

**HCCPS Board of Trustees
Meeting Agenda
May 8, 2019, 6:30pm**

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: Tim Reynolds

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

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, list keeper
Thank You Note check
BOT Visibility this month
Approve Minutes from previous BOT meeting
Welcome new folks

6:50 Public Comment period: (10 min)

7:00 LRP Update and new LRP planning: Directors (15 min – report/discussion)

7:15 Proposal for Director Salaries: Penny and Tim (10 min – decision)

7:25 FY20 Draft Operating Budget: Dan (15 min – discussion)

7:40 FY20 Capital Budget: Dan (10 min – decision)

7:50 Friends of Hilltown Update: Barbara (10 min – report)

8:00 Staff Satisfaction Survey Summary: Directors (10 min – report)

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

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

Program Quality

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Grades 6-8 Program Reorganization	Director of Teaching and Learning													
1 Formulate recommendations to restructure the educational program for grades 6-8 to accommodate 30 students in each grade.				Gn										
2 Implement new structures gradually, 2014-2017 (consideration should be given to the academic needs of students transitioning into the HCPCS program and how they will be addressed)				Gn	Gn	Gn	Gn	Gn	Yw					
3 Evaluate middle school program and use findings to revise. Full scale evaluation in 2020.										Gy				
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 2: K-8 Curriculum Review	Director of Teaching and Learning													
1 Develop a system of regular review of the following major curricular areas: English, Language Arts, Mathematics, Social Studies, Science, Physical Education, Health, Foreign Language, Art, Music, and Technology.				Gn	Gn									
2 Establish a schedule and structure for subsequent reviews.				Gn	Gn	Gn	Gn	Gn						
3 Conduct reviews, beginning with Math and ELA. Following each review, a set of concrete recommendations, including professional development, will be identified and implemented by the Education Domain.					Gn	Gn	Gn	Gn	Yw	Gy				Math in grades 6, 7, 8 Reading K-5
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 3: Scope of Program	Director of Teaching and Learning Director of Community & Family Engagement Staff, parents, students													
1 Evaluate school programs beyond core curricular areas for the purpose of establishing key priorities. Review time and resource allocation. Assess partnerships with local community organizations. Accommodate the needs of expanding student population.														
2 Implement a regular review cycle for these and other potential partnerships.														
3 Identify programs and, as appropriate, suggest possible funding sources for activities such as afterschool, clubs, arts and athletic programs, conferences, festivals and tournaments that serve to expand HCPCS students' connections beyond our school.														The hiring of Program Support/CSL in FY2018 has developed this initiative. Process has begun, some schedule changes made, some more evaluation in summer 2019 and fall 2020
4 Evaluate current length of school day and school year, and make recommendations as needed.														
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 4: Academic Affiliation	Director of Teaching and Learning													
1 Develop academic affiliations including placing teacher interns in the school and identifying professional development opportunities for existing HCPCS staff.														
2 Assess the pilot program.														
3 Identify other opportunities and develop relationships with organizations to increase access to professional development for HCPCS teachers and to allow HCPCS teachers to disseminate best practices.														

Notes:

Key

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

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

Program Quality

Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 1: Grades 6-8 Program Reorganization	Director of Teaching and Learning													
1 Formulate recommendations to restructure the educational program for grades 6-8 to accommodate 30 students in each grade.				Gn										
2 Implement new structures gradually, 2014-2017 (consideration should be given to the academic needs of students transitioning into the HCCPS program and how they will be addressed)				Gn	Gn	Gn	Gn	Gn	Yw					
3 Evaluate middle school program and use findings to revise. Full scale evaluation in 2020.										Gy				
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 2: K-5 Curriculum Review	Director of Teaching and Learning													
1 Develop a system of regular review of the following major curricular areas: English, Language Arts, Mathematics, Social Studies, Science, Physical Education, Health, Foreign Language, Art, Music, and Technology.				Gn	Gn									
2 Establish a schedule and structure for subsequent reviews.			Gn	Gn	Gn									
3 Conduct reviews, beginning with Math and ELA. Following each review, a set of concrete recommendations, including professional development, will be identified and implemented by the Education Domain.					Gn	Gn	Gn	Gn	Yw	Gy				Math in grades 6, 7, 8 Reading K-5
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 3: Scope of Program	Director of Teaching and Learning Director of Community & Family Engagement Staff, parents, students													
1 Evaluate school programs beyond core curricular areas for the purpose of establishing key priorities. Review time and resource allocation. Assess partnerships with local community organizations. Accommodate the needs of expanding student population.				Rd	Rd	Rd	Rd	Gn	Yw					In process/ Directors will complete step 1 by end of FY19
2 Implement a regular review cycle for these and other potential partnerships.														
3 Identify programs and, as appropriate, suggest possible funding sources for activities such as afterschool clubs, arts and athletic programs, conferences, festivals and tournaments that serve to expand HCCPS students' connections beyond our school.						Rd	Rd	Gn						The hiring of Program Support/CSL in FY2018 has developed this initiative. Process has begun, some schedule changes made, some more evaluation in summer 2019 and fall 2020.
4 Evaluate current length of school day and school year, and make recommendations as needed.							Rd	Gn	Yw					
Goal/Activity	Accountability	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	Comments
Goal 4: Academic Affiliation	Director of Teaching and Learning													
1 Develop academic affiliations including placing teacher interns in the school and identifying professional development opportunities for existing HCCPS staff.				Gn	Gn	Gn	Gn	Gn						
2 Assess the pilot program.														
3 Identify other opportunities and develop relationships with organizations to increase access to professional development for HCCPS teachers and to allow HCCPS teachers to disseminate best practices.							Gn	Gn	Yw					

Notes:

Key

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

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

Building Community

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

Notes:

Key

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

GABS to Review In April for May BOT Meeting & November for December BOT Meeting Sustainability

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

Notes:

Key

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

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

Administrative Capacity and Succession Planning

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

Notes:

Key

Completed ■ Gn

On Track ■ Yw

Needs Attention ■ Rd

Upcoming/Continuing Tasks ■ Gv

Revise ■ Rp

Co-Curricular Activities 2018-2019

Mission Statement

- To engage 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. (1)
- To sustain a cooperative, intimate community of students, staff, families and local community members which guides and supports the school and its educational program. (2)
- To cultivate children’s individual voices and a shared respect for each other, our community, and the world around us. (3)

Activities	#1	#2	#3	Comments
After School				
Chorus				
Hilltown Harmonies				
Drumming				
Improv				
Fiber Arts				
Musical				
Mummers				
Rock Ensemble				
Running Club				
Ultimate				
Homework Club				
After School Non-school Affiliated				
Math Club				
Heart & Sole				

Sleep Over				
Winter Fair				
Fall Dance				
Spring Dance				
Overnight Trips				
Washington D.C.				
Chimney Corners				

Sharing project-based learning creates additional community activities. Example include:

- Green Fair
- Winter Habitats
- Publishing Parties
- National Park Projects
- Ancient Greece Museum
- 8th Grade Projects

Is the whole equal to the sum of its parts?

Is there anything to pare down in order to deepen and simplify?



Proposal to the Board of Trustees
From
President and Vice President of the Board

Director Compensation Review

Date: May 8, 2019
Priority Level: High
Proposal to be presented by: Tim Reynolds and Penny Leveritt

Text of proposal:

Every three years the President and Vice President of the board are responsible for reviewing the compensation provided to the school's Director of Administration, Director of Teaching and Learning and Director of Community and Family Engagement. We first perform an analysis of salaries of comparable Massachusetts Charter School Executives as well as those of the Principals of the comparable neighboring districts Westfield, Williamsburg, and Chesterfield/Goshen. From this analysis we decided to use the range of \$100,000-\$110,000/yr FTE for Charter School Executives as a goal for our Director's.

In order to achieve having the Director's salaries within this range before it is time for the next review we recommend the Board approve an increase of 3% in FY 2020; along with adopting the goal of increases of 2% in FY 2021 and 1% in FY 2022.

For the purposes of planning the FY2020, FY2021 and FY2022 budgets should reflect Director compensation according the following charts.

Administrative & Educational Directors

Year	Salary	Difference
FY2020	\$97,500.95	\$2,839.83
FY2021	\$99,450.97	\$1,950.02
FY2022	\$100,445.48	\$994.51

Community&Family Director

Year	Salary	Difference
FY2020	\$43,875.64	\$1,277.93
FY2021	\$44,753.15	\$877.51
FY2022	\$45,200.68	\$447.22

Goals to be achieved by proposal:

Providing compensation to our Directors that reflects the value they have to the school and, looking forward, ensuring the school is positioned to offer competitive salaries when the time comes to find new Directors.

Potential problems/dissenting views:

We chose to use the higher range for comparable Charter School Executives rather than the lower average for Principals of comparable local districts.

Making these adjustments will have an impact on other operational areas of the budget and we must reach a balance.

Additional notes:

When the review was last completed it had been overdue and the committee, at that time, did not feel they could reach 100% of comparable average so they set a goal of 97.5% of comparable average by FY2018. That goal was not met, but a 3% increase in FY2020 meets the goal of 97.5% of comparable average and provided guidance on reaching 100% before the next review is due.

**Source: 2017/2018 Massachusetts Charter Public School Compensation Survey
(completed annually and shared with MA Charter Schools in the Spring)**

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Principal or Equivalent Leader

Salary Range	250 or fewer students	Suburban	Rural	Western MA		Elementary & Middle	15-19 years in op	Stand Alone School	Total
				MA					
60-70	0	0	0	0	0	0	0	0	0
70-80	0	0	0	0	0	0	0	1	1
80-90	1	1	1	1	2	2	1	4	11
90-100	1	0	2	2	2	2	2	5	14
100-110	0	2	0	1	3	2	2	10	18
110-120	0	1	0	1	1	2	2	7	12
120-130	0	2	0	0	1	0	0	3	6
130-140	1	0	1	0	0	0	0	1	3
140-150	0	0	0	0	1	1	1	1	3
150+	0	0	0	0	1	1	1	0	2

Weighted Average Salary Principal		
Salary Range (10k)	Total	Salary Range x Total (K)
65	0	\$0
75	1	\$75
85	4	\$340
95	6	\$570
105	11	\$1,155
115	9	\$1,035
125	3	\$375
135	1	\$135
145	1	\$145
150	1	\$150
Total	37	\$3,980

Average	\$108
	100K-110K

	FY19	FY20
Westhampton Principal	\$101,288.00	\$ 103,314.00
Williamsburg Principal	\$101,584.00	\$ 104,632.00
Chesterfield/Goshen Principal	\$90,000.00	\$ 90,000.00
Hatfield Principals		
Average	\$97,624.00	\$99,315.33

Source: Carla Clark provided in the form of a spreadsheet. The data was collected in conjunction with the teacher parity study.

HCCPS	Work Days
Administrative Coordinator	229
Education Coordinator	229
Community Coordinator	137.4

Need updated salary info for these schools

HCCPS Director Salary Analysis April 2019

Administrative & Educational Directors

	Avg Salary	90% of Avg	95% of Avg	110% of Avg	HCCPS Directors	Variance at 90%	Variance at 95%	Variance at 100%	Variance at 110%
FY 2019	\$100,000.00	\$90,000.00	\$95,000.00	\$110,000.00	\$94,661.00	\$4,661.00	-\$339.00	-\$5,339.00	-\$15,339.00
FY 2020 (+2%)	\$102,000.00	\$91,800.00	\$96,900.00	\$112,200.00		-\$91,800.00		-\$112,200.00	
FY 2020 (+3%)	\$103,000.00	\$92,700.00	\$97,850.00	\$113,300.00		-\$92,700.00		-\$113,300.00	
FY 2020 (+4%)	\$104,000.00	\$93,600.00	\$98,800.00	\$114,400.00		-\$93,600.00		-\$114,400.00	

Community Director

	Avg Salary	90% of Avg	95% of Avg	110% of Avg	HCCPS Directors	Variance at 90%	Variance at 95%	Variance at 100%	Variance at 110%
FY 2019	\$45,000.00	\$40,500.00	\$42,750.00	\$49,500.00	\$42,598.00	\$2,098.00	-\$152.00	-\$2,402.00	-\$6,902.00
FY 2020 (+2%)	\$45,900.00	\$41,310.00	\$43,605.00	\$50,490.00		-\$41,310.00		-\$50,490.00	
FY 2020 (+3%)	\$46,350.00	\$41,715.00	\$44,032.50	\$50,985.00		-\$41,715.00		-\$50,985.00	
FY 2020 (+4%)	\$46,800.00	\$42,120.00	\$44,460.00	\$51,480.00		-\$42,120.00		-\$51,480.00	

Avg Salary based on BOT approved "Coordinator Salary Comparison" analysis

Principal or Equivalent Leader

Salary Range	250 or fewer students			Western MA					Stand Alone School	Total
	Suburban	Rural	Elementary & Middle	15-19 years in op	Elementary & Middle	15-19 years in op	Stand Alone School			
60-70	2	0	2	0	0	2	2	2	8	
70-80	0	3	0	2	1	2	2	3	11	
80-90	0	0	1	2	2	0	4	4	9	
90-100	1	0	0	2	2	4	10	19		
100-110	0	3	0	0	0	6	7	16		
110-120	0	0	0	1	0	3	3	7		
120-130	0	0	0	0	1	1	1	3		
130-140	0	0	1	0	0	1	1	3		
140+	0	1	0	0	0	1	1	3		

Collected by Personnel Committee FY2016

Westhampton Principal \$95,446.00

Williamsburg Principal \$92,963.00

Chesterfield/Goshen Principal \$85,729.00

Hatfield Principals \$97,800.00

Average \$92,984.50

HCCPS	Work Days
Administrative Coordinator	229
Education Coordinator	229
Community Coordinator	137.4

Need updated salary info for these schools

HCCPS Coordinator Salary Analysis December 2016

Administrative & Educational Coordinator						
	Avg Salary	90% of Avg	110% of Avg	HCCPS Coordinators	Variance at 90%	Variance at 110%
FY 2016	\$92,984.50	\$83,686.05	\$102,282.95	\$80,936.00	-\$2,750.05	-\$21,346.95
FY 2017 (+2%)	\$94,844.19	\$85,359.77	\$104,328.61	\$84,174.00	-\$1,185.77	-\$20,154.61
FY 2017 (+3%)	\$95,774.04	\$86,196.63	\$105,351.44	\$84,174.00	-\$2,022.63	-\$21,177.44
FY 2017 (+4%)	\$96,703.88	\$87,033.49	\$106,374.27	\$84,174.00	-\$2,859.49	-\$22,200.27
Community Coordinator						
	Avg Salary	90% of Avg	110% of Avg	HCCPS Coordinators	Variance at 90%	Variance at 110%
FY 2016	\$41,843.03	\$37,658.72	\$41,424.59	\$36,421.00	-\$1,237.72	-\$5,003.59
FY 2017 (+2%)	\$42,679.89	\$38,411.90	\$42,253.09	\$37,877.00	-\$534.90	-\$4,376.09
FY 2017 (+3%)	\$43,098.32	\$38,788.48	\$42,667.33	\$37,877.00	-\$911.48	-\$4,790.33
FY 2017 (+4%)	\$43,516.75	\$39,165.07	\$43,081.58	\$37,877.00	-\$1,288.07	-\$5,204.58

Avg Salary based on BOT approved "Coordinator Salary Comparison" analysis

FY 20 HCCPS Budget - Working Draft 5/3/19

	Mid Year Revisions FY 19 Approved 4/10/2019	FY 20 Draft 5/3/2019
INCOME		
1 State Per Pupil Tuition	2,915,000	3,018,065
2 Grants- Mass DOE SPED 240	37,100	37,100
3 Grants- Mass DOE Title Iva	1,162	1,162
4 Grants- Mass DOE 140, Title II,A	4,607	4,607
5 Grants- Mass DOE Title I 305	19,070	19,070
6 Grants- MASS DOE 262	616	616
7 Community Foundation Grants	1,316	0
8 FOH Playground Upgrade Grant	3,000	0
9 Friends of HCCPS Rolling Arts Grants	1,500	0
10 Field Trip Fund	7,600	7,600
11 Fundraising - FOH Designated Funds	30,000	20,000
12 Kids Club Income	90,000	80,000
13 Student Activity Fees- sports, music	18,000	15,000
14 Medicaid/SPED Income	25,000	20,000
15 Misc Income	1,700	1,000
16 Interest income	5,000	5,000
17 School Lunch receipts	15,000	10,000
18 Special Field Trip Fundraising	13,500	32,000
19 Winter Fair	6,350	7,000
Total Income	3,195,521	3,278,220
EXPENSES		
Personnel		
20 Teachers - S/L, PE	1,276,827	1,302,747
21 Teaching Assistants- (classrooms)	214,285	274,716
22 Graduate Interns x1 (FY20)	50,000	10,000
23 Kids Club Coordinator/Admin Support	31,000	32,550
24 Kids Club staff	35,000	36,813
25 Substitutes	14,000	14,000
26 Director of Administration- 1fte	94,661	97,501
27 Director of Teaching and Learning-1 fte	94,661	97,501
28 Director of Family and Community Engagement-.6 fte	42,598	43,876
29 Student Services Coordinator- 1 fte	70,927	72,168
30 Administrative Assistant- 1fte	47,400	49,770
31 Bookkeeper/Purchasing agent-.8 fte	46,800	49,140
32 Nurse/Health Educator - Shared position 1.0 FTE	52,531	58,207
33 Counselor- 1 fte	64,479	65,607
33a Occupational Therapist - .5 fte	0	32,804
34 Tech Teacher/Coordinator 1 fte	41,729	51,162
35 CSL / Program Support	27,533	28,586
36 Stipends- student activites (dance, mini)	7,000	7,000
37 Stipends-program	10,000	10,000
38 Longevity Pay	10,675	12,163
39 Payroll subtotal	2,232,106	2,346,310
40 Medicare- everyone-.0145	32,366	34,021

41 FICA- non MTRS-.062	39,094	42,035
42 SUTA-.001- everyone	2,232	2,346
43 UHIC-.0048 everyone/capped @ 1st 14,000	3,226	3,226
44 Health Insurance	215,000	232,200
45 HRA	52,000	52,000
46 Health Diversion Benefit	25,000	25,000
47 Workers Compensation	16,341	16,341
48 College Credit Reimbursement	0	1,000
Total Personnel Costs	<u>2,617,364</u>	<u>2,754,479</u>

Consultants and Outside Services

49 FSA/HRA Administrative Cost	2,200	2,200
50 Accounting Consultant	0	0
51 Auditor	8,000	8,000
52 SPED Contractors - OT/PT, psychologist	70,000	35,000
53 SPED Advisor	1,000	1,000
54 Summer SPED services	2,730	4,000
55 Administrative Data Management System	8,000	8,000
56 Payroll Service	3,060	3,060
57 Professional Development - FOH Designated	20,000	10,000
58 Curriculum Consultants	7,000	7,000
59 FOH Designated Artist in Residence	5,000	0
60 Child Care Services	400	400
61 Legal Fees	4,000	4,000
subtotal	<u>131,390</u>	<u>82,660</u>

Occupancy

62 Insurance	26,210	26,210
63 Cleaning Services	50,000	50,000
64 Trash Removal	3,700	3,700
65 Minor Repair/Maintenance	25,000	30,000
66 Fire/Sprinkler Alarm Services	1,000	1,000
67 Copier Service Contract	3,060	3,060
68 Copier Rental	5,140	5,140
69 Telephone	1,224	1,224
70 Electric	30,000	30,000
71 Internet	1,500	1,500
72 Heat	6,500	6,500
73 HVAC Maint	8,500	8,500
74 Elevator Maint	3,284	3,284
75 Water Sewer Fees	3,000	3,000
76 Landscaping	4,500	4,500
77 Plowing	7,650	7,650
78 Interest Expense USDA	94,564	93,117
subtotal	<u>274,832</u>	<u>278,385</u>

Supplies

79 Household Supplies	5,722	5,722
80 Educational Supplies	22,875	22,875
81 Playground supplies	875	875
82 Office Supplies	3,641	3,641
83 Testing/Evaluation Supplies	3,876	3,876

84 Postage	1,000	1,000
85 Printing	624	624
86 Food	728	728
sub total	<u>39,341</u>	<u>39,341</u>
Equipment		
87 Minor Equipment<\$500 ,	1,260	1,260
88 SPED Equipment	5,000	5,000
89 Furnishings	4,000	4,000
90 Vehicle Expenses	1,000	1,000
91 Tech Repair/Replacement	7,000	7,000
92 FOH Designated Chromebook Replacement	5,000	10,000
subtotal	<u>23,260</u>	<u>28,260</u>
Grant Funded Expenses		
93 Community Foundation Grants	1,316	0
94 FOH Playground Upgrade Grant	3,000	0
95 Friends of HCCPS Rolling Arts Grants	1,500	0
subtotal	<u>5,816</u>	<u>0</u>
Miscellaneous		
96 Kids Club Program Expenses	5,000	5,000
97 Student Activity Expenses (dances, sports, sleepover)	5,000	5,000
98 Special 6-8th grade Trip Expenses	18,000	55,000
99 Advertising	1,530	1,530
97 Travel	510	510
98 Graduation Expenses	1,020	1,020
99 Miscellaneous	1,020	1,020
100 Community Domain Expenses	3,000	3,000
101 SPED Contingency	0	10,000
102 MCPSA Dues (.2% of state tuition dollars)	5,907	6,036
103 School lunch expense	23,000	20,000
105 Community Service Projects	1,500	1,500
106 Field Trips	7,600	7,600
109 BOT Discretionary Fund	500	500
110 Coordinator's Discretionary Fund	2,500	2,500
111 Fundraising Expenses	2,100	2,100
subtotal	<u>78,187</u>	<u>122,316</u>
112 Total operating expenses	3,170,190	3,305,441
113 Over/Under	25,331	-27,221
114 Non-cash liability-depreciation	101,714	101,834
115 Principal payment from Fund Balance	51,980	53,427



2019 Friends of Hilltown Report to Board of Trustees

Friends of Hilltown is a 501(c)(3) non-profit organization whose purpose is to raise money to sustain the programs and curriculum of the Hilltown Cooperative Charter Public School (HCCPS).

Friends is excited and proud to report the following for 2018-19 school year.

Funds raised

	2018-19	2017-18
<i>Florence Bank's Community Choice Grant Program</i>	\$1,798 (112 votes)	\$1,727 (110 votes)
<i>Winter Fair - coffee and merchandise, stickers</i>	\$1,344	\$60 (Stickers)
<i>ArtSpark</i>	\$10,718	\$7,472.37
<i>Valley Gives Day</i>	na	\$5,696
<i>Direct Giving</i>	\$5,624	\$6,063
<i>ACH</i>	\$2,655	\$1,930
<i>Coffee Sales</i>	\$439	\$842
<i>Amazon Smiles</i>	\$314	\$313
Total	\$22,892	\$ 24,105



Facilities Committee Proposal to the Board of Trustees

Date: April 30, 2019

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Chris Greenfield, Dan Klatz

Committee members drafting proposal: Chris, Dan, Nan Childs, Eric Huther

Goals to be achieved by proposal:

Ensure a safe, secure and fully accessible entrance to and exit from the building including to parked cars on the street. Add security to the building by eliminating keys.

Text of proposal:

We recommend our Capital Projects for 2019-2020 be focused on access and accessibility to and from the School. As such, we propose the following:

1. The previously approved (April, 2019) renovation of the front entrance way to make it fully accessible. **\$25000**
2. Creating a pathway from the crosswalk at the front entrance across the center island to Industrial Parkway including installation of accessible curb cuts on both sides of the street. This has been approved by the Easthampton DPW who will waive the permitting fee as we will do the work. The city will paint the crosswalk and install pedestrian crossing signs. **\$6500**
3. Installing keypad locks and crash bars on 3 doorways—the one by the Prisms Science room, the one in the Yellows, and the one at the end of the K-5 hallway. This will eliminate the need for staff to have external keys and allow us to provide limited access to parents, contractors, and anyone else who requires entrance. The keypads are programed and users can be easily added and deleted. This ensures a higher degree of safety and security. **\$4500**

Total Capital Budget: \$36000

Additional Note:

Through Mass Save and Eversource, we have contracted to have all indoor and outdoor lighting converted to LED fixtures. While the total cost of the project is \$28000, the utility contributes \$15000. Additionally, the remainder is financed over 24 months at 0%. When combined with utility savings, we are able to incorporate this cost into the operating budget under the Utilities line.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee Proposal to the Board of Trustees

Date: May 7, 2019

Priority level: High

Approximate time needed for discussion: 15 minutes

Proposal to be presented by: Joe Wyman

Text of proposal: Every three years, the Personnel Committee researches the salary scales at comparable schools and considers what adjustments are in order for Hilltown. Our goal is to be within 90%-110% of median salaries. Until this year, the schools Hilltown used for comps included Westhampton, Hatfield, Williamsburg, Hadley, and Chesterfield-Goshen. This year we also included Four Rivers (a charter school in Greenfield with the same size student body as Hilltown), Northampton, and Easthampton. The thinking behind including Northampton and Easthampton is that our relocation means we may be recruiting from the same pool of potential employees.

Given that in 2023 the minimum wage in Massachusetts will be raised to \$15.00/hour and that we require TAs to have a Bachelor's degree, we propose raising the bottom step for TAs to \$15.00/hour in the next fiscal year in order to be attractive to new hires.

Our teachers' salaries fall well within 90%-110% of comparable salaries. Schools that indicated future plans for salary increases had them within the 1.5%-1.75% range. We propose raising our step salaries 1.75% across the board every year for the next three years.

Goals to be achieved by proposal: 1) to offer salaries that are attractive to new hires and 2) to keep our salaries between 90% and 110% of the median salaries of the schools we use for comps.

Potential problems/dissenting views:

- Sustainability
- Bear in mind that scales of other schools have hidden internal systems (e.g not hiring teachers about a certain step, different increments of time spent at steps.)



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Additional notes:

- The Personnel Committee may want to look at our step system and the percentage jumps between steps before the next three-year salary review is scheduled. The Personnel Committee may also want to revisit salary scales sooner than three years if there is a significant change in our comp schools.
- The Personnel Committee may propose that we accept Associate's Degrees (and not just BAs) for TAs in order to widen and diversify our TA applicant pool. If this were to happen, we will consider the question of whether TAs with ADs would have a different salary scale than TAs with BAs.
- The Personnel Committee will be working with Carla Clark, bookkeeper/purchaser, to document the hidden financial contributions Hilltown offers employees (e.g. healthcare package). Our goal is to have something to hand potential employees that illustrate the full benefits offered by Hilltown.
- Many thanks to Carla Clark for gathering the data used in this review and offering her experience and expertise.

Takeaways from Staff Satisfaction Survey
Board Report/Personnel Committee
May 3, 2019

GENERAL

34 people took the survey (17 teachers/17 staff)

32 would like to work here for at least one more year; 2 answered 'neither agree or disagree.'

32 people like working at Hilltown; 2 answered 'neither agree or disagree.'

82 % are proud to work at Hilltown

94% say we fulfill our mission

90% feel they would recommend working at Hilltown

WORK ENVIRONMENT

94 % felt that they were treated fairly within their work environment

70% feel responsibility is reasonable- 20% neither agree or disagree

62% find they are encouraged to balance work and personal- 23% neither agree or disagree

76% agree they have the flexibility to do so- 20% neither agree or disagree

88% find they are supported when unique instances occur requiring altering schedule

Responses to questions about being a valued member of the community such as 'I am included in decisions' 'I can have a positive impact', 'I continue to grow professionally' were extremely positive. Many feel increased support for work life balance and furthering education. Most feel they continue to grow professionally and are valued members of the school community.

Area for improvement- communication with TAs and other staff members who do not attend weekly meetings. Also note that TAs sub for lead teachers and do not always feel adequately valued for this part of their job (in terms of prior communication, compensation, and support).

COLLEGIALITY

Co-worker collaboration is a positive section- people feel they have flexibility and are able to help one another. By and large, colleagues feel they can share work-related concerns and collaborate together. 32 out of 34 respondents feel they receive positive recognition from colleagues and team. 26 respondents feel they receive positive recognition from administrators; 6 neither agree or disagree.

Areas for improvement: two comments referenced a tension around teachers pulling different amounts of weight. Two comments referenced teachers advocating for their personal role in the school vs. big picture.

COMMUNICATION

Most people are satisfied with school communication.

Time sensitive things like last minute changes need to be given in a different way

Comments included needing help knowing who to direct questions to about issues, and changes and better systems for making sure that notes from weekly teacher meetings get to everyone.

One question- if questions/concerns arise about a staff member, how to directly and effectively address it? Majority positive about meetings, one thing to work on would be to start and end on time.

Friday newsletter seems to be good for most

EQUITY

Strong positive that we are advancing policies and practices around equity.
Make a more clear avenue for communicating equity concerns

RECOGNITION

By and large, employees feel recognized and appreciated.



Domain Directors Report to the Board of Trustees May, 2019

1. Hiring update: Jeanne Schubmehl has accepted the position of half-time OT. She has been our consulting OT for five years. We are thrilled to expand her hours and to maintain her current work with students. Regarding the Student Services Coordinator position, the job has been posted internally. A committee has been formed consisting of Liz Preston (Board Member), Emily Lees (Special Education Teacher), Cindy Mahoney (parent, chair of Special Education Parent Advisory Committee), and Lara Ramsey (Director of Teaching and Learning).
2. We are fully enrolled for next year. There was very little attrition from this year's group, so almost all new enrollment is in Kindergarten and Grade 6. Based on our experience last year and the feedback we received from last year's incoming families, we again held an orientation meeting for new parents in April. We introduced next years' incoming parents to the logistics of arrival and departure, lunch and after school activities, to some of our educational philosophy and methods and also offered an overview of our cooperative community and how they can participate. We will meet with Kindergarten parents again on their special Step Up Day and with new Purples parents one evening early in June.
3. Professional Development: On Friday, May 24th, staff have a professional development day. In the morning, Rachel Simmons (Author of Odd Girl Out series and most recently, Enough As She Is) will facilitate a session addressing gender bias in education. In the afternoon, consultants from the BRYT program (Bridging Resilient Youth in Transition) will facilitate a workshop on MTSS (Multi-tiered Systems of Support) at Hilltown. Other work on this day includes a Prisms' program envisioning session and work on the K-5 reading curriculum.



Governance and Board Sustainability Committee
Annual Meeting Report
May 14, 2019

Committee Members: Noelle Stern, Deirdre Arthen and Amy Reesman

The Governance and Board Sustainability Committee (GABS) is tasked with keeping policies, procedures, and board resources up-to-date, tracking needed by-law changes, monitoring progress and accountability on the long-range plan, and recruiting and training board members.

A high level description of FY19 GABS work is listed below:

By-laws Amendments:

A significant number of by-laws changes were drafted in FY19. Many of these edits were required by the Massachusetts Department of Elementary and Secondary Education to ensure compliance with state and federal laws. These changes were presented and approved at a Special Meeting of the Cooperative on March 21, 2019. GABS was later notified that the by-law changes were approved by the Massachusetts Education Commissioner on May 1st, 2019.

Codify Means by Which Proposals Come to the Board of Trustees:

In FY19, GABS outlined a process by which proposals/new business could be brought to the Board of Directors. This process was presented to the Board of Trustees, and after a few minor edits were made, the outlined process was presented as a formal proposal to the Board, and was approved.

Board Orientation:

GABS onboarded new Board of Trustee members and provided reference materials at the beginning of FY19. Orientation topics included: HCCPS Mission & Philosophy, Obligations and Responsibilities of a Charter School Board Member, HCCPS Board and Committee Structures, Typical Board of Trustees Meeting Format, Consensus/Finger Sounding, and Open Meeting Law.

Board Recruitment (Board of Trustees Candidates for FY20):

GABS recruited a slate of four FY20 Board of Trustees candidates to present at the Annual Meeting:

- Dawn Reesman
- Rich Senecal
- Karen Sise
- Kelly Woods

Long Range Plan Monitoring:

GABS continued to work with the HCCPS Directors to update our Long Range Plan visual tracker,

to identify areas that needed attention, and to identify adjustments/edits to the Long Range Plan.

Improve BoT Visibility:

An ongoing GABS goal is to increase the visibility of the HCCPS Board of Trustees. In FY19, our we launched HCCPS Newsletter solicitations, continued our Board of Trustees newsletter monthly summaries of BoT meetings, continued to ask board members to wear buttons at school events, and discussed board opportunities during classroom orientations when possible. In addition, we are exploring the possibility of creating a LinkedIn page for Hilltown.



DOMAIN COUNCIL MEETING MINUTES
24 April 2019
5:20pm

Attending: Penny Leveritt, Dan Klatz, Lara Ramsey, Deirdre Arthen, Tim Reynolds

Regrets:

Location: HCCPS

Domain Council Meeting Agenda:

Budget:

Proposal that personnel is making is to put salaries above median starting next year. Our scale works as follows: what is the area median at step 1, what is the area median at step 12, and then make incremental scale between.

Going with the current PPE but added what will likely be an increase as it is being hammered out by the state currently. Reduced PD because that corresponds to lower FOH income. Occupancy is pretty stable, but maintenance bumped up as the building is always aging. We will need 40 ruggedized Chromebooks with the management system. We can add grant-funded expenses if we get the income. Currently \$4800 deficit with this draft.

Hiring:

Jeannie met yesterday with the hiring committee. (The committee includes a parent, a teacher, Lara and Joe Wyman, for the Board.) The committee will get feedback from SEPAC and K-3 teachers. Joe approved of the feedback process and it follows the internal applicant hiring policy.

Will do also begin the internal hiring process for the Student Services Coordinator position. A committee is being formed.

Next Meeting: Wednesday, May 1, 5:20pm
6:20 pm – Meeting ended

Respectfully Submitted, Penny Leveritt



DOMAIN COUNCIL MEETING MINUTES
01 May 2019
5:20pm

Attending: Penny Leveritt, Dan Klatz, Lara Ramsey, Deirdre Arthen, Tim Reynolds

Regrets:

Location: HCCPS

Domain Council Meeting Agenda:

FY20 Budget:

PPE up, raises included, top of salary scale next year will be above the median, in early June we will have to look deeper to see if there should be some budget cutting. But we should wait until we know more details. Goal will be to present a balanced budget for approval in June.

Capital budget:

DPW came out and asked where we would like the crosswalk. If we do the curb cuts, they will waive the permit fee. About 36K to do this.

Leading Schools - Online course:

Second module is offered in the fall – Lara would like to take the course. Tim and Penny agreed.

May BOT Agenda

Draft FY20 operating budget-15min
Capital budget – 10min
Proposal for Director Salary increases – 10min
FOH update – 10min
LRP update and discussion of new plan – 15min
Staff Satisfaction survey summary – 10min

Next Meeting: Wednesday, May 22, 5:20pm

6:06 pm – Meeting ended

Respectfully Submitted, Penny Leveritt



Facilities Committee Meeting Minutes – May 3rd, 2019 7:31am

Present:

Nan Childs, Dan Klatz, Eric Huther, Chris Greenfield

Discussion		Action (if necessary)
<ul style="list-style-type: none"> • Reviewed Committee Proposal to the Board • Dan walked the group through a more detailed description of items #2,#3 • Dan highlighted that #1 was already approved by the BoT last meeting • The Committee is comfortable presenting the proposal as written to the Board. <p>The Committee reviewed FY2019 Goals (below) to make sure we had accomplished what we needed to.</p> <p>The Committee discussed potential Goals for FY2020</p> <ul style="list-style-type: none"> • Prepare 2020 capital budget for BoT review and approval in April/May • Propose short term (fall) Energy, Climate Audits for Incentive Programs and Efficiency • Present near term (1-3year) large capital items that may need to be addressed and considered by the BoT (NOT on the 2020 Capital Budget) • Participate in readiness for long-term strategic planning <p>Nan added building sidewalks (egress) and a garden for facilities consideration next year</p> <p>Dan identified the maintenance budget (\$5000) as potential for some projects that arise.</p>		<ul style="list-style-type: none"> • Action: Dan/Chris to present proposal to BoT
Review Action Items		Reviewed action items.
Tentative Agenda Topics for Next Meeting		NA
Next Meeting Date/Time/Location		NA
Adjournment		Meeting adjourned at 8:34a
FY2019 Goals	Committee agreed to the FY2019 Committee Goals <ul style="list-style-type: none"> • Prioritize capital improvement plan • Work with finance committee to adjust projections on capital needs • Prepare 2020 capital budget for BoT review and approval in April/May 	



Finance Committee Meeting Minutes – April 25th, HCCPS, 8:30 AM

Present: Dan Klatz, Matt Dube, Carla Clark, Kate Saccento, Lisa Plaza, Rich Senecal, Maureen Mahar
Guests: Tim Reynolds
Regrets: Dawn Graichen-Moore
Agenda: Director Compensation; Approve March Minutes; Review Draft of FY20 Operating Budget; Capital Project Plan

Topic	Discussion	Action (if necessary)
March Minutes	Approve March Minutes.	Matt moved to approve March Minutes, Dan seconded. Approved by consensus.
Director Compensation	<p>Tim Reynolds joined us to discuss Director Compensation. Dan recused.</p> <p>Every three years Board President and VP review Director Comp. Last time the result was that they were under-compensated. 97.5 of median pay for people in their role in state is the goal.</p> <p>Carla reviewed with GABS committee; formula recommends that \$100K is the goal for HCCPS. Would like to do in the next three years as a graduated increase: 3%, 2%, 1% next three.</p> <p>Immediate impact is \$3K or \$3,500 to annual budget Total for next three years is \$1400. Could do 2.5% each year but will likely have larger negative impact on overall budget.</p> <p>1.75% for admin staff is low, per Domain Council’s recommendation. Dan will adjust for</p>	Dan will include 3% increase for Director salaries, and will adjust Admin salaries for further discussion.



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	discussion.	
FY20 Budget Draft	<p>Version 1 of the Budget has been constructed; Dan and Carla believe PPE number will increase before Budget is presented to BoT.</p> <p>Expenses projected to be in-line with FY19 with standard YOY increases.</p> <p>Personnel Committee teacher salary increases are included in Budget.</p> <p>Fundraising up due to DC trip; Friends of Hilltown projected to be down. OT now on salary.</p>	Dan will make PPE adjustments and we will bring to BoT for initial presentation in May.
Capital Projects	<p>Dan updated the Fin Cmte on BoT's passage of \$25K new automatic door.</p> <p>Easthampton DPW is coming to set up crosswalk outside of school. We will have associated expenses of \$5K for our own path to connect..</p> <p>Redoing locks on three doors updated to code system with audit trail (\$4K).</p>	Finance Committee will update BoT on ongoing Capital Projects.
Review Action Items	Reviewed action items.	
Tentative Agenda Topics for Next Meeting	<p>Approve April Minutes</p> <p>FY20 Budget review and recommendation for BoT.</p>	
Next Meeting Date/Time/Location	May 15th, 2019; HCCPS 8:30 AM	
Adjournment	Meeting adjourned at 9:30 AM	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Governance & Board Sustainability Committee Meeting Minutes – April 29, 2019, 5:00 pm

Present: Amy Reesman & Noelle Stern

Regrets: Deirdre Arthen

Topic	Discussion	Action (if necessary)
Board Recruitment	Finalized candidates for the BoT FY20: Dawn Reesman Kelly Woods Karen Sise Rich Senecal	Amy will present the slate of candidates for vote at the Annual Meeting in May
By-Laws	Noelle sent all necessary information to the state. We anticipate receiving word back from in May.	
Board Member Orientation	We should plan to discuss this at our May meeting.	
Board Resources (Hard Copy & Online)	N/A	
Long Range Plan	We should plan to discuss this at our May meeting.	
Board Visibility	N/A	



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Board Appreciation	Amy and Noelle selected a gift for outgoing BoT President and followed up with Deirdre via email to purchase the gift.	
2019 Annual Meeting GABS Update	Discussion of topics to be included in our Annual Meeting GABS update to include: By-laws Amendments Codify Means by Which Proposals Come to the Board of Trustees New Board Member Orientation FY20 Board Recruitment Long Range Plan Monitoring Improving BoT Visibility	
Review Action Items	Reviewed action items.	
Tentative Agenda Topics for Next Meeting	Follow-up on Board Appreciation (June Board Meeting) Update Long Range Plan Looking ahead at upcoming Calendar (May is Amy's last GABS meeting) New BoT Member Orientation Planning	
Next Meeting Date/Time/Location	Date: May 29th, 2019 Time: 5:00 pm Location: HCCPS	
Adjournment	Meeting adjourned at 5:55 pm	



Personnel Committee Meeting Minutes- April 30, 2019

Present: Nicole Grinaski, Gaby Blaustein, Lara Ramsey, Joe Wyman

Regrets: Kelly Woods, Dawn Reeseaman

Topic	Discussion	Action
Staff satisfaction survey	We reviewed the staff satisfaction survey and grouped results according to category, such as collegiality or communication.	Nicole will type up our notes lifting up trends from the survey. Joe will share results with the Board.
Tentative agenda topics for next meeting	Review Salary Proposal for Board Meeting	Ask Carla to print projected salaries for next three years. Clarify with Dan how increases are attributed to different steps.
Next meeting time/date/location	Tuesday, May 7 th , 2019 7:30 a.m.	
Adjournment	Meeting adjourned at 8:15	