

**HCCPS Board of Trustees
Meeting Agenda
May 11, 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 Apr 13

6:45 Public Comment period (10 min)

6:55 Personnel Recommendation re Salary Scales: Steve/Dan (15 min – decision)

7:10 FY17 Budget Draft: Amy (15 mins – discussion)

7:25 LRP Status Updates: Amy/Dan/Deirdre (10 min – update/discussion)

7:35 Committee Description Proposals: Penny (5 min – decision)

7:40 BOT Members/Roles: Penny/Deirdre (10 min – update/discussion)

7:50 Annual Meeting Check-In: Deirdre (5 min – update)

7:55 Site/Security Update: Amy (10 min – update)

8:05 FOH Update: Andi (5 min – update)

8:10 Hiring Update: Dan (5 min – update)

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, April 13, 2016

Present: Susannah Howe, Deirdre Arthen, Scott Remick, Dan Klatz, David Starr, Jesse Belcher-Timme, Penny Leveritt, Amy Aaron, Steve Hoyt, Charles Wiemeyer, Dianne Hobbs

Regrets: Andi Porter

Facilitator: Susannah Howe

Notetakers: Alana Fichman

Guests: Chris Greenfield, Michael Filas, Kate Saccento

Listkeeper: Susannah Howe

Timekeeper:

Mission statement read by: Scott Remick

Topic	Discussion	Action (if necessary)
Announcements /Appreciations/ Acknowledgements	<p><u>Announcements:</u> Reminder that emails between board members are considered meetings, and are subject to open meeting law. So no deliberations or discussions that might lead to decisions.</p> <p><u>Appreciations:</u> To Friends of Hilltown for Artspark!</p>	
Any thank you notes needed?	None yet.	
BoT Visibility this month?	<p>Good board representation at Artspark</p> <ul style="list-style-type: none"> -Valley Gives Day: Facebook page -Grandparents Day -Music Festival 	Wear buttons and attend these events!
Minutes	March 2016 meeting minutes reviewed.	<p>Jesse B.T. moved to approve March minutes.</p> <p>David S. seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	Suggestion from a guest that any SPED person hired will work with education teachers in the classroom, not just pull out. Applies to general integration within the school.	

<p>Waiver to Personnel Policy Proposal</p>	<p><u>Proposal Summary:</u> The President and Vice President of the Board of Trustees, as a sub-group within the Domain Council, shall serve as the deliberating body for requests for waivers to personnel policies.</p> <p>A form called the “Request for Waiver to Personnel Policy” was created as part of the proposal and the process of the waiver request and deliberation described.</p> <p>The goal of the proposal is to codify and streamline the process for requests to waivers of personnel policies and to eliminate the need to engage the full Board in the process.</p> <p><u>Comments:</u> Correction, supervisor does not have to agree with waiver requests, just has to initial. Changed on form. Rational for four weeks is that it gives domain council a buffer to be able to discuss the waiver request at one of two of the monthly Domain Council meetings</p>	<p>Scott R. and Susannah H. moved to approve the proposal. Jesse B.T. seconded.</p> <p>Proposal approved by consensus.</p>
<p>Hiring Policy Revisions Proposal</p>	<p><u>Summary:</u> The current hiring policy has been in place for a long time and the original parameters relate to a smaller school, needed revision for our now larger school.</p> <p><u>Changes from current older policy:</u> Original applied to all positions, now only applies to teaching positions half-time or greater or coordinator positions. Composition of committee the same, but with the provision that the parent cannot have students who will be in the same class as the teacher being hired. The parent will now facilitate the parent part of the process. Finalists used to come to an open meeting with parents, concern was that there were different questions being asked to different candidates. Now parent on committee will solicit questions from parents with students in the current grade, and the committee will select a list of those questions to be asked at the parent meeting. Parents can still attend, listen, and give feedback. Cannot ask spontaneous questions. #4: Order of preference will be changed. #5: Meeting with teachers. Questions inconsistent. Thought of as duplicating committees work. Hands on project happens with small group of teachers, stays the same. Candidates allowed to ask questions of current teachers. #7: Final decision, no change. Goal of four weeks. Issue: Process taking too long, potentially losing</p>	<p>Steve H. moved to approve the proposal as edited. Scott R. seconded.</p> <p>Proposal approved by consensus.</p>

	<p>candidates.</p> <p>Helpful to recruit members of committee knowing specific time frame.</p> <p>Domain coordinator process: very similar. Skewed towards the board, two members.</p> <p>Parent interview: standard set of questions. Staff questions open ended.</p> <p>Committee makes recommendation, board makes the final decision.</p> <p><u>Questions:</u></p> <p>Correction: “teacher” rather than “staff member.”</p> <p>Board chair and board president are the same person</p> <p><u>Internal hiring procedure:</u></p> <p>Idea is to give current staff members prioritized over outside candidates. All staff members were lumped together, though could be different positions, ex. Teacher changing age groups versus TA becoming teacher.</p> <p>No parents currently involved in internal hiring procedure. Reason for not having a parent for internal hiring procedure?</p> <p>Possible solution to avoid confusion of parents coming in late to the process would be to have a parent originally on the internal hiring committee.</p> <p>Amendment: put a parent on the committee.</p> <p><u>Hiring of a domain coordinator:</u></p> <p>Internal process. Same committee as for external hiring.</p> <p>Comments: full process should be done with any domain coordinator candidate.</p> <p>School is unusual administratively, internal candidates should be encouraged.</p> <p>Comes back to the board for hiring, board could require larger process.</p> <p>Should have same committee size as external, but no reason to go public if people are satisfied with internal candidate.</p> <p>Formatting: hiring for internal candidates should be separated out, have a new subheading.</p> <p>Pressing hirings coming up.</p> <p>Recap of changes:</p> <p>1) Second bullet on first page, “teacher” rather than</p>	
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	<p>“staff member”</p> <ol style="list-style-type: none"> 2) Under “The Process”, #3, select “finalists” 3) Under External Domain Coordinator Positions, third bullet says board “President” 4) In #3, “Finalists” 5) <u>Hiring procedure for internal candidates</u> - add “for teaching positions” 6) Under same heading, after paragraph 3 first sentence “...including teaching positions and long term substitutes,...” add part from page 1 that starts “The Education Coordinator (EC) will chair....” to “...parent will not have children entering grades in the open position.” (N.B.: included change from “Staff member” to “teacher” as with page 1 chance mentioned above.) 7) Add new header on last pages “Hiring Procedure for Internal Candidates for Domain Coordinator Positions.” 8) Under that header, add the part from page 2 “The Board President will chair a Hiring Committee ...” through “...parent representative chosen by the BOT.” 9) Remove “For Domain Coordinator positions,...” 10) Last bullet has a typo <p>NOTE: Dan Klatz provided the revised version as approved to the clerk at the meeting via email.</p>	
<p>Succession/Hiring Process Proposal</p>	<p>Proposal is meant to assist in starting hiring process for Administrative Coordinator (Amy) who will retire at end of ‘16-’17 school year.</p> <p>Would like approval to start hiring process in order to hire someone while Amy is still at the school.</p> <p><u>Comments:</u></p> <p>Job description would be part of hiring process moving forward. Goals of process is to look at existing roles and determine whether they need additional support or flexibility.</p> <p>Object is to receive approval for maintaining current shared management structure. Board must embrace publicly, has been murky in former meetings.</p>	<p>Susannah H. and Scott R. moved to approve the proposal.</p> <p>David S. seconded.</p> <p>Proposal approved by consensus.</p>

<p>Q3 financials And proposal</p>	<p>Q3 financials have been approved by finance committee. Nothing unexpected, doing better than anticipated. Lower tuition rate from March onwards, June could be less. Was anticipated.</p> <p>There will probably be a surplus. One more student than expected. No development associate, which was planned for, and contributed to bridge potential deficit.</p> <p>Heat and snow plowing less.</p>	<p>David S. moved to approve the Q3 Financials. Scott R. seconded.</p> <p>Q3 Financials approved by consensus.</p>
<p>Finance Committee Proposal: Transfer of Funds</p>	<p>Currently there is \$264 in designated capital building funds. 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.</p> <p>If there is a budget surplus for FY16 as anticipated, some surplus could replenish the Undesignated Fund Balance.</p> <p>The Finance committee supports this request, as does the Chair of the On-site committee.</p>	<p>David S. moved to approve the proposal. Steve H. seconded.</p> <p>Proposal approved by consensus.</p>
<p>FY17 Budget update</p>	<p>Noted that this is an early DRAFT only. Assumes full capacity of 218 students. Figure for PPE used is 1/1.5% over current average for this year. Assumes all other income stays flat for grants and fundraising.</p> <p>This is just a very rough look to compare the bottom line difference between renting and owning. DESE's FY 17 projections have not been released yet.</p> <p><u>Personnel:</u></p> <p>Added 2% for salary and steps where applicable, unsure of what it will actually be until Personnel and the BOT make decisions.</p> <p>Line 25: Looking at changing structure of after school management.</p> <p>8% increase for health insurance, general recommendation.</p> <p><u>Occupancy:</u></p> <p>Middle column for renting, right hand column for finalizing sale by mid-June.</p> <p>Because USDA is taking longer than anticipated we may not close by June 30. For example, 2 months worth of rent (if we had to pay July and Aug) is roughly \$25,000 that would increase occupancy in the "Own" version. Because</p>	

	<p>the school sits on 2 discrete parcels, as evidenced by our tax bills, we might consider refiling 2 separate USDA applications in order to avoid the federal level review which will delay a decision.</p> <p><u>Questions/Comments:</u></p> <p>Typically real estate tax rates go up with a sale. After reappraisal.</p>	
<p>Local Political Update</p>	<p><u>On the non-local front:</u></p> <p>Charter school association working with members on a house bill that would probably be superior to senate bill. If it passes, would go to conference committee. There is more support for charters in the house than in the senate. Decision will be made in July whether to go forward with ballot.</p> <p>The Senate bill included allowing district school committees to decide whether or not to allow a chartership, and that is a death knell for charters.</p> <p><u>Action?</u></p> <p>Sponsoring an open evening forum with PVPA, Four Rivers? Potentially Holyoke Sabis school. Sponsored by Democratic Party? Broaden to more regional group?</p> <p>Potential worry for the event and any backlash. We should certainly focus on the probable upcoming ballot referendum. There will be plenty of future opportunities to have our voices be heard, and it would be more beneficial to be en-masse and prepared.</p> <p>Talking points and correct data is important.</p> <p>Should be strategic, be prepared for negative press from a Hilltown/other charter sponsored event.</p>	
<p>Annual Meeting Planning</p>	<p>All committees and the Friends of Hilltown give a report to the community. Each chair writes something up and also will more casually speak at the meeting about the activities of their committee.</p> <p>Committee chairs give an overview of range of work their committee has done. President of board writes a summary of actions of the board of the year.</p> <p>Any bylaw changes are voted on. (N.B.: there are no changes being proposed at this annual meeting.)</p> <p>New board members are presented for vote by the community.</p> <p>At beginning: some kind of topic. Open discussion, speaker, guests, etc. Potential good topic could be: charter school related politics that is coming to the fore this year.</p>	<p>Committee chairs and FoH President get their annual meeting reports for their committee to Deirdre before the next Board of Trustees meeting.</p> <p>Deirdre will send examples of past committee reports to chairs.</p> <p>Amy will look for a</p>

	<p>As part of the discussion, concrete and accurate facts about charters and Hilltown as a charter could be presented. Could provide talking points to the Hilltown Community. Politics around charter schools would be an obvious topic to have, useful in day-to-day. Take away handout, bookmark, something.</p> <p>Could get someone from the charter school association to come to do some explaining, why the charter school debate is so charged.</p> <p>Meeting is 6:30 pm on May 18th.</p>	member of the Charter School Association to present.
New Business - Identify only	<p>Friends of Hilltown says thank you to Board of Trustees for participation in Artspark.</p> <p><u>Valley Gives Day:</u></p> <ul style="list-style-type: none"> -It's become the primary fundraiser. -Valley Gives gives monetary awards for meeting certain criteria, such as the greatest number of unique donors. Each unique email address, even if it's from the same person, counts as an individual donor. -Valley Gives lasts 24 hours and it's across the entire Pioneer Valley. <p><u>Grandparents Day:</u></p> <ul style="list-style-type: none"> -Will have to go through parents to send the invitations, as much of the contact details of grandparents and special friends has been lost -Will need people to register -Would love to have grandparents emails 	
Committee Reports - Questions only	<p>Need recent site minutes as well as a Friends of Hilltown report.</p> <p>Clarification: will finance committee bring the new job description to the board, or will GABS? (Should go through GABS to the board for next month.)</p>	
Meeting Wrap-Up/ Evaluation	<p>Next meeting is scheduled for May 11th at 6:30 pm.</p> <p>Snacks: David Starr Drinks: Terra Missildine</p> <p>Newsletter blurb: Penny</p> <p>Facilitator: Susannah</p>	
Review Action Items:	<p>Alana reviewed action items with the board.</p>	

Adjournment	Meeting adjourned at 8:30 PM	
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Attachments:

April BOT Meeting Agenda; March 2016 BoT Meeting Minutes Draft; Waiver to Personnel Policy Proposal; Request for Waiver to Personnel Policy Form Draft; Proposal to the Board of Trustees Succession Planning: Shared Management + Hiring Process Start; FY16 Q3 financials; FY17 Budget Draft; Finance Committee Meeting Notes, Feb 26, 2016; Finance Committee Meeting Notes, March 18, 2016; Finance Committee Meeting April 8, 2016; Domain Council Minutes 03-15-2016; Domain Council Minutes 04-05-2016; Finance Committee Proposal, Fund Transfer; Personnel Committee Hiring Policy Revision Proposal; Personnel Committee Meeting Minutes, April 11, 2016

Tentative Agenda for May 11th Meeting:

- Revised Finance Committee job description
- New budget draft update
- GABS potential board member slate
- Discussion of Board Roles
- Update on Annual Meeting
- LRP Status Updates
- Personnel Committee, recommendation regarding salary scales (will be invited, Finance Committee for June)
- School Security Update
- FOH Update: Artspark and Valley Gives



Personnel Committee Proposal to the Board of Trustees

Date: May 2, 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, Carla Clark

Text of proposal:

We recommend adopting the salary scales for Teaching Assistants and Teachers outlined on page two. These proposals would bring TA wages to 97.5% of the current (FY16) median of comparable area districts by 2018. For teachers, next year would be at FY16 median, and by 2018, we would be at the FY17 median. This is in line with the goals for compensation adopted early this year by the Board.

For employees not on these scales (other than the three Coordinators), we recommend a 4% increase next year, which is the average increase embedded in the scales for next year. Beyond next year, these positions need to be examined using job descriptions so we can have a valid, direct comparison.

Coordinator salary recommendations will have to be made by the full Board, as this committee does not feel we can weigh in. Comparable figures have been provided to the President and Vice President of the Board.

Goals to be achieved by proposal: Competitive salaries; alignment with stated goals.

Potential problems/dissenting views: None. Budgetary issues will impact the ultimate rollout of these scales.

Current TA Scales (40 hr week/185 day year) Step Hourly		Researched Median Hourly Rates FY16 Hourly							
				FY17 Proposed 95%		FY18 Proposed 97.5%		FY19 Proposed 100%	
				FY16 Median		FY16 Median		FY16 Median	
1	12.70	1	14.46	13.74	14.10	14.46			
2	13.35	2	15.11	14.36	14.74	15.11			
3	13.99	3	15.76	14.98	15.37	15.76			
4	14.65	4	16.41	15.59	16.00	16.41			
5	15.30	5	17.06	16.21	16.64	17.06			
6	16.12	6	18.33	17.42	17.88	18.33			

Current Salaries			Median FY 16 Salaries		Midpoint of Median FY 16 & FY17			Median FY 17 Salaries			
		Step	Proposed for FY17		Proposed for FY18			Proposed for FY19			
BA	MA		Salary BA	Salary MA	Step	Salary BA	Salary MA	Step	Salary BA	Salary MA	
1	38,993	41,446	1	40,864	45,037	1	41,416	45,604	1	41,968	46,172
2	40,050	43,152	2	41,926	46,475	2	42,502	47,086	2	43,079	47,697
3	41,107	44,858	3	42,988	47,912	3	43,588	48,567	3	44,189	49,223
4	42,164	46,564	4	44,049	49,350	4	44,675	50,049	4	45,300	50,748
5	43,221	48,270	5	45,111	50,787	5	45,761	51,531	5	46,411	52,274
6	44,278	49,976	6	46,173	52,225	6	46,847	53,012	6	47,521	53,799
7	45,335	51,682	7	47,235	53,662	7	47,933	54,494	7	48,632	55,325
8	46,392	53,388	8	48,296	55,100	8	49,019	55,975	8	49,743	56,851
9	47,449	55,094	9	49,358	56,538	9	50,106	57,457	9	50,853	58,376
10	48,506	56,800	10	50,420	57,975	10	51,192	58,938	10	51,964	59,902
11	49,563	58,506	11	51,482	59,413	11	52,278	60,420	11	53,075	61,427
12	50,620	60,214	12	53,605	62,288	12	54,451	63,384	12	55,296	64,479

DRAFT

FY 17 Budget Drafts					
DESE prjections 5.2					
Includes Personnel Committee salary recommendations					
		A	B	C	D
INCOME		FY 16 Budget	FY 16 EOY	FY 17 Rent	FY 17 Own
1 State Per Pupil PPE		2,516,682	2,585,240	2,612,440	2,612,440
2 Grants- Mass DOE SPED 240		29,637		29,637	29,637
3 Grants- Mass DOE 140, Title II,A		4,168		4,168	3,751
4 Grants- Mass DOE Title I 305		15,252		13,727	13,727
5 Grants- MASS DOE 274		3,000		3,000	3,000
6 REAP Grant		19,911		19,911	19,911
7 Community Foundation Class Grants		2,000		2,000	2,000
8 Friends of HCCPS Rolling Arts Grants		1,500		1,500	1,500
9 Field Trip Fund		7,315		7,600	7,600
10 Friends of HCCPS- Community Service		1,200		0	0
11 Fundraising-pizza		3,000		3,000	3,000
12 Fundraising - general		34,000	35,000	30,000	30,000
13 Kids Club Income		65,000	78,565	78,000	78,000
14 Student Activity Fees-		9,000	11,000	11,000	11,000
15 Medicaid/SPED Income		20,000		20,000	20,000
16 Misc Income		1,000		1,000	1,000
17 Interest income		1,200		1,200	1,200
18 School Lunch receipts		15,000		15,000	15,000
19 Special Field Trip Fundraising		20,000		20,000	20,000
20 Winter Fair		7,500		7,500	7,500
21 Total Income		2,776,365	2,879,869	2,880,683	2,880,266
EXPENSES					
Personnel					
22 Teachers - all teachers, S/L, PE		1,112,745	1,150,301	1,201,084	1,201,084
23 Teaching Assistants- TA hrs- classroom		173,838	187,606	181,760	181,760
23a Graduate Interns x3		10,000	10,000	30,000	30,000
24 Kids Club/Recess Coordinator ..6-		10,904	10,904	11,341	11,341
25 Kids Club staff		15,794	21,314	16,005	16,005
26 Substitutes		11,000	5,890	11,000	11,000
27 Administrative Coordinator		80,936	80,936	84,174	84,174
28 Education Coordinator		80,936	80,936	84,174	84,174
29 Community Coordinator-.5 fte -.6 fte		36,421	36,421	37,877	37,877
29a SPED Administrator- step 8 plus 10%		0	0	60,600	60,600
30 Administrative Assistant		39,556	39,556	41,138	41,138
31 Bookkeeper/Purchasing agent-.80 fte		41,616	41,616	43,281	43,281
32 Nurse/Health Educator -.9 fte		45,558	46,432	48,245	48,245
33 Counselor-.5- .8 fte- 1.fte		48,171	53,746	62,288	62,288
34 Tech Teacher/Coordinator (on teach grid)		41,107	41,107	44,049	44,049
35 Student Activites Staff		900	750	900	900
37 Admin support .25		5,000	0	0	0
38 Longevity Pay		7,500	7,908	7,500	7,500
39 Stipends- expansion,curriculum		1,000	1,550	1,000	1,000
40 Payroll subtotal		1,762,983	1,816,975	1,966,415	1,966,415
41 Medicare- everyone-.0145		25,563	25,757	28,513	28,513
42 FICA- non MTRS-.062		32,376	25,231	33,552	33,552
43 SUTA-.004- everyone/.003 2015		5,354	4,304	5,899	5,899
44 UHIC-.0048 everyone/capped @ 1st 14,000		6,000	3,463	6,000	6,000
45 Health Insurance		240,000	219,629	259,200	259,200
46 HRA		13,000	11,844	13,000	13,000
47 Health Diversion Benefit		11,000	10,932	11,000	11,000

48	Workers Compensation		12,000	11,806	13,000	13,000
49	College Credit Reimbursement		1,000	0	1,000	1,000
50	Total Personnel Costs		2,109,277	2,129,941	2,337,580	2,337,580
	Consultants and Outside Services					
51	FSA/HRA Administrative Cost		2,200	1,872	2,200	2,200
52	Accounting Consultant		1,000	330	1,000	1,000
52a	Development Consultant		2,000	2,000	0	0
53	Auditor		7,300	7,300	8,000	8,000
54	Americorps x2		9,614	9,614	18,000	18,000
55	SPED Contractors - PT, psychologist		55,000	55,000	60,000	60,000
56	SPED Advisor		10,000	5,000	1,000	1,000
57	Summer SPED services		2,290	2,290	4,000	4,000
59	Administrative Services- grading, SEMS,SIF		3,000	2,991	3,000	3,000
60	Payroll Service		3,000	2,703	3,000	3,000
61	Professional Development		8,500	5,085	8,500	8,500
62	Curriculum Consultants		7,000	7,000	7,000	7,000
63	Child Care Services		300	-14	300	300
64	Legal Fees		4,000	3,600	4,000	4,000
65	subtotal		115,204	104,771	120,000	120,000
	Occupancy-1.5% increase					
66	Insurance		21,500	23,453	22,500	28,000
67	Cleaning Services		40,000	40,000	40,600	40,600
68	Trash Removal		3,216	3,358	3,264	3,264
69	Minor Repair/Maintenance		3,500	3,500	3,553	5,000
70	Fire/Sprinkler Alarm Services		3,500	900	1,500	1,500
71	Copier Service Contract		700	1,027	711	711
72	Copier Rental		3,788	3,792	3,845	3,845
73	Telephone		1,500	1,133	1,523	1,523
74	Electric		25,000	24,164	25,375	25,375
75	Internet		1,670	1,690	1,695	1,695
76	Heat		7,000	3,327	7,105	7,105
77	HVAC Maint		7,000	7,000	7,105	7,105
78	Elevator Maint		2,460	2,605	2,497	2,497
79	Real Estate Taxes		26,000	26,000	26,390	6,400
80	Water Sewer Fees		3,000	2,300	2,500	2,500
81	Landscaping		6,000	4,000	4,200	4,200
82	Management Fee		6,000	5,400	6,090	1,014
83	Plowing		7,000	3,250	7,105	7,105
84	Rent/Mortgage		270,000	270,000	300,000	175,554
85	subtotal		438,834	426,899	467,557	324,992
	Supplies					
86	Household Supplies		5,500	5,500	5,500	5,500
87	Educational Supplies		18,726	18,726	19,620	19,620
88	PE/Playground supplies		1,000	1,000	1,000	1,000
89	Office Supplies		3,500	3,500	3,500	3,500
90	Testing/Evaluation Supplies		3,500	3,500	3,500	3,500
91	Postage		1,500	1,500	1,500	1,500
92	Printing		600	600	600	600
93	Food		700	700	700	700
94	sub total		35,026	35,026	35,026	35,920
	Equipment					
95	Minor Equipment<\$500 ,		3,000	3,000	3,000	3,000
96	SPED Equipment		6,000	6,000	6,000	6,000
97	Tech Repair/Replacement		8,000	8,000	8,000	8,000

98	subtotal				17,000	17,000	17,000	17,000
	Miscellaneous							
99	Kids Club Program Expenses				3,500	3,500	3,500	3,500
100	Student Activity Expenses includes dances, sports				2,500	2,500	4,000	4,000
101	Special 6-8th grade Trip Expenses				13,000	38,091	6,000	6,000
102	Advertising				1,000	1,000	1,000	1,000
103	Travel				500	500	500	500
104	Graduation Expenses				600	600	800	800
105	Miscellaneous				1,000	1,000	1,000	1,000
106	Community Domain Expenses				2,000	2,000	2,000	2,000
107	MCPSA Dues				5,098	5,098	5,098	5,098
109	School lunch expense				17,500	17,500	17,500	17,500
110	Friends of HCCPS Class Grants				1,500	1,500	1,500	1,500
111	Community Service Projects				1,200	1,200	1,000	1,000
112	Field Trips				7,340	7,340	7,340	7,340
113	SPED Contingency				7,500	0	0	0
114	Fingerprinting				500	1,115	500	500
115	Community Foundation Grant expenses				2,000	2,000	2,000	2,000
116	Coordinator's Discretionary Fund				2,500	2,500	2,500	2,500
118	Winter Fair Expenses				2,100	1,797	2,100	2,100
119	subtotal				71,338	89,241	58,338	58,338
120	Total operating expenses				2,786,679	2,802,878	3,035,501	2,893,830
121	Over/Under				-10,314	76,991	-154,818	-13,564
Notes: new salary scales; 4% on non-grid staff; 2 months rent in Col. D; new SPED Admin;								
8% hlth insur. bump; 3 graduate interns								

HCCPS

LRP Update

Name: Amy Aaron

Date: 05/05/2016

LRP Goal: Goal #1, Site –

Items Accomplished:

- Purchase and Sale agreement signed with building owners
- Consultant hired to assist with financing for building purchase
- Approval received from DESE to enter into a loan commitment that extends beyond the term of *our charter*
- Application submitted to USDA for a 40 year mortgage loan
- Ongoing work with our HVAC mechanic on building problems

Obstacles:

Time and money

Federal bureaucracy

Next Steps:

Continue to push USDA process

Plan summer projects

LRP Goal: Goal #2 School Finance

Items Accomplished:

- BOT approval of mid-year budget modifications based on known changes to revenue and expense
- Determined fiscal feasibility of building purchase price
- Budget creation for FY 17

HCCPS

LRP Update

Name: Dan Klatz

Date: May 5, 2016

LRP Goal:

K-8 Curriculum Review

Items Accomplished: Piloted new spelling program for K-3 (Project Read) , however several issues emerged which necessitated revisiting the program choice. Review of writing curriculum will continue in professional development sessions later this year.

Obstacles: Time

Next Steps: Complete ELA review this year. Begin the review of Science curriculum in 2016-17.

LRP Goal:

Academic Affiliation and Teaching Interns

Items Accomplished: Added two additional interns beginning Fall 2016. For the 2016-17 academic year, we will have a total of three interns working in the school. Two of the interns are graduate students at Smith College, and the other is a graduate student at Mt. Holyoke College.

Obstacles: None

Next Steps: Continue pilot of the program. Begin review of effectiveness at the end of the 2016-17 academic year.

LRP Goal:

Grades 6-8 Program Reorganization

Items Accomplished: Implemented (nearly) full 7/8 program.

Obstacles: As noted in November, the changes with the new configuration are very labor intensive. There is an intersection between changes in the programs in Grades 6-8 and an increased number of students with clearly defined needs, and this area will require considerable ongoing attention to determine the best structures for our school.

Next Steps: 1-2 additional years to full settle into this new model.

HCCPS

LRP Update

Name: Dan Klatz

Date: May 5, 2016

LRP Goal:

Plan for Administrative Succession

Items Accomplished: Created position of Administrator of Special Education. As we anticipated, this will be a necessary component of our overall school administration.

Obstacles: None at this time.

Next Steps: Hire a stellar individual.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 5-1-16

LRP Goal: Community Goal 1
Create and Implement Community Team

Items Accomplished:

Community Team has been meeting for 2 years.

Current membership: Comm Coord., 5 parents plus 1 teacher, counselor – on occasion
- there is a good mix of parents of older and younger students.

Regular meetings and ongoing planning continues for projects and events:

- Morning coffee
- Telephone poll of new families
- Teacher appreciation
- Movement toward “teacher of the week” interviews and web bios
- Last Friday party

Improved access to school events on the webpage and in newsletter

Obstacles:

Still no simple method for getting student input due to no student council and also no Student Community Leadership Team this year.

Very hard to find good meeting time for both staff and parents

Next Steps:

Figure out student input piece.

Assess projects this year and plan for 2016-17

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 5-1-16

LRP Goal: Community Goal 2
New Student/Family Integration

Items Accomplished:

First Friday party and individual class parties before school opens

Brought in 2 Americorps members

For Parents:

New parent breakfast. Telephone poll of new parents (CT)

Morning Coffee hours provide access – encourage parent connections.

For Students:

6th grade teambuilding trips and CSL builds connections

Obstacles:

Parents of new older students seem reluctant to show up or volunteer for all school events. Results are better for class-related events and Prisms teachers have increased these opportunities.

Drop off and pick up ease make it unnecessary for many parents to ever come into school, so they don't interact with each other or staff informally. Not a problem overall with parents of kids grades K-4

Next Steps:

Revive leadership teams or equivalent in Prisms

Assess input from phone polling and create new outreach plan for incoming parents.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 5-1-16

LRP Goal: Community Goal 3
Traditions Supporting School Culture

Items Accomplished:

CSL time continued in Purples
Buddy classes for all Purples
Hilltown Harmonies and 2-5 chorus successes
Mummers Play repeat
Il Teatro and All School improving
Maintained other significant traditions – welcome and goodbyes.

Obstacles:

No Leadership Teams or any equivalent this year.

Teaching the entering 6-8th graders the songbook (our shared community language) is hard to accomplish – we need time for that.

Next Steps:

Work with Prisms and Purples teachers to plan for next year
Implement graduation revisions and assess them.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 5-1-15

LRP Goal: Community Goal 4
Leadership Training (due to begin in 2015-16)

Items Accomplished:

CSL in Purples
ADL conference for 7th graders

Obstacles:

TIME for work in the Prisms

Next Steps:

Figure out a schedule that can accommodate leadership training for older students.
Work with teaching staff about integration among all ages.
Build off of ADL conference



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

Date: 5/1/2016

Priority Level: Low

Proposal to be presented by: Penny Leveritt

Committee members drafting proposal: Deirdre Arthen, Penny Leveritt and Amy Reesman

Text of proposal: the GABS Committee is tasked with ensuring that the BOT Resource Notebook is comprehensive and up-to-date. This necessitated our request for the Personnel Committee to draft an updated description of their purpose, role, and responsibilities. If approved by the BOT, this description will be added to the Governance Section of the BOT Resource Notebook.

Goals to be achieved by proposal: to build a comprehensive and up-to-date Governance Section of the BOT Resource Notebook, which includes clarifying the roles and responsibilities of the Personnel Committee.

Potential problems/dissenting views: none are expected as the description was drafted by the Personnel Committee and submitted to the GABS Committee for consideration and presentation to the BOT.

Additional notes:



HCCPS PERSONNEL COMMITTEE STATEMENT OF PURPOSE AND GOALS

(revised February 2016)

Purpose: The purpose of the personnel committee is to develop and apply policies related to hiring staff and managing the conditions of employment in ways that fit with the school's charter and mission.

Responsibilities and goals:

1. Research relevant issues and make recommendations to the Board on possible resolution.
2. Investigate ways to improve the working conditions of staff to encourage good morale and limit staff turnover, within the practical constraints that exist.
3. Create standards for handling personnel matters that can be clearly and fairly applied to individual situations.
4. Ensure that relevant labor law and regulatory guidelines are honored.
5. Maintain committee membership such that non-parent input is available for balance and objectivity.
6. Maintain minutes of proceedings so that a record is available concerning the decision-making process.



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

Date: 5/1/2016

Priority Level: Low

Proposal to be presented by: Penny Leveritt

Committee members drafting proposal: Deirdre Arthen, Penny Leveritt and Amy Reesman

Text of proposal: the GABS Committee is tasked with ensuring that the BOT Resource Notebook is comprehensive and up-to-date. This necessitated our request for the Finance Committee to draft an updated description of their purpose, role, and responsibilities. If approved by the BOT, this description will be added to the Governance Section of the BOT Resource Notebook.

Goals to be achieved by proposal: to build a comprehensive and up-to-date Governance Section of the BOT Resource Notebook, which includes clarifying the roles and responsibilities of the Finance Committee.

Potential problems/dissenting views: none are expected as the description was drafted by the Finance Committee and submitted to the GABS Committee for consideration and presentation to the BOT.

Additional notes:



Finance Committee Purpose and Responsibilities

(Revised 3/18/16)

Purpose

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

Budgeting Responsibilities

1. Review Budget Projections
2. Review Financial Statements
3. Approve quarterly budgets, review revisions
4. Recommend any changes or modifications to drafts of budgets for Board of Trustees approval
5. Approve budgets for fiscal viability and recommend to the Board of Trustees for action
6. 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

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



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

**Domain Coordinators Report to the Board of Trustees
May, 2016**

1. There has been a flurry of older grade enrollment activity which is likely to continue until at least the end of the school year. Some factors contributing to the activity, both in and out, are: increased presence of the Chinese Immersion school as a 6-12 grade options; 7th grade as the entry point for PVPA; students unwillingness to leave their independent schools in their last year (6th grade) despite their parents desire to enroll them at Hilltown. We can confidently fill our classes despite these factors.
2. Students in grades 3-8 will be taking the MCAS tests in Math, and for grades 5 and 8, Science and Engineering. Results will be available in the fall.
3. There continues to be a flurry of publicity on the charter school debate. Not surprisingly the Easthampton City Council passed a resolution opposing the cap lift. Unfortunately this was done with no public debate and with inaccurate information presented at their meeting. MassLive had a story about the city's action and Amy was quoted as part of the story. Channel 22 ran a short story on this morning's news on the issue and Amy was interviewed for that as well.
4. AmeriCorps updates: The CSL programs that Alana has been leading with K-6 classes have been very successful. We now have new partnerships with the pre-school down the street, "All About Children" where our students are reading to theirs, and with the Easthampton Council on Aging through which the Reds and Oranges have developed a pen pal relationship and will be having a celebration next week. The Purples are finalizing their year with several projects to benefit the school. Alana will offer a CSL report at the Annual Meeting. Finally, we have confirmed our two promising new members for next year. Their service begins at the end of August.
5. We are up and running for hiring both the Blues teacher and the SPED Administrator. Hiring Committees have been formed, and we will begin interviewing candidates this week.
6. The DESE has adopted a new metric to determine low income counts in all public schools. This new measure is based on families enrolled in 5 specific state aid programs, rather than income levels. As a result state tuition payment rates for FY17 have been modified, some up some down. Three of our largest sending districts, including Northampton and Easthampton, have rate reductions. You will see the impact of this change when we review the next budget draft.
7. Next year, we will have a total of three graduate interns working in classrooms. In addition to our current intern entering her second and final year with the school, we will have two interns beginning their first year at the school. One is from Smith College and the other is from Mt. Holyoke College. Additionally, we expect to have a number of "student teachers" working for some part of the year in the school.

Domain Council Meeting Minutes



Date: April 26th, 2016

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

8:30 am - Meeting began

Topics discussed: BOT agenda, Hiring committee for new hires, FY 2017 Budget, Political update

BOT Agenda Items

The agenda that was proposed from the last BOT meeting was reviewed and made minor changes were made. The currently proposed agenda is as follows: FOH Update, LRP Updates, Job Descriptions from Gabs, Personnel Committee: Salary Scales, Board members and Roles, Annual Meeting Update, Security Update, 2017 Budget Draft

Hiring Committee for K-1 and SPED Coordinator

There are two positions that require hiring committees with board involvement. Scott Remick will likely be part of the committee to hire the K-1 position, and Steve Hoyt was suggested for the SPED Administrator position.

Budget

The way the State calculates low income has changed, which looks to adversely impact Hilltown. Additionally, negative inflation has lowered the PPE. This equates to less income per student than last year. Amy will add these new numbers in the budget. Additionally we will assume at least 1 month of rent and the remaining months assuming a mortgage payment, as we are hoping to close by July 1.

Political Update

Easthampton Democratic Party held a meeting on public education impact of charter schools several weeks ago. The biggest concern is around mis-information being disseminating. We discussed if it makes sense to attend the comment period of the next Easthampton city council meeting or whether we try to meet with folks individually to discuss (or both). No decisions were made.

Next Domain Council meeting: Tues, May 3 @ 8:30 AM

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

Domain Council Meeting Minutes



Date: May 3rd, 2016

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

8:30 am - Meeting began

Topics discussed: BOT Agenda, Personnel salary research, 2017 Budget, Hiring Committee for new hires, Political Update

BOT Agenda Items: The proposed agenda is as follows: FOH Update, LRP Updates, BOT Job Descriptions from, Personnel Committee: Salary Scales, Board members and roles, Annual Meeting Update, Security Update , Draft 2017 budget review

Personnel: Salary Scales Adjustment:

Personnel committee continues to research salary comparisons for all staff. At an upcoming board meeting we will need to discuss these comparisons. It was noted that the coordinators salary adjustments seem to be the most off (HCCPS is quite a bit lower than average).

Budget 2017

The domain council reviewed the updated draft 2017 budget. PPE is not going up as much as it has previously, teacher salary scales will reflect Personnel recommendation based on the study performed.

We have created two projections, one assuming that we will rent, and the other assumes we will own the building (with 1 month of rent).

Amy will make some modifications to the 2017 budget including, but not limited to: increase kids club, increase Coordinators salary, and potentially remove the new line item for facility staff ¼ time. Also, since we are hiring a SPED coordinator we believe the eliminating the SPED Contingency and reducing SPED Advisor does not pose a big risk. This will be discussed at the BOT meeting.

Loan Status

Still at the state, needs to go to the Feds because it is \$3.5 million, and it is required for anything over \$3 million. Should we put money down, and borrow some from Easthampton Savings Bank to avoid the Fed process? Discussion to be continued.

Next Domain Council meeting: Tues, May 17 @ 8:30 AM

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

Present: Amy Aaron, Deb Jacobsen, Maureen Mahar, David Starr

USDA Loan Discussion

If a school applies for a loan for more than \$3M, the loan must be approved by the Federal office of the USDA
If a school applies for a loan for \$3M or less, the regional USDA office can approve the loan.

It has been almost three months since the \$3M+ loan application was submitted. There is some concern about how long the process is taking. In the spirit of being prepared, we discussed PLAN B possibilities.

1. Apply to Mass Development for a loan
this would be a 30 year loan (instead of 40 years) and require a downpayment (USDA requires no downpayment)

2. USDA loan

An alternative to our current application would be to apply for 2 loans/one for each property at Hilltown (the school is technically on two town lots)

or

Apply for 2 loans, one for \$3M + one for \$500K using Hilltown funds or a 2nd bank loan

Hilltown's Current Cash-at-Hand \$800K available incl. contingency fund

For 6 months Our checking at its lowest point was \$475K.

For the most recent 6 months, our checking account has not fallen below \$550K.

We have a Board mandated bank account contingency fund requirement of \$275K.

Should Hilltown stay the course and wait longer to see what happens with the current USDA application?

Should we call our US Senators' offices to investigate or expedite the loan application?

The Finance Committee recommends that we wait another month before taking any action and approve 50% of the Personnel Committee's recommendation of staff raises.

(The Personnel Committee just completed a review of six other schools' compensation for employees. Compared to those schools, Hilltown's salaries are low. It is Hilltown's aim to reach the median FY16 salaries of those schools).

The Finance Committee recognizes the need to raise salaries. We think it's prudent to raise salaries 1/2 of the recommended level on 7/1/16 and then the balance of the raise when the USDA loan closes. Whenever the closing is, the balance of the raises will be retroactive to 7/1/16.

Next Finance Committee Meeting is June 3, 2016 at 8:20 am.

Meeting was adjourned at 9:30 am

GABS Meeting Report: April 26, 2016

5:00 PM

Slate of Board of Trustee Candidates/Proposal to Community at Annual Meeting

Deirdre will include the candidate resumes in the Annual Meeting packet along with the proposal form.

Penny will identify any departing BOT members so that they can be thanked during the Annual Meeting.

Discussion of overall process on day of meeting

GABS agreed to put forward the three new potential candidates - Michael Filas, Chris Greenfield, and Amy Reesman - and the interim candidate currently serving on the board, Terra Missildine for vote at the Annual Meeting

Discussion of Board roles and committee chair placements for FY17

Penny will have follow up conversations with Board members to identify possible roles in 2016-2017

New/Revised committee descriptions/proposals

Finance Committee:

GABS will present a proposal to the Board for approval of the revised Finance Committee description

Personnel Committee:

GABS will present a proposal to the Board for approval of the revised Personnel Committee description

On Site meeting report April 10th, 2016

Meeting dates March 1st and April 5th

Amy reported to the committee at both meeting the status of the build purchase
Discussed the extension and lower interest rate.
Waiting on the State and Feds

Projects completed:

Repair of play structure
Installed projector screen
Mounting of two bulletin boards
Re mounting of bathroom door
Hanging of the AED cabinet in Main Office
Repair of front kitchen cabinet
Repair of rope swing again- Have a replacement part in the office

Upcoming projects:

Planting of trees (hedgerow)
Pricing provided for Amy's consideration.

Installing of student backpack rack (purples)
Waiting on student design- wood and installation by "on site".

Repair and moving of tether ball:
Replacement with a heavy duty unit and new location.

Protective covering for All School walls:
Pricing for two different sheet material that would need painting.
Pricing for a pre finished material.
Waiting on budget and codes from Amy to decide next step.

Installation of Gazebo in front of the school for students waiting for the bus and classroom use.
Waiting on coding for set back and pricing.

Whole school intercom system:
Existing system (new to moving in) is not adequate.
Amy is looking into a new system- a wireless system was recommended by the committee.

Bike rack to be built by Charles - installation location to be determined.
Replace the support structure for the school mailbox.
Soundproofing walls of the music room.
Planning and "all school" work session.
Planting of the hedgerow.
Painting of the swing structure.
Spring clean up.

Greylock meeting room dividing wall.
Upstairs book storage area off the teachers lounge.
Art storage shelves in attic.

Hilltown Cooperative Charter Public School
Personnel Committee Minutes – Thursday, April 28, 2016

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

Regrets:

Topic	Discussion	Action (if necessary)
Salaries	<p>We are out of alignment with surrounding districts for TA (or Para Professional) rates. We'd like to be at 95% of the median.</p> <p>We are more in alignment for teachers but would like to use more current information to decrease lag in salary increases.</p> <p>Salaries for administrative staff is very different from district to district. Administrative staff should have increases comensurate with teachers and teaching assistants.</p> <p>Is it possible to get all administrative staff on a scale?</p> <p>Coordinator salaries will be decided by the board</p>	<p>Make this recommendation to the board</p> <p>Propose salary scales beginning with the FY 16 medians and reaching the FY 17 medians after 3 years.</p>

Next Meeting: June 2