

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, January 8, 2020, 6:30 pm

Location: Hilltown Cooperative Charter Public School, 1 Industrial Drive, Easthampton, MA

- Present:** Tim Reynolds, Lara Ramsey, Dan Klatz, Paula Ingram, Joe Wyman, Noelle Barrist Stern, Deirdre Arthen, Karen Sise, Kelly Woods, Rich Senecal, Dawn Reesman, Matt Dube
- Regrets:** Liz Preston
- Facilitator:** Tim
- Notetaker:** Noelle
- Guests:** Kate Saccento
- List keeper:** Kelly
- Timekeeper:** Matt
- Mission statement read by:** Joe

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> Dan announced that he will be retiring at the end of June. He will send a letter to the HCCPS community after the meeting. Tim announced that the BOT would work on a letter from the BOT to the community to send following Dan’s letter.</p> <p><u>Appreciations/Acknowledgements:</u> Karen and Tim appreciated the job Seanna did with the Solstice Celebration. Kelly appreciated all of the work that Carol and Greg put into Ski Club, which started today.</p>	
<p>Any thank you notes needed?</p>	<p>None</p>	
<p>BOT Visibility this month?</p>	<p>The Open House will be on January 25th from 1:00 p.m. to 3:00 p.m. The school is looking for people to lead tours. Paula asked if students could attend the Open House and play a role in the event. The</p>	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Proposal to the Board of Trustees

Subject: FY20 Budget

Date: February 7, 2020

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Dan Klatz

Committee members drafting proposal: Tim Reynolds, Matt Dube, Dan Klatz, Lara Ramsey

Text of proposal:

We recommend approval of the attached revised budget for FY20

Key features of this budget are as follows:

- Revised tuition
- Revised grants
- Revised "other" income
- Revised personnel costs including health care
- Elimination of SPED contingency.

FY 20 HCCPS Budget

	FY 20 Approved 6/24/2019	FY 20 Proposed 2/12/2020
INCOME		
1 State Per Pupil Tuition	3,018,065	3,034,241
2 Grants- Mass DOE SPED 240	37,100	36,957
3 Grants- Mass DOE Title Iva	1,162	10,000
4 Grants- Mass DOE 140, Title II,A	4,607	3,869
5 Grants- Mass DOE Title I 305	19,070	18,770
6 Grants- MASS DOE 262	616	647
7 Community Foundation Grants	0	795
8 FOH Playground Upgrade Grant	0	0
9 Friends of HCCPS Rolling Arts Grants	0	0
10 Field Trip Fund	7,600	5,150
11 Fundraising - FOH Designated Funds	20,000	20,000
12 Kids Club Income	80,000	90,000
13 Student Activity Fees- sports, music	15,000	35,000
14 Medicaid/SPED Income	30,000	25,000
15 Misc Income	1,000	3,500
16 Interest income	5,000	7,500
17 School Lunch receipts	10,000	15,000
18 Special Field Trip Fundraising	32,000	45,000
19 Winter Fair	7,000	6,559
Total Income	3,288,220	3,357,988
EXPENSES		
Personnel		
20 Teachers - S/L, PE	1,299,571	1,304,909
21 Teaching Assistants- (classrooms)	262,958	257,209
22 Graduate Interns x1 (FY20)	10,000	10,000
23 Kids Club Coordinator/Admin Support	32,550	32,550
24 Kids Club staff	36,369	31,197
25 Substitutes	14,000	14,000
26 Director of Administration- 1fte	97,501	97,501
27 Director of Teaching and Learning-1 fte	97,501	97,501
28 Director of Family and Community Engagement-.6 fte	43,876	43,876
29 Student Services Coordinator- 1 fte	72,168	72,168
30 Administrative Assistant- 1fte	49,770	49,770
31 Bookkeeper/Purchasing agent-.8 fte	49,140	49,140
32 Nurse/Health Educator - Shared position 1.0 FTE	58,207	60,707
33 Counselor- 1 fte	65,607	65,607
33a Occupational Therapist - .5 fte	32,804	32,804
34 Tech Teacher/Coordinator 1 fte	51,162	51,162
35 CSL / Program Support	28,586	28,586
36 Stipends- student activites (dance, mini)	7,000	7,000
37 Stipends-program	10,000	10,000
38 Longevity Pay	11,825	11,775
39 Payroll subtotal	2,330,594	2,327,461
40 Medicare- everyone-.0145	33,794	33,748

	41 FICA- non MTRS-.062	41,257	40,732
	42 SUTA-.001- everyone	2,331	2,327
	43 UHIC-.0048 everyone/capped @ 1st 14,000	3,226	3,226
43a	PFML Tax		12,000
	44 Health Insurance	225,750	240,000
	45 HRA	52,000	52,000
	46 Health Diversion Benefit	25,000	25,000
	47 Workers Compensation	14,383	15,143
	48 College Credit Reimbursement	1,000	1,000
	Total Personnel Costs	<u>2,729,334</u>	<u>2,752,637</u>
	Consultants and Outside Services		
	49 FSA/HRA Administrative Cost	2,200	2,200
	50 Accounting Consultant	0	0
	51 Auditor	8,000	8,300
	52 SPED Contractors - OT/PT, psychologist	45,000	50,000
	53 SPED Advisor	1,000	2,000
	54 Summer SPED services	4,000	5,500
	55 Administrative Data Management System	8,000	6,800
	56 Payroll Service	3,060	3,060
	57 Professional Development - FOH Designated	10,000	10,000
	58 Curriculum Consultants	2,000	2,000
58a	Prisms Electives - FOH Designated	2,939	3,000
	59 FOH Designated Artist in Residence	0	2,000
	60 Child Care Services	400	400
	61 Legal Fees	4,000	5,200
	subtotal	<u>90,599</u>	<u>100,460</u>
	Occupancy		
	62 Insurance	26,035	27,168
	63 Cleaning Services	50,000	50,000
	64 Trash Removal	3,700	4,000
	65 Minor Repair/Maintenance	30,000	30,000
	66 Fire/Sprinkler Alarm Services	1,000	2,000
	67 Copier Service Contract	3,060	3,060
	68 Copier Rental	5,300	5,300
	69 Telephone	1,224	1,224
	70 Electric	30,000	30,000
	71 Internet	1,500	1,500
	72 Heat	6,500	6,500
	73 HVAC Maint	8,500	9,500
	74 Elevator Maint	3,284	3,284
	75 Water Sewer Fees	3,000	3,000
	76 Landscaping	4,500	8,000
	77 Plowing	7,650	7,650
	78 Interest Expense USDA	93,117	93,117
	subtotal	<u>278,370</u>	<u>285,303</u>
	Supplies		
	79 Household Supplies	5,722	6,500

80 Educational Supplies	22,875	22,875
81 Playground supplies	875	875
82 Office Supplies	3,641	3,641
83 Testing/Evaluation Supplies	3,876	3,876
84 Postage	1,000	1,000
85 Printing	624	624
86 Food	728	728
sub total	<u>39,341</u>	<u>40,119</u>
Equipment		
87 Minor Equipment<\$500 ,	1,260	2,000
88 SPED Equipment	5,000	3,000
89 Furnishings	4,000	4,000
90 Vehicle Expenses	1,000	1,000
91 Tech Repair/Replacement	7,000	7,000
92 Chromebook Replacement	10,000	10,000
subtotal	<u>28,260</u>	<u>27,000</u>
Grant Funded Expenses		
93 Community Foundation Grants	0	795
94 FOH Playground Upgrade Grant	0	0
95 Friends of HCCPS Rolling Arts Grants	0	0
subtotal	<u>0</u>	<u>795</u>
Miscellaneous		
96 Kids Club Program Expenses	5,000	5,000
97 Student Activity Expenses (dances, sports, sleepover)	5,000	17,000
97a Student Activity Expenses (dances, sports, sleepover) - FOH Desig.		3,500
98 Special 6-8th grade Trip Expenses	55,000	55,000
99 Advertising	1,530	1,530
97 Travel	510	510
98 Graduation Expenses	1,020	1,020
99 Miscellaneous	1,020	1,020
100 Community Domain Expenses	3,000	3,000
101 SPED Contingency	10,000	0
102 MCPSA Dues (.2% of state tuition dollars)	6,036	6,068
103 School lunch expense	20,000	20,000
105 Community Service Projects - FOH Designated	1,500	1,500
106 Field Trips	7,600	5,150
109 BOT Discretionary Fund	500	500
110 Coordinator's Discretionary Fund	2,500	2,500
111 Fundraising Expenses	2,100	2,500
subtotal	<u>122,316</u>	<u>125,798</u>
112 Total operating expenses	3,288,220	3,332,112
113 Over/Under	0	25,876
114 Non-cash liability-depreciation	101,834	104,388
115 Principal payment from Fund Balance	53,427	53,427



HILLTOWN COOPERATIVE
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Personnel Committee Proposal to the Board of Trustees

Date: February 12, 2020

Priority level: High

Approximate time needed for discussion: 30 minutes

Proposal to be presented by: Kelly Woods

Text of proposal: The Personnel Committee reviewed the Hiring Process for Directors and found a few places where the text was ambiguous or inconsistent. We propose the changes (highlighted in blue or indicated by strike-through marks) in order to clarify the process.

Goals to be achieved by proposal: The goal is to clarify the hiring process for directors.

Potential problems/dissenting views: None



HIRING PROCESS FOR DOMAIN DIRECTOR POSITIONS

(approved by the Board of Trustees, December 13, 2017)

The search for a Domain Director is a major decision for the school, and consequently involves a significant outlay of time and energy by Committee members. Those on the Committee should expect to commit to several two hour meetings each month for the duration of the search, which is estimated to involve four to five months. Only individuals able to make this commitment should volunteer for the Committee.

The Board President or designee will chair a Search Committee which will be composed of the following members:

- The Board President or designee ((Under unusual circumstances and with Board approval, the Board President may appoint a designee from the Board of Trustees)
 - A member of the Board of Trustees whose role includes overseeing process and ensuring compliance with hiring policy
 - Two staff members chosen by Board President
 - The two other Domain Directors
 - A parent representative chosen by the BOT President.
1. Mandatory Committee Orientation: The Search Committee meets to determine criteria, discuss the timeline and create or revise interview questions (including a performance task, if the Search Committee deems this necessary) for the first interview.
 2. Begin the hiring procedure for internal candidates: The position will be posted internally and interested and qualified candidates will have ten working days to apply. The committee will interview all internal applicants who meet minimum qualifications. If the committee intends to move the candidate forward, the candidate will be asked to complete the parent, staff, and board interview process. The Committee will recommend one of the following options to the full Board:
 - a) Offer the staff member the position.
 - b) Proceed with the external search process and provide the staff member the option to continue as a candidate. (Move to Step 3, External Position Posting)

c) Not offer the staff member the position (Move to Step 3, External Position Posting)

Once the internal process is complete, the Committee will, when necessary (options b or c above) begin a full process.

3. External Position Posting: The position will be posted for external candidates.
4. Candidate Selection: The Committee screens resumes and selects candidates for Search Committee interviews.

5. Search Committee Interviews: The Search Committee meets with each of the candidates for a 45 minute interview. The same predetermined questions are asked of each candidate with flexibility for clarification and follow up questions. The Search Committee chair selects a committee member(s) to begin checking references as they continue with the process.
6. Selection of Finalists: Based on the initial interviews, the Committee selects finalists who will return to complete the following steps:
 - Parent Interview: Following the orientation meeting (step 1), the parent representative will contact parents to solicit questions for the parent meeting. The Committee will select a set of questions to ask all candidates, and those questions will be shared in advance with finalists. Parents are invited to attend a meeting where the parent representative asks the set of questions to the candidate. Candidates then have the opportunity to ask questions to parents. At the end of the meeting, parents give their written opinions to the Search Committee.
 - Teacher and Staff Interview: All staff members are invited to interview each final candidate for domain director. Part of the interview may include a performance task, created by the search committee, designed as an opportunity to demonstrate a skill required by the position. The candidate is also given the opportunity to ask questions of the teachers for up to 45 minutes. ~~Following these questions, the candidate and a group of 6-8 staff participate in a hands-on problem solving task. The purpose of this step is to see how each candidate participates as a team player and relates to other staff.~~ Staff may give written feedback to the Search Committee.
 - Board of Trustees Interview: Candidates will be interviewed by the Board of Trustees. Search Committee members may observe this step in order to make a fully informed recommendation. Board members give written feedback to the Search Committee.
7. Final Recommendation: The Search Committee reads all written responses and formulates questions for any further references. Following the checking of references, the Committee makes a recommendation to the full Board who makes the final decision. The Committee will operate under the Board of Trustees guidelines for consensus and all discussion shall take place with the full search committee present. If consensus cannot be reached, another meeting will be held to attempt to find consensus. At the close of this meeting, if the Committee is unable to reach consensus a vote will be taken and the vote count will be shared with the Board as part of the recommendation.
8. Board Decision: Board will consider the recommendation and ultimately decide whether to offer the position or put it back to the Committee to review again in the Final Recommendation phase (Step 7). If the search is considered unsuccessful the committee will return to Step 3, External Position Posting, in order to restart the process.

Any change to this policy requires Board of Trustee approval.



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**Domain Directors Report to the Board of Trustees
February, 2020**

1. We hosted Dr. Liza Talusan to lead our whole-staff professional development workshop last Monday. Her workshop was called, "Identity Conscious Leading and Learning: Building capacity for culturally responsive work." The content included, 1) learn what types of awareness, critical reflection, and consciousness improve our shared school space and our curriculum; 2) learn what distinguishes diversity, inclusion, equity and justice, and 3) practice tools for engaging about topics of identity, race, and equity in education. This PD was funded through the generous efforts of Friends of Hilltown.
2. We have results from the IOWA tests administered in grades 3-8 in December, 2019. Individual results will be uploaded to E-lockers in the Parent Portal. As a school, we excelled in reading, with grade-level averages ranging from 75th-85th (national percentile). In mathematics, grade-level averages ranged from 69th-75th (national percentile), while language test averages ranged from 52nd-74th (national percentile). We did not meet our accountability target, that each grade, 3-8, will score in the top quartile.
3. This year's admissions lottery will be held on February 13. As of February 7, we have 233 applicants. Our system will conduct a random lottery, and families will be informed of their status (accepted or a waiting list number) within a few days of the lottery. We will offer 28 total spots; 20 in Kindergarten, and 8 in Grade 6.



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Domain Council Minutes – January 17, 2020, 830am
Hilltown Cooperative Charter Public School
1 Industrial Pkwy, Easthampton, MA

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Present: Tim Reynolds, Matt Dube, Dan Klatz, Lara Ramsey, Deirdre Arthen

Regrets:

Topic	Discussion	Action (if necessary)
Domain Council Meetings	Confirmed that all Domain Council meetings are open, public meetings.	Meeting dates, times, and agendas will be posted in the 'Board Window'. Minutes will be recorded and included in the following month's Board Packet.
Director Search	Some staff and parents have expressed concerns about the transparency of the process, and Directors have assured those individuals that the search will follow the published policy. Advantages and disadvantages of an interim search and a full search were discussed. The board will make a final decision on the nature of the search at the February 12 meeting. Dan indicated that should the search take longer than expected he will be available to perform some tasks over the summer as needed.	Matt and Tim will meet with the Personnel Committee on January 22 to review the search policy and previous job posting. Domain Council will draft an internal job posting before the next board meeting. The search policy will be included in the Board Packet for February for board review.
Tentative Agenda Topics for Next Meeting	Board of Trustees Feb 12 agenda	
Next Meeting Date/Time/Location	February 7, 8:30am Hilltown Cooperative Charter Public School	
Adjournment	Meeting adjourned at 9:40am	



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Domain Council Minutes – February 7, 2020, 830am
Hilltown Cooperative Charter Public School
1 Industrial Pkwy, Easthampton, MA

Present: Tim Reynolds, Matt Dube, Dan Klatz, Lara Ramsey

Regrets: Deirdre Arthen

Topic	Discussion	Action (if necessary)
BoT Agenda	Budget Board Recruitment Succession Planning & Hiring for Directors Proposal from Personnel Director Search	Dan and Tim will ensure the agenda is published as required
Director Search	In light of recent conversations regarding diversity and inclusion among staff, we discussed removing the internal search step from the Director hiring process.	Domain Council will bring up the concern for discussion at the February 12 meeting.
Director Salaries	Discussed the importance of the Board articulating how Director salaries are determined.	Director salaries determination , as well as staff salaries, will be put on the March meeting agenda
Tentative Agenda Topics for Next Meeting	Director Search Staff Salaries	
Next Meeting Date/Time/Location	February 28, 8:30am Hilltown Cooperative Charter Public School	
Adjournment	Meeting adjourned at 9:35am	



Finance Committee Meeting Minutes –January 15, 2020, HCCPS, 8:30 AM

Present: Dan Klatz, Carla Clark, Maureen Mahar, Richard Senecal,
 Kate Saccento, Andy Tilbe, Lisa Plaza
Guests: None
Regrets: None
Agenda: Approve December Minutes; Reviewed budget with updated numbers

Topic	Discussion	Action (if necessary)
December Minutes	Approval of December minutes.	Andy moved to approve December minutes, Kate seconded. Approved by consenses
FY20 Budget Review	Discussed cash flow projections Reviewed updated revenue numbers Budget in good standing at this time Approved budget to be reviewed by domain council and brought to the BOT	Review budget at next BOT meeting
Tentative Agenda Topics for Next Meeting	Approve January minutes Review budget in detail Capital improvements for next year	
Next Meeting Date/Time/Location	2/26; HCCPS 8:30 AM Meeting dates: 2/26, 3/18, 4/15, 5/20	
Adjournment	Meeting adjourned at 9:10 AM	



GABS Committee Meeting Minutes – January 29, 2020

Meeting Location: 1 Industrial Parkway, Easthampton, MA 01027

Present: Deirdre Arthern; Paula Ingram; Noelle Barrist Stern

Regrets: None

Topic	Discussion	Action (if necessary)
Follow up on old business: recusal of BOT members.	Noelle reported that DESE will not grant a waiver so that Joe Wyman can participate in BOT discussions in which he would otherwise be recused. Noelle has already informed Joe and will continue to monitor the BOT meeting agendas and notices that BOT members will be absent to make sure we have a quorum on all matters.	
BOT Recruitment	Tala Elia and Kate Ewal had expressed interest in the BOT. Deirdre had contacted them about attending a meeting, but they did not follow up. Deirdre suggested that we put the topic on the agenda for the next BOT meeting.	Noelle will send an email to Tala and Kate to follow up. Deirdre will send a general email to everyone who expressed interest. Noelle will also email Tim and ask that the subject of BOT recruitment be put on the agenda for the February BOT meeting (10 minutes).
Updating and organizing materials	Materials have been organized in the BOT and GABS Google Drives. However, there is no one place where we are storing approved proposals.	Noelle will email Amy about how to proceed.



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in the BOT and GABS Google Drives	Amy Reeseman, the former Clerk, has offered to go back and extract approved proposals from the minutes and then store them on the Google Drive.	
Review Action Items	Action items reviewed.	
Tentative Agenda Topics for Next Meeting	(1) BOT Recruitment (2) Organization of approved BOT policies in Google Drive	
Next Meeting Date/Time/Location	March 11, 2020 at 4:45 p.m. at HCCPS, 1 Industrial Parkway, Easthampton, MA 01027	
Adjournment	Meeting adjourned at 5:15 p.m.	



**Personnel Committee Meeting Minutes- January 22, 2020, 7:30 a.m.
Lara's office**

Present: Gaby Blaustein, Lara Ramsey, Kelly Woods, Dawn Reeseman, Nicole Grinaski, Liz Preston, Dawn Reeseman

Topic	Discussion	Action
Salary Increase Formula	Questions such as whether to adjust our step system or whether to reward +15, +30 and CCAGS will be considered over the next two years.	Ask Carla to send the numbers for the next two years to the finance committee as our recommendation.
Benefit Document	FACA Progress Report Writing Days Stipends for Mini Courses Education reimbursement FOH Rolling Arts Grants	Ask Carla to update Benefit Notice
Gaby's term on Personnel	Gaby is finishing her third year on Personnel and will step down next year.	Announce at teacher meeting and send email to all staff. Announcement will read, "Please consider joining next school year and express interest to any member of the personnel committee."
Hiring Process around Directors	At the next Board meeting, clarify whether an internal candidate interviews with the Board before the Search committee makes a decision, or whether there is no Board interview for any of the finalists. Add language around performance task in bullet #2 under #6.	Add to Board agenda or 2/12
Staff children	Lara introduces issue: we love our staff and all of	Discuss next time.



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coming to school	their children. When a child doesn't attend Hilltown either because of their age or because they attend another school or have graduated, under what circumstances can they come to Hilltown for the day?	
Contract, days worked	<p>Teachers work 192 days and students go to school for 180 days. Half days count as whole days for students (DOE)..</p> <p>Gaby lets the committee know that teachers are curious about what percentage of the non-teaching days are devoted to professional development and toward maintaining certification and what portion are not necessarily PD (e.g., open house, progress report writing day).</p> <p>Teachers may need to have clarification on the relationship between non-teaching days and professional development days.</p> <p>The way the non-teaching days are allocated is at the discretion of the administrative team and depends on variables such as calendar, curriculum initiatives, and outreach efforts.</p> <p>Sharing a calendar of non-teaching days could be helpful. Lara shared a PD calendar at the beginning of this school year. May send it more often to remind folks.</p>	
Next meeting time/date/location	February 26, 2020, 7:30, Lara's office	
Adjournment	8:35 a.m.	