

**HCCPS Board of Trustees
Meeting Agenda
May 9, 2017**

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: Scott Remick

6:30 Welcoming (read mission statement) (20 min)

Announcements, appreciations, acknowledgements

Agenda check; Appoint timekeeper, listkeeper

Thank You Note check

BOT Visibility this month

Approve Minutes from previous BOT meeting

Welcome new folks

6:50 Public Comment period (10 min)

7:00 Confirm Board and Committee Roles: Scott (15 min – discussion)

7:15 Draft FY2019 Budget: Dan/Chris (20 min – discussion)

7:35 FY2018 - 3rd Quarter Financials: Dan/Chris (5 min – discussion)

7:40 Capital Budget Proposal: Dan/Charles (10 min – decision)

7:50 Stipend Proposal: Scott/Penny (5 min – decision)

7:55 LRP Status Update: Terra (15 min – update)

8:10 New Business (5 min – identify only)

8:15 Committee Reports (5 min – questions only)

8:20 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:25 **Review Action Items in this meeting's minutes (5 min)**

8:30 **Adjournment**

Hilltown Cooperative Charter Public School

Board of Trustees **DRAFT** Meeting Minutes – Wednesday, April 11th, 2018, 6:30 pm

- Present:** Amy Reesman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Steve Hoyt, Barbara Oegg, Chris Greenfield (present via conference call for geographic reasons), Scott Remick, Susannah Howe, Terra Missildine
- Regrets:** Joe Wyman, Charles Wiemeyer, Michael Filas
- Facilitator:** Scott Remick
- Notetaker:** Amy Reesman; Meghan Siudzinski
- Guests:** Matthew Dube, Paula Ingram, Gaby Blaustein, Jenn Ryan, Noelle Stearn
- Listkeeper:** Lara Ramsey
- Timekeeper:** Suzanne Howe
- Mission statement read by:** Terra Missildine

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u></p> <p>Dan: A company intends to apply for a license to operate a marijuana dispensaries at 195 Northampton St., Easthampton (which is in a building adjacent to the Easthampton Post Office).</p> <p>Lara: Sought confirmation that all BoT members pledge to do the automatic withdraw for FOH.</p> <p>Lara: Students are now invited to say the pledge of allegiance every Friday.</p> <p><u>Appreciations:</u></p> <p>ToFOH and all involved with ArtSpark.</p> <p>From FOH to the BOT for support of ArtSpark.</p> <p><u>Acknowledgements:</u></p> <p>N/A</p> <p><u>Agenda Check:</u></p> <p>No changes are needed.</p>	

Any thank you notes needed?	None	
BoT Visibility this month?	<p>April 25 New Parent Meeting. Steve Hoyt plans to attend as a parent and a BoT member.</p> <p>April 30 workshop on Resilience.</p> <p>May 4 Grandparents Day - Scott Remick will speak.</p>	Please wear BoT buttons at events.
Minutes	<p>March 14th, 2018 BoT meeting minutes were reviewed.</p>	<p>Scott R. moved to approve the March 14, 2018 BoT minutes.</p> <p>Penny L. seconded.</p> <p>Minutes approved by consensus.</p>
Public Comment Period	None.	
Board Seats	<p>We are experiencing several departures this year due to expiring terms. New prospective BOT members will be proposed to the community during our May Annual Meeting.</p> <p>Prospective members include: Liz Preston (community member), Noelle Stern (parent), Matt Dube (parent), and Paula Ingram (staff member).</p> <p><u>Board Position Possibilities:</u></p> <p>President-Penny L.</p> <p>Vice President- Tim R</p> <p>Treasurer- Matt D.</p> <p>Clerk- Michael F.</p> <p>GABS Chair- Amy, possibly Noelle S. as member</p> <p>Personnel Chair- Joe W., possibly Noelle S. as a member</p>	The Board will continue to discuss this plan at upcoming meetings.

	<p>Finance Chair- Matt D.</p> <p>Facilities Chairperson- Chris G., possibly Michael F. as a member</p>	
GABS By-laws change proposals	<p>First set of proposed by-law changes changes add staff members as non-voting members of the Board.</p> <p>The second set of proposed by-laws changes removes the requirements for family members to complete 40 volunteer hours each year in order to be considered a voting member.</p> <p>Currently, voting membership is contingent upon meeting a minimum of 40 hours of service annually. This may unintentionally disenfranchise some parents.</p> <p>We would continue to promote our need for 40 hours of service/year, but not require it for voting purposes.</p> <p>The voting members of the cooperative in attendance at the Annual Meeting will vote on the by-law changes.</p>	<p>Amy R. moved for the board to endorse the by-law change proposals for distribution/vote at the May 2018 Annual Meeting. Scott R. seconded.</p> <p>Endorsement approved by consensus.</p> <p>Amy will reformat the voting membership proposal to align with the staff membership proposal.</p>
Equity Team Mission	<p>The Equity Team is seeking recognition by the Board. Supervision and communication between the Board and the Equity Team is done through the Director of Teaching and Learning.</p>	<p>Domain Council will determine next steps as it relates to inviting the Equity Team to report out to the board annually.</p>
Crisis Plan	<p>Internal safety drills, with the exception of a lockdown drill, will be practiced at school this year.</p> <p>Lockdown drills will be practiced in the fall when we have the necessary equipment in place.</p> <p>Active shooter drills will be practiced with staff only.</p> <p>The Crisis Plan will be a topic of discussion at the</p>	<p>Dan will communicate to the school community information regarding the plan and will note that it will be a topic for</p>

	upcoming Annual Coop Meeting.	discussion at the May 2018 Annual Meeting.
Annual Meeting	<p>The Board Clerk will manage the voting on all proposals.</p> <p>Committee Chairs give a summary of activities for the year.</p> <p>Volunteer appreciation.</p> <p>Small group discussion- How to Keep Kids Safe at School (will likely be facilitated by BoT members).</p>	Committee chairs need to prepare and submit committee reports for Annual Meeting to Deirdre no later than May 4th (earlier is preferred).
New Business - Identify only	<p>Potential location of marijuana dispensary near All About Children and HCCPS.</p> <p>More information regarding future meetings related to this topic may be found on the Easthampton town website.</p>	Dan will coordinate a meeting between the dispensary ownership and the school families (HCCPS and the childcare facilities) likely to take place here at HCCPS.
Committee Reports - Questions only	Item 5 in the Directors Report was further explained by Lara.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: May 9th, 6:30 p.m.</p> <p>Annual Coop Meeting: May 14th, 6:30 p.m.</p> <p>Snacks: Steve</p> <p>Drinks: Barbara</p> <p>Newsletter blurb: Penny</p>	
Review Action Items	Reviewed action items.	

Adjournment	Meeting adjourned at 8:17 PM	
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Attachments:

April 11th BOT Meeting Agenda; March 14th 2018 BOT Meeting Minutes DRAFT; BoT Candidate Proposal 2018; 2018 By-law Change Proposal- Staff Members; 2018 By-law Change Proposal- Voting Members; Domain Council Meeting Minutes March 2, 2018; Domain Council Meeting Minutes April 4, 2018; Domain Directors April 2018 Report; Personnel Meeting Minutes April 3, 2018; GABS Meeting Minutes, April 4, 2018

Tentative Agenda Topics for May 9, 2018 Meeting:

- Dispensary Update
- Board Seats (Roles and Responsibilities)
- Capital Budget Proposal review
- Preliminary Operating Budget Discussion
- Annual Board Meeting
- LRP Status Updates

FY 19 HCCPS Budget - Working Dra 5/2/2018

Assumptions: 5% Health Insurance increase, 2% Inflation; 4 Interns, Admin Increases

					FY 18	FY 19
					2.27.18	Draft
INCOME					Approved	5-3-18
1	State Per Pupil Tuition				2,784,707	2,893,003
2	Grants- Mass DOE SPED 240				35,175	35,175
2a	Grants- Mass DOE Title Iva				335	335
3	Grants- Mass DOE 140, Title II,A				4,269	4,269
4	Grants- Mass DOE Title I 305				16,068	16,068
5	Grants- MASS DOE 274				3,000	810
6	Community Foundation Grants				2,121	
7	Webster Foundation Grants				20,000	0
8	Friends of HCCPS Rolling Arts Grants				2,163	1,500
9	Field Trip Fund				7,059	7,600
11	Fundraising-pizza				3,000	3,000
12	Fundraising - general				12,500	12,500
13	Kids Club Income				85,000	85,000
14	Student Activity Fees- sports, music				15,000	11,000
15	Medicaid/SPED Income				20,000	20,000
16	Misc Income				1,000	1,000
17	Interest income				1,200	5,000
18	School Lunch receipts				10,000	10,000
19	Special Field Trip Fundraising				35,000	7,000
20	Winter Fair				7,824	7,500
21	Total Income				3,065,421	3,120,760
	EXPENSES					
	Personnel					
22	Teachers - S/L, PE				1,223,972	1,287,641
23	Teaching Assistants-(classrooms)				204,595	197,625
24	Graduate Interns x4 (FY19)				30,000	40,000
25	Kids Club Coordinator				15,000	30,000
26	Kids Club staff				34,483	35,000
27	Substitutes				14,000	14,000
28	Director of Administration- 1fte				91,904	94,661
29	Director of Teaching and Learning-1 fte				91,904	94,661
30	Director of Family and Community Engagement-.6 fte				41,357	42,598
31	Student Services Coordinator- 1 fte				69,722	70,927
32	Administrative Assistant- 1fte				42,372	47,400
33	Bookkeeper/Purchasing agent-.8 fte				44,579	46,800
34	Nurse/Health Educator				51,728	52,531
35	Counselor- 1 fte				63,384	64,479
36	Tech Teacher/Coordinator 1 fte				45,761	47,521
37	CSL / Program Support				26,432	27,533
38	Stipends- student activites (dance, mini)				3,500	7,000
39	Stipends-program				10,000	10,000
40	Longevity Pay				9,439	10,000
41	Payroll subtotal				2,114,132	2,220,377

42	Medicare- everyone-.0145				30,655	32,195
43	FICA- non MTRS-.062				35,541	37,696
44	SUTA-.002- everyone				4,228	4,441
45	UHIC-.0034 everyone/capped @ 1st 14,000				2,285	2,285
46	Health Insurance				218,000	228,900
47	HRA				35,000	35,000
48	Health Diversion Benefit				14,000	14,000
49	Workers Compensation				16,716	17,000
50	College Credit Reimbursement				1,000	1,000
51	Total Personnel Costs				2,471,557	2,592,895
	Consultants and Outside Services					
52	FSA/HRA Administrative Cost				2,200	2,200
53	Accounting Consultant				1,000	1,000
55	Auditor				10,500	8,000
57	SPED Contractors - OT/PT, psychologist				60,000	65,000
58	SPED Advisor				1,000	1,000
59	Summer SPED services				2,669	4,000
61	Administrative Data Managemnt System				8,000	6,000
62	Payroll Service				3,000	3,060
63	Professional Development				8,500	20,000
64	Curriculum Consultants				7,000	12,000
65	Child Care Services				300	300
66	Legal Fees				4,000	4,000
	subtotal				108,169	126,560
	Occupancy-					
67	Insurance				22,890	26,000
68	Cleaning Services				50,000	50,000
69	Trash Removal				4,200	4,500
70a	Furnishings					2,200
70	Minor Repair/Maintenance				18,000	20,000
71	Fire/Sprinkler Alarm Services				2,200	2,244
72	Copier Service Contract				3,000	3,060
73	Copier Rental				3,788	3,864
74	Telephone				1,200	1,224
75	Electric				25,883	26,400
76	Internet				1,700	1,715
77	Heat				6,000	6,120
78	HVAC Maint				7,247	7,392
79	Elevator Maint				3,220	3,284
81	Water Sewer Fees				4,000	4,080
82	Landscaping				6,000	7,000
85	Plowing				7,500	7,650
87	Interest Expense USDA * see below				95,973	97,892
88	subtotal				262,801	274,626
	Supplies					
87	Household Supplies				5,610	5,722

88	Educational Supplies				20,012	22,000
89	PE/Playground supplies				1,020	2,500
90	Office Supplies				3,570	3,641
91	Testing/Evaluation Supplies				3,800	3,876
92	Postage				1,530	1,561
93	Printing				612	624
94	Food				714	728
95	sub total				36,868	40,653
	Equipment					
96	Minor Equipment<\$500 ,				3,000	3,060
97	SPED Equipment				8,000	8,127
97a	Vehicle Expenses					2,500
98	Tech Repair/Replacement				10,000	12,000
99	subtotal				21,000	25,687
	Miscellaneous					
100	Kids Club Program Expenses				3,500	5,000
101	Student Activity Expenses (dances, sports, sleepover)				5,000	6,000
102	Special 6-8th grade Trip Expenses				52,000	8,000
103	Advertising				1,500	1,530
104	Travel				500	510
105	Graduation Expenses				1,000	1,020
106	Miscellaneous				1,000	1,020
107	Community Domain Expenses				3,000	3,060
108	MCPSA Dues				5,483	6,000
109	School lunch expense				12,000	12,000
110	Friends of HCCPS Class Grants				2,163	1,500
111	Community Service Projects				1,000	2,000
112	Field Trips				7,059	7,600
113a	Community Foundation				2,121	
113	Webster Foundation				10,000	0
	BOT Discretionary Fund				500	500
114	Coordinator's Discretionary Fund				2,500	2,500
115	Winter Fair Expenses				2,151	2,100
116	subtotal				112,477	60,340
117	Total operating expenses				3,012,872	3,120,760
118	Over/Under				52,549	0
	Non-cash liability-depreciation				97,144	100,943
	Principal payment from Fund Balance				50,571	51,980
	Annual Principal Plus Interest				146,544.00	146,544.00

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	2,079,644	2,784,707	-705,063	75%
Total State Sources	2,079,644	2,784,707	-705,063	75%
State Grants-DOE Administered				
Title IV Grant	33	335	-302	10%
SPED 240	3,518	35,175	-31,657	10%
SPED 274	81	3,000	-2,919	3%
Teacher Quality 140	427	4,269	-3,842	10%
Title I 305	1,607	16,068	-14,461	10%
Total State Grants-DOE Administered	5,666	58,847	-53,181	10%
Friends of HCCS Grant				
FOH Rolling Arts Grants	1,455	2,163	-708	67%
Total Friends of HCCS Grant	1,455	2,163	-708	67%
Private Grants				
Commty Fndn Class Projects	2,072	2,121	-49	98%
Webster Grant	20,000	20,000		100%
Total Private Grants	22,072	22,121	-49	100%
Fundraising Income				
General Fundraising	30	12,500	-12,470	0%
Field Trip Fund	7,059	7,059	-0	100%
Pizza	1,894	3,000	-1,106	63%
Winter Fair	7,824	7,824	-0	100%
Total Fundraising Income	16,806	30,383	-13,577	55%
Other sources				
Earnings on Investments	1,659	1,200	459	138%
School Lunch Receipts	5,958	10,000	-4,042	60%
Special Trip Receipts				
Prisms Special Trip Receipts	27,908			
Purples Special Trip Receipts	6,830			
Special Trip Receipts - Other		35,000	-35,000	
Total Special Trip Receipts	34,738	35,000	-262	99%
SPED Medicaid reimbursement	8,237	20,000	-11,763	41%
Total Other sources	50,592	66,200	-15,608	76%
Kid's Club Income	64,995	85,000	-20,005	76%
Student Activity Fees	13,797	15,000	-1,204	92%
Miscellaneous Income	1,643	1,000	643	164%
Total Income	2,256,671	3,065,421	-808,750	74%
Expense				
Personnel Costs				
Personnel				
Teachers	710,192	1,223,972	-513,780	58%
Teaching Assistants				
Graduate Intern Stipend	20,455	30,000	-9,545	68%
Teaching Assistants - Other	131,632	204,595	-72,963	64%
Total Teaching Assistants	152,087	234,595	-82,508	65%

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Director of Administration	67,161	91,904	-24,743	73%
Director of Teaching & Learning	67,161	91,904	-24,743	73%
Director of Family & Community	30,222	41,357	-11,135	73%
Student Services Coordinator	40,224	69,722	-29,498	58%
Administrative Assistant	30,964	42,372	-11,408	73%
Bookkeeper/Purchasing Agent	32,577	44,579	-12,002	73%
Kids' Club Coordinator	10,226	15,000	-4,774	68%
Kids' Club Staff	18,008	34,483	-16,475	52%
Nurse/Health Educator	30,173	51,728	-21,555	58%
Counselor	36,568	63,384	-26,816	58%
Stipends - Student Activities	3,400	3,500	-100	97%
Stipends - Program	1,600	10,000	-8,400	16%
Substitute Teachers	12,142	14,000	-1,858	87%
Technology Teacher/Coordinator	26,401	45,761	-19,360	58%
Program Support	18,262	26,432	-8,170	69%
Longevity Pay	9,439	9,439	-0	100%
Total Personnel	1,296,807	2,114,132	-817,325	61%
Payroll Taxes				
FICA	21,307	35,541	-14,234	60%
Medicare	17,977	30,655	-12,678	59%
SUTA	2,112	4,228	-2,116	50%
UHIC	2,828	2,285	543	124%
Total Payroll Taxes	44,224	72,709	-28,485	61%
Fringe Benefits				
College Credit Reimbursement		1,000	-1,000	
HRA Benefit	22,668	35,000	-12,332	65%
Health Diversion	6,853	14,000	-7,147	49%
Health insurance	182,129	218,000	-35,871	84%
Worker's Compensation Insurance	16,716	16,716		100%
Total Fringe Benefits	228,366	284,716	-56,350	80%
Total Personnel Costs	1,569,397	2,471,557	-902,160	63%
Consultant & Other Svcs-Fixed				
Accounting Consultant		1,000	-1,000	
Administrative Services	8,000	8,000	-0	100%
Annual Audit	10,500	10,500		100%
FSA/HRA Service	995	2,200	-1,205	45%
Payroll Service	2,475	3,000	-525	82%
SPED Advisor		1,000	-1,000	
SPED Contractors	62,061	60,000	2,061	103%
SPED Summer Services	2,669	2,669		100%
Total Consultant & Other Svcs-Fixed	86,700	88,369	-1,669	98%
Consultant & Other Svcs				
Child Care	187	300	-113	62%
Curriculum Consultants		7,000	-7,000	
Legal Fees	2,700	4,000	-1,300	68%
Staff development	5,443	8,500	-3,057	64%
Total Consultant & Other Svcs	8,330	19,800	-11,470	42%

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	29,300	50,000	-20,700	59%
Copier Service Contract	2,553	3,000	-447	85%
Electricity	19,382	25,883	-6,501	75%
Elevator Maintenance	2,389	3,220	-831	74%
Fire/Sprinkler Alarm services	1,906	2,200	-294	87%
Heat	4,415	6,000	-1,585	74%
HVAC Maintenance	4,939	7,247	-2,308	68%
Insurance-Liability/Propty/Auto	22,890	22,890		100%
Interest Expense - USDA Loan	72,110	95,973	-23,863	75%
Internet	1,300	1,700	-400	76%
Landscaping	4,245	6,000	-1,755	71%
Minor Repair/Maintenance	20,377	18,000	2,377	113%
Plowing/Snow Removal	6,200	7,500	-1,300	83%
Rental of Equipment	2,841	3,788	-947	75%
Telephone	823	1,200	-377	69%
Trash Removal/Recycling	3,065	4,200	-1,135	73%
Water/Sewer	1,207	4,000	-2,793	30%
Total Occupancy	199,942	262,801	-62,859	76%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,307	2,400	-93	96%
*Blues Ed Supps	509	550	-41	93%
*Indigos Ed Supplies	550	550	0	100%
*Greens Ed Supps	252	550	-298	46%
*Yellows Ed Supps	327	550	-223	59%
*Oranges Ed Supps	447	550	-103	81%
*Reds Ed Supps	423	550	-127	77%
*Purples Ed Supps				
Purples - PI	353	440	-87	80%
Purples - PK	369	440	-71	84%
Total *Purples Ed Supps	723	880	-157	82%
*Prisms Ed Supps				
*Prisms-BA	336	330	6	102%
*Prisms-JM	247	330	-83	75%
*Prisms-RM	237	330	-93	72%
*Prisms-JVB	352	330	22	107%
Total *Prisms Ed Supps	1,172	1,320	-148	89%
*Minicourses	200	400	-200	50%
*Music/movement supplies				
*Music Supplies - MD	470	470	0	100%
*Music Supplies - JW	75	190	-116	39%
*Music/movement supplies - Other				
Total *Music/movement supplies	545	660	-115	83%
*Physical Education Supplies	233	510	-277	46%
*SPED Ed Supps	2,413	2,750	-337	88%
*Title I Ed Supps	27	300	-273	9%
*Other Ed Supplies/Textbooks**	5,006	8,002	-2,996	63%
Educational Supplies/Textbooks - Other				
Total Educational Supplies/Textbooks	15,135	20,522	-5,387	74%

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Food and Supplies	433	714	-281	61%
Household Supplies	4,181	5,610	-1,429	75%
Office Supplies	2,927	3,570	-643	82%
Playground Supplies	456	510	-54	89%
Postage	252	1,530	-1,278	16%
Printing and Reproduction	508	612	-104	83%
Testing & Evaluation Supplies	3,161	3,800	-639	83%
Total Supplies	27,054	36,868	-9,814	73%
Equipment				
Minor Equipment	831	3,000	-2,169	28%
SPED Equipment	2,384	8,000	-5,616	30%
Tech Repair/Replacement	8,358	10,000	-1,642	84%
Total Equipment	11,573	21,000	-9,427	55%
Grant-funded expenses				
Community Fdn. Class Projects	1,321	2,121	-800	62%
Friends of HCCS Grant Expense				
FOH Rolling Arts Grants	1,118	2,163	-1,045	52%
Total Friends of HCCS Grant Expense	1,118	2,163	-1,045	52%
Webster Grant Expenditures	7,273	10,000	-2,727	73%
Total Grant-funded expenses	9,712	14,284	-4,572	68%
Other expenses				
Advertising	1,055	1,500	-445	70%
BOT Discretionary Fund		500	-500	
Community Domain Expense	1,980	3,000	-1,020	66%
Community Service Projects	880	1,000	-120	88%
Graduation Expenses	136	1,000	-864	14%
Field trips				
Indigos Field Trips	158	648	-491	24%
Blues Field Trips	144	648	-505	22%
Greens Field Trips	325	680	-356	48%
Yellows Field Trips	335	680	-345	49%
Oranges Field Trips	144	680	-537	21%
Reds Field Trips	158	680	-523	23%
Purples Field Trips	59	1,036	-977	6%
Prisms Field Trips	176	2,007	-1,831	9%
Field trips - Other				
Total Field trips	1,497	7,059	-5,562	21%
Kid's Club Food/Supplies	2,296	3,500	-1,204	66%
MCSA Dues	5,483	5,483	0	100%
Miscellaneous Expenses	274	1,000	-726	27%
School Lunch Expense	8,313	12,000	-3,687	69%
Special Trip Expenses				
Prisms Special Trip Expense	43,308			
Purples Special Trip Expenses	9,670			
Special Trip Expenses - Other		52,000	-52,000	
Total Special Trip Expenses	52,978	52,000	978	102%
Student Activity Expenses	1,631	5,000	-3,369	33%
Travel	396	500	-104	79%
Fundraising Expenses	2,151	2,151	-0	100%
Total Other expenses	79,069	95,693	-16,624	83%

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Directors' Discretionary Fund	1,026	2,500	-1,474	41%
Total Expense	1,992,802	3,012,872	-1,020,070	66%
Net Ordinary Income	263,869	52,549	211,320	502%
Other Income/Expense				
Other Expense				
Depreciation Expenses	72,858	97,144	-24,286	75%
BOT approved Exp Related	9,587	17,481	-7,894	55%
Board Designated Expenditures				
BOT Appvd Capital Improvements				
Total Board Designated Expenditures				
Total Other Expense	82,445	114,625	-32,180	72%
Net Other Income	-82,445	-114,625	32,180	72%
Net Income	181,424	-62,076	243,500	-292%

Hilltown Co-op Charter Public School
Balance Sheet
As of March 31, 2018

	Mar 31, 18	Dec 31, 17	Mar 31, 17
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB Checking - XXXXX4269	548,179	-252	0
ESB-21 month CD	300,817	91,893	91,790
ESB-Checking XXXX1894	0	727,707	801,001
Total Easthampton Savings	848,996	819,348	892,792
Florence Savings			
Money Market-FSB	303	303	303
Total Florence Savings	303	303	303
Total Checking/Savings	849,299	819,651	893,094
Other Current Assets			
Suspense	166	466	382
Prepaid Expenses	0	0	8,182
Security Deposit	1,460	1,460	1,735
Total Other Current Assets	1,625	1,925	10,298
Total Current Assets	850,924	821,576	903,393
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,248
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	3,790,726	3,790,726	3,790,223
Accum. Depreciation - Building	-127,755	-108,418	-31,100
Property Improvements	85,087	85,087	0
Accum. Dep - Property Imprvmnts	-10,720	-7,147	0
Property and Equipment			
2011 Toyota Sienna Minivan			
Accum Depreciation - Vehicles	-1,051	-701	0
2011 Toyota Sienna Minivan - Other	14,012	14,012	0
Total 2011 Toyota Sienna Minivan	12,961	13,311	0
Classroom Equip./Furnishings	18,472	18,472	6,500
Total Property and Equipment	31,433	31,783	6,500
Accumulated Depreciation - F&E	-6,924	-5,899	-2,925
Total Fixed Assets	3,761,847	3,786,133	3,762,698
TOTAL ASSETS	4,612,771	4,607,710	4,666,091
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	33,959	36,296	39,601
Total Accounts Payable	33,959	36,296	39,601

04/25/18

Hilltown Co-op Charter Public School
Balance Sheet
As of March 31, 2018

	Mar 31, 18	Dec 31, 17	Mar 31, 17
Credit Cards			
VISA -DK	0	559	0
VISA	0	0	1,233
Total Credit Cards	0	559	1,233
Other Current Liabilities			
Payroll Liabilities			
Dental Plan Payable	-641	-625	-682
Employee Health	-6,619	-6,294	-7,398
Employee Life	233	191	193
FICA Withheld	-149	-149	0
Long Term Disability	-57	-57	-57
MA Retirement	0	0	0
Sect 125 - FSA	-5,855	-5,278	-4,411
Total Payroll Liabilities	-13,088	-12,212	-12,355
Total Other Current Liabilities	-13,088	-12,212	-12,355
Total Current Liabilities	20,871	24,643	28,479
Long Term Liabilities			
Note Payable - USDA	3,475,175	3,487,861	3,525,400
Total Long Term Liabilities	3,475,175	3,487,861	3,525,400
Total Liabilities	3,496,046	3,512,504	3,553,879
Equity			
BOT Approved Capital Projects	10,901	10,901	0
Res'd for Expansion Related	8,020	8,020	17,481
Contingency Fund	282,915	282,915	267,344
Investments in Fixed Assets	311,733	311,733	206,725
Undesignated Fund Balance	321,734	321,734	444,364
Net Income	181,424	159,904	176,298
Total Equity	1,116,725	1,095,206	1,112,212
TOTAL LIABILITIES & EQUITY	4,612,771	4,607,710	4,666,091



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Facilities Committee Proposal to the Board of Trustees

Subject: Capital Improvements Budget for FY19

Date: May 4, 2018

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Dan Klatz, Charles Weimeyer

Committee members drafting proposal: Charles Weimeyer, Dan Klatz, Steven Schrems, Karen Sise

We propose the following capital improvements this coming summer:

- Purchase and install a fresh air exchange for the entire 2nd floor. Currently, there is no fresh air exchange and this is a health and safety concern. We have selected a High Efficiency Air Handler with heater (for winter use).
- Purchase and install Safeline acoustic panels in the All School space. These panels will provide a 6 Decibel reduction (40%-50% quieter) and reduce reverberation time by 75%. Installation will be done by parent volunteers.
- Map our current HVAC controls: determining which controls go to each piece of equipment and which rooms correspond with each control for both heating and cooling. Includes recommendations for any changes to improve the balance in the system.
- Purchase and install hallway panels in the 6-8 wing using the same materials we used in the All School space
- Playground Improvements including purchase and installation of 3 KidForce Spinners by Burke Playground Systems and improved safety barriers for the rope swing. Pending consultation with city engineer, install a pathway across the island in front of the building.

Note: Finance Committee reviewed this proposal is comfortable with the financial aspects.

Goal to be achieved by proposal:

Address the most pressing facilities needs not covered by operation expenses. Improvements to both inside and outside spaces.

Potential problems/dissenting views:

None identified.

FY 2019 Capital Budget	
Fresh Air Exchange	13000
SAFELINE ACOUSTIC PANELS	7000
Control Mapping	1800
Hallway Paneling	5000
Playground/Outdoor Improvements	8200
TOTAL	35000

Note: Funds donated to the memory of Bill Farkas will go toward the acoustic panels.

LIFEBREATH

CORES

Modular (3 section) patented aluminum heat recovery cores arranged for efficient counter-flow ventilation.

MOTORS

Two PSC, 3 speed double shafted, 120 VAC, 9.4 Amps each (18.8 total on high speed). HP - 1/2, 1625 RPM. Watts - total on high speed - 2256. MCA: 23.5 MOP: 30

FILTERS

Washable air filters in exhaust and supply air streams.

BLOWERS

Slide easily in / out of unit. Centrifugal type rated at 1200 cfm (566 L/s) free air delivery. Each air stream has one double shafted motor driving 2 centrifugal blowers.

CONNECTION DUCT SIZES

Four - 20" x 8" (508 mm x 200 mm).

MOUNTING

Unit to be set on support brackets hung by threaded rod type apparatus. (brackets and rod not provided).

CASE

Unit has front and back access doors and electrical panel can be switched to either side giving the installer flexibility in duct direction. 20 gauge prepainted galvanized steel (G60) for superior corrosion resistance. Insulated with foil faced insulation where required to prevent exterior condensation.

Drain connections; two - 1/2" (12 mm) O.D.

ELECTRONICS

Integrated microprocessor circuit board. Built-in interlock contacts. Optional remote speed control.

DEFROST CONTROLS

MODEL 1200FD - Interrupts supply air while exhaust air defrosts core.
MODEL 1200DD - Supply bypass routes indoor air to defrost core.

WEIGHT 285 LBS (130 KG) **SHIPPING WEIGHT** 335 LBS. (152 KG)

CONTROL OPTIONS

99-BC02 Lifebreath Ventilation Control

- 2 speed fan setting (Low/High)
- Humidity control through adjustable Dehumidistat
- Compatible with 99-DET02 Wireless Timers
- 3 wire connection; 20 gauge wire (minimum)

99-500 3 Speed Control

- 3 Speed Fan setting (Low/Medium/High)
- 4 wire connection; 20 gauge wire (minimum)

99-DH01 Lifebreath Dehumidistat

- Humidity control through adjustable Dehumidistat
- 3 wire connection; 20 gauge wire (minimum)

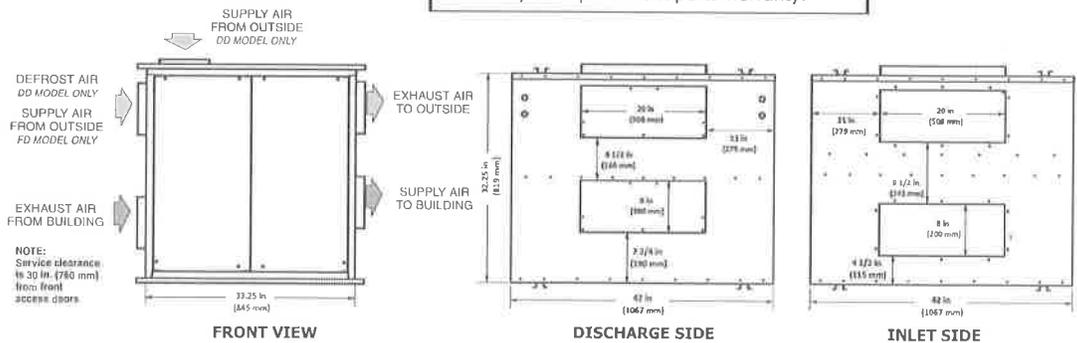
DIMENSIONS inches (mm)

NOTE:

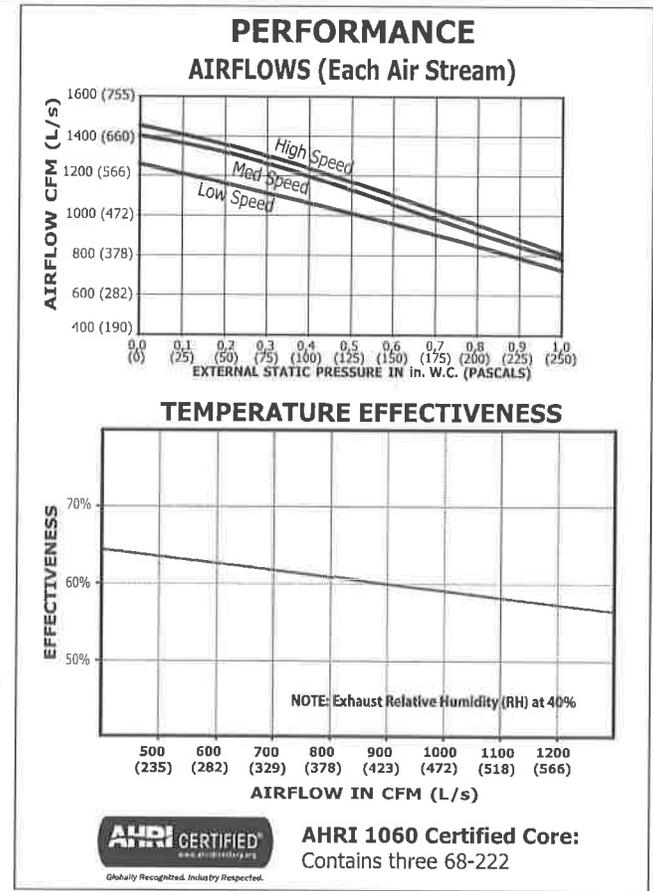
The 1200FD/DD model may easily be reversed in the field. Refer to page 25 for installation instructions.

All units conform to CS A and UL standards

NOTE: All specifications are subject to change without notice.



Date: _____
 Tag: _____ Qty: _____
 Project: _____
 Engineer: _____



TIMER OPTIONS

99-DET01 Lifebreath 20/40/60 Minute Timer

- Initiates high speed Ventilation for 20, 40 or 60 minutes
- 3 wire connection; 20 gauge wire (minimum)

99-DET02 Lifebreath WIRELESS 20/40/60 Minute Timer

- Initiates high speed Ventilation for 20, 40 or 60 minutes
- Wirelessly connects to main control for ease of installation
- 40' approximate range

99-RX02 Lifebreath WIRELESS Repeater

- Used to extend range of 99-DET02 Wireless Timers when Timers are out of range
- Plugs into 120V power outlet and wirelessly connects to main control and 99-DET02

FILTER OPTIONS

99-65-184 2" pleated MERV 8 filter for fresh air stream.

WARRANTY
 Units carry a 15 year warranty on the HRV core and a 2 year replacement parts warranty.

Contractor: _____
 Supplier: _____
 Quote#: _____
 Submitted by: _____



Estimate

1775 Ocean Street
 Marshfield, MA 02050
 800-648-5257 Fax: 781-837-9229

Date	Estimate #
4/23/2018	2018-HCCP

Billing Address
 Hilltown Cooperative
 Charter Public School
 1 Industrial Parkway
 Easthampton, MA 01027

Ship To
 See Billing Address
 Attn: Dan Klatz

Email Address

dklatz@hilltowncharter.org

Rep	Job Name	Customer Name	Customer Phone
TP	Kid Force	Dan Klatz	413-529-7178x101

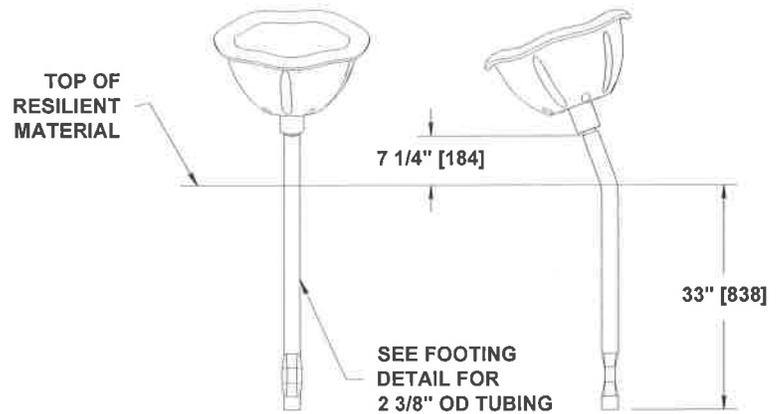
Description	Qty	Rate	Total
Burke Kid Force Spinner # 560-2573	3	679.00	2,037.00
Fed Ex Ground Freight (2 Boxes Each)	3	85.81	257.43
<p>Dan - I estimated freight using a LTL Truck - and the Fedex Ground was the least expensive shipping option.</p>			

1. Contractor/Customer is responsible for quantity and color confirmation.
2. Prices are valid for 30 days from date of Estimate and subject to review thereafter.
3. Installation, if quoted, excludes rock/excess debris removal and other unforeseen conditions.

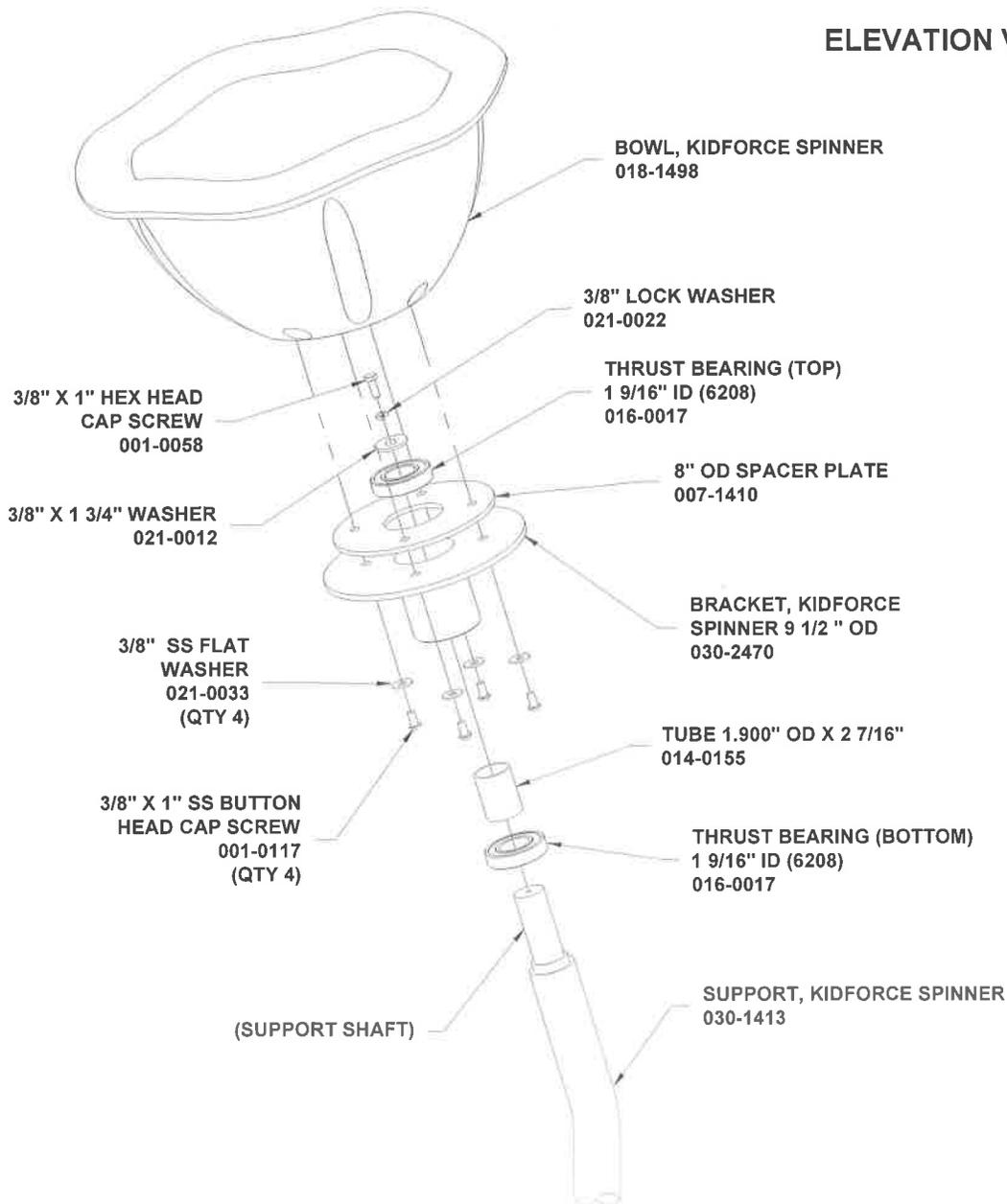
Signature _____ Printed Name & Title _____ As titled, I am an authorized signer for the above named entity, empowered to execute this contract.	Subtotal	\$2,294.43
	Sales Tax (6.25%)	\$0.00
	Total	\$2,294.43

E-mail	Web Site	Childscapes appreciates the opportunity to quote the above play equipment.
betsy@childscapes.net	www.childscapes.net	





ELEVATION VIEW



560-2573
KIDFORCE SPINNER

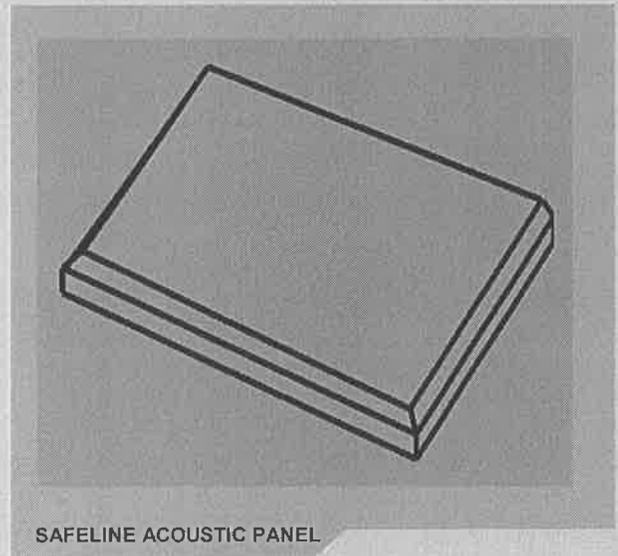
SAFELINE ACOUSTIC PANELS

SAFELINE panels are Class 1 fire rated, fiber-free Acoustic Panels measuring 24" x24" or 24"x48"; available in 1-1/2", 2" or 3" thicknesses.

Colors: Available in two natural colors; White or Light Gray.

Protective HPC Coating: VIBRSCIENCES can also provide a protective HPC coating in standard colors of White, Black, Light Gray and Almond.

Custom colors are also available.



SAFELINE PRODUCT SPECIFICATIONS

The data and information shown are average values in test environments, which may vary and do not constitute a guarantee of performance. Testing is recommended before actual use.

HPC is a registered trademark of the Dupont Company.

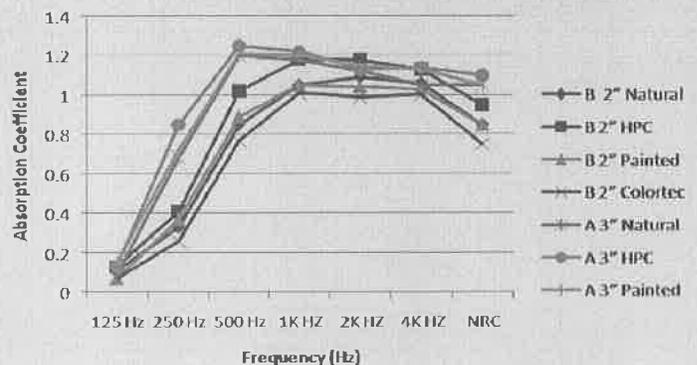
Test data available upon request.

Material	Open cell willtec®
Density:	0.7lb./cubic ft.
Tensile Strength:	8 PSI
Flammability:	ASTM E 84 Class 1
Flame Spread:	Natural-5; Painted-10; HPC-25; Colortec-5
Smoke Density:	Natural-45; Painted-10; HPC-185; Colortec-90

Sound absorption coefficients
Type B and A Mountings ASTM C423-90a

	125 Hz	250 Hz	500 Hz	1K HZ	2K HZ	4K HZ	NRC
B 2" Natural	0.11	0.33	0.85	1.05	1.09	1.06	0.85
B 2" HPC	0.13	0.41	1.02	1.18	1.18	1.13	0.95
B 2" Painted	0.07	0.37	0.89	1.05	1.04	1.03	0.85
B 2" Colortec	0.07	0.26	0.77	1.01	0.99	1.00	0.75
A 3" Natural	0.09	0.68	1.20	1.18	1.12	1.05	1.05
A 3" HPC	0.13	0.85	1.25	1.22	1.13	1.14	1.10
A 3" Painted	0.15	0.72	1.21	1.20	1.15	1.13	1.05

Sound absorption coefficients



GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Program Quality

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Grades 6-8 Program Reorganization														
	Director of Teaching and Learning													
1	Formulate recommendations to restructure the educational program for grades 6-8 to accommodate 30 students in each grade.			Gn										
2	Implement new structures gradually, 2014-2017 (consideration should be given to the academic needs of students transitioning into the HCCPS program and how they will be addressed)			Gn	Gn	Gn	Gn	Yw	Gy					
3	Evaluate middle school program and use findings to revise. Full scale evaluation in 2020.									Gy				
Goal 2: K-8 Curriculum Review														
	Director of Teaching and Learning													
1	Develop a system of regular review of the following major curricular areas: English, Language Arts, Mathematics, Social Studies, Science, Physical Education, Health, Foreign Language, Art, Music, and Technology.			Gn	Gn									
2	Establish a schedule and structure for subsequent reviews.			Gn	Gn	Gn								
3	Conduct reviews, beginning with Math and ELA; Following each review, a set of concrete recommendations, including professional development, will be identified and implemented by the Education Domain.					Gn	Gn	Gn	Yw	Gy	Gy			Math & Science happening in FY 2018; should this be extended beyond FY20?
Goal 3: Scope of Program														
	Director of Teaching and Learning Director of Community & Family Engagement Staff, parents, students													
1	Evaluate school programs beyond core curricular areas for the purpose of establishing key priorities. Review time and resource allocation. Assess partnerships with local community organizations. Accommodate the needs of expanding student population.				Rd	Rd	Rd	Rd	Rd	Gy				Is this something that could be done during the Summer?
2	Implement a regular review cycle for these and other potential partnerships.										Gy	Gy	Gy	
3	Identify programs and, as appropriate, suggest possible funding sources for activities such as afterschool, clubs, arts and athletic programs, conferences, festivals and tournaments that serve to expand HCCPS students' connections beyond our school.							Rd	Yw					The hiring of Program Support/CSL in FY2018 is supporting this initiative
4	Evaluate current length of school day and school year, and make recommendations as needed.							Rd	Rd					Is this something that could be done during the Summer?
Goal 4: Academic Affiliation														
	Director of Teaching and Learning													
1	Develop academic affiliations including placing teacher interns in the school and identifying professional development opportunities for existing HCCPS staff.			Gn	Gn	Gn	Gn	Gn	Gy	Gy				
2	Assess the pilot program.							Gn						
3	Identify other opportunities and develop relationships with organizations to increase access to professional development for HCCPS teachers and to allow HCCPS teachers to disseminate best practices.							Gn	Yw					

Notes:

Key

- Completed **Gn**
- On Track **Yw**
- Needs Attention **Rd**
- Upcoming/Continuing Tasks **Gy**
- Revise **Be**

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Building Community

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Community Team	Director of Community & Family Engagement Community Team													
1 Starting in 2013, assemble a Community Team that includes the Director of Community & Family Engagement, teach, student, and parent representatives			Gn	Gn										
2 Regularly solicit input from students			Rd	Rd				Yw						BoT agreed to change this language from "solicit input from student council" to "solicit from students" (December 2017)
3 Develop methods to connect class parents, Friends of Hilltown, staff, and students.			Gn	Gn										
4 Build structures and communication tools that enhance access to volunteer opportunities.			Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	email and newsletter
5 Develop strategies to better share the HCCPS experience with parents who are unable to be physically present during the day.			Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	new website and portal- this will be further developed throughout FY18
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 2: New Student/Family Integration	Director of Community & Family Engagement Education Coordinator													
1 Evaluate and improve beginning of the year and summer community building activities to help build connections among existing families and integrate all new families, particularly those with students in grades 6-8.				Gn	Gn	Gn	Gn							
2 Develop and implement an orientation program (employing significant student assistance) for incoming older students and their families.				Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	previously developed, being implemented and updates as needed
3 Assess and develop recommendations for opportunities throughout the year to enhance parent connection to the school community.				Gn	Gn	Gn	Gn							
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 3: Traditions Supporting School Culture	Director of Community & Family Engagement Community Team													
1 Build structures, activities, or processes that maintain a sense of unity within the school and implement beginning in 2013, and continuing as the new middle school model is implemented.				Gn	Gn	Gn	Gn							
2 Starting in 2013, work with stakeholders to develop and put in place structures and activities that build strong connections and sense of identity among students in grades K-5 and 6-8.				Gn	Gn	Gn	Gn							
3 Develop an appropriate transitional ritual for moving from grades 5 to 6 once full second 6th grade is added.				Be	Be	Be	Be	Be						
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 4: Leadership Training	Director of Teaching and Learning Purples & Prisms Teachers Community Team													
1 Beginning in 2015, establish concrete and visible leadership roles for 7/8th grade students.					Rd	Rd	Rd	Rd	Gy					We are optimistic based on changing Prism structure
2 Beginning in 2015, assess student participation and effectiveness in creating meaningful linkages between older and younger students.					Gn	Gn	Gn	Yw	Gy					

Notes:

Key

Completed	Gn
On Track	Yw
Needs Attention	Rd
Upcoming/Continuing Tasks	Gy
Revise	Be

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Sustainability

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Site	Director of Administration Site/Finance Committees													
1 Fully explore the feasibility of purchasing the Brassworks as a permanent home. Decision regarding lease vs. purchase will be made in 2013.			Gn	Gn	Gn									
2 Renegotiate a long term lease at Brassworks if purchase is disadvantageous or unsuccessful.			Gn	Gn	Gn									
3 Site assessment and improvement plans should include environmental and economic sustainability planning.							Yw	Rd	Gy	Gy	Gy	Gy	Gy	Does new Capital Plan do this?
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 2: School Finance	BOT Finance Committee Director of Administration													
1 Adopt a policy that requires maintenance of a contingency fund of 12% of operating budget at the start of every fiscal year.		Gn	Gn	Gn	Gn	Gn	Gn							
2 Commit to approval of zero-balanced annual operating budgets, including an account designated for unanticipated, non-negotiable, and necessary expenses.		Gn	Gn	Gn	Gn	Gn	Gn							
3 Annually designate a capital expenditures fund for building improvements and equipment, that fall outside the scope of an annual operating budget.		Gn	Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	
4 Assess sustainability of current employee compensation methodology.		Gn	Gn	Gn	Gn	Gn	Gn	Yw	Gy	Gy	Gy	Gy	Gy	
5 Support the efforts of FOH to make an annual, undesignated donation to HCCPS operating budget [CUT: with a desired 5% annual increase in the size of their donation.]		Gn	Gn	Gn	Gn	Gn	Be	Yw	Gy	Gy	Gy	Gy	Gy	BOT approved removing language relating to FoH donation amount (Dec 2017)

Notes:

Key

- Completed **Gn**
- On Track **Yw**
- Needs Attention **Rd**
- Upcoming/Continuing Tasks **Gy**
- Revise **Be**

GABS to Review in April for May BOT Meeting & November for December BOT Meeting

Administrative Capacity and Succession Planning

Goal/Activity		FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Maximize Administrative Effectiveness	BOT													
1 Review and revise current job descriptions and duties of the coordinators.							Gn							
2 In light of above plans, adjust administrative support for purposes of relieving the coordinators of some portion of these duties. Consider recruiting and training several staff to serve in leadership roles for the purposes of 1. assisting in eventual transition and 2. minimizing the disruptiveness of an unfilled vacancy or long-term unplanned absence 3. serve as school leaders when coordinators are absent.							Gn	Yw						Reminder- need to discuss possibility of FT Director of Community & Family Engagement
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 2: Plan for Administrative Succession	BOT Current Coordinators													
1 In conjunction with the findings discussed in Goal 1 above for revision of coordinator duties, develop a (simple) manual outlining each of the coordinators' duties, schedules, etc.		Rd	Rd	Rd	Rd	Rd	Gn							
2 If no staff members have been appointed as a result of Goal 1 above, recruit and train several staff to serve in leadership roles for the purpose of 1. assisting in the eventual transition and 2. minimizing the disruptiveness of an unfilled vacancy or long-term unplanned absence.		Be	Be	Be	Be	Be	Gn							
3 Develop with current coordinators a satisfactory transition plan anticipating their role in recruitment and training of a successful candidate.		Yw	Yw	Yw	Yw	Yw	Gn							

Notes:

Key

Completed	Gn
On Track	Yw
Needs Attention	Rd
Upcoming/Continuing Tasks	Gy
Revise	Be

DOMAIN COUNCIL MEETING MINUTES
24 April 2018

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Scott Remick, Lara Ramsey

Meeting Start: 5:15 pm

Location: HCCPS School, Mt. Holyoke Room

Domain Council Meeting AGENDA:

Review/Discuss 2018/19 draft budget

The Webster Foundation Grant related budget lines were removed based on the discussion at the previous Domain Council meeting, when it was decided that – for this fiscal year - we would not write a grant for the Webster Foundation and would add monies to the Professional Development for the paid summer self-directed professional growth program.

The teacher salaries and expense line is increased by 4%, which includes approved scale increases and moving more teachers to FTE (for the PE teacher for instance.)

The Director Salaries are increased by 3% based on the February 2017 BOT approved Director Salary Proposal that covered FY17 and FY18. (NOTE: The increase for FY19 can be presented to the Board for approval within the budget approval process, but the BOT should aim to create a plan for Director Salary adjustments going forward.)

Based on the review of the Administrative Assistant and Bookkeeper Job Duties and Task List completed last year, this FY19 budget includes a salary increase for both positions. The adjusted salaries are based on comparable positions at other area schools.

There are a few small budget line details to work out, but currently, the budget is still around 50K in the black.

Capital budget

The following \$35K in capital budget improvement and upgrades are proposed: fresh air exchange for the second floor, safeline acoustic panels in all-school space, control mapping, hallway paneling, and playground/outdoor improvements.

The capital budget proposal will go next to the Finance Committee and then to the Board for approval at the May meeting.

Stipend for Monique

Dan recommends between \$2k and \$2.5K as a stipend for the extra amount of work Monique has been doing this year. Part of the work load increase was due to the new Rediker system (training, getting it going, etc). The stipend would come out of this year's budget. This recommendation will go for approval during the May BOT Meeting.

Hiring update

Positions will be advertised and filled using the current teacher and staff hiring process.

We are hiring a SPED teacher for 7/8. There is an internal candidate applying who is already in the position as a long-term sub. A committee has been formed: Joe Wyman (for the BOT), Justin, Lara, Kate Saccento and a parent who is currently involved with SEPAC.

We are hiring a long-term reading specialist sub for one year to fill-in for Felicia. The position has been advertised internally, and will move to the next step based on the hiring process.

We are hiring a Physical Education teacher – the position has been advertised internally, and will move to the next step based on the hiring process..

Parent Satisfaction Survey

This should be coming out within the next few weeks.

Next Meeting: Wednesday, May 2, 2018, at 5:15pm.
6:30 pm – Meeting ended

Respectfully Submitted
Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES
2 May 2018

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Scott Remick, Lara Ramsey

Meeting Start: 5:15 pm

Location: HCCPS School, Mt. Holyoke Room

Domain Council Meeting Agenda:

- BOT Agenda
- FY2018 Budget
- Stipend Proposal
- Equity Team
- Education Domain Report

May BOT Meeting Agenda:

LRP status update

Capital budget proposal

Review the draft FY19 budget

Monique stipend proposal

Finalize board and committee roles

Possible topics for June BOT meeting:

recap on annual meeting

Equity team

Lara's Teaching and Learning Domain report

FY2018 Budget:

As the full line item budget is very detailed, Dan offered a template for a condensed summary version to be included as a cover sheet to the full itemized budget presented to the Board.

A new PPE projection came out from DESE and the projections are yet an additional increase above what the current FY19 budget draft includes (the current FY19 budget draft already includes a PPE increase based on earlier recent projections.) Based on the data we could potential increase the total PPE for the FY19 budget by an additional \$60K, but we may want to refrain from incorporating the additional increase nonetheless, especially as the current draft already includes some expense increases that can benefit the school.

The P/E staff line has been increased to full-time. This is to accommodate the plan to increase P/E time for students, as well as additional classroom support outside of P/E. (NOTE: some portion for this additional staff position would be in the TA line.)

The draft budget includes a proposal to make the Kids Club Coordinator position a Kids Club Coordinator/Admin support position, and the budget is increased accordingly.

Professional Development was bumped up to \$20K based on previous Domain Council discussions.

The latest FY19 budget draft therefore has an Over/Under balance of \$0.

But it was recommended to increase the database line by to \$8500 to cover additional expenses (actual expense amount TBD) relating to a development portion of the database, as indicated by the goals in Deirdre's Evaluation Report. So Dan – in order to maintain the balanced budget – will find \$2500 worth of discretionary expenses to reduce. (NOTE: plenty of draft FY19 budget lines already included increases, so this should not be difficult.)

Stipend Proposal:

Dan presented a proposal for the \$2500 stipend for Monique to come out of the FY17 budget – as discussed at the previous Domain Council meeting. A couple of minor changes were suggested to the wording of the proposal – it will be presented by Scott and Penny at the next BOT meeting.

Equity Team:

Lara spoke with members of the Equity Team, and they agree that they would like to come to the board to share what they are/have been doing. Lara will invite them for the June meeting and suggest 10 min.

Education Domain Report:

At the June BOT meeting Lara will present the annual report on the achievements of the Education Domain – the report should be about 30 minutes.

DC Meetings Schedule:

Meetings for the remainder of FY18:

Tuesday, May 15

Tuesday, June 5

Wednesday, June 20

Next Meeting:, May 15, 2018, at 5:15pm.

6:15 pm – Meeting ended

Respectfully Submitted

Penny Leveritt



Domain Coordinators Report to the Board of Trustees May, 2018

1. Hiring update: we have an internal applicant for the position of special education teacher for 7th & 8th grade, which has been filled by a long-term substitute this year. We had no internal applicants for either the PE position or the one-year reading teacher position (our reading teacher is taking a one-year leave of absence next year). The reading and PE positions are now posted on School Spring. The PE position will also be posted at Springfield College and Westfield State University, and on our website.
2. We are fully enrolled for next year. There was very little attrition from this year's group, so almost all new enrollments are in Kindergarten and Grade 6. This year, we hosted an evening for new families in April to begin to orient them to the school. It was very successful and we plan to do it again next year.
3. Grandparents' and Special Friends' Day was a grand success again this year. More than 100 visitors came to the school to see what the students are doing in their classes and get to know the school a little better. We love including multiple generations in our school community! The Music Festival was wonderful as well - such a range of styles and performances. It was great to be able to include our visiting artist Bisko Kaba's students in the lineup. Each year this is one of the very best events. Marguerite and J did a fabulous job with support from a number of parent volunteers.
4. The Prisms 7th graders completed their Compassion in Action curriculum by facilitating a whole school event, A Day Without Hate. They invited people to dress in blue on that Friday as a symbol of peace and unity and on the day, they led activities in each the classrooms that were connected with the theme of diversity, compassion, peace and inclusiveness. They planned and led an All School assembly, decorated the building and facilitated the creation of an "I Am Wall" for which each student was invited to complete the sentence I am..... by writing something on a paper "brick". Those bricks were then assembled and affixed to an actual wall so that we could all see our community in its colorful diversity. The words students and staff chose ranged from fun to quite moving and the Wall is remaining up for a full week so we can appreciate it fully. In the All School assembly, each class participated in some way - with a poem or some work from their classroom and the Hilltown Harmonies performed and led the whole school in a song. They did a great job.
5. All ELA MCAS tests have been completed and returned to the central office. Math MCAS tests are midway through completion. There will be two days of Science MCAS for 5th & 8th graders next week. The on-line tests have gone smoothly with very few hiccups. Only third graders and students with exceptions are taking paper-based tests this year.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

6. Next year, we will have a total of four graduate interns working in classrooms. In addition to one intern entering their second and final year with the school, we will have three new interns beginning their first year at the school with two doing the program for a year, and the other committing to two years. These interns are all from Smith College. Additionally, we expect to have a number of “student teachers” working for some part of the year in the school.

Hilltown Cooperative Charter Public School

Finance Committee Minutes Wednesday, April 25, 2018

Present: Carla Clark, Lisa Plaza, Dan Klatz, Matthew Dube, Kate Saccento, Maureen Mahar, Deb Jacobson **Regrets:** Chris Greenfield

Topic	Discussion	Action(if necessary)
Review Capital Replacement Assessment	<p>Lisa presented draft of Capital Replacement Assessment. Looking for feedback: Does the format work? Questions and considerations that arose as she was creating draft: Shows \$1,000,000 cost over next 10 years. What years does HVAC system replacement start? (Top left corner shows HVAC items.) How many fixtures in the building? Does internal sprinkler system need replacement? (It was put down because there were problems when we moved in.) Number on sheet will need to be changed, because it reflects an outside sprinkler system. The internal will not need to be replaced; it will need to be repaired, so this item can come off of the replacement assessment.</p> <p>Is leveling/drainage part of playground or is that part of different time frame? We would need to go to conservation commission if we were to do any leveling work.</p> <p>There's a difference between improvement and replacement, so sprinkler and solar panels should come off.</p> <p>Everything in interior is replacement. Create a furniture line in operating? Also, painting, brush clearing and playground are part of maintenance.</p> <p>Painting update: it is possible that some veterans from Soldier On can come and paint this summer.</p> <p>Will some of older windows need to be replaced? The older windows are currently functioning fine. There should be money budgeted for replacement for when they do fail. This is lower priority.</p> <p>Does amortized amount need to be separated? Or can it be pulled out? Depends on our current policy. Board to revisit and make recommendation (a percentage). There should be a plan with defining exactly what the contingency fund is for. When can it be used? Also, considering how much insurance would cover in a specific situation. To consider: contingencies, emergencies and capital replacement plan.</p>	Lisa will revise draft based on feedback, including removing operating budget items.

	<p>We should have a systems replacement fund and transfer some of the contingency fund into it.</p> <p>Contingency fund balance as of March 31, 2018: \$282,915 (12% of approved June budget).</p> <p>Recommendation of putting some additional amount each year (even as small as \$10,000/year) into the contingency fund to fund replacement costs.</p>	
<p>Review 3rd Quarter FY2018 Financials and draft of FY2019 Budget</p>	<p>We are anticipating that we are going to have a \$52,000 surplus for FY18.</p> <p>Projected FY19 PPE: about 4% increase based on conservative numbers.</p> <p>Working FY19 budget shows teachers and TAs getting new salary scale; administrative salary adjustments; some additional educational programming.</p> <p>Reviewed and voted to accept Q3 financials. (DJ moved,MD second the motion, no questions or blocking concerns.)</p>	<p>R Q3 financials to be recommended to Board.</p>
<p>Review of Capital Budget</p>	<p>Greatest item is fresh air exchange. Parents will install panels. If we receive funds in Bill Farkas' memory, these funds may boost funds for panels/materials.</p>	<p>Reviewed and voted to accept amount to be spent. (DJ moved, MD second the motion, no questions or blocking concerns.)</p>
<p>Confirm remaining FY2018 Finance Committee meeting dates</p>		<p>Next meeting May 30th 8:30 am.</p> <p>If budget finalized in May, will not need a June meeting.</p>

GABS Meeting Minutes: April 30th, 2018

5:00 PM - HCCPS

Attendees: Amy, Tim, Susannah, Deirdre

Attendees Remote: none

Regrets: Terra

Planned April Meeting Agenda:

1. Finalize Voting Membership By-law- no changes are needed
2. Confirm documentation for slate of potential BoT members
3. Approve GABS annual report- approved and submitted
4. Review LRP
5. Make BoT Tracker a Google Sheet
6. How Does Proposal get to BoT - table to May GABS meeting

Finalize Voting Membership By-law Change

The BoT did not request any changes to the proposal and Amy updated the format to align with the other by-law change document.

Confirm Documentation for Slate of Potential BoT Members

Deirdre will review her files to ensure that she has everything needed for the Annual Meeting Packet.

Approve GABS Annual Report

Terra's draft report was approved with minimum edits.

Review LRP

The LRP Tracking file was opened and updates were made. Red highlights in the notes section indicate areas to address during the upcoming BoT meeting.

Update GABS BoT Recruitment Tracker for 2018

We updated this tracker to show the status of all potential 2018 BoT members. We also added a BoT Term tab to this file so that we have a clear picture of upcoming recruitment needs.

BOT Recruitment Updates

Person	Have Interest Form	Sent BOT job description?	Discussed BOT role: detailed conversation	Attended BOT meeting?
Noelle Stern	Yes	Yes - Deirdre	Tim (complete)	Yes- March
Liz Preston	Yes	Yes - Deirdre	Terra (to do)	Yes - Jan
Matt Dube	Yes	Yes - Deirdre	Terra (to do)	Yes- March
Gillian Fahmy	Yes	Yes - Deirdre	Yes - Deirdre (interest uncertain)	April?
Paula Ingram	(early interest)	Yes - Deirdre	Susannah (complete)	Yes - Dec-March

Possible Agenda Items for Next Meeting:

- How to celebrate retiring BoT meetings
- How Does Proposal get to BoT
- Plan new member orientation

Upcoming Meeting Dates:

- 5/30/18 5:00 pm at HCCPS