

Board of Trustees  
Hilltown Cooperative Charter Public School



FY 2017/2018 Coordinator Salary Proposal

Priority Level: High

Presented by Andi Porter, Steve Hoyt, Amy Reesman

February 8th, 2017

**FY 2017**

The Coordinator Salary Review Subcommittee proposes that the BOT votes to approve a 2017 FY salary adjustment of \$5,927.98 for the Administrative and Educational Coordinators, as well as a FY 2017 salary adjustment of \$2,668.89 for the Community Coordinator. Their final FY 2017 salaries, retroactive to the beginning of FY17, will be as follows:

- Administrative Coordinator- \$90,101.98
- Educational Coordinator- \$90,101.98
- Community Coordinator- \$40,545.89

This proposal will bring our Coordinator salaries up to 95% of the average salary for local school principals in FY 2016 + 2%. The budget impact will be a total expense of \$14,524.85.

**FY2018**

The Coordinator Salary Review Subcommittee proposes that the BOT votes to increase the salaries by 2% to attempt to keep our Coordinator salaries at an estimated 95% of the salary for local principals in FY 2018, depending on the FY 2018 budget. During the 2018 budgeting process, the following salaries will be assumed:

- Administrative Coordinator- \$91,904.02
- Educational Coordinator- \$91,904.02
- Community Coordinator- \$41,356.81

The BOT understands that this is a goal, and that the budgeting process should assume these salaries as a starting point. If this requires drastic cuts to core school operations, then these salary amounts can be adjusted as appropriate.

The Coordinator Salary Review Subcommittee utilized the approved Coordinator Salary Evaluation Process to develop this recommendation.

Problems/Consenting Views:

1. Recommendation must fit within the school budget, and making these adjustments could impact other operational areas
2. We are not proposing to bring the Coordinator salaries up to 100% of the average of salary paid to school principals in the area

## Parent Satisfaction Survey 2016-7

### 1. General Information

**Thank you very much for taking the time to answer this survey. We truly appreciate what you have to say and use your responses to work to make the school a better place for all of us.**

**Everyone who completes this and chooses to leave their name will be entered in a drawing for a collection of special Hilltown goodies at the Annual Meeting in the spring.**

1. Name (optional)

\* 2. My family has been at Hilltown for this many years:

- 1
- 2
- 3-5
- 6-10

\* 3. My children are in the following classes this year:

(mark all that apply)

- Indigos
- Blues
- Greens
- Yellows
- Oranges
- Reds
- Purples
- Prisms

# Parent Satisfaction Survey 2016-7

## 2. Educational Program

1. I generally understand the educational approach used at HCCPS

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

I would like to know more about the following areas of the program:

2. My child experiences an appropriate level of academic engagement.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

Would you like to comment on any particular curricular areas or studies?

3. The amount of arts and academic curriculum integration at school is

- too little
- just right
- too much
- no opinion

4. I am satisfied with the amount and quality of cross-age, community building experiences throughout the school.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

5. The school succeeds in creating an overall positive social and emotional environment for students

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

6. Behavioral expectations at the school are clear

strongly disagree

disagree

neither

agree

strongly agree

N/A

7. I feel that the school is a physically safe place for my child.

strongly disagree

disagree

neither

agree

strongly agree

N/A

8. The current format of the HCCPS progress reports helps me understand my child's school experiences and his/her achievement.

strongly disagree

disagree

neither

agree

strongly agree

N/A

# Parent Satisfaction Survey 2016-7

## 3. Cooperative Structure and Administration

1. I understand the school's basic governance structure.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

2. The newsletter, e-mail notices and the mailboxes combine to create a good communication system within the school.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

3. Communication from and with the administration staff is easy and adequate.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

4. I am aware of how to find to all of the information I need about the following:

|  | Mostly Agree          | Somewhat Agree        | Mostly Disagree       |
|--|-----------------------|-----------------------|-----------------------|
| Daily operations - forms, procedures etc.    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| School finances                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ways that families can participate at school | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| After-school program options                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Do you have any comments about the overall management of the school?

6. Communication from and with teachers is easy and adequate.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

7. The school has built a strong sense of community among students, staff and families.

strongly disagree      disagree      neither      agree      strongly agree      N/A

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

8. Four hours of volunteer time per month (40 hrs. per year) is a reasonable expectation of parents in this kind of cooperative school.

strongly disagree      disagree      neither      agree      strongly agree      N/A

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

If not 40 hours per year, what would you suggest as a better amount to have as a goal.

9. I know how to offer volunteer time at Hilltown if I want to.

strongly disagree      disagree      neither      agree      strongly agree      N/A

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

What would be a method of communication that would help you know better how to volunteer?

10. I volunteer for the school in some way every year.

- at least once a year
- 10 hours or more
- 20 hours or more
- 40 hours or more
- 60 hours or more
- sorry, I don't volunteer

11. Please add any comments you have on this section.

4. Fundraising

1. I feel inspired and encouraged to donate money to the school.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

2. I know how to help with fundraising for the school if I want to.

|                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        |
| <input type="radio"/> |

3. I know how to donate to the school if I choose to.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| strongly disagree     | disagree              | neither               | agree                 | strongly agree        | N/A                   |
| <input type="radio"/> |

Do you have any comments about fundraising at Hilltown?

5. Open-ended Questions

**This is the last page of the survey - thank you so much for taking the time to respond. If you would like to enable us to respond directly to any of your comments, please return to the top of the survey and make sure you have included your name.**

1. Would you recommend this school to others

- Yes
- No
- It depends

Comments:

2. Please tell us any other suggestions you have to make the school a better place for you and your children?

3. Is there anything else you would like us to know?

**Hilltown Co-op Charter Public School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2016

|  | Jul - Dec 16 | Budget    | \$ Over Budget | % of Budget |
|--|--------------|-----------|----------------|-------------|
| <b>Ordinary Income/Expense</b>           |              |           |                |             |
| <b>Income</b>                            |              |           |                |             |
| <b>State Sources</b>                     | 1,320,948    | 2,612,440 | -1,291,492     | 51%         |
| <b>State Grants-DOE Administered</b>     | 16,640       | 53,626    | -36,986        | 31%         |
| <b>Friends of HCCS Grant</b>             |              | 1,500     | -1,500         |             |
| <b>Private Grants</b>                    | 2,472        | 2,000     | 472            | 124%        |
| <b>Fundraising Income</b>                | 20,565       | 43,100    | -22,535        | 48%         |
| <b>Other sources</b>                     | 19,214       | 50,200    | -30,986        | 38%         |
| <b>Kid's Club Income</b>                 | 39,388       | 78,000    | -38,612        | 50%         |
| <b>Student Activity Fees</b>             | 4,423        | 11,000    | -6,578         | 40%         |
| <b>Miscellaneous Income</b>              | 976          | 1,000     | -24            | 98%         |
| <b>Total Income</b>                      | 1,424,625    | 2,852,866 | -1,428,241     | 50%         |
| <b>Expense</b>                           |              |           |                |             |
| <b>Personnel Costs</b>                   | 929,761      | 2,303,149 | -1,373,388     | 40%         |
| <b>Consultant &amp; Other Svcs-Fixed</b> | 44,204       | 100,200   | -55,996        | 44%         |
| <b>Consultant &amp; Other Svcs</b>       | 6,454        | 19,800    | -13,346        | 33%         |
| <b>Occupancy</b>                         | 193,843      | 329,295   | -135,452       | 59%         |
| <b>Supplies</b>                          | 19,041       | 35,920    | -16,879        | 53%         |
| <b>Equipment</b>                         | 10,268       | 17,000    | -6,732         | 60%         |
| <b>Grant-funded expenses</b>             | 1,534        | 4,500     | -2,966         | 34%         |
| <b>Other expenses</b>                    | 32,009       | 52,597    | -20,588        | 61%         |
| <b>Coordinator Discretionary Fund</b>    | 473          | 2,500     | -2,027         | 19%         |
| <b>Total Expense</b>                     | 1,237,587    | 2,864,961 | -1,627,374     | 43%         |
| <b>Net Ordinary Income</b>               | 187,038      | -12,095   | 199,133        | -1,546%     |
| <b>Other Income/Expense</b>              |              |           |                |             |
| <b>Other Expense</b>                     |              |           |                |             |
| <b>BOT approved Exp Related</b>          | 32,732       | 50,000    | -17,268        | 65%         |
| <b>Total Other Expense</b>               | 32,732       | 50,000    | -17,268        | 65%         |
| <b>Net Other Income</b>                  | -32,732      | -50,000   | 17,268         | 65%         |
| <b>Net Income</b>                        | 154,305      | -62,095   | 216,400        | -248%       |

**Hilltown Co-op Charter Public School**  
**Balance Sheet**  
As of December 31, 2016

|  | Dec 31, 16       | Sep 30, 16       | Dec 31, 15       |
|--|------------------|------------------|------------------|
| <b>ASSETS</b>                          |                  |                  |                  |
| <b>Current Assets</b>                  |                  |                  |                  |
| <b>Checking/Savings</b>                |                  |                  |                  |
| Easthampton Savings                    | 863,045          | 871,350          | 827,651          |
| Florence Savings                       | 303              | 303              | 303              |
| <b>Total Checking/Savings</b>          | <b>863,348</b>   | <b>871,653</b>   | <b>827,954</b>   |
| <b>Other Current Assets</b>            |                  |                  |                  |
| Suspense                               | 0                | 36               | 524              |
| Prepaid Expenses                       | 0                | 0                | 137              |
| Security Deposit                       | 6,030            | 22,424           | 5,689            |
| <b>Total Other Current Assets</b>      | <b>6,030</b>     | <b>22,460</b>    | <b>6,350</b>     |
| <b>Total Current Assets</b>            | <b>869,378</b>   | <b>894,113</b>   | <b>834,303</b>   |
| <b>Fixed Assets</b>                    |                  |                  |                  |
| Property 1-3 Industrial Pkwy           | 3,790,223        | 3,776,933        | 0                |
| Accum. Depreciation - Buildi...        | -20,733          | -10,367          | 0                |
| Pledge Receivable                      | 100              | 100              | 9,280            |
| Leasehold Imp. - Easthampton           | 0                | 0                | 225,794          |
| Property and Equipment                 | 6,500            | 6,500            | 6,500            |
| Accumulated Depreciation - ...         | -2,600           | -2,275           | -650             |
| Accumulated depreciation -LI           | 0                | 0                | -5,410           |
| <b>Total Fixed Assets</b>              | <b>3,773,490</b> | <b>3,770,891</b> | <b>235,514</b>   |
| <b>TOTAL ASSETS</b>                    | <b>4,642,867</b> | <b>4,665,004</b> | <b>1,069,817</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                  |                  |                  |
| <b>Liabilities</b>                     |                  |                  |                  |
| <b>Current Liabilities</b>             |                  |                  |                  |
| <b>Accounts Payable</b>                |                  |                  |                  |
| Accounts Payable                       | 29,246           | 34,108           | 28,695           |
| <b>Total Accounts Payable</b>          | <b>29,246</b>    | <b>34,108</b>    | <b>28,695</b>    |
| <b>Credit Cards</b>                    |                  |                  |                  |
| VISA                                   | 0                | 827              | 250              |
| <b>Total Credit Cards</b>              | <b>0</b>         | <b>827</b>       | <b>250</b>       |
| <b>Other Current Liabilities</b>       |                  |                  |                  |
| Payroll Liabilities                    | -14,340          | -15,520          | -8,435           |
| <b>Total Other Current Liabilit...</b> | <b>-14,340</b>   | <b>-15,520</b>   | <b>-8,435</b>    |
| <b>Total Current Liabilities</b>       | <b>14,906</b>    | <b>19,415</b>    | <b>20,509</b>    |
| <b>Long Term Liabilities</b>           |                  |                  |                  |
| Note Payable - USDA                    | 3,537,742        | 3,550,000        | 0                |
| <b>Total Long Term Liabilities</b>     | <b>3,537,742</b> | <b>3,550,000</b> | <b>0</b>         |
| <b>Total Liabilities</b>               | <b>3,552,648</b> | <b>3,569,415</b> | <b>20,509</b>    |

02/03/17

# Hilltown Co-op Charter Public School

## Balance Sheet

As of December 31, 2016

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|                                       | <u>Dec 31, 16</u>       | <u>Sep 30, 16</u>       | <u>Dec 31, 15</u>       |
|---------------------------------------|-------------------------|-------------------------|-------------------------|
| <b>Equity</b>                         |                         |                         |                         |
| Res'd for Bldng Prchse Cons...        | 0                       | 0                       | 5,000                   |
| Res'd for Expansion Related           | 17,455                  | 17,455                  | 3,646                   |
| Res'd for Capital Building Fu...      | 0                       | 0                       | 264                     |
| Contingency Fund                      | 267,344                 | 267,344                 | 261,765                 |
| Investments in Fixed Assets           | 206,725                 | 206,725                 | 219,914                 |
| Undesignated Fund Balance             | 444,390                 | 444,390                 | 317,665                 |
| Net Income                            | 154,305                 | 159,675                 | 241,053                 |
| <b>Total Equity</b>                   | <u>1,090,219</u>        | <u>1,095,589</u>        | <u>1,049,308</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>4,642,867</u></u> | <u><u>4,665,004</u></u> | <u><u>1,069,817</u></u> |

| <b>FY 17 HCCPS Budget</b>             |  |  |  |  |                  |  |                  |
|---------------------------------------|--|--|--|--|------------------|--|------------------|
| approved 6.2016                       |  |  |  |  |                  |  |                  |
| <b>revision proposed 2.17 in BOLD</b> |  |  |  |  |                  |  |                  |
|                                       |  |  |  |  |                  |  | Proposed         |
|                                       |  |  |  |  |                  |  | Revisions        |
|                                       |  |  |  |  |                  |  | <b>E</b>         |
|                                       | <b>INCOME</b>                                  |  |  |  | <b>C</b>         |  | <b>E</b>         |
|                                       |  |  |  |  | Approved 6.8.16  |  | 2/3/2017         |
|                                       |  |  |  |  | <b>1 mo rent</b> |  |                  |
| 1                                     | State Per Pupil Tuition                        |  |  |  | 2,612,440        |  | <b>2,704,074</b> |
| 2                                     | Grants- Mass DOE SPED 240                      |  |  |  | 29,637           |  | <b>33,582</b>    |
| 3                                     | Grants- Mass DOE 140, Title II,A               |  |  |  | 3,751            |  | <b>4,028</b>     |
| 4                                     | Grants- Mass DOE Title I 305                   |  |  |  | 13,727           |  | <b>13,016</b>    |
| 5                                     | Grants- MASS DOE 274                           |  |  |  | 3,000            |  | 3,000            |
| 7                                     | Community Foundation Class Grants              |  |  |  | 2,000            |  | 2,000            |
| 8                                     | Friends of HCCPS Rolling Arts Grants           |  |  |  | 1,500            |  | 1,500            |
| 9                                     | Field Trip Fund                                |  |  |  | 7,600            |  | 7,600            |
| 11                                    | Fundraising-pizza                              |  |  |  | 3,000            |  | 3,000            |
| 12                                    | Fundraising - general                          |  |  |  | 30,000           |  | <b>25,000</b>    |
| 13                                    | Kids Club Income                               |  |  |  | 78,000           |  | 78,000           |
| 14                                    | Student Activity Fees-                         |  |  |  | 11,000           |  | 11,000           |
| 15                                    | Medicaid/SPED Income                           |  |  |  | 20,000           |  | 20,000           |
| 16                                    | Misc Income                                    |  |  |  | 1,000            |  | 1,000            |
| 17                                    | Interest income                                |  |  |  | 1,200            |  | 1,200            |
| 18                                    | School Lunch receipts                          |  |  |  | 15,000           |  | 15,000           |
| 19                                    | Special Field Trip Fundraising                 |  |  |  | 14,000           |  | 14,000           |
| 20                                    | Winter Fair                                    |  |  |  | 7,500            |  | 7,500            |
| 21                                    | <b>Total Income</b>                            |  |  |  | <b>2,854,355</b> |  | <b>2,944,500</b> |
|                                       |  |  |  |  |                  |  |                  |
|                                       | <b>EXPENSES</b>                                |  |  |  |                  |  |                  |
|                                       | <b>Personnel</b>                               |  |  |  |                  |  |                  |
| 22                                    | Teachers - all teachers, S/L, PE               |  |  |  | 1,198,209        |  | 1,198,209        |
| 23                                    | Teaching Assistants- TA hrs- classroom         |  |  |  | 151,760          |  | <b>164,360</b>   |
| 24                                    | Graduate Interns x3                            |  |  |  | 30,000           |  | 30,000           |
| 25                                    | Kids Club/Recess Coordinator .4                |  |  |  | 11,341           |  | 11,341           |
| 26                                    | Kids Club staff                                |  |  |  | 16,005           |  | 16,005           |
| 27                                    | Substitutes                                    |  |  |  | 11,000           |  | 11,000           |
| 28                                    | Administrative Coordinator                     |  |  |  | 84,174           |  | 84,174           |
| 29                                    | Education Coordinator                          |  |  |  | 84,174           |  | 84,174           |
| 30                                    | Community Coordinator-.6 fte                   |  |  |  | 37,877           |  | 37,877           |
| 31                                    | Student Services Coordinator- step 12 plus 10% |  |  |  | 68,516           |  | 68,516           |
| 32                                    | Administrative Assistant                       |  |  |  | 41,138           |  | 41,138           |
| 33                                    | Bookkeeper/Purchasing agent-.80 fte            |  |  |  | 43,281           |  | 43,281           |
| 34                                    | Nurse/Health Educator -.9 fte                  |  |  |  | 48,245           |  | 48,245           |
| 35                                    | Counselor- 1.fte                               |  |  |  | 62,288           |  | 62,288           |
| 36                                    | Tech Teacher/Coordinator (on teach grid)       |  |  |  | 44,049           |  | 44,049           |
| 37                                    | Student Activites Staff                        |  |  |  | 900              |  | 900              |
| 39                                    | Longevity Pay                                  |  |  |  | 8,000            |  | 8,000            |
| 40                                    | Stipends- expansion,curriculum                 |  |  |  | 1,000            |  | 1,000            |
| 41                                    | Payroll subtotal                               |  |  |  | 1,941,956        |  | <b>1,954,556</b> |
| 42                                    | Medicare- everyone-.0145                       |  |  |  | 28,200           |  | <b>28,341</b>    |
| 43                                    | FICA- non MTRS-.062                            |  |  |  | 33,552           |  | <b>26,486</b>    |
| 44                                    | SUTA-.004- everyone/.003 2015/.002 2016        |  |  |  | 3,890            |  | <b>3,909</b>     |
| 45                                    | UHC-.0048 everyone/capped @ 1st 14,000         |  |  |  | 6,000            |  | <b>1,904</b>     |
| 46                                    | Health Insurance                               |  |  |  | 238,550          |  | 238,550          |
| 47                                    | HRA  |  |  |  | 26,000           |  | 26,000           |

|    |  |  |           |  |                |
|----|--|--|-----------|--|----------------|
| 48 | Health Diversion Benefit                   |  | 11,000    |  | <b>14,000</b>  |
| 49 | Workers Compensation                       |  | 13,000    |  | <b>15,000</b>  |
| 50 | College Credit Reimbursement               |  | 1,000     |  | 1,000          |
| 51 | Total Personnel Costs                      |  | 2,303,148 |  | 2,309,746      |
|    | <b>Consultants and Outside Services</b>    |  |           |  |                |
| 52 | FSA/HRA Administrative Cost                |  | 2,200     |  | 2,200          |
| 53 | Accounting Consultant                      |  | 1,000     |  | 1,000          |
| 55 | Auditor                                    |  | 8,000     |  | 8,000          |
| 56 | Americorps x2                              |  | 18,000    |  | 18,000         |
| 57 | SPED Contractors - OT/PT, psychologist     |  | 60,000    |  | 60,000         |
| 58 | SPED Advisor                               |  | 1,000     |  | 1,000          |
| 59 | Summer SPED services                       |  | 4,000     |  | <b>1,960</b>   |
| 60 | Administrative Services- grading, SEMS,SIF |  | 3,000     |  | 3,000          |
| 61 | Payroll Service                            |  | 3,000     |  | 3,000          |
| 62 | Professional Development                   |  | 8,500     |  | 8,500          |
| 63 | Curriculum Consultants                     |  | 7,000     |  | 7,000          |
| 64 | Child Care Services                        |  | 300       |  | 300            |
| 65 | Legal Fees                                 |  | 4,000     |  | 4,000          |
| 66 | subtotal                                   |  | 120,000   |  | <b>117,960</b> |
|    | <b>Occupancy-</b>                          |  |           |  |                |
| 67 | Insurance                                  |  | 28,000    |  | <b>23,877</b>  |
| 68 | Cleaning Services                          |  | 40,600    |  | 40,600         |
| 69 | Trash Removal                              |  | 3,600     |  | 3,600          |
| 70 | Minor Repair/Maintenance                   |  | 10,863    |  | 10,863         |
| 71 | Fire/Sprinkler Alarm Services              |  | 1,500     |  | 1,500          |
| 72 | Copier Service Contract                    |  | 2,500     |  | 2,500          |
| 73 | Copier Rental                              |  | 3,792     |  | 3,792          |
| 74 | Telephone                                  |  | 1,200     |  | 1,200          |
| 75 | Electric                                   |  | 25,375    |  | 25,375         |
| 76 | Internet                                   |  | 1,695     |  | 1,695          |
| 77 | Heat                                       |  | 7,000     |  | 7,000          |
| 78 | HVAC Maint                                 |  | 7,105     |  | 7,105          |
| 79 | Elevator Maint                             |  | 2,760     |  | 2,760          |
| 80 | Real Estate Taxes ***                      |  | 6,400     |  | <b>6,436</b>   |
| 81 | Water Sewer Fees                           |  | 2,500     |  | <b>4,000</b>   |
| 82 | Landscaping                                |  | 4,200     |  | 4,200          |
| 83 | Depreciation                               |  | 0         |  | <b>42,766</b>  |
| 84 | Management Fee                             |  | 500       |  | <b>1,250</b>   |
| 85 | Plowing                                    |  | 7,105     |  | 7,105          |
| 86 | Rent                                       |  | 161,994   |  | <b>62,500</b>  |
| 87 | Interest Expense USDA                      |  |           |  | <b>74,000</b>  |
| 88 | subtotal                                   |  | 318,689   |  | <b>334,124</b> |
|    | <b>Supplies</b>                            |  |           |  |                |
| 87 | Household Supplies                         |  | 5,500     |  | 5,500          |
| 88 | Educational Supplies                       |  | 19,620    |  | 19,620         |
| 89 | PE/Playground supplies                     |  | 1,000     |  | 1,000          |
| 90 | Office Supplies                            |  | 3,500     |  | 3,500          |
| 91 | Testing/Evaluation Supplies                |  | 3,500     |  | 3,500          |
| 92 | Postage                                    |  | 1,500     |  | 1,500          |
| 93 | Printing                                   |  | 600       |  | 600            |
| 94 | Food                                       |  | 700       |  | 700            |
| 95 | sub total                                  |  | 35,920    |  | 35,920         |

|   |   |  |  |  |           |  |  |           |
|---|---|--|--|--|-----------|--|--|-----------|
|   |   |  |  |  |           |  |  |           |
|   | <b>Equipment</b>                                      |  |  |  |           |  |  |           |
| 96  | Minor Equipment<\$500 ,                               |  |  |  | 3,000     |  |  | 3,000     |
| 97  | SPED Equipment  |  |  |  | 6,000     |  |  | 6,000     |
| 98  | Tech Repair/Replacement                               |  |  |  | 8,000     |  |  | 8,000     |
| 99  | subtotal  |  |  |  | 17,000    |  |  | 17,000    |
|   | <b>Miscellaneous</b>                                  |  |  |  |           |  |  |           |
| 100   | Kids Club Program Expenses                            |  |  |  | 3,500     |  |  | 3,500     |
| 101   | Student Activity Expenses includes dances, sports, sl |  |  |  | 5,000     |  |  | 5,000     |
| 102   | Special 6-8th grade Trip Expenses                     |  |  |  | 6,000     |  |  | 6,000     |
| 103   | Advertising   |  |  |  | 1,000     |  |  | 1,000     |
| 104   | Travel  |  |  |  | 500       |  |  | 500       |
| 105   | Graduation Expenses                                   |  |  |  | 800       |  |  | 800       |
| 106   | Miscellaneous   |  |  |  | 1,000     |  |  | 1,000     |
| 107   | Community Domain Expenses                             |  |  |  | 2,000     |  |  | 2,000     |
| 108   | MCPSA Dues  |  |  |  | 5,098     |  |  | 5,098     |
| 109   | School lunch expense                                  |  |  |  | 17,500    |  |  | 17,500    |
| 110   | Friends of HCCPS Class Grants                         |  |  |  | 1,500     |  |  | 1,500     |
| 111   | Community Service Projects                            |  |  |  | 1,000     |  |  | 1,000     |
| 112   | Field Trips   |  |  |  | 7,600     |  |  | 7,600     |
| 114   | Fingerprinting  |  |  |  | 500       |  |  | 0         |
| 115   | Community Foundation Grant expenses                   |  |  |  | 2,000     |  |  | 2,000     |
| 116   | Coordinator's Discretionary Fund                      |  |  |  | 2,500     |  |  | 2,500     |
| 117   | Winter Fair Expenses                                  |  |  |  | 2,100     |  |  | 2,100     |
| 118   | subtotal  |  |  |  | 59,598    |  |  | 59,098    |
|   | <b>119 Total operating expenses</b>                   |  |  |  |           |  |  |           |
|   |   |  |  |  | 2,854,355 |  |  | 2,873,848 |
|   | <b>120 Over/Under</b>                                 |  |  |  |           |  |  |           |
|   |   |  |  |  | 0         |  |  | 70,652    |
| Notes: new salary scales; 4% on non-grid staff; ; new SPED Admin; |   |  |  |  |           |  |  |           |
| 3 graduate interns  |   |  |  |  |           |  |  |           |
| *** see memo  |   |  |  |  |           |  |  |           |

To: Board of Trustees

From: Amy Aaron, Administrative Coordinator

RE: Real Estate Taxes

2/3/2017

During the week of Jan16, 2017 we received the property tax bill for our property. It included the results of a new assessment which the city does every 3 years, resulting in a near doubling of the taxes. It also included interest on the unpaid 2<sup>nd</sup> quarter tax bill of \$227.

I had been in intermittent contact with the Easthampton tax assessor, sharing differing opinions as to our tax liability since our building purchase. After consultation with the 2 attorneys we usually work with I consulted a tax attorney. She was finally able to clarify that indeed, we are responsible for all of FY 17 property tax.

I paid the 2<sup>nd</sup> and 3<sup>rd</sup> quarter bills, plus interest that had accrued on the 2<sup>nd</sup> quarter unpaid bill , without prior Board approval in order to avoid further interest charges. This should be considered a Contingency Fund expense.

Because this tax expense is a one-time occurrence, paid from the Contingency Fund and specifically tied to the purchase of the building, it does not belong in the operating budget. In the 3<sup>rd</sup> quarter financials this expense will be reflected "below the line" in Other Board approved Expenses.

Action needed by the Board of Trustees:

1. Retroactively approve the payment of real estate taxes and interest out of the Contingency Fund as a one-time purchase related expense.
2. Restore the Contingency Fund to its entire 12% of operating budget level by transferring the remainder from the Undesignated Fund Balance.

## DOMAIN COUNCIL MEETING MINUTES

25 January 2017

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

8:30 pm – Meeting began

Location: Dan Klatz Office, HCCPS School

BOT Agenda: We determined an agenda for the February BOT meeting. Meeting topics include: Coordinator Salary Recommendation, 2<sup>nd</sup> Quarter Financials, Budget Revisions, Site Visit Report review, BOT communication protocols, School satisfaction survey, GABS Visit/Discussion (LRP and By Law changes).

Coordinator Evaluation: School Satisfaction Survey: DC discusses the school satisfaction survey as part of the overall coordinator evaluation process. One idea is to require a comment if someone answers with a “strongly disagrees” answers. This will provide us with appropriate context. We will include the current school satisfaction survey in the Feb BOT packet to see if any board members have anything to add/modify.

Coordinator Titles: Domain discussed new titles for the three “coordinators”. Because of the introduction of new roles, such as the Student Services Coordinator, it seems appropriate to use the title of Director for the three domains. For example: Director of Teacher and Learning, Director of Administration, Director of Community and Family Involvement. This may come to the BOT as a proposal in March.

9:30 pm – Meeting ended

Respectfully Submitted,  
Scott Remick



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

## **Domain Coordinators Report to the Board of Trustees February, 2017**

1. Results of this year's Iowa Tests of Basic Skills are attached. Generally speaking, we met our goal of being in the top quartile in all test areas. Included is some longitudinal data for grades 5-8.
2. Our numbers of students either in Special Education or on 504 Accommodation Plans has increased since the beginning of the year. Currently, we have 41 students on IEPs with another 4 in the referral process, and 12 students on 504 plans. That means that currently, around 25% of our students have some documented disability.
3. The Martin Luther King Jr Day Celebration this year was somewhat different from years past as it brought a focus to the ways that the work of Dr. King continues in our community and our school. Most of the songs we sang were of the Civil Rights era, but we added in some more current ones as well. Each class offered a contribution, as usual, but this year, in addition to the historical reflection and remembrance, some students also spoke to the ways that they see social justice and service around them in their lives including references to our school's mission statement.
4. Our Annual Open House was wildly successfully- the biggest crowd ever. The lottery will be held on February 9. We have over 250 applicants for the lottery which will again be done with randomizing software. We seem to have a record number of siblings of current students across the grade span.
5. While there are potentially a number of anti-charter bills introduced in the legislature this year, most of which target specific regulatory autonomies, MCPSA is guardedly optimistic that they will not see much action.
6. As you will see during the budget modification discussion we lost the legal battle regarding property tax payments for the last 3 quarters of this fiscal year. And the city reassessed the building, resulting in a near doubling of our tax liability. The assessment is still lower than our purchase price and there is agreement that we will no longer have a tax liability starting July 1, 2017. Win some, lose some.

Finance Committee Meeting February 3, 2017 8:20 am Hilltown Cooperative Charter Public School

Present: Amy Aaron, Dan Klatz, Deb Jacobson, Maureen Mahar, David Starr/Chair  
Absent: Chris Greenfield

#### A. FY17 2nd Quarter Financials + Balance Sheet

The FY17 Q2 financials & balance sheet were discussed and approved for presentation to the Board with one change. A column will be added to show the original Board approved budget as well as the proposed revisions.

There will be a change in the presentation of the balance sheet at the Finance Committee meetings and BOT meeting. The balance sheet will show 3 columns, current quarter balance sheet, previous quarter balance sheet and the balance sheet for the quarter from one year prior to current quarter.

This year's unanticipated real estate tax liability for the entire year is a one time payment which needed to be paid prior to the Feb BOT meeting. It is proposed that the money be drawn from the contingency fund since it is a sizable one time payment and was paid without prior BOT approval. It will be noted in the budget as a footnote.

This is the first time money has been drawn from the Contingency Fund. The funds will immediately be returned to the Contingency Fund from the Undesignated Fund Balance to maintain its Board mandated 12% of current year's budget level.

#### B. Coordinator Salary Review Recommendation

The Finance Committee after discussion and consideration of 8 year financial impacts recommend that the coordinators' salaries be calculated at 95% of comparative salaries in other school districts and charter schools in FY17 + FY18. The increase for the coordinators should be retroactive to the beginning of FY17. This will have approximately a \$20,000 impact on the current year's budget.

Next Meeting is March 3, 2017 at 8:20.

The April 6 meeting has been re-scheduled. It will be on March 31 at 8:20.

Meeting was adjourned at 9:35.

**Friends of Hilltown Meeting**  
**Dec 13, 2016**  
**Meeting Commences 6:41 pm**

**Present:** Carolyn Hazen, Barbara Oegg, Andi Porter, Myssie Casinghino

**Minutes Approval**

November minutes approved

**General**

Long term project - develop job responsibilities

Carolyn responsible for contacting Deirdre with meeting time changes.

Van update - school in process of looking for vehicle to purchase

Andi will ask Dan if we can have space in office for FOH file cabinet

Myssie will ask MaryEllen about heading Grandparents Day and helping with Artspark

**Annual Fund**

Distribution of flyers discussed

Andi will stuff mailboxes

Myssie will contact Monique for mailing list

Andi will search her data base for additional addresses

Myssie will contact Diane Hobbs to help with mailing

Expected mail date, by end of year

**Artspark**

Barbara and Carolyn went to Off the Map party to check out space. Determined that space is too small and chopped up to work for our event.

Other space options

Gateway City Arts-Carolyn will call

Boylston Room-Myssie will call

Artspark will feature, Adult II Teatro, wine and beer pull, food and drink themed auction/raffle.

Carolyn will contact Eva to see if she is interested in helping this year.

Carolyn will draft announcement for newsletter after Jan 1 looking for help and acts

Get list of names of people interested in helping with Artspark from Deirdre

**Members/Location**

Carl Faille has resigned

Barbara will communicate with members to remind them when meetings are.

Need to recruit new members

Will meet at school for next meeting

**Agenda Items for Next Mtg**

Long term projects

Artspark update

Next meeting Tues, 1/17/17 @ 6:30pm @ school

Meeting adjourned at 7:43

**Friends of Hilltown Meeting**  
**Nov 22, 2016**  
**Meeting Commences 6:45 pm**

**Present:** Carolyn Hazen, Barbara Oegg, Andi Porter, Myssie Casinghino

**Minutes Approval**

Andi proposes approval of Sept and Oct minutes with amendment to Oct. minutes. All in favor. October minutes to indicate all Officers were voted in.

**General**

Need to determine date for joint meeting with BOT. Andi will propose following dates, 1/31/17, 2/7/17, 2/28/17. We will meet at Barbara's office.

Can we move file cabinet to teachers lounge for better access?

Myssie will connect with Carla r.e. ordering new cabinet.

Barbara will work on promoting Amazon Smile through social media.

**Annual Fund**

Rcvd. pledge of \$5000 over 5 years.

Andi will make thank you phone call.

Dianne Hobbs available to write thank you notes.

Need to determine find raising goal (what we are raising \$ for)

Need to develop mailing piece with Seth Gregory, Carl has not followed up as planned.

Have Seth update last years mailing with current info and new colors and imagery.

Andi will send email to ask for Seth's help.

Andi and Carolyn will review proof for mailing.

**Winter Fair**

Barbara spoke with Deirdre regarding Winter Fair and FSB Ballot. Barbara will gather supplies from FSB and create sign up for day of Winter Fair.

Jen Marshall available to help with ballots on day of Winter Fair.

Barbara will recreate Menu of Giving for WF.

**Budget**

Budget still a working document, awaiting approval.

Myssie will contact Monique for Excel sheets of new families to import into Quickbooks

Look into Qbox to sync Quickbooks files.

**Artspark**

Barbara will contact Deirdre to change date for Artspark to April 1st.

**Agenda Items for Next Mtg**

Joint mtg date

Winterfair debrief

Artspark theme, venue and entertainment ideas.

Next meeting Tues, 12/13/17 @ 6:30pm  
Jan and Feb mtgs. TBD

Meeting adjourned at 8:23

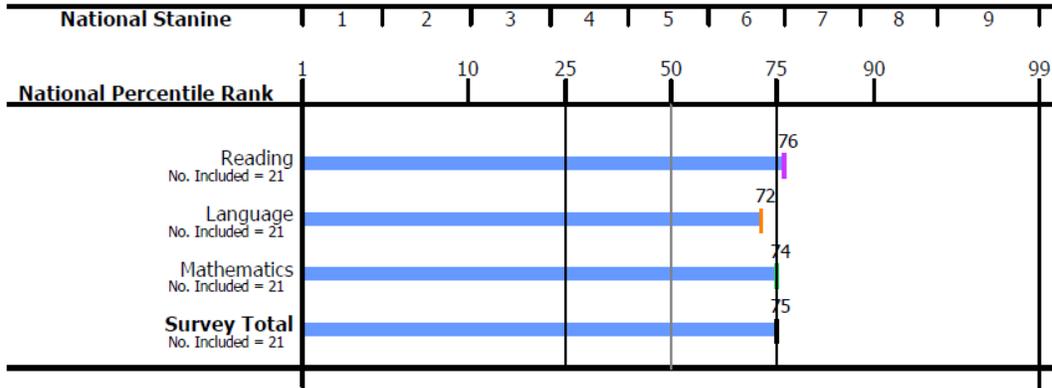
## Group Display

Iowa Tests of Basic Skills (ITBS)  
 Form: A  
 Test Date: 12/05/2016  
 Norms: 12/01 2005

Grade: 3 Level: 9  
 Building: Hilltown Charter

System: Hilltown Charter  
 State: MA

Disaggregation: All Students  
 Score Type: National Percentile Rank  
 Admin. Type: Print



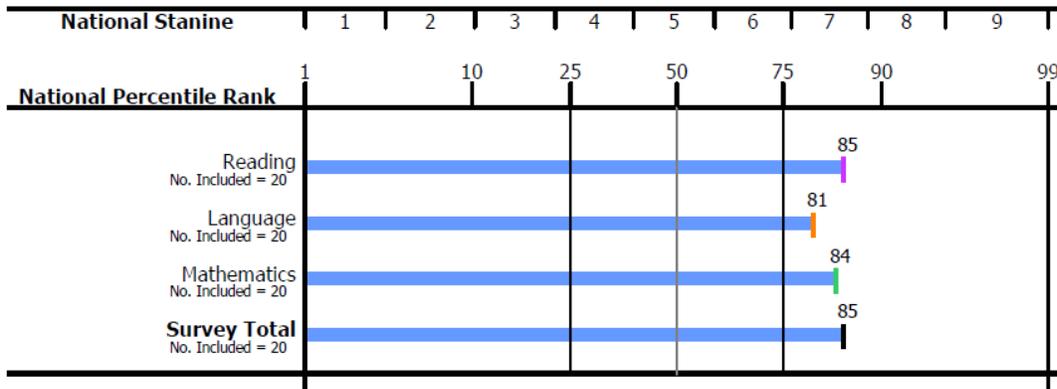
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 Test Date: 12/05/2016  
 Norms: 12/01 2005

Grade: 4 Level: 10  
 Building: Hilltown Charter

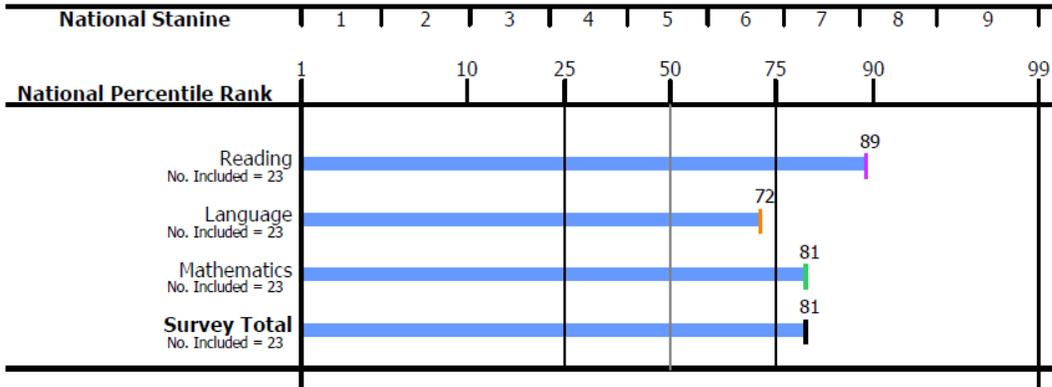
System: Hilltown Charter  
 State: MA

Disaggregation: All Students  
 Score Type: National Percentile Rank  
 Admin. Type: Print



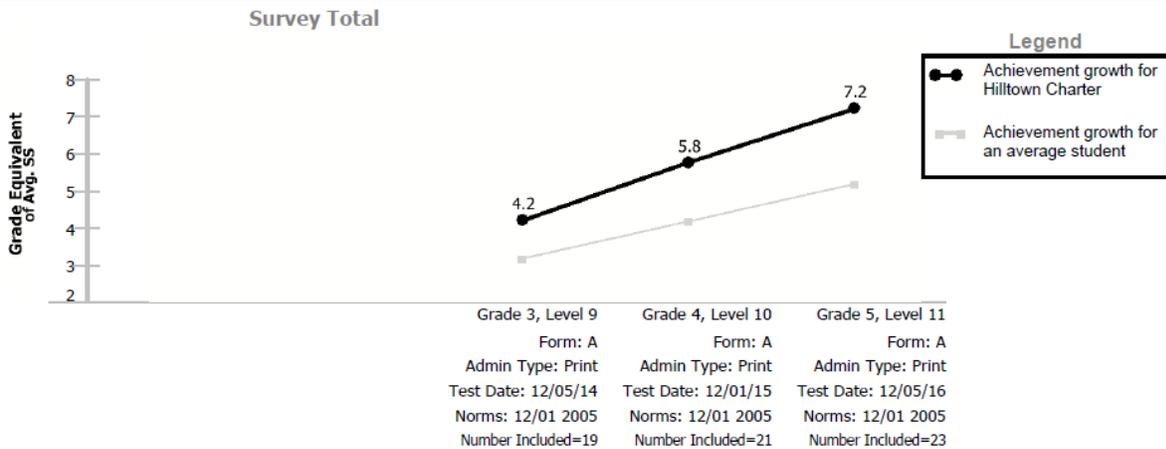
## Group Display

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| Iowa Tests of Basic Skills (ITBS)<br>Form: A<br>Test Date: 12/05/2016<br>Norms: 12/01 2005 | Grade: 5 Level: 11<br>Building: Hilltown Charter | System: Hilltown Charter<br>State: MA | Disaggregation: All Students<br>Score Type: National Percentile Rank<br>Admin. Type: Print |
|--|--|---------------------------------------|--|



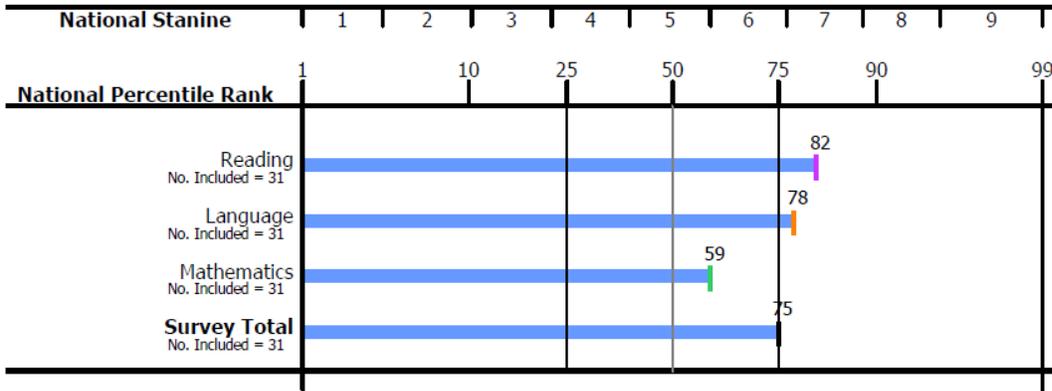
## Group Longitudinal Display

|                                   |                    |                              |                              |
|-----------------------------------|--------------------|------------------------------|------------------------------|
| Iowa Tests of Basic Skills (ITBS) | Grade: 5 Level: 11 | System: Hilltown Charter     | Disaggregation: All Students |
| Building: Hilltown Charter        | State: MA          | Score Type: Grade Equivalent |                              |



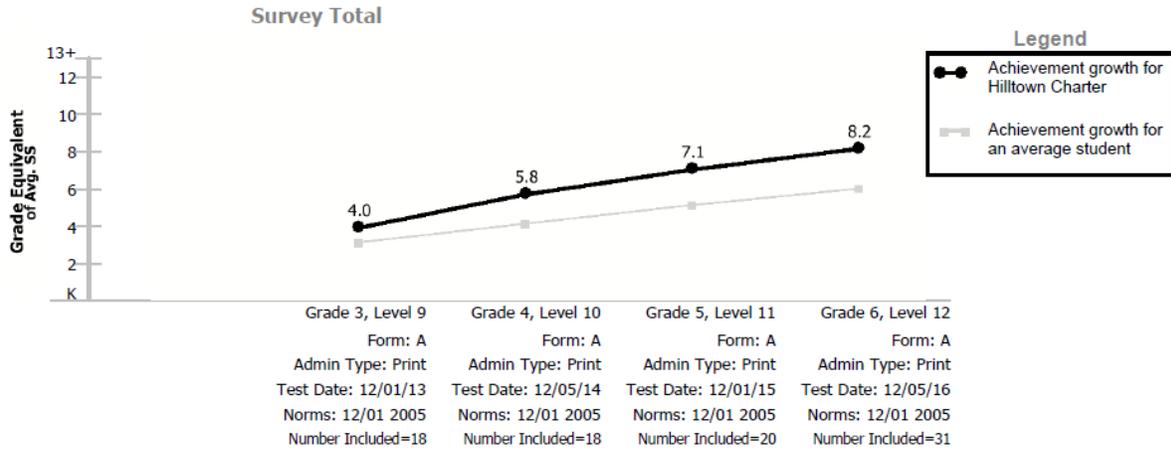
## Group Display

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|--|--|---------------------------------------|--|
| Iowa Tests of Basic Skills (ITBS)<br>Form: A<br>Test Date: 12/05/2016<br>Norms: 12/01 2005 | Grade: 6 Level: 12<br>Building: Hilltown Charter | System: Hilltown Charter<br>State: MA | Disaggregation: All Students<br>Score Type: National Percentile Rank<br>Admin. Type: Print |
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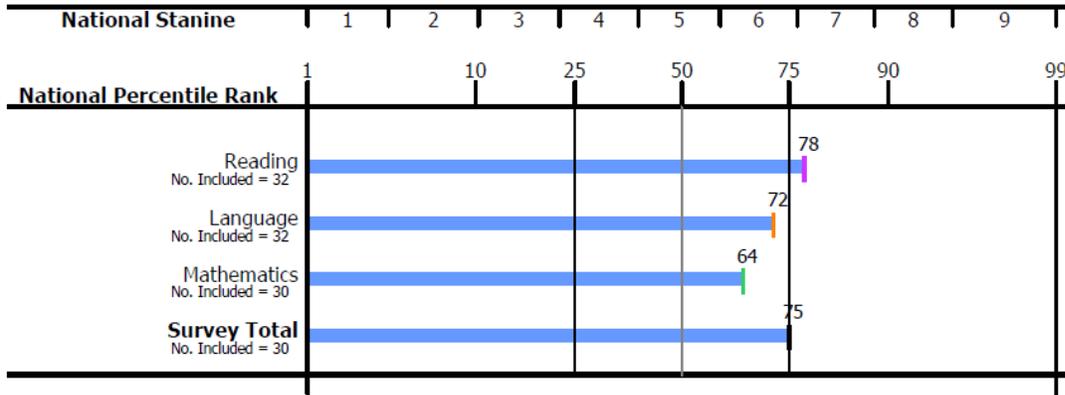
## Group Longitudinal Display

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|-----------------------------------|--------------------|------------------------------|------------------------------|
| Iowa Tests of Basic Skills (ITBS) | Grade: 6 Level: 12 | System: Hilltown Charter     | Disaggregation: All Students |
| Building: Hilltown Charter        | State: MA          | Score Type: Grade Equivalent |                              |



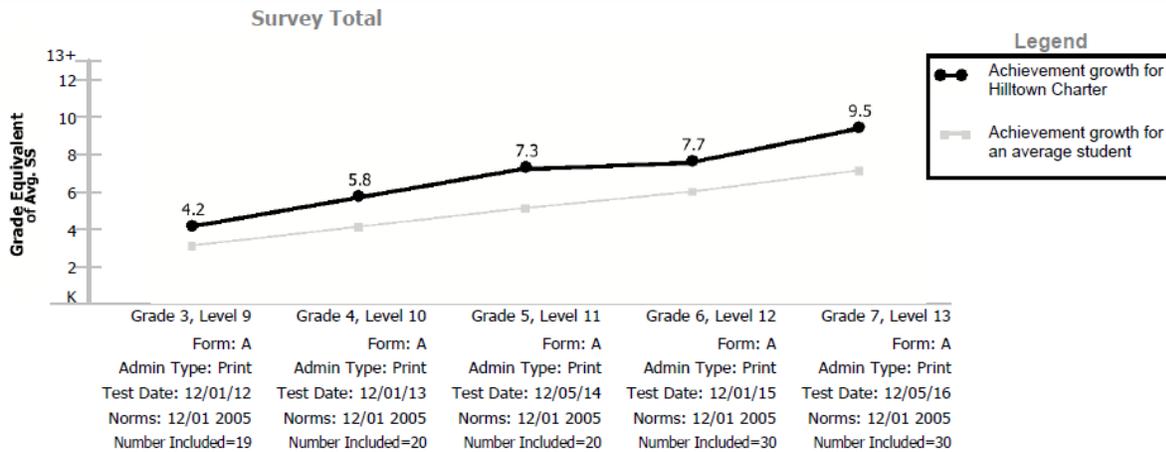
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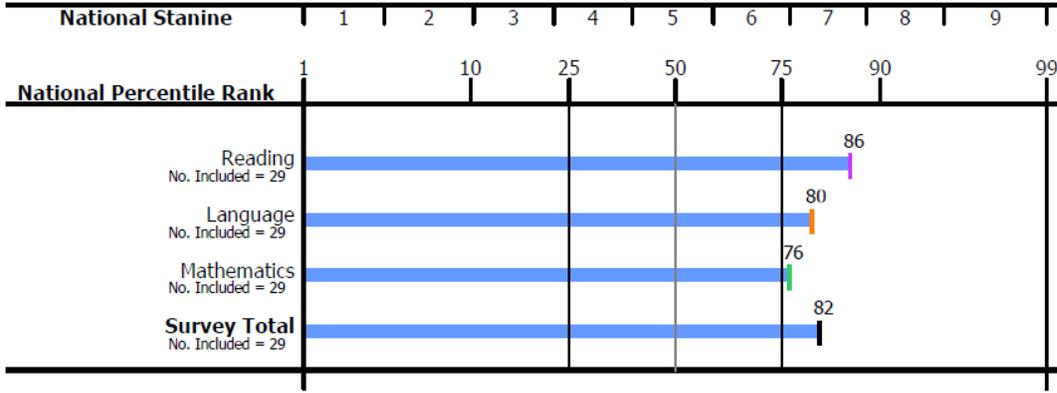
## Group Longitudinal Display

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|-----------------------------------|---|---------------------------------------|--|
| Iowa Tests of Basic Skills (ITBS) | Grade: 7    Level: 13<br>Building: Hilltown Charter | System: Hilltown Charter<br>State: MA | Disaggregation: All Students<br>Score Type: Grade Equivalent |
|-----------------------------------|---|---------------------------------------|--|



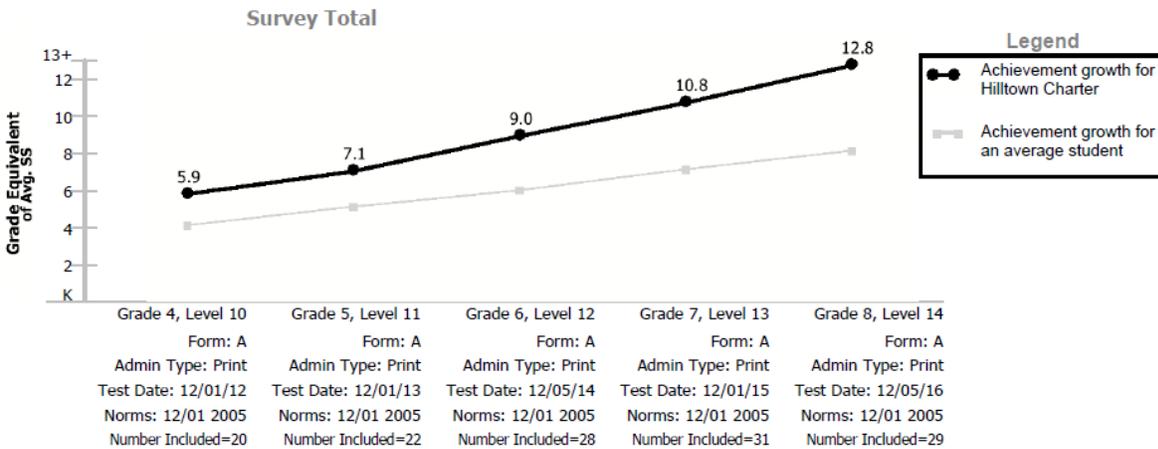
## Group Display

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| Iowa Tests of Basic Skills (ITBS)<br>Form: A<br>Test Date: 12/05/2016<br>Norms: 12/01 2005 | Grade: 8 Level: 14<br>Building: Hilltown Charter | System: Hilltown Charter<br>State: MA | Disaggregation: All Students<br>Score Type: National Percentile Rank<br>Admin. Type: Print |
|--|--|---------------------------------------|--|



## Group Longitudinal Display

|                                   |  |                                       |  |
|-----------------------------------|--|---------------------------------------|--|
| Iowa Tests of Basic Skills (ITBS) | Grade: 8 Level: 14<br>Building: Hilltown Charter | System: Hilltown Charter<br>State: MA | Disaggregation: All Students<br>Score Type: Grade Equivalent |
|-----------------------------------|--|---------------------------------------|--|



# Hilltown Cooperative Charter Public School

## Site Committee Meeting Minutes – Dec 6th, 2016

**Present:** Mike Simonelli, Steve Schrems, Charles Wiemeyer, Paul Lischetti and Amy Aaron

**Regrets:** David Stauffer, Louise Vera

**Facilitator:** Charles

**Note taker:** Charles- Minutes created from the recording of the meeting:

| Topic  | Discussion   | Action (if necessary)  |
|--|--|--|
| Site committee meeting: Solar Program for the school | Discussed the school’s option for solar power with the existing contract that was in place with the original developers. Paul reviewed solar agreement documents with Solar Sense provided by Amy. Amy has contacted the developers /sellers concerning the solar issue and has received no response. The wording of the document is confusing concerning a date in which the contract is void by length of time vs delay in permitting. Paul has a contact with Mass Clean Energy Extension out of U-Mass that maybe been able to help the school navigate the original contract wording. | Amy going to send a full copy of the contract for Paul to review. Amy to make contact again with the seller and try to get an answer by mid January- If that is unsuccessful then contacting our own lawyer to review the documents and understand our position to cancel the contract and pursue our own solar program. Set up meeting with Clean Energy Extension. |
| Urban Power  | Discussion of the alternative power system built locally.  | Not recommended over the possibility of a Solar program.   |

|   |   |   |
|---|---|---|
| Meeting with All Season Heating and Cooling owner with Charles. | Discussed the review by the owner David of the school's system - Overall the HVAC equipment is new and with service should have 10 years of trouble free operation- A few concerns over fresh air units not turning on during the time David was reviewing the system, one vent return disconnected and flood pans and alarms not present for two heating units upstairs in the attic. Having good maintenance of the HVAC system seems to be the recommendation for long service life. | Amy to have our HVAC repair service look at the mentioned concerns. Recommendation by the committee to look at companies similar to All Season for the yearly maintenance and repair of the school's HVAC system this spring. |
| Capital replacement plan for the BOT                            | Discussion of hiring an outside firm to review the capital replacement plan.  | Amy to talk to PVPA on a reference for this service.  |
|   |   |   |
| Projects  | Committee broke into smaller groups to complete some school projects.   |   |
|   |   |   |
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|                   |  |  |
| Meeting Adjourned |  |  |

Agenda items for next month:

|       |
|-------|
| _____ |
|-------|

## **Hilltown Special Education PAC Meeting Minutes: January 30, 2017, 6:30 p.m.**

**Present:** Tara Winters, Jen Marshall, SEPAC Co-Chairs; and, 6 additional parents.

**Overview:** This SEPAC meeting was a general meeting with an open forum for discussion.

### **Meeting Notes:**

- 1) **Introductions**
- 2) **Co-Chairs update:** No complaints have been brought to us this year, a great thing!  
Parent concerns?
- 3) **CHILD STUDY TEAM:** One parent wondered why it's taking so long to hear feedback from the Child Study Team. The formation of such a team with regard to the child was mentioned to the parent back in October, but the parent has not heard back from the Team since. SEPAC suggested that parent follow up with the classroom teacher, and then follow up with Justin Smith, to check in about the process and make sure it is happening. We reminded the group, per our meeting with Justin and SEPAC members in September, that he meets weekly with teachers in an effort to identify struggling learners and then follow up with a Child Study Team whenever necessary. Justin welcomes all questions from parents. Please do not hesitate to be in touch with him.
- 4) **TRACKING PROGRESS:** Other than reading inventories, and annual tests like the IOWAs or MCAS, what assessments are used to informally and formally assess academic progress? Can AMES-Web be used for math - and is it? This topic came up as a parent's child was moved from 5x/week pullout to 3x/week, but there did not appear to be concrete assessment to show that this reduction was justified. The question she had was: When are enough services enough? SEPAC suggested she check in with Justin for any follow-up questions or concerns.
- 5) **EVALUATIONS:** There was a discussion about whether or not a parent should seek additional outside testing to confirm a diagnosis of dyslexia as the school will diagnosis a specific language-based learning disability, but not specifically dyslexia. Noteworthy was mention of the changes in federal guidelines regarding dyslexia diagnosis. This discussion included talk of the greater importance of the student receiving the appropriate remediation, accommodations, and modifications, rather than a more specific diagnosis.
- 6) **ENOUGH READING SUPPORT AT HCCPS?** Following this discussion were parent questions regarding the challenges special education staff face at HCCPS, particularly in regards to regularly and consistently scheduling evidence-based, sequential remediation for reading disabilities. With such a rich curriculum (art, mini-courses, All School meetings, enrichment activities) scheduling seems to be a big issue. Several parents expressed concerns that there was not enough specific reading intervention and support for students. Parents are interested in HCCPS forming specific guidelines and

remediation plans in regards to reading intervention for struggling readers. Some noted that Amy Linnell is another great resource at HCCPS and does language-based support for some identified students as well.

- 7) **TALKING TO CHILDREN ABOUT THEIR LEARNING DIFFERENCE:** Parents asked about this topic. There was sharing about the fact that Cait is working with kids to talk about their learning differences in some of the classrooms. Parents expressed lots of support for this endeavor.
- 8) **HOPES FOR NEW EDUCATION COORDINATOR:** The general consensus was that the new education coordinator at HCCPS be tasked with driving instructional leadership, visiting classrooms often, and regularly observing and assessing teachers.
- 9) **GOOD STUFF:** We have vowed each general meeting to air both concerns around special education and services at HCCPS in addition to all that is successful and positive about HCCPS. Things expressed included the understanding and supportive environment; sense of compassion among all; beautiful friendships developed and shared; global understanding for students; and, kids are primarily happy to be at school! This is a great thing.
- 10) **UPCOMING IDEAS:** The last two years the SEPAC has organized and hosted some sort of transition night. We discussed an idea to have current Purples and Prisms students come and talk to rising Reds/Oranges and Purples students about the challenges (with suggested solutions) and opportunities they will likely face in the coming year in a Transition Night format. Several parents in attendance expressed concern that the leap from Oranges/Reds to Purples is a big one for lots of kids. Another parent expressed that there is a similar leap from the Purples to the Prisms that some kids will be surprised and possibly dismayed by, and that some advance preparation for parents and kids could be very helpful. SEPAC thinks this kind of transition night is a great idea and hopes to work it in if time allows.
- 11) **NEXT MEETING DATES:**
  - 1) Monday, March 6 at 6:30pm: Parents' Rights workshop led by Ingrid Flory from the Federation for Students with Special Needs.
  - 2) Monday, April 3 at 6:30pm: SEPAC General Meeting
  - 3) Monday, May 1 at 6:30pm: Year-end SEPAC meeting with Justin Smith