

**HCCPS Board of Trustees
Meeting Agenda
November 12, 2014**

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: Kipp Armstrong

6:30 Opening / Welcoming (read mission statement) (5)

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper

6:35 Public Comment period (10)

6:45 OML Update/ Minutes Protocol; Kipp (5)

6:50 Board Role Changes; Kipp (5)

6:55 Give2Grow Update; Kipp (5)

7:00 DC Evals Update; Kipp (5)

7:05 FOH/BOT Joint Gathering Update; Kipp (5)

7:10 Site Update; Amy and Laura (10)

7:20 1st Quarter Financials/Audit; Amy and Scott (15)

7:35 Renewal Visit Update; Amy (5)

7:40 LRP Updates, Amy, Dan and Deirdre (5)

7:45 Cummington School Inquiry; Dan (15)

8:00 Wine at Booksale Presale question; Deirdre (10)

8:10 Teacher Appreciation; Jess Berrien (10)

8:20 New Business

8:25 Committee Reports- Questions only

8:30 Meeting Wrap-up/ Evaluation/Minutes Finalization

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

8:40 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, October 8, 2014

Present: Dan Klatz, Scott Remick, Penny Leveritt, Deirdre Arthen, Jess Berrien, Amy Aaron, Susannah Howe, Kipp Armstrong, Laura Baker, Sam Charron

Regrets: Jesse Belcher-Timme, Ellen Ferris

Facilitator: Kipp Armstrong

Notetaker: Susannah Howe

Guests: Dianne Hobbs (FOH), Sonja Larson (Dev Assoc)

Listkeeper: Kipp Armstrong
 Timekeeper: Laura Baker
 Sam read the mission statement.

Topic	Discussion	Action(if necessary)
Announcements/ Appreciations/Ac knowledgements	<p><u>Appreciations:</u></p> <ul style="list-style-type: none"> - Pamela Cobb for School Photos! - Andrea Caluori, AmeriCorps member - FC/GABS submitted annual committee goals; other committees to follow suit - Penny L for making Seed Sower reception 	
Approval of Sept 2014 Minutes	No edits suggested	Motion to approve as written by Kipp, seconded by Penny. Approved by consensus.
Public Comment Period	Dianne Hobbs (FOH member, grandparent) - invested in making sure the school looks wonderful for the Community Day on Oct 18. Some of the spaces (especially non-classroom) don't look presentable as is and would really benefit from some clutter clean-up. People visiting will expect it the building to look new and fresh - this is our opportunity to show off our great new space.	
Give to Grow Update	<p>Total pledges & gifts to date are ~\$97,000, which represents 17 contributors. BOT and FOH have 100% pledge commitment. Big news after launching the campaign: challenge grant from the Community Foundation has been reduced to \$77,777 (not \$100k as initially envisioned). Campaign Co-Chairs still aiming for campaign goal of \$200k. We have a few potential corporate sponsors; BOT may be asked to help facilitate/attend conversations. Sonja is building community relationship management database - very important first step is to connect and say thank you. Sonja passed around sign-up list for BOT members to volunteer around Give to Grow campaign.</p> <p>Community Open House (Oct 18) is an important event to introduce ourselves to the community and begin to build partnerships. There will be an ad in the Summit to welcome the Easthampton community. This event is also a "welcome back" for alumni families. School will need to be cleaned in advance - volunteers encouraged! Sonja may be developing a virtual slide-show. Need people to help with hosting on the day of the Community Open House, and also making</p>	Susannah volunteered to make buttons for BOT/teachers/etc. to

	<p>invitation and follow-up calls for people who can't come. Suggestion to have activities for kids at the Open House.</p> <p>Would be good to write a letter to the Gazette thanking the Easthampton community for welcoming us already.</p>	<p>wear at the Open House</p> <p>Penny offered to ask her husband Mark write a letter to the editor of the Gazette.</p>
Site Update	<p>Proposed committee name change from "Site" Committee to "On-Site" Committee. New committee description proposal to reflect new committee roles: suggestion to change last sentence in Purpose section to be (only) "Explore long-term site control options." Committee has had a bit of the changing of the guard; committee is now more task-focused on this specific site, new members bring lots of expertise. On-Site committee has some fun ideas for art displays; also has a sub-committee working on acoustics.</p> <p>Issues/Updates for the building:</p> <ul style="list-style-type: none"> - water leak at Reds end. Mold remediation company started today. There were 3 intrusions into the same pipe; will be fixed tomorrow. End date of remediation not clear yet; Amy is in regular contact with company. Clean up expected this week/weekend; putting back next week so as to be done before Community Day. As info is obtained it sent out to staff and parents. - silencers installed in the vents to quiet the air exchange system. - kids are really enjoying playing outside; teachers even do groupwork on front islands and green spaces 	<p>Motion to approve as amended, seconded by Kipp. Approved by consensus.</p>
MCAS Update	<p>Dan reviewed the MCAS 2013 School Report Card Overview. Our school is a Level 2 school (same as last year) - related to not narrowing the gap between high needs students and other students. MCAS is a criterion reference test; students are compared to other students in the state who had the same scores in previous years. HCCPS is a small school; tiny fluctuations can have large impact. Overall, performance at HCCPS has been high for years and HCCPS student scores get better every year, perhaps because students get used to the testing process over time, perhaps also because of other factors such as small school size, generally positive social dynamics, shift in expectations/responsibility into middle school. Dan does not feel we need to do more test prep because we would lose out on other aspects of the school/curriculum.</p> <p>Question whether we can do an assessment of the new math curriculum over time - Dan thinks we can expect to see incremental improvements. Dan can report some before/after data when the data are available, using a longitudinal student sample.</p>	
Renewal Visit Preparation	<p>Amy reviewed Appendix A of the charter renewal application: Accountability Plan Evidence. Three key areas: (1) is the school faithful to its charter, (2) is the school having academic program success, (3) does the school have organizational viability. BOT should know what an accountability plan is,</p>	

	<p>what the areas are, and how we measure our level of performance.</p> <p>Recruitment and retention plan is in the charter renewal application; it requires a fairly prescriptive strategy (mostly established for schools in urban areas). We do want to do more and different kinds of outreach; we haven't as much in the past because we have always had long waiting lists.</p> <p>In past charter renewal visits, the visiting committee has encouraged the school to make progress on physical plant; we can certainly talk to that now. BOT can also talk about coordinator supervision, long-range plan (plus implementation), succession planning. BOT should also understand the difference between management and governance - don't blur the lines between BOT governing responsibilities and day-to-day management.</p> <p>Timing of the meeting with the BOT during the visit is still TBD; there should be as many BOT members there as possible.</p>	
GABS Proposal	<p>Proposal for several by-laws changes. All were approved in theory by the board at previous meetings, but need formal approval now before going in front of the community at the Coop meeting on Oct 22:</p> <ul style="list-style-type: none"> - address change - option to shorten term length for community members + clarification regarding total length of service - change of VP role to include facilitation of grievance - change of Clerk role to reflect actual practice 	Laura moved to approve; Sam seconded. Approved by consensus.
BOT/FOH Connection	<p>Kipp spoke with Tracie Butler-Kurth (president of FOH) about improving communication between the BOT and FOH; everyone agrees this would be good. FOH proposes Tues Nov 18 in the evening.</p> <p>FOH voted recently to move the remaining funds that had been raised for the "Grease Bus" over to the Capital Campaign (~\$5k).</p>	
New Business	Laurie Risler has resigned as of Oct 17 because of health reasons. Dan is informing parents of children in the Reds and then the community. Hiring is for a long-term substitute; permanent hiring will be for next year.	
Questions on Committee Report		
BOT Book Updates	TO BE DONE IN NOVEMBER!!	BOT members to bring BOT books for updating in November.
Meeting Wrap-Up/ Evaluation	<p>Good meeting, went a little long. Amazing snacks!</p> <p>Snacks: Kipp and Susannah</p> <p>Newsletter blurb: Penny</p>	

Approval of Oct 2014 Minutes		Moved to approve by Penny; seconded by Jess. Approved by consensus.
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Attachments: Sept 2014 BOT Minutes, Give to Grow Update Oct 2014 (+ Community Open House postcard), Site Committee Work Plan 14-15, On-Site Committee Description (revised Sept 2014), MCAS 2013 Report Card, Accountability Plan Evidence (Appendix A from Charter Renewal Application), GABS Proposal to BOT, GABS Minutes Sept 2014, FC Minutes Sept 2014, FC Minutes Oct 2014, Personnel Minutes Oct 2014, Site Committee Minutes Sept 2014, Domain Coordinators Report Oct 2014

Agenda for next month: Charter Renewal, Q1 Financials, Site Update, FOH/BOT gathering, Domain Coordinator Evals, **BOT Book Updates**

Finance Committee Meeting



Attendees: Amy Aaron, Deb Jacobson, Maureen Mahar and Scott Remick

October 3rd 2014, 8:30am - 9:30am

AGENDA

1. Discuss Audit and Capital Campaign Accounting Approach
2. Review FY 2014 1st Quarter Budget
3. Review FY 2014 Balance Sheet

MINUTES

- **Audit and Capital Campaign Accounting approach**
 - We are currently in the middle of our yearly financial audit - Richard Abbott, CPA.
 - State Charter School Association - Communities of practice meeting was attended by Amy, and the group discussed some Audit changes coming down the road.
 - During the capital campaign, at the time pledge, the amount will go into deferred revenue on the balance as a liability. And it stays there until the expense occurs (spending on site/building/etc).
 - Currently we have moved the Capital Campaign revenue and expenses under the "Other revenue/expenses", as non-ordinary revenue expenses.
 - Deb will follow up with our accountant to ask some additional questions, for example how do we account for defaulted pledges.
 - **Review FY 2014 1st Quarter Budget**
 - Revenue
 - All 3 PPE monthly payments have been consistent. Right now the payment is slightly higher than we originally anticipated.
 - Moving FOH Field Trips out of Friends line item because it is raised and pay for directly by the school.
 - School lunches this year does not produce the typical 25 cent profit per lunch as it did in previous years. This small profit used to offset the cost of free and reduced lunches.
 - Expenses
 - Bookkeeping/Purchasing agent will likely go over budgeted amount because we have requested that Carla work additional hours (which has been much needed and appreciated!).
 - Workers compensation insurance will go up next year based on 2 claims that have already occurred this year.
 - Administrative Services covers potential software.
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- Cleaning services will go up by as much as \$10k, from \$35k to \$45k. It's a larger job than they had anticipated.
- Utilities (electric) will be higher than expected, primarily because of the HVAC systems have been running longer than needed. Staff will be trained soon on how to control these systems.
- Property and general liability insurance may be an issue, looks like it may rise an additional \$10k to \$13k. There is a question of the level of liability that we need to cover, need to determine if there are some redundancies between the two property insurances.
- In summary, the pain points are: additional costs of cleaning, utilities and liability insurance. In total this may render approximately \$25 - \$30k in unbudgeted costs for FY 2014. If PPE stays at the current amount for the remaining months, this will help offset this shortfall by approximately \$22k.
- ***Next Steps/Meeting***
 - Agenda Items for next meeting:
 - Review 1st Quarter FY 2014 Budget
 - Review projected revenue and expenses
 - Next Meeting: November 7th: 8:30 - 9:30

Hilltown Co-op Charter Public School
Balance Sheet
 As of September 30, 2014

	Sep 30, 14	Jun 30, 14	Sep 30, 13
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-Checking	625,345.15	106,323.41	304,386.61
Monday CD	0.00	0.00	226,898.29
Thursday CD	0.00	0.00	16,390.32
ESB-9 month CD	91,143.28	91,061.67	90,970.90
Total Easthampton Savings	716,488.43	197,385.08	638,646.12
Florence Savings			
Money Market-FSB	301.58	301.58	301.58
Total Florence Savings	301.58	301.58	301.58
Total Checking/Savings	716,790.01	197,686.66	638,947.70
Accounts Receivable			
Revenue Receivable	0.00	536,332.00	0.00
Total Accounts Receivable	0.00	536,332.00	0.00
Other Current Assets			
Other current assets	17.44	17.44	0.00
Suspense	0.00	0.00	75.00
Due from employees			
COBRA	469.63	-485.03	-485.03
Due from employees - Other	0.00	313.23	0.00
Total Due from employees	469.63	-171.80	-485.03
Due from others	0.00	280.50	0.00
Prepaid Expenses	0.00	23,204.50	0.00
Security Deposit			
Reserve for forfeiture	-18,270.83	-18,270.83	0.00
Security Deposit - Other	19,335.83	18,270.83	18,270.83
Total Security Deposit	1,065.00	0.00	18,270.83
Total Other Current Assets	1,552.07	23,330.64	17,860.80
Total Current Assets	718,342.08	757,349.30	656,808.50
Fixed Assets			
Leasehold Imp. - Easthampton	113,395.26	29,047.89	0.00
Property and Equipment			
Classroom Equip./Furnishings	21,409.20	6,860.61	6,860.61
Computers	14,067.50	14,067.50	14,067.50
Office Copier	0.00	0.00	10,386.19
Office Equipment	0.00	0.00	3,034.50
Total Property and Equipment	35,476.70	20,928.11	34,348.80
Leasehold Improvements	0.00	0.00	407,893.57
Accumulated Depreciation	-20,928.11	-20,928.11	-374,085.60
Total Fixed Assets	127,943.85	29,047.89	68,156.77
TOTAL ASSETS	846,285.93	786,397.19	724,965.27
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	33,331.49	43,171.89	29,101.83
Total Accounts Payable	33,331.49	43,171.89	29,101.83
Credit Cards			
VISA	880.06	10,778.48	129.54
Total Credit Cards	880.06	10,778.48	129.54

3:30 PM

11/06/14

Accrual Basis

Hilltown Co-op Charter Public School

Balance Sheet

As of September 30, 2014

	Sep 30, 14	Jun 30, 14	Sep 30, 13
Other Current Liabilities			
Accrued Expenses	0.00	4,618.94	0.00
Accrued Payroll	0.00	163,668.62	0.00
Copier Lease - Current	0.00	0.00	443.07
Payroll Liabilities			
MTRS FY08 Discrepancy	0.00	0.00	638.80
Dental Plan Payable	-529.40	157.70	-429.36
Employee Health	-3,168.12	6,154.04	3,254.77
Long Term Disability	-120.42	-10.00	-111.18
MA Retirement	0.01	0.01	0.01
Sect 125 - FSA	-1,472.85	-1,283.30	3,647.35
Total Payroll Liabilities	-5,290.78	5,018.45	7,000.39
Total Other Current Liabilities	-5,290.78	173,306.01	7,443.46
Total Current Liabilities	28,920.77	227,256.38	36,674.83
Total Liabilities	28,920.77	227,256.38	36,674.83
Equity			
Res'd for Capital Building Fund	-18,512.48	-5,593.21	5,319.62
Res'd for Math Texts Purchase	0.00	0.00	148.49
Donor Restricted Music Fund	329.22	569.19	692.92
Contingency Fund	296,947.84	267,057.84	267,057.84
Investments in Fixed Assets	120,955.10	27,375.89	57,835.36
Undesignated Fund Balance	155,564.22	230,855.35	189,334.56
Net Income	262,081.26	38,875.75	167,901.65
Total Equity	817,365.16	559,140.81	688,290.44
TOTAL LIABILITIES & EQUITY	846,285.93	786,397.19	724,965.27

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through September 2014

	Jul - Sep 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Federal Grants				
REAP Grant		19,911	-19,911	
Total Federal Grants		19,911	-19,911	
State Sources				
Per-Pupil Revenue	570,935	2,261,188	-1,690,253	25%
Total State Sources	570,935	2,261,188	-1,690,253	25%
State Grants-DOE Administered				
SPED 240		27,637	-27,637	
SPED 274		2,951	-2,951	
Teacher Quality 140		4,127	-4,127	
Title I 305		15,447	-15,447	
Total State Grants-DOE Administered		50,162	-50,162	
Friends of HCCS Grant				
Community Service Grant		1,200	-1,200	
FOH Rolling Arts Grants		1,500	-1,500	
Total Friends of HCCS Grant		2,700	-2,700	
Private Grants				
Commty Fndn Class Projects	1,399	2,000	-601	70%
Total Private Grants	1,399	2,000	-601	70%
Fundraising Income				
General Fundraising	50	38,000	-37,950	0%
Field Trip Fund	6,550	6,825	-275	96%
Pizza	2,217	3,000	-784	74%
Total Fundraising Income	8,817	47,825	-39,009	18%
Other sources				
SPED Medicaid reimbursement		15,000	-15,000	
Special Trip Receipts		6,000	-6,000	
Earnings on Investments	342	750	-408	46%
School Lunch Receipts	2,567	10,000	-7,433	26%
Total Other sources	2,909	31,750	-28,841	9%
Kid's Club Income	7,940	55,000	-47,060	14%
Student Activity Fees	1,890	7,000	-5,110	27%
Miscellaneous Income	67	1,000	-933	7%
Total Income	593,957	2,478,536	-1,884,579	24%
Expense				
Personnel Costs				
Personnel				
Teachers	109,086	950,000	-840,914	11%
Teaching Assistants	15,366	166,670	-151,304	9%
Administrative Coordinator	18,311	79,349	-61,038	23%
Education Coordinator	18,311	79,349	-61,038	23%
Community Coordinator	6,867	29,755	-22,888	23%
Administrative Assistant	8,949	38,780	-29,831	23%
Bookkeeper/Purchasing Agent	9,677	40,800	-31,123	24%
Development Associate	6,923	30,000	-23,077	23%
Kid's Club - Recess Coordinator	1,850	16,036	-14,186	12%
Kid's Club Staff	1,703	12,587	-10,884	14%
School Nurse	5,155	44,463	-39,308	12%
Counselor	3,405	29,513	-26,108	12%
Summer Stipends	1,000	2,000	-1,000	50%
Substitute Teachers	352	11,000	-10,648	3%
Summer Teaching Salaries				
Technology Coordinator	5,787	31,951	-26,164	18%

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through September 2014

	Jul - Sep 14	Budget	\$ Over Budget	% of Budget
Admin Support		10,000	-10,000	
Longevity Pay		9,500	-9,500	
Total Personnel	212,743	1,581,753	-1,369,010	13%
Payroll Taxes				
FICA	4,307	27,947	-23,640	15%
Medicare	2,803	23,232	-20,429	12%
SUTA	851	6,409	-5,558	13%
UHIC	154	5,768	-5,614	3%
Total Payroll Taxes	8,115	63,356	-55,241	13%
Fringe Benefits				
College Credit Reimbursement	1,000	1,000		100%
Health Diversion		13,300	-13,300	
Health insurance	53,047	174,199	-121,152	30%
HRA Benefit	1,828	17,500	-15,672	10%
Worker's Compensation Insurance	5,231	10,573	-5,342	49%
Total Fringe Benefits	61,107	216,572	-155,465	28%
Total Personnel Costs	281,965	1,861,681	-1,579,716	15%
Consultant & Other Svcs-Fixed				
Accounting Consultant	568	1,000	-432	57%
Administrative Services	821	5,500	-4,679	15%
Americorps Personnel	4,500	9,000	-4,500	50%
Annual Audit	2,350	6,900	-4,550	34%
FSA/HRA Service	1,117	2,000	-883	56%
Technology Consultant		9,000	-9,000	
SPED Advisor		1,000	-1,000	
SPED Summer Services	2,071	1,500	571	138%
SPED Contractors	2,768	47,824	-45,056	6%
Payroll Service	586	3,000	-2,414	20%
Total Consultant & Other Svcs-Fixed	14,782	86,724	-71,942	17%
Consultant & Other Svcs				
Staff development	195	8,500	-8,305	2%
Curriculum Consultants		3,000	-3,000	
Child Care	57	300	-243	19%
Legal Fees	600	4,000	-3,400	15%
Total Consultant & Other Svcs	852	15,800	-14,948	5%
Occupancy				
Cleaning Services		35,000	-35,000	
Copier Service Contract	120	500	-380	24%
Elevator Maintenance	100	2,850	-2,750	4%
Fire/Sprinkler Alarm services	125	3,500	-3,375	4%
Heat	133	22,000	-21,867	1%
HVAC Maintenance		1,200	-1,200	
Insurance-Liability/Property	9,696	18,000	-8,304	54%
Internet	734	1,670	-936	44%
Landscaping	440	4,000	-3,560	11%
Management Fee	1,063	5,400	-4,337	20%
Lease (facilities)	53,137	247,500	-194,363	21%
Minor Repair/Maintenance	1,173	3,500	-2,327	34%
Plowing/Snow Removal		5,000	-5,000	
Real Estate Taxes		21,500	-21,500	
Rental of Equipment	947	3,788	-2,841	25%
Telephone	369	4,000	-3,631	9%
Trash Removal/Recycling	488	3,000	-2,512	16%
Electricity	2,656	18,500	-15,844	14%
Water/Sewer		5,000	-5,000	
Total Occupancy	71,182	405,908	-334,726	18%

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through September 2014

	Jul - Sep 14	Budget	\$ Over Budget	% of Budget
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	1,411	1,705	-294	83%
*Blues Ed Supps	143	877	-734	16%
*Greens Ed Supps	260	921	-661	28%
*Indigos Ed Supplies	328	877	-549	37%
*Yellows Ed Supps	324	921	-597	35%
*Oranges Ed Supps	476	921	-445	52%
*Reds Ed Supps	818	921	-103	89%
*Purples Ed Supps				
Purples - JF	504	680	-176	74%
Purples - PK	338	680	-342	50%
Total *Purples Ed Supps	843	1,360	-517	62%
*Prisms Ed Supps				
*Prisms-BA	132	834	-702	16%
*Prisms-JVB	249	834	-585	30%
Total *Prisms Ed Supps	381	1,668	-1,287	23%
*Minicourses		440	-440	
*Music/movement supplies	442	682	-240	65%
*SPED Ed Supps	372	1,023	-651	36%
*Title I Ed Supps		300	-300	
*Other Ed Supplies/Textbooks**	3,883	4,432	-550	88%
Total Educational Supplies/Textbooks	9,681	17,048	-7,367	57%
Food and Supplies	222	700	-478	32%
Household Supplies	1,421	5,500	-4,079	26%
Office Supplies	2,121	3,500	-1,379	61%
Playground Supplies	749	1,000	-251	75%
Postage	438	1,500	-1,062	29%
Printing and Reproduction	493	600	-107	82%
Testing & Evaluation Supplies		3,500	-3,500	
Total Supplies	15,124	33,348	-18,224	45%
Equipment				
Minor Equipment	1,036	2,000	-964	52%
SPED Equipment	645	6,000	-5,355	11%
Tech Repair/Replacement	5,272	8,000	-2,728	66%
Total Equipment	6,954	16,000	-9,046	43%
Grant-funded expenses				
Community Svc Learning Grant		1,200	-1,200	
Friends of HCCS Grant Expense				
FOH Rolling Arts Grants		1,500	-1,500	
Total Friends of HCCS Grant Expense		1,500	-1,500	
Community Fdn. Class Projects	1,397	2,000	-603	70%
Total Grant-funded expenses	1,397	4,700	-3,303	30%
Dues and Subscriptions	99			
Fees and Licenses	11			
Other expenses				
Advertising		1,000	-1,000	
Community Domain Expense	233	2,000	-1,767	12%
Fingerprinting		500	-500	
Graduation Expenses		600	-600	

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through September 2014

	Jul - Sep 14	Budget	\$ Over Budget	% of Budget
Field trips				
Indigos Field Trips		655	-655	
Blues Field Trips		655	-655	
Greens Field Trips		688	-688	
Yellows Field Trips		688	-688	
Oranges Field Trips	196	688	-492	28%
Reds Field Trips		688	-688	
Purples Field Trips	23	1,049	-1,026	2%
Prisms Field Trips		1,212	-1,212	
Field trips - Other		502	-502	
Total Field trips	219	6,825	-6,606	3%
Kid's Club Food/Supplies	467	3,000	-2,533	16%
MCSA Dues	4,522	4,500	22	100%
Miscellaneous Expenses	-234	864	-1,098	-27%
School Lunch Expense	2,629	11,500	-8,871	23%
SPED Contingency		10,000	-10,000	
Special Trip Expenses	2,039	8,000	-5,961	25%
Student Activity Expenses	405	2,500	-2,095	16%
Student Council		300	-300	
Travel		500	-500	
Total Other expenses	10,281	52,089	-41,808	20%
Coordinator Discretionary Fund	229	2,500	-2,271	9%
Total Expense	402,877	2,478,750	-2,075,874	16%
Net Ordinary Income	191,080	-214	191,295	-89,123%
Other Income/Expense				
Other Income				
Capital Campaign Income	85,002			
Total Other Income	85,002			
Other Expense				
Capital Campaign Expenses	927			
Moving expense	13,074			
Total Other Expense	14,001			
Net Other Income	71,001			
Net Income	262,081	-214	262,296	-122,239%

Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – Tuesday, Oct. 7, 2014

Present: Charles, Louise V, Mike S. Amy, Laura, Paul L, Steve S.

Regrets: Tom S.

Facilitator: Laura

Note-taker: Amy

Item	Discussion	Actions
Sept minutes	No changes	approved by consensus
Introduction of new members	Louise Vera, Mike Simonelli (Steven Schrems—arrived later) Dan Bonham is interested in participating, but most likely on a project basis rather than attending Committee meetings.	
Review of On-Site Committee Description and Work Plan	Laura reviewed these documents for new members. The emphasis has changed now that we have a new building and have many hands-on tasks to accomplish.	Everyone is pleased with these documents. Laura will forward to BOT for their review / approval.
Building Updates	<p>We have a water issue at the end of the building (the K-5 end) due to a nick in the radiant floor lines. Since the moisture at the end where they chipped up the concrete is still growing we want them to extend the trough and pressure test again.</p> <p>Based on mold inspection and recommendations a remediation plan will begin tomorrow in the Reds and the hallway. We will retest after the work is done before moving the Reds back.</p> <p>The ERV's have been adjusted to improve the air flow. Amy has noted lower (within range) CO2 levels on CO2 monitors in the attic. ERVs still need to be adjusted with "silencers" to reduce the noise level in classrooms. We don't know if ITS (the HVAC contractor) has done what the engineer's plans and balancing report dictated.</p> <p>We could put in a public records request to the Easthampton Building Dept in hopes that Crocker gave them plans, etc that we haven't seen yet.</p> <p>Stove- we just need to get Orchard out to connect in the wiring in the breaker box.</p>	<p>We will push the owner/contractor to explore the water situation further by chipping back more concrete.</p> <p>Request records through the E'ton Building Dept. in hopes that a balancing report for the HVAC system is on file.</p> <p>Mike and Louise will join a meeting with ITS to understand the systems and speak their language.</p> <p>Mike will review existing HVAC plans and materials.</p>
Upcoming Projects	Acoustics in classrooms- probably use a product called ReCore which comes in light-weight panels that can be taped/glued on the ceiling and upper walls. This will require good volunteer help to	We will start on the acoustics soon within the month.

	<p>installed.</p> <p>Great concern re: electric costs, especially given that electric rates are due to increase. We think that learning how to adjust the HVAC will help with the electric bills.</p> <p>Art display space idea is reviewed based on French cleat system. Charles provides a 3-D mock-up. This will involve putting rows of the cleats above the lockers and cubbies and on the wall in the main entry with homesote panels, shelves and boxes that will hang from the cleats. Everyone loves the idea.</p> <p>Fence for the little kid area will wait until spring. Charles will still do the bike rack, probably in the front island rather than in the back.</p> <p>Swing ideas - they take so much space so we have to really design well. If we are considering something very different we need to check out its safety record. We have to decide what we want before deciding where we want it since they have different space requirements. Group reviewed photos brought in by Laura for various creative swing options.</p>	<p>Charles is given the go-ahead to begin installing cleat strips in the hallways. Other Committee volunteers eager to help with fabrication!</p>
New Business	<p>There is water collection spot in front of the shed that could become a problem when it freezes in winter. We should either add gravel or lay a pallet down.</p>	
Next Meeting	<p>Tuesday, November 4th at 6:00</p>	

Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – Tuesday, Nov. 4, 2014

Present: Louise V, Mike S. Amy, Laura, Paul L.

Regrets: Tom S., Charles, Steve S.

Facilitator: Laura

Note-taker: Laura

Item	Discussion	Actions
Site Updates	<p>Amy updated the Committee on various work-in-progress items including:</p> <ul style="list-style-type: none"> ➤ Reds classroom and adjacent hallway have been repaired and the classroom will be reoccupied beginning tomorrow. ➤ Acoustic panels were installed by a team of 4 volunteers over the weekend in one Purples classroom and the Science Room. Preliminary reports from teachers are that the panels are a significant improvement. Additional panels remain to be installed. Amy rates this as a top priority. Discussed options for panels in All School space. ➤ Stove was installed in the kitchen. Work remains to install smaller upper cabinet and vent hood. ➤ Outdoors—additional shed space needed for outdoor tools / gardening supplies. Amy may buy a pre-fab unit. ➤ No headway on art display, which is dependent upon Charles. Teachers and art staff have begun mounting some 2-D art with push pins. ➤ Miscellaneous tasks remain: install wall-mounted items, sort items in the attic, set up Staff Room <p>Warranty Work:</p> <ul style="list-style-type: none"> ➤ Still not much progress on the original punch list items. Amy will contact owner Mike if there is no progress this week. ➤ A number of leaky faucets need to be addressed by the plumber. ➤ Work has been done to address some of the HVAC concerns, but more work is needed. Mike S has been on-site quite a bit with the HVAC contractor and has become familiar with our systems. 	<p>Laura will follow-up with Charles re: status of art display production</p> <p>Amy and Laura will work to get another crew of volunteers to put up more acoustic panels. Mike S feels he knows enough about this work to be able to supervise volunteers for this task.</p>
Tasks	<p>Committee members spent most of the meeting time doing some tasks including:</p> <ul style="list-style-type: none"> ➤ Repair and re-install upper cabinet in the Blues classroom ➤ Install new coat rack in Blues ➤ Install projector screen in Science Room ➤ Help with set-up in Reds Classroom 	
Next Meeting	Tuesday, December 2 nd at 6:00 PM	

HCCPS

LRP Update

Name: Dan Klatz

Date: November 7, 2014

LRP Goal:

Grades 6-8 Program Reorganization

Items Accomplished:

Implemented new structures for grade 6

Obstacles:

Time

Next Steps:

Finalize plans for 7th-8th so that hiring can happen in the Spring of 2015 and changes can be implemented in the Fall of 2015

LRP Goal:

K-8 Curriculum Review

Items Accomplished:

New Curriculum Committee established. Launched evaluation and review of the reading curriculum.

Obstacles:

Time

Next Steps:

Complete review of reading curriculum and move to next area.

HCCPS

LRP Update

Name: Dan Klatz

Date: November 7, 2014

LRP Goal:

Academic Affiliation and Teaching Interns

Items Accomplished:

HCCPS Goal Setting

Obstacles:

Time

Next Steps:

Meeting with possible partner institutions

LRP Goal:

Scope of Program

Items Accomplished:

Not yet started

Obstacles:

Time

Next Steps:

I recommend we delay working on this goal until Fall 2015.

HCCPS
Governance and Board Sustainability Committee
Minutes: 21 October 2014

Attendees: Deirdre Arthen, Penny Leveritt, Susannah Howe
Minutes: Penny Leveritt
Meeting began: 5:05 PM

Charter Renewal Site Visit Documents

Amy sent an email to GABS requesting various documents for the Nov 12 charter renewal site visit:

“performance evaluation tools for the 3 coordinators- and a description of the process; other tools used to provide feedback or guidance to staff. A written description of Domain Council would be good here as well.”

“written policies/procedures of the BOT; self eval tools used by the BOT. I think this is mostly briefly writing up (unless GABS already has done this) various things that already happen- annual committee goals, regular review of long range plan goals; tickler calendar for the year, bylaws, consensus process”

GABS action towards providing documents:

1. Deirdre provided the Domain Council description
2. Susannah will ask Kipp to provide the performance evaluation tools and description of process and the annual committee goals
3. Penny will contact Sam about coordinating that 2 BOT books be ready for both the charter renewal team and as an example for how to update the BOT books at the next BOT meeting.
4. written policies/procedures of the BOT are in the BOT book (some might need updating)

Discussion of adding the clerk to the GABS committee

GABS discussed that perhaps the clerk should be on the GABS committee since a few of the main goals of GABS are documentation housekeeping, standard operating procedures for getting documents to the right people and right places at the right time, and ensuring minutes and agendas are posted online in a timely manner. GABS concluded that the clerk not chair GABS because of the extra standing duties of the clerk.

BOT member recruitment

Four BOT members will be ending their terms soon, GABS will need to push starting in November for recruiting new members for the Board. It might be helpful to emphasize at the upcoming Co-op meeting and at future opportunities that the really important things we are

looking for in BOT members is interest, follow-through, the desire to work collaboratively, and the ability to look at the big picture regarding Hilltown as a whole.

Deirdre will bring interest forms to the Coop meeting and hand them out to see if there is interest in serving on the BOT, a committee or the FOH. Deirdre will also send GABS the list of people who have previously expressed interest.

LRP update

Every November and March the coordinators complete short status updates of where they are insofar as LRP goals. GABS should determine the process for collecting these status updates and making sure they get to the Board.

GABS goal of reviewing the full-page BOT job descriptions

Starting in November, GABS will look at one BOT job description per month and propose edits as needed, per the following timeframe:

November	BOT overall (general description)
December	President
January	Vice President
February	Clerk
March	Treasurer
April	Committee Chairs (general description)

GABS members will review each job description individually, edit each collectively, and then bring edits to the BOT as proposals

Information on Procedure and Frequency of Conflict of Interest Law Training:

Deirdre found that the Conflict of Interest Law Training and Certificate needs to be done within 30 days of being elected to the BOT and then every other year.

Ongoing GABS meeting agenda items:

Every GABS meeting agenda should include documentation housekeeping, BOT recruitment, and BOT job descriptions

Meeting ended: 6:00 PM

Next Meeting: Tuesday, November 18, 2014, 5 PM

Hilltown Special Education PAC Meeting Minutes, Tuesday, 9/30/14

Present: Jen Marshall, Tara Winters, PAC organizers; 13 other parents

Minutes:

We gathered at the Galaxy Restaurant in Easthampton for a social event to kick off the year. It was not a formal meeting, but many important issues, hopes, and concerns about HCCPS's Special Education program were voiced by the parents in attendance. A summary is as follows:

--Would like a clear and consistent (i.e. follow-through each time) set of expectations that includes a communication chain that must be followed, as well as consequences, when an incident occurs. An incident could be a physical altercation between two students or a verbal one, etc. Parents are concerned that teachers and administrators are not communicating with each other or with parents consistently.

--Concern that there is not a Special Ed Director to guide our program.

--Several parents expressed interest in a Basic Rights Training Session, and parent education around special education options/issues/services at Hilltown in general.

--Attitude vs. Substance. Parents agreed in general that the HCCPS staff's attitude towards special education is terrific. Lots of positive feelings. But they hope that the substance and follow-through are consistent with the intentions. Some felt they were not.

--Would like to start a Google Doc with recommended providers and resources (books, websites, etc).

--Privacy at the school is a huge concern for several parents, especially having the school psychologist (Scott Rice) be a parent. Parents would like the option to choose a different consulting psychologist. Even one other option would be much appreciated by several in attendance.

--Concern about HCCPS students being properly prepared for high school; and, if there is enough support at the middle school level.

--Provide support and training for general education teachers at HCCPS so they are most successful in working with students with diverse learning profiles (differentiated instruction).

--Question whether grading is or can be differentiated at the middle school level.

--Question whether there is enough specialized teacher support at the “IEP Homework Club” offered after school Mondays-Thursdays.

--Would like executive function workshops for teachers and parents.

--Concerns about enough resources for special education services.

--Parents want to connect with other parents of students on IEPs (it can be lonely, for parents both old and new to HCCPS and special education).

--Increased expectations for students on education plans, and thoughtful use of special education resources (and, are there enough resources?)

--Help parents, special education providers, and administration create and support a clear path; structure around services.

Next Meeting:

Wednesday, October 29, 2014, 6:30 p.m. at HCCPS, focused on a discussion about kids and anxiety, facilitated by Emilie Woodward, HCCPS Counselor.

HCCPS

LRP Update

Name: Amy Aaron

Date: 11/12/14

LRP Goal: Goal #1, Site –

Items Accomplished:

SCHOOL OPENED ON TIME!!!

- Long term lease implemented
- In conjunction with On Site Committee have prioritized critical remaining building issues for our first year of occupancy as tenants
- Prioritization includes economic considerations
- Ongoing work with building owners re: regulation of the HVAC systems and the impact on energy consumption
- Remediation and reconstruction of the Reds classroom complete
- Acoustic treatments in the 6-8th wing nearly complete in all classrooms; more materials on order to complete other rooms

Obstacles:

Limited time and finances

Relying on building owners to schedule their subcontractors

Next Steps:

Continue pressure on building owner to complete punch list and regulate HVAC systems

Finish acoustic treatments where needed

Add 2-3 more playground elements before the ground freezes, if possible

LRP Goal: Goal #2 School Finance

Items Accomplished:

- We have a contingency fund that is 12% of our FY 15 operating budget
 - We are operating with a FY 15 zero balanced operating budget
 - Finance and Site continue to assess which building related capital expenses can be completed this year
-

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-14

LRP Goal: Community Goal 2
New Student / Family integration

Items Accomplished:

For Parents:

New parent breakfast.

Morning Coffee hours

Coop meeting with focus on new parents

Special invitations to events

Conversations with parents of new younger kids

For Prisms Students:

Leadership Teams

Obstacles:

Parents of new older students seem reluctant to show up or volunteer.

Low rate of response to emails and volunteer forms.

Drop off and pick up ease make it unnecessary for parents to ever come into school, so I don't see them informally.

Not a problem overall with parents of kids grades K-4

Next Steps:

Ask for help from teachers

I plan to attend the upcoming Prisms parent meeting

Personalized email outreach about the Winter Fair

Personal connection at Family Dance if they are there

Use class parents to reach out.

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-14

LRP Goal: Community Goal 3
Traditions Supporting School Culture

Items Accomplished:

Leadership Teams
CSL time set aside in Purples
Buddy classes for all Purples
Hilltown Harmonies
Mummers Play repeat

Obstacles:

Just a matter of bringing things in slowly.
Il Teatro seen as something for the little kids

Next Steps:

Work with Prisms and Purples and Community Team to encourage older performers at Il Teatro.
Student Community Leadership Team has some great ideas – use them!

HCCPS

LRP Update

Name: Deirdre Pulgram Arthen

Date: 11-12-14

LRP Goal: Community Goal 4

Leadership Training (due to begin next year)

Items Accomplished:

Leadership Teams in Prisms
CSL in Purples

Obstacles:

None yet – foreseen, meeting time.

Next Steps:

Keep going, see how it goes this year