

**HCCPS Board of Trustees
Meeting Agenda
June 9, 2018**

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

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

Facilitator: Scott Remick

6:30 Welcoming (read mission statement) (25 min)

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

6:55 Public Comment period (5 min)

7:00 Finalize Board and Committee Roles: Scott Remick (5 min – decision)

7:05 Equity Team Report: Lara (10 min – discussion)

7:15 FY2019 Budget: Dan/Chris (15 min – decision)

7:30 Recap of Annual Meeting: Dan/Deirdre (10 min – discussion)

7:40 Education Domain Report: Lara (30 min – decision)

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

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

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

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

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

8:30 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees **DRAFT** Meeting Minutes – Wednesday, May 9th, 2018, 6:30 pm

- Present:** Amy Reesman, Tim Reynolds, Penny Leveritt, Lara Ramsey, Dan Klatz, Deirdre Arthen, Steve Hoyt, Barbara Oegg, Chris Greenfield, Scott Remick, Susannah Howe, Michael Filas, Charles Wiemeyer
- Regrets:** Terra Missildine
- Facilitator:** Scott Remick
- Notetakers:** Amy Reesman; Meghan Siudzinski
- Guests:** Paula Ingram, Noelle Stern, Matt Dube, Lori Fresina (M&R Consulting & Massachusetts Public Charter School Association)
- Listkeeper:** Scott Remick
- Timekeeper:** Susannah Howe
- Mission statement read by:** Susannah Howe

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p><u>Announcements:</u> Update on marijuana dispensary discussed last board meeting- ABC Preschool Director is having a meeting with parents from that school. Dan is meeting tomorrow with the Preschool Director, Mayor and City Planner.</p> <p><u>Appreciations:</u> For the Music Festival (music teachers); Grandparents Day (Felicia, Maryellen, the committee, and the teachers)</p> <p><u>Acknowledgements:</u></p> <p><u>Agenda Check:</u></p>	<p>Dan is meeting tomorrow 4/10 with the Mayor, City Planner and the Director of the Preschool regarding the marijuana dispensary.</p>

Any thank you notes needed?	For Music Festival (Marguerite and J)	Scott will complete this task.
BoT Visibility this month?	Annual Meeting 5/14	Please wear BoT buttons at events.
Minutes	April 11th, 2018 BoT meeting minutes were reviewed and approved as amended.	Scott R. moved to approve the April 11, 2018 BoT minutes as amended. Penny L. seconded. Minutes approved by consensus.
Public Comment Period	None.	
Advocacy and Candidate Outreach	<p>Lori Fresina, a consultant with M+R spoke to the board about current MPCSA efforts to build up relationships with lawmakers. What can HCCPS specifically do to change the narrative in the state house about charter schools.</p> <p>Advocacy is the application of pressure and influence on the people and institutions that have the power to give you what you want.</p> <p>MA has 160 members of House of Representatives (serve 2 year terms and all begin and end at the same time).</p> <p>MA has 40 members of the Senate (serve 2 year terms and all begin and end at the same time).</p> <p>What do we want? Understanding (we are public schools, we do not steal students, we serve children with special needs, etc.).</p>	Consider recommendations noted in this section.

	<p>Conversations surrounding Charter Schools as experienced by multiple board members can be contentious.</p> <p>Who has the power to give it to us?</p> <p>Our current Governor, Secretary of Education, and Speaker of the House are pro-charter school. In general, we are moving into an even more favorable political environment for Charter Schools.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> - Put a voter registration button on our website. - Lay out voter registration cards at events. - Send personal emails and letters. - Invite candidates (from all parties) to come for a candidate night (we cannot endorse a candidate). - Make a point to get to know candidates personally. - Email/ask candidates questions. 	
<p>Confirm Board and Committee Roles for FY19</p>	<p><u>FY 2019 Board Position Possibilities:</u></p> <p>President-Penny L.</p> <p>Vice President- Tim R.</p> <p>Treasurer- Matt D.</p> <p>Clerk- TBD</p> <p>GABS Chair- Amy R.</p> <p>Personnel Chair- Joe W.</p> <p>Finance Chair- Matt D.</p> <p>Facilities Chairperson- Chris G.</p> <p>FOH Liaison- Missy Casinghino or Barbara Oegg??</p> <p>GABS Committee- Noelle S.</p>	<p>Finalize plan (specifically the Clerk and FOH roles)</p>
<p>Draft FY19 Budget</p>	<p>The most important line in the FY19 budget from income perspective is the first line, state per pupil tuition (4% increase projection).</p>	<p>Goal to approve FY19 Budget next month.</p>

	<p>Largest expense is salaries.</p> <p>Lara proposing increase in hours for PE teacher with the idea of expanding the PE program for K-5 to twice a week.</p> <p>New line for administration includes all of Directors, office staff and a portion of Kid’s Club Director, the nurse, ½ of tech coordinator salary.</p> <p>Benefits: Projecting 5% increase for health insurance.</p> <p>Dramatic increase in professional development.</p> <p>Utility bill will be \$1,800 less because we are buying a portion of our energy from manure digester.</p> <p>Principal payment expense is not part of Operating Budget. Has meaning for 5-year projections.</p>	
<p>2018 3rd Quarter Financials</p>	<p>Finance Committee reviewed this at their last meeting and approved it.</p> <p>No additional questions were asked by the BoT.</p>	<p>Susannah moved to approve the 3rd Quarter Financials as presented.</p> <p>Scott seconded.</p> <p>2018 3rd Quarter Financials approved by consensus.</p>
<p>Capital Budget Proposal</p>	<p>The Facilities Committee has reviewed current needs and proposed the following:</p> <ul style="list-style-type: none"> - Fresh air exchange for the 2nd floor. - High-grade acoustic panels for the ceiling in the All School space to dampen the echo and reverberation. 	<p>Scott moved to approve the Capital Budget Proposal as presented.</p>

	<ul style="list-style-type: none"> - HVAC on first floor is complicated and creates temperature inconsistencies and we will have the system mapped out this summer to devise a plan to better regulate temperature school-wide. This includes a way to test fresh air quality. - Continue panelling installation along bottom of some walls to protect the walls. - Purchase and installation of seated spinners playground equipment. - Increase space around swings for safety. - Possibly create path across an island to access the street. Dan will work with the City to ensure a crosswalk at the same time. <p>Bill Farkas memorial fund will be used for All School acoustic panels.</p>	<p>Susannah seconded.</p> <p>Capital Budget Proposal approved by consensus.</p>
<p>Stipend Proposal</p>	<p>Proposal to compensate Monique Bourgeois for more than 100 hours overtime worked while onboarding new portal software.</p>	<p>Susannah moved to approve the Stipend Proposal as presented.</p> <p>Steve seconded.</p> <p>Stipend proposal approved by consensus.</p>
<p>Long Range Plan Status Update</p>	<p>GABS conducts Long Range Plan (LRP) review on a bi-annual basis.</p> <p>Needs attention:</p> <ul style="list-style-type: none"> - Under Program Quality, Goal 3, Item 1 (looking at things we do in addition to regular school program, i.e., Americorps partnership, after school programs, service learning) in the interest of explaining to the community why we do some things and why we don't do others. This might also be a way to assess how to better integrate underrepresented groups into the school. 	<p>Select items to include as agenda items for deeper consideration.</p>

	<ul style="list-style-type: none"> - Evaluating the current length of school day needs to be addressed by the Director team (possibly this Summer). - Establish visible and concrete leadership goals for 7th and 8th graders (hoping that the Prism organizational changes will create these opportunities). - Improvement plans should include economic and environmental sustainability efforts (Facilities Committee to focus on this moving forward). - Administrative Succession and Capacity Planning: consider making Director of Community and Family Engagement a full-time position 	
New Business - Identify only	No new business.	
Committee Reports - Questions only	Finance Contingency Plan allows analysis to determine if the funds will be available at the right time.	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: June 13th, 6:30 p.m.</p> <p>Annual Coop Meeting: May 14th, 6:30 p.m.</p> <p>Snacks: Susannah & Scott</p> <p>Drinks: Michael</p> <p>Newsletter blurb: Joe</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:30 PM	

Attachments:

May 9th BOT Meeting Agenda; April 11th 2018 BOT Meeting Minutes DRAFT; FY 19 Budget; FY18 Q3 Financials; Facilities Committee Proposal; Long Range Plan Updates; Domain Council Meeting Minutes April 24, 2018; Domain Council Meeting Minutes May 2, 2018; Domain Directors May 2018 Report; Finance Committee Meeting Minutes April 25, 2018; GABS Meeting Minutes, April 30, 2018

Tentative Agenda Topics for June 13, 2018 Meeting:

- FY 2019 Budget Proposal
- Recap of Annual Meeting
- Crisis and Safety Plan
- Board Roles
- Board Recruitment
- Equity Team Visiting
- Education Domain Report

Board Officers, Chairs & Committee Seats- 2018/2019

Board Chairs

- Penny Leveritt, President
- Tim Reynolds, Vice President
- Matthew Dube - Treasurer, Finance Committee Chair
- Amy Reesman - Board Clerk

Committees

Finance

- Matthew Dube - Chair

GABS

- Amy Reesman, Chair
- Noelle Stearn

Personnel

- Joe Wyman, Chair

Facilities

- Chris Greenfield, Chair

Other Membership

- Dan Klatz, Ex Officio Member
- Deirde Arthen, Ex Officio Member
- Lara Ramsey, Ex Officio Member
- Paula Ingram, Staff Member
- Liz Preston, Community Member
- Barbara Oegg ,Friends of Hilltown Liaison



Domain Council Proposal to the Board of Trustees

Subject: FY19 Budget

Date: June 5, 2018

Priority level: High

Approximate time needed for discussion: 15 minutes

Proposal to be presented by: Dan Klatz

Committee members drafting proposal: Scott Remick, Penny Leveritt, Dan Klatz, Deirdre Arthen, Lara Ramsey

Text of proposal:

We recommend approval of the attached budget for FY19

Key features of this budget are as follows:

Per Pupil Tuition increase of 4.2% ---this is based on DESE projections from Jan. 2018

Increased FOH funding by 140%--yes, that's correct!

Increase in interest income due to change in accounts/CD rate

Total Income increase= 2.9%

Previously adopted raises for teachers and teaching assistants

Salary increases previously approved for administrative staff

3% raises for others not on salary scales

Increased PE staffing

Increased Teaching Assistant staffing

Increased administrative support

Health Insurance Total increase of 7.7% (a rate decrease but increased number of people insured)

Increased Professional Development with FOH designation

FOH designated Artist in Residence

FOH designated technology improvements

FY 19 HCCPS Budget - Working Draft		CONDENSED OVERVIEW	
Asssumptions:			
5% Health Insurance increase, 2% Inflation			
5 Interns, Admin Increases			
		FY 18	FY 19
		2.27.18	Draft
		Approved	5/29/2018
	INCOME		
	State Per Pupil Tuition	2,784,707	2,903,003
	Federal Grants/Reimbursements	78,847	76,657
	Interest/Fees	112,200	116,000
	Fundraising	86,667	55,600
	Total Income	3,062,421	3,151,260
	EXPENSES		
	Personnel		
	Teachers	1,223,972	1,271,318
	TAs/Interns	234,595	261,529
	Kids Club Staff	49,483	66,000
	Administration	456,446	472,458
	Educational Suoport	126,697	130,653
	Stipends/Longevity Pay	22,939	27,800
	Benefits/Taxes	357,425.23	395,077
	Total Personnel	2,471,557	2,624,836
	Consultants and Outside Services		
	Special Education	63,669	67,520
	Administration	29,000	26,560
	Professional Development/Curriculum Consultants	15,500	32,000
	Total Consultants	108,169	126,080
	Occupancy		
	Maintenance/Custodial	105,156	110,593
	Utilities	38,783	37,139
	Loan Interest	95,973	94,564
	Insurance	22,890	26,000
	Total Occupancy	262,801	268,296
	Supplies and Equipment		
	Program Supplies	25,546	28,354
	Office Supplies	11,322	11,548
	Minor Equipment	11,000	10,560
	Tech Repair/Replace	10,000	12,000
	Total Supplies	57,868	62,463
	Miscellaneous		
	Field Trips	59,059	16,600
	Other	53,418	52,986
	Total Misc	112,477	69,586
	Total operating expenses	3,012,872	3,151,261
	Over/Under	49,549	0

FY 19 HCCPS Budget - Working Draft							
Assumptions:							
5 Interns, Admin Increases							
						FY 18	FY 19
						2.27.18	Draft
	INCOME					Approved	5/29/2018
1	State Per Pupil Tuition					2,784,707	2,903,003
2	Grants- Mass DOE SPED 240					35,175	35,175
3	Grants- Mass DOE Title Iva					335	335
4	Grants- Mass DOE 140, Title II,A					4,269	4,269
5	Grants- Mass DOE Title I 305					16,068	16,068
6	Grants- MASS DOE 274					3,000	810
7	Community Foundation Grants					2,121	0
8	Webster Foundation Grants					20,000	0
9	Friends of HCCPS Rolling Arts Grants					2,163	1,500
10	Field Trip Fund					7,059	7,600
11	Fundraising - FOH Designated Funds					12,500	30,000
12	Kids Club Income					85,000	85,000
13	Student Activity Fees- sports, music					15,000	15,000
14	Medicaid/SPED Income					20,000	20,000
15	Misc Income					1,000	1,000
16	Interest income					1,200	5,000
17	School Lunch receipts					10,000	10,000
18	Special Field Trip Fundraising					35,000	9,000
19	Winter Fair					7,824	7,500
	Total Income					3,062,421	3,151,260
	EXPENSES						
	Personnel						
20	Teachers - S/L, PE					1,223,972	1,271,318
21	Teaching Assistants-(classrooms)					204,595	211,529
22	Graduate Interns x5 (FY19)					30,000	50,000
23	Kids Club Coordinator/Admin Support					15,000	31,000
24	Kids Club staff					34,483	35,000
25	Substitutes					14,000	14,000
26	Director of Administration- 1fte					91,904	94,661
27	Director of Teaching and Learning-1 fte					91,904	94,661
28	Director of Family and Community Engagement-.6 fte					41,357	42,598
29	Student Services Coordinator- 1 fte					69,722	70,927
30	Administrative Assistant- 1fte					42,372	47,400
31	Bookkeeper/Purchasing agent-.8 fte					44,579	46,800
32	Nurse/Health Educator -.9 fte-.95					51,728	52,531
33	Counselor- 1 fte					63,384	64,479
34	Tech Teacher/Coordinator 1 fte					45,761	47,521
35	CSL / Program Support					26,432	27,533

36	Stipends- student activites (dance, mini)			3,500	7,000
37	Stipends-program			10,000	10,000
38	Longevity Pay			9,439	10,800
39	Payroll subtotal			2,114,132	2,229,759
40	Medicare- everyone-.0145			30,655	32,332
41	FICA- non MTRS-.062			35,541	39,290
42	SUTA-.001- everyone			4,228	2,230
43	UHC-.0048 everyone/capped @ 1st 14,000			2,285	3,226
44	Health Insurance			218,000	235,000
45	HRA			35,000	52,000
46	Health Diversion Benefit			14,000	14,000
47	Workers Compensation			16,716	17,000
48	College Credit Reimbursement			1,000	0
	Total Personnel Costs			2,471,557	2,624,836
	Consultants and Outside Services				
49	FSA/HRA Administrative Cost			2,200	2,200
50	Accounting Consultant			1,000	1,000
51	Auditor			10,500	8,000
52	SPED Contractors - OT/PT, psychologist			60,000	62,520
53	SPED Advisor			1,000	1,000
54	Summer SPED services			2,669	4,000
55	Administrative Data Managemnt System			8,000	8,000
56	Payroll Service			3,000	3,060
57	Professional Development - FOH Designated			8,500	20,000
58	Curriculum Consultants			7,000	7,000
59	FOH Designated Artist in Residence				5,000
60	Child Care Services			300	300
61	Legal Fees			4,000	4,000
	subtotal			108,169	126,080
	Occupancy				
62	Insurance			22,890	26,000
63	Cleaning Services			50,000	50,000
64	Trash Removal			4,200	4,500
65	Furnishings				2,200
66	Minor Repair/Maintenance			18,000	19,398
67	Fire/Sprinkler Alarm Services			2,200	2,244
68	Copier Service Contract			3,000	3,060
69	Copier Rental			3,788	3,864
70	Telephone			1,200	1,224
71	Electric			25,883	24,000
72	Internet			1,700	1,715
73	Heat			6,000	6,120
74	HVAC Maint			7,247	7,392
75	Elevator Maint			3,220	3,284
76	Water Sewer Fees			4,000	4,080

77	Landscaping				6,000	7,000
78	Plowing				7,500	7,650
79	Interest Expense USDA * see below				95,973	94,564
	subtotal				262,801	268,296
	Supplies					
80	Household Supplies				5,610	5,722
81	Educational Supplies				20,012	22,000
82	PE/Playground supplies				1,020	1,750
83	Office Supplies				3,570	3,641
84	Testing/Evaluation Supplies				3,800	3,876
85	Postage				1,530	1,561
86	Printing				612	624
87	Food				714	728
	sub total				36,868	39,903
	Equipment					
88	Minor Equipment<\$500 ,				3,000	3,060
89	SPED Equipment				8,000	5,000
90	Vehicle Expenses					2,500
91	Tech Repair/Replacement				10,000	7,000
92	FOH Designated Chromebook Replacement					5,000
	subtotal				21,000	22,560
	Miscellaneous					
93	Kids CLub Program Expenses				3,500	5,000
94	Student Activity Expenses (dances, sports, sleepover)				5,000	5,000
95	Special 6-8th grade Trip Expenses				52,000	9,000
96	Advertising				1,500	1,530
97	Travel				500	510
98	Graduation Expenses				1,000	1,020
99	Miscellaneous				1,000	1,020
100	Community Domain Expenses				3,000	3,000
101	SPED Contingency					10,000
102	MCPSA Dues (.2% of state tuition dollars)				5,483	5,806
103	School lunch expense				12,000	12,000
104	Friends of HCCPS Class Grants				2,163	1,500
105	Community Service Projects				1,000	1,500
106	Field Trips				7,059	7,600
107	Community Foundation				2,121	0
108	Webster Foundation				10,000	0
109	BOT Discretionary Fund				500	500
110	Coordinator's Discretionary Fund				2,500	2,500
111	Winter Fair Expenses				2,151	2,100
	subtotal				112,477	69,586
112	Total operating expenses				3,012,872	3,151,261

113	Over/Under						49,549		0
114	Non-cash liability-depreciation						97,144		100,943
115	Principal payment from Fund Balance						50,571		51,980
116	Annual Principal Plus Interest						146,544.00		146,544.00

DOMAIN COUNCIL MEETING MINUTES
2 May 2018

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

Meeting Start: 5:15 pm

Location: HCCPS School, Mt. Holyoke Room

Domain Council Meeting Agenda:

Teacher query about re-thinking the K/1, 2/3, format

While this could certainly be considered, it is really big change and the process for getting to the structure we have now took years of research and thinking. Any change would need a lot of time, and would need to factor in all the ripple effects. This would likely be something to break-down into components of research, discussion, and analysis within a new Long Range Plan.

BoT FY19 planning calendar

DC looked at the draft calendar and changes recommended, such as:

Making the LRP report 3 times a year

Adding the Equity team visit

Adding reports on MCAS, Parent Survey, Education Domain, and IOWA test

It was recommended that the school community be made aware of the planning calendar – perhaps via the newsletter?

Database budget line increase

In a prior Domain Council meeting, there was a request to increase the Database line by \$2500 to factor in future costs associated with adding a Development component to Rediker (or for another database.) Dan will make sure that is factored in to the latest version of the FY19 budget (along with other small modifications and subsequent adjusting towards a balance budget) before it goes to the Finance Committee and then to the Board for final approval at the June meeting.

Clerk role and front-office support?

Amy Reesman and Penny had a conversation about the possibility of Amy filling both the clerk and GABS chair roles for FY19 only, especially considering the idea of getting support for the Board clerk from front-office staff (this idea was first brought up at the May Board meeting.)

With some of the staffing changes planned for the FY19 budget (i.e.: the Kids Club Coordinator also assisting with Administrative tasks), this could be a good opportunity to put some of the clerk tasks to a staff person. This would lighten the load of the volunteer Board clerk and also provide consistency in the duties of the clerk if staff assists.

Penny will talk with Amy about the above. Also, Dan suggested that the GABS committee might benefit from a teacher being a member.

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

6:15 pm – Meeting ended

Respectfully Submitted

Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES
5 June 2018

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

Meeting Start: 7:30 am

Location: HCCPS School, Lara's office

Domain Council Meeting Agenda:

BOT Meeting Agenda:

Finalizing board roles

Expanded appreciations section

FY19 budget

Recap of Annual Meeting

Equity Team Report

Education Domain Report

Parent Interview Process:

Perhaps we need to establish ground rules for participation in the parent interview portion of the hiring process. The Directors may work on a draft of some ground rules and get input from a parent or two that have been involved with the parent interview process in the past.

FY19 budget:

Not too many changes between last draft and this one. Put back 10K in PPE that had taken out earlier. The Fundraising line is up as the FOH had more funds in their account than we anticipated. The funds will be slated for specific items like another Artist in Residence, Chrome book replacement and professional development. Also there is a higher number for TAs as there will be more dedicated TAs for the Prisms. The graduate interns line also went up. Health insurance number and HRA (Health Reimbursement Account) line went up. (Health insurance costs actually decreased, but there will likely be more staff signing up for health insurance.) The SPED contingency line was reintroduced. We currently have a zero-balanced budget.

Clarification of front office help for clerk:

Amy Reesman worked out that it might be an average of 4-6 hours per month of front-office support for the clerk. In the summer, we may need to work out some extra staff hours or get different assistance as there are a few more time intensive tasks in the summer – board books, financial disclosures, new board member orientation.

Dan thinks we could make this work. But one question is how we might do minutes at the board meetings. Would that continue to be Meghan? Or perhaps Nicole could do it. This is TBD. (PL talk to Amy.)

Next Meeting:, June 20, 2018, at 5:15pm.

8:30am – Meeting ended

Respectfully Submitted

Penny Leveritt



Domain Directors Report to the Board of Trustees June, 2017

1. We have made progress with three search processes. We hired a reading specialist for one year, as our current reading specialist is taking a one-year leave of absence. We have identified two finalists for both the PE and Special Education teaching positions. The finalists completed staff and parent interviews. Decisions will be made later this week.
2. We completed two areas of self-study as part of Federal compliance monitoring—now referred to as “Tiered Focused Monitoring.” We conducted self-studies in areas of Special Education and Civil Rights as requested by DESE. There were several dozen specific areas where we examined our policies and practices. Next year, a team from DESE will review the self-studies, provide feedback, and have a scheduled visit to the school.
3. The Parent Satisfaction Survey was held in May. 132 parents responded, which, though of course we wish everyone would participate, is a good turnout for this kind of thing. The overarching message we received is that parents are happy with how the school is doing. Only 2 questions, those around volunteering, received less than a 4.0 overall rating in a system where statements are proposed like, "I generally understand the governance structure of the school", and answers are ranked from 1-5 with 5 being the highest agreement, 3 being neutral 1 being the strongest disagreement. The volunteer hour questions still rated over 3.5 and most of the concerns expressed will be addressed by the by law recently passed by the Board. There were lots of comments and those are not being examined and analyzed. Not very surprisingly, in such a varied community as ours, opposite viewpoints are expressed on many issues. A more detailed report will come soon.
4. Eighth graders presented their Eighth Grade Projects to the community. The projects are capstones to a Hilltown education, a graduation requirement, and a measure of fidelity to our charter that we document and submit to the state. A list of all 32 research questions is attached.
5. We hosted a Basic Rights in Special Education workshop. Our presenter came from the American Federation for Children with Special Needs.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

6. The Science Fair was organized by 2 parents, Kate Ewall and Tala Elia, this year and was a great success. 20 students from all age groups participated and even more joined in with their families just for the Egg Drop Challenge. Displays ranged from collections of natural objects to electronics, to biology, physics and chemistry. The students loved receiving feedback on their comment sheets which were filled by fellow students during the day and adults in the evening.

Hilltown Cooperative Charter Public School

Finance Committee Minutes Wednesday, May 30, 2018

Present: Carla Clark, Lisa Plaza, Dan Klatz, Kate Saccento, Maureen Mahar, Deb

Jacobson Regrets: Matthew Dube, Chris Greenfield

Topic	Discussion	Action(if necessary)
FY 19 Budget	The committee reviews the current version. PPE is still calculated using a conservative projection. Expenses are typical with some staffing increases, some salary increases, and increased fundraising money.	The committee recommends this budget to the BOT.
Review Capital Replacement Assessment	Lisa presented revised Capital Replacement Assessment. Looking for feedback: The new format breaks out total costs and then calculates annual resources necessary. Discussion regarding systems replacement fund versus the contingency fund. What exactly is the role of the contingency--what does insurance cover and what do we need to keep on hand.	Committee will revisit in the fall and draft some proposal for BOT

GABS Meeting Minutes: May 30th, 2018

5:00 PM - HCCPS

Attendees: Amy, Susannah, Deirdre

Attendees Remote: none

Regrets: Terra, Tim

Planned April Meeting Agenda

- How to celebrate/recognize outgoing board members
- How to celebrate/recognize outgoing president
- New member orientation

How to Celebrate/Recognize Outgoing Trustees

- Set aside time on the agenda
- Create a celebratory atmosphere at June BoT meeting
- VP can determine how to celebrate each outgoing Trustee and can enlist support if needed
- Should we do end of year celebration outside of the BoT meeting
- Do we set up a ½ meeting agenda for June, then move to an offsite area (maybe even start meeting at 6 pm)
- Ensure a newsletter blurb about outgoing Trustees

How to Celebrate Outgoing Board of Trustees President

- GABS agrees that we should have a special celebration for outgoing BoT Presidents
- GABS ensures/assigns a point person to coordinate the celebration
- Use Board line item in budget to purchase item for school to commemorate outgoing president
- Ensure newsletter blurb about outgoing president
- Secure BoT approval to establish this process moving forward

New Trustee Orientation

- Length of orientation (1 hour- 5:30 pm - 6:30 pm night of July BoT meeting)
- Communication to new board members
- Topics
 - Meeting days/times
 - Terms
 - 3-years (parents)
 - 2-years for community and staff members (and 1 year or 2 year subsequent terms)

- Total number of sequential years is 6 (staff can do a max of 3 years)
 - Total number of years a member may serve is 12 years (staff can do a max of 3 years)
- Board and Committee Structure
 - President, Vice President, Treasurer, Clerk
 - Domain Council (President, VP, and 3 school Directors)
 - GABS Committee
 - Finance Committee
 - Personnel Committee
 - On-Site Committee
 - Directors
 - FOH Liaison
 - Staff
- Missing meetings
- Open Meeting Law
- Consensus
- Board book orientation
- Meeting minutes (on website)
- Monthly board packets and expectations
- BOT Meeting flow (although they have attended a meeting- just a discussion of how the agenda is laid out)
- List keeping
- Other
 - No more than one partner or household member of any immediate family may serve on the BoT or same BoT committee at the same time
 - BOT members are considered special public employees by the state
 - Trustees may not participate in any decision which may result in their financial gain
 - Any Trustee who gains financially from the school must disclose this to the Board and in accordance with state law
- **Legal Requirements set forth by Commonwealth of Massachusetts**
 - Financial Disclosure Form- required annually (comes via email request)
 - Open Meeting Law Certification Statement- board members must review information on Open Meeting Law provided by the state and sign an electronic certification statement
 - Acknowledgement of Completion of Conflict of Interest Law Online Training Program- because we are considered special public employees by the state, we must all complete an online training course which covers conflict of interest law in Massachusetts

Possible Agenda Items for Next/Upcoming GABS Meeting:

- Board book content tied to orientation agenda
- Discuss roles and responsibilities for orientation

- Do we add committee chair responsibilities to July BoT agenda?
- Discuss possible ideas for BoT president commemoration
- Create Board proposal for outgoing Trustee celebrations
- How Does Proposal get to BoT

Upcoming Meeting Dates:

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



Dear School Leaders,

Please note this email will replace the school leader weekly this week.

I am writing to follow-up on last week's email (in case you missed it, I have included it below). We have been working internally (and with external partners) to identify the best path forward to ensure that this amendment does not advance and hamper our collective effort to provide high quality public school options to students and families across the Commonwealth.

We believe that the way to do this is to spend the next few weeks speaking with key members of the Legislature to express our concern with the Jehlen amendment. Our ask to you and your school board members is:

- Review [this list](#) of legislators and identify if you and/or your Board members have a relationship with the members on Tab 1 (these are our high priority members).
 - If you do, reach out to/call these members between now and June 12th using these [talking points](#).
 - Fill out [this short survey](#) after your call so that we can keep track of the number of touchpoints.
 - If you do not, review Tab 2 and find your school's respective legislator and reach out to/call them between now and June 12th using these [talking points](#).
 - Fill out [this short survey](#) after your call so that we can keep track of the number of touchpoints.

We are still waiting to receive the list of final members of the budget conference committee who will be tasked with resolving the two different versions of the budget that have passed, including this anti-charter amendment. As soon as we do, we will add them to this spreadsheet and we will email you to kindly ask that you review that list as well and follow the same steps.

In the meantime, Lori from the M&R team will also be identifying individuals in our network and reaching out to them directly. She will make sure to copy you/keep you in the loop.

Given the importance of this effort, we will be sending email updates to you all more frequently over the next few weeks.

Lastly, a number of you reached out after last week's email to let us know that you and your school community were willing/able to participate in whichever path we identified. Thank you in advance for doing that; Erica will follow-up with you shortly.

The next few weeks are critical in getting our message out; I hope everyone will take some time to identify the best way to support this collective effort.

Thank you,

Tim

Dear School Leaders,

I want to share an update on an emerging issue.

What happened?

Last night, the Senate adopted a budget amendment sponsored by State Senator Pat Jehlen (D-Somerville) that would place a moratorium on charter growth unless the legislature fully funds charter school reimbursement to districts.

This amendment would effectively give the legislature veto power over any future charter expansions/new schools if it simply decided to not fully fund the charter reimbursement -- even if

underfunded by \$1. Tellingly, today the Senate also rejected an amendment to significantly increase funding for the charter school reimbursement line item.

If we had any questions about the level of external challenge/risk the charter sector faces, we received confirmation of that risk last night and today. This is concerning, and we will work with our legislative team and elected officials as the Senate and House budgets go to conference to ensure that this amendment does not emerge from conference committee. We are in the process of learning more about the composition of the conference committee. Lastly, this situation also underscores the urgent need for us to continue to build out and invest in our advocacy and communications capabilities.

What is our position?

We are opposed to this amendment.

As a sector, we are strong supporters of fully funding charter reimbursement. We have advocated for full funding of the charter reimbursement in the past and will continue to advocate this position moving forward.

While Massachusetts leads the nation in K-12 education in many respects, we also have the third largest achievement gap in the nation. Over the last decade, Massachusetts charter public schools have been empirically proven to eliminate that gap and play an essential part in continuing to improve education outcomes for all students across the Commonwealth. Our children can't wait, and neither should we.

We've been contacted by the State House News service and we've provided the following statement. If contacted by additional outlets, we will share similar thoughts.

We understand that legislators are concerned about under-funding the charter reimbursement. We are strong supporters of fully funding the reimbursement, have advocated for fully funding it, and will continue to do so. This is something that only the Legislature and the Governor - not charter schools, operators, or families - can do.

We oppose this amendment, which would effectively prevent any future charter public school expansions and new schools if charter reimbursement is not fully funded -- even if it was underfunded by one dollar. In doing so, this measure would prevent the expansion of schools that research has proven are eliminating the achievement gap, and would ignore the tens of thousands of families who have signed up to attend charter public schools but been unable to get a seat.

The legislative process has a long way to go, and we will continue to share our perspective as the Senate and House budgets go to conference committee.

What do we need from you and/or your Board at this time?

As noted above, we are working to understand conference dynamics, but in the meantime, **it would be incredibly helpful if you could email [Erica Brown](#) by EOD Thursday to let us know if you and/or your school would be willing/able to help out if we identify a need to activate our collective community over the coming days/weeks** (e.g., action alert to send a letter/email or make phone calls to state legislators).

Thank you and we will continue to keep you updated.

Sincerely,

Tim



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