

BOT PACKET FOR JANUARY 14, 2015

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**HCCPS Board of Trustees
Meeting Agenda
January 14, 2015**

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- ❖ To engage students in a school which uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- ❖ To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- ❖ To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Facilitator: 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 Give2Grow Update; Sonja (20)

7:05 Finance Committee; Scott/Amy (20)

7:25 Renewal Process DESE report; Dan, Amy, Deirdre (15)

7:40 BOT/FOH enhanced communication discussion; Kipp/Susannah (20)

8:00 GABS Proposals/Updates; Penny, Susannah, Deirdre (10)

8:10 New Business

8:15 Committee Reports- Questions only

8:20 Meeting Wrap-up/ Evaluation/Minutes Finalization

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

8:30 Adjournment



CAMPAIGN STATUS & HIGHLIGHTS

January 6, 2015

STATUS

\$200,000 Goal

Total Pledges & Gifts to Date	<u>\$106,687</u>	53% of goal	
	\$77,777	Challenge Grant	
	\$25,200	Major Gifts (\$1000 plus)	30% of \$85K goal
	\$ 3,710	Community Gifts	8% of \$38K goal

HIGHLIGHTS/UPDATES

- Communications: GIVE TO GROW integrated into HCCPS/FOH comprehensive giving message: HCCPS Giving Menu; Valley Gives Day/Annual Fund appeal; hilltown.org
- Planning/Capacity Building: GIVE TO GROW planning/advisory committee convened November 16 to review, revive and rally strategy and efforts.

New GIVE TO GROW committee leaders contacted/engaged in December:

Grandparent

Bob Casinghino Recruit/Engaged – 12.16.14

Family/Student Alums:

Gretchen Jennings (ArtSpark Founder/Former FofH Leader)

Met to update/invite. Agreed to be alum co-chair for ArtSpark 2015

GJ will identify & recruit another ArtSpark alum committee member

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

Renee Wetstein – email invite to introduce/engage via Sarah Bittenwieser

Ian Cutler/Ian Coss (Student Alums) – personal outreach/engagement via Donovan Arthen

Grandparent planning/action mtg. 1.14.15

Alum Planning/action mtg. 1.28.15

- GIVE TO GROW presence in Welcome Back Alum room at Winter Fair
- Major gift prospect outreach will resume after Valley Gives Day emphasis – To use VGD thank you calls to set major gift meetings in Jan./Feb. 2015. Calls assigned 12.29.14.
- Bank/Corporate contacting & proposals to be made in January to time with the start of their calendar fiscal year decisions.

GIVE TO GROW					
Updated Gift Chart: Getting to Goal					as of 1.14.15
Campaign Goal	\$200,000				
Gifts/Pledges Secured	-\$106,687				Gifts Rc'd = \$91,037; Scheduled Pledges = \$15,650; Total Donors = 28 (inclusive of 2 grants)
Balance to Raise by 6.30.15	\$93,313				6 Month- Halfway to Goal Update:
Bite-size by constituency					Increase Major Gift Goal - \$85,000 to \$98,200; Impact of Corporate Prospect Increase/Strategy
Suggested giving amounts					Reduce Community Gift Goal - \$38,000 to \$24,700; Maintain Participation Emphasis
Peer Champions Key					
SOURCES/SEGMENTS	PROJECTION	PROSPECTS	HOW/WHEN		
Major Gift: Corporate	\$45,000 - \$55,000	ESB: \$25K - \$50K request; planning projection= \$35K FSB: \$10K; Baystate Health: \$10K	Proposals/Mtgs Jan - February		
Major Gift: Current Hshld	\$15,000 - \$25,000	\$15,000: 1 (3) @ \$5000; 2 (5) @ \$2500; 5 (10) @ \$1000	Calls/Ind. Mtgs-Tours		
(#) - Prospects needed		\$25,000: 2 (4) @ \$5000; 4 (7) @ \$2500; 5 (10) @ \$1000	Jan. - February		
		projected range related to corporate success - aim high	Focus: Top 25 "Seed Sowers"		
Grandparent Goal	\$12,500	Match/double current GP giving to date	Jan. - May		
		Prospects: GP of Current Hshld - 135 Total/130 remaining	GP Day 5.8 Culmination		
		Assume 75% participation (98 Total)	GP Plan Done/In Progress		
		\$3000 - Major Gifts; \$9500 - 95 @ \$100 avg. (\$10 x 10 month)	see attached		
<u>Community Gifts</u>					
Current Households	\$5,000	Target: 100 Donors @ \$50 avg. gift (\$5/month x 10 mos)	House parties		
		Prospects: Hshlds = 95 Total(Non-MG prospect; Not yet given)	Feb-Mar: Id Party Hosts		
		Prospects: Staff = 38-40 Total (explore payroll deduction option)	March: "seed catalogue" invite		
		Message: Goal 100% participation; Reality: assume 80%-85%	April: Host parties		
		Exploring possible match/challenge opportunity to highlight every gift counts -- participation goal message			
Alum Family/Students	\$6,000	Family Alum: \$4000	Alum Plan TBD: 1.24 mtg.		
		Tie goal/ask to denominations of 20: suggest \$200 pledge (\$10 - \$20/month over 10 - 20 mos)	Feb. - March		
		Student Alum: \$2000 - tie goal to 20th Anniversary	House parties (2)		
		Propose: \$1000 match. Prospects: 1@ \$1000 or 2 @ \$500	ArtSpark - 3.28		
		\$20 avg. x 50 student alums - internal "kickstarter" campaign	20th Anniversary Focus		
	\$93,500				

Give to Grow Campaign Grandparent Plan	Assumptions/Considerations for Goal Setting	Primary Prospects: Grandparents of Current Households (Hshld Count = 135)	6 Donors
<p>Updated: 1.14.15</p> <p>Proposed Goals</p> <p>\$25,000 Total - double current GP giving</p> <p>100% info id'd and invited. 75% give</p> <p>GP Advisory Cmt. formalized</p> <p>GP Day - GP co-chair established</p>	<p>GP Giving To Date</p> <p>44% of \$28K non-challenge grant total raised</p> <p>Major Gifts: \$12K/3 Donors: 48% of \$25,200 Total Major Gifts Raised; 14% of \$85K Major Gift Goal</p> <p>Community Gifts: \$500/3 donors: 16% of Total Community Gifts Raised; 1% of Community Gift Goal</p> <p>Consider opportunity for GP Match/Challenge strategy</p>	<p>\$12,500 total</p>	
<p>Development Steps IDENTIFY</p> <p>Develop Complete GP List:</p> <p>Collect & Compile Contact Info & Giving History</p>	<p>HOW (METHODS & MESSAGE)</p> <p>Consolidate existing data</p> <p>Query GP & Parents to fill in missing contact info:</p> <p>Email & hard copy in Parent mailbox</p> <p>TARGET - only those w/out info</p> <p>II Teatro Invitees-Segment "hot" list</p>	<p>WHO</p> <p>Sonja/ Knox- Intern</p> <p>Messengers: GP Champions</p>	<p>WHEN</p> <p>Complete consolidation by 1.30</p> <p>Week of 1/19</p> <p>Week of 1.12</p>
<p>COMMUNICATE/CONNECT</p> <p>Menu:</p> <p>Class Volunteers</p> <p>Mini-Courses</p> <p>Host Class Field Trips</p> <p>Leadership-Board/Cmts.</p> <p>Donate:</p> <p>G to G Direct Gift;</p> <p>Leverage creative talents</p> <p>"shopping list" options</p> <p>More menu options?...</p>	<p>HOW (METHODS & MESSAGE)</p> <p>II Teatro Lunch Gathering- Jan. 30</p> <p>GP Invitees: Local; AF Donors; Volunteers</p> <p>Launch GP to GP enews/mailer</p> <p>Introduce/invitation body copy</p> <p>Dianne/Bob testimony/voice menu of opportunities/ call to action</p> <p>Regular (Bimonthly?)</p> <p>set editorial calendar/ld.</p> <p>Recruit GP volunteer</p>	<p>Dianne/Bob: host/coordinate</p> <p>Dianne - generate invite message?</p> <p>SL/Knox can produce hard copy/email</p> <p>Sonja - raw content to Sarah</p> <p>Sarah to write draft copy</p> <p>Dianne/Bob - edit, review</p> <p>Get Photo- Bob & Dianne (photo - GP at II Teatro)</p>	<p>January-February</p> <p>Launch @ Valentines Day?</p> <p>Now - 1.30 -start draft/design</p> <p>Review/Finalize - week of 2.2?</p>
<p>INVITE TO GIVE</p> <p>Time, Talent, Treasure</p>	<p>Consider possible segments</p> <p>AF donors; volunteers; Local; New; out of town</p> <p>Champion assignments for follow-up</p>	<p>Identify writer(s)</p> <p>Build on introduction message</p> <p>Signed/Personalized by GP Champions</p>	<p>March (April)</p>
<p>THANK/RECOGNIZE</p> <p>GP Day as culmination of GP target campaign</p> <p>Proposed New Date: 5/8 good</p>			<p>May</p>
<p>ENGAGE/SUSTAIN</p>			

Finance Committee Meeting

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

January 7th 2014, 8:20am - 9:30am



HILLTOWN
COOPERATIVE
CHARTER
SCHOOL

AGENDA

1. Cash Flow Projections
2. 2014 Budget Adjustments

MINUTES

- **Cash Flow Projects**
 - The finance committee developed a cash flow projection in order to study the current state of Hilltown's cash position throughout the 2014/2015 school year.
 - This study determined that there are no current cash flow issues, and in general Hilltown's cash position looks positive.
 - At school year end (June 2015) the projection indicates that the school will have net cash of approximately \$450,000. Setting aside the contingency fund (\$296,000) the "available" cash amount is projected to be \$157,000.
 - To date, approximately \$150,000 has been expended on site move/projects from the Capital Building Fund.
 - Finance Committee members feel that because of this positive cash position, even after setting aside the contingency fund, that \$75,000 can be comfortably moved from the Undesignated Fund Balance to the Res'd for Capital Building Fund at this time.
 - This recommendation will be proposed at the January BOT meeting.
- **2014 Budget Adjustments**
 - The FC members reviewed budget adjustments proposed by Domain counsel. The end result of the adjustments shows a new income of \$25,000.
 - The key adjustments are as follows:
 - Increased PPE by \$10k, to date the PPE disbursements have been higher than originally budgeted (good!)
 - Increased by Kids Club by \$5k
 - Broke out Winter Fair into its own line item (previously grouped with General Fundraising). This because the WF is now run by the school. Separate expense line has also been added.
 - New line item for .8 of Tech Coordinator, the other .2 is still with Teachers line item. Previously all 100% of this staff's salary was under Teacher's line item.
 - Broke out HRA from Health Insurance, and total of health insurance related costs have increased by \$14k primarily based on new teachers partaking in family insurance.
 - Decreased Tech Consultant by \$6,500, simply have not used yet.
 - Reduced Heat by \$15k
 - Increased electricity by \$7k
 - Increased RE taxes by \$10k
 - Decreased rent by \$15k, did not have to pay for month and ½ that we originally budgeted for.
 - Increased Special 6 - 8 field trip by \$8k to accommodate for prepayment for next year's trip (with a lot more kids going!)

- Decreased SPED Contingency by \$5k. ½ way through the year, so cut by 50%.
- These adjustments will be reviewed at the January BOT meeting.

- *Next Steps/Meeting*

- Agenda Items for next meeting:
 - Review 2nd quarter financials
 - Review Equity Fund Allocations
- Next Meeting: February 6th: 8:20 - 9:20

Hilltown Co-op Charter Public School Report - Revenues & Expenditures vs. Budget

July through September 2014

HCCPS First Quarter Financials for FY 15

These should replace previous versions. No discussion required as they have already been approved by the BOT

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Federal Grants			
REAP Grant		20,039	-20,039
Total Federal Grants		20,039	-20,039
State Sources			
Per-Pupil Revenue	570,935	2,261,188	-1,690,253
Total State Sources	570,935	2,261,188	-1,690,253
State Grants-DOE Administered			
SPED 240		27,075	-27,075
SPED 274		1,500	-1,500
Teacher Quality 140		4,205	-4,205
Title I 305		14,501	-14,501
Total State Grants-DOE Administered		47,281	-47,281
Friends of HCCS Grant			
Community Service Grant		1,200	-1,200
FOH Rolling Arts Grants		1,500	-1,500
Total Friends of HCCS Grant		2,700	-2,700
Private Grants			
Commtly Fndn Class Projects	1,399	2,000	-601
Total Private Grants	1,399	2,000	-601
Fundraising Income			
General Fundraising	50	38,000	-37,950
Field Trip Fund	6,550	5,610	940
Pizza	2,217	3,000	-783
Total Fundraising Income	8,817	46,610	-37,793
Other sources			
SPED Medicaid reimbursement		15,000	-15,000
Special Trip Receipts		6,000	-6,000
Earnings on Investments	342	750	-408
School Lunch Receipts	2,567	10,000	-7,433
Total Other sources	2,909	31,750	-28,841
Kid's Club Income	7,940	55,000	-47,060
Student Activity Fees	1,890	7,000	-5,110
Miscellaneous Income	67	1,000	-933

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Income	593,957	2,474,568	-1,880,611
Expense			
Personnel Costs			
Personnel			
Teachers	109,086	1,002,423	-893,337
Teaching Assistants	15,366	166,670	-151,304
Administrative Coordinator	18,311	79,349	-61,038
Education Coordinator	18,311	79,349	-61,038
Community Coordinator	6,867	29,755	-22,888
Administrative Assistant	8,949	38,780	-29,831
Bookkeeper/Purchasing Agent	9,677	40,800	-31,123
Development Associate	6,923	30,000	-23,077
Kid's Club - Recess Coordinator	1,850	16,036	-14,186
Kid's Club Staff	1,703	12,587	-10,884
School Nurse	5,155	44,463	-39,308
Counselor	3,405	29,513	-26,108
Summer Stipends	1,000	2,000	-1,000
Substitute Teachers	352	11,000	-10,648
Technology Coordinator	5,787	0	5,787
Admin Support		10,000	-10,000
Longevity Pay		9,500	-9,500
Total Personnel	212,742	1,602,225	-1,389,483
Payroll Taxes			
FICA	4,307	27,947	-23,640
Medicare	2,803	23,232	-20,429
SUTA	851	6,409	-5,558
UHIC	154	5,768	-5,614
Americorps		9,000	
Total Payroll Taxes	8,115	72,356	-64,241
Fringe Benefits			
College Credit Reimbursement	1,000	1,000	
Health Diversion		13,300	-13,300
Health insurance	53,047	186,883	-133,836
HRA Benefit	1,828	0	1,828
Worker's Compensation Insurance	5,231	10,573	-5,342
Total Fringe Benefits	61,106	211,756	-150,650
Total Personnel Costs	281,963	1,886,337	-1,604,374
Consultant & Other Svcs-Fixed			
Accounting Consultant	568	1,000	-432
Administrative Services	821	5,500	-4,679

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

	Jul - Sep 14	Budget	\$ Over Budget
Americorps Personnel	4,500	0	4,500
Annual Audit	2,350	6,900	-4,550
FSA/HRA Service	1,117	2,000	-883
Technology Consultant		9,000	-9,000
SPED Advisor		1,000	-1,000
SPED Summer Services	2,071	1,500	571
SPED Contractors	2,768	47,824	-45,056
Payroll Service	586	3,000	-2,414
Total Consultant & Other Svcs-Fixed	14,781	77,724	-62,943
Consultant & Other Svcs			
Staff development	195	8,500	-8,305
Curriculum Consultants		3,000	-3,000
Child Care	57	300	-243
Legal Fees	600	4,000	-3,400
Total Consultant & Other Svcs	852	15,800	-14,948
Occupancy			
Cleaning Services		35,000	-35,000
Copier Service Contract	120	500	-380
Elevator Maintenance	100	2,850	-2,750
Fire/Sprinkler Alarm services	125	3,500	-3,375
Heat	133	22,000	-21,867
HVAC Maintenance		1,200	-1,200
Insurance-Liability/Property	9,696	12,000	-2,304
Internet	734	1,670	-936
Landscaping	440	4,000	-3,560
Management Fee	1,063	5,400	-4,337
Lease (facilities)	53,137	247,500	-194,363
Minor Repair/Maintenance	1,173	3,500	-2,327
Plowing/Snow Removal		5,000	-5,000
Real Estate Taxes		18,863	-18,863
Rental of Equipment	947	0	947
Telephone	369	4,000	-3,631
Trash Removal/Recycling	488	3,000	-2,512
Electricity	2,656	14,000	-11,344
Water/Sewer		5,000	-5,000
Total Occupancy	71,181	388,983	-317,802
Supplies			
Educational Supplies/Textbooks			
*Atelier supplies	1,411	1,705	-294
*Blues Ed Supps	143	877	-734
*Greens Ed Supps	260	921	-661

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

	Jul - Sep 14	Budget	\$ Over Budget
*Indigos Ed Supplies	328	877	-549
*Yellows Ed Supps	324	921	-597
*Oranges Ed Supps	476	921	-445
*Reds Ed Supps	818	921	-103
*Purples Ed Supps			
Purples - JF	504	680	-176
Purples - PK	338	680	-342
Total *Purples Ed Supps	842	1,360	-518
*Prisms Ed Supps			
*Prisms-BA	132	834	-702
*Prisms-JVB	249	834	-585
Total *Prisms Ed Supps	381	1,668	-1,287
*Minicourses		440	-440
*Music/movement supplies	442	682	-240
*SPED Ed Supps	372	1,023	-651
*Title I Ed Supps		300	-300
*Other Ed Supplies/Textbooks**	3,883	4,432	-549
Total Educational Supplies/Textbooks	9,680	17,048	-7,368
Food and Supplies	222	700	-478
Household Supplies	1,421	5,500	-4,079
Office Supplies	2,121	3,500	-1,379
Playground Supplies	749	1,000	-251
Postage	438	1,500	-1,062
Printing and Reproduction	493	600	-107
Testing & Evaluation Supplies		3,500	-3,500
Total Supplies	15,124	33,348	-18,224
Equipment			
Minor Equipment	1,036	2,000	-964
SPED Equipment	645	6,000	-5,355
Tech Repair/Replacement	5,272	8,000	-2,728
Total Equipment	6,953	16,000	-9,047
Grant-funded expenses			
Friends of HCCS Grant Expense			
FOH Rolling Arts Grants		1,500	-1,500
Total Friends of HCCS Grant Expense		1,500	-1,500
Community Fdn. Class Projects	1,397	2,000	-603
Total Grant-funded expenses	1,397	3,500	-2,103
Dues and Subscriptions	99	0	

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Fees and Licenses	11	0	
Other expenses			
Advertising		1,000	-1,000
Community Domain Expense	233	2,000	-1,767
Fingerprinting		500	-500
Graduation Expenses		600	-600
Field trips			
Indigos Field Trips		655	-655
Blues Field Trips		655	-655
Greens Field Trips		688	-688
Yellows Field Trips		688	-688
Oranges Field Trips	196	688	-492
Reds Field Trips		688	-688
Purples Field Trips	23	699	-676
Prisms Field Trips		849	-849
Field trips - Other		0	0
Total Field trips	<u>219</u>	<u>5,610</u>	<u>-5,391</u>
Kid's Club Food/Supplies	467	2,500	-2,033
MCSA Dues	4,522	4,500	22
Miscellaneous Expenses		864	-864
School Lunch Expense	2,629	11,500	-8,871
SPED Contingency		10,000	-10,000
Special Trip Expenses	2,039	8,000	-5,961
Student Activity Expenses	405	2,500	-2,095
Student Council		300	-300
Travel		500	-500
Total Other expenses	<u>10,514</u>	<u>50,374</u>	<u>-39,860</u>
Coordinator Discretionary Fund	229	2,500	-2,271
Total Expense	<u>403,104</u>	<u>2,474,566</u>	<u>-2,071,462</u>
Net Ordinary Income	190,853	2	190,851
Other Income/Expense			
Other Income			
Capital Campaign Income	<u>85,002</u>		
Total Other Income	85,002		
Other Expense			
Capital Campaign Expenses	927		
Moving expense	<u>12,840</u>		
Total Other Expense	13,767		

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Other Income	<u>71,235</u>	<u></u>	<u></u>
Net Income	<u><u>262,088</u></u>	<u><u>2</u></u>	<u><u>262,086</u></u>

Hilltown Co-op Charter Public School Report - Revenues & Expenditures vs. Budget

July through September 2014

HCCPS First Quarter Financials for FY 15

These should replace previous versions. No discussion requ

	% of Budget
Ordinary Income/Expense	
Income	
Federal Grants	
REAP Grant	
Total Federal Grants	
State Sources	
Per-Pupil Revenue	25%
Total State Sources	25%
State Grants-DOE Administered	
SPED 240	
SPED 274	
Teacher Quality 140	
Title I 305	
Total State Grants-DOE Administered	
Friends of HCCS Grant	
Community Service Grant	
FOH Rolling Arts Grants	
Total Friends of HCCS Grant	
Private Grants	
Commy Fndn Class Projects	70%
Total Private Grants	70%
Fundraising Income	
General Fundraising	0%
Field Trip Fund	117%
Pizza	74%
Total Fundraising Income	19%
Other sources	
SPED Medicaid reimbursement	
Special Trip Receipts	
Earnings on Investments	46%
School Lunch Receipts	26%
Total Other sources	9%
Kid's Club Income	14%
Student Activity Fees	27%
Miscellaneous Income	7%

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

	% of Budget
Total Income	24%
Expense	
Personnel Costs	
Personnel	
Teachers	11%
Teaching Assistants	9%
Administrative Coordinator	23%
Education Coordinator	23%
Community Coordinator	23%
Administrative Assistant	23%
Bookkeeper/Purchasing Agent	24%
Development Associate	23%
Kid's Club - Recess Coordinator	12%
Kid's Club Staff	14%
School Nurse	12%
Counselor	12%
Summer Stipends	50%
Substitute Teachers	3%
Technology Coordinator	100%
Admin Support	
Longevity Pay	
Total Personnel	13%
Payroll Taxes	
FICA	15%
Medicare	12%
SUTA	13%
UHIC	3%
Americorps	
Total Payroll Taxes	11%
Fringe Benefits	
College Credit Reimbursement	100%
Health Diversion	
Health insurance	28%
HRA Benefit	100%
Worker's Compensation Insurance	49%
Total Fringe Benefits	29%
Total Personnel Costs	15%
Consultant & Other Svcs-Fixed	
Accounting Consultant	57%
Administrative Services	15%

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

	% of Budget
Americorps Personnel	100%
Annual Audit	34%
FSA/HRA Service	56%
Technology Consultant	
SPED Advisor	
SPED Summer Services	138%
SPED Contractors	6%
Payroll Service	20%
Total Consultant & Other Svcs-Fixed	19%
Consultant & Other Svcs	
Staff development	2%
Curriculum Consultants	
Child Care	19%
Legal Fees	15%
Total Consultant & Other Svcs	5%
Occupancy	
Cleaning Services	
Copier Service Contract	24%
Elevator Maintenance	4%
Fire/Sprinkler Alarm services	4%
Heat	1%
HVAC Maintenance	
Insurance-Liability/Property	81%
Internet	44%
Landscaping	11%
Management Fee	20%
Lease (facilities)	21%
Minor Repair/Maintenance	34%
Plowing/Snow Removal	
Real Estate Taxes	
Rental of Equipment	100%
Telephone	9%
Trash Removal/Recycling	16%
Electricity	19%
Water/Sewer	
Total Occupancy	18%
Supplies	
Educational Supplies/Textbooks	
*Atelier supplies	83%
*Blues Ed Supps	16%
*Greens Ed Supps	28%

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

	% of Budget
*Indigos Ed Supplies	37%
*Yellows Ed Supps	35%
*Oranges Ed Supps	52%
*Reds Ed Supps	89%
*Purples Ed Supps	
Purples - JF	74%
Purples - PK	50%
Total *Purples Ed Supps	62%
*Prisms Ed Supps	
*Prisms-BA	16%
*Prisms-JVB	30%
Total *Prisms Ed Supps	23%
*Minicourses	
*Music/movement supplies	65%
*SPED Ed Supps	36%
*Title I Ed Supps	
*Other Ed Supplies/Textbooks**	88%
Total Educational Supplies/Textbooks	57%
Food and Supplies	32%
Household Supplies	26%
Office Supplies	61%
Playground Supplies	75%
Postage	29%
Printing and Reproduction	82%
Testing & Evaluation Supplies	
Total Supplies	45%
Equipment	
Minor Equipment	52%
SPED Equipment	11%
Tech Repair/Replacement	66%
Total Equipment	43%
Grant-funded expenses	
Friends of HCCS Grant Expense	
FOH Rolling Arts Grants	
Total Friends of HCCS Grant Expense	
Community Fdn. Class Projects	70%
Total Grant-funded expenses	40%
Dues and Subscriptions	

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

	<u>% of Budget</u>
Fees and Licenses	
Other expenses	
Advertising	
Community Domain Expense	12%
Fingerprinting	
Graduation Expenses	
Field trips	
Indigos Field Trips	
Blues Field Trips	
Greens Field Trips	
Yellows Field Trips	
Oranges Field Trips	28%
Reds Field Trips	
Purples Field Trips	3%
Prisms Field Trips	
Field trips - Other	
Total Field trips	<u>4%</u>
Kid's Club Food/Supplies	19%
MCSA Dues	100%
Miscellaneous Expenses	
School Lunch Expense	23%
SPED Contingency	
Special Trip Expenses	25%
Student Activity Expenses	16%
Student Council	
Travel	
Total Other expenses	<u>21%</u>
Coordinator Discretionary Fund	<u>9%</u>
Total Expense	<u>16%</u>
Net Ordinary Income	9,542,650%
Other Income/Expense	
Other Income	
Capital Campaign Income	
Total Other Income	
Other Expense	
Capital Campaign Expenses	
Moving expense	
Total Other Expense	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

APPROVED
1/14/2015

PROPOSAL TO BOARD OF TRUSTEES
From
Domain Council and Finance Committee

Date: Jan. 8, 2015

Priority Level: High

Presenting Proposal: Amy Aaron

Committee Members Drafting Proposal: Deirdre Arthen, Dan Klatz, Amy Aaron, Susannah Howe, Kipp Armstrong, Scott Remick, Deb Jacobson, David Starr.

Text of proposal:

The attached FY 15 operating budget revisions are proposed for approval.

Goals achieved by proposal:

Given the move to a new facility, with renovations and triple net lease obligations, and the expanded school size we began this year's budgeting with a greater level of unknowns than usual. As a result we put forth these proposed revisions in order to accurately reflect our financial needs, based on year to date revenue and expenses and best estimates for the remainder of the year.

You will note a few new expense accounts. These reflect either new and essential lines or something that was overlooked in the original June proposal, eg. Copier rental.

Potential Problems and dissenting views:

No dissenting views on committees. The PPE Tuition figure is based on the first 6 month actual receipts and a conservative increase based on the actuals thus far. Final changes resulting from DESE reconciliation with actual enrollment data is not completed so this figure could change, up or down.

Proposed FY 15 HCCPS Budget Revisions						
approved by Domain Council and Finance Committee 1.7.2015						
Revisions in BOLD						
These revisions are based on revenue/expenditure to date, updates to grant figures, anticipated program needs for the remainder of the year and conservative revenue estimates.						
				BOT approved 6.10.14	proposed revisions 1.8.15	
INCOME						
1	State Per Pupil PPE			2,261,188		2,272,188
2	Grants- Mass DOE SPED 240			27,075		27,637
3	Grants- Mass DOE 140, Title II,A			4,205		4,127
4	Grants- Mass DOE Title I 305			14,501		15,447
5	Grants- MASS DOE 274			1,500		2,951
6	REAP Grant			20,039		19,911
7	Community Foundation Class Grants			2,000		2,000
8	Friends of HCCPS Rolling Arts Grants			1,500		1,500
9	Friends of HCCPS Field Trip Grants			5,610		6,855
10	Friends of HCCPS- Community Service			1,200		1,200
11	Fundraising-pizza			3,000		3,000
12	Fundraising - general			38,000		38,000
13	Kids Club Income			55,000		60,000
14	Student Activity Fees-			7,000		7,000
15	Medicaid/SPED Income			15,000		12,000
16	Misc Income			1,000		1,000
17	Interest income			750		750
18	School Lunch receipts			10,000		15,000
19	Special Field Trip Fundraising			6,000		8,321
19a	Winter Fair			0		7,500
20	Total Income			2,474,568		2,506,387
EXPENSES						
Personnel						
21	Teachers - all teachers, ELL S/L, OT, PE,tech			1,002,423		949,000
22	Teaching Assistants- TA hrs- classroom			166,670		166,670
23	Kids Club/Recess Coordinator .6 fte			16,036		16,036
24	Kids Club staff			12,587		12,587
25	Substitutes			11,000		11,000
26	Administrative Coordinator			79,349		79,349
27	Education Coordinator			79,349		79,349
28	Community Coordinator-.5 fte			29,755		29,755
29	Administrative Assistant			38,780		38,780
30	Bookkeeper/Purchasing agent-.80 fte (from .6			40,800		40,800
31	Nurse/Health Educator -.85 fte-.9 fte			44,463		46,000
32	Counselor-.5 fte			29,513		29,513
33	Tech Coordinator .8 fte			0		34,051
34	Development Associate-.5fte			30,000		30,000
35	Admin support .25			10,000		5,000

36	Longevity Pay			9,500		7,500
38	Stipends- expansion,curriculum			2,000		2,000
39	Payroll subtotal			1,602,226		1,577,392
40	Medicare- everyone-.0145			23,232		22,500
41	FICA- non MTRS-.062			27,947		28,500
42	SUTA-.004- everyone			6,409		5,200
43	UHIC-.0048 everyone			5,768		5,000
44	Americorps			9,000		13,500
45	Health Insurance			186,883		183,000
45a	HRA			0		17,500
46	Health Diversion Benefit			13,300		10,500
47	Workers Compensation			10,573		11,461
48	College Credit Reimbursement			1,000		1,000
49	Total Personnel Costs			1,886,338		1,875,553
	Consultants and Outside Services					
50	FSA/HRA Administrative Cost			2,000		2,000
51	Accounting Consultant			1,000		1,000
52	SPED Contractors - PT, psychologist			47,824		50,000
53	SPED Advisor			1,000		1,000
54	Summer SPED services			1,500		2,071
55	Tech Consultant- hrly			9,000		2,500
56	Administrative Services			5,500		5,500
57	Auditor			6,900		7,100
58	Payroll Service			3,000		4,000
59	Professional Development			8,500		8,500
60	Curriculum Consultants			3,000		7,000
61	Child Care Services			300		300
62	Legal Fees			4,000		4,000
63	subtotal			93,524		94,971
	Occupancy					
64	Insurance			12,000		20,000
65	Cleaning Services			35,000		40,000
66	Trash Removal			3,000		3,000
67	Minor Repair/Maintenance			3,500		3,500
68	Fire/Sprinkler Alarm Services			3,500		3,500
69	Copier Service Contract			500		500
69a	Copier Rental			0		3,788
70	Telephone			4,000		1,500
71	Electric			14,000		20,000
71a	Internet			1,670		1,670
72	Heat			22,000		7,000
73	HVAC Maint			1,200		1,200
74	Elevator Maint			2,850		2,850
75	RE Taxes			18,863		28,380
76	Water Sewer			5,000		5,000
77	Landscaping			4,000		4,000

78	Management Fee			5,400		5,400
79	Plowing			5,000		5,000
80	OCCUPANCY CONTINGENCY			0		0
81	Rent			247,500		233,137
82	subtotal			388,983		389,425
	Supplies					
82	Household Supplies			5,500		5,500
83	Educational Supplies			17,048		17,048
84	Playground supplies			1,000		1,000
85	Office Supplies			3,500		3,500
86	Testing/Evaluation Supplies			3,500		3,500
87	Postage			1,500		1,500
88	Printing			600		600
89	Food			700		700
90	sub total			33,348		33,348
	Equipment					
91	Minor Equipment<\$500 ,			2,000		3,000
92	SPED Equipment			6,000		6,000
93	Tech Repair/Replacement			8,000		8,000
94	subtotal			16,000		17,000
	Miscellaneous					
95	Kids CLub Program Expenses			2,500		3,000
96	Student Activity Expenses (stipends, supplies)			2,500		2,500
97	Special 6-8 Trip			8,000		16,600
98	Advertising			1,000		1,000
99	Travel			500		500
100	Graduation Expenses			600		600
101	Miscellaneous			864		864
102	Community Domain Expenses			2,000		2,000
103	MCPSA Dues			4,500		4,500
104	Student Council			300		300
105	School lunch expense			11,500		17,500
106	Friends of HCCS Class Grants			1,500		1,500
107	Friends of HCCS Field Trip Grant Expense			5,610		6,825
108	SPED CONTINGENCY-			10,000		5,000
109	Site Transition Fund			0		0
110	Fingerprinting			500		500
111	Cmnty Fnd. Class Grant expenses			2,000		2,000
112	Coordinator's Discretionary Fund			2,500		2,500
112a	20th Birthday Celebration			0		2,000
112b	Winter Fair Expenses			0		1,000
113	subtotal			56,374		70,689
114	Total operating expenses			2,474,567		2,480,986
115	Over/Under			1		25,401

APPROVED
1 / 14 / 2015

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Finance Committee Proposal to the Board of Trustees

Date: 1/14/2015

Priority level: High

Approximate time needed for discussion: 15 minutes

Proposal to be presented by: Amy Aaron

Committee members drafting proposal: Scott Remick, Amy Aaron, David Starr, Deb Jacobson

Text of proposal: The finance committee proposes allocating \$75,000 to the Capital Building Fund.

New proposal:

To date, approximately \$150,000 has been expended on site/move related projects, which have been funded by the Capital Building Fund. There are still many projects on the horizon, and thus the Finance Committee has been charged with determining what, if any, additional funds can be allocated this fiscal year to the Capital Building Fund to accommodate these additional site projects.

The finance committee developed a cash flow projection in order to study the current state of Hilltown's cash position throughout the 2014/2015 school year. This study determined that there are and will be no cash flow issues this year, and in general Hilltown's cash position looks quite positive. The current level of capital campaign funds was used for this analysis though we expect that fund level to increase throughout the year. At school year end (June 2015) the projection indicates that the school will have net cash of approximately \$450,000. Setting aside the contingency fund (\$296,000) the "available" cash amount is projected to be approximately \$157,000.

Finance Committee members feel that because of this positive cash position, even setting aside the contingency fund, that \$75,000 can be comfortably transferred from the Undesignated Fund Balance to the Res'd for Capital Building Fund at this time.

Goals to be achieved by proposal:

The ability to continue with and fund the remaining capital building projects.

Potential problems/dissenting views: This amount will not cover all the remaining capital project expenses. Domain Coordinators and On Site Committee will determine cost and priorities.

Additional notes: The Finance Committee used a cash flow analysis as the basis for this proposal because it more accurately reflects our cash situation than the Undesignated Fund Balance. The UFB does not truly represent a cash available figure but is an artifice of the accounting procedures.

GABS Report December 2014

Recruitment

David Starr was voted in as a member of the BOT at the December BOT meeting with a community vote to come at the Annual Meeting.

Steve Hoyt is now a member of the On-site committee.

The results of the FY15 parent interest forms were reviewed. GABS will follow-up with some people, but it was noted that the parent slots are almost full and we need to find some community members. In addition, the lists were reviewed to see if there were any parents interested in both joining the BOT and the FOH.

There was discussion of how to court community members for the BOT and committees - one idea being that a PR-like packet of some great printed materials (Give2Grow, Valley Gives, a new HCCPS brochure?, etc) might be a way to follow initial conversations and outreach with community members for joining the BOT and/or committees, and if there is still some interest, then we provide the potential community member with our interest letter and form. In addition, this packet could be useful for outreach for community partnerships. GABS will suggest to the BOT that such a packet be developed and budgeted as needed.

Annually in June, NAYP (Northampton Area Young Professionals) hosts a Non Profit Board Fair. It was discussed that GABS might want to have an attendee at the fair in order to generate some interest for Community board members. GABS will keep tabs on the 2015 info on the Fair and work towards making sure GABS is participating in some way.

Documentation and housekeeping

As of the December 2014 meeting, GABS is using a new reporting format of incorporating a "To Do" list in the GABS report for GABS-use (whereas the report portion will be for the BOT and the cooperative.) So, in order to check the progress on the "To do" list tasks, GABS will now start the beginning of each meeting with the question: "Did we complete our tasks?" Any tasks left undone will be added to the "To do" list for the next month.

Per GABS request, Grace created a GABS hilltown google account (gabs@hilltowncharter.org) for GABS members to upload and share GABS-related documents.

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

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

- One of the duties listed on the President of the BOT job description regards ensuring that the Board is perceived as responsive by the cooperative. To that end, GABS suggested that a question be added to the annual parent survey to the effect of: "Does the community think that the Board of Trustees is responsive?" This question will be added to the survey.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

APPROVED
1/14/2015

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

Date: January 14, 2015
Priority Level: MEDIUM
Proposal to be presented by: GABS

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

Text of proposal:

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

(See attached for proposed revisions with changes tracked and clean, revised version following.)

Goals to be achieved by proposal:

The BOT president job description should be revised occasionally to reflect the current practice and workings of the governance of HCCPS as they specifically relate to the duties of the President. These proposed revisions aim to separate the President and Vice President job descriptions, add responsibilities related to the BOT President's relationship with the Hilltown community and the Friends of Hilltown, and fine-tune the President's duties related to the consensus process and reporting of the BOT's activities.

Potential problems/dissenting views:

Probably none.

Additional notes:

**Job Description for HCCPS President and Vice President of the Board of Trustees
(revised 9/2012 12/2014)**

OVERVIEW:

~~The main task of the team of officers of the Board of Trustees (President, Vice President, Clerk and Treasurer is to ensure that the school remains accountable and responsive to the community it serves, and complies with the requirements of the state.~~

The Board President's main goals are as follows:

- ensure that the school adheres to its Accountability Plan: the success of the academic program, the viability of the organization, and the faithfulness to the mission and charter
- ensure that the Board has focus and direction and is setting and meetings its goals
- ensure that the Domain Coordinators and the Board are working as a team
- ensure that the Board is ~~and is perceived as~~ responsive to the cooperative and is perceived as such by the cooperative
- ensure that the the school is compliant with all applicable state regulations

~~The Vice President supports the President and assumes these responsibilities if the president is incapacitated.~~

Duties include the following:

1. Attend Domain Council meetings and write regular reports to the Board on DC activity. This will keep the Board abreast of management issues and pending requests and proposals.
2. Facilitate or arrange facilitation for all Board of Trustees meetings, ensuring that the consensus process is followed.
3. Act as official representative of the Board to the Commonwealth Board of Education, and any other official body (signing documents, letters, reports as needed.)
4. Serve as a positive face for the Board within the school community. ~~Communication: Respond with written correspondence to concerns brought to the Board.~~ Find means to regularly inform parents of board discussions, agenda items, points of input, and to invite presence at board meetings. Attend community meetings whenever possible. Respond to community members on behalf of the Board as needed.
5. Ensure that the Board maintains a strong working relationship with its partner 501(c)3 organization, Friends of Hilltown.
6. Report annually on Board activity. Write a letter at the end of the year to the cooperative for the Board's Annual Report. ~~also a letter for~~ Write a separate letter to be included in the official HCCPS Annual Report to the Department of Elementary and Secondary Education.
7. Help plan and run the Annual Meeting.
8. Ensure supervision and evaluation of Coordinators, either personally or by appointment of committee.

Job Description for HCCPS President of the Board of Trustees
(revised 12/2014)

The Board President's main goals are as follows:

- ensure that the school adheres to its Accountability Plan: the success of the academic program, the viability of the organization, and the faithfulness to the mission and charter
- ensure that the Board has focus and direction and is setting and meetings its goals
- ensure that the Domain Coordinators and the Board are working as a team
- ensure that the Board is responsive to the cooperative and is perceived as such by the cooperative
- ensure that the school is compliant with all applicable state regulations

Duties include the following:

1. Attend Domain Council meetings and write regular reports to the Board on DC activity. This will keep the Board abreast of management issues and pending requests and proposals.
2. Facilitate or arrange facilitation for all Board of Trustees meetings, ensuring that the consensus process is followed.
3. Act as official representative of the Board to the Commonwealth Board of Education, and any other official body (signing documents, letters, reports as needed.)
4. Serve as a positive face for the Board within the school community. Find means to regularly inform parents of board discussions, agenda items, points of input, and to invite presence at board meetings. Attend community meetings whenever possible. Respond to community members on behalf of the Board as needed.
5. Ensure that the Board maintains a strong working relationship with its partner 501(c)3 organization, Friends of Hilltown.
6. Report annually on Board activity. Write a letter at the end of the year to the cooperative for the Board's Annual Report. Write a separate letter to be included in the official HCCPS Annual Report to the Department of Elementary and Secondary Education.
7. Help plan and run the Annual Meeting.
8. Ensure supervision and evaluation of Coordinators, either personally or by appointment of committee.

DOMAIN COUNCIL MEETING
MINUTES
12.19.14

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

8:30am – Meeting began

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

We then reviewed an inquiry by a teacher which would entail taking personal time (non-medical) during school in session time and clearly not allowed by policy adopted by BOT and in the staff policy handbook. The teacher may request the BOT consider his request in the January meeting.

We also reviewed the joint BOT/FOH meeting and the action items generated in that meeting. Amy will talk with the school lawyer to clarify ways to have an FOH member in BOT meetings and able to participate ex-officio. We also discussed ways to have FOH more informed and aware of the budgeting process (primarily this would be helped by their presence at monthly BOT meetings as the budgeting process unfolds).

9:40am – Meeting ended

Respectfully Submitted,
Kipp Armstrong

DOMAIN COUNCIL MEETING
MINUTES
01.06.15

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

4:30pm – Meeting began

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

We also reviewed the current status of the primary site todo list – the plan is to eventually establish only one list in a googledoc. The process of getting to one list is multifaceted, and the process is in process – it will take a while to complete this task.

2 students left HCCPS during winter break to be homeschooled opening up 2 vacancies in our student body, Amy reports confidence these will be filled from the waiting list.

We discussed Give2Grow and decided to invite Sonja to attend the next BOT meeting to provide an update.

Amy presented and explained the budget revisions which will be presented in the January BOT meeting.

5:50pm – Meeting ended

Respectfully Submitted,
Kipp Armstrong

Hilltown Cooperative Charter Public School

Personnel Committee Minutes – Thursday, December 18, 2014

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

Regrets: Jessica Berrien

Topic	Discussion	Action (if necessary)
Kids Club	<p>Campus School \$16-20, no benefits</p> <p>Our Lady \$12-15 depending on Ed certification</p> <p>Young World \$9-15, depending on level of education, other responsibilities (range is part time high school students to 25 year employees)</p> <p>HCCPS \$12.97-\$15.67 (benefited)</p> <p>Rates are competitive with local programs</p> <p>There are different responsibilities in Kids Club than in the assisting role and it would be good to recognize this added responsibility</p> <p>Paying more for Kids Club hours would incentivize working in Kids Club</p> <p>What are financial implications?</p> <p>To pay one dollar more an hour per employee would be about \$2,500-\$3,000 per year</p> <p>We could ask families to pay a dollar more per kid per afternoon to mitigate the cost (\$20 more per month)</p>	
Prep Time	<p>We will put out a survey to gather info about current prep time and break time:</p> <p>For teachers:</p> <p>How much prep time do you currently have in your week (excluding break times)?</p> <p>What grades do you teach?</p> <p>What are the three tasks you do most often during your prep time? (e.g. grading papers, preparing materials, lesson planning, parent communication, meeting with colleagues/TA, individual student support)</p> <p>For all staff:</p> <p>Do you currently get a break every day?</p> <p>What is the earliest you think that your lunch break should begin during the day? What is the latest time?</p>	
New Meeting Dates for 2015	Last Monday of January-April, 3rd Monday in May	

Next Meeting: January

Hilltown Cooperative Charter Public School

On-Site Committee Meeting Minutes – Tuesday, Jan 6, 2015

Present: Louise V, Mike S. Amy, Laura, Paul L, Steve S., Steve Hoyt

Regrets: Tom Sippel, Charles W.

Facilitator: Laura

Note-taker: Amy

Introduction of new member	Steve Hoyt has joined the Committee and was attending his first meeting. Welcome Steve!	
Review Minutes from Nov and Dec 2014	Paul made motion to accept, Mike seconded	Minutes approved as presented
Review of Pending Capital Projects	<p>Committee reviewed a spreadsheet list compiled by the Coordinators of remaining capital projects. The purpose of the list is to discuss, prioritize, and price our capital needs. We are in the process of gathering cost estimates for various items.</p> <p>Mike suggested we may need to add an HVAC management system to the list.</p> <p>Paul discussed a lack of clarity around how the Capital Campaign would interact with the capital projects; what items the Capital Campaign would pay for; and the distinction between Annual Fund and Capital Campaign. Other Committee members also felt “fuzzy” about the status and purpose of the Capital Campaign.</p>	<p>Steve Hoyt volunteered to price folding bleachers for the All School space.</p> <p>Louise offered to price the construction of an additional storage closet for the All School.</p> <p>Amy to transmit feedback about the Capital Campaign to the Campaign Committee and the Development Associate.</p>
HVAC Update	<p>Mike updated the Cmtee. as to the complexity of the existing systems, what we do and don’t know. It is apparent that there remain design and / or installation issues to be resolved for the system to function effectively.</p> <p>Louise says we really need the documentation from the mechanical engineer which should clearly explain what should be happening. The City Building Dept should have required this but we aren’t certain they did. We may need to do a public records request if we can’t get records directly. Amy will let owners know prior to making that request.</p> <p>We need to get heat answers while it is cold. Once we get documents we can demand a meeting with the owner’s mechanical engineer.</p> <p>Orchard Valley, Jim Patterson, might be someone who could consult with us. Or possibly Meacham from central Mass., or Chris Vreeland, the consulting HVAC engineer we had used prior.</p>	<p>Louise will contact the architect Sig Porth, and Joe the Easthampton building inspector, to see what HVAC drawings/documents we can obtain. Sig was the architect for both the original construction of the building and the recent renovation.</p> <p>Amy will request Graham the plumber to meet with Mike S. ASAP and will contact prior tenant who managed the radiant system to see if he can help us better understand the system lay-out.</p>

All School acoustics	We all agree that we want a design that is not offensive to the eye and that we should start small and see how it helps. Committee members generally favored applying more of the flat panels (vs. “egg-crate” style) that have been used on walls onto the ceiling as long as we make a plan / pattern that is orderly or pleasing. Steven S. thought it would reduce reverberations in that room. We also still need to finish the 6-8 wing.	A work weekend will be planned (likely Jan 17-18). We will send out a scheduling email to set date. First order of work will be panels on walls in classrooms (in 6-8 wing) that still need these.
All School Curtains	Louise advises that by code we can’t cover, block, or disguise exit doors. We need to check with an architect or window treatment expert because the theatrical curtain treatment we had priced is likely not an option.	Research Magnetite- light blocking interior storm windows
Drainage / Playground Issues	Problems with standing water by the shed. Highest priority is lack of drainage to the North of the playground paved play area. We need to take photos of the standing water to record the conditions. Owner (Matt) indicated this problem is something that they (owners) will address. It is possible that this work cannot be done until late spring/ summer when the area dries out.	Amy to ask David Deitz to view the conditions on site and make recommendations/ give price.
Solar Panels	We may be in line for installation through the building owners. We need more information - lease, vs. own; impact on roof; impact on parking lot to add solar car-ports. More info as it develops.	Amy will meet with Tom Rossmassler, who has expertise with solar technology.
Neighbor Relations	Concern was raised about making sure we have good communications with Industrial Drive neighbors and understand their issues. Suggestions are: We could send email blasts when we are having large events; look for overflow parking options; more signage; keep communication with neighbors. It was noted that many parents are not following the pick-up / drop-off rules. Should we consider: signage in “no parking” areas like the queue area for pick-up; more parent education; parking cars for special events; video about parking for newsletter (visual aid in lieu of more text).	Amy will transmit Cmtee’s ideas to Deirdre, who will work on Neighbor Relations with the Community Team Need to re-educate parents about parking in parking lot when there are spaces (rather than parking in the street); no parking on school-side of the street, etc.
Small Tasks	Time did not permit to outline or to do any small tasks.	Amy to tap Cmtee members or other parents, as needed, to chip away at small tasks.
Next Meeting	Tuesday, February 3, 2015 at 6:00 PM	

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

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

Minutes:

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

1) HCCPS NEWSLETTER: Include information about the PAC so all parents are aware, such as, "If your child is receiving special education testing or you are entering your first IEP meeting and have questions, feel free to contact the SEPAC:
hilltownSEPAC@gmail.com

2) CREATE A RESOURCE DOC: This document could include parent and student resources, such as local evaluation services, advocates, therapists, support groups, SPLTs, etc. We could also include a notation to parents asking if they are comfortable writing their name and contact information under the recommendation, they should do so in case others would like additional information. This document would be updated/managed by Tara and Jen.

3) EVALUATIONS.: Discussion/follow-up in regards to parent questions about privacy and school psychologist evaluations. Other concerns about scheduling (inconvenient times, before and after school) and communication with parents in regards to student evaluations. Also, brief discussion about the difference between a neurological-psychological and clinical evaluation.

4) PD for TEACHERS: Suggestion that money spent from SEPAC this year should not be on a parents' rights workshop, but instead on focused PD for teachers. We will ask Dan if this could happen during teachers' already scheduled PD time so it would not be above and beyond what they are already doing this year. Suggestions for PD included: Executive Function workshop and/or Differentiated instruction (to meet struggling learners as well as to challenge strong learners). Suggestion to survey teachers through Dan to see what they are most interested in and what would be most useful.

5) "GOODIE DAY" for Staff: Discussion about providing snacks, chair massage, or something fun for teachers to help build community between the SEPAC and HCCPS teachers.

6) RESOURCES: Question about potential grants...?

Next Meeting:

Ongoing Items Update

TO: BOT
FROM: Kipp Armstrong
DATE: 1/8/15

Domain Coordinator Evaluations: Thoughtful progress continues. Writing has begun. Completion goal remains February 2015.