

**HCCPS Board of Trustees  
Meeting Agenda  
January 13, 2016**

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

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

**Facilitator: Susannah Howe**

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

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

**6:45 Public Comment period (10 min)**

**6:55 Personnel Proposal: Dan/Steve (20 min – decision)**

**7:15 Q2 Financials: Amy (5 min – decision)**

**7:20 Development Update: Andi/Deirdre (10 min – update)**

**7:30 Building Purchase: Amy/Charles/David (10 min – update/discussion)**

**7:40 Petition for Waiver Request: Susannah (10 min – discussion)**

**7:50 CPR Update: Dan/Amy (5 min – update)**

**7:55 Staffing Changes: Amy (10 min – update/discussion)**

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

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

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

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

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

**8:25 Adjournment to Executive Session for the purposes of discussing real estate  
(if needed, TBD)**



## Personnel Committee Proposal to the Board of Trustees

**Date:** Jan 9, 2016

**Priority level:** Medium

**Approximate time needed for discussion:** 20 mins

Proposal to be presented by: Steve Hoyt, Dan Klatz

**Committee members drafting proposal:** Steve Hoyt, Dan Klatz, Rebecca Belcher-Timme, Carla Clark

### **Text of proposal:**

Inherent in many of the positions in our school are complex and sometimes open-ended duties and responsibilities. Teaching is in fact a profession that requires different kinds of focus from year to year depending on the students, the parents, the state regulations, as well as each individual teacher's development. This is the nature of the work. However, in a small number of cases, there are extra duties for some teachers and teaching assistants that go beyond the typical responsibilities shared by all teachers and teaching assistants. This proposal seeks to articulate those areas and associated payments.

### **Category 1: Overnight Duties:**

For example, Teachers and Teaching Assistants who chaperone school approved, overnight trips.

**\$75-\$100/night** based on level of responsibility.

### **Category 2: Summer work:**

*All teachers are expected to use their time in the summer for planning and preparation for the next school year.* In specific cases, there are notable differences when the commitment of time is beyond the scope of regular teaching responsibilities. For example, teachers who have the responsibility of organizing and performing home visits to Kindergarten families.

**\$200-500 for time, travel expenses, etc.**

*Note: There is an existing summer work area with a different compensation format.*

*Teachers who provide summer IEP services to students are paid \$35/hour. Teaching Assistants who provide summer services are paid \$25/hour.*



**Category 3: Specific jobs, with a finite commitment of time resources.**

Some staff members have evening duties, weekend duties, or lead special events which occur over a periods of several weeks. For example, chaperoning a dance, chaperoning the All School Sleepover, coaching a weekend meet or tournament, or organizing and directing of the Mummers Play.

**\$75-100/evening or weekend day, based on specific duties.**

**\$150-400 for longer term assignments such as the play, based on specific duties.**

**ALL STIPENDS MUST COME FROM ONE OF THE THREE AREAS ABOVE AND BE APPROVED IN ADVANCE. COORIDNATORS WILL USE THE ABOVE IN DETERMINING ADDITIONAL STIPENDS NOT ENNUMERATED IN THE PROPOSAL.**

**Implementation:** A line item for “Stipends” will be developed during the budget process each spring. Once approved, these stipends, if known at the time, will be written into letters of employment.

**Goals to be achieved by proposal:**

We have paid some of these stipends in the past, but haven’t looked school wide at exactly what determines extra compensation. In many cases, these started as unpaid teacher initiatives and they matured into formal school programs. This proposal gives clarity and definition, and provides a framework for consideration of future stipends.

**Potential problems/dissenting views:**

As noted in the beginning, the nature of teaching is that it is complex work that inherently requires additional time resources. There is a small risk that going forward, every additional responsibility may be subject to consideration for extra compensation, and possible resentment if compensation is not offered.

**Implementation Review:**

The Personnel Committee will reevaluate the proposal after two years of implementation.

Hilltown Co-op Charter Public School  
Balance Sheet Prev Year Comparison  
As of December 31, 2015

HCCPS Balance Sheet as of Dec 31, 2015				Dec 31, 15	Sep 30, 15	Dec 31, 14
<b>ASSETS</b>						
<b>Current Assets</b>						
1	Checking/Savings					
2	Easthampton Savings					
3	ESB-Checking			736,042	702,128	564,587
4	ESB-9 month CD			91,609	91,494	91,178
5	Total Easthampton Savings			827,651	793,622	655,765
6	Florence Savings					
7	Money Market-FSB			303	303	302
8	Total Florence Savings			303	303	302
9	Total Checking/Savings			827,954	793,925	656,067
10	Other Current Assets					
11	Other current assets			0	0	17
12	Suspense			567	0	0
13	Due from employees					
14	COBRA			0	0	470
15	Total Due from employees			0	0	470
16	Prepaid Expenses			137	137	273
17	Security Deposit					
18	Reserve for forefiture			0	0	-18,271
19	Security Deposit - Other			5,689	6,754	23,631
20	Total Security Deposit			5,689	6,754	5,360
21	Total Other Current Assets			6,393	6,891	6,120
22	Total Current Assets			834,346	800,815	662,187
23	<b>Fixed Assets</b>					
24	Pledge Receivable			9,280	10,220	0
25	Leasehold Imp. - Easthampton			225,794	210,197	182,900
26	Property and Equipment					
27	Classroom Equip./Furnishings			6,500	6,500	20,588
28	Computers			0	0	14,068
29	Total Property and Equipment			6,500	6,500	34,655
30	Accumulated Depreciation - F&E			-650	-650	-20,928
31	Accumulated depreciation -LI			-5,410	-5,410	0
32	Total Fixed Assets			235,514	220,856	196,627
33	<b>TOTAL ASSETS</b>			<b>1,069,860</b>	<b>1,021,672</b>	<b>858,814</b>

**Hilltown Co-op Charter Public School**  
**Balance Sheet Prev Year Comparison**  
As of December 31, 2015

HCCPS Balance Sheet as of Dec 31, 2015				Dec 31, 15	Sep 30, 15	Dec 31, 14
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
34		Accounts Payable		26,884	28,220	61,266
35		<b>Total Accounts Payable</b>		<b>26,884</b>	<b>28,220</b>	<b>61,266</b>
<b>Credit Cards</b>						
37		VISA		0	797	564
38		<b>Total Credit Cards</b>		<b>0</b>	<b>797</b>	<b>564</b>
<b>Other Current Liabilities</b>						
<b>Payroll Liabilities</b>						
41		403B Plan Payable		0	0	1,988
42		Dental Plan Payable		-707	-674	-539
43		Employee Health		-5,599	-5,340	-2,655
44		Employee Life		101	0	0
45		Long Term Disability		-126	-130	-116
46		MA Retirement		0	-38	0
47		Sect 125 - FSA		-2,105	-3,423	-3,044
48		<b>Total Payroll Liabilities</b>		<b>-8,435</b>	<b>-9,605</b>	<b>-4,366</b>
49		<b>Total Other Current Liabilities</b>		<b>-8,435</b>	<b>-9,605</b>	<b>-4,366</b>
50		<b>Total Current Liabilities</b>		<b>18,448</b>	<b>19,412</b>	<b>57,464</b>
51		<b>Total Liabilities</b>		<b>18,448</b>	<b>19,412</b>	<b>57,464</b>
<b>Equity</b>						
53		Res'd for Bldng Prchse Consult		5,000	0	0
54		Res'd for Expansion Related		4,015	4,811	0
55		Res'd for Capital Building Fund		264	15,809	-86,717
56		Donor Restricted Music Fund		0	0	229
57		Contingency Fund		261,765	261,765	296,948
58		Investments in Fixed Assets		219,914	204,316	190,200
59		Undesignated Fund Balance		317,296	321,185	155,555
60		Net Income		243,157	194,373	245,135
61		<b>Total Equity</b>		<b>1,051,412</b>	<b>1,002,260</b>	<b>801,350</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>1,069,860</b>	<b>1,021,672</b>	<b>858,814</b>

To: Board of Trustees



From: Amy Aaron

RE: FY 16 Budget Revisions

On the 2<sup>nd</sup> Quarter Financial Revenue and Expense Report in your packet, you will see a number of proposed budget revisions in the far right column. The Finance Committee had approved these changes. While we don't typically make mid-year revisions these proposed changes are all based on new financial information from DESE, fully expensed seasonal accounts or reflect decisions the BOT has made since June. We do not propose revisions based solely on under/over expenditures. Below is a detailed explanation by line item.

#4 Our original PPE estimate was based on 211 students until Dec 31 and 209 from Jan 1 on. Instead we are enrolling 210 from Jan 1 on.

#7-10 Actual DESE grant levels received late summer

#26 Revised level based on FY 15 receipts and current SPED load

#37, 38, 74 Smith intern expense was moved from TA account to track separately. When we lost one of our Americorps members in the fall we added TA hours, by moving \$8,386 from line 74 to line 38.

#45 BOT decision to not fill the development associate position for FY 16

#76 Reflects 2 months of summer development consultant work

#79 Summer SPED services completed under budget

#95 More realistic expense, starting with a new HVAC vendor this year. We were not responsible for this last year

#107 More realistic expense level, based on usage

#172 Recalculated MCPSA dues based on increased enrollment

# 184 GOOD NEWS! If all this holds our projected deficit is reduced to \$ 10,926, not \$47,823.

Hilltown Co-op Charter Public School  
Report - Revenues & Expenditures vs. Budget  
July through December 2015



HCCPS REVENUE & EXPENSE AS OF DEC 31, 2015						
N.B. Proposed Revisions highlighted						
		Jul - Dec 15	Budget	\$ Over Budget	% of Budget	Proposed Revisions
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Federal Grants</b>						
1	REAP Grant	10,500	19,911	-9,411	53%	19,911
2	<b>Total Federal Grants</b>	<b>10,500</b>	<b>19,911</b>	<b>-9,411</b>	<b>53%</b>	<b>19,911</b>
<b>State Sources</b>						
4	Per-Pupil Revenue	1,284,098	2,508,792	-1,224,694	51%	<b>2,516,682</b>
5	<b>Total State Sources</b>	<b>1,284,098</b>	<b>2,508,792</b>	<b>-1,224,694</b>	<b>51%</b>	<b>2,516,682</b>
<b>State Grants-DOE Administered</b>						
7	SPED 240	11,746	27,637	-15,891	43%	<b>29,637</b>
8	SPED 274		2,951	-2,951		<b>3,000</b>
9	Teacher Quality 140	2,917	4,127	-1,210	71%	<b>4,168</b>
10	Title I 305	4,098	15,447	-11,349	27%	<b>15,252</b>
11	<b>Total State Grants-DOE Administered</b>	<b>18,761</b>	<b>50,162</b>	<b>-31,401</b>	<b>37%</b>	<b>52,057</b>
<b>Friends of HCCS Grant</b>						
13	Community Service Grant	2,527	1,200	1,327	211%	1,200
14	FOH Rolling Arts Grants		1,500	-1,500		1,500
15	<b>Total Friends of HCCS Grant</b>	<b>2,527</b>	<b>2,700</b>	<b>-173</b>	<b>94%</b>	<b>2,700</b>
<b>Private Grants</b>						
17	Commtly Fndn Class Projects	1,460	2,000	-540	73%	2,000
18	<b>Total Private Grants</b>	<b>1,460</b>	<b>2,000</b>	<b>-540</b>	<b>73%</b>	<b>2,000</b>
<b>Fundraising Income</b>						
20	General Fundraising	34,395	34,000	395	101%	34,000
21	Field Trip Fund	7,340	7,315	25	100%	7,315
22	Pizza	4,206	3,000	1,206	140%	3,000
23	Winter Fair	6,572	7,500	-928	88%	7,500
24	<b>Total Fundraising Income</b>	<b>52,513</b>	<b>51,815</b>	<b>698</b>	<b>101%</b>	<b>51,815</b>
<b>Other sources</b>						
26	SPED Medicaid reimbursement	4,946	12,000	-7,054	41%	<b>20,000</b>
27	Special Trip Receipts	22,770	20,000	2,770	114%	20,000
28	Earnings on Investments	758	1,200	-442	63%	1,200
29	School Lunch Receipts	6,741	15,000	-8,259	45%	15,000
30	<b>Total Other sources</b>	<b>35,215</b>	<b>48,200</b>	<b>-12,985</b>	<b>73%</b>	<b>56,200</b>
31	Kid's Club Income	36,911	65,000	-28,089	57%	65,000
32	Student Activity Fees	3,835	9,000	-5,165	43%	9,000
33	Miscellaneous Income	915	1,000	-85	92%	1,000
34	<b>Total Income</b>	<b>1,446,735</b>	<b>2,758,580</b>	<b>-1,311,845</b>	<b>52%</b>	<b>2,776,365</b>
<b>Expense</b>						
<b>Personnel</b>						
35	Teachers	399,988	1,112,745	-712,757	36%	1,112,745
36	Teaching Assistants					
37	Smith Fellow Intern Stipend	4,091		4,091	100%	<b>10,000</b>
38	Teaching Assistants - Other	70,991	175,452	-104,461	40%	<b>173,838</b>
39	<b>Total Teaching Assistants</b>	<b>75,082</b>	<b>175,452</b>	<b>-100,370</b>	<b>43%</b>	<b>183,838</b>

**Hilltown Co-op Charter Public School**  
**Report - Revenues & Expenditures vs. Budget**  
July through December 2015

N.B. Proposed Revisions highlighted							
			Jul - Dec 15	Budget	\$ Over Budget	% of Budget	Proposed Revisions
40		Administrative Coordinator	40,529	80,936	-40,407	50%	80,936
41		Education Coordinator	40,529	80,936	-40,407	50%	80,936
42		Community Coordinator	18,466	36,421	-17,955	51%	36,421
43		Administrative Assistant	19,808	39,556	-19,748	50%	39,556
44		Bookkeeper/Purchasing Agent	20,739	41,616	-20,877	50%	41,616
45		Development Associate		30,000	-30,000		0
46		Kid's Club - Recess Coordinator	3,774	10,904	-7,130	35%	10,904
47		Kid's Club Staff	8,050	15,794	-7,744	51%	15,794
48		School Nurse	15,770	45,558	-29,788	35%	45,558
49		Counselor	24,515	48,171	-23,656	51%	48,171
50		Student Activities personnel	375	900	-525	42%	900
51		Curriculum Stipends	1,550	1,000	550	155%	1,000
52		Substitute Teachers	2,712	11,000	-8,288	25%	11,000
53		Technology Coordinator	14,229	41,107	-26,878	35%	41,107
54		Admin Support		5,000	-5,000		5,000
55		Longevity Pay		7,500	-7,500		7,500
56		<b>Total Personnel</b>	<b>686,116</b>	<b>1,784,596</b>	<b>-1,098,480</b>	<b>38%</b>	<b>1,762,982</b>
57		<b>Payroll Taxes</b>					
58		FICA	11,120	32,376	-21,256	34%	32,376
59		Medicare	10,760	25,877	-15,117	42%	25,877
60		SUTA	2,063	5,354	-3,291	39%	5,354
61		UHIC	451	6,000	-5,549	8%	6,000
62		<b>Total Payroll Taxes</b>	<b>24,394</b>	<b>69,607</b>	<b>-45,213</b>	<b>35%</b>	<b>69,607</b>
63		<b>Fringe Benefits</b>					
64		College Credit Reimbursement		1,000	-1,000		1,000
65		Health Diversion	3,467	11,000	-7,533	32%	11,000
66		Health insurance	122,513	240,000	-117,487	51%	240,000
67		HRA Benefit	5,752	13,000	-7,248	44%	13,000
68		Worker's Compensation Insurance	10,020	12,000	-1,980	84%	12,000
69		<b>Total Fringe Benefits</b>	<b>141,752</b>	<b>277,000</b>	<b>-135,248</b>	<b>51%</b>	<b>277,000</b>
70		<b>Total Personnel Costs</b>	<b>852,262</b>	<b>2,131,203</b>	<b>-1,278,941</b>	<b>40%</b>	<b>2,109,589</b>
71		<b>Consultant &amp; Other Svcs-Fixed</b>					
72		Accounting Consultant		1,000	-1,000		1,000
73		Administrative Services	2,991	3,000	-9	100%	3,000
74		Americorps Personnel	9,614	18,000	-8,386	53%	9,614
75		Annual Audit	7,300	7,300		100%	7,300
76		Development Consultant	2,000				2,000
77		FSA/HRA Service	1,156	2,200	-1,044	53%	2,200
78		SPED Advisor		10,000	-10,000		10,000
79		SPED Summer Services	2,290	4,000	-1,710	57%	2,290
80		SPED Contractors	14,479	55,000	-40,521	26%	55,000
81		Payroll Service	1,264	3,000	-1,736	42%	3,000
82		<b>Total Consultant &amp; Other Svcs-Fixed</b>	<b>41,094</b>	<b>103,500</b>	<b>-62,406</b>	<b>40%</b>	<b>95,404</b>
83		<b>Consultant &amp; Other Svcs</b>					
84		Staff development	2,985	8,500	-5,515	35%	8,500
85		Child Care	-14	300	-314	-5%	300
86		Curriculum Consultants		7,000	-7,000		7,000
87		Legal Fees	1,800	4,000	-2,200	45%	4,000



**Hilltown Co-op Charter Public School**  
**Report - Revenues & Expenditures vs. Budget**  
July through December 2015

N.B. Proposed Revisions highlighted						
		Jul - Dec 15	Budget	\$ Over Budget	% of Budget	Proposed Revisions
88	Total Consultant & Other Svcs	4,771	19,800	-15,029	24%	19,800
89	Occupancy					
90	Cleaning Services	14,249	40,000	-25,751	36%	40,000
91	Copier Service Contract	542	700	-158	77%	700
92	Elevator Maintenance	1,375	2,460	-1,085	56%	2,460
93	Fire/Sprinkler Alarm services	420	3,500	-3,080	12%	3,500
94	Heat	1,007	7,000	-5,993	14%	7,000
95	HVAC Maintenance	6,100	2,000	4,100	305%	7,000
96	Insurance-Liability/Property	23,453	21,500	1,953	109%	21,500
97	Internet	910	1,670	-760	54%	1,670
98	Landscaping	1,942	6,000	-4,058	32%	6,000
99	Management Fee	3,150	6,000	-2,850	53%	6,000
100	Lease (facilities)	157,500	270,000	-112,500	58%	270,000
101	Minor Repair/Maintenance	1,812	3,500	-1,688	52%	3,500
102	Plowing/Snow Removal		7,000	-7,000		7,000
103	Real Estate Taxes	12,509	26,000	-13,491	48%	26,000
104	Rental of Equipment	1,894	3,788	-1,894	50%	3,788
105	Telephone	472	1,500	-1,028	31%	1,500
106	Trash Removal/Recycling	1,672	3,216	-1,544	52%	3,216
107	Electricity	11,750	20,000	-8,250	59%	25,000
108	Water/Sewer	513	3,000	-2,487	17%	3,000
109	Total Occupancy	241,270	428,834	-187,564	56%	438,834
110	Supplies					
111	Educational Supplies/Textbooks					
112	*Atelier supplies	1,407	1,700	-293	83%	1,700
113	*Blues Ed Supps	295	500	-205	59%	500
114	*Greens Ed Supps	334	500	-166	67%	500
115	*Indigos Ed Supplies	323	500	-177	65%	500
116	*Yellows Ed Supps	228	500	-272	46%	500
117	*Oranges Ed Supps	224	500	-276	45%	500
118	*Reds Ed Supps	291	500	-209	58%	500
119	*Purples Ed Supps					
120	Purples - PI	281	400	-119	70%	400
121	Purples - PK	308	400	-92	77%	400
122	Total *Purples Ed Supps	589	800	-211	74%	800
123	*Prisms Ed Supps					
124	*Prisms-BA	99	300	-201	33%	300
125	*Prisms-JM	210	300	-90	70%	300
126	*Prisms-RM	5	300	-295	2%	300
127	*Prisms-JVB	167	300	-133	56%	300
128	Total *Prisms Ed Supps	481	1,200	-719	40%	1,200
129	*Minicourses	85				
130	*Music/movement supplies	236	600	-364	39%	600
131	*SPED Ed Supps	1,568	2,500	-932	63%	2,500
132	*Title I Ed Supps		300	-300		300
133	*Other Ed Supplies/Textbooks**	3,981	8,626	-4,645	46%	8,626
134	Total Educational Supplies/Textbooks	10,042	18,726	-8,684	54%	18,726
135	Food and Supplies	234	700	-466	33%	700
136	Household Supplies	2,466	5,500	-3,034	45%	5,500

**Hilltown Co-op Charter Public School**  
**Report - Revenues & Expenditures vs. Budget**  
July through December 2015

N.B. Proposed Revisions highlighted							
			Jul - Dec 15	Budget	\$ Over Budget	% of Budget	Proposed Revisions
137		Office Supplies	1,724	3,500	-1,776	49%	3,500
138		Playground Supplies	357	1,000	-643	36%	1,000
139		Postage	425	1,500	-1,075	28%	1,500
140		Printing and Reproduction	171	600	-429	29%	600
141		Testing & Evaluation Supplies	1,807	3,500	-1,693	52%	3,500
142		<b>Total Supplies</b>	<b>17,226</b>	<b>35,026</b>	<b>-17,800</b>	<b>49%</b>	<b>35,026</b>
143		<b>Equipment</b>					
144		Minor Equipment	380	3,000	-2,620	13%	3,000
145		SPED Equipment	1,495	6,000	-4,505	25%	6,000
146		Tech Repair/Replacement	3,919	8,000	-4,081	49%	8,000
147		<b>Total Equipment</b>	<b>5,794</b>	<b>17,000</b>	<b>-11,206</b>	<b>34%</b>	<b>17,000</b>
148		<b>Grant-funded expenses</b>					
149		Friends of HCCS Grant Expense					
150		FOH Community Service Grant	2,515	1,200	1,315	210%	1,200
151		FOH Rolling Arts Grants		1,500	-1,500		1,500
152		<b>Total Friends of HCCS Grant Expense</b>	<b>2,515</b>	<b>2,700</b>	<b>-185</b>	<b>93%</b>	<b>2,700</b>
153		Community Fdn. Class Projects	697	2,000	-1,303	35%	2,000
154		<b>Total Grant-funded expenses</b>	<b>3,212</b>	<b>4,700</b>	<b>-1,488</b>	<b>68%</b>	<b>4,700</b>
155		<b>Other expenses</b>					
156		Advertising	140	1,000	-860	14%	1,000
157		Community Domain Expense	172	2,000	-1,828	9%	2,000
158		Fingerprinting	1,115	500	615	223%	500
159		Graduation Expenses		600	-600		600
160		<b>Field trips</b>					
161		Indigos Field Trips	21	640	-619	3%	640
162		Blues Field Trips	29	640	-611	5%	640
163		Greens Field Trips	162	672	-510	24%	672
164		Yellows Field Trips		672	-672		672
165		Oranges Field Trips	253	672	-419	38%	672
166		Reds Field Trips	253	672	-419	38%	672
167		Purples Field Trips		992	-992		992
168		Prisms Field Trips	17	1,728	-1,711	1%	1,728
169		Field trips - Other		652	-652		652
170		<b>Total Field trips</b>	<b>735</b>	<b>7,340</b>	<b>-6,605</b>	<b>10%</b>	<b>7,340</b>
171		Kid's Club Food/Supplies	1,057	3,500	-2,443	30%	3,500
172		MCSA Dues	5,098	4,500	598	113%	<b>5,098</b>
173		Miscellaneous Expenses	99	1,000	-901	10%	1,000
174		School Lunch Expense	6,438	17,500	-11,062	37%	17,500
175		SPED Contingency		7,500	-7,500		7,500
176		Special Trip Expenses	37,674	13,000	24,674	290%	13,000
177		Student Activity Expenses	613	2,500	-1,887	25%	2,500
178		Student Council		300	-300		300
179		Travel	138	500	-362	28%	500
180		Winter Fair Expenses	1,798	2,100	-302	86%	2,100
181		<b>Total Other expenses</b>	<b>55,077</b>	<b>63,840</b>	<b>-8,763</b>	<b>86%</b>	<b>64,438</b>
182		Coordinator Discretionary Fund	1,250	2,500	-1,250	50%	2,500
183		<b>Total Expense</b>	<b>1,221,956</b>	<b>2,806,403</b>	<b>-1,584,447</b>	<b>44%</b>	<b>2,787,291</b>

**Hilltown Co-op Charter Public School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2015

N.B. Proposed Revisions highlighted						
		Jul - Dec 15	Budget	\$ Over Budget	% of Budget	Proposed Revisions
184	Net Ordinary Income	224,779	-47,823	272,602	-470%	-10,926
185	Other Income/Expense					
186	Other Income					
187	Capital Campaign Income	24,540				
188	Total Other Income	24,540				
189	Other Expense					
190	BOT approved Expansion Related	5,985	10,000	-4,015	60%	
191	Capital Campaign Expenses	177				
192	Total Other Expense	6,162	10,000	-3,838	62%	
193	Net Other Income	18,378	-10,000	28,378	-184%	
	Net Income	243,157	-57,823	300,980	-421%	

## **Development Report to HCCPS Board of Trustees January 2016**

From: Andi Porter

### **History:**

Impetus began with proposal from Andi to BOT in Spring 2015 to look at merging community and development position in administration with the dissolution of Dev. Assoc. position. This led to a summer meeting held in August 2015 with School Administrators, FOH reps, Community team reps and BOT reps. At that meeting we gathered the following ideas:

Development needs raised:

Grant writing abilities

Updated database software for school, development and community resources

Board Leadership for fundraising

Administrative support for development

Community Resource list accessibility

Increase in Administrative awareness of fundraising and development

Invite more Grandparents and Alumni into community

Invite Easthampton involvement

Community support voiced:

Annual Fund

Valley Gives

Winter Fair

Art Spark

Two major events a year

Community events

Music Performances

Art presentations

No paid Development Assoc position in 2015-16

In December 2015, two follow-up meetings were held with Deirdre, Andi, and various community members. At these meetings we gathered the following feedback:

Needs raised:

Clear communication about fundraising direction

Consistent and timely appreciation for giving: time, money, and energy

Clear communication about how Annual Fund is spent

Support for:

Information sharing at Fall Orientation nights

Classroom competition for 100% participation

Personal calls to give

Building Community through events/ potentially hosted by class parents

**Recommended next steps:**

- Solicit additional input from school community in survey form

**Accountability:**

Recognizing that there is more work than a volunteer board of "Friends" can achieve, the accountability lies in many areas to accomplish the following suggestions.

## Friends of Hilltown

- Early, clear and consistent communication about fundraising
- Stewardship plan
- Focus on successful events

## Administration

- Create and distribute chart of funds coming into the school and those not available to HCCPS
- Communicate how Annual Fund is spent annually: ie 2015 staff bonuses
- Make community resource information accessible potentially through online database

## Board of Trustees

- Membership with skills in grant writing and development
- Leadership in fostering a culture of giving

## BOT and FOH

- Host workshop for training in development for administration and boards
- Determine objective of fundraising for HCCPS
- What is annual goal? Stay at current 35K? Reach for 75K? Endowment?

Petition for a waiver to personnel policy  
From Deirdre Pulgram Arthen  
January 5, 2016

To the Board of Trustees,

I formally request a waiver to the policy which prohibits the taking of vacation days when school is in session.

I am currently employed at HCCPS for 24 hours a week and work elsewhere the rest of the time at a business I have run since 1981. Each May and October, as a part of that other work, I organize conferences and until this year I have been able to manage the time needed for that work by using a combination of personal days and flex hours.

This October I needed to take two extra days away from HCCPS to travel to an additional conference leaving me inadequate personal time to manage my May event. I have plenty of vacation time (and sick time, which I hardly ever use) and I traveled to Washington DC with the Prisms this year - which was 5 days of work, 24 hours a day – without additional financial compensation.

I would like to be allowed to either use vacation time, or exchange the extra 2 days of work for the DC trip for the days I will need in May. I have taken those days as personal time for all the years I have worked here and I would expect no change in the effect of my absence on students or school events.

Please advise me how to proceed.

Thanks very much,

Deirdre Pulgram Arthen



# 2015 Massachusetts School Report Card Overview

## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

### (04500105)

Hilltown Cooperative Charter Public (District) Charter District (04500000)  
 Daniel L Klatz, Principal  
 Grades Served: K,01,02,03,04,05,06,07,08

1 Industrial Parkway , Easthampton, MA 01027

Phone: 413.529.7178

Website: <http://www.hilltowncharter.org>

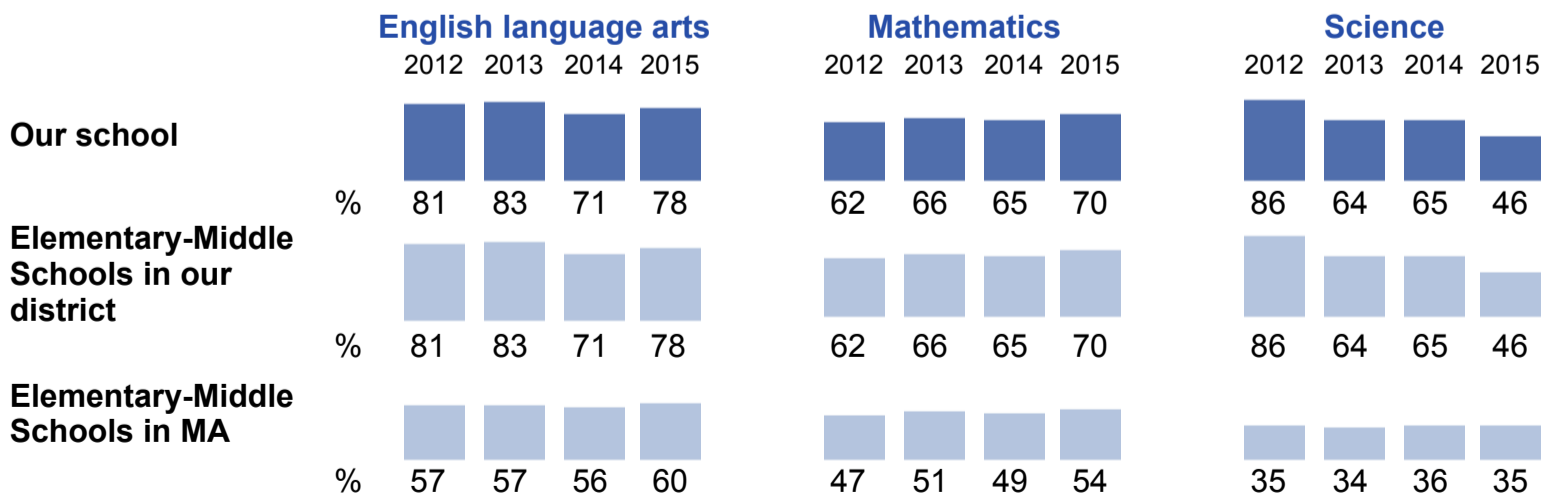
Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the full report card containing additional data contact the school's principal or visit the Massachusetts Department of Elementary and Secondary Education's website at <http://profiles.doe.mass.edu>. For more information about report card data, visit our [Profiles Help](#) page.

### How is our school doing overall?

Accountability and assistance levels		School percentile										
<b>Our school</b>	<b>Level 2</b> Not meeting gap narrowing goals - Low assessment participation (Less than 95%)	School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below. 1 25 50 75 <b>87</b> 99 Lowest performing Highest performing										
<b>Our district</b>	<b>Level 2</b> Not meeting gap narrowing goals - Low assessment participation (Less than 95%)											
Most <b>schools</b> are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A <b>district</b> is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance. More information is available here: <a href="http://www.mass.gov/ese/accountability">http://www.mass.gov/ese/accountability</a> .		<b>Overall progress in narrowing gaps</b> Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.										
		<table border="0"> <tr> <td><b>All students</b></td> <td><b>Met Target</b></td> </tr> <tr> <td><b>High needs students</b></td> <td>Did Not Meet Target</td> </tr> <tr> <td><b>Economically disadvantaged</b></td> <td>-</td> </tr> <tr> <td><b>Students with disabilities</b></td> <td>-</td> </tr> <tr> <td><b>English language learners &amp; former ELLs</b></td> <td>-</td> </tr> </table>	<b>All students</b>	<b>Met Target</b>	<b>High needs students</b>	Did Not Meet Target	<b>Economically disadvantaged</b>	-	<b>Students with disabilities</b>	-	<b>English language learners &amp; former ELLs</b>	-
<b>All students</b>	<b>Met Target</b>											
<b>High needs students</b>	Did Not Meet Target											
<b>Economically disadvantaged</b>	-											
<b>Students with disabilities</b>	-											
<b>English language learners &amp; former ELLs</b>	-											
<b>District determination of need for special education technical assistance or intervention</b> <div style="text-align: center; background-color: #90EE90; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Meets Requirements-At Risk (MRAR)</b> </div> Districts, including single school districts, are assigned a determination of need for special education technical assistance or intervention. These determinations, which are typically based on the district's accountability and assistance level, range from Meets Requirements (Level 1 districts) to Needs Substantial Intervention (Level 5 districts). The determination level, which incorporates compliance measures also, helps to identify whether the Department will require districts to take additional actions to support improved outcomes for all children, especially students with disabilities.												

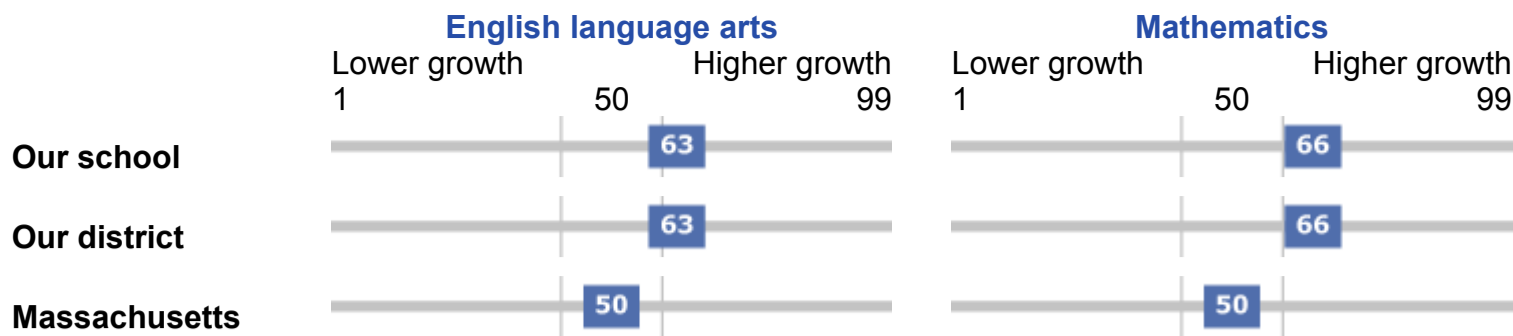
### How does our school's achievement over time compare to the district and the state?

Students scoring proficient or above on **Massachusetts Comprehensive Assessment System (MCAS), 2012-2015**



### How does our school's growth compare to the district and the state?

Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2015 are below. (Note: Growth values are truncated.)



## How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	193	193	955,844

By high needs population	Our school		Elementary-Middle Schools in our district		Elementary-Middle Schools in MA	
	#	%	#	%	#	%
Economically disadvantaged students	18	9.3	18	9.3	25,379	38.9
Students with disabilities	29	15.0	29	15.0	10,867	16.7
English language learners	0	0.0	0	0.0	12,320	18.9

## How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	Elementary-Middle Schools in our district	Elementary-Middle Schools in MA
Teachers (#)	17.0	17.0	4,879.2
Core academic classes taught by highly qualified teachers (%)	100.0	100.0	89.4
Average class size (#)	-	-	-
Student : teacher ratio	11.4 to 1	11.4 to 1	13.4 to 1

## How is our school doing on other important measures?

Attendance	Our school	Elementary-Middle Schools in our district	Elementary-Middle Schools in MA
2015 Attendance rate (%)	94.9	94.9	95.0
2015 Average days absent per student (#)	9.0	9.0	8.6
2015 Chronic absenteeism rate (%)	10.1	10.1	12.7

Discipline	Our school	Elementary-Middle Schools in our district	Elementary-Middle Schools in MA
2015 In-school suspension rate (%)	-	0.0	1.5
2015 Out-of-school suspension rate (%)	-	0.5	3.0

High school completion	Our school	Our district	Our state
2013 5-year graduation rate (%)	-	-	87.7
2014 4-year graduation rate (%)	-	-	86.1
2014 annual dropout rate (%)	-	0.0	2.0
2013 graduates attending institutions of higher education* (%)	-	-	76.6
2015 12th graders taking 1+ Advanced Placement courses (%)	-	-	39.7
2015 Advanced Placement tests with scores of 3 or higher (%)	-	-	66.3
2015 SAT average score - Reading	-	-	508
2015 SAT average score - Writing	-	-	497
2015 SAT average score - Math	-	-	521
2014 MassCore** - Completing a rigorous course of study (%)	-	-	72.4

\*Postsecondary enrollment data includes any student enrolling in an institution of higher education within 16 months of earning a high school diploma

\*\*MassCore: 4 years of English, math, & science, 3 years of history, 2 years of a foreign language, 1 year of arts & 5 additional "core" courses

## What else should you know about our school?



To view our school's full report card, visit <http://profiles.doe.mass.edu>. For more information about report card data, visit our [Profiles Help](#) page.

Published by the Massachusetts Department of Elementary and Secondary Education



## **Domain Coordinators Report to the Board of Trustees January, 2016**

1. The first phase of our Coordinated Program Review occurred this week when two people from DESE were at school going over Special Education records. In addition to Special Education, they are looking at Civil Rights, and English Language Education. This week, they were looking for compliance in three major areas: Team Process; IEP, Placement, and Progress Reporting; and Assessments. We submitted considerable documentation regarding policies and procedures, and these will be reviewed off site. The team will return on January 21 and 22 for interviews and observations. A separate, off-site review of Title I compliance is also happening this year. Documentation for that review was submitted in December.
2. The official School Report Card was sent to parents on Jan. 9. A copy is attached to this report.
3. This year, we are working with a math coach in grades 4-8. Susan Creighton is a former Hilltown parent and a gifted math educator. She is working twice monthly with the team in several areas: some cross-grade vertical alignment around the math standards; helping teachers help kids to take ownership of their math learning and get past any math anxiety that gets in their way; supporting the struggling learners, particularly those who are still unsure of the basics; and thinking about alternative classroom structures. She observes in classrooms and meets with teachers individually and as a group.
4. Our annual Information Night for Perspective Parents is Jan 19. We expect the usual enthusiastic crowd. If a Board member would like to attend we would love to have you. Applications are rolling and we have an eager crop of siblings waiting for their spot in the fall.
5. We've received a \$2,500 donation from Florence Savings Bank as part of the Give to Grow Campaign. We will follow up with the appropriate level of recognition.
6. Our December, 2015 tuition payment from DESE was \$4,000 higher than all previous months. This reflects the first round of reconciliation based on actual enrollment data and assume these rates will hold going forward. There will be more discussion of PPE in during the meeting.
7. Easthampton Public Works has installed " No Parking" signs as requested. We are pleased with the quick response.

DOMAIN COUNCIL MEETING  
MINUTES  
12.22.15

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

8:30 am – Meeting began

Topics discussed: Jan BOT meeting agenda, Local Politics, FY16 Budget

Jan BOT Agenda: We discussed possible items for the January BOT meeting, including Q2 Financials, Building Purchase, Personnel Proposal, Staffing Changes, Succession Planning, Development Update, CPR Update, and possible Executive Session. The Jan BOT meeting agenda will be finalized at the Domain Council meeting on 5 Jan 2016.

Local Politics: Conversations about charter schools continue to be in the news and in local political discussions related to municipal budgets. The League of Women Voters is behind a number of the budget-related discussions – Amy will be in touch with them to find out more about their sessions and offer accurate numbers. We at HCCPS continue to lay low in the discussion. Amy and Dan will likely meet with both the Superintendents of Northampton and Easthampton; the Easthampton Superintendent in particular was interested in our experiences with a K-8 school.

FY16 Budget Initial Thoughts: PPE gets paid monthly; the amount hasn't changed yet this year. Dan is interested in getting SPED Director/Coordinator/Support next year. In particular, the Prisms team has found that losing TAs and SPED support is hard. The "stipend" idea for out of hours work (current Personnel topic) has gotten lots of feedback from teachers and TAs so far. One note re the FY16 budget: until we know the building purchase situation, we won't know our mortgage amount.

9:30 am – Meeting ended

Respectfully Submitted,  
Susannah Howe

DOMAIN COUNCIL MEETING  
MINUTES  
1.05.16

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

8:30 am – Meeting began

Topics discussed: Jan BOT meeting agenda conformation, Capital Campaign, CPR

Jan BOT Agenda: We confirmed the agenda for the January BOT meeting: Q2 Financials, Building Purchase, Personnel Proposal, Staffing Changes, Succession Planning, Development Update, CPR Update, Petition for Waiver Request, and possible Executive Session.

Capital Campaign: There continue to be bits of money trickling in from the end of the Capital Campaign. Amy and Deirdre will make a plan for how to handle tracking. Deirdre will write the Give to Grow thank you letters. She may also write special letters to people who have pledged but not yet converted their pledge to a gift; perhaps Andi could sign the special letters as campaign co-chair. Susannah will write thank you letters to Bella's mothers regarding the gifts in Bella's name.

Coordinated Program Review: HCCPS now has a full set of policies related to ELL; this will be reviewed by the CPR team when they visit on Jan 6/7 and 20/21. Side note: HCCPS is up to 45 students with disabilities (this includes 504s) out of 210 kids in the school. In the 6-8 grades, the ratio is 23/80.

Next Domain Council meeting: Tues, Feb 2 @ 8:30 AM (Groundhog Day – perhaps we'll meet again and again!)

9:40 am – Meeting ended

Respectfully Submitted,  
Susannah Howe

## GABS Meeting Report: December 15, 2015

5:00 PM

### **Board Book Updates:**

Reviewed Guidelines for Conduct at HCCPS BOT Meetings

Updated BOT Committee Report Form

Reviewed Committee Proposal Template

### **Board Recruitment:**

We are not losing too many bot members at the end of FY16, but it would be good to have a couple more board members coming up to ad to and fill-in spots.

Plan a GABS meeting to invite people that have expressed interest in BOT or committees to ask questions and talk about it.

### **Recruitment Tools:**

We will send targeted emails to people who have expressed interest in the BOT and Committees and follow up with Board Interest Forms and personal notes in school mailboxes.

January and February is recruitment time - focused on committees and what they do. Put up committee info and post at school and in newsletter.

Next meeting: January 19, 2016

AGENDA ITEM: Committee interest form? GABS description? Meeting ended at 6:20 pm

## Hilltown Charter Public School

### On Site committee minutes

<b>Date/Time</b>	<b>Nov, 18, 2015</b>
<b>Present</b>	Amy Aaron, Charles Wiemeyer, Paul Lischetti, Steve Schrems, Louise Vera, Mike Simonelli and Chris Greenfield
<b>Notes taker</b>	Charles

### Agenda

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>	
Approval of Minutes	Reviewed minutes from previous meeting. No changes approved as submitted	Motion to approve by Steve- Second by Charles	
Picked next meeting date.	December 8th @ 6PM		
Defining fence location set back	Louise spent some time reviewing the city's setbacks and speaking with a city official for our planned fence. Discussion as a committee to understanding the guidelines.	More research is needed to understand the school's options- Formal drawing set maybe needed and submitted and approved.	
Parking and School Zone signs	Amy called police dept about putting up "School Zone" signs.	Waiting for the city process for approval of signs.	
Changing how parents pick up.	Committee discussion on options.	Determined that no changes feasible/ needed for length of time of pick up	
Amy hired out box construction and chips	Amy, Did a great job getting this done in a timely manner		
Sound issues between rooms.	On going project by Steve.	Install more panels and "sound blankets"	

8			
9			
10			

# Hilltown Cooperative Charter Public School

## Personnel Committee Minutes – Thursday, January 7, 2016

**Present: Dan Klatz, Rebecca Belcher-Timme, Carla Clark, Steve Hoyt**

**Regrets:**

Topic	Discussion	Action (if necessary)
<p>Compensation for extra duties</p>	<p>We gathered feedback from staff. Issues that came up for consideration were:</p> <ul style="list-style-type: none"> <li>The mummies play</li> <li>The DC trip</li> <li>Committee meetings</li> <li>Pre and post school meetings</li> <li>TAs subbing for extended periods</li> <li>Coaching responsibilities</li> </ul> <p>We agreed that this particular proposal is only addressing stipends for discrete extra duties such as dance chaperoning, mini-courses, overnight trips and home visits.</p> <p>Committees are voluntary and participation offers teachers the opportunity to have representation and a voice in the working of the school.</p> <p>Most pre and post school meetings fall under the job description of the teacher.</p> <p>Coaching could be compensated through a fixed amount paid per weekend or evening meet or game.</p> <p>This proposal is to address initiatives that have become valuable to the institution over time.</p>	<p>Dan will draft a proposal for the next board meeting.</p>

Next Meeting: Thursday, February 4 at 7:30 AM



## **Finance Committee Meeting- January 8, 2015 8:20 AM**

**Attending: David Starr, Maureen Mahar, Deb Jacobson, Amy Aaron**

**Regrets: Andrea Powers**

**Topics: 2nd Quarter Financials + building purchase**

### FY16 Q2 Budget Update

HCCPS lost 3 students from Northampton this year and added 1 from Northampton and 1 from Easthampton. This will result in an increase in revenue from earlier projections.

There were several budget revisions that were proposed to make the budget more accurately reflect year end actuals. These include SPED 240, SPED 274, Teacher Quality 140, Title 1 305, SPED Medicaid Reimbursement, Smith Fellow Intern Stipend, Teaching Assistants, Americorps Personnel, Development Consultant, SPED Summer Services, HVAC Maintenance, Electricity and MCSA Dues.

### ACTION

All Revenue & Expenditures budget revisions were approved to be presented at the BOT meeting.

Recent budget audit was missing GASBY68 according to the Commonwealth's review. This involves teachers pension liability and has no bearing on the school budget. This is a new provision that represents the value of teachers' pension as a liability.

### Building Purchase

Purchase & Sale agreement was received from our attorney and forwarded to the sellers.

Laura Baker met with Amy Aaron & attorney to initiate the mortgage application process.

Need to confirm that schools are legally entitled to own property before determining if the purchase will be done by HCCPS or by FOH.

Application will be to USDA for loan before trying other loan programs because of the significantly advantageous terms of their loans.

March Finance Committee Meeting Changed to March 18th.