

**HCCPS Board of Trustees
Meeting Agenda
February 13, 2019, 6:30pm**

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: Tim Reynolds

6:30 Welcoming (read mission statement) (20 min)

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

6:50 Public Comment period: (10 min)

7:00 Finance Committee Report on 2nd Quarter Financial: Matt (5 min – Decision)

7:05 Board Recruitment, Positions, Committee Chairs: GaBS (20 min – report)

7:25 How to Bring a Proposal to the Board: GaBS (10 min – report)

7:35 School Year Calendar: Dan (10 min – update/discussion)

7:45 Proposed Staff Satisfaction Survey: Lara (10 min – report)

7:55 MCPSA Presentation on Executive Compensation: Tim (15 min – report/discussion)

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

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

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

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

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

8:30 Adjournment

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	1,464,540	2,903,003	-1,438,463	50%
Total State Sources	1,464,540	2,903,003	-1,438,463	50%
State Grants-DOE Administered				
SPED 240	12,185	35,175	-22,990	35%
SPED 274		810	-810	
Teacher Quality 140	457	4,269	-3,812	11%
Title I 305	1,903	16,068	-14,165	12%
Title IV	177	335	-158	53%
Total State Grants-DOE Administered	14,722	56,657	-41,935	26%
Friends of HCCS Grant				
FOH Playground Upgrade Grant	2,999			
FOH Rolling Arts Grants	1,500	1,500		100%
Total Friends of HCCS Grant	4,499	1,500	2,999	300%
Private Grants				
Commty Fndn Class Projects	1,316			
Total Private Grants	1,316			
Fundraising Income				
General Fundraising				
Scholastic Book Fair	581			
Total General Fundraising	581			
Field Trip Fund	7,595	7,600	-5	100%
FOH Designated Funds	30,000	30,000		100%
Winter Fair	5,769	7,500	-1,731	77%
Total Fundraising Income	43,946	45,100	-1,154	97%
Other sources				
Earnings on Investments	2,490	5,000	-2,510	50%
School Lunch Receipts	8,572	10,000	-1,428	86%
Special Trip Receipts				
Prisms Special Trip Receipts	3,711			
Purples Special Trip Receipts	6,418			
Special Trip Receipts - Other		9,000	-9,000	
Total Special Trip Receipts	10,129	9,000	1,129	113%
SPED Medicaid reimbursement	6,945	20,000	-13,055	35%
Total Other sources	28,137	44,000	-15,863	64%
Kid's Club Income	49,688	85,000	-35,313	58%
Student Activity Fees	10,360	15,000	-4,640	69%
Miscellaneous Income	957	1,000	-43	96%
Total Income	1,618,163	3,151,260	-1,533,097	51%
Gross Profit	1,618,163	3,151,260	-1,533,097	51%
Expense				
Personnel Costs				
Personnel				
Teachers	438,499	1,271,318	-832,819	34%
Teaching Assistants				
Graduate Intern Stipend	20,000	50,000	-30,000	40%
Teaching Assistants - Other	97,509	211,529	-114,020	46%
Total Teaching Assistants	117,510	261,529	-144,019	45%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Director of Administration	47,331	94,661	-47,330	50%
Director of Teaching & Learning	47,331	94,661	-47,330	50%
Director of Family & Community	21,299	42,598	-21,299	50%
Student Services Coordinator	24,552	70,927	-46,375	35%
Administrative Assistant	23,700	47,400	-23,700	50%
Bookkeeper/Purchasing Agent	23,400	46,800	-23,400	50%
Kids' Club Coord/Admin Support	12,682	31,000	-18,318	41%
Kids' Club Staff	12,983	35,000	-22,017	37%
Nurse/Health Educator	19,024	52,531	-33,507	36%
Counselor	22,320	64,479	-42,159	35%
Stipends - Student Activities	2,130	7,000	-4,870	30%
Stipends - Program	5,575	10,000	-4,425	56%
Substitute Teachers	7,874	14,000	-6,126	56%
Technology Teacher/Coordinator	16,450	47,521	-31,071	35%
CSL Teacher/Program Support	9,424	27,533	-18,109	34%
Longevity Pay		10,800	-10,800	
Total Personnel	852,081	2,229,758	-1,377,677	38%
Payroll Taxes				
FICA	16,568	39,290	-22,722	42%
Medicare	12,043	32,332	-20,289	37%
SUTA	869	2,230	-1,361	39%
UHIC	699	3,226	-2,527	22%
Total Payroll Taxes	30,179	77,078	-46,899	39%
Fringe Benefits				
HRA Benefit	21,539	52,000	-30,461	41%
Health Diversion	13,219	14,000	-781	94%
Health insurance	119,718	235,000	-115,282	51%
Worker's Compensation Insurance	13,719	17,000	-3,281	81%
Total Fringe Benefits	168,195	318,000	-149,805	53%
Total Personnel Costs	1,050,456	2,624,836	-1,574,380	40%
Consultant & Other Svcs-Fixed				
Accounting Consultant		1,000	-1,000	
Admin Services/Data Managemnt	6,830	8,000	-1,170	85%
Annual Audit	8,000	8,000		100%
FSA/HRA Service	1,132	2,200	-1,068	51%
Payroll Service	1,424	3,060	-1,636	47%
SPED Advisor		1,000	-1,000	
SPED Contractors	34,674	62,520	-27,846	55%
SPED Summer Services	2,730	4,000	-1,270	68%
Total Consultant & Other Svcs-Fixed	54,790	89,780	-34,990	61%
Consultant & Other Svcs				
Child Care	320	300	20	107%
Curriculum Consultants		7,000	-7,000	
FOH Desig. Artist in Residence	1,600	5,000	-3,400	32%
Legal Fees	1,800	4,000	-2,200	45%
Staff Development - FOH Desig.	2,742	20,000	-17,258	14%
Total Consultant & Other Svcs	6,462	36,300	-29,838	18%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	22,698	50,000	-27,303	45%
Copier Service Contract	156	3,060	-2,904	5%
Electricity	15,095	24,000	-8,905	63%
Elevator Maintenance	1,414	3,284	-1,870	43%
Fire/Sprinkler Alarm services	150	2,244	-2,094	7%
Heat	1,749	6,120	-4,371	29%
HVAC Maintenance	6,871	7,392	-521	93%
Insurance-Liability/Propty/Auto	26,210	26,000	210	101%
Interest Expense - USDA Loan	47,461	94,564	-47,103	50%
Internet	780	1,715	-935	45%
Landscaping	2,567	7,000	-4,433	37%
Minor Repair/Maintenance	17,772	19,398	-1,626	92%
Plowing/Snow Removal	1,100	7,650	-6,550	14%
Rental of Equipment	2,507	3,864	-1,357	65%
Telephone	534	1,224	-690	44%
Trash Removal/Recycling	1,834	4,500	-2,666	41%
Water/Sewer	606	4,080	-3,474	15%
Total Occupancy	149,502	266,095	-116,593	56%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,347	2,400	-53	98%
*Blues Ed Supps	546	600	-54	91%
*Indigos Ed Supplies	407	600	-193	68%
*Greens Ed Supps	537	630	-93	85%
*Yellows Ed Supps	418	630	-212	66%
*Oranges Ed Supps	387	630	-243	61%
*Reds Ed Supps	291	630	-339	46%
*Purples Ed Supps				
Purples - PI	333	480	-147	69%
Purples - PK	390	480	-90	81%
Total *Purples Ed Supps	723	960	-237	75%
*Prisms Ed Supps				
*Prisms-BA	340	465	-125	73%
*Prisms-JM	442	465	-23	95%
*Prisms-RM	186	465	-279	40%
*Prisms-JVB	276	465	-189	59%
Total *Prisms Ed Supps	1,244	1,860	-616	67%
*Minicourses	26	400	-374	6%
*Music/movement supplies				
*Music Supplies - MD	380	470	-90	81%
*Music Supplies - JW	212	190	22	112%
Total *Music/movement supplies	592	660	-68	90%
*Physical Education Supplies	330	875	-545	38%
*SPED Ed Supps	1,799	2,750	-951	65%
*Title I Ed Supps	128	300	-172	43%
*Other Ed Supplies/Textbooks**	6,801	8,950	-2,149	76%
Total Educational Supplies/Textbooks	16,577	22,875	-6,298	72%

Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Food and Supplies	305	728	-423	42%
Household Supplies	2,802	5,722	-2,920	49%
Office Supplies	1,936	3,641	-1,705	53%
Playground Supplies	419	875	-456	48%
Postage	201	1,561	-1,360	13%
Printing and Reproduction		624	-624	
Testing & Evaluation Supplies	1,277	3,876	-2,599	33%
Supplies - Other	-132			
Total Supplies	23,384	39,902	-16,518	59%
Equipment				
FOH Desig. Chromebook Replace	5,000	5,000		100%
Furnishings/Rugs	3,437	2,200	1,237	156%
Minor Equipment	1,081	3,060	-1,979	35%
SPED Equipment	1,225	5,000	-3,775	25%
Tech Repair/Replacement	4,908	7,000	-2,092	70%
Vehicle Expenses	57	2,500	-2,443	2%
Total Equipment	15,708	24,760	-9,052	63%
Grant-funded expenses				
Community Fdn. Class Projects	881			
Friends of HCCS Grant Expense				
FOH Playground Upgrade Grant	2,669			
FOH Community Service Grant	500			
FOH Rolling Arts Grants	1,000	1,500	-500	67%
Total Friends of HCCS Grant Expense	4,169	1,500	2,669	278%
Total Grant-funded expenses	5,050	1,500	3,550	337%
Other expenses				
Advertising	790	1,530	-740	52%
BOT Discretionary Fund		500	-500	
Community Domain Expense	825	3,000	-2,175	28%
Community Service Projects	-11	1,500	-1,511	-1%
Graduation Expenses		1,020	-1,020	
Field trips				
Indigos Field Trips		697	-697	
Blues Field Trips		697	-697	
Greens Field Trips	163	731	-569	22%
Yellows Field Trips	176	731	-555	24%
Oranges Field Trips		766	-766	
Reds Field Trips		766	-766	
Purples Field Trips		1,115	-1,115	
Prisms Field Trips	648	2,097	-1,449	31%
Field trips - Other				
Total Field trips	987	7,600	-6,613	13%
Kid's Club Food/Supplies	1,333	5,000	-3,667	27%
MCSA Dues	5,907	5,807	100	102%
Miscellaneous Expenses	220	1,020	-800	22%
School Lunch Expense	7,542	12,000	-4,458	63%
SPED Contingency		10,000	-10,000	
Special Trip Expenses				
Prisms Special Trip Expense	6,006			
Purples Special Trip Expenses	8,238			
Special Trip Expenses - Other		9,000	-9,000	
Total Special Trip Expenses	14,244	9,000	5,244	158%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Student Activity Expenses	1,693	5,000	-3,307	34%
Travel	172	510	-338	34%
Fundraising Expenses	1,083	2,100	-1,017	52%
Total Other expenses	34,785	65,587	-30,802	53%
Directors' Discretionary Fund	1,645	2,500	-855	66%
Total Expense	1,341,780	3,151,260	-1,809,480	43%
Net Ordinary Income	276,383		276,383	100%
Other Income/Expense				
Other Expense				
Depreciation Expenses	50,857			
Board Designated Expenditures				
BOT Appvd Improvement Projects	10,775			
Total Board Designated Expenditures	10,775			
Total Other Expense	61,632			
Net Other Income	-61,632			
Net Income	214,751		214,751	100%

Hilltown Cooperative Charter School

Balance Sheet

02/06/19

As of December 31, 2018

Accrual Basis

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Easthampton Savings	
ESB Checking - XXXXX4269	593,382.13
ESB-21 month CD	304,158.97
Total Easthampton Savings	<u>897,541.10</u>
Florence Savings	
Money Market-FSB	303.55
Total Florence Savings	<u>303.55</u>
Total Checking/Savings	<u>897,844.65</u>
Other Current Assets	
Suspense	72.00
Due from employees	
COBRA	610.41
Total Due from employees	<u>610.41</u>
Security Deposit	614.51
Total Other Current Assets	<u>1,296.92</u>
Total Current Assets	<u>899,141.57</u>
Fixed Assets	
Property 1-3 Industrial Pkwy	
Building	3,317,751.35
Land	472,974.91
Total Property 1-3 Industrial Pkwy	<u>3,790,726.26</u>
Accum. Depreciation - Building	-185,766.81
Property Improvements	91,519.21
Accum. Dep - Property Imprvmnts	-19,014.91
Property and Equipment	
2011 Toyota Sienna Minivan	14,012.00
Accum Depreciation - Vehicles	-2,802.40
Classroom Equip./Furnishings	34,508.16
Accumulated Depreciation - F&E	-14,008.91
Total Property and Equipment	<u>31,708.85</u>
Total Fixed Assets	<u>3,709,172.60</u>
TOTAL ASSETS	<u><u>4,608,314.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	58,408.63
Total Accounts Payable	<u>58,408.63</u>
Credit Cards	
VISA -DK	652.81
Total Credit Cards	<u>652.81</u>
Other Current Liabilities	
Deferred Revenue - Grants	250.00

Hilltown Cooperative Charter School

Balance Sheet

02/06/19

As of December 31, 2018

Accrual Basis

	<u>Dec 31, 18</u>
Payroll Liabilities	
403B Plan Payable	50.00
Dental Plan Payable	-428.18
Employee Health	-6,096.52
Employee Life	-206.98
FICA Withheld	-149.12
Long Term Disability	-56.84
MA Retirement	0.02
Sect 125 - FSA	-7,697.50
	<hr/>
Total Payroll Liabilities	-14,585.12
	<hr/>
Total Other Current Liabilities	-14,335.12
	<hr/>
Total Current Liabilities	44,726.32
	<hr/>
Long Term Liabilities	
Note Payable - USDA	3,436,589.67
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Total Long Term Liabilities	3,436,589.67
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Total Liabilities	3,481,315.99
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Equity	
BOT Approved Capital Projects	2,086.28
Contingency Fund	303,151.20
Investments in Fixed Assets	297,628.33
Undesignated Fund Balance	309,381.72
Net Income	214,750.65
	<hr/>
Total Equity	1,126,998.18
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TOTAL LIABILITIES & EQUITY	4,608,314.17
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Proposed Procedure- How New Business and/or Proposals Are Brought to the HCCPS BoT

Board Committees can bring proposals and new business to the board at any time by requesting time on the agenda through Domain Council.

Outside of board committees, any new topics for board consideration may be brought forward in one of the following three ways:

1. During the "New Business" portion of a board meeting
2. During the "Public Comment" portion of a board meeting
3. Through direct communication with the Domain Council

New Business items (identified during board meetings or Domain Council meetings) will then be discussed in Domain Council for further consideration and next steps. These next steps could include any of the following:

1. Domain Council bringing the topic back to a board meeting as a discussion and/or a proposal
2. Determining that the topic is not board business
3. Routing the topic to an existing committee for further review
4. Determining the need for a new ad-hoc committee to review the issue further

If a formal proposal is necessary, then it would be generated by one of the following:

1. An existing board committee
2. The Domain Council
3. An ad-hoc committee sanctioned by the board

If Domain Council determines that the new business is not board business, but requires follow-up by school management, then the Domain Council will assign it to the appropriate Director(s). Because this new business was identified during a board meeting or Domain Council meeting, the Director(s) will follow up with the board to discuss the outcome.

Draft 2-8-19 HCCPS | 2019-2020 CALENDAR

22-30 Teacher Work Days
29-30 TAs Return

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

10 ½ day: Prof Dev.
17-21 February Break

2 Labor Day
3 First day for students in grades 1-8
4 First Day for Kindergarteners

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 No School, Prof Dev Day
19 ½ day: Prof Dev
20 ½ day: Prof Dev

14 No School
23 ½ day: P/T Conferences
24 ½ day: P/T Conferences
25 ½ day: P/T Conferences

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 ½ day: Prof Dev.
20-24 April Break

5 ½ day: Prof Dev
11 No School
27-29 Thanksgiving Break

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 ½ day: Prof Dev
25 No School

9 ½ day: Prof Dev.
10 ½ day: Prof Dev.
20 ½ day
23-31 December Break

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17 ½ day; last day with no snow days.
24 Last day with 5 snow days 2 days of PD following last day.

1 No School
2 Students Return
20 No School
25 Admissions Open House
27 No School, Prof Dev, Day

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Directors Report to the Board of Trustees February, 2019

1. This year's admissions lottery will be held on February 14. As of February 8, we have 252 applicants. Our system will conduct a random lottery, and families will be informed of their status (accepted or a waiting list number) within a few days of the lottery. We will offer 31 total spots; 20 in Kindergarten, 1 in Grades 1 and 4, and 10 in Grade 6.
2. We had another fun and successful K-5 Sleepover last month with 97 students and over 40 parents involved! This event is a chance for many parents to hang out and chat with one another as they help supervise, and lots of fun for many students who enjoy the novelty of being in school in a completely different way and the high-energy play time with their school-mates.
3. On Monday, February 11, 2019, Hilltown 8th graders are participating in an assessment administered on site by the National Association for Educational Progress (NAEP). This is an obligatory, federally funded organization that monitors the quality of educational progress nationwide. We will not find out how we did as individuals or as a school, but the data will inform a national report.
4. The Ad-hoc Committee on Family Engagement met for a second time to go over the results of the survey that was sent out to the community. The 73 responses received were supportive and not surprising with expected events and programs ranking highest among all groups for participation and importance. The next steps will be in-person discussion with parents in groupings based on their length of time in the school in order to deepen our perspective on what is wanted and needed to maintain and strengthen the sense of community at Hilltown.
5. We are once again partnering with Whitebrook Middle School's service learning group, WE, to sponsor and participate in the Walk For Water - a spring event designed to raise money and awareness about the challenges many people face in accessing clean water, both globally and here at home in the U.S. Specifically there is a focus on helping to enable girls to attend school, rather than having to spend their days walking miles to bring water to their families. Funds raised are donated to help build clean water systems in India and on the Navajo Reservation in New Mexico.



DOMAIN COUNCIL MEETING MINUTES
23 January 2019
5:20pm

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

Regrets: Tim Reynolds

Location: HCCPS

Domain Council Meeting Agenda:

Equity Group as Board Committee?

The question came up about if the Equity Group should be a board committee. What would their role be vis-à-vis the board? The Equity Team is currently more under the auspices of school management, so probably should not be an official board committee. On the other hand, some of the things that the Equity Team discusses regarding staff needs could be addressed by the Personnel Committee. Part of the mission of the Personnel Committee could be working with the Equity Team at times.

Facilities Needs

Dan brainstormed with teachers about facilities needs. Some really big (and expensive) ideas were mentioned. What things to factor in might be: priority level, rate the impact it would have, rate the cost.

It might be time to start talking about what it would take to extend the building – discuss with Facilities and Finance. It would be good to include the cost and feasibility of the bigger ideas along with the smaller ideas, even if the bigger ideas seem quite unattainable. It may help for the school community to know what it might take for some of the bigger ideas to happen.

What about a bus going every week to take kids to the library? Perhaps find a space where we could have a library in the building, if feasible and not putting undue burden on any other program that uses the space.

Upcoming Board meeting topics:

By the March board meeting, Dan will present what the FY20 school calendar would be in actuality if it closely matched the Easthampton school calendar.

The bylaws amendments proposal will be ready for March.

Childcare for board meetings and public comment?

Introduced the idea of providing childcare at board meetings, and possibly other committee/governance meetings. May be tricky, but worth looking into to open up the possibility of board membership to those that would have childcare issues as a concern for joining, and for the public that would want to come to board meetings for public comment.

Tentative agenda for next meeting

BOT agenda

Next Meeting:, Wednesday, February 6, 5:20pm

6:10 pm – Meeting ended

Respectfully Submitted, Penny Leveritt

Domain Council Meeting Minutes, 1/23/2019



Facilities Committee Meeting Minutes – January 25th, 2019 7:37am

Present:

- Nan Childs
- Dan Klatz
- Eric Huther
- Chris Greenfield

Regrets:

- Karen Sise

Discussion		Action (if necessary)
<ul style="list-style-type: none"> • Review List and Prioritize Facility Changes • Dan reviewed Finance Committee conversation to switch contingency to other, available funds. • Discussed at a high level issues or scope it larger items (example: HVAC and Windows) • Discussed future Facilities Committee Goal: Conduct existing space usage assessment • Discussed future Facilities Committee Goal: Conduct an Energy Audit • May need a functional schematic of the system (inclusive of HVAC, structure, electricity, plumbing, IT, etc), Dan has exclusive knowledge that presents some risk if absent. • May need a method to collect data (wifi enabled platform). Dan to research. • Committee discussed need to focus on some staff/teacher submitted requests. • Do we allocate some funds to earmark for the staff to make facilities decisions to be a part of the process? 		<ul style="list-style-type: none"> • Action: Dan to research wifi enabled Systems Data collection platform • Action: Dan to pull draft list together to prioritize and focus for committee review to bring to the BoT
Review Action Items		Reviewed action items.
Tentative Agenda Topics for Next Meeting		Review Draft List for BoT Decision Fy2019
Next Meeting Date/Time/Location		Future Facility Committee Dates <ul style="list-style-type: none"> • March 1, 7:30a • April 5th, 7:30a
Adjournment		Meeting adjourned at 8:34a
FY2019 Goals	Committee agreed to the FY2019 Committee Goals <ul style="list-style-type: none"> • Prioritize capital improvement plan • Work with finance committee to adjust projections on capital needs • Prepare 2020 capital budget for BoT review and approval in April/May 	



Finance Committee Meeting Minutes – January 16th, HCCPS, 8:30 AM

Present: Dan Klatz, Matt Dube, Maureen Mahar, Carla Clark, Kate Saccento, Lisa Plaza
Regrets: None
Agenda: Approve December Minutes; Discuss Contingency Fund/Capital Investment Fund;
 Discuss Director Compensation plan; Review Q2 Financials

Topic	Discussion	Action (if necessary)
December Minutes	Approve December Minutes.	Carla moved to approve December Minutes, Maureen Seconded. Approved by consensus.
Review Q2 Financials	<p>PPE holding steady; likely to finish \$50K above projections. Costs likely to be marginally higher.</p> <p>Balance looking solid, as expected.</p> <p>Moved \$200K to 13-month CD, 2.34%. Additional interest expected and greatly beneficial to school.</p> <p>Revised FY19 budget to be presented at February meeting.</p>	Present Q2 Financials to BoT at February meeting.
Review Director Compensation Plan	<p>Dan recused from discussion.</p> <p>In FY17 admin salaries changed based on BoT analysis and applied retroactively to beginning of fiscal year..</p> <p>FY18 salaries stayed the same, no increase.</p> <p>Salaries increased 3% for FY19 based on budget assumption that was approved by BoT.</p> <p>As a result we are ahead of plan that was previously outlined.</p>	No action needed.



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	Carla currently researching salaries of area schools to report to Personnel Committee for their consideration.	
Continue Discussion of Contingency Plan and Capital Fund	<p>Dan and Matt reported on status of discussions at January BoT meeting.</p> <p>Next steps:</p> <p>What should the contingency be going forward? We are initially thinking of \$50K. What amount should we put into new capital fund? How much do we put in now? What is the method for replenishing?</p> <p>The committee should add line to operating budget.</p> <p>Designate CDs as replacement fund? Some expenses will be paid by interest earned.</p> <p>Need to propose accounting and replenishment guidelines to BoT.</p>	Dan and Carla will work on draft language for Capital Replacement Fund proposal.
Review Action Items	Reviewed action items.	
Tentative Agenda Topics for Next Meeting	<p>Approve January Minutes</p> <p>Review revised FY19 Budget</p> <p>Preliminary 5-Year Cash Flow Analysis review</p> <p>Contingency Fund and Capital Investment Fund Discussion</p>	
Next Meeting Date/Time/Location	February 27th, 2019; HCCPS 8:30 AM	
Adjournment	Meeting adjourned at 9:30 AM	



Governance & Board Sustainability Committee Meeting Minutes – January 22, 2019, 5:00 pm

Present: Amy, Deirdre, Noelle

Regrets: None

Topic	Discussion	Action (if necessary)
Board Recruitment	Discussed follow-up/next steps for current candidates	
By-Laws	<p>We made updates to the following based on feedback from the state:</p> <p>Article IV- added a brief description of our grievance policy as required by the state; changed the section to remove language about Directors being board members.</p> <p>Article IX- added statement that notices were electronic unless otherwise requested.</p> <p>Next steps- we will review the by-laws and create a summary document during our next meeting to call out all of the edits. We will send the original by-laws and the updated by-laws to the Board in hard copy before the March meeting. Once board approves, we will set a special meeting of the cooperative for a vote.</p>	
Board Member Orientation	N/A	



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Board Resources (Hard Copy & Online)	N/A	
Long Range Plan	N/A	
Board Visibility	N/A	
Proposed Procedure- How New Business and/or Proposals Are Brought to the BoT	N/A	
Review Action Items	Reviewed action items.	
Tentative Agenda Topics for Next Meeting	Recruitment By-laws follow-up	
Next Meeting Date/Time/Location	Date: February 26, 2019 Time: 5:00 pm Location: HCCPS	
Adjournment	Meeting adjourned at 6:10 pm	



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Personnel Committee Meeting Minutes – February, 12th, 2019, 7:30 AM

Present: Gabby, Nicole, Joe, Lara, Kelly

Regrets: Dawn

Topic	Discussion	Action (if necessary)
Staff Satisfaction Survey	Committee reviewed final version of staff survey. Small errors were discovered and Nicole will fix. Discussed adding another open ended question, but decided against it/.	Survey will be implemented on Feb 25th
Salary Comparisons	<p>Nicole met with Dan to review the salary comparisons. Our goal is to be between 90 and 100% of comparison schools. TA's are between 96% and 103% of comparison schools. For TA we are proposing to increase the minimum to \$15 and giving a raise of 1.75% each of next two years.</p> <p>Teachers percentage comparison is between 92% and 116% of comparison schools (depending on step and whether teacher has a BA or MA). Proposal for teachers is 1.75% COLA each of next two years. Hilltowns teacher pay is right in the middle of charter schools statewide. The schools that are higher are all in Boston area.</p>	
	Reviewed action items. Review salary scale	



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Review Action Items	data, read workers comp policy, and send out survey	
Tentative Agenda Topics for Next Meeting	<ul style="list-style-type: none">• Salary scale data review and possible recommendation for board• Review workers comp policy	
Next Meeting Date/Time/Location	Tuesday, March 12 th 2019 in Lara's office	
Adjournment	Meeting adjourned at 8:11 AM	