

**HCCPS Board of Trustees
Meeting Agenda
June 10, 2015**

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

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

Facilitator: Kipp Armstrong

6:30 Opening / Welcoming (read mission statement) (10)

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Need for Thank You Notes written from BOT President?
Approve Minutes from previous meeting

6:40 Public Comment period (10)

6:50 FY 2016 Budget; Amy, Scott (20 min) (Decision)

7:10 Personnel Committee; Dan, Jessica (15 min) (Proposal - Decision)

7:25 2015-2016 BOT Officer slate finalization; Kipp (10 min) (Decision)

7:35 Topic of the month – BOT Role in Fundraising; Kipp, Susannah (30min) (Decision)

8:05 Accountability Plan Draft and Delegation of summer authorizers; Coordinators (10 min) (Discussion, will need signature in summer)

8:15 Succession Plan Update; Susannah, Ellen (10) (Discussion)

8:25 Summer Calendar; Kipp (5 min)

8:30 New Business

8:35 Committee Reports- Questions only

8:40 Meeting Wrap-up/ Evaluation/Minutes Finalization

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

8:45 Review Action Items in this meeting's minutes; Knox (5 min)

8:50 Adjournment

To: Board of Trustees

From: Amy Aaron

RE: FY 16 Budget Narrative

6.5.2015

This budget proposal is the combined thinking of the Domain Council and the Finance Committee. It incorporates staffing needs for an increased 6-8th grade as well as a significant increase in students requiring specialized services. It is important to remember that it is a PLAN, not necessarily set in stone, but reflects our best estimates based on historical data and new information.

Line 1: This tuition projection is based on 209 students for the year and 2 students for 1/3 of the year each. The basis is the May 2015 DESE projected average rate. We may enroll one or two more students but enrollment can be very fluid during the summer so we are projecting the lower number.

Lines 2-6: Grant levels based on FY 15. We should get updated numbers during the summer

Line 12: Based on FOH records – Valley Gives Day, Artspark, Florence Savings, Coffee sales

Line 19: Washington DC Prisms Trip year, larger group

Line 22: Assumes 2.35 fte new Prisms teaching positions at MA step 6 of scale. Assumes the new teacher salary scale that was approved 3 years ago so all staff on the teacher scale receive raises. Eligible teachers move up a step.

Line 23: Assumes 1 Smith graduate intern and 1 additional SPED teaching assistant

Line 24: Assumes a reduction to .4 fte from .6 fte. Recordkeeping, registration and payment duties have been delegated to the bookkeeper. Some recess duties will be delegated to Americorps members.

Line 25: Assumes 2 Americorps members all year

Lines 27-31: Assumes a 2% raise on FY 15 salaries

Line 29: Assumes an fte increase to .from .5 to .6 fte.

Line 33: Assumes an fte increase from .5 (current) to .8 fte

Line 36: Assumes no raise with new hiring

Line 37: Use to be determined

Line 45: Based on actual rates and the assumption that we will have 3 additional enrollees

Line 46: Assumes 65% usage of total health reimbursement liability. In the 2 years of our experience we have had 50% of the total liability expensed.

Line 55: Assumes a known increase in SPED students requiring additional contractor time

Line 56: Assumes 3 hours/week of SPED administrative/programmatic consultation

Line 58: Unused in FY 15

Lines 74, 76, 83: based on actuals and projections for 21 months

Line 79: Assumes a full year of property taxes

Line 80: Based on actuals

Line 81: Assumes a full year of landscape services

Line 82: Assumes 12 months of Management Fee

Line 87: Reflects increase in student enrollment

Line 121: Projected deficit. It is important to remember that we are staffing for full enrollment in FY 16 though will not have full enrollment until FY 17. We will receive another \$100,000 in tuition in FY 16.



	FY 15	FY 16
INCOME		
1 State Per Pupil PPE	2,272,188	2,508,792
2 Grants- Mass DOE SPED 240	27,637	27,637
3 Grants- Mass DOE 140, Title II,A	4,127	4,127
4 Grants- Mass DOE Title I 305	15,447	15,447
5 Grants- MASS DOE 274	2,951	2,951
6 REAP Grant	19,911	19,911
7 Community Foundation Class Grants	2,000	2,000
8 Friends of HCCPS Rolling Arts Grants	1,500	1,500
9 Field Trip Fund	6,855	7,315
10 Friends of HCCPS- Community Service	1,200	1,200
11 Fundraising-pizza	3,000	3,000
12 Fundraising - general	38,000	34,000
13 Kids Club Income	60,000	65,000
14 Student Activity Fees-	7,000	9,000
15 Medicaid/SPED Income	12,000	12,000
16 Misc Income	1,000	1,000
17 Interest income	750	1,200
18 School Lunch receipts	15,000	15,000
19 Special Field Trip Fundraising	8,321	20,000
20 Winter Fair	7,500	7,500
21 Total Income	2,506,387	2,758,580

EXPENSES		
Personnel		
22 Teachers - all teachers, ELL S/L, OT, PE	949,000	1,112,745
23 Teaching Assistants- TA hrs- classroom	154,800	175,452
24 Kids Club/Recess Coordinator .6 or .4 fte	16,036	10,904
25 Kids Club staff	18,900	15,794
26 Substitutes	11,000	11,000
27 Administrative Coordinator	79,349	80,936
28 Education Coordinator	79,349	80,936
29 Community Coordinator-.5 fte -.6 fte	29,755	36,421
30 Administrative Assistant	38,780	39,556
31 Bookkeeper/Purchasing agent-.80 fte	40,800	41,616
32 Nurse/Health Educator -.9 fte	46,000	45,558
33 Counselor-.5- .8 fte	29,513	48,171
34 Tech Teacher/Coordinator (on teach grid)	39,939	41,107
35 Student Activites Staff	815	900
36 Development Associate-.5fte	30,000	30,000
37 Admin support .25	5,000	5,000
38 Longevity Pay	7,500	7,500

39 Stipends- expansion,curriculum	2,000	1,000
40 Payroll subtotal	1,578,537	1,784,598
41 Medicare- everyone-.0145	22,500	25,877
42 FICA- non MTRS-.062	28,500	32,376
43 SUTA-.004- everyone/.003 2015	5,200	5,354
44 UHIC-.0048 everyone/capped @ 1st 14,000	5,000	6,000
45 Health Insurance	183,000	240,000
46 HRA	17,500	13,000
47 Health Diversion Benefit	10,500	11,000
48 Workers Compensation	11,461	12,000
49 College Credit Reimbursement	1,000	1,000
50 Total Personnel Costs	1,863,198	2,131,204

Consultants and Outside Services

51 FSA/HRA Administrative Cost	2,000	2,200
52 Accounting Consultant	1,000	1,000
53 Auditor	7,100	7,300
54 Americorps	13,500	18,000
55 SPED Contractors - PT, psychologist	50,000	55,000
56 SPED Advisor	1,000	10,000
57 Summer SPED services	2,071	4,000
58 Tech Consultant-	2,500	0
59 Administrative Services- grading, SEMS,SIF	5,500	3,000
60 Payroll Service	4,000	3,000
61 Professional Development	8,500	8,500
62 Curriculum Consultants	7,000	7,000
63 Child Care Services	300	300
64 Legal Fees	4,000	4,000
65 subtotal	108,471	123,300

Occupancy

66 Insurance	20,000	21,500
67 Cleaning Services	40,000	40,000
68 Trash Removal	3,000	3,216
69 Minor Repair/Maintenance	3,500	3,500
70 Fire/Sprinkler Alarm Services	3,500	3,500
71 Copier Service Contract	500	700
72 Copier Rental	3,788	3,788
73 Telephone	1,500	1,500
74 Electric	20,000	20,000
75 Internet	1,670	1,670
76 Heat	8,000	7,000
77 HVAC Maint	1,200	2,000
78 Elevator Maint	2,850	2,460
79 Real Estate Taxes	21,500	26,000
80 Water Sewer Fees	5,000	3,000
81 Landscaping	4,000	6,000

82 Management Fee	5,400	6,000
83 Plowing	5,000	7,000
84 Rent	233,137	270,000
85 subtotal	383,545	428,834
Supplies		
86 Household Supplies	5,500	5,500
87 Educational Supplies	17,048	18,726
88 PE/Playground supplies	1,000	1,000
89 Office Supplies	3,500	3,500
90 Testing/Evaluation Supplies	3,500	3,500
91 Postage	1,500	1,500
92 Printing	600	600
93 Food	700	700
94 sub total	33,348	35,026
Equipment		
95 Minor Equipment<\$500 ,	3,000	3,000
96 SPED Equipment	6,000	6,000
97 Tech Repair/Replacement	8,000	8,000
98 subtotal	17,000	17,000
Miscellaneous		
99 Kids CLub Program Expenses	3,000	3,500
100 Student Activity Expenses	2,500	2,500
101 Special 6-8th grade Trip Expenses	16,600	13,000
102 Advertising	1,000	1,000
103 Travel	500	500
104 Graduation Expenses	600	600
105 Miscellaneous	864	1,000
106 Community Domain Expenses	2,000	2,000
107 MCPSA Dues	4,500	4,500
108 Student Council	300	300
109 School lunch expense	17,500	17,500
110 Friends of HCCPS Class Grants	1,500	1,500
111 Community Service Projects	1,200	1,200
112 Field Trips	6,825	7,315
113 SPED Contingency	5,000	7,500
114 Fingerprinting	500	500
115 Community Foundation Grant expenses	2,000	2,000
116 Coordinator's Discretionary Fund	2,500	2,500
117 20th Birthday Celebration	2,000	0
118 Winter Fair Expenses	2,100	2,100
119 subtotal	72,989	71,015
120 Total operating expenses	2,478,551	2,806,379
121 Over/Under	27,836	-47,800

APPROVED
6-10-15

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

Date: May 4, 2015 **REVISED** June 5, 2015
Priority level: Medium
Approximate time needed for discussion: 10 minutes
Proposal to be presented by: Jessica Berrien

Committee members drafting proposal: Jessica Berrien, Dan Klatz, Sam Charron, Rebecca Belcher-Tirnme, Annie Levine

Text of proposal:

Break Time:

All staff who work a minimum of 6 hours in a day will have a paid half hour break. The break will occur between no earlier than **11:30** AM and no later than 1:00 PM. Employees who arrive after 10AM and work the requisite hours in a day should have a break no earlier than 2 hours after arrival and not later than 2 hours before the end of their day. If the class is on a day long field trip, the TA should be provided a break upon return whenever possible if they have additional after school responsibilities.

Planning Times:

There is substantial variation in the schedules of teachers at Hilltown. This is due to several factors including the age of the students, the level of specialization of the teacher, and even the day of the week.

The work day at HCCPS for full time teachers begins every day at 8:00 AM, and ends at 4:00 PM, except on the day of staff meetings/professional development when the day ends at 4:30 PM. In addition, teachers often attend other after school meetings as needed.

For all teachers, the first 15 minutes of the day is designated for planning, and the last 45 minutes on four days (M-TH) each week are for the same purpose. Generally speaking, in addition to these 4 hours and 15 minutes, all full time teachers will have a minimum of two additional hours of prep time each week. The times will be based on classroom schedules and generally will be between 30-60 minutes each.

Goals to be achieved by proposal:
Clear language regarding both areas of work life.

Potential problems/dissenting views:

This doesn't guarantee a daily planning time (time is calculated weekly). This potentially means some teachers will have days where there is no planning time (but always a break). Field trips pose a challenge for the break policy.

Hilltown Cooperative Charter Public School

On-Site Committee Meeting Minutes – June 2, 2015

Present: Mike S, Steve S, Charles W, Steve H, Amy A, Paul L, Louise V, Laura B

Regrets: None

Facilitator: Laura

Note taker: Laura

Topic	Discussion	Action (if necessary)
May Minutes	No changes; approved as presented	Motion to approve by Charles, second by Steve; approved by consensus
Updates	<p>Acoustic panels were installed over the weekend in K-5 wing; limited feedback so far from teachers. We will “sit tight” for now with acoustics. All School could use more improvement, but the addition of the moveable wall will help some, as will drapes or other furnishings. Amy reports that acoustics are OK in that room when there are lots of bodies in there for events.</p> <p>Amy prefers to defer All School wall covering project until next school year due to the number of projects slated for this summer. Dan Bonham recommended FRP wall panels.</p> <p>Laura reported that the moveable wall system for the All School has been ordered from the manufacturer and is scheduled for installation July 20-22nd.</p> <p>The HVAC system continues to be imperfect. Louise checked records with the E’ton Building Dept but an air balancing report for the system was never submitted by the GC, nor was it demanded by the Building Inspector. If the GC cannot produce the air balancing report, the Committee favors the School paying for its own. Wilson Heating & Plumbing was suggested as a possible contractor.</p> <p>As we are approaching our 1 year anniversary of occupancy (and end of the 1 year warranty period) the Committee talked about the importance of creating a paper trail of any unresolved issues. These include: missing air balancing report and proper functioning of HVAC system; water that collects in elevator shaft; outdoor drainage needed near shed.</p> <p>Additional attic storage system has been requested by atelier staff, but there is a need to cull and sort atelier supplies.</p> <p>Solar PPA: Laura did a cost-comparison between an owned solar system and the PPA. Over time, the school would save money with an owned system. However, the number of obstacles to buying our own system are such that Amy and Laura have concluded the PPA is the way to proceed.</p> <p>Obstacles to ownership include: difficulty of obtaining financing; owner does not agree; lack of staff time to manage the re-roofing and installation process. The PPA-related</p>	<p>Amy will e-mail owners and GC regarding unresolved issues that should be covered under warranty.</p>

	documents continue to be slowly advanced with Solar Sense and the owner. Possible solar panel installation this summer.	
Playground Planning	<p>The Committee admired the scale model that Charles had constructed of the proposed new swing set. The group took field measurements and made some adjustments so that the swings fit within the selected area.</p> <p>Given the plans for work this summer (All School storage closet, new door, swing set, relocation of shed, divide largest meeting room, set up new Prisms classroom) there will need to be a way to contact and coordinate volunteers. The Committee talked about a doodle poll that could be used to identify when Committee members and other volunteers will be in town, away on vacation, etc.</p>	<p>Committee members will help identify other likely volunteers for summer work.</p> <p>Amy will consult with Deirdre about likely volunteers identified through Volunteer Resource Forms.</p>
Committee Chair	Tonight was Laura's last On Site Committee meeting. The group thanked her for her work. Charles will be taking over as Committee Chair beginning in July.	
Next Meeting	Tuesday, July 14th at 6 PM	

Agenda items for next month:

Follow-up for warranty concerns, especially HVAC and air balancing report

Playground work

Finance Committee Meeting



HILLTOWN
COOPERATIVE
CHARTER
SCHOOL

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

May 29th 2015, 8:20am - 9:20am

AGENDA

1. Fund Balances
2. FY 15 Budget
3. FY 16 Budget

MINUTES

- **Fund Balances**
 - FC members reviewed the fund balances to discuss if we need a new fund to accommodate the capital campaign (donor designated capital campaign fund). Perhaps we merge this new fund with the existing Capital Building Fund.
 - When we create this fund in July, we will transfer the amount raised as part of the capital campaign (approximately \$112k to-date) from the net income line to this newly formed fund balance.
 - Any new accounting methods to accommodate and how we display donor designed money on the balance sheet will be addressed at the beginning of next school year (July 2015)
- **FY 15 Budget**
 - *More income than expected*
 - \$20k more in tuition (PPE)
 - Kids Club revenue higher than anticipated
 - Earning on investments (minor but still positive!)
 - *Lower than expected expenses*
 - Reduction in teaching staff expenses
 - Reduction Kids club staffing costs (AmeriCorps support)
 - Less on substitutes
 - Less on health reimbursement
 - Less consulting services
 - Building operating expenses that we didn't need to pay for this year
 - Summary: We may have approximately \$100,000 surplus for FY 2015.
 - During the May BOT meeting, allocations of \$30k for staff bonuses and \$50k for school expansion equipment was approved with FC's support. The estimated remaining (\$20k) will move into the undesignated fund balance.
- **FY 16 Budget**
 - During the FC meeting, the FY 2016 budget showed a deficit of \$39,275 - this is going through one more revision with the Domain Council so this number may change. The FC is accepting of a deficit projection of up to **\$50,000** based on the certainty that we will have another 9 students the following year, equaling at least \$100,000 in increased tuition.
 - The current budget assumes the following:
 - 209 students full year / 211 students Sept - Dec
 - 2 New Prisms teachers

- New teacher grid; 1% raises for all other staff
 - 5% increase in health insurance
- ***Next Steps/Meeting***
 - Agenda Items for next meeting:
 - Review final FY2016 budget
 - Review Fund Balance accounting approaches
 - Next Meeting: TBD

GABS Meeting Report: May 12, 2015

5:00PM

Special Guest: Amy Aaron

New state online reporting system:

Amy Aaron came to the GABS meeting to give some insight on how the new online reporting system for board members might play out. One question that was quite pertinent to the current timing re: new board members was “Does the State actually send notice of the approval of new board members to the school?” Amy said that the State does send approval notices.

With the new system, only certain school staff (currently Amy and Dan) can access the list of board members on the state website so as to either add or delete board member email addresses.

Amy said she will look at the list and see what names are on there and make changes as needed.

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

As there were two GABS meetings between the April and May BoT meetings, GABS did not work on a job description at this meeting. The Treasurer job description will be presented at the May BoT meeting.

Housekeeping:

With the new state online system for board member reporting, we will likely need to change the BoT Welcome Letter to indicate the fact that the board members will electronically fill out and sign some documents directly to the state, but also will get the documents to the clerk for sending to the town clerk and State Ethics commission.

Annual Meeting:

GABS chair and other chairs will speak for a minute or two about what their committees have done over the year. The meeting will include breaking up into groups to discuss “What makes you feel engaged in the school and what do you think will make other people engaged?”

Meeting ended at 6:08pm

Hilltown Special Education PAC Report – June, 2015

The Special Education Parent Advisory Council had an excellent start to their first full year as a reconvened group at Hilltown. We are especially thrilled at the outcome of both the Transition Night in March where 4 alumni came to speak with us about their experiences at the high school level; and, the Parent Basic Rights Training held in May which was packed with practical information about the special education process. Each meeting brought consistent SEPAC members as well as some new faces. In addition to special events such as the two listed above, we held regular meetings where parents could discuss challenges and concerns, and group members were able to respond and contribute to problem solve and seek advice. We are off to a great start and hope to see everyone return in the fall!

Special education needs for students, and therefore associated resources, are ever-changing at Hilltown. We plan to meet with Dan before next fall to review information shared at SEPAC meetings in efforts to make special education as beneficial for Hilltown students as possible.

Tara Winters & Jen Marshall McVey



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

**Domain Coordinators Report to the Board of Trustees
May, 2015**

1. A great deal of energy over the past month went into completing the “self-study” portion of the Coordinated Program Review (CPR) in the areas of Special Education (SE) and Civil Rights Methods of Administration and Other General Education Requirements (CR) The onsite review will happen next year
2. Students in grades 3-8 took the MCAS tests in Math, and for grades 5 and 8, Science and Engineering. Results will be available in the fall. Results from the Iowa Tests of Basic Skills from December and included in the packet.
3. This is a busy year for hiring teachers. We will be adding two Prisms teachers as well as replacing the Purples Math/Science teacher. Hiring Committees have interviewed a number of strong candidates and we anticipate adding some great new teachers to our staff.
4. We are fully enrolled for the fall- in fact a bit over enrolled. Given the summer fluidity we historically see we are confident this will all shake out by September. A number of older students considering our Purples and Prisms for the fall have been shadowing in the last few weeks. It's been great to see our current students taking on the role of hosts.
5. On Site Committee has a number of summer projects planned, both outside and inside, and will be seeking parent volunteer help again. Please spread the word.

		Reading	Language	Mathematics*	SURVEY TOTAL	Relative Performance Profile National Percentile Rank					
						Tests	NPR 1	25	50	75	99
Grade 3	Number of Students Included	20	22	22	20	Reading	85				
	Average Standard Score (SS)	200.7	189.4	193.8	195.2	Language	71				
	National Stanine of Average SS	7	6	7	7	Mathematics	80				
	Percentile Rank of Average SS: National Student Norms	85	71	80	82	SURVEY TOTAL	82				
	Number of Students Tested = 22										
Grade 4	Number of Students Included	20	18	20	18	Reading	85				
	Average Standard Score (SS)	219.8	220.6	212.5	216.9	Language	82				
	National Stanine of Average SS	7	7	7	7	Mathematics	80				
	Percentile Rank of Average SS: National Student Norms	85	82	80	83	SURVEY TOTAL	83				
	Number of Students Tested = 20										
Grade 5	Number of Students Included	20	21	21	20	Reading	87				
	Average Standard Score (SS)	238.6	236.3	233.6	237.4	Language	78				
	National Stanine of Average SS	7	7	7	7	Mathematics	81				
	Percentile Rank of Average SS: National Student Norms	87	78	81	84	SURVEY TOTAL	84				
	Number of Students Tested = 21										
Grade 6	Number of Students Included	30	30	29	29	Reading	88				
	Average Standard Score (SS)	255.3	256.0	240.2	250.9	Language	79				
	National Stanine of Average SS	7	7	6	7	Mathematics	71				
	Percentile Rank of Average SS: National Student Norms	88	79	71	82	SURVEY TOTAL	82				
	Number of Students Tested = 30										
Grade 7	Number of Students Included	18	18	18	18	Reading	91				
	Average Standard Score (SS)	274.4	279.8	269.2	274.4	Language	84				
	National Stanine of Average SS	8	7	7	7	Mathematics	83				
	Percentile Rank of Average SS: National Student Norms	91	84	83	88	SURVEY TOTAL	88				
	Number of Students Tested = 18										
Grade 8	Number of Students Included	16	16	16	16	Reading	93				
	Average Standard Score (SS)	292.0	293.5	278.8	288.1	Language	85				
	National Stanine of Average SS	8	7	7	7	Mathematics	80				
	Percentile Rank of Average SS: National Student Norms	93	85	80	88	SURVEY TOTAL	88				
	Number of Students Tested = 16										

* = Math Computation is not included in the Math Total or in any score that includes the Math Total.

For further information on the interpretation of this report, please visit www.riversidepublishing.com or refer to the Interpretive Guide.

DOMAIN COUNCIL MEETING
MINUTES
06.03.15

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

10:30am – Meeting began

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

We also spent about ½ hour reviewing the most recent, and near final, FY 2016 budget to be proposed at next weeks BOT meeting.

The final half of the meeting was used to discuss the current state of FOH, fundraising at HCCPS, and the discussion begun last BOT meeting which will be continued next week. Dianne reported that FOH met the previous evening (6/2/15) and learned that Sonja Larson has handed in her resignation effective 6/30/15. FOH decided to write a communication regarding their ideas of how to integrate fundraising at HCCPS going forward. FOH plans to send a few members to attend next week's BOT meeting and present their ideas. This will contribute to the discussion already planned to be a follow-up from last month's meeting. It seems most likely that the discussion at the June BOT meeting will result in forming a group to discuss the structure of fundraising in the future with representatives from all involved committees/groups and that this working group would bring a proposal to the BOT in the early fall. Hopefully some BOT members will want to participate in this contemplative group over the summer.

11:50am – Meeting ended

Respectfully Submitted,
Kipp Armstrong