

**HCCPS Board of Trustees  
Meeting Agenda  
May 20, 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 \*Committee reports due end of April\*  
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 Personnel Committee; Dan, Jessica (10 min) (Proposal)**

**7:00 GABS; Susannah, Penny (10 min) (Decision)**

**7:10 Give2Grow Update; Sonja Larson (10 min) (Discussion)**

**7:20 Finance Committee, FY 16 Update; Amy, Scott (10 min) (Discussion)**

**7:30 FY 15 Budget Reallocation; Amy, Domain Council (15 min) (Proposal)**

**7:45 Topic of the month – BOT Role in Fundraising; Kipp, Susannah (20min) (Discussion)**

**8:05 New Business**

**8:10 Committee Reports- Questions only**

**8:15 Meeting Wrap-up/ Evaluation/Minutes Finalization**

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

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

**8:30 Adjournment**

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

Date: May 4, 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-Timme, 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.

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. However, it is important to clearly state the minimum amount of time teachers are given each week for the purpose of planning.

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. In addition to these 4 hours and 15 minutes, all full time teachers will have a minimum of two and one half 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

APPROVED  
5-20-2015

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

**Date:** May 20, 2015  
**Priority Level:** MEDIUM  
**Proposal to be presented by:** GABS

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

**Text of proposal:**  
GABS proposes a formal job description for the HCCPS Board of Trustees Treasurer.

(See attached for proposed job description.)

**Goals to be achieved by proposal:**  
The BOT Treasurer should have a formal job description that reflects the current practice and workings of the governance of HCCPS as they specifically relate to the duties of the Treasurer.

**Potential problems/dissenting views:**  
Probably none.

**Additional notes:**

**Job Description for HCCPS Treasurer of the Board of Trustees  
(prepared 4/2015)**

The Treasurer is responsible for ensuring that the Board of Trustees maintains the fiscal viability of the school.

Duties include:

1. Review and sign official documents such as the Financial Audit.
2. Be available to co-sign checks, if needed.
3. Monitor and provide support and assistance to the Administrative Coordinator on financial matters.
4. Serve as chair of the finance committee.
5. Present quarterly financial reports to the BOT.
6. Assist with reviewing/refining the school's yearly budget.

**APPROVED**  
5-20-2015

To: Board of Trustees

From: Domain Council

May 15, 2015

**APPROVED**  
5-20-2015

RE: FY 15 Budget Reallocation

Based on current year-to date- revenues and expenses and our best projections for the remainder of the year it appears we will realize a significant end of year surplus- in the range of \$100,000. This results from \$30,000 additional tuition from DESE and underspending of several expense accounts (staffing, taxes, consultants, certain occupancy lines, and SPED equipment). We do not anticipate savings in these accounts for FY 16 however. Because this projected surplus is substantively greater than previously discussed the Domain Council is making the two part proposal below.

It is important to keep the financial picture for FY16 in mind when considering this proposal. We expect to be asking the BOT to approve a deficit budget for FY 16. Without yet knowing new health insurance rates and a few other figures we can only estimate that the deficit will be in the \$30-35,000 range.

And as you know, we are planning on \$100,000 of expenses related to our continued student growth and building/playground work. Much of this work will be undertaken this summer and will be supported by the Capital Campaign. The current Capital Building Fund on the Balance Sheet is overspent by \$24,000 which will be replenished once the Capital Campaign funds are released.

Given this context Domain Council proposes the following FY 15 Budget Reallocation.

1. Create a new one time budget line of \$30,000 to use for staff bonuses. Bonuses will be calculated at 2% of each employee's FY 15 earnings and will be given prior to June 30. These bonuses will not impact salary scales for FY 16, nor establish new base salaries.
2. Create a new budget line of \$50,000 to be used for expansion related equipment/materials purchased prior to June 30.
3. The remaining surplus for FY 15 will automatically become part of the Undesignated Fund Balance when the FY 15 books are closed. There remain a few key line items that are too uncertain to predict at this point so it is important to not reallocate the entire projected surplus.

<b>Capital Planning -- HCCPS</b>					
<b>as of 5.15.15</b>					
	<b>Estimated Cost Range</b>		<b>Timeline</b>	<b>Point Person</b>	<b>Summer 2015 Expenses</b>
	<b>Low</b>	<b>High</b>			
<b>I. Health &amp; Safety</b>					
Buzzer / lock system at Main Door	\$3,425	\$3,425	done, actual cost	Amy	
Card key access system for bldg	\$13,375	\$13,375		Amy	
<b>II. Programmatic</b>					
Due to owners for upgrades	\$61,577	\$61,577	by end of FY 15	Amy	11,577
improve acoustics in All School	\$1,000	\$2,000	April-15	Laura	
acoustics: K-5 classrooms	\$1,500	\$2,000	April-15	Laura	2,000
acoustics: music room, new classroom, Mt Greylock	\$1,477	\$1,477	done, actual cost	Laura	
Furniture for new classroom	\$3,100	\$4,000	July-15	Dan	4,000
Tech equipment for expanded 7-8	\$5,000	\$5,000	July-15	Dan	5,000
Textbooks for new students	\$2,600	\$2,600	July-15	Dan	2,600
Blinds for All School doors	\$500	\$2,000		Deirdre	2,000
Drapes/Screens to define stage in All School	\$1,500	\$2,500		Deirdre	500
All School seating options--rolling bleachers, etc	\$4,800	\$30,000			
All School projection screen	\$100	\$540			540
Moveable Wall for All School	\$18,900	\$30,000	July-15	Laura	30,000
Add new entry from hall to All school	\$1,200	\$2,000	summer 2015	Amy / Louise	2,000
add 2nd closet in All School	\$800	\$2,000	summer 2015	Amy / Louise	2,000
All School lighting	\$250	\$1,200			
Divide Mt Greylock into two meeting rooms	\$500	\$2,000			
wall covering- All School		???			
Folding Chair Dolly		\$250			
<b>III. Other</b>					
art display system	\$840	\$980	80% complete	Charles	
outdoor storage shed for landscaping equip	\$550	\$1,000		Amy	1,000
Staff Room Improvements	\$200	\$400	done	Deirdre / Comm Team	
Main playground equip -- swings	\$2,000	\$8,000	June-15		8,000
Other main playground items (bridge, plantings)	\$2,000	\$7,500	July - August 2015		7,500
Fencing for K-3 playground	\$5,000	\$6,500	July - August 2015		6,500
Equipment for K-3 playground	\$500	\$5,000	July - August 2015		
Drainage Work for main playing field	\$21,000	\$36,000	July - August 2015		
Fence or privacy planting back of playground	\$1,000	\$6,000			
improve attic storage	\$750	\$3,500	summer 2015		3,500
bike rack	\$100	\$500		Charles	500
benches	\$250	\$800			500
All School Wall covering	559	2099			2,099
Summer Labor					5,000
<b>Total Expenditure</b>	<b>\$155,794</b>	<b>\$244,124</b>			<b>96,816</b>
Cost estimate obtained					
Guesstimate					
No idea of the cost yet					

DOMAIN COUNCIL MEETING  
MINUTES  
04.13.15

Attending: Dan Klatz, Kipp Armstrong, Amy Aaron (briefly), Deirdre Arthen  
Regrets: Susannah Howe

8:30am – Meeting began

Amy handed out FY16 budget updates and we reviewed some of the recent changes, but Amy then received a call which caused her to have to excuse herself from the rest of the meeting.

Just prior to leaving Amy printed out the most current site updates list - Dan, Deirdre and Kipp reviewed and discussed. This led to a discussion about the need to focus on improving the all school space, as well as continue on the recent trend of successful all schools and Il Teatros.

Dan reported that he is moving into a intense hiring phase which will include two teachers, possibly a part-time music teacher, and most likely one or two TA's.

9:40am – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

DOMAIN COUNCIL MEETING  
MINUTES  
04.30.15

Attending: Dan Klatz, Kipp Armstrong, Amy Aaron, Deirdre Arthen, Susannah Howe, Ellen Ferris (briefly)

8:30am – Meeting began

Today's meeting focused on 4 topics: succession planning, the attendance policy, hiring updates, and the 2016 budget.

Susanna and Ellen began by explaining their plans to finalize their secession planning study. They plan to gather information in focus groups from Friends of Hilltown, Sonja Larson, Teachers, and the three Coordinators. They will also be gathering information from the Community Team and SEPAC as well as TAs and parents through surveys. We will also have a discussion in (most likely) the July BOT meeting to include the board in this process. They plan to finish gathering all information by early fall with a hopeful draft of the final document in January 2016.

We next discussed the attendance policy which is proving difficult to enforce - primarily difficult to implement the summer school option for those students in jeopardy of being retained. We discussed a number of options as well as planned changes to propose to the board in the near future.

Dan updated us on hiring processes for middle school teachers as well as a possible opening which may need to be filled.

Amy then presented us with her most recent draft of the FY16 budget with revised state PPE projections and we continued to work to identify lines which need adjusting with hopes of arriving at a zero balanced budget.

9:40am – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

DOMAIN COUNCIL MEETING  
MINUTES  
05.15.15

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

8:30am – Meeting began

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

We also discussed a request from acting FOH President Dianne Hobbs to have the Topic of the Month focus on FOH. We arrived at the topic BOT role in Fundraising, which will include FOH updated information.

We also discussed the need for BOT involvement in the community discussions over time and appropriate times to have community topic on the BOT agenda.

We also spent time discussing ways to reallocate FY15 surplus funds and we will bring a proposal to the BOT.

We also discussed BOT/administration responsibility regarding outdoor space use concerns.

10:10am – Meeting ended

Respectfully Submitted,  
Kipp Armstrong

# Finance Committee Meeting

Attendees: Amy Aaron, Andrea Powers, Maureen Mahar, Deb Jacobson, and Scott Remick

April 3<sup>rd</sup> 2015, 8:20am - 9:20am



HILLTOWN  
COOPERATIVE  
CHARTER  
SCHOOL

## AGENDA

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1. Review 3<sup>rd</sup> Quarter Financials – FY 15
2. Security Deposit Discussion

## MINUTES

- **Review 3<sup>rd</sup> Quarter Financials - FY14/15**
  - FC members reviewed the 3<sup>rd</sup> Quarter Financials
  - **Income**
    - PPE increased by around \$2k from last month's payment, for the year we may be around \$18k more than we originally budgeted.
    - SPED Medicaid reimbursement pays late, so we should realize the full amount (\$12k)
  - **Expenses**
    - Health Insurance shows 82%, but this is 10 months' worth of payments vs 9 months (3 quarters).
    - SPED contractors looks underspent, but we have several months of invoices we are waiting to come in. We will likely reach the \$50k that we have budgeted.
    - We will exceed the electricity line of \$20k (currently at \$17,900).
    - Obviously, we went over with snow removal.
    - Cleaning is lower because it does not include 2 months in the summer.
  - **Summary**
    - Revised Budget as of January shows \$33k surplus, but if we did any revisions at this point we would probably show an even higher surplus.
    - We may want to use some of the surplus to purchase furniture and equipment for the new classroom for next year. Likely \$5k for furniture/equipment and \$5k for the textbooks and supplies. So \$10k total.
    - We may adjust the following lines to align closer to reality - likely at next months FC meeting: PPE, teachers, Electric, Landscaping, Snow Removal (to be the actual), Cleaning, Equipment, Ed Supplies/Textbooks.
- **Security Deposit Discussion FY15/16 Budget**
  - Discussion of whether we spend money to have our attorney write a letter to the Brassworks landlord to discuss possibility getting at least some of our deposit back.
  - Finance Committee feels like that the cost of the attorney would be worth it. The goal would be to keep the costs below \$1000.
- **Next Steps/Meeting**
  - Agenda Items for next meeting:
    - Review draft FY2016 budget
    - Review FY2015 budget revisions
  - Next Meeting: May 8<sup>th</sup>: 8:20 - 9:20

Finance Committee May 8, 2015  
Meeting called to order at 8:20

Present were: Amy Aaron, Deb Jacobson, Maureen Mahar, Andrea Powers, David Starr. Absent: Scott Remick

We discussed the projected FY16 budget where there is a project budget deficit, as we expected there would be. This is mostly due to us being fully staffed but not fully enrolled.

There will be 53 students in Prisms rather than the ultimate objective of 60 but we still have to add two teachers.

We plan to over-enroll at the start of the year by 2 students so we don't have to fill slots in the middle of academic year when it is known we are losing two students who are moving out of the country.

Our state per pupil PPE is calculated at \$11,966 tuition/student which is average for surrounding communities.

Other communities:

Leyden \$15K/student

Northampton & Easthampton are both calculated at between \$11,500 to \$12K/student

We'll have a better idea of our fundraising total for FY15 by early June. This year we had two Winter Fair payments. Next year there will be only one.

FY Budget Proposals

Community Outreach position will go from 1/2 time to .6 time.

Guidance Counselor will go from 1/2 time to full time.

Health insurance rates in the budget are a guesstimate of 3% increase + 2 more family plans.

The Washington, DC trip will be partly expensed in FY15 from the Special Field Trip line item. This generated a lengthy discussion about where the pre-payment should be accounted for. Andrea proposed re-storing costs on line 97 in the FY15 budget to \$25K permitting pre-payment or at least in some way reflecting the \$15K in travel costs. It was decided that it should be reflected in the FY16 budget even if there is a pre-payment in FY15. Because we have a hefty FY 15 Special Trip budget line this should not increase FY 16 deficit.

The school's long range plan objective that there be a balanced budget every year was discussed since there is a projected deficit for FY16. Because of the moving/renovation costs and infrastructure costs it has been known for some time that there might need to be an exception to the balanced budget in the first two years in the new building.

The Board has discussed end of year bonuses for faculty/staff to compensate for the fact that there was no raise this academic year to help offset moving costs. The Finance Committee's consensus recommendation based on current budget end of year projections of a \$30K surplus is not to give staff/faculty bonuses. This was decided after lengthy discussion about an FY16 budget deficit. It was considered more prudent to use FY15 surplus for ongoing capital expenses once those funds become part of the Fund Balance on July 1, 2015.

The Finance Committee also recommends a deficit budget for FY16.

The capital building fund overspent by \$24K in FY15. When the capital campaign funds are released they will offset this overage and make additional funds available.

In July, when the new fiscal year begins, the contingency fund has to be increased to equal 12% of the operating budget. This is an internal policy established by the school. For FY16 that will be roughly \$330K. This initiated a discussion about whether the contingency fund needs to stay at 12% since the school now has an Easthampton Savings Bank Line of Credit of \$75,000. We put that discussion off until our next meeting.

There would have been a budget deficit in FY15 but the Board decided to expedite expanded enrollment to forego a deficit.

The next finance Committee Meeting is May 29, 2015.

Minutes taken by David Starr

## **GABS Report April 7, 2015**

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

We worked on a draft treasurer job description with the intent to get feedback from Amy and Scott, as needed. The job description draft was mostly taken from the current by-laws.

The treasurer job description proposal will be presented at the May BoT meeting.

### **Housekeeping:**

The clerk will continue to add read-only pdfs of board book documents to the [trustees@hilltowncharter.org](mailto:trustees@hilltowncharter.org) account. And it was suggested that working documents related to the board book be uploaded to the GABS Hilltown Google account. Some working documents may need to be captured with OCR software and/or re-typed with the end result being editable Word documents. GABS will work on this in small batches. This is a work-in-progress.

And for the Hilltown Community, the school's website should should always have the latest policies as individually accessible pdfs. The policies are also part of the Handbook, but it is best to have them individually accessible too. (N.B.: as of the writing of this report, only the Attendance Policy needs to be added under the Who We Are/Reports & Policies tab.)

# Hilltown Cooperative Charter Public School

## Site Committee Meeting Minutes – April 14, 2015

**Present:** Amy A., Mike S., Charles W., Steve S., Stephen H., Laura B., Louise V.

**Regrets:** Paul L., Tom S.

**Facilitator:** Laura B.

**Note taker:** Stephen H.

Topic	Discussion	Action (if necessary)
Updates	<p>Art display system complete for now (all money allocated for this has been used). Art display is 80% complete. Considering putting some panels upstairs. Wait and let the staff settle into the current setup before making more panels, or shelves, or boxes. No further steps this year.</p> <p>Ordered panel room divider for All School. Panel construction, better sound rating, more durable. Going to meet the posts and we will need some finish carpentry at the soffit. Top hung. To be installed in July. Cost approximately \$20K.</p> <p>We will install a new door to All School across from Science Room door. Also, a new storage closet to be located in far corner where stage was originally located. Re: closet particulars:</p> <ul style="list-style-type: none"> <li>- Mike: Figure out what you want to store there and then design around it</li> <li>- Louise: Putting doors on the outside so you have access to top shelves</li> <li>- Charles: Suggested room for chairs under. Also possible ladder.</li> <li>-</li> </ul> <p>Solar Panel Discussion: Leaning towards PPA. Laura still researching purchasing our own system. Decision coming by next month at the latest. Our own installation would take a bit longer. Unlikely we will do that method. Roof will be replaced only on the section where panels will go.</p> <p>Had Fire Drill this week: No issues. Acoustic panels are fire rated. Not sure about material for art display panels. Louise recommends having specs for acoustic panels on file to show that they are fire rated.</p> <p>Acoustic Panels for K-5 have been ordered. More tedious install (more objects to cut around). Use proper cutting device, right adhesive. There should be surplus panels to use on All School ceiling. Paneled room divider in All School will also help with acoustics when in use.</p> <p>Dan K. found affordable aluminum rolling bleachers on-line</p>	<p>Louise offered to coordinate a weekend work day for installation of acoustic panels in K-5 wing, once the materials arrive.</p> <p>Louise will install new door to All School and build new storage closet over the summer.</p> <p>Louise will research products / cost to fire proof art display panels.</p> <p>Amy to obtain and keep on file fire rating information for acoustic panels.</p>

	that may be an option for expanded seating.	
March Minutes	Committee reviewed March minutes. Charles made motion to approve; Mike seconded; approved by consensus.	Minutes approved as presented.
Outdoor space / playground planning	<p>Laura: Presents scaled examples of play equipment that can be positioned on Land Plan</p> <ul style="list-style-type: none"> <li>• Swings should go near dead end areas, so children don't cross in front of moving swings</li> <li>• Teachers expressed concern about supervision and location</li> </ul> <p>Amy: Suggests walking the land to get a better sense, which the Committee did.</p> <p>Return from Walking the Land:</p> <p>Charles: Suggested shed move to island between paved play and parking area  Rope Swing: behind basketball hoop, run parallel with paved play.  Tire Swings: Can fit three in a zigzag pattern between parking lot and drainage swale  Laura: Create wetland crossings (bridges), possibly multiple. If a bridge crossing has some elevation, could be a good spot for supervisor to stand.  Amy: We could use a defined path from hardtop to play area.  Charles: Work done on "The Outback"- area behind Swale near Auto Body shop. Use for outdoor space, with benches etc. Be good to cut in trails now before the growth leafs out.  Plan for June/July/August installation of swings and other equipment.  Playing Field: Watch how it is used this spring. Determine priority as drainage work will be expensive.  Landlord has said that he'll grade area near shed to improve drainage in that location.  Jeff Payne might be able to offer skilled services toward swing project.  Steve S: Works with Polar Focus which has ability to offer welding which might be needed if we use metal swing structures.  Committee should tap other volunteers to help with outdoor projects. (Deirdre can provide names.)</p> <p>Fencing for K-3 playground discussed. Committee keen to get this fencing in place and put a few structures in that area, which tends to be nice and dry. Plan for wooden fence to double as climbing wall.</p> <p>Laura: We are concerned about cost containment with all site projects. Seek materials that are durable but affordable.</p>	<p>Charles to take the lead for design, pricing, and installation of swings. Other Committee members willing to help as needed.</p> <p>Louise offered to look on the Vineyard for suitable rope for rope swing, also to ask at Six Flags about where they obtain rope for climbing structures.</p> <p>Charles to explore with Belchertown Rope and Wire.</p>

	Capitol Campaign: Will provide some funding for the playground work.	
Other Misc.	All School Space: Lower 4' of sheetrock is getting damaged through contact with balls, kids, etc. Amy would like a harder material installed over the sheetrock to prevent further damage. Suggestions include: Masonite Beadboard, or a similar synthetic material.	Laura agreed to price out possible materials. Louise offered to look up the name / type of synthetic material similar to that used in bathrooms.
Small Work Tasks:	<p>Small Site Tasks: Amy distributed a list with Small Work Task Items, hoping that Committee members can complete these at their convenience.</p> <p>Charles said he'd do: #1, 2, 5, 8 Louise can take care of: Shelving- #3, 4, 10, 11, 14 (Steve H and Mike S offered to help if paired with someone who can direct the work) Steve S.: #7 #6- Need to explore (Window in Door of #116)</p>	<p>Committee members committed to tackle small work tasks as specified.</p> <p>Laura requested that members who committed to complete small work tasks try to finish them by the next Committee meeting.</p>
New Committee Chair	<p>Laura announced that effective July Charles will be taking the head of the committee after years of Laura's excellent leadership and will also sit on BOT upon approval at Annual Meeting.</p> <p>Steve H: Will also be serving on BOT and Committee upon approval at Annual Meeting.</p>	
Next Meeting	<b>Tuesday, May 5<sup>th</sup> at 6 PM.</b>	

Agenda items for next month:

Continue to plan outdoor work.

## Hilltown Cooperative Charter Public School On Site Committee Meeting Tuesday, May 5, 2015

**Present:** Amy Aaron, Laura Baker, Paul, Steven S., Mike, Louise, Charles,

**Regrets:** Steve Hoyt

**Facilitator:** Laura Baker

**Note taker:** Amy Aaron

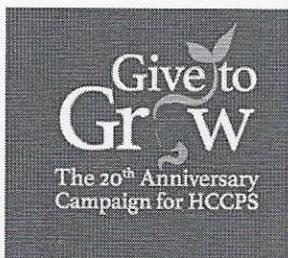
<b>Minutes</b>	April minutes reviewed and approved as presented; Charles commented that he was ready to clear a trail in wooded area behind school, but Amy asked that he wait.	<b>Mike moved, Charles seconded; approved</b>
<b>All School wall covering</b>	Considered various options, like MDF breadboard. Decided to order a sample of the DPI Pendelton pine wainscot panel to check quality and see how it looks in the space. Wood might be preferable to a white surface, as it will better hide scuff marks. Installation of this likely won't be done until late summer / fall.	<b>Amy will order a sample.</b>
<b>Swings</b>	Much discussion on design and size of rope swing and attached tire swings. Agreed that 12' was maximum length for the actual rope in the rope swing and that a metal frame, if it can be afforded, would be superior to a wooden frame for strength and durability. Metal frame could be painted with boat paint.	<b>Charles will recalculate cost based on new size. He will let Louise know how much marine rope to purchase (likely 10-12').</b>
<b>Shed Moving</b>	Amy will check with Matt McD regarding his plan to re-grade and possible use of his equipment to relocate shed. Laura argued for closing the space between the rear bottom of the shed and the grade level as it will be in a high visibility location and could be unsightly.	<b>Charles and Louise in charge of shed relocation</b>
<b>Priority Tasks for the spring and summer</b>	Swings (rope and tire); tetherball; move shed; have moveable wall installed in All School; new door into All School; move electrical in All School; new All School closet; lower All school wall covering.	
<b>Other Important Tasks</b>	Attic shelving for Atelier; younger kids playground starting with fencing and sand box	
<b>Acoustic Panels K-5</b>	Reviewed placement options in K-5 classrooms. Group favors beginning with ceiling installation in most rooms due to the quantity of fixtures and artwork on the walls.	Laura to circulate e-mail to set up a weekend work time
<b>Small Work Tasks</b>	About ½ dozen small but important tasks were done tonight.	
<b>Next Meeting</b>	June 2, 2015 at 6:00 PM.	

**Hilltown Cooperative Charter Public School**  
**Personnel Committee Minutes – Monday, May 4, 2015**

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

**Regrets:**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
Prep Time/ Break time	<p>Add language about break times:</p> <p>The break will begin no earlier than 11:30 and no later than 1:00 for employees who begin work by 10:00. All other employees will have a break no later than two hours after the start of their work day.</p> <p>Breaks and field trips: how do we handle breaks on days with full day trips? Some employees go straight to kids club afterward.</p> <p>If the class is on a day long field trip the TA should be provided a break upon return whenever possible.</p>	
Next Meeting Dates for 2015	May 18	



## CAMPAIGN STATUS & HIGHLIGHTS

May 20, 2015

### STATUS

#### **\$200,000 Goal**

Total Pledges & Gifts to Date **\$122,089** 61% of goal  
(see attached Annual Meeting Campaign Summary with giving details by source – updated since mtg.)

### HIGHLIGHTS:

**Family Giving:** Participation Focused

#### **All together NOW...100% Family Participation Challenge**

Launched/Announced at Annual Meeting 5.20.2015 and HCCPS enews 5.19.

Message being integrated into final family push – Sunflower participation “petal” visual gauge being developed to update weekly:

- Orange and Greens House Family Ice Cream Social – Sunday June 6<sup>th</sup>; McMurrich/Reynolds – host
- 5.27 Community Coffee Hour – Purples G to G class champion invite to come/hear about G to G
- Other parents – direct mail and on-line appeal/participation updates weekly – week of 5.25 – 6.30
- Class and other champion follow-up phone calls

*See attached invitation + preliminary All Together NOW announcement*

#### **HCCPS Grandparents**

Grandparents & Special Friends Day – May 1<sup>st</sup>

180 + guests. Give to Grow Focus & explicit appeal from podium and in package.

Grandparent giving prior to 5.1 = \$15,500; response to 5.1 appeal = \$8500; Total GP giving = \$24,000

Near total GP constituency projected goal of \$25K

Week of 5.25: On-line event follow-up and appeal reminder to attendees and non-attending grandparents

#### **Alum Families & Students**

Alum House Party – May 29<sup>th</sup> – Michael DiPasquale and David McGrath, Hosts

50 invitees from “mid-era”, including some current parents of HCCPS student alums.

Other alums – post- ArtSpark mailing with personalized G to appeal by alum champions & invitation to 20<sup>th</sup> Anniversary Birthday Party.

#### **Corporate Gifts**

**Easthampton Savings Bank** funding request submitted 4.8.2015 – *see attached*.

\$50,000 - \$25,000 x 2 years - proposed

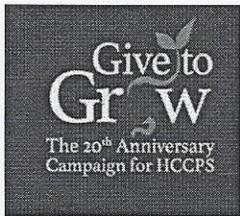
5.7 - Follow-up email to recommended contact re: status; timing; re-extend invite for tours/questions

Week of 5.18 – follow-up call

**Baystate Health** – early April – post-ArtSpark & preliminary proposal email contact with John Bidwell, HCCPS alum contact in position to steward request.

Week of 5.18 – Follow-up contact re: proposal and Alum House Party – John Bidwell/Kris Hollowell on guest list.

**Florence Bank** – proposal boiler plate ready. Submit week of 5.25



**New Location. Same Hilltown Spirit.**

This year HCCPS celebrates twenty years of innovative education and joyful learning in a new place where its students and larger community can thrive now *and for years to come.*

Every member of the Hilltown community—present and past — is invited to join in the celebration by making a special donation to this year to the **GIVE TO GROW: The 20th Anniversary Capital Campaign for HCCPS.**

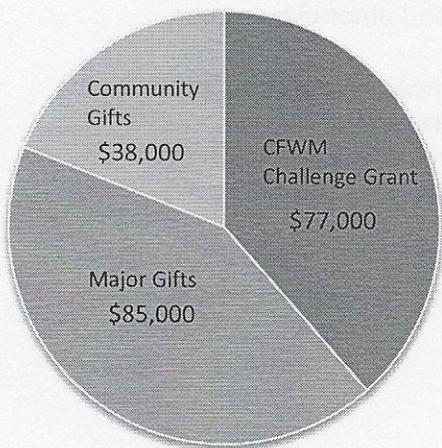
Now is the time. Each **GIVE TO GROW** gift or pledge will help HCCPS continue to make One Industrial Parkway as green, safe, expansive, creative and playful as we imagine it can be – *a place where students now and in the future have a place to grow and bloom.* You can find the donation form at [www.hilltowncharter.org](http://www.hilltowncharter.org)

Early on, leadership investments provided some of the initial resources HCCPS needed for renovations and environmental upgrades to prepare for its September 2014 opening.

**But there is so much more we want to do to truly make it our own before school doors open again next September.** See below for where your gifts will be invested to transform HCCPS over the summer.

Every gift of any size from every donor ensures a school that embodies our Hilltown spirit, mission and values. Please be as generous as you are able with a gift or pledge today to ensure campaign success by June 30<sup>th</sup>!

**GIVE TO GROW: GIFT SOURCES**  
**\$200,000 - MINIMUM GOAL**



- Community Foundation of Western Massachusetts: Challenge Match Grant \$77,000
- Major Gifts: Individual & Corporate (\$1000 or more) \$85,000
- Community Gifts (\$1 to \$999) \$38,000

**PLEDGES/GIFTS RAISED TO DATE:**

**\$122,089 TOTAL RAISED 61% To Goal**

**\$ 77,000 CFWM Grant**

**\$ 40,024 Major Gifts Raised**

**\$ 5,065 Community Gifts Raised**

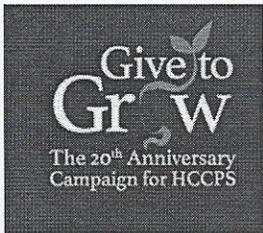
Match YOUR passion for HCCPS with your gift. *Make it meaningful. Make it manageable.* Experience the power of giving together.

**\$ 78,291 to raise by June 30<sup>th</sup>!**

**[Download gift/pledge form here.](#)**

**NEW! THE GIVE TO GROW FAMILY PARTICIPATION CHALLENGE**

To match their passion for HCCPS, Susannah and Nick Howe have created a special **GIVE TO GROW** challenge to inspire other parents to make a pledge or gift by June 30<sup>th</sup>. When 100% of households participate, the Howes will make a generous \$4000 gift to the campaign.



**CAPITAL NEEDS --- USES OF FUNDS**  
updated 5.13.2015

**PLAYGROUND & OUTDOOR**

**\$93,000**

**Playground & Natural Outdoor Learning Environment (Phase I)**

- Landscape architect & planning services, especially to work with conservation commission
- Design and create a special separate play space for K-3 children--fencing; equipment
- Swings, boardwalks, tetherball, basketball hoops, playground elements, bike rack, fencing
- A green playing field - grading, thatching, raking, hydro seeding
- Move beloved parent-built play structure from Brassworks to new location
- Outdoor storage shed for landscaping equipment

**Health & Safety:**

- Safety sidewalk added in front of building for children to walk instead of behind cars
- Additional outside lighting to back of building for safety
- Buzzer/lock system at main door
- Card key access system for building

**ENERGY UPGRADES & ENVIRONMENTAL QUALITY**

**\$71,600**

**Better Indoor Environment Quality for Learning & Energy Efficiency Upgrades for Savings**

- Major flooring upgrades: all school rubber tiles and green guard certified with no off gassing for more comfortable sitting, walking, standing and play
- Vinyl planking: green guard certified; no off gassing, softer to walk on, much warmer feel
- Special diffuse hallway lighting- less glare. Goal to install in all classrooms in the coming years.
- HVAC upgrades

**EXPANSION & ENHANCED SPACES**

**\$35,400**

**New and Enhanced Facilities and Fixtures especially for Music, Performance, Art & Science**

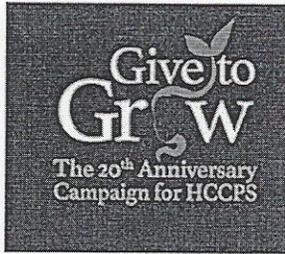
- Special & improved acoustic panels in All School space, music room and other classrooms
- New dedicated science lab/room and equipment
- All School staging, drapes, projection screen and lighting for performances and presentations
- All School flexible and moveable seating options – e.g. rolling bleachers
- All School accordion room partition and code compliant black out door & window coverings
- Art display systems throughout school hallways

**Expansion to Welcome More 6-8<sup>th</sup> grade students**

- 3 new classrooms for expanded 6-8<sup>th</sup> grade student body – from one to two 6<sup>th</sup> grade and from two to four Prisms (7<sup>th</sup>-8<sup>th</sup> grade) classrooms
- Expanded teaching staff for increased specialization
- Furniture, technology equipment and text books for new classrooms
- Lockers with doors for older students

**Multiple and Flexible Spaces for the HCCPS Community to Gather and Create**

- Expanded family corner with new furniture
- Dedicated kitchen for All School events and afterschool program – complete with dishwasher
- Meeting rooms both small and large throughout school – acoustic tiles, furniture
- Staff room improvements
- Attic storage improvements



April 8, 2015

Matthew S. Sosik  
President & CEO  
Easthampton Savings Bank  
36 Main St.  
Easthampton, MA 01027

Dear Mr. Sosik,

As a long time Easthampton Savings Bank customer, Hilltown Cooperative Charter Public School (HCCPS) deeply appreciates our bank's commitment to its roots, its customers, and the communities it serves. We know first-hand why *The Boston Business Journal* would name ESB the #1 bank in the state as its "Top Corporate Charitable Volunteer" and one of the region's "Top Corporate Charitable Contributors":

ESB's Maureen Mahar is one of *our* "Top Corporate Charitable Volunteers" who has served for nearly a decade as an invaluable member of HCCPS' Finance Committee. Maureen's professional advice grounds our hopes and aspirations in fiscally sound plans and practices ensuring HCCPS' long-term financial sustainability.

ESB has been *our* "Top Corporate Charitable Contributor" for numerous years as a presenting sponsor for HCCPS/Friends of Hilltown's signature *artSpark* annual benefit gala.

And, every day since 2006 when it opened an account, ESB's full range of financial services helps HCCPS *effectively* monitor, maintain and manage our now \$2.5 million annual cash flow and savings. Thank you especially for conveying confidence in HCCPS by recently approving an increase in our line of credit.

Now, HCCPS is proud to be ESB's new neighbor in the bank's home town. HCCPS' venture to renovate and relocate to One Industrial Parkway in Easthampton this past year comes after a fifteen year quest and as the school moves into its third decade as a matured idea; a tested, stable as well as spirited institution; and a proven structure for excellence in education to prepare K-8 students for success in high school, their lives and as creative, reflective, and innovative future leaders.

Our new location is just the right place for the HCCPS community to thrive now and for years to come and where HCCPS looks forward to being an active and contributing member of the Easthampton and surrounding communities. *But there is so much more we want to do make One Industrial Parkway our own.*

As our financial partner and corporate friend—*our bank for our future*—HCCPS turns to Easthampton Savings Bank to asks its help to move our growing educational enterprise to the next level.

(over)

Soskin  
page 2

We invite ESB to celebrate twenty years of joyful learning and innovative education and secure HCCPS' strong start as its future takes root in its new home with a corporate contribution to **GIVE TO GROW: The 20<sup>th</sup> Anniversary Capital Campaign for HCCPS.**

HCCPS community members have already raised \$113,000 toward our \$200,000 campaign goal, inclusive of a \$77,000 anonymous challenge match grant. We respectfully ask ESB to join our community in giving with a GIVE TO GROW leadership pledge of \$50,000 to help HCCPS realize the full promise and plans for its new home. (HCCPS expect ESB may want to fulfill a pledge at this level over two years.)

ESB's corporate GIVE TO GROW campaign investment will significantly serve to:

- secure a solid foundation and enhanced and efficient facility for HCCPS' future growth;
- mobilize additional giving to ensure campaign success by June 30<sup>th</sup> to give us sufficient funds when we need to make playground and landscaping improvements this summer before fall school starts
- offset and restore campaign footing after an early, unanticipated \$23,000 reduction in our original matching grant commitment (*more details in attached information*); and
- offer ESB an opportunity to visibly express its community commitment and corporate giving priorities. (*We can imagine many creative ways to publically recognize such a generous contribution but would welcome hearing how ESB might like to be acknowledged.*)

The enclosed materials offer more details to help ESB consider our request. And, of course, please call or email with any questions or to request additional information.

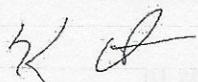
*(Please contact Amy Aaron, Administrative Coordinator or Sonja Larson, Development Associate at 413-529-7178—[aaaron@hilltowncharter.org](mailto:aaaron@hilltowncharter.org) or [slarson@hilltowncharter.org](mailto:slarson@hilltowncharter.org).)*

However, we suggest the best way to see and learn about what a positive impact an ESB investment would make on our school home and in our HCCPS community is to come for a school tour and visit soon! We hope this interests you and/or your colleagues and will follow up shortly to arrange a convenient time.

We are proud to count ESB as a vital member of our community for all the ways it already partners with and supports HCCPS. We hope this request gives our institutions a chance to get to know each other better and build on an already strong connection for even more mutual benefit.

Thank you for your consideration.

Sincerely,



Kipp Armstrong, Parent  
Campaign Co-Chair  
President, HCCPS Trustees



Andrea Porter, Parent  
Campaign Co-Chair  
Board Member, Friends of Hilltown

Amy Aaron  
Administrative Coordinator  
& HCCPS Parent Alum



## Hilltown Cooperative Charter Public School (HCCPS)

One Industrial Parkway Easthampton, MA 01027

413-529-7178

[www.hilltowncharter.org](http://www.hilltowncharter.org)

### GIVE TO GROW: 20<sup>th</sup> Anniversary Campaign for HCCPS

*Celebrating twenty years of joyful learning and innovative education*

#### HCCPS: Our Mission

Hilltown Cooperative Charter Public School (HCCPS) was founded in 1995 with a mission to:

- involve young people in a school which uses experiential, hands-on activities, the arts, and interdisciplinary studies, to foster critical thinking skills and a joy of learning;
- sustain a cooperative, intimate community of students, staff, families and local community members which operates through a consensus-based governance structure, which guides and supports the school and its educational programs;
- cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

#### HCCPS: Who Are We?

##### The Parent Cooperative

HCCPS is structured as a parent cooperative to affirm its core belief that a child's education is enhanced by visible parental involvement and strong ties between school and home. Parent involvement is essential for a positive education and is vital to HCCPS' successful day-to-day operations. The four volunteer hour per month commitment expected from each parent provides critical capacity HCCPS needs to sustain its mission-based programming. With fulfillment of this commitment, parents become voting members of the governing cooperative.

##### Board of Trustees

The cooperative membership annually elects a Board of Trustees of up to 15 members, including parents, for three year terms. The Board of Trustees meets monthly and is responsible for fiscal and legal matters of HCCPS.

##### Faculty & Staff

HCCPS employs thirty-eight full and part time staff. Three senior staff cooperatively oversees day-to-day school operations: an administrative coordinator, an education coordinator, and a community coordinator. Other staff includes classroom teachers; teaching assistants; special education staff; specialized teachers (studio art, music and movement); a school nurse and administrative staff. (*Attachment A: HCCPS Annual Report 2013-14 -- Admin Roster.*)

Student Body: HCCPS currently enrolls 193 students ages 5 – 14 in ten mixed aged classrooms which include the traditional grades of K-8. Over the next two years, enrollment will grow to 218 to accommodate planned expansion for its 6-8 grade classroom roster. Admission to HCCPS is based on an annual application lottery system in compliance with state regulations. Siblings of current students and residents of Hampshire and Franklin counties have priority status. A waiting list is maintained active for a year. (Current waiting list count is 280.) HCCPS recruitment includes targeted outreach to ensure equal opportunity for special education students; limited English-proficient students; and students eligible for free or reduced lunch -- twenty-one percent of HCCPS households are considered low-income. (*Attachment A: HCCPS Annual Report 2013-14 – School and Student Data.*)

##### HCCPS & The Community

Beyond academic curriculum, HCCPS believes students learn life and community building skills through participation in an intimate, whole school cooperative. Also, involvement in the local environment and its communities inspires learning and encourages social and civic responsibility as well as stewardship for the earth. HCCPS has vibrant Community Service Learning and Leadership programs and has prioritized active outreach to develop new Easthampton community partnerships. (*Attachment B: Community Partnerships*)

## **HCCPS: Moving into a Third Decade and to One Industrial Parkway, Easthampton**

A cornerstone goal of HCCPS' Long Range Plan 2013-2023 directed the school to locate a financially viable home suitable for expanded enrollment and program that meets current and future needs over the next 20 years and that is educationally, environmentally, and financially sustainable. (*Attachment C – Complete Long Range Plan.*)

For fifteen years HCCPS has been on a quest to secure an affordable, long-term and suitable alternative to its original, beloved but quickly outgrown and inadequate facility at The Brassworks in Haydenville. In 2013, HCCPS finally located a feasible facility and entered into a twenty-year lease with a cooperative and partnering owner, Middle Franklin Development Group, LLP, to secure, renovate and relocate the school to One Industrial Parkway in Easthampton. HCCPS' ideal long-range goal is to negotiate a way to assume ownership at a mutually agreeable point during the lease tenure. HCCPS would seek the most favorable mortgage financing from a local bank and would likely qualify for a Mass Development Charter School Loan Fund guarantee.

### **Capital Planning & Timeline**

Formerly a light manufacturing facility, the identified site required major renovations to convert it to a school. HCCPS administrative coordinator and a volunteer Site Committee spent FY 2014 working hand-in-hand with the owner and its general contractor to negotiate and refine renovation lay-out plans, specifications and a site plan. Renovations began early in 2014; relocation took place in July and August; and doors opened in September for a new school year. On-going renovations and improvements will continue over the next three years.

### **Capital Investments & Financing**

Basic renovations to convert the site are primarily financed over time through rent payments. The expanded enrollment the new facility allows gives HCCPS sufficient revenue to cover projected annual rental expense needed to fund initial build out costs. Additional, systemic improvements HCCPS requested for enhanced energy efficiency; improved environmental quality; technology upgrades; and health, safety and accessibility were funded from fund balance reserves HCCPS redirected to a Capital Building Fund and by a generous \$77,000 anonymous challenge grant from the Community Foundation of Western Massachusetts. (*Attached D 1 & 2: Itemized Lists-Capital Needs & Estimated Costs*)

This early challenge grant, with an original commitment of \$100,000\*, gave HCCPS the confidence to mount its first-ever capital campaign. **GIVE TO GROW: The 20<sup>th</sup> Anniversary Campaign for HCCPS** funds will be directed toward additional “wish list” capital improvements for landscaping, playground and outdoor education; and specialized programmatic fixtures and furnishings. (*\*Attachment E 1&2: Campaign Use & Source Charts; Prospects*)

The capital campaign goal is \$200,000—a modest, stretch goal for a public school community new to a capital campaign but the minimum HCCPS projects it needs to make One Industrial Parkway as green, safe, expansive, creative, and playful as we imagine it can be for students now—and in the future—to grow and bloom.

HCCPS is confident that its generous and cooperative community, its friends and allies will ensure campaign success by June 30<sup>th</sup>. To date, \$113,000 (57% of goal) has been raised from the HCCPS community through an early major gift phase, inclusive of the challenge grant. Board leaders of both HCCPS as well as its fundraising affiliate, Friends of Hilltown, pledged 100% giving at the onset of the campaign in September. Most recently, parent donors made a \$4000 Participation Challenge grant to inspire and leverage 100% giving in Community Gifts from their parent peers and to lay the groundwork for new, increased and sustained annual giving. And, HCCPS community members contributed well over 1500 volunteer hours to significantly reduce direct relocation and small, finish renovation project expenses. (*Attachment F: Campaign Leadership*)

HCCPS will secure the remainder of its goal from its broad community of parent, staff, alumnae family and grandparent stakeholders through targeted solicitations led by peer champions. Major gift solicitations will continue. Additionally, HCCPS has identified a short list of corporate partners to invite to consider a leadership capital investment as an effective and visible way to express their community commitment and giving priorities.

ADDITIONAL ATTACHMENTS:

*Attachment G: HCCPS—FY 2014 Audited Financial Statements*

*Attachment H: HCCPS—FY 2015 Operating Budget*



Oranges and Greens of Hilltown!

We invite you and your family to celebrate a wonderful and memorable school year and mark the milestone of Hilltown's 20<sup>th</sup> year! Learn a bit about Give to Grow, the capital campaign at HCCPS while soaking in the company of our amazing community.

**Carol McMurrich and Greg Reynolds' home**

85 Lashampton Road, Westhampton

Gather with us for ice cream, face painting, frisbee and fun!

**Sunday, June 7<sup>th</sup>, 2-4 pm**

413-529-1610

(in case of rain, please call to confirm!)

Rain date June 14<sup>th</sup>

carolmcmurrich@comcast.net

RSVP to Carol and Greg by: Monday, June 1<sup>st</sup>



Remember when our kids were small and we all came from Hilltown?!  
Can you believe this is Hilltown's 20th year?  
We would love to catch up with old friends and collectively celebrate this milestone year! Please come as we gather alumni parents to catch up and learn about Give to Grow, the capital campaign at HCCPS.

**Michael DiPasquale and David McGrath's home**

55 Woodlawn Ave, Northampton

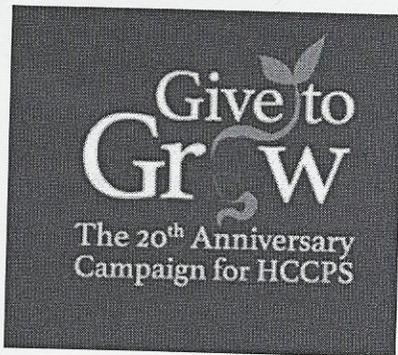
(Parking available on Woodlawn Ave. along Childs Park)

**Friday, May 29<sup>th</sup>, 7-9pm**

413-548-4384

dipasquale.mcgrath@gmail.com

RSVP to Michael and David by: Monday, May 25<sup>th</sup>



All together NOW...  
announcing the  
**100% FAMILY  
PARTICIPATION  
CHALLENGE**

*To express their commitment to their kids and their passion for the school,  
HCCPS parents Susannah and Nick Howe have created a  
special challenge to inspire other parents to join them in giving.*

**BE INSPIRED.** When 100% of families make a GIVE TO GROW gift or  
pledge—in any amount—by June 30th, the Howes will generously match  
our collective giving with a \$4000 campaign donation.