  
From: Jessica L. Berrien  
Date: 12.4.14  
Re: Teacher/Staff Appreciation Lunch

(up to \$660)  
from HCCPS  
budget

I contacted two local caterers one in Easthampton and one in Northampton. They are similarly priced and if there are approximately 40 teachers/staff the cost will be around \$480 - \$520 plus 7 percent sales tax and 19% gratuity, so **\$584.80 - \$655.20**.

1. **Myers Catering which is associated with Riff's in Easthampton.** They gave us a quote of \$12.95 per person for a gourmet wraps luncheon which includes the following:

**Wraps of the World \$12.95 pp**

- Choice of Salad
- Assorted Gourmet Wraps
- Chips
- Relish Tray
- Assorted Beverages
- Assorted Dessert Tray

Gourmet Wrap Choices may include some of the Following: Thai Chicken, Asian Veggie Stir Fry, Southwestern Steak, Creole, Greek Vegetable and Hummus and Vegetable.





2. **Seth Mias Catering in Leeds** has two options:

A. Petite Luncheon Buffet includes the following for \$12.00 per person:

Includes Assorted Deli Wraps (Roast Beef, Ham, Turkey, Vegetarian) Assorted Finger Rolls (Egg Salad, Ham Salad) OR Stuffed Croissants (Tuna Salad, Chicken Salad) Hot Homemade Soup Selection Garden Salad Cole Slaw OR Potato Salad  
Fresh Cut Fruit Platter  
Potato Chips  
Pickle & Olive Tray  
Assorted Cookies & Brownies

B. Basic Buffet which includes the following for \$13.00 per person:

- Includes Deluxe Deli Platter Assorted Bread & Roll Basket Assorted Cookie & Brownie Tray Olive & Pickle Tray Coffee & Tea Station

- Then select two from the following list

Dill & Cucumber Macaroni Salad Italian Pasta Salad Fresh Cut Fruit Bowl Garden Salad Potato Salad Cole Slaw Pear Walnut Gorgonzola Salad Greek Salad Caesar Salad



- Then select three from the following list

**Italian Stuffed Shells Linguini Gorgonzola Ziti Marinara Penne  
Vodka Cream American Chop Suey Kapusta with Egg Noodles  
Homemade Macaroni & Cheese Baked Beans Crab Cakes Sweet  
& Hot Sausage with Onions & Peppers Blue Seal Kielbasa Potato  
& Cheese Pierogies Lazy Galumpki Pork Fried Dumplings  
Meatballs Chicken Wings Chicken Tenders Marinated Grilled  
Chicken Breasts Baked Sliced Ham**





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Domain Coordinators Report to the Board of Trustees  
December, 2014**

1. The Iowa Tests of Basic Skills will be administered next week to all students in Grades 3-8. As you may recall, this is one of the ways we determine academic success in our Accountability Plan. Results will be available in a few months.
2. Our 2 volunteers from the Student Conservation Association have started coming on Thursdays. Hannah Tennent and Josh Reynolds, both recent college graduates will be spending time weekly in several classrooms teaching units on science and other environmental topics, helping out as needed and then, in January, leading an 8-week Environmental Club after school. We have a great relationship with the SCA and it is great to bring these enthusiastic young volunteers into the school.
3. The school's official "Report Card" went out to families this past week, as is required by law. It contains information that was discussed at the October BOT meeting regarding MCAS results and accountability status.
4. We are beginning to get a handle on managing the HVAC systems in the building but have much more to learn.  
We have made major progress with improving acoustics in the 6-8th classrooms and All school and should be able to complete this work within another month.
5. We can anticipate change on the state level with the election of a new governor. He has already appointed a terrific charter school leader as co-chair of his education transition team. He will be appointing a new chair of the Board of Education (BESE) as well as another seat on the BESE. Given his support of charter schools this will change the discussion on that level. BESE will be making a decision this spring about adopting PARCC or staying with MCAS. While it's clear that the Commissioner's recommendation will be to adopt PARCC there is likely to be some dissent within BESE. Stay tuned.
6. Currently our renewal decision is slated to be heard Feb 24 at the BESE meeting in Malden. However, they have a heavy load of charter decisions this winter, as well as their other work, so we might see a delay. We should be receiving the summary of review from the Charter School Office any day now. That is the document we can review for factual errors and write a response to, if needed. It is the key piece in the renewal process that BESE receives. We remain confident in a positive outcome.
7. Dan attended a conference regarding regulations for LEP students (Limited English Proficient). Specifically there are requirements for teachers involving ELL (English Language Learners) and SEI (Sheltered English Immersion). The fact that we do not have any LEP students puts us in a bit of a quagmire—we are not eligible for state sponsored training as you need to have students to be trained, but if we are not trained, we will be out of compliance once we get a student. The upshot is that there will be some significant future expense to train teachers.

DOMAIN COUNCIL MEETING  
MINUTES  
11.14.14

Attending: Susannah Howe, Dan Klatz, Kipp Armstrong

8:30am – Meeting began

Give 2 Grow campaign was discussed. Consideration for administrative support for Sonya was discussed. It is determined that we need a list items or programs which the capital campaign will specifically fund. Also, conversations with Deirdre regarding supervision and organizational concerns as well as distribution of monthly updates needs to happen as well.

The minutes taking procedures in Board of trustee meetings was discussed. The need to have a clear and understandable history of meetings it's critical. Susanna and Dan discussed A change to the process which would include utilizing Google Docs and distributing these two board of trustee members after the meeting asking for revisions and then finalizing at the next meeting.

Site issues were discussed, it was determined that it would be helpful to have a list of all items still needing to be purchased and or install at this point. We also realized the site committee was supposed to visit with the board in November, so we will extend an invitation for them to join us in December. We will also invite Laura Baker to join us at the next domain Council meeting to prepare for site visiting at the next board of trustees meeting.

December BOT agenda was discussed: The agenda needs to be shorter, and each topic should be a lengthy discussion topic 15 minutes or more to facilitate more cohesive meetings.

Dec BOT items so far include:

- BOT public presence (minutes process/uploading packet to website, website BOT tab). Possibly invite Grace to give BOT an in-service on Google docs.
- Site Committee visit, update.
- Clerk position

The next Domain Council meeting was set for Thursday 12.4.14 @ 8:30am. Laura Baker invited to join.

9:30am – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

DOMAIN COUNCIL MEETING  
MINUTES  
12.04.14

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

8:30am – Meeting began

The focus of today's meeting was clarification of the site ToDo List. Laura describes this list as a "moving target" and suggests we focus on a prioritizing process - remembering that at any given time there is a limited pot of money available as well as a limited amount of human capital available. We discussed the fact that there will be operating budget shifts throughout this year as we acclimate to the building, as well as additional budgetary considerations including the potential for salary increases or bonuses.

It was clarified that BOT approves the budget, and administrators execute the budget.

It was decided that one list should exist, it will be a google doc, but Amy is the primary owner of the list (working closely with Laura to keep it updated). Also Domain Council will review the list and prioritize it frequently (it will be on every other DC agenda for now). Also the list should be prioritized as: (barring any emergencies) 1) Safety, Programmatic, other.

10:00am – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

# Finance Committee Meeting

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

November 7<sup>th</sup> 2014, 8:30am - 9:30am



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## AGENDA

1. Line of Credit
2. Review 1st Quarter FY 2014 Budget
3. Budget adjustments

## MINUTES

- *Line of Credit*
    - We have a line of credit with ESB, in which we have only used twice. The max is \$25,000.
    - Considering requesting \$75,000 - \$100,000
    - Now with the monthly payment of PPE, the need is slightly reduced to mitigate the gap between receivables and expenses. But in general, because we have grown - and operating expenses are still being understood - this unpredictability can be offset by an increased credit line.
    - Decision is to request an increase to \$75,000. This will be brought to the BOT for a vote.
  - *Review FY 2014 1<sup>st</sup> Quarter Budget*
    - In general there is nothing to telling (or concerning) about the 1st quarter financials.
    - The Finance Committee approved the 1st quarter financials.
  - *Budget Adjustments*
    - Revenue
      - All 3 PPE monthly payments have been consistent. Right now the payment is slightly higher than we originally anticipated - if they stay the same we will be around \$23k more than originally budgeted. This will not be adjusted yet, perhaps after the December payment is received we can safely adjust it.
      - Will update Grant line items since they are now known. This increased \$2,753.
      - Reduced Longevity pay, also a known amount. From \$9500 to \$7500.
      - Will increase SPED Contractors, not sure by how much just yet. Will know by Wednesday. SPED Contingency will not be used to cover this. This contingency is for hiring new staff and equipment.
      - Increase Electricity cost from \$14,500 to \$18,500. These costs have been much higher than anticipated, yet the October bill went down.
      - Copier Lease was added as a separate line item for Copier Lease of \$3788. This is simply a movement of line items and strictly an accounting decision.
      - Real Estate taxes have been increased from \$18,863 to \$21,500.
      - Total occupancy increased approximately \$22k.
      - In summary, the adjustments in revenue and expenses will come close to equaling out. No major concerns.
      - The FC agreed for this year, with the many unknowns, it will be a good idea to adjust the budget as we move through the year. Perhaps adjust budget at each quarter.
  - *Next Steps/Meeting*
-

- Agenda Items for next meeting:
  - Review 1<sup>st</sup> Quarter FY 2014 Budget
  - Review projected revenue and expenses
- Next Meeting: December 5<sup>th</sup>: 8:20 - 9:20

# Finance Committee Meeting



Attendees: Amy Aaron, Deb Jacobson, Maureen Mahar, Andrea Powers  
Scott Remick

December 7<sup>th</sup> 2014, 8:20am - 9:30am

HILLTOWN  
COOPERATIVE  
CHARTER  
SCHOOL

and

## AGENDA

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1. Line of Credit
2. Capital Spending
3. Contingency Fund
4. Cash Flow Projections

## MINUTES

- *Line of Credit*
  - In general, because we have grown - and operating expenses are still being understood - this unpredictability can be offset by an increased credit line.
  - We have a line of credit with ESB, in which we have only used twice. Currently the max is \$25,000, and we will be requesting a \$75,000. This will be a secured loan.
  - Decision is to request an increase to \$75,000 from ESB. This will be brought to the BOT for a vote.
- *Capital Spending*
  - The school has used all of its capital building fund by June, and have been spending from the undesignated fund (approximately \$80k).
  - There are still many projects that the school needs to tackle both this year and next, such as an accordion divider wall in the all school space - estimates around \$30-40,000.
  - In January, we will recommend to the board an amount available for remaining capital spending. The undesignated fund does not truly represent available cash. It is an accounting artifice really. Amy and Carla, with Deb's help, will do cash flow projections for the remainder of the year that will be the basis of our recommendation.
  - Also, to discuss with the BOT: bonuses for staff. Last year we discussed a possible bonus mid-year or at the end of the school year. This was to help offset the unfortunate circumstance of no salary increase last year.
- *Contingency Fund*
  - The FC is considering re-evaluating how we determine the amount of the contingency fund. Currently, it's not exactly liquid (some is held up in assets, etc), and the FC feels that the contingency fund, akin to an emergency fund, should be ready and available for spending on a moment's notice.
  - Potentially create specific bank account to house this cash. Note, this would require the school to set aside \$296k which feels extremely difficult to do.
  - FC batted the idea of considering calculating the line of credit amount towards the 12% contingency goal. This is TBD and would require BOT approval.
- *Cash Flow Projections*
  - The FC believes that creating a cash flow projection for the remaining school year will be extremely helpful in determining the amount of cash available to plan capital building expenditures.
  - FC will review the draft projections during the next meeting, and hopes to bring the information to the January BOT meeting to review.
- *Next Steps/Meeting*
  - Agenda Items for next meeting:
    - Review Cash Flow Projections
  - Next Meeting: January 9<sup>th</sup>: 8:20 - 9:20

## Hilltown Cooperative Charter Public School Site Committee Meeting Minutes – December 2, 2014

**Present:** Mike S., Laura B., Amy A., Steve S., Charles W., Paul L.

**Regrets:** Louise V., Tom S.

**Facilitator:** Laura

**Note taker:** Laura

Topic	Discussion	Action (if necessary)
Site upgrades	<p>This was a working meeting. Tasks accomplished include:</p> <ul style="list-style-type: none"> <li>Install acoustic panels in All School room</li> <li>Install art display cleats in main entry</li> <li>Mike S did some more exploration re: HVAC system</li> </ul> <p>Acoustics in All School are better, but there is still room for improvement.</p>	<p>Identify and install acoustic treatment for All School ceiling.</p> <p>Continue installation of art display cleats in hallways.</p>
Next Meeting	Tuesday, January 6, 2015 at 6 PM.	

Agenda items for next month:

**Hilltown Cooperative Charter Public School**  
**Personnel Committee Minutes – Thursday, November 20, 2014**

**Present: Dan Klatz, Sam Charron, Rebecca Belcher-Timme, Annie Levine, Jessica Berrien**  
**Regrets:**

Topic	Discussion	Action (if necessary)
Staff input into yearly agenda	Kids club compensation Health care diversion for people who are not married Child care benefits for employees Diversity in the staff (hiring)	
Schedule for the year	<b>Fall</b> (November, December, January): 1.Kids club (including child care for staff) 2.Prep time/scheduling/break times <b>Winter</b> (February, March, April): 1.Benefits (including health care diversion) 2.Compensation 3. Review existing policies <b>Spring</b> (May, June): Summer hiring Diversity (hiring)	
Kids Club	Contact the Y (does after school care for Northampton) (Rebecca will call) Smith College Campus School (Dan will call Gina) Contact Our Lady, Young World (Annie) Are positions benefited?	
Prep time/break time/scheduling	What is prep time? Time during the school working hours that is unscheduled for any other task. In current job description it is not stipulated that a teacher gets a certain amount of prep time each week. What is the difference between prep time and a break? Prep time is a weekly allotment in chunks of time that vary and are spread throughout the week. Prep time is not a substitute for break time. Personnel would like to develop clear guidelines for the allotment of prep time. We'd like to establish clarity around when lunch breaks occur What is the right time range for lunch breaks? For teachers the daily break is not part of the weekly allotment of planning time	Discuss prep time/breaks at the next teacher meeting Other should get feedback to Rebecca or Annie before the December 18

Employees not in MTRS	Questions about whether employees not on MTRS are eligible for state pensions. The charter school association has hired a lawyer to determine what is the correct course of action	We will give updates as they become available.

Next Meeting: December 18

Brainstorming session BOT/FOH  
November 18, 2014

This is a list of ideas offered at the meeting:

Should hold semi-regular joint meetings.

Both boards should be at the school budget table.

Work on projects together

More communication on FB/VGD on how money is spent and could be spent if there was more.

Have a liaison to facilitate communication between the boards.

Improve the clarity of roles.

Decision making needs to be tightened up.

Host a retreat for the two boards.

Be careful about scheduling too many meetings.

Define the relationship between the boards.

There is a need for BOT involvement in fundraising as stewards of the \$\$.

Work to eliminate the feeling of Us vs. Them. Retreat? Joint meetings?

Acknowledge that families have different passions – (music vs. math, for example)

There needs to be a mechanism for FOH to be a full participant in BOT meetings.

Volunteers on FOH could do more with training.

Folks on each board can continue thinking about how they can help the other board.

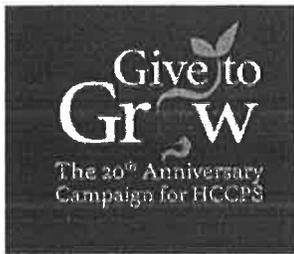
## Ongoing Items Update

TO: BOT  
FROM: Kipp Armstrong  
DATE: 12/6/14

Domain Coordinator Evaluations: Thoughtful progress continues. I have established a personal goal of completing by the end of February.

Clerk Position: Penny Leverett has agreed to continue as both Clerk and Chair of GABS for a while.

FOH/BOT: Much positive feedback on meeting. Moving forward we need to identify a path to having an FOH member also be a full BOT member (so they can participate in BOT discussions & decisions). FOH needs to identify a member to take on this position. We need to identify and incorporate more open channels of communication between both boards. FOH will be on BOT agenda as a longer discussion topic in the next meeting allowing time on the agenda.



## CAMPAIGN STATUS & HIGHLIGHTS

December 10, 2014

### STATUS

Total Pledges & Gifts to Date

\$104,587

52% of \$200K goal

### HIGHLIGHTS/UPDATES

- GIVE TO GROW integrated into HCCPS/FOH comprehensive giving message: HCCPS Giving Menu; Valley Gives Day/Annual Fund appeal; hilltown.org
- GIVE TO GROW planning/advisory committee convened early November to review, revive and rally strategy and efforts. See Capital Campaign Leadership summary attached.

New GIVE TO GROW committee champion recruits:

Grandparent – Bob Casinghino

Grandparent planning/action mtg. on 12.17 with G to G leaders and 2 GP champions

Family/FOH Board Alum – Gretchen Jennings (ArtSpark Founder)

Agreed to be alum co-chair for ArtSpark 2015

Will identify & recruit another ArtSpark alum committee member

Drafting personalized appeal to peer alum families/students re: ArtSpark & G to G for Jan.

- GIVE TO GROW presence in Welcome Back Alum room at Winter Fair
- Year-end major gift prospect appeals will resume after Valley Gives Day emphasis



**CAMPAIGN LEADERSHIP**

as of 10.22.14

**GIVE TO GROW: PLANNING COMMITTEE**

HCCPS provides direction and fiduciary oversight. Staff leadership -- Amy Aaron, Administrative Coordinator: Capital needs planning & budget; relocation & rehab coordination. Sonja Larson, Development Associate: Campaign Coordination

MEMBERSHIP

Representative of Primary Constituency Groups  
Recruited as constituency champions and/or advisors with specific professional skills

*Co-Chairs*

Kipp Armstrong, HCCPS Board of Trustees/Current Parent  
Andi Porter, Friends of Hilltown Board Member/Current Parent

*Members Committed To Date:*

- Donovan Arthen, Founding Family/Student Alum – Constituency Champion
- Sarah Bittenwieser, Current Parent - Constituency Champion & Advisor
- Rachel Cartmell, Current Parent – Advisor & Constituency Champion (child’s classroom families)
- Valerie Gintis, Current Parent (New Family 2013-14) – Advisor
- Dianne Hobbs, Current Family/Grandparent – Friends of Hilltown Rep, Constituency Champion
- Matthew Reilly, Current Family – Advisor – in-kind graphic design services

*Invited:*

- Diane Freedland, New Parent (2014-15) – Advisor/Constituency Champion –new families

*Prospects:*

Lee MacKinnon/Bill Cutler, Founding Family -- Constituency Advisor  
Bob Casinghino, Co-Grandparent Champion;  
Micheal DiPasquale, Site Cmt. Member/Family Alum; Gretchens Jennings, Family/FOH Alum  
Others TBD – staff/teachers rep; former parent(s)

RESPONSIBILITIES

- Develop/Refine Case Statement
- Review/approve campaign message & materials – including acknowledgement/stewardship tools
- Review & refine campaign strategies for targeted prospects
- Identify primary affinity groups & review/rank prospect lists
- Identify/recruit/engage other campaign volunteers
- Engage & solicit assigned “portfolio” of prospects
- Ensure/assist with donor stewardship & recognition

VOLUNTEER MEMBER ROLE

Lead. Inspire. Give. Do.

- Be visible face & voice of campaign among affinity peers
- Give to inspire others to join in giving.
- Active participation in advising, connecting, asking & thanking

QUALIFICATIONS/SKILLS

- Strategic thinkers
- Connectors & Communicators
- Known & Credible
- Thoughtful givers
- Willing solicitors
- Good with follow-through