

**HCCPS Board of Trustees  
Meeting Agenda  
May 11, 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 Apr 13

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

**6:55 Personnel Recommendation re Salary Scales: Steve/Dan (15 min – decision)**

**7:10 FY17 Budget Draft: Amy (15 mins – discussion)**

**7:25 LRP Status Updates: Amy/Dan/Deirdre (10 min – update/discussion)**

**7:35 Committee Description Proposals: Penny (5 min – decision)**

**7:40 BOT Members/Roles: Penny/Deirdre (10 min – update/discussion)**

**7:50 Annual Meeting Check-In: Deirdre (5 min – update)**

**7:55 Site/Security Update: Amy (10 min – update)**

**8:05 FOH Update: Andi (5 min – update)**

**8:10 Hiring Update: Dan (5 min – update)**

**8:15 New Business (5 min – identify only)**

**8:20 Committee Reports (5 min – questions only)**

**8:25 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min)**

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

**8:30 Review Action Items in this meeting's minutes (5 min)**

**8:35 Adjournment**

## Personnel Committee Proposal to the Board of Trustees

Date: May 2, 2016

Priority level: High

Approximate time needed for discussion: 15 Minutes

Proposal to be presented by: Steven Hoyt, Dan Klatz

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

### Text of proposal:

We recommend adopting a goal for salary scales for Teaching Assistants and Teachers outlined on page two. These proposals would bring TA wages to 97.5% of the current (FY16) median of comparable area districts by 2018. For teachers, next year would be at FY16 median, and by 2019, we would be at the FY17 median. This is in line with the goals for compensation adopted early this year by the Board.

For employees not on these scales (other than the three Coordinators), we recommend a 4% increase next year, which is the average increase embedded in the scales for next year. Beyond next year, these positions need to be examined using job descriptions so we can have a valid, direct comparison.

Coordinator salary recommendations will have to be made by the full Board, as this committee does not feel we can weigh in. Comparable figures have been provided to the President and Vice President of the Board.

### Goals to be achieved by proposal:

Competitive salaries; alignment with goals adopted earlier this year which state the following:

*Every three years, the BOT will obtain data regarding the salary scales at the following comparable local districts; Hadley, Hatfield, Williamsburg, Westhampton, and Chesterfield/Goshen as well as data from the following Charter Schools: PVPA, Four Rivers, PVCICS. Hilltown Salary scales will be developed that are within 90%-110% of the average salaries from these districts, and implemented whenever financially feasible during the following three years. For non-scaled positions, every attempt will be made to obtain similar data, and apply the same goal.*

### Potential problems/dissenting views:

None. Budgetary issues will impact the ultimate rollout of these scales.

Current TA Scales (40 hr week/185 day year) Step                      Hourly		Researched Median Hourly Rates FY16 Hourly				
				FY17 Proposed 95%	FY18 Proposed 97.5%	FY19 Proposed 100%
				FY16 Median	FY16 Median	FY16 Median
<b>1</b>	<b>12.70</b>	<b>1</b>	<b>14.46</b>	<b>13.74</b>	<b>14.10</b>	<b>14.46</b>
<b>2</b>	<b>13.35</b>	<b>2</b>	<b>15.11</b>	<b>14.36</b>	<b>14.74</b>	<b>15.11</b>
<b>3</b>	<b>13.99</b>	<b>3</b>	<b>15.76</b>	<b>14.98</b>	<b>15.37</b>	<b>15.76</b>
<b>4</b>	<b>14.65</b>	<b>4</b>	<b>16.41</b>	<b>15.59</b>	<b>16.00</b>	<b>16.41</b>
<b>5</b>	<b>15.30</b>	<b>5</b>	<b>17.06</b>	<b>16.21</b>	<b>16.64</b>	<b>17.06</b>
<b>6</b>	<b>16.12</b>	<b>6</b>	<b>18.33</b>	<b>17.42</b>	<b>17.88</b>	<b>18.33</b>

Current Salaries			Median FY 16 Salaries		Midpoint of Median FY 16 & FY17			Median FY 17 Salaries		
			Proposed for FY17		Proposed for FY18			Proposed for FY19		
BA	MA	Step	Salary BA	Salary MA	Step	Salary BA	Salary MA	Step	Salary BA	Salary MA
1	38,993		40,864	45,037	1	41,416	45,604	1	41,968	46,172
2	40,050		41,926	46,475	2	42,502	47,086	2	43,079	47,697
3	41,107		42,988	47,912	3	43,588	48,567	3	44,189	49,223
4	42,164		44,049	49,350	4	44,675	50,049	4	45,300	50,748
5	43,221		45,111	50,787	5	45,761	51,531	5	46,411	52,274
6	44,278		46,173	52,225	6	46,847	53,012	6	47,521	53,799
7	45,335		47,235	53,662	7	47,933	54,494	7	48,632	55,325
8	46,392		48,296	55,100	8	49,019	55,975	8	49,743	56,851
9	47,449		49,358	56,538	9	50,106	57,457	9	50,853	58,376
10	48,506		50,420	57,975	10	51,192	58,938	10	51,964	59,902
11	49,563		51,482	59,413	11	52,278	60,420	11	53,075	61,427
12	50,620		53,605	62,288	12	54,451	63,384	12	55,296	64,479

**DRAFT**

FY 17 Budget Drafts							
DESE prjections 5.2							
Includes Personnel Committee salary recommendations							
				A	B	C	D
	INCOME			FY 16 Budget	FY 16 EOY	FY 17 Rent	FY 17 Own
1	State Per Pupil PPE			2,516,682	2,585,240	2,612,440	2,612,440
2	Grants- Mass DOE SPED 240			29,637		29,637	29,637
3	Grants- Mass DOE 140, Title II,A			4,168		4,168	3,751
4	Grants- Mass DOE Title I 305			15,252		13,727	13,727
5	Grants- MASS DOE 274			3,000		3,000	3,000
6	REAP Grant			19,911		19,911	19,911
7	Community Foundation Class Grants			2,000		2,000	2,000
8	Friends of HCCPS Rolling Arts Grants			1,500		1,500	1,500
9	Field Trip Fund			7,315		7,600	7,600
10	Friends of HCCPS- Community Service			1,200		0	0
11	Fundraising-pizza			3,000		3,000	3,000
12	Fundraising - general			34,000	35,000	30,000	30,000
13	Kids Club Income			65,000	78,565	78,000	78,000
14	Student Activity Fees-			9,000	11,000	11,000	11,000
15	Medicaid/SPED Income			20,000		20,000	20,000
16	Misc Income			1,000		1,000	1,000
17	Interest income			1,200		1,200	1,200
18	School Lunch receipts			15,000		15,000	15,000
19	Special Field Trip Fundraising			20,000		20,000	20,000
20	Winter Fair			7,500		7,500	7,500
21	Total Income			2,776,365	2,879,869	2,880,683	2,880,266
	EXPENSES						
	Personnel						
22	Teachers - all teachers, S/L, PE			1,112,745	1,150,301	1,201,084	1,201,084
23	Teaching Assistants- TA hrs- classroom			173,838	187,606	181,760	181,760
23a	Graduate Interns x3			10,000	10,000	30,000	30,000
24	Kids Club/Recess Coordinator ..6-			10,904	10,904	11,341	11,341
25	Kids Club staff			15,794	21,314	16,005	16,005
26	Substitutes			11,000	5,890	11,000	11,000
27	Administrative Coordinator			80,936	80,936	84,174	84,174
28	Education Coordinator			80,936	80,936	84,174	84,174
29	Community Coordinator-.5 fte -.6 fte			36,421	36,421	37,877	37,877
29a	SPED Administrator- step 8 plus 10%			0	0	60,600	60,600
30	Administrative Assistant			39,556	39,556	41,138	41,138
31	Bookkeeper/Purchasing agent-.80 fte			41,616	41,616	43,281	43,281
32	Nurse/Health Educator -.9 fte			45,558	46432	48,245	48,245
33	Counselor-.5- .8 fte- 1.fte			48,171	53,746	62,288	62,288
34	Tech Teacher/Coordinator (on teach grid)			41,107	41,107	44,049	44,049
35	Student Activites Staff			900	750	900	900
37	Admin support .25			5,000	0	0	0
38	Longevity Pay			7,500	7,908	7,500	7,500
39	Stipends- expansion,curriculum			1,000	1,550	1,000	1,000
40	Payroll subtotal			1,762,983	1,816,975	1,966,415	1,966,415
41	Medicare- everyone-.0145			25,563	25,757	28,513	28,513
42	FICA- non MTRS-.062			32,376	25,231	33,552	33,552
43	SUTA-.004- everyone/.003 2015			5,354	4,304	5,899	5,899
44	UHC-.0048 everyone/capped @ 1st 14,000			6,000	3,463	6,000	6,000
45	Health Insurance			240,000	219,629	259,200	259,200
46	HRA			13,000	11,844	13,000	13,000
47	Health Diversion Benefit			11,000	10,932	11,000	11,000

48	Workers Compensation		12,000	11,806	13,000	13,000
49	College Credit Reimbursement		1,000	0	1,000	1,000
50	Total Personnel Costs		2,109,277	2,129,941	2,337,580	2,337,580
	Consultants and Outside Services					
51	FSA/HRA Administrative Cost		2,200	1,872	2,200	2,200
52	Accounting Consultant		1,000	330	1,000	1,000
52a	Development Consultant		2,000	2,000	0	0
53	Auditor		7,300	7,300	8,000	8,000
54	Americorps x2		9,614	9,614	18,000	18,000
55	SPED Contractors - PT, psychologist		55,000	55,000	60,000	60,000
56	SPED Advisor		10,000	5,000	1,000	1,000
57	Summer SPED services		2,290	2,290	4,000	4,000
59	Administrative Services- grading, SEMS,SIF		3,000	2,991	3,000	3,000
60	Payroll Service		3,000	2,703	3,000	3,000
61	Professional Development		8,500	5,085	8,500	8,500
62	Curriculum Consultants		7,000	7,000	7,000	7,000
63	Child Care Services		300	-14	300	300
64	Legal Fees		4,000	3,600	4,000	4,000
65	subtotal		115,204	104,771	120,000	120,000
	Occupancy-1.5% increase					
66	Insurance		21,500	23,453	22,500	28,000
67	Cleaning Services		40,000	40,000	40,600	40,600
68	Trash Removal		3,216	3,358	3,264	3,264
69	Minor Repair/Maintenance		3,500	3,500	3,553	5,000
70	Fire/Sprinkler Alarm Services		3,500	900	1,500	1,500
71	Copier Service Contract		700	1,027	711	711
72	Copier Rental		3,788	3,792	3,845	3,845
73	Telephone		1,500	1,133	1,523	1,523
74	Electric		25,000	24,164	25,375	25,375
75	Internet		1,670	1,690	1,695	1,695
76	Heat		7,000	3,327	7,105	7,105
77	HVAC Maint		7,000	7,000	7,105	7,105
78	Elevator Maint		2,460	2,605	2,497	2,497
79	Real Estate Taxes		26,000	26,000	26,390	6,400
80	Water Sewer Fees		3,000	2,300	2,500	2,500
81	Landscaping		6,000	4,000	4,200	4,200
82	Management Fee		6,000	5,400	6,090	1,014
83	Plowing		7,000	3,250	7,105	7,105
84	Rent/Mortgage		270,000	270,000	300,000	175,554
85	subtotal		438,834	426,899	467,557	324,992
	Supplies					
86	Household Supplies		5,500	5,500	5,500	5,500
87	Educational Supplies		18,726	18,726	19,620	19,620
88	PE/Playground supplies		1,000	1,000	1,000	1,000
89	Office Supplies		3,500	3,500	3,500	3,500
90	Testing/Evaluation Supplies		3,500	3,500	3,500	3,500
91	Postage		1,500	1,500	1,500	1,500
92	Printing		600	600	600	600
93	Food		700	700	700	700
94	sub total		35,026	35,026	35,026	35,920
	Equipment					
95	Minor Equipment<\$500 ,		3,000	3,000	3,000	3,000
96	SPED Equipment		6,000	6,000	6,000	6,000
97	Tech Repair/Replacement		8,000	8,000	8,000	8,000

[illegible]

# HCCPS

## LRP Update

**Name:** Amy Aaron

**Date:** 05/05/2016

**LRP Goal:** Goal #1, Site –

**Items Accomplished:**

- Purchase and Sale agreement signed with building owners
- Consultant hired to assist with financing for building purchase
- Approval received from DESE to enter into a loan commitment that extends beyond the term of *our charter*
- Application submitted to USDA for a 40 year mortgage loan
- Ongoing work with our HVAC mechanic on building problems

**Obstacles:**

Time and money

Federal bureaucracy

**Next Steps:**

Continue to push USDA process

Plan summer projects

**LRP Goal:** Goal #2 School Finance

**Items Accomplished:**

- BOT approval of mid-year budget modifications based on known changes to revenue and expense
- Determined fiscal feasibility of building purchase price
- Budget creation for FY 17

# HCCPS

## LRP Update

Name: Dan Klatz

Date: May 5, 2016

### LRP Goal:

#### **K-8 Curriculum Review**

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**Items Accomplished:** Piloted new spelling program for K-3 (Project Read) , however several issues emerged which necessitated revisiting the program choice. Review of writing curriculum will continue in professional development sessions later this year.

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**Obstacles:** Time

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**Next Steps:** Complete ELA review this year. Begin the review of Science curriculum in 2016-17.

### LRP Goal:

#### **Academic Affiliation and Teaching Interns**

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**Items Accomplished:** Added two additional interns beginning Fall 2016. For the 2016-17 academic year, we will have a total of three interns working in the school. Two of the interns are graduate students at Smith College, and the other is a graduate student at Mt. Holyoke College.

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**Obstacles:** None

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**Next Steps:** Continue pilot of the program. Begin review of effectiveness at the end of the 2016-17 academic year.

### LRP Goal:

#### **Grades 6-8 Program Reorganization**

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**Items Accomplished:** Implemented (nearly) full 7/8 program.

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**Obstacles:** As noted in November, the changes with the new configuration are very labor intensive. There is an intersection between changes in the programs in Grades 6-8 and an increased number of students with clearly defined needs, and this area will require considerable ongoing attention to determine the best structures for our school.

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**Next Steps:** 1-2 additional years to full settle into this new model.



# HCCPS

## LRP Update

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**Name:** Dan Klatz

**Date:** May 5, 2016

**LRP Goal:**

**Plan for Administrative Succession**

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**Items Accomplished:** Created position of Administrator of Special Education. As we anticipated, this will be a necessary component of our overall school administration.

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**Obstacles:** None at this time.

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**Next Steps:** Hire a stellar individual.

# HCCPS

## LRP Update

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**Name:** Deirdre Pulgram Arthen

**Date:** 5-1-16

**LRP Goal:** Community Goal 1

**Create and Implement Community Team**

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### **Items Accomplished:**

Community Team has been meeting for 2 years.

Current membership: Comm Coord., 5 parents plus 1 teacher, counselor – on occasion  
- there is a good mix of parents of older and younger students.

Regular meetings and ongoing planning continues for projects and events:

- Morning coffee

- Telephone poll of new families

- Teacher appreciation

- Movement toward “teacher of the week” interviews and web bios

- Last Friday party

Improved access to school events on the webpage and in newsletter

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### **Obstacles:**

Still no simple method for getting student input due to no student council and also no Student Community Leadership Team this year.

Very hard to find good meeting time for both staff and parents

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### **Next Steps:**

Figure out student input piece.

Assess projects this year and plan for 2016-17

# HCCPS

## LRP Update

**Name:** Deirdre Pulgram Arthen

**Date:** 5-1-16

**LRP Goal:** Community Goal 2  
**New Student/Family Integration**

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### **Items Accomplished:**

First Friday party and individual class parties before school opens

Brought in 2 Americorps members

For Parents:

New parent breakfast. Telephone poll of new parents (CT)

Morning Coffee hours provide access – encourage parent connections.

For Students:

6<sup>th</sup> grade teambuilding trips and CSL builds connections

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### **Obstacles:**

Parents of new older students seem reluctant to show up or volunteer for all school events. Results are better for class-related events and Prisms teachers have increased these opportunities.

Drop off and pick up ease make it unnecessary for many parents to ever come into school, so they don't interact with each other or staff informally. Not a problem overall with parents of kids grades K-4

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### **Next Steps:**

Revive leadership teams or equivalent in Prisms

Assess input from phone polling and create new outreach plan for incoming parents.

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# HCCPS

## LRP Update

**Name:** Deirdre Pulgram Arthen

**Date:** 5-1-16

**LRP Goal:** Community Goal 3  
**Traditions Supporting School Culture**

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**Items Accomplished:**

CSL time continued in Purples  
Buddy classes for all Purples  
Hilltown Harmonies and 2-5 chorus successes  
Mummers Play repeat  
Il Teatro and All School improving  
Maintained other significant traditions – welcome and goodbyes.

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**Obstacles:**

No Leadership Teams or any equivalent this year.

Teaching the entering 6-8<sup>th</sup> graders the songbook (our shared community language) is hard to accomplish – we need time for that.

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**Next Steps:**

Work with Prisms and Purples teachers to plan for next year  
Implement graduation revisions and assess them.

# HCCPS

## LRP Update

Name: Deirdre Pulgram Arthen

Date: 5-1-15

**LRP Goal:** Community Goal 4

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**Leadership Training (due to begin in 2015-16)**

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**Items Accomplished:**

CSL in Purples

ADL conference for 7<sup>th</sup> graders

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**Obstacles:**

TIME for work in the Prisms

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**Next Steps:**

Figure out a schedule that can accommodate leadership training for older students.

Work with teaching staff about integration among all ages.

Build off of ADL conference



**Proposal to the Board of Trustees**  
From  
Governance and Board Sustainability Committee

**Date:** 5/1/2016

**Priority Level:** Low

**Proposal to be presented by:** Penny Leveritt

**Committee members drafting proposal:** Deirdre Arthen, Penny Leveritt and Amy Reesman

**Text of proposal:** the GABS Committee is tasked with ensuring that the BOT Resource Notebook is comprehensive and up-to-date. This necessitated our request for the Personnel Committee to draft an updated description of their purpose, role, and responsibilities. If approved by the BOT, this description will be added to the Governance Section of the BOT Resource Notebook.

**Goals to be achieved by proposal:** to build a comprehensive and up-to-date Governance Section of the BOT Resource Notebook, which includes clarifying the roles and responsibilities of the Personnel Committee.

**Potential problems/dissenting views:** none are expected as the description was drafted by the Personnel Committee and submitted to the GABS Committee for consideration and presentation to the BOT.

**Additional notes:**



**HCCPS PERSONNEL COMMITTEE**  
**STATEMENT OF PURPOSE AND GOALS**  
(revised February 2016)

**Purpose:** The purpose of the personnel committee is to develop and apply policies related to hiring staff and managing the conditions of employment in ways that fit with the school's charter and mission.

**Responsibilities and goals:**

1. Research relevant issues and make recommendations to the Board on possible resolution.
2. Investigate ways to improve the working conditions of staff to encourage good morale and limit staff turnover, within the practical constraints that exist.
3. Create standards for handling personnel matters that can be clearly and fairly applied to individual situations.
4. Ensure that relevant labor law and regulatory guidelines are honored.
5. Maintain committee membership such that non-parent input is available for balance and objectivity.
6. Maintain minutes of proceedings so that a record is available concerning the decision-making process.



**Proposal to the Board of Trustees**  
From  
Governance and Board Sustainability Committee

**Date:** 5/1/2016

**Priority Level:** Low

**Proposal to be presented by:** Penny Leveritt

**Committee members drafting proposal:** Deirdre Arthen, Penny Leveritt and Amy Reesman

**Text of proposal:** the GABS Committee is tasked with ensuring that the BOT Resource Notebook is comprehensive and up-to-date. This necessitated our request for the Finance Committee to draft an updated description of their purpose, role, and responsibilities. If approved by the BOT, this description will be added to the Governance Section of the BOT Resource Notebook.

**Goals to be achieved by proposal:** to build a comprehensive and up-to-date Governance Section of the BOT Resource Notebook, which includes clarifying the roles and responsibilities of the Finance Committee.

**Potential problems/dissenting views:** none are expected as the description was drafted by the Finance Committee and submitted to the GABS Committee for consideration and presentation to the BOT.

**Additional notes:**





## **Finance Committee Purpose and Responsibilities**

(Revised 3/18/16)

### **Purpose**

1. Make Recommendations to Board of Trustees on any school matters of financial substance
2. Review and Recommend action to Board of Trustees on any loans

### **Budgeting Responsibilities**

1. Review Budget Projections
2. Review Financial Statements
3. Approve quarterly budgets, review revisions
4. Recommend any changes or modifications to drafts of budgets for Board of Trustees approval
5. Approve budgets for fiscal viability and recommend to the Board of Trustees for action
6. Appoint a member to review bank statements and other documents periodically in order to provide some check on the administrator's financial management

### **Annual Audit Responsibilities**

1. Participate in the Acceptance process of audited financial statements
2. Recommend board action on annual fiscal audit
3. Oversee implementation of audit recommendations from auditor
4. Assure compliance with any changes to reporting regulatory or accounting standards



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

1. There has been a flurry of older grade enrollment activity which is likely to continue until at least the end of the school year. Some factors contributing to the activity, both in and out, are: increased presence of the Chinese Immersion school as a 6-12 grade options; 7th grade as the entry point for PVPA; students unwillingness to leave their independent schools in their last year (6th grade) despite their parents desire to enroll them at Hilltown. We can confidently fill our classes despite these factors.
2. Students in grades 3-8 will be taking the MCAS tests in Math, and for grades 5 and 8, Science and Engineering. Results will be available in the fall.
3. There continues to be a flurry of publicity on the charter school debate. Not surprisingly the Easthampton City Council passed a resolution opposing the cap lift. Unfortunately this was done with no public debate and with inaccurate information presented at their meeting. MassLive had a story about the city's action and Amy was quoted as part of the story. Channel 22 ran a short story on this morning's news on the issue and Amy was interviewed for that as well.
4. AmeriCorps updates: The CSL programs that Alana has been leading with K-6 classes have been very successful. We now have new partnerships with the pre-school down the street, "All About Children" where our students are reading to theirs, and with the Easthampton Council on Aging through which the Reds and Oranges have developed a pen pal relationship and will be having a celebration next week. The Purples are finalizing their year with several projects to benefit the school. Alana will offer a CSL report at the Annual Meeting. Finally, we have confirmed our two promising new members for next year. Their service begins at the end of August.
5. We are up and running for hiring both the Blues teacher and the SPED Administrator. Hiring Committees have been formed, and we will begin interviewing candidates this week.
6. The DESE has adopted a new metric to determine low income counts in all public schools. This new measure is based on families enrolled in 5 specific state aid programs, rather than income levels. As a result state tuition payment rates for FY17 have been modified, some up some down. Three of our largest sending districts, including Northampton and Easthampton, have rate reductions. You will see the impact of this change when we review the next budget draft.
7. Next year, we will have a total of three graduate interns working in classrooms. In addition to our current intern entering her second and final year with the school, we will have two interns beginning their first year at the school. One is from Smith College and the other is from Mt. Holyoke College. Additionally, we expect to have a number of "student teachers" working for some part of the year in the school.

# Domain Council Meeting Minutes



Date: April 26th, 2016

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

8:30 am - Meeting began

Topics discussed: BOT agenda, Hiring committee for new hires, FY 2017 Budget, Political update

## BOT Agenda Items

The agenda that was proposed from the last BOT meeting was reviewed and made minor changes were made. The currently proposed agenda is as follows: FOH Update, LRP Updates, Job Descriptions from Gabs, Personnel Committee: Salary Scales, Board members and Roles, Annual Meeting Update, Security Update, 2017 Budget Draft

## Hiring Committee for K-1 and SPED Coordinator

There are two positions that require hiring committees with board involvement. Scott Remick will likely be part of the committee to hire the K-1 position, and Steve Hoyt was suggested for the SPED Administrator position.

## Budget

The way the State calculates low income has changed, which looks to adversely impact Hilltown. Additionally, negative inflation has lowered the PPE. This equates to less income per student than last year. Amy will add these new numbers in the budget. Additionally we will assume at least 1 month of rent and the remaining months assuming a mortgage payment, as we are hoping to close by July 1.

## Political Update

Easthampton Democratic Party held a meeting on public education impact of charter schools several weeks ago. The biggest concern is around mis-information being disseminating. We discussed if it makes sense to attend the comment period of the next Easthampton city council meeting or whether we try to meet with folks individually to discuss (or both). No decisions were made.

**Next Domain Council meeting: Tues, May 3 @ 8:30 AM**

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

# Domain Council Meeting Minutes



**Date:** May 3rd, 2016

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

8:30 am - Meeting began

Topics discussed: BOT Agenda, Personnel salary research, 2017 Budget, Hiring Committee for new hires, Political Update

**BOT Agenda Items:** The proposed agenda is as follows: FOH Update, LRP Updates, BOT Job Descriptions from, Personnel Committee: Salary Scales, Board members and roles, Annual Meeting Update, Security Update , Draft 2017 budget review

## **Personnel: Salary Scales Adjustment:**

Personnel committee continues to research salary comparisons for all staff. At an upcoming board meeting we will need to discuss these comparisons. It was noted that the coordinators salary adjustments seem to be the most off (HCCPS is quite a bit lower than average).

## **Budget 2017**

The domain council reviewed the updated draft 2017 budget. PPE is not going up as much as it has previously, teacher salary scales will reflect Personnel recommendation based on the study performed.

We have created two projections, one assuming that we will rent, and the other assumes we will own the building (with 1 month of rent).

Amy will make some modifications to the 2017 budget including, but not limited to: increase kids club, increase Coordinators salary, and potentially remove the new line item for facility staff ¼ time. Also, since we are hiring a SPED coordinator we believe the eliminating the SPED Contingency and reducing SPED Advisor does not pose a big risk. This will be discussed at the BOT meeting.

## **Loan Status**

Still at the state, needs to go to the Feds because it is \$3.5 million, and it is required for anything over \$3 million. Should we put money down, and borrow some from Easthampton Savings Bank to avoid the Fed process? Discussion to be continued.

**Next Domain Council meeting: Tues, May 17 @ 8:30 AM**

9:30 am - Meeting ended

Respectfully Submitted,

Scott Remick

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

### **USDA Loan Discussion**

If a school applies for a loan for more than \$3M, the loan must be approved by the Federal office of the USDA  
If a school applies for a loan for \$3M or less, the regional USDA office can approve the loan.

It has been almost three months since the \$3M+ loan application was submitted. There is some concern about how long the process is taking. In the spirit of being prepared, we discussed PLAN B possibilities.

1. Apply to Mass Development for a loan  
this would be a 30 year loan (instead of 40 years) and require a downpayment (USDA requires no downpayment)
2. USDA loan

An alternative to our current application would be to apply for 2 loans/one for each property at Hilltown (the school is technically on two town lots)

or

Apply for 2 loans, one for \$3M + one for \$500K using Hilltown funds or a 2nd bank loan

Hilltown's Current Cash-at-Hand \$800K available incl. contingency fund

For 6 months Our checking at its lowest point was \$475K.

For the most recent 6 months, our checking account has not fallen below \$550K.

We have a Board mandated bank account contingency fund requirement of \$275K.

Should Hilltown stay the course and wait longer to see what happens with the current USDA application?

Should we call our US Senators' offices to investigate or expedite the loan application?

The Finance Committee recommends that we wait another month before taking any action and approve 50% of the Personnel Committee's recommendation of staff raises.

(The Personnel Committee just completed a review of six other schools' compensation for employees. Compared to those schools, Hilltown's salaries are low. It is Hilltown's aim to reach the median FY16 salaries of those schools).

The Finance Committee recognizes the need to raise salaries. We think it's prudent to raise salaries 1/2 of the recommended level on 7/1/16 and then the balance of the raise when the USDA loan closes. Whenever the closing is, the balance of the raises will be retroactive to 7/1/16.

Next Finance Committee Meeting is June 3, 2016 at 8:20 am.

Meeting was adjourned at 9:30 am

## **GABS Meeting Report: April 26, 2016**

5:00 PM

### **Slate of Board of Trustee Candidates/Proposal to Community at Annual Meeting**

Deirdre will include the candidate resumes in the Annual Meeting packet along with the proposal form.

Penny will identify any departing BOT members so that they can be thanked during the Annual Meeting.

Discussion of overall process on day of meeting

GABS agreed to put forward the three new potential candidates - Michael Filas, Chris Greenfield, and Amy Reesman - and the interim candidate currently serving on the board, Terra Missildine for vote at the Annual Meeting

### **Discussion of Board roles and committee chair placements for FY17**

Penny will have follow up conversations with Board members to identify possible roles in 2016-2017

### **New/Revised committee descriptions/proposals**

#### **Finance Committee:**

GABS will present a proposal to the Board for approval of the revised Finance Committee description

#### **Personnel Committee:**

GABS will present a proposal to the Board for approval of the revised Personnel Committee description

## **On Site meeting report April 10th, 2016**

### **Meeting dates March 1st and April 5th**

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**Amy reported to the committee at both meeting the status of the build purchase**  
**Discussed the extension and lower interest rate.**  
**Waiting on the State and Feds**

#### **Projects completed:**

**Repair of play structure**  
**Installed projector screen**  
**Mounting of two bulletin boards**  
**Re mounting of bathroom door**  
**Hanging of the AED cabinet in Main Office**  
**Repair of front kitchen cabinet**  
**Repair of rope swing again- Have a replacement part in the office**

#### **Upcoming projects:**

**Planting of trees (hedgerow)**  
**Pricing provided for Amy's consideration.**  
**Installing of student backpack rack (purples)**  
**Waiting on student design- wood and installation by "on site".**  
**Repair and moving of teether ball:**  
**Replacement with a heavy duty unit and new location.**  
**Protective covering for All School walls:**  
**Pricing for two different sheet material that would need painting.**  
**Pricing for a pre finished material.**  
**Waiting on budget and codes from Amy to decide next step.**  
**Installation of Gazebo in front of the school for students waiting for the bus and classroom use.**  
**Waiting on coding for set back and pricing.**  
**Whole school intercom system:**  
**Existing system (new to moving in) is not adequate.**  
**Amy is looking into a new system- a wireless system was recommended by the committee.**  
**Bike rack to be built by Charles - installation location to be determined.**  
**Replace the support structure for the school mailbox.**  
**Soundproofing walls of the music room.**  
**Planning and "all school" work session.**  
**Planting of the hedgerow.**  
**Painting of the swing structure.**  
**Spring clean up.**  
**Greylock meeting room dividing wall.**  
**Upstairs book storage area off the teachers lounge.**  
**Art storage shelves in attic.**

**Hilltown Cooperative Charter Public School**  
**Personnel Committee Minutes – Thursday, April 28, 2016**

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

**Regrets:**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
Salaries	<p>We are out of alignment with surrounding districts for TA (or Para Professional) rates. We'd like to be at 95% of the median.</p> <p>We are more in alignment for teachers but would like to use more current information to decrease lag in salary increases.</p> <p>Salaries for administrative staff is very different from district to district. Administrative staff should have increases comensurate with teachers and teaching assistants.</p> <p>Is it possible to get all administrative staff on a scale?</p> <p>Coordinator salaries will be decided by the board</p>	<p>Make this recommendation to the board</p> <p>Propose salary scales beginning with the FY 16 medians and reaching the FY 17 medians after 3 years.</p>

Next Meeting: June 2