

**HCCPS Board of Trustees  
Meeting Agenda  
May 8, 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, acknowledgements  
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 LRP Update and new LRP planning: Directors (15 min – report/discussion)**

**7:15 Proposal for Director Salaries: Penny and Tim (10 min – decision)**

**7:25 FY20 Draft Operating Budget: Dan (15 min – discussion)**

**7:40 FY20 Capital Budget: Dan (10 min – decision)**

**7:50 Friends of Hilltown Update: Barbara (10 min – report)**

**8:00 Staff Satisfaction Survey Summary: Directors (10 min – report)**

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

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

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

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

**8:25 Adjournment**



**Proposal to the Board of Trustees**  
From  
President and Vice President of the Board

**Director Compensation Review**

**Date:** May 8, 2019

**Priority Level:** High

**Proposal to be presented by:** Tim Reynolds and Penny Leveritt

**Text of proposal:**

Every three years the President and Vice President of the board are responsible for reviewing the compensation provided to the school's Director of Administration, Director of Teaching and Learning and Director of Community and Family Engagement. We first perform an analysis of salaries of comparable Massachusetts Charter School Executives as well as those of the Principals of the comparable neighboring districts Westfield, Williamsburg, and Chesterfield/Goshen. From this analysis we decided to use the range of \$100,000-\$110,000/yr FTE for Charter School Executives as a goal for our Director's.

In order to achieve having the Director's salaries within this range before it is time for the next review we recommend the Board approve an increase of 3% in FY 2020; along with adopting the goal of increases of 2% in FY 2021 and 1% in FY 2022.

For the purposes of planning the FY2020, FY2021 and FY2022 budgets should reflect Director compensation according the following charts.

**Administrative & Educational Directors**

Year	Salary	Difference
FY2020	\$97,500.95	\$2,839.83
FY2021	\$99,450.97	\$1,950.02
FY2022	\$100,445.48	\$994.51

### Community&Family Director

Year	Salary	Difference
FY2020	\$43,875.64	\$1,277.93
FY2021	\$44,753.15	\$877.51
FY2022	\$45,200.68	\$447.22

**Goals to be achieved by proposal:**

Providing compensation to our Directors that reflects the value they have to the school and, looking forward, ensuring the school is positioned to offer competitive salaries when the time comes to find new Directors.

**Potential problems/dissenting views:**

We chose to use the higher range for comparable Charter School Executives rather than the lower average for Principals of comparable local districts.

Making these adjustments will have an impact on other operational areas of the budget and we must reach a balance.

**Additional notes:**

When the review was last completed it had been overdue and the committee, at that time, did not feel they could reach 100% of comparable average so they set a goal of 97.5% of comparable average by FY2018. That goal was not met, but a 3% increase in FY2020 meets the goal of 97.5% of comparable average and provided guidance on reaching 100% before the next review is due.

**Source: 2017/2018 Massachusetts Charter Public School Compensation Survey  
(completed annually and shared with MA Charter Schools in the Spring)**

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**Principal or Equivalent Leader**

Salary Range	250 or fewer students	Suburban	Rural	Western MA		Elementary & Middle	15-19 years in op	Stand Alone School	Total
				MA					
60-70	0	0	0	0	0	0	0	0	0
70-80	0	0	0	0	0	0	0	1	1
80-90	1	1	1	1	2	2	1	4	11
90-100	1	0	2	2	2	2	2	5	14
100-110	0	2	0	1	3	2	2	10	18
110-120	0	1	0	1	1	2	2	7	12
120-130	0	2	0	0	1	0	0	3	6
130-140	1	0	1	0	0	0	0	1	3
140-150	0	0	0	0	1	1	1	1	3
150+	0	0	0	0	1	1	1	0	2

**Weighted Average Salary Principal**

Salary Range (10k)	Total	Salary Range x Total (K)
65	0	\$0
75	1	\$75
85	4	\$340
95	6	\$570
105	11	\$1,155
115	9	\$1,035
125	3	\$375
135	1	\$135
145	1	\$145
150	1	\$150
<b>Total</b>	<b>37</b>	<b>\$3,980</b>

**Average \$108  
100K-110K**

**FY19**

**FY20**

Westhampton Principal	\$101,288.00	\$	103,314.00
Williamsburg Principal	\$101,584.00	\$	104,632.00
Chesterfield/Goshen Principal	\$90,000.00	\$	90,000.00

Hatfield Principals

Average	\$97,624.00	\$99,315.33
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HCCPS	Work Days
Administrative Coordinator	229
Education Coordinator	229
Community Coordinator	137.4

Need updated salary info for these schools

Source: Carla Clark provided in the form of a spreadsheet. The data was collected in conjunction with the teacher parity study.

## HCCPS Director Salary Analysis April 2019

### Administrative & Educational Directors

	Avg Salary	90% of Avg	95% of Avg	110% of Avg	HCCPS Directors	Variance at 90%	Variance at 95%	Variance at 100%	Variance at 110%
FY 2019	\$100,000.00	\$90,000.00	\$95,000.00	\$110,000.00	\$94,661.00	\$4,661.00	-\$339.00	-\$5,339.00	-\$15,339.00
FY 2020 (+2%)	\$102,000.00	\$91,800.00	\$96,900.00	\$112,200.00		-\$91,800.00			-\$112,200.00
FY 2020 (+3%)	\$103,000.00	\$92,700.00	\$97,850.00	\$113,300.00		-\$92,700.00			-\$113,300.00
FY 2020 (+4%)	\$104,000.00	\$93,600.00	\$98,800.00	\$114,400.00		-\$93,600.00			-\$114,400.00

### Community Director

	Avg Salary	90% of Avg	95% of Avg	110% of Avg	HCCPS Directors	Variance at 90%	Variance at 95%	Variance at 100%	Variance at 110%
FY 2019	\$45,000.00	\$40,500.00	\$42,750.00	\$49,500.00	\$42,598.00	\$2,098.00	-\$152.00	-\$2,402.00	-\$6,902.00
FY 2020 (+2%)	\$45,900.00	\$41,310.00	\$43,605.00	\$50,490.00		-\$41,310.00			-\$50,490.00
FY 2020 (+3%)	\$46,350.00	\$41,715.00	\$44,032.50	\$50,985.00		-\$41,715.00			-\$50,985.00
FY 2020 (+4%)	\$46,800.00	\$42,120.00	\$44,460.00	\$51,480.00		-\$42,120.00			-\$51,480.00

*Avg Salary based on BOT approved "Coordinator Salary Comparison" analysis*

Principal or Equivalent Leader

Salary Range	250 or fewer students			Western MA Elementary & Middle School						Total
	Suburban	Rural	MA	15-19 years in op	Stand Alone School	15-19 years in op	Stand Alone School	15-19 years in op	Stand Alone School	
60-70	2	0	2	0	0	2	2	2	2	8
70-80	0	3	0	2	1	2	2	2	3	11
80-90	0	0	1	2	2	0	0	4	4	9
90-100	1	0	0	2	2	4	4	10	10	19
100-110	0	3	0	0	0	6	6	7	7	16
110-120	0	0	0	1	0	3	3	3	3	7
120-130	0	0	0	0	1	1	1	1	1	3
130-140	0	0	1	0	0	1	1	1	1	3
140+	0	1	0	0	0	1	1	1	1	3

Collected by Personnel Committee FY2016

Westhampton Principal \$95,446.00

Williamsburg Principal \$92,963.00

Chesterfield/Goshen Principal \$85,729.00

Hatfield Principals \$97,800.00

Average \$92,984.50

HCCPS	Work Days
Administrative Coordinator	229
Education Coordinator	229
Community Coordinator	137.4

Need updated salary info for these schools



## HCCPS Coordinator Salary Analysis December 2016

Administrative & Educational Coordinator						
	Avg Salary	90% of Avg	110% of Avg	HCCPS Coordinators	Variance at 90%	Variance at 110%
<b>FY 2016</b>	\$92,984.50	\$83,686.05	\$102,282.95	\$80,936.00	-\$2,750.05	-\$21,346.95
<b>FY 2017 (+2%)</b>	\$94,844.19	\$85,359.77	\$104,328.61	\$84,174.00	-\$1,185.77	-\$20,154.61
<b>FY 2017 (+3%)</b>	\$95,774.04	\$86,196.63	\$105,351.44	\$84,174.00	-\$2,022.63	-\$21,177.44
<b>FY 2017 (+4%)</b>	\$96,703.88	\$87,033.49	\$106,374.27	\$84,174.00	-\$2,859.49	-\$22,200.27

Community Coordinator						
	Avg Salary	90% of Avg	110% of Avg	HCCPS Coordinators	Variance at 90%	Variance at 110%
<b>FY 2016</b>	\$41,843.03	\$37,658.72	\$41,424.59	\$36,421.00	-\$1,237.72	-\$5,003.59
<b>FY 2017 (+2%)</b>	\$42,679.89	\$38,411.90	\$42,253.09	\$37,877.00	-\$534.90	-\$4,376.09
<b>FY 2017 (+3%)</b>	\$43,098.32	\$38,788.48	\$42,667.33	\$37,877.00	-\$911.48	-\$4,790.33
<b>FY 2017 (+4%)</b>	\$43,516.75	\$39,165.07	\$43,081.58	\$37,877.00	-\$1,288.07	-\$5,204.58

Avg Salary based on BOT approved "Coordinator Salary Comparison" analysis

FY 20 HCCPS Budget - Working Draft 5/3/19

	Mid Year Revisions FY 19 Approved 4/10/2019	FY 20 Draft 5/3/2019
<b>INCOME</b>		
1 State Per Pupil Tuition	2,915,000	<b>3,018,065</b>
2 Grants- Mass DOE SPED 240	37,100	37,100
3 Grants- Mass DOE Title Iva	1,162	1,162
4 Grants- Mass DOE 140, Title II,A	4,607	4,607
5 Grants- Mass DOE Title I 305	19,070	19,070
6 Grants- MASS DOE 262	616	616
7 Community Foundation Grants	1,316	0
8 FOH Playground Upgrade Grant	3,000	0
9 Friends of HCCPS Rolling Arts Grants	1,500	0
10 Field Trip Fund	7,600	7,600
11 <b>Fundraising - FOH Designated Funds</b>	30,000	<b>20,000</b>
12 Kids Club Income	90,000	<b>80,000</b>
13 Student Activity Fees- sports, music	18,000	<b>15,000</b>
14 Medicaid/SPED Income	25,000	<b>20,000</b>
15 Misc Income	1,700	<b>1,000</b>
16 Interest income	5,000	5,000
17 School Lunch receipts	15,000	<b>10,000</b>
18 Special Field Trip Fundraising	13,500	<b>32,000</b>
19 Winter Fair	6,350	<b>7,000</b>
<b>Total Income</b>	<u>3,195,521</u>	<u><b>3,278,220</b></u>
<b>EXPENSES</b>		
<b>Personnel</b>		
20 Teachers - S/L, PE	1,276,827	<b>1,302,747</b>
21 Teaching Assistants- (classrooms)	214,285	<b>274,716</b>
22 Graduate Interns x1 (FY20)	50,000	10,000
23 Kids Club Coordinator/Admin Support	31,000	32,550
24 Kids Club staff	35,000	36,813
25 Substitutes	14,000	14,000
26 Director of Administration- 1fte	94,661	97,501
27 Director of Teaching and Learning-1 fte	94,661	97,501
28 Director of Family and Community Engagement-.6 fte	42,598	43,876
29 Student Services Coordinator- 1 fte	70,927	72,168
30 Administrative Assistant- 1fte	47,400	49,770
31 Bookkeeper/Purchasing agent-.8 fte	46,800	49,140
32 Nurse/Health Educator - Shared position 1.0 FTE	52,531	58,207
33 Counselor- 1 fte	64,479	65,607
33a Occupational Therapist - .5 fte	0	32,804
34 Tech Teacher/Coordinator 1 fte	41,729	<b>51,162</b>
35 <b>CSL / Program Support</b>	27,533	28,586
36 Stipends- student activites (dance, mini)	7,000	7,000
37 Stipends-program	10,000	10,000
38 Longevity Pay	10,675	<b>12,163</b>
39 <b>Payroll subtotal</b>	<u>2,232,106</u>	<u><b>2,346,310</b></u>
40 Medicare- everyone-.0145	32,366	<b>34,021</b>

41 FICA- non MTRS-.062	39,094	<b>42,035</b>
42 SUTA-.001- everyone	2,232	2,346
43 UHIC-.0048 everyone/capped @ 1st 14,000	3,226	3,226
44 Health Insurance	215,000	<b>232,200</b>
45 HRA	52,000	52,000
46 Health Diversion Benefit	25,000	<b>25,000</b>
47 Workers Compensation	16,341	<b>16,341</b>
48 College Credit Reimbursement	0	<b>1,000</b>
<b>Total Personnel Costs</b>	<u>2,617,364</u>	<u><b>2,754,479</b></u>

**Consultants and Outside Services**

49 FSA/HRA Administrative Cost	2,200	2,200
50 Accounting Consultant	0	<b>0</b>
51 Auditor	8,000	8,000
52 SPED Contractors - OT/PT, psychologist	70,000	<b>35,000</b>
53 SPED Advisor	1,000	1,000
54 Summer SPED services	2,730	<b>4,000</b>
55 Administrative Data Management System	8,000	8,000
56 Payroll Service	3,060	3,060
57 <b>Professional Development - FOH Designated</b>	20,000	10,000
58 Curriculum Consultants	7,000	7,000
59 FOH Designated Artist in Residence	5,000	0
60 Child Care Services	400	<b>400</b>
61 Legal Fees	4,000	4,000
<b>subtotal</b>	<u>131,390</u>	<u><b>82,660</b></u>

**Occupancy**

62 Insurance	26,210	<b>26,210</b>
63 Cleaning Services	50,000	50,000
64 Trash Removal	3,700	<b>3,700</b>
65 Minor Repair/Maintenance	25,000	<b>30,000</b>
66 Fire/Sprinkler Alarm Services	1,000	<b>1,000</b>
67 Copier Service Contract	3,060	3,060
68 Copier Rental	5,140	<b>5,140</b>
69 Telephone	1,224	1,224
70 Electric	30,000	<b>30,000</b>
71 Internet	1,500	<b>1,500</b>
72 Heat	6,500	<b>6,500</b>
73 HVAC Maint	8,500	<b>8,500</b>
74 Elevator Maint	3,284	3,284
75 Water Sewer Fees	3,000	<b>3,000</b>
76 Landscaping	4,500	4,500
77 Plowing	7,650	7,650
78 Interest Expense USDA	94,564	93,117
<b>subtotal</b>	<u>274,832</u>	<u><b>278,385</b></u>

**Supplies**

79 Household Supplies	5,722	5,722
80 Educational Supplies	22,875	22,875
81 Playground supplies	875	875
82 Office Supplies	3,641	3,641
83 Testing/Evaluation Supplies	3,876	3,876

84 Postage	1,000	1,000
85 Printing	624	624
86 Food	728	728
<b>sub total</b>	<u>39,341</u>	<u>39,341</u>
<b>Equipment</b>		
87 Minor Equipment<\$500 ,	1,260	1,260
88 SPED Equipment	5,000	5,000
89 <b>Furnishings</b>	4,000	4,000
90 Vehicle Expenses	1,000	1,000
91 Tech Repair/Replacement	7,000	7,000
92 <b>FOH Designated Chromebook Replacement</b>	5,000	10,000
<b>subtotal</b>	<u>23,260</u>	<u>28,260</u>
<b>Grant Funded Expenses</b>		
93 Community Foundation Grants	1,316	0
94 FOH Playground Upgrade Grant	3,000	0
95 Friends of HCCPS Rolling Arts Grants	1,500	0
<b>subtotal</b>	<u>5,816</u>	<u>0</u>
<b>Miscellaneous</b>		
96 Kids Club Program Expenses	5,000	5,000
97 Student Activity Expenses ( dances, sports, sleepover)	5,000	5,000
98 Special 6-8th grade Trip Expenses	18,000	55,000
99 Advertising	1,530	1,530
97 Travel	510	510
98 Graduation Expenses	1,020	1,020
99 Miscellaneous	1,020	1,020
100 Community Domain Expenses	3,000	3,000
101 SPED Contingency	0	10,000
102 MCPSA Dues (.2% of state tuition dollars)	5,907	6,036
103 School lunch expense	23,000	20,000
105 Community Service Projects	1,500	1,500
106 Field Trips	7,600	7,600
109 BOT Discretionary Fund	500	500
110 Coordinator's Discretionary Fund	2,500	2,500
111 Fundraising Expenses	2,100	2,100
<b>subtotal</b>	<u>78,187</u>	<u>122,316</u>
<b>112 Total operating expenses</b>	<b>3,170,190</b>	<b>3,305,441</b>
<b>113 Over/Under</b>	<b>25,331</b>	<b>-27,221</b>
<b>114 Non-cash liability-depreciation</b>	<b>101,714</b>	<b>101,834</b>
<b>115 Principal payment from Fund Balance</b>	<b>51,980</b>	<b>53,427</b>



## Facilities Committee Proposal to the Board of Trustees

Date: April 30, 2019

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Chris Greenfield, Dan Klatz

Committee members drafting proposal: Chris, Dan, Nan Childs, Eric Huther

### Goals to be achieved by proposal:

Ensure a safe, secure and fully accessible entrance to and exit from the building including to parked cars on the street. Add security to the building by eliminating keys.

### Text of proposal:

We recommend our Capital Projects for 2019-2020 be focused on access and accessibility to and from the School. As such, we propose the following:

1. The previously approved (April, 2019) renovation of the front entrance way to make it fully accessible. **\$25000**
2. Creating a pathway from the crosswalk at the front entrance across the center island to Industrial Parkway including installation of accessible curb cuts on both sides of the street. This has been approved by the Easthampton DPW who will waive the permitting fee as we will do the work. The city will paint the crosswalk and install pedestrian crossing signs. **\$6500**
3. Installing keypad locks and crash bars on 3 doorways—the one by the Prisms Science room, the one in the Yellows, and the one at the end of the K-5 hallway. This will eliminate the need for staff to have external keys and allow us to provide limited access to parents, contractors, and anyone else who requires entrance. The keypads are programed and users can be easily added and deleted. This ensures a higher degree of safety and security. **\$4500**

**Total Capital Budget: \$36000**

### Additional Note:

Through Mass Save and Eversource, we have contracted to have all indoor and outdoor lighting converted to LED fixtures. While the total cost of the project is \$28000, the utility contributes \$15000. Additionally, the remainder is financed over 24 months at 0%. When combined with utility savings, we are able to incorporate this cost into the operating budget under the Utilities line.

**Takeaways from Staff Satisfaction Survey  
Board Report/Personnel Committee  
May 3, 2019**

GENERAL

34 people took the survey (17 teachers/17 staff)  
32 would like to work here for at least one more year; 2 answered 'neither agree or disagree.'  
32 people like working at Hilltown; 2 answered 'neither agree or disagree.'  
82 % are proud to work at Hilltown  
94% say we fulfill our mission  
90% feel they would recommend working at Hilltown

WORK ENVIRONMENT

94 % felt that they were treated fairly within their work environment  
70% feel responsibility is reasonable- 20% neither agree or disagree  
62% find they are encouraged to balance work and personal- 23% neither agree or disagree  
76% agree they have the flexibility to do so- 20% neither agree or disagree  
88% find they are supported when unique instances occur requiring altering schedule

Responses to questions about being a valued member of the community such as 'I am included in decisions' 'I can have a positive impact', 'I continue to grow professionally' were extremely positive. Many feel increased support for work life balance and furthering education. Most feel they continue to grow professionally and are valued members of the school community.

Area for improvement- communication with TAs and other staff members who do not attend weekly meetings. Also note that TAs sub for lead teachers and do not always feel adequately valued for this part of their job (in terms of prior communication, compensation, and support).

COLLEGIALITY

Co-worker collaboration is a positive section- people feel they have flexibility and are able to help one another. By and large, colleagues feel they can share work-related concerns and collaborate together. 32 out of 34 respondents feel they receive positive recognition from colleagues and team. 26 respondents feel they receive positive recognition from administrators; 6 neither agree or disagree.

Areas for improvement: two comments referenced a tension around teachers pulling different amounts of weight. Two comments referenced teachers advocating for their personal role in the school vs. big picture.

COMMUNICATION

Most people are satisfied with school communication.  
Time sensitive things like last minute changes need to be given in a different way  
Comments included needing help knowing who to direct questions to about issues, and changes and better systems for making sure that notes from weekly teacher meetings get to everyone.

One question- if questions/concerns arise about a staff member, how to directly and effectively address it? Majority positive about meetings, one thing to work on would be to start and end on time.

Friday newsletter seems to be good for most

#### EQUITY

Strong positive that we are advancing policies and practices around equity.  
Make a more clear avenue for communicating equity concerns

#### RECOGNITION

By and large, employees feel recognized and appreciated.

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## Domain Directors Report to the Board of Trustees May, 2019

1. Hiring update: Jeanne Schubmehl has accepted the position of half-time OT. She has been our consulting OT for five years. We are thrilled to expand her hours and to maintain her current work with students. Regarding the Student Services Coordinator position, the job has been posted internally. A committee has been formed consisting of Liz Preston (Board Member), Emily Lees (Special Education Teacher), Cindy Mahoney (parent, chair of Special Education Parent Advisory Committee), and Lara Ramsey (Director of Teaching and Learning).
2. We are fully enrolled for next year. There was very little attrition from this year's group, so almost all new enrollment is in Kindergarten and Grade 6. Based on our experience last year and the feedback we received from last year's incoming families, we again held an orientation meeting for new parents in April. We introduced next years' incoming parents to the logistics of arrival and departure, lunch and after school activities, to some of our educational philosophy and methods and also offered an overview of our cooperative community and how they can participate. We will meet with Kindergarten parents again on their special Step Up Day and with new Purples parents one evening early in June.
3. Professional Development: On Friday, May 24th, staff have a professional development day. In the morning, Rachel Simmons (Author of Odd Girl Out series and most recently, Enough As She Is) will facilitate a session addressing gender bias in education. In the afternoon, consultants from the BRYT program (Bridging Resilient Youth in Transition) will facilitate a workshop on MTSS (Multi-tiered Systems of Support) at Hilltown. Other work on this day includes a Prisms' program envisioning session and work on the K-5 reading curriculum.





**Governance and Board Sustainability Committee**  
Annual Meeting Report  
May 14, 2019

Committee Members: Noelle Stern, Deirdre Arthen and Amy Reesman

The Governance and Board Sustainability Committee (GABS) is tasked with keeping policies, procedures, and board resources up-to-date, tracking needed by-law changes, monitoring progress and accountability on the long-range plan, and recruiting and training board members.

A high level description of FY19 GABS work is listed below:

By-laws Amendments:

A significant number of by-laws changes were drafted in FY19. Many of these edits were required by the Massachusetts Department of Elementary and Secondary Education to ensure compliance with state and federal laws. These changes were presented and approved at a Special Meeting of the Cooperative on March 21, 2019. GABS was later notified that the by-law changes were approved by the Massachusetts Education Commissioner on May 1st, 2019.

Codify Means by Which Proposals Come to the Board of Trustees:

In FY19, GABS outlined a process by which proposals/new business could be brought to the Board of Directors. This process was presented to the Board of Trustees, and after a few minor edits were made, the outlined process was presented as a formal proposal to the Board, and was approved.

Board Orientation:

GABS onboarded new Board of Trustee members and provided reference materials at the beginning of FY19. Orientation topics included: HCCPS Mission & Philosophy, Obligations and Responsibilities of a Charter School Board Member, HCCPS Board and Committee Structures, Typical Board of Trustees Meeting Format, Consensus/Finger Sounding, and Open Meeting Law.

Board Recruitment (Board of Trustees Candidates for FY20):

GABS recruited a slate of four FY20 Board of Trustees candidates to present at the Annual Meeting:

- Dawn Reesman
- Rich Senecal
- Karen Sise
- Kelly Woods

Long Range Plan Monitoring:

GABS continued to work with the HCCPS Directors to update our Long Range Plan visual tracker,

to identify areas that needed attention, and to identify adjustments/edits to the Long Range Plan.

Improve BoT Visibility:

An ongoing GABS goal is to increase the visibility of the HCCPS Board of Trustees. In FY19, our we launched HCCPS Newsletter solicitations, continued our Board of Trustees newsletter monthly summaries of BoT meetings, continued to ask board members to wear buttons at school events, and discussed board opportunities during classroom orientations when possible. In addition, we are exploring the possibility of creating a LinkedIn page for Hilltown.



**DOMAIN COUNCIL MEETING MINUTES**  
**24 April 2019**  
**5:20pm**

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

Regrets:

Location: HCCPS

**Domain Council Meeting Agenda:**

**Budget:**

Proposal that personnel is making is to put salaries above median starting next year. Our scale works as follows: what is the area median at step 1, what is the area median at step 12, and then make incremental scale between.

Going with the current PPE but added what will likely be an increase as it is being hammered out by the state currently. Reduced PD because that corresponds to lower FOH income. Occupancy is pretty stable, but maintenance bumped up as the building is always aging. We will need 40 ruggedized Chromebooks with the management system. We can add grant-funded expenses if we get the income. Currently \$4800 deficit with this draft.

**Hiring:**

Jeannie met yesterday with the hiring committee. (The committee includes a parent, a teacher, Lara and Joe Wyman, for the Board.) The committee will get feedback from SEPAC and K-3 teachers. Joe approved of the feedback process and it follows the internal applicant hiring policy.

Will do also begin the internal hiring process for the Student Services Coordinator position. A committee is being formed.

Next Meeting: Wednesday, May 1, 5:20pm  
6:20 pm – Meeting ended

Respectfully Submitted, Penny Leveritt



**DOMAIN COUNCIL MEETING MINUTES**  
**01 May 2019**  
**5:20pm**

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

Regrets:

Location: HCCPS

**Domain Council Meeting Agenda:**

**FY20 Budget:**

PPE up, raises included, top of salary scale next year will be above the median, in early June we will have to look deeper to see if there should be some budget cutting. But we should wait until we know more details. Goal will be to present a balanced budget for approval in June.

**Capital budget:**

DPW came out and asked where we would like the crosswalk. If we do the curb cuts, they will waive the permit fee. About 36K to do this.

**Leading Schools - Online course:**

Second module is offered in the fall – Lara would like to take the course. Tim and Penny agreed.

**May BOT Agenda**

Draft FY20 operating budget-15min  
Capital budget – 10min  
Proposal for Director Salary increases – 10min  
FOH update – 10min  
LRP update and discussion of new plan – 15min  
Staff Satisfaction survey summary – 10min

Next Meeting: Wednesday, May 22, 5:20pm  
6:06 pm – Meeting ended

Respectfully Submitted, Penny Leveritt



**Facilities Committee Meeting Minutes – May 3rd, 2019 7:31am**

**Present:**

Nan Childs, Dan Klatz, Eric Huther, Chris Greenfield

Discussion		Action (if necessary)
<ul style="list-style-type: none"> <li>Reviewed Committee Proposal to the Board</li> <li>Dan walked the group through a more detailed description of items #2,#3</li> <li>Dan highlighted that #1 was already approved by the BoT last meeting</li> <li>The Committee is comfortable presenting the proposal as written to the Board.</li> </ul> <p>The Committee reviewed FY2019 Goals (below) to make sure we had accomplished what we needed to.</p> <p>The Committee discussed potential Goals for FY2020</p> <ul style="list-style-type: none"> <li>Prepare 2020 capital budget for BoT review and approval in April/May</li> <li>Propose short term (fall) Energy, Climate Audits for Incentive Programs and Efficiency</li> <li>Present near term (1-3year) large capital items that may need to be addressed and considered by the BoT (NOT on the 2020 Capital Budget)</li> <li>Participate in readiness for long-term strategic planning</li> </ul> <p>Nan added building sidewalks (egress) and a garden for facilities consideration next year</p> <p>Dan identified the maintenance budget (\$5000) as potential for some projects that arise.</p>		<ul style="list-style-type: none"> <li>Action: Dan/Chris to present proposal to BoT</li> </ul>
<b>Review Action Items</b>	Reviewed action items.	
<b>Tentative Agenda Topics for Next Meeting</b>	NA	
<b>Next Meeting Date/Time/Location</b>	NA	
<b>Adjournment</b>	Meeting adjourned at 8:34a	
<b>FY2019 Goals</b>	<b>Committee agreed to the FY2019 Committee Goals</b> <ul style="list-style-type: none"> <li>Prioritize capital improvement plan</li> <li>Work with finance committee to adjust projections on capital needs</li> <li>Prepare 2020 capital budget for BoT review and approval in April/May</li> </ul>	



**Finance Committee Meeting Minutes – April 25th, HCCPS, 8:30 AM**

**Present:** Dan Klatz, Matt Dube, Carla Clark, Kate Saccento, Lisa Plaza, Rich Senecal, Maureen Mahar  
**Guests:** Tim Reynolds  
**Regrets:** Dawn Graichen-Moore  
**Agenda:** Director Compensation; Approve March Minutes; Review Draft of FY20 Operating Budget; Capital Project Plan

Topic	Discussion	Action (if necessary)
<b>March Minutes</b>	Approve March Minutes.	<b>Matt moved to approve March Minutes, Dan seconded. Approved by consensus.</b>
<b>Director Compensation</b>	<p>Tim Reynolds joined us to discuss Director Compensation. Dan recused.</p> <p>Every three years Board President and VP review Director Comp. Last time the result was that they were under-compensated. 97.5 of median pay for people in their role in state is the goal.</p> <p>Carla reviewed with GABS committee; formula recommends that \$100K is the goal for HCCPS. Would like to do in the next three years as a graduated increase: 3%, 2%, 1% next three.</p> <p>Immediate impact is \$3K or \$3,500 to annual budget Total for next three years is \$1400. Could do 2.5% each year but will likely have larger negative impact on overall budget.</p> <p>1.75% for admin staff is low, per Domain Council’s recommendation. Dan will adjust for</p>	<b>Dan will include 3% increase for Director salaries, and will adjust Admin salaries for further discussion.</b>



**HILLTOWN COOPERATIVE  
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	discussion.	
<b>FY20 Budget Draft</b>	<p>Version 1 of the Budget has been constructed; Dan and Carla believe PPE number will increase before Budget is presented to BoT.</p> <p>Expenses projected to be in-line with FY19 with standard YOY increases.</p> <p>Personnel Committee teacher salary increases are included in Budget.</p> <p>Fundraising up due to DC trip; Friends of Hilltown projected to be down. OT now on salary.</p>	<b>Dan will make PPE adjustments and we will bring to BoT for initial presentation in May.</b>
<b>Capital Projects</b>	<p>Dan updated the Fin Cmte on BoT's passage of \$25K new automatic door.</p> <p>Easthampton DPW is coming to set up crosswalk outside of school. We will have associated expenses of \$5K for our own path to connect..</p> <p>Redoing locks on three doors updated to code system with audit trail (\$4K).</p>	<b>Finance Committee will update BoT on ongoing Capital Projects.</b>
<b>Review Action Items</b>	Reviewed action items.	
<b>Tentative Agenda Topics for Next Meeting</b>	<p>Approve April Minutes</p> <p>FY20 Budget review and recommendation for BoT.</p>	
<b>Next Meeting Date/Time/Location</b>	May 15th, 2019; HCCPS 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:30 AM	



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Governance & Board Sustainability Committee Meeting Minutes – April 29, 2019, 5:00 pm

Present: Amy Reesman & Noelle Stern

Regrets: Deirdre Arthen

Topic	Discussion	Action (if necessary)
Board Recruitment	Finalized candidates for the BoT FY20: Dawn Reesman Kelly Woods Karen Sise Rich Senecal	Amy will present the slate of candidates for vote at the Annual Meeting in May
By-Laws	Noelle sent all necessary information to the state. We anticipate receiving word back from in May.	
Board Member Orientation	We should plan to discuss this at our May meeting.	
Board Resources (Hard Copy & Online)	N/A	
Long Range Plan	We should plan to discuss this at our May meeting.	
Board Visibility	N/A	





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<b>Board Appreciation</b>	Amy and Noelle selected a gift for outgoing BoT President and followed up with Deirdre via email to purchase the gift.	
<b>2019 Annual Meeting GABS Update</b>	Discussion of topics to be included in our Annual Meeting GABS update to include: By-laws Amendments Codify Means by Which Proposals Come to the Board of Trustees New Board Member Orientation FY20 Board Recruitment Long Range Plan Monitoring Improving BoT Visibility	
<b>Review Action Items</b>	Reviewed action items.	
<b>Tentative Agenda Topics for Next Meeting</b>	Follow-up on Board Appreciation (June Board Meeting) Update Long Range Plan Looking ahead at upcoming Calendar (May is Amy's last GABS meeting) New BoT Member Orientation Planning	
<b>Next Meeting Date/Time/Location</b>	Date: May 29th, 2019 Time: 5:00 pm Location: HCCPS	
<b>Adjournment</b>	Meeting adjourned at 5:55 pm	



Personnel Committee Meeting Minutes- April 30, 2019

**Present:** Nicole Grinaski, Gaby Blaustein, Lara Ramsey, Joe Wyman  
**Regrets:** Kelly Woods, Dawn Reeseaman

Topic	Discussion	Action
Staff satisfaction survey	We reviewed the staff satisfaction survey and grouped results according to category, such as collegiality or communication.	Nicole will type up our notes lifting up trends from the survey. Joe will share results with the Board.
Tentative agenda topics for next meeting	Review Salary Proposal for Board Meeting	Ask Carla to print projected salaries for next three years.  Clarify with Dan how increases are attributed to different steps.
Next meeting time/date/location	Tuesday, May 7 <sup>th</sup> , 2019 7:30 a.m.	
Adjournment	Meeting adjourned at 8:15	