

PLEASE BRING YOUR SUMMER CALENDARS WITH YOU!

**HCCPS Board of Trustees
Meeting Agenda
June 15, 2016**

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

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

Facilitator: Susannah Howe

6:30 Welcoming (read mission statement) (15 min)

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Thank You Note check – any needed?
BOT Visibility this month
Approve Minutes from May 11

6:45 Public Comment period (10 min)

6:55 FY17 Budget: Amy/David (20 min – decision)

7:15 Hiring Process/Timeline for Coord: Scott (15 mins – decision)

7:30 BOT Roles: Penny (10 min – discussion/decision)

7:40 Summer Calendar: Susannah (10 min –decision)

7:50 Development Recommendation: Andi (10 min – discussion)

8:00 Hiring Update: Dan (5 min – update)

8:05 New Business (5 min – identify only)

8:10 Committee Reports (5 min – questions only)

8:15 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)

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

8:20 Review Action Items in this meeting's minutes (5 min)

8:25 Adjournment

| FY 17 HCCPS Budget Proposal | | | | | | |
|-------------------------------------------------------------------------------|------------------------------------------|--|--|--------------|-------------|---------------------------------|
| DESE prjections 5.2.2016 | | | | | | |
| Includes Full Personnel Committee salary recommendations and current salaries | | | | | | |
| | | | | | | Full Salaries |
| | | | | A | B | C |
| | INCOME | | | FY 16 Budget | FY 16 EOY | FY 17 Own |
| | | | | | Projections | 1 mo rent |
| 1 | State Per Pupil PPE | | | 2,516,682 | 2,585,240 | 2,612,440 |
| 2 | Grants- Mass DOE SPED 240 | | | 29,637 | 29,637 | 29,637 |
| 3 | Grants- Mass DOE 140, Title II,A | | | 4,168 | 4,168 | 3,751 |
| 4 | Grants- Mass DOE Title I 305 | | | 15,252 | 15,252 | 13,727 |
| 5 | Grants- MASS-DOE 274 | | | 3,000 | 3,000 | 3,000 |
| 6 | REAP Grant | | | 19,911 | 19,911 | 0 |
| 7 | Community Foundation Class Grants | | | 2,000 | 2,000 | 2,000 |
| 8 | Friends of HCCPS Rolling Arts Grants | | | 1,500 | 1,500 | 1,500 |
| 9 | Field Trip Fund | | | 7,315 | 7,315 | 7,600 |
| 10 | Friends of HCCPS- Community Service | | | 1,200 | 1,200 | 0 |
| 11 | Fundraising-pizza | | | 3,000 | 3,000 | 3,000 |
| 12 | Fundraising - general | | | 34,000 | 35,000 | 30,000 25,000 |
| 13 | Kids Club Income | | | 65,000 | 78,565 | 78,000 |
| 14 | Student Activity Fees- | | | 9,000 | 11,000 | 11,000 |
| 15 | Medicaid/SPED Income | | | 20,000 | 20,000 | 20,000 |
| 16 | Misc Income | | | 1,000 | 1,000 | 1,000 |
| 17 | Interest income | | | 1,200 | 1,200 | 1,200 |
| 18 | School Lunch receipts | | | 15,000 | 15,000 | 15,000 |
| 19 | Special Field Trip Fundraising | | | 20,000 | 20,000 | 14,000 |
| 20 | Winter Fair | | | 7,500 | 7,500 | 7,500 |
| 21 | Total Income | | | 2,776,365 | 2,861,488 | -2,854,355 2,849,355 |
| | EXPENSES | | | | | |
| | Personnel | | | | | |
| 22 | Teachers - all teachers, S/L, PE | | | 1,112,745 | 1,150,301 | 1,198,209 |
| 23 | Teaching Assistants- TA hrs- classroom | | | 173,838 | 187,606 | 151,760 |
| 24 | Graduate Interns x3 | | | 10,000 | 10,000 | 30,000 |
| 25 | Kids Club/Recess Coordinator .4 | | | 10,904 | 10,904 | 11,341 |
| 26 | Kids Club staff | | | 15,794 | 21,314 | 16,005 |
| 27 | Substitutes | | | 11,000 | 5,890 | 11,000 |
| 28 | Administrative Coordinator | | | 80,936 | 80,936 | 84,174 |
| 29 | Education Coordinator | | | 80,936 | 80,936 | 84,174 |
| 30 | Community Coordinator-.6 fte | | | 36,421 | 36,421 | 37,877 |
| 31 | SPED Administrator- step 12 plus 10% | | | 0 | 0 | 68,516 |
| 32 | Administrative Assistant | | | 39,556 | 39,556 | 41,138 |
| 33 | Bookkeeper/Purchasing agent-.80 fte | | | 41,616 | 41,616 | 43,281 |
| 34 | Nurse/Health Educator -.9 fte | | | 45,558 | 46,432 | 48,245 |
| 35 | Counselor- 1.fte | | | 48,171 | 53,746 | 62,288 |
| 36 | Tech Teacher/Coordinator (on teach grid) | | | 41,107 | 41,107 | 44,049 |
| 37 | Student Activites Staff | | | 900 | 750 | 900 |
| 38 | Admin support .25 | | | 5,000 | 0 | 0 |

| | | | | | | | |
|----|--------------------------------------------|--|--|-----------|-----------|-------------------|--------|
| 39 | Longevity Pay | | | 7,500 | 7,908 | 8,000 | |
| 40 | Stipends- expansion,curriculum | | | 1,000 | 1,550 | 1,000 | |
| 41 | Payroll subtotal | | | 1,762,983 | 1,816,975 | 1,941,956 | |
| 42 | Medicare- everyone-.0145 | | | 25,563 | 25,757 | 28,200 | |
| 43 | FICA- non MTRS-.062 | | | 32,376 | 25,231 | 33,552 | |
| 44 | SUTA-.004- everyone/.003 2015/.002 2016 | | | 5,354 | 4,304 | 3,890 | |
| 45 | UHC-.0048 everyone/capped @ 1st 14,000 | | | 6,000 | 3,463 | 6,000 | |
| 46 | Health Insurance | | | 240,000 | 219,629 | 238,550 | |
| 47 | HRA | | | 13,000 | 11,844 | 26,000 | |
| 48 | Health Diversion Benefit | | | 11,000 | 10,932 | 11,000 | |
| 49 | Workers Compensation | | | 12,000 | 11,806 | 13,000 | |
| 50 | College Credit Reimbursement | | | 1,000 | 0 | 1,000 | |
| 51 | Total Personnel Costs | | | 2,109,277 | 2,129,941 | 2,303,148 | |
| | | | | | | | |
| | Consultants and Outside Services | | | | | | |
| 52 | FSA/HRA Administrative Cost | | | 2,200 | 1,872 | 2,200 | |
| 53 | Accounting Consultant | | | 1,000 | 330 | 1,000 | |
| 54 | Development Consultant | | | 2,000 | 2,000 | 0 | |
| 55 | Auditor | | | 7,300 | 7,300 | 8,000 | |
| 56 | Americorps x2 | | | 9,614 | 9,614 | 18,000 | |
| 57 | SPED Contractors - PT, psychologist | | | 55,000 | 55,000 | 60,000 | |
| 58 | SPED Advisor | | | 10,000 | 5,000 | 1,000 | |
| 59 | Summer SPED services | | | 2,290 | 2,290 | 4,000 | |
| 60 | Administrative Services- grading, SEMS,SIF | | | 3,000 | 2,991 | 3,000 | |
| 61 | Payroll Service | | | 3,000 | 2,703 | 3,000 | |
| 62 | Professional Development | | | 8,500 | 5,085 | 8,500 | |
| 63 | Curriculum Consultants | | | 7,000 | 7,000 | 7,000 | |
| 64 | Child Care Services | | | 300 | -14 | 300 | |
| 65 | Legal Fees | | | 4,000 | 3,600 | 4,000 | |
| 66 | subtotal | | | 115,204 | 104,771 | 120,000 | |
| | | | | | | | |
| | Occupancy-1.5% increase | | | | | | |
| 67 | Insurance | | | 21,500 | 23,453 | 28,000 | 22,000 |
| 68 | Cleaning Services | | | 40,000 | 40,000 | 40,600 | |
| 69 | Trash Removal | | | 3,216 | 3,358 | 3,600 | |
| 70 | Minor Repair/Maintenance | | | 3,500 | 3,500 | 10,863 | |
| 71 | Fire/Sprinkler Alarm Services | | | 3,500 | 900 | 1,500 | |
| 72 | Copier Service Contract | | | 700 | 1,027 | 2,500 | |
| 73 | Copier Rental | | | 3,788 | 3,792 | 3,792 | |
| 74 | Telephone | | | 1,500 | 1,133 | 1,200 | |
| 75 | Electric | | | 25,000 | 24,164 | 25,375 | |
| 76 | Internet | | | 1,670 | 1,690 | 1,695 | |
| 77 | Heat | | | 7,000 | 3,327 | 7,000 | |
| 78 | HVAC Maint | | | 7,000 | 7,000 | 7,105 | |
| 79 | Elevator Maint | | | 2,460 | 2,605 | 2,760 | |
| 80 | Real Estate Taxes | | | 26,000 | 26,000 | -6,400 | 26,000 |
| 81 | Water Sewer Fees | | | 3,000 | 2,300 | 2,500 | |
| 82 | Landscaping | | | 6,000 | 4,000 | 4,200 | |
| 83 | Management Fee | | | 6,000 | 5,400 | 500 | |

| | | | | | | | | |
|-------------------------------------------------------------------|-------------------------------------------------------|--|--|--|-----------|-----------|----------------------|-----------|
| 84 | Plowing | | | | 7,000 | 3,250 | 7,105 | |
| 85 | Rent/Mortgage | | | | 270,000 | 270,000 | 161,994 | 159,000 |
| 86 | subtotal | | | | 438,834 | 426,899 | 318,689 | 329,295 |
| | Supplies | | | | | | | |
| 87 | Household Supplies | | | | 5,500 | 5,500 | 5,500 | |
| 88 | Educational Supplies | | | | 18,726 | 18,726 | 19,620 | |
| 89 | PE/Playground supplies | | | | 1,000 | 1,000 | 1,000 | |
| 90 | Office Supplies | | | | 3,500 | 3,500 | 3,500 | |
| 91 | Testing/Evaluation Supplies | | | | 3,500 | 3,500 | 3,500 | |
| 92 | Postage | | | | 1,500 | 1,500 | 1,500 | |
| 93 | Printing | | | | 600 | 600 | 600 | |
| 94 | Food | | | | 700 | 700 | 700 | |
| 95 | sub total | | | | 35,026 | 35,026 | 35,920 | |
| | Equipment | | | | | | | |
| 96 | Minor Equipment<\$500 , | | | | 3,000 | 3,000 | 3,000 | |
| 97 | SPED Equipment | | | | 6,000 | 6,000 | 6,000 | |
| 98 | Tech Repair/Replacement | | | | 8,000 | 8,000 | 8,000 | |
| 99 | subtotal | | | | 17,000 | 17,000 | 17,000 | |
| | Miscellaneous | | | | | | | |
| 100 | Kids Club Program Expenses | | | | 3,500 | 3,500 | 3,500 | |
| 101 | Student Activity Expenses includes dances, sports, sl | | | | 2,500 | 2,500 | 5,000 | |
| 102 | Special 6-8th grade Trip Expenses | | | | 13,000 | 38,091 | 6,000 | |
| 103 | Advertising | | | | 1,000 | 1,000 | 1,000 | |
| 104 | Travel | | | | 500 | 500 | 500 | |
| 105 | Graduation Expenses | | | | 600 | 600 | 800 | |
| 106 | Miscellaneous | | | | 1,000 | 1,000 | 1,000 | |
| 107 | Community Domain Expenses | | | | 2,000 | 2,000 | 2,000 | |
| 108 | MCPSA Dues | | | | 5,098 | 5,098 | 5,098 | |
| 109 | School lunch expense | | | | 17,500 | 17,500 | 17,500 | |
| 110 | Friends of HCCPS Class Grants | | | | 1,500 | 1,500 | 1,500 | |
| 111 | Community Service Projects | | | | 1,200 | 1,200 | 1,000 | |
| 112 | Field Trips | | | | 7,340 | 7,340 | 7,600 | |
| 113 | SPED Contingency | | | | 7,500 | 0 | 0 | |
| 114 | Fingerprinting | | | | 500 | 1,115 | 500 | |
| 115 | Community Foundation Grant expenses | | | | 2,000 | 2,000 | 2,000 | |
| 116 | Coordinator's Discretionary Fund | | | | 2,500 | 2,500 | 2,500 | |
| 117 | Winter Fair Expenses | | | | 2,100 | 1,797 | 2,100 | |
| 118 | subtotal | | | | 71,338 | 89,241 | 59,598 | |
| 119 | Total operating expenses | | | | 2,786,679 | 2,802,878 | 2,854,355 | 2,864,961 |
| 120 | Over/Under | | | | -10,314 | 76,991 | 0 | -15,606 |
| Notes: new salary scales; 4% on non-grid staff; ; new SPED Admin; | | | | | | | | |
| 3 graduate interns | | | | | | | | |



Proposal to the Board of Trustees
For Long-range Planning in Development and Fundraising

Date: June 11, 2016

Priority Level: Medium

Proposal to be presented by: Andi Porter

Committee members drafting proposal: Andi Porter and David Starr

Text of proposal:

The Board of Trustees shall conduct a long-range strategic plan for the school to discover objectives and plans are that may require extraordinary funds beyond our current operating budget revenue.

An ad-hoc committee of BOT and FOH members shall be formed to collect and distil the information gathered. With that information, the committee would determine if we need to raise money and if so, what we need to raise money for.

Goals to be achieved by proposal:

Currently the Board has no official fundraising responsibilities. This proposal would evaluate BOT members should have a fund raising function. It would also foster greater communication and coordination between the BOT and FOH, clarify the long-range financial demands of the school and determine if the current structure is sufficient and supported.

Potential problems/dissenting views:

The focus groups this year have determined the current needs of the community and there is no need to explore this subject further. The board has a long-range plan and is already looking at sustainability. In which case, it may be possible to integrate this proposal into efforts that are already under way. The Board does not feel the need to be part of any fund raising effort because of the existence of FOH.

Additional notes:

There used to be a fund raising coordinator at HCCPS. The long range planning group could determine if the school needs to restore an administrative position that includes fund raising responsibilities or if the current fund raising structure of FOH is a sufficient fund raising tool for the school.

In order to raise funds effectively it would be necessary to have a community and donor database.

HCCPS BOT Report on Fundraising and Development 2016

Andi Porter

June 11, 2016

Based on the feedback received in Fall 2015 focus groups, a meeting with David Starr in lieu of an exit interview with Sonja Larson, and the current abilities of the FOH board members, the following are the goals and intent of the Friends of Hilltown organization:

- FOH will continue with fundraising with the Annual Fund, including Valley Gives Day and the annual auction: Art Spark.
- FOH will continue to have clear and consistent communication about the Annual Fund early and throughout the school year in the form of emails and the weekly newsletter.
- FOH will also direct timely appreciation of contributions to the Annual Fund in the form of personalized letters, individual phone calls to those making large contributions and general thanks in the weekly newsletter for everyone.
- FOH has the intent this summer to establish a database of past and present students, parents, grandparents and friends through the employment of a current member.

In order to effectively meet these goals FOH will need Administrative support in the following areas:

- Create and distribute chart at the beginning of the school year showing funds coming into the school and describe funds that are not available to HCCPS
- Communicate how the Annual Fund is spent annually
- Make Community Resource information accessible to FOH members

In order to expand upon the current goals, BOT support is requested with:

- Membership invested in maintaining a culture of giving
- Exploring fund-raising and development in long-range planning



Domain Coordinators Report to the Board of Trustees June, 2016

1. We have received approval for our USDA loan from all levels of government!!!. Amy will sign some papers on June 16 and closing will be in July. Let's celebrate.
2. We have received the results of our Coordinated Program Review completed in January. The items which identified as needing remediation are all easy fixes. We will meet with the team leader from our review to create our Corrective Action Plan.
3. This year, Dan has been working with the Massachusetts Charter School Collaborative Access Network (MassCS-CAN) on a number of projects including the creation of a network of special education resources for Charter Schools. One of the fruits of this project is a fully funded day of professional development next August for all teachers in differentiated instruction.
4. MassCS-CAN has also awarded Hilltown a grant to be a Model Demonstration School next year. The grant will provide intensive in-school training and support designed to assist us in building our capacity to support students with disabilities through improved practices that support all students. Specifically, we receive support in how we design and deliver Special Education services through the grades, and how we support students in general education classrooms with an effective "Response to Intervention" model.
5. In the fall our nurse and counselor will begin a new drug prevention initiative sponsored by the Department of Public Health. It's called SBIRT, which stands for Screening, Brief Intervention, Referral, Treatment. Deb Haas will do a brief, confidential interview around drug/alcohol use as part of her annual health screenings. If any red flags are raised she will refer to Emilie Woodward who will refer to community resources if appropriate.

Domain Council Meeting Minutes



Date: May 17th, 2016

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

8:30 am - Meeting began

Topics discussed: Budget, Hiring timeline for coordinator, Friends of Hilltown

Budget: The domain council discussed particular areas of the FY 2017 draft budget. The current budget did not include stipend payments for teachers/TA's, which would be an impact to the budget by approximately \$3k - \$4k - this will be updated. Health insurance premium costs will increase less than budgeted - which is good news. Need to continue to look at teacher and TA salaries. Events (school dance, graduation, etc.) need to be reviewed again since the school is larger than in the past.

Domain considered moving half way to the personnel committees' proposal for teacher and TA's salary scales because moving all the way would create too great a deficit. This is particularly true if we need to rent longer than anticipated. Once the mortgage is obtained, we could reassess to determine if moving towards full increase can be achieved (could be retroactive). We hope to make a firm decision at the next Board meeting. It's clear that once the mortgage is more firm, the domain council is very much on board with moving quickly towards the full salary increase. The BOT President and VP will do a comparative analysis for coordinator salaries, and make a proposal at an upcoming board meeting.

Friends of Hilltown: A large number of FOH members are stepping down. Additionally discussions are being held on who the next FOH president will be. A proposal of FOH goals and structure may be in the works. This will be a discussion for an upcoming board meeting.

Hiring timeline for coordinator: Amy is here until the middle of July 2017. How long should the new hire shadow Amy for knowledge transfer? If an external resource is selected, then 6 weeks seems sufficient. For an internal resource, 3 weeks seems adequate. This would mean that we need to have the person in place by early June 2017.

Perhaps the hiring process should start in late summer. The hiring committee will be made up of 2 BOT members, 2 Coordinators, 1 Parent and 2 staff members (chosen by the President) - but we may need to revisit this committee structure.

Next Domain Council meeting: Tues, May 31 @ 8:30 AM

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

Domain Council Meeting Minutes



Date: June 1st, 2016

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

8:30 am - Meeting began

Topics discussed: 2017 Budget, BOT Agenda

Budget 2017

The domain council reviewed the updated draft 2017 budget. The USDA mortgage application has been sent to the Feds, and they are expected to review it by around June 9th. So the hope is that we only need to assume one month of rent with the remaining 11 months assuming mortgage payments. Health insurance rates are not going up, and with a few other updates to the expense lines that seemed too high, we are looking in much better shape. Domain felt that the budget could certainly support the median (half) salary raise based on Personnel's recommendation but possibly even the full increase.

BOT Agenda Items: The proposed agenda is as follows: 2017 Budget review/approval, Board Roles, Development (FOH) proposal/recommendation, GABS committee description, Summer Calendar, Hiring Update, Hiring Process Timeline for Coordinator.

Hiring Committee for Coordinator: Domain felt that it would be ideal to post the internal job listing for the Admin coordinator by July. The timeline will be discussed at the June Board meeting.

Next Domain Council meeting: Tues, June 14th @ 8:30 AM

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

Domain Council Meeting Minutes



Date: June 14th, 2016

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

8:30 am - Meeting began

Topics discussed: PILOT, BOT Agenda, Multi-Purpose Bus grant

PILOT - Payment in lieu of taxes

After we own the building we need to determine our approach to providing the City funds in lieu of taxes. Should we do this through PILOT or some other mechanism? Perhaps 25%, which is already in the budget.

BOT Agenda Items

The proposed agenda is as follows: 2017 Budget review/approval, Board Roles, Development (FOH) proposal/recommendation, GABS committee description, Summer Calendar, Hiring Update, Hiring Process Timeline for Coordinator.

Multi-Purpose Bus Grant

We wrote a grant to obtain a multi-purpose activity bus. The grant came through, which would cover some of the van purchase costs, plus additional funding for activities related to field trips. There is a one-time expense for the purchase of the bus (one-time capital expense), and then costs for insurance and maintenance (operating expenses). Something to discuss in an upcoming BOT meeting.

Next Domain Council meeting: Thursday, July 14th @ 3:00 PM

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

Finance Committee Meeting Report 6/3/16

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

The new Finance Committee (FC) description that was recommended by FC to the BOT was accepted with one change. BOT requested that a clause be added regarding taking minutes.

It is the recommendation of the FC that one clause be added to the recommended FC description.

Minutes at Finance Committee meetings will be recorded.

FY17 budget projections

HCCPS will no longer be receiving REAP grant funds (\$19,911 in FY16 budget) because of a redefinition of rural communities that qualify. HCCPS no longer qualifies.

The USDA loan approval for building purchase was granted by the federal office of USDA on the same day we were notified we no longer qualified for REAP grant funds.

Line 46 HRA budgeted at 75% of liability. The national average is 40% of liability. FC proposed FY17 budget assumes full salary/wage increases recommended by Personnel Committee and a full time guidance counselor.

Line 69 Minor repair/maintenance funds increase from from \$3500 to \$10,863. looking into possible cooperative use of a handyman with other schools in the area

Line 113 SPED contingency was eliminated because of the imminent hiring of a SPED Supervisor.

System replacement budget

Leasehold improvements must be over \$5000 to be in the capital budget unless project is clearly a capital expenditure.

Large purchase of furniture goes into capital budget

There was a summer project not over \$5000, erecting walls in staff room that was included in the capital budget last year.

FC voted to recommend budget to BOT as presented and discussed at 6/3/16 FC meeting.

Discussion about building depreciation being included in the operating budget each year. It is common for many businesses to put depreciation in operating budget. We will discuss with auditor at July meeting.

Meeting with auditor that has worked with us recently on annual state audits to do an audit to satisfy the USDA loan application. Federal audits are required of any organization receiving federal funds.

GABS Meeting Report: May 17, 2016

5:00 PM

Revising Conduct at BOT Meetings Document

GABS continued editing the Guidelines for Conduct at BOT Meetings procedural documents, which is now titled "Guidelines to Conduct HCCPS BOT Meetings." This document was finalized and will be given to the Board for their board books.

Board roles

GABS came up with a plan and will contact each member of the board involved in the plan.

If all goes well, GABS will present the board roles plan at the June BOT meeting.