

Board of Trustees
Hilltown Cooperative Charter Public School



FY 2017/2018 Coordinator Salary Proposal

Priority Level: High

Presented by Andi Porter, Steve Hoyt, Amy Reesman

February 8th, 2017

FY 2017

The Coordinator Salary Review Subcommittee proposes that the BOT votes to approve a 2017 FY salary adjustment of \$5,927.98 for the Administrative and Educational Coordinators, as well as a FY 2017 salary adjustment of \$2,668.89 for the Community Coordinator. Their final FY 2017 salaries, retroactive to the beginning of FY17, will be as follows:

- Administrative Coordinator- \$90,101.98
- Educational Coordinator- \$90,101.98
- Community Coordinator- \$40,545.89

This proposal will bring our Coordinator salaries up to 95% of the average salary for local school principals in FY 2016 + 2%. The budget impact will be a total expense of \$14,524.85.

FY2018

The Coordinator Salary Review Subcommittee proposes that the BOT votes to increase the salaries by 2% to attempt to keep our Coordinator salaries at an estimated 95% of the salary for local principals in FY 2018, depending on the FY 2018 budget. During the 2018 budgeting process, the following salaries will be assumed:

- Administrative Coordinator- \$91,904.02
- Educational Coordinator- \$91,904.02
- Community Coordinator- \$41,356.81

The BOT understands that this is a goal, and that the budgeting process should assume these salaries as a starting point. If this requires drastic cuts to core school operations, then these salary amounts can be adjusted as appropriate.

The Coordinator Salary Review Subcommittee utilized the approved Coordinator Salary Evaluation Process to develop this recommendation.

Problems/Consenting Views:

1. Recommendation must fit within the school budget, and making these adjustments could impact other operational areas
2. We are not proposing to bring the Coordinator salaries up to 100% of the average of salary paid to school principals in the area

Parent Satisfaction Survey 2016-7

1. General Information

Thank you very much for taking the time to answer this survey. We truly appreciate what you have to say and use your responses to work to make the school a better place for all of us.

Everyone who completes this and chooses to leave their name will be entered in a drawing for a collection of special Hilltown goodies at the Annual Meeting in the spring.

1. Name (optional)

* 2. My family has been at Hilltown for this many years:

- ☐ 1
- ☐ 2
- ☐ 3-5
- ☐ 6-10

* 3. My children are in the following classes this year:

(mark all that apply)

- ☐ Indigos
- ☐ Blues
- ☐ Greens
- ☐ Yellows
- ☐ Oranges
- ☐ Reds
- ☐ Purples
- ☐ Prisms

Parent Satisfaction Survey 2016-7

2. Educational Program

1. I generally understand the educational approach used at HCCPS

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I would like to know more about the following areas of the program:

2. My child experiences an appropriate level of academic engagement.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would you like to comment on any particular curricular areas or studies?

3. The amount of arts and academic curriculum integration at school is

- ☐ too little
- ☐ just right
- ☐ too much
- ☐ no opinion

4. I am satisfied with the amount and quality of cross-age, community building experiences throughout the school.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. The school succeeds in creating an overall positive social and emotional environment for students

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Behavioral expectations at the school are clear

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. I feel that the school is a physically safe place for my child.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. The current format of the HCCPS progress reports helps me understand my child's school experiences and his/her achievement.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Parent Satisfaction Survey 2016-7

3. Cooperative Structure and Administration

1. I understand the school's basic governance structure.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. The newsletter, e-mail notices and the mailboxes combine to create a good communication system within the school.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Communication from and with the administration staff is easy and adequate.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. I am aware of how to find to all of the information I need about the following:

	Mostly Agree	Somewhat Agree	Mostly Disagree
Daily operations - forms, procedures etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School finances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ways that families can participate at school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After-school program options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Do you have any comments about the overall management of the school?

6. Communication from and with teachers is easy and adequate.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. The school has built a strong sense of community among students, staff and families.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Four hours of volunteer time per month (40 hrs. per year) is a reasonable expectation of parents in this kind of cooperative school.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If not 40 hours per year, what would you suggest as a better amount to have as a goal.

9. I know how to offer volunteer time at Hilltown if I want to.

strongly disagree	disagree	neither	agree	strongly agree	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What would be a method of communication that would help you know better how to volunteer?

10. I volunteer for the school in some way every year.

- ☐ at least once a year
- ☐ 10 hours or more
- ☐ 20 hours or more
- ☐ 40 hours or more
- ☐ 60 hours or more
- ☐ sorry, I don't volunteer

11. Please add any comments you have on this section.

Parent Satisfaction Survey 2016-7

4. Fundraising

1. I feel inspired and encouraged to donate money to the school.

strongly disagree

disagree

neither

agree

strongly agree

N/A

☐☐☐☐☐☐

2. I know how to help with fundraising for the school if I want to.

strongly disagree

disagree

neither

agree

strongly agree

☐☐☐☐☐

3. I know how to donate to the school if I choose to.

strongly disagree

disagree

neither

agree

strongly agree

N/A

☐☐☐☐☐☐

Do you have any comments about fundraising at Hilltown?

Parent Satisfaction Survey 2016-7

5. Open-ended Questions

This is the last page of the survey - thank you so much for taking the time to respond. If you would like to enable us to respond directly to any of your comments, please return to the top of the survey and make sure you have included your name.

1. Would you recommend this school to others

☐ Yes

☐ No

☐ It depends

Comments:

2. Please tell us any other suggestions you have to make the school a better place for you and your children?

3. Is there anything else you would like us to know?

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources	1,320,948	2,612,440	-1,291,492	51%
State Grants-DOE Administered	16,640	53,626	-36,986	31%
Friends of HCCS Grant		1,500	-1,500	
Private Grants	2,472	2,000	472	124%
Fundraising Income	20,565	43,100	-22,535	48%
Other sources	19,214	50,200	-30,986	38%
Kid's Club Income	39,388	78,000	-38,612	50%
Student Activity Fees	4,423	11,000	-6,578	40%
Miscellaneous Income	976	1,000	-24	98%
Total Income	1,424,625	2,852,866	-1,428,241	50%
Expense				
Personnel Costs	929,761	2,303,149	-1,373,388	40%
Consultant & Other Svcs-Fixed	44,204	100,200	-55,996	44%
Consultant & Other Svcs	6,454	19,800	-13,346	33%
Occupancy	193,843	329,295	-135,452	59%
Supplies	19,041	35,920	-16,879	53%
Equipment	10,268	17,000	-6,732	60%
Grant-funded expenses	1,534	4,500	-2,966	34%
Other expenses	32,009	52,597	-20,588	61%
Coordinator Discretionary Fund	473	2,500	-2,027	19%
Total Expense	1,237,587	2,864,961	-1,627,374	43%
Net Ordinary Income	187,038	-12,095	199,133	-1,546%
Other Income/Expense				
Other Expense				
BOT approved Exp Related	32,732	50,000	-17,268	65%
Total Other Expense	32,732	50,000	-17,268	65%
Net Other Income	-32,732	-50,000	17,268	65%
Net Income	154,305	-62,095	216,400	-248%

02/03/17

Hilltown Co-op Charter Public School
Balance Sheet
As of December 31, 2016

	Dec 31, 16	Sep 30, 16	Dec 31, 15
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings	863,045	871,350	827,651
Florence Savings	303	303	303
Total Checking/Savings	863,348	871,653	827,954
Other Current Assets			
Suspense	0	36	524
Prepaid Expenses	0	0	137
Security Deposit	6,030	22,424	5,689
Total Other Current Assets	6,030	22,460	6,350
Total Current Assets	869,378	894,113	834,303
Fixed Assets			
Property 1-3 Industrial Pkwy	3,790,223	3,776,933	0
Accum. Depreciation - Buildi...	-20,733	-10,367	0
Pledge Receivable	100	100	9,280
Leasehold Imp. - Easthampton	0	0	225,794
Property and Equipment	6,500	6,500	6,500
Accumulated Depreciation - ...	-2,600	-2,275	-650
Accumulated depreciation -LI	0	0	-5,410
Total Fixed Assets	3,773,490	3,770,891	235,514
TOTAL ASSETS	4,642,867	4,665,004	1,069,817
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	29,246	34,108	28,695
Total Accounts Payable	29,246	34,108	28,695
Credit Cards			
VISA	0	827	250
Total Credit Cards	0	827	250
Other Current Liabilities			
Payroll Liabilities	-14,340	-15,520	-8,435
Total Other Current Liabilit...	-14,340	-15,520	-8,435
Total Current Liabilities	14,906	19,415	20,509
Long Term Liabilities			
Note Payable - USDA	3,537,742	3,550,000	0
Total Long Term Liabilities	3,537,742	3,550,000	0
Total Liabilities	3,552,648	3,569,415	20,509

02/03/17

Hilltown Co-op Charter Public School**Balance Sheet**

As of December 31, 2016

	<u>Dec 31, 16</u>	<u>Sep 30, 16</u>	<u>Dec 31, 15</u>
Equity			
Res'd for Bldng Prchse Cons...	0	0	5,000
Res'd for Expansion Related	17,455	17,455	3,646
Res'd for Capital Building Fu...	0	0	264
Contingency Fund	267,344	267,344	261,765
Investments in Fixed Assets	206,725	206,725	219,914
Undesignated Fund Balance	444,390	444,390	317,665
Net Income	154,305	159,675	241,053
Total Equity	<u>1,090,219</u>	<u>1,095,589</u>	<u>1,049,308</u>
TOTAL LIABILITIES & EQUITY	<u>4,642,867</u>	<u>4,665,004</u>	<u>1,069,817</u>

FY 17 HCCPS Budget							
approved 6.2016							
revision proposed 2.17 in BOLD							
							Proposed
							Revisions
					C		E
	INCOME				Approved 6.8.16		2/3/2017
					1 mo rent		
1	State Per Pupil Tuition				2,612,440		2,704,074
2	Grants- Mass DOE SPED 240				29,637		33,582
3	Grants- Mass DOE 140, Title II,A				3,751		4,028
4	Grants- Mass DOE Title I 305				13,727		13,016
5	Grants- MASS DOE 274				3,000		3,000
7	Community Foundation Class Grants				2,000		2,000
8	Friends of HCCPS Rolling Arts Grants				1,500		1,500
9	Field Trip Fund				7,600		7,600
11	Fundraising-pizza				3,000		3,000
12	Fundraising - general				30,000		25,000
13	Kids Club Income				78,000		78,000
14	Student Activity Fees-				11,000		11,000
15	Medicaid/SPED Income				20,000		20,000
16	Misc Income				1,000		1,000
17	Interest income				1,200		1,200
18	School Lunch receipts				15,000		15,000
19	Special Field Trip Fundraising				14,000		14,000
20	Winter Fair				7,500		7,500
21	Total Income				2,854,355		2,944,500
	EXPENSES						
	Personnel						
22	Teachers - all teachers, S/L, PE				1,198,209		1,198,209
23	Teaching Assistants- TA hrs- classroom				151,760		164,360
24	Graduate Interns x3				30,000		30,000
25	Kids Club/Recess Coordinator .4				11,341		11,341
26	Kids Club staff				16,005		16,005
27	Substitutes				11,000		11,000
28	Administrative Coordinator				84,174		84,174
29	Education Coordinator				84,174		84,174
30	Community Coordinator-.6 fte				37,877		37,877
31	Student Services Coordinator- step 12 plus 10%				68,516		68,516
32	Administrative Assistant				41,138		41,138
33	Bookkeeper/Purchasing agent-.80 fte				43,281		43,281
34	Nurse/Health Educator -.9 fte				48,245		48,245
35	Counselor- 1.fte				62,288		62,288
36	Tech Teacher/Coordinator (on teach grid)				44,049		44,049
37	Student Activites Staff				900		900
39	Longevity Pay				8,000		8,000
40	Stipends- expansion,curriculum				1,000		1,000
41	Payroll subtotal				1,941,956		1,954,556
42	Medicare- everyone-.0145				28,200		28,341
43	FICA- non MTRS-.062				33,552		26,486
44	SUTA-.004- everyone/.003 2015/.002 2016				3,890		3,909
45	UHC- .0048 everyone/capped @ 1st 14,000				6,000		1,904
46	Health Insurance				238,550		238,550
47	HRA				26,000		26,000

48	Health Diversion Benefit			11,000		14,000
49	Workers Compensation			13,000		15,000
50	College Credit Reimbursement			1,000		1,000
51	Total Personnel Costs			2,303,148		2,309,746
	Consultants and Outside Services					
52	FSA/HRA Administrative Cost			2,200		2,200
53	Accounting Consultant			1,000		1,000
55	Auditor			8,000		8,000
56	Americorps x2			18,000		18,000
57	SPED Contractors - OT/PT, psychologist			60,000		60,000
58	SPED Advisor			1,000		1,000
59	Summer SPED services			4,000		1,960
60	Administrative Services- grading, SEMS,SIF			3,000		3,000
61	Payroll Service			3,000		3,000
62	Professional Development			8,500		8,500
63	Curriculum Consultants			7,000		7,000
64	Child Care Services			300		300
65	Legal Fees			4,000		4,000
66	subtotal			120,000		117,960
	Occupancy-					
67	Insurance			28,000		23,877
68	Cleaning Services			40,600		40,600
69	Trash Removal			3,600		3,600
70	Minor Repair/Maintenance			10,863		10,863
71	Fire/Sprinkler Alarm Services			1,500		1,500
72	Copier Service Contract			2,500		2,500
73	Copier Rental			3,792		3,792
74	Telephone			1,200		1,200
75	Electric			25,375		25,375
76	Internet			1,695		1,695
77	Heat			7,000		7,000
78	HVAC Maint			7,105		7,105
79	Elevator Maint			2,760		2,760
80	Real Estate Taxes ***			6,400		6,436
81	Water Sewer Fees			2,500		4,000
82	Landscaping			4,200		4,200
83	Depreciation			0		42,766
84	Management Fee			500		1,250
85	Plowing			7,105		7,105
86	Rent			161,994		62,500
87	Interest Expense USDA					74,000
88	subtotal			318,689		334,124
	Supplies					
87	Household Supplies			5,500		5,500
88	Educational Supplies			19,620		19,620
89	PE/Playground supplies			1,000		1,000
90	Office Supplies			3,500		3,500
91	Testing/Evaluation Supplies			3,500		3,500
92	Postage			1,500		1,500
93	Printing			600		600
94	Food			700		700
95	sub total			35,920		35,920

[illegible]

To: Board of Trustees

From: Amy Aaron, Administrative Coordinator

RE: Real Estate Taxes

2/3/2017

During the week of Jan16, 2017 we received the property tax bill for our property. It included the results of a new assessment which the city does every 3 years, resulting in a near doubling of the taxes. It also included interest on the unpaid 2nd quarter tax bill of \$227.

I had been in intermittent contact with the Easthampton tax assessor, sharing differing opinions as to our tax liability since our building purchase. After consultation with the 2 attorneys we usually work with I consulted a tax attorney. She was finally able to clarify that indeed, we are responsible for all of FY 17 property tax.

I paid the 2nd and 3rd quarter bills, plus interest that had accrued on the 2nd quarter unpaid bill , without prior Board approval in order to avoid further interest charges. This should be considered a Contingency Fund expense.

Because this tax expense is a one-time occurrence, paid from the Contingency Fund and specifically tied to the purchase of the building, it does not belong in the operating budget. In the 3rd quarter financials this expense will be reflected "below the line" in Other Board approved Expenses.

Action needed by the Board of Trustees:

1. Retroactively approve the payment of real estate taxes and interest out of the Contingency Fund as a one-time purchase related expense.
2. Restore the Contingency Fund to its entire 12% of operating budget level by transferring the remainder from the Undesignated Fund Balance.

DOMAIN COUNCIL MEETING MINUTES

25 January 2017

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

8:30 pm – Meeting began

Location: Dan Klatz Office, HCCPS School

BOT Agenda: We determined an agenda for the February BOT meeting. Meeting topics include: Coordinator Salary Recommendation, 2nd Quarter Financials, Budget Revisions, Site Visit Report review, BOT communication protocols, School satisfaction survey, GABS Visit/Discussion (LRP and By Law changes).

Coordinator Evaluation: School Satisfaction Survey: DC discusses the school satisfaction survey as part of the overall coordinator evaluation process. One idea is to require a comment if someone answers with a “strongly disagrees” answers. This will provide us with appropriate context. We will include the current school satisfaction survey in the Feb BOT packet to see if any board members have anything to add/modify.

Coordinator Titles: Domain discussed new titles for the three “coordinators”. Because of the introduction of new roles, such as the Student Services Coordinator, it seems appropriate to use the title of Director for the three domains. For example: Director of Teacher and Learning, Director of Administration, Director of Community and Family Involvement. This may come to the BOT as a proposal in March.

9:30 pm – Meeting ended

Respectfully Submitted,
Scott Remick



Domain Coordinators Report to the Board of Trustees February, 2017

1. Results of this year's Iowa Tests of Basic Skills are attached. Generally speaking, we met our goal of being in the top quartile in all test areas. Included is some longitudinal data for grades 5-8.
2. Our numbers of students either in Special Education or on 504 Accommodation Plans has increased since the beginning of the year. Currently, we have 41 students on IEPs with another 4 in the referral process, and 12 students on 504 plans. That means that currently, around 25% of our students have some documented disability.
3. The Martin Luther King Jr Day Celebration this year was somewhat different from years past as it brought a focus to the ways that the work of Dr. King continues in our community and our school. Most of the songs we sang were of the Civil Rights era, but we added in some more current ones as well. Each class offered a contribution, as usual, but this year, in addition to the historical reflection and remembrance, some students also spoke to the ways that they see social justice and service around them in their lives including references to our school's mission statement.
4. Our Annual Open House was wildly successfully- the biggest crowd ever. The lottery will be held on February 9. We have over 250 applicants for the lottery which will again be done with randomizing software. We seem to have a record number of siblings of current students across the grade span.
5. While there are potentially a number of anti-charter bills introduced in the legislature this year, most of which target specific regulatory autonomies, MCPSA is guardedly optimistic that they will not see much action.
6. As you will see during the budget modification discussion we lost the legal battle regarding property tax payments for the last 3 quarters of this fiscal year. And the city reassessed the building, resulting in a near doubling of our tax liability. The assessment is still lower than our purchase price and there is agreement that we will no longer have a tax liability starting July 1, 2017. Win some, lose some.

Finance Committee Meeting February 3, 2017 8:20 am Hilltown Cooperative Charter Public School

Present: Amy Aaron, Dan Klatz, Deb Jacobson, Maureen Mahar, David Starr/Chair

Absent: Chris Greenfield

A. FY17 2nd Quarter Financials + Balance Sheet

The FY17 Q2 financials & balance sheet were discussed and approved for presentation to the Board with one change. A column will be added to show the original Board approved budget as well as the proposed revisions.

There will be a change in the presentation of the balance sheet at the Finance Committee meetings and BOT meeting. The balance sheet will show 3 columns, current quarter balance sheet, previous quarter balance sheet and the balance sheet for the quarter from one year prior to current quarter.

This year's unanticipated real estate tax liability for the entire year is a one time payment which needed to be paid prior to the Feb BOT meeting. It is proposed that the money be drawn from the contingency fund since it is a sizable one time payment and was paid without prior BOT approval. It will be noted in the budget as a footnote.

This is the first time money has been drawn from the Contingency Fund. The funds will immediately be returned to the Contingency Fund from the Undesignated Fund Balance to maintain its Board mandated 12% of current year's budget level.

B. Coordinator Salary Review Recommendation

The Finance Committee after discussion and consideration of 8 year financial impacts recommend that the coordinators' salaries be calculated at 95% of comparative salaries in other school districts and charter schools in FY17 + FY18. The increase for the coordinators should be retroactive to the beginning of FY17. This will have approximately a \$20,000 impact on the current year's budget.

Next Meeting is March 3, 2017 at 8:20.

The April 6 meeting has been re-scheduled. It will be on March 31 at 8:20.

Meeting was adjourned at 9:35.

Friends of Hilltown Meeting
Dec 13, 2016
Meeting Commences 6:41 pm

Present: Carolyn Hazen, Barbara Oegg, Andi Porter, Myssie Casinghino

Minutes Approval

November minutes approved

General

Long term project - develop job responsibilities

Carolyn responsible for contacting Deirdre with meeting time changes.

Van update - school in process of looking for vehicle to purchase

Andi will ask Dan if we can have space in office for FOH file cabinet

Myssie will ask MaryEllen about heading Grandparents Day and helping with Artspark

Annual Fund

Distribution of flyers discussed

Andi will stuff mailboxes

Myssie will contact Monique for mailing list

Andi will search her data base for additional addresses

Myssie will contact Diane Hobbs to help with mailing

Expected mail date, by end of year

Artspark

Barbara and Carolyn went to Off the Map party to check out space. Determined that space is too small and chopped up to work for our event.

Other space options

Gateway City Arts-Carolyn will call

Boylston Room-Myssie will call

Artspark will feature, Adult II Teatro, wine and beer pull, food and drink themed auction/raffle.

Carolyn will contact Eva to see if she is interested in helping this year.

Carolyn will draft announcement for newsletter after Jan 1 looking for help and acts

Get list of names of people interested in helping with Artspark from Deirdre

Members/Location

Carl Faille has resigned

Barbara will communicate with members to remind them when meetings are.

Need to recruit new members

Will meet at school for next meeting

Agenda Items for Next Mtg

Long term projects

Artspark update

Next meeting Tues, 1/17/17 @ 6:30pm @ school

Meeting adjourned at 7:43

Friends of Hilltown Meeting
Nov 22, 2016
Meeting Commences 6:45 pm

Present: Carolyn Hazen, Barbara Oegg, Andi Porter, Myssie Casinghino

Minutes Approval

Andi proposes approval of Sept and Oct minutes with amendment to Oct. minutes. All in favor. October minutes to indicate all Officers were voted in.

General

Need to determine date for joint meeting with BOT. Andi will propose following dates, 1/31/17, 2/7/17, 2/28/17. We will meet at Barbara's office.

Can we move file cabinet to teachers lounge for better access?

Myssie will connect with Carla r.e. ordering new cabinet.

Barbara will work on promoting Amazon Smile through social media.

Annual Fund

Rcvd. pledge of \$5000 over 5 years.

Andi will make thank you phone call.

Dianne Hobbs available to write thank you notes.

Need to determine find raising goal (what we are raising \$ for)

Need to develop mailing piece with Seth Gregory, Carl has not followed up as planned.

Have Seth update last years mailing with current info and new colors and imagery.

Andi will send email to ask for Seth's help.

Andi and Carolyn will review proof for mailing.

Winter Fair

Barbara spoke with Deirdre regarding Winter Fair and FSB Ballot. Barbara will gather supplies from FSB and create sign up for day of Winter Fair.

Jen Marshall available to help with ballots on day of Winter Fair.

Barbara will recreate Menu of Giving for WF.

Budget

Budget still a working document, awaiting approval.

Myssie will contact Monique for Excel sheets of new families to import into Quickbooks

Look into Qbox to sync Quickbooks files.

Artspark

Barbara will contact Deirdre to change date for Artspark to April 1st.

Agenda Items for Next Mtg

Joint mtg date

Winterfair debrief

Artspark theme, venue and entertainment ideas.

Next meeting Tues, 12/13/17 @ 6:30pm
Jan and Feb mtgs. TBD

Meeting adjourned at 8:23

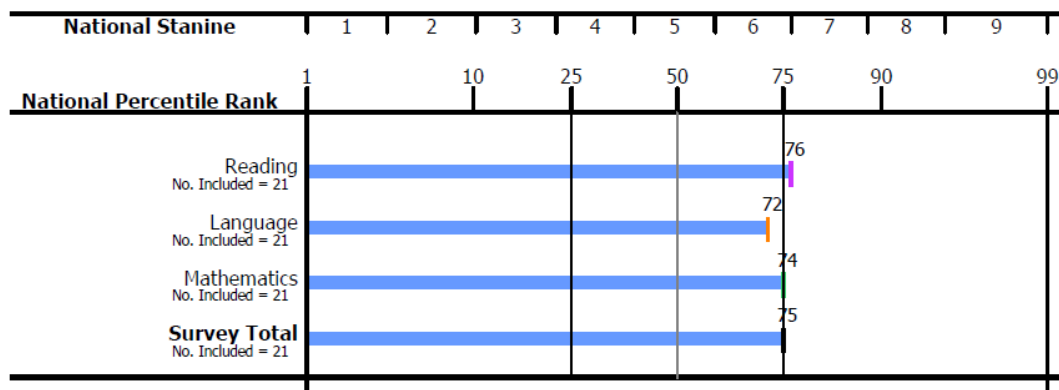
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Form: A
Test Date: 12/05/2016
Norms: 12/01 2005

Grade: 3 Level: 9
Building: Hilltown Charter

System: Hilltown Charter
State: MA

Disaggregation: All Students
Score Type: National Percentile
Rank
Admin. Type: Print



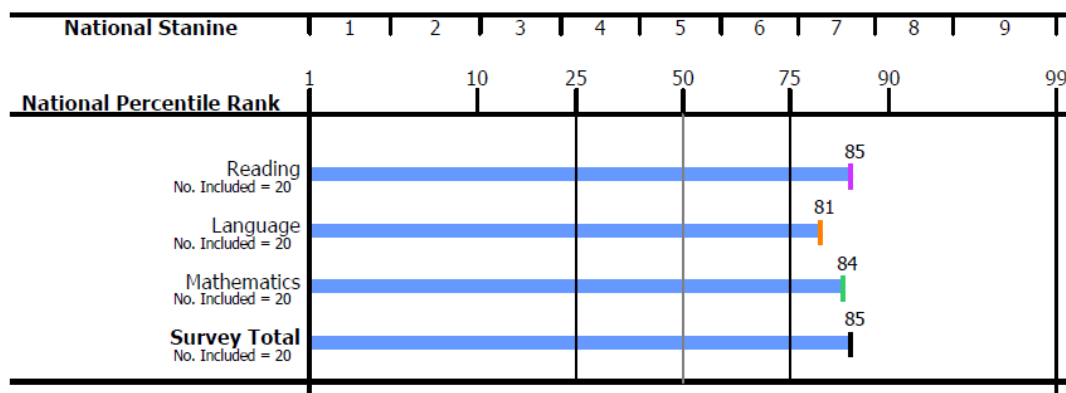
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Building: Hilltown Charter

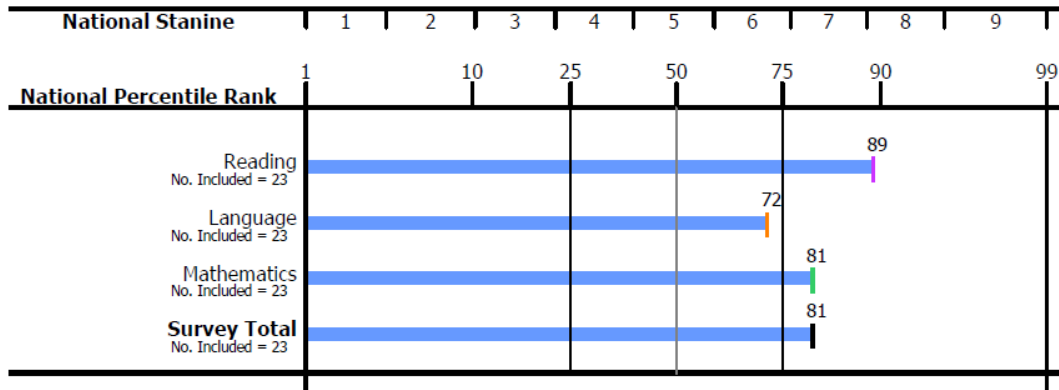
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Rank
Admin. Type: Print



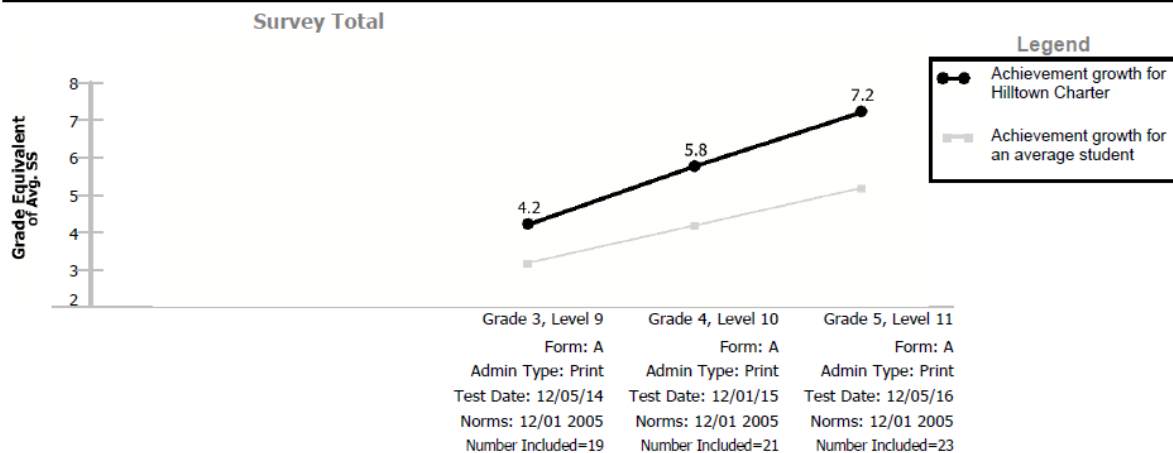
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Group Longitudinal Display

Iowa Tests of Basic Skills (ITBS) Form: A Test Date: 12/05/2016 Norms: 12/01 2005	Grade: 5 Level: 11 Building: Hilltown Charter	System: Hilltown Charter State: MA	Disaggregation: All Students Score Type: Grade Equivalent
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Group Display

Iowa Tests of Basic Skills (ITBS)

Form: A

Test Date: 12/05/2016

Norms: 12/01 2005

Grade: 6

Level: 12

Building: Hilltown Charter

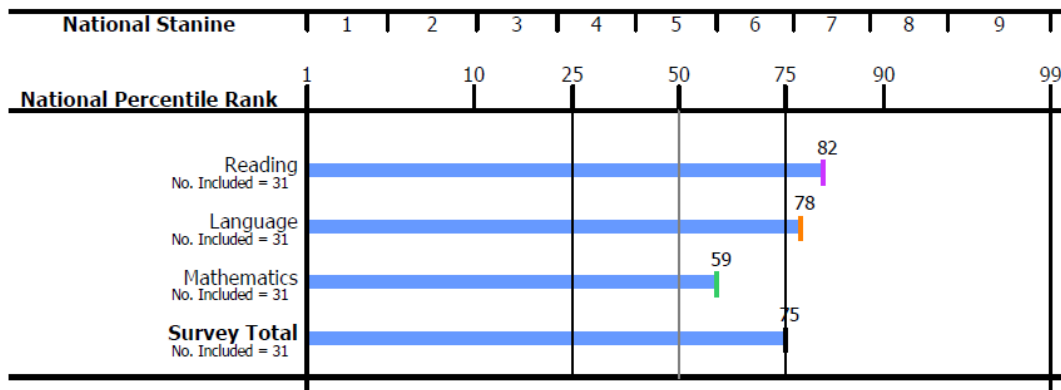
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State: MA

Disaggregation: All Students

Score Type: National Percentile Rank

Admin. Type: Print



Group Longitudinal Display

Iowa Tests of Basic Skills (ITBS)

Grade: 6

Level: 12

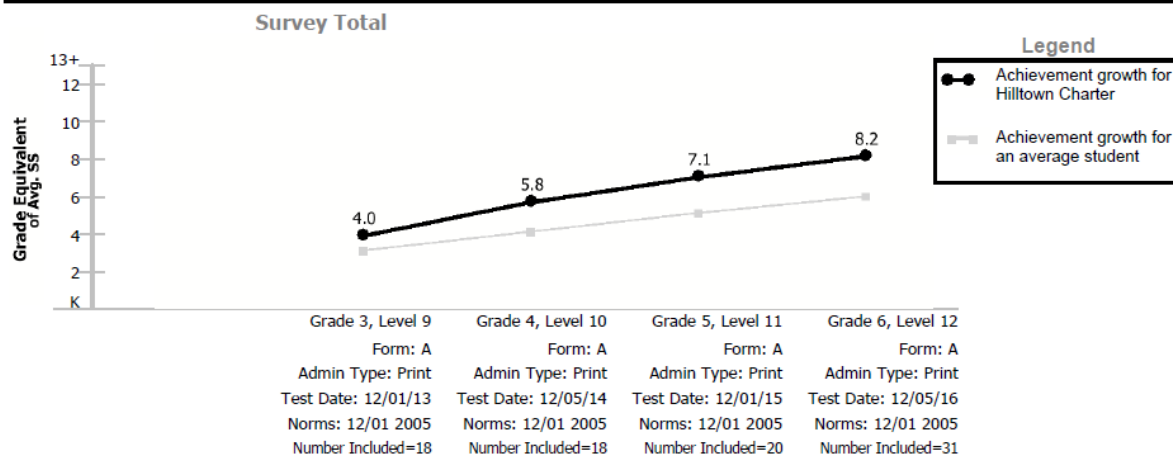
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Disaggregation: All Students

Building: Hilltown Charter

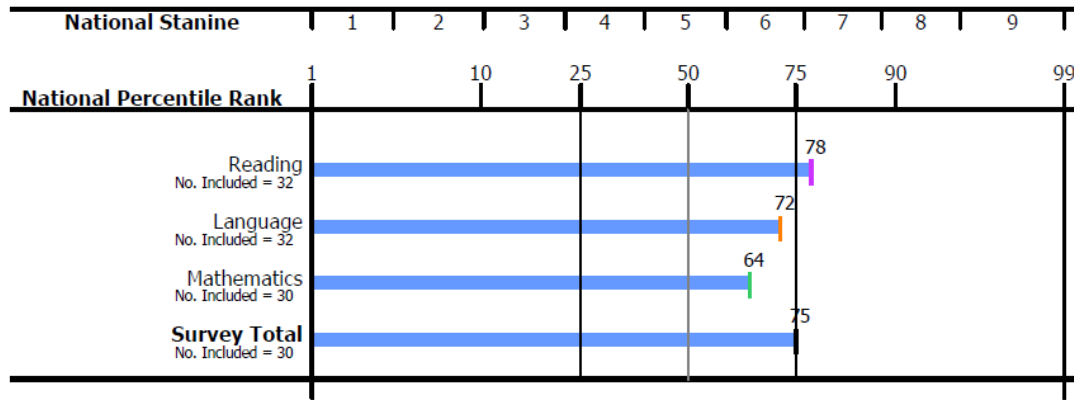
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Score Type: Grade Equivalent



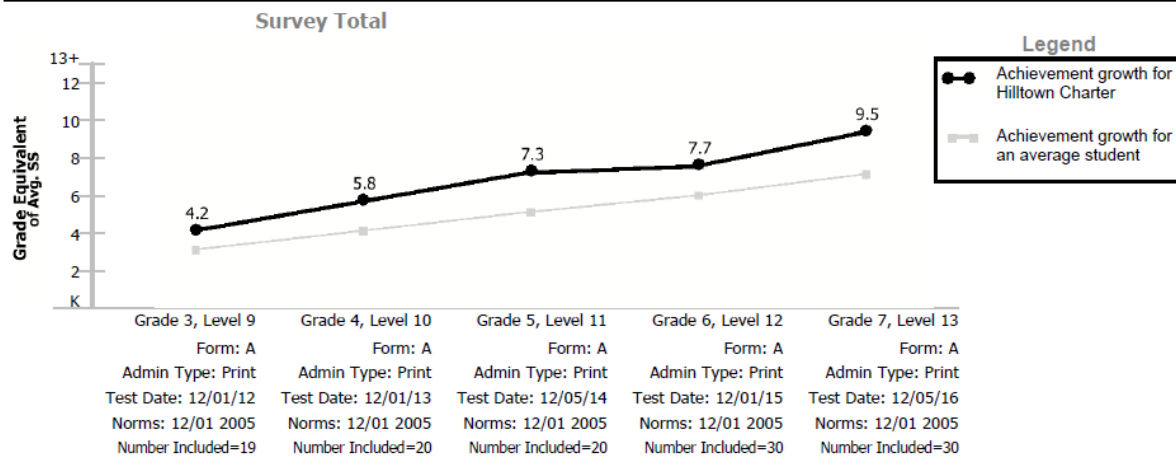
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Norms: 12/01 2005				



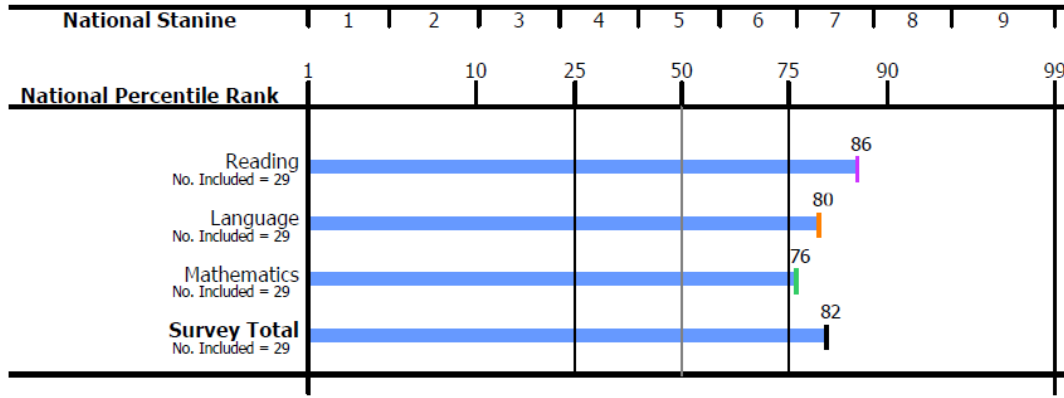
Group Longitudinal Display

Iowa Tests of Basic Skills (ITBS)	Grade: 7	Level: 13	System: Hilltown Charter	Disaggregation: All Students
	Building: Hilltown Charter	State: MA		Score Type: Grade Equivalent



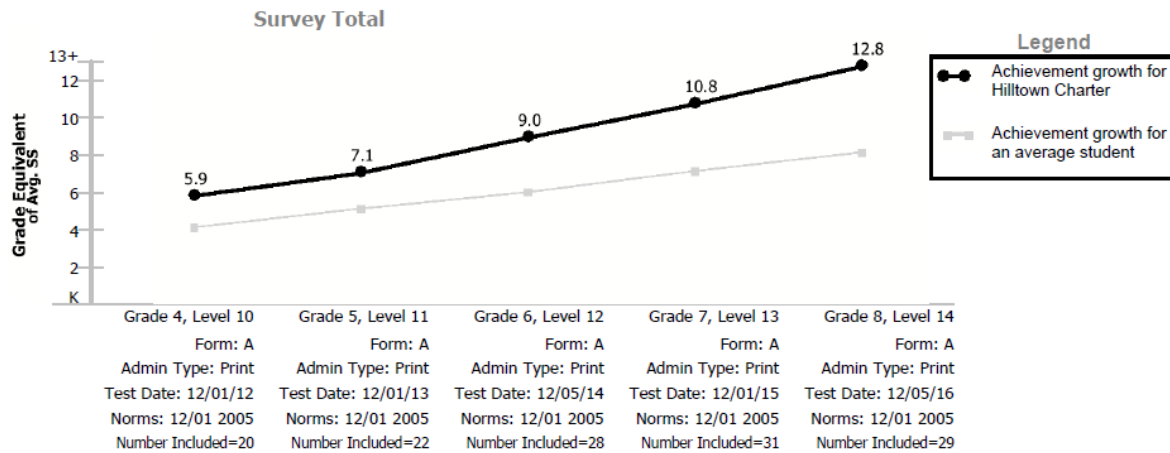
Group Display

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Group Longitudinal Display

Iowa Tests of Basic Skills (ITBS)	Grade: 8 Level: 14 Building: Hilltown Charter	System: Hilltown Charter State: MA	Disaggregation: All Students Score Type: Grade Equivalent
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Hilltown Cooperative Charter Public School

Site Committee Meeting Minutes – Dec 6th, 2016

Present: Mike Simonelli, Steve Schrems, Charles Wiemeyer, Paul Lischetti and Amy Aaron

Regrets: David Stauffer, Louise Vera

Facilitator: Charles

Note taker: Charles- Minutes created from the recording of the meeting:

Topic	Discussion	Action (if necessary)
Site committee meeting: Solar Program for the school	Discussed the school's option for solar power with the existing contract that was in place with the original developers. Paul reviewed solar agreement documents with Solar Sense provided by Amy. Amy has contacted the developers /sellers concerning the solar issue and has received no response. The wording of the document is confusing concerning a date in which the contract is void by length of time vs delay in permitting. Paul has a contact with Mass Clean Energy Extension out of U-Mass that maybe been able to help the school navigate the original contract wording.	Amy going to send a full copy of the contract for Paul to review. Amy to make contact again with the seller and try to get an answer by mid January- If that is unsuccessful then contacting our own lawyer to review the documents and understand our position to cancel the contract and pursue our own solar program. Set up meeting with Clean Energy Extension.
Urban Power	Discussion of the alternative power system built locally.	Not recommended over the possibility of a Solar program.

Meeting with All Season Heating and Cooling owner with Charles.	Discussed the review by the owner David of the school's system - Overall the HVAC equipment is new and with service should have 10 years of trouble free operation- A few concerns over fresh air units not turning on during the time David was reviewing the system, one vent return disconnected and flood pans and alarms not present for two heating units upstairs in the attic. Having good maintenance of the HVAC system seems to be the recommendation for long service life.	Amy to have our HVAC repair service look at the mentioned concerns. Recommendation by the committee to look at companies similar to All Season for the yearly maintenance and repair of the school's HVAC system this spring.
Capital replacement plan for the BOT	Discussion of hiring an outside firm to review the capital replacement plan.	Amy to talk to PVPA on a reference for this service.
Projects	Committee broke into smaller groups to complete some school projects.	

Meeting Adjourned		

Agenda items for next month:

Hilltown Special Education PAC Meeting Minutes: January 30, 2017, 6:30 p.m.

Present: Tara Winters, Jen Marshall, SEPAC Co-Chairs; and, 6 additional parents.

Overview: This SEPAC meeting was a general meeting with an open forum for discussion.

Meeting Notes:

1) Introductions

2) Co-Chairs update: No complaints have been brought to us this year, a great thing!
Parent concerns?

3) CHILD STUDY TEAM: One parent wondered why it's taking so long to hear feedback from the Child Study Team. The formation of such a team with regard to the child was mentioned to the parent back in October, but the parent has not heard back from the Team since. SEPAC suggested that parent follow up with the classroom teacher, and then follow up with Justin Smith, to check in about the process and make sure it is happening. We reminded the group, per our meeting with Justin and SEPAC members in September, that he meets weekly with teachers in an effort to identify struggling learners and then follow up with a Child Study Team whenever necessary. Justin welcomes all questions from parents. Please do not hesitate to be in touch with him.

4) TRACKING PROGRESS: Other than reading inventories, and annual tests like the IOWAs or MCAS, what assessments are used to informally and formally assess academic progress? Can AMES-Web be used for math - and is it? This topic came up as a parent's child was moved from 5x/week pullout to 3x/week, but there did not appear to be concrete assessment to show that this reduction was justified. The question she had was: When are enough services enough? SEPAC suggested she check in with Justin for any follow-up questions or concerns.

5) EVALUATIONS: There was a discussion about whether or not a parent should seek additional outside testing to confirm a diagnosis of dyslexia as the school will diagnosis a specific language-based learning disability, but not specifically dyslexia. Noteworthy was mention of the changes in federal guidelines regarding dyslexia diagnosis. This discussion included talk of the greater importance of the student receiving the appropriate remediation, accommodations, and modifications, rather than a more specific diagnosis.

6) ENOUGH READING SUPPORT AT HCCPS? Following this discussion were parent questions regarding the challenges special education staff face at HCCPS, particularly in regards to regularly and consistently scheduling evidence-based, sequential remediation for reading disabilities. With such a rich curriculum (art, mini-courses, All School meetings, enrichment activities) scheduling seems to be a big issue. Several parents expressed concerns that there was not enough specific reading intervention and support for students. Parents are interested in HCCPS forming specific guidelines and

remediation plans in regards to reading intervention for struggling readers. Some noted that Amy Linnell is another great resource at HCCPS and does language-based support for some identified students as well.

- 7) **TALKING TO CHILDREN ABOUT THEIR LEARNING DIFFERENCE:** Parents asked about this topic. There was sharing about the fact that Cait is working with kids to talk about their learning differences in some of the classrooms. Parents expressed lots of support for this endeavor.
- 8) **HOPES FOR NEW EDUCATION COORDINATOR:** The general consensus was that the new education coordinator at HCCPS be tasked with driving instructional leadership, visiting classrooms often, and regularly observing and assessing teachers.
- 9) **GOOD STUFF:** We have vowed each general meeting to air both concerns around special education and services at HCCPS in addition to all that is successful and positive about HCCPS. Things expressed included the understanding and supportive environment; sense of compassion among all; beautiful friendships developed and shared; global understanding for students; and, kids are primarily happy to be at school! This is a great thing.
- 10) **UPCOMING IDEAS:** The last two years the SEPAC has organized and hosted some sort of transition night. We discussed an idea to have current Purples and Prisms students come and talk to rising Reds/Oranges and Purples students about the challenges (with suggested solutions) and opportunities they will likely face in the coming year in a Transition Night format. Several parents in attendance expressed concern that the leap from Oranges/Reds to Purples is a big one for lots of kids. Another parent expressed that there is a similar leap from the Purples to the Prisms that some kids will be surprised and possibly dismayed by, and that some advance preparation for parents and kids could be very helpful. SEPAC thinks this kind of transition night is a great idea and hopes to work it in if time allows.
- 11) **NEXT MEETING DATES:**
 - 1) Monday, March 6 at 6:30pm: Parents' Rights workshop led by Ingrid Flory from the Federation for Students with Special Needs.
 - 2) Monday, April 3 at 6:30pm: SEPAC General Meeting
 - 3) Monday, May 1 at 6:30pm: Year-end SEPAC meeting with Justin Smith