

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, May 12, 2020, 6:30 pm

- Location:** By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)
- Present:** Lara Ramsey, Dan Klatz, Joe Wyman, Noelle Barrist Stern, Liz Preston, Kelly Woods, Rich Senecal, Matt Dube, Karen Sise, Paula Ingram, Dawn Reesman, Deirdre Arthen, Myssie Casinghino
- Regrets:** Tim Reynolds
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** Chris Korczak, Jen Matos, Sara Schieffelin, Andy Tilbe, Jessica Morris, Kate Saccento, Marguerite Durant
- List keeper:** Kelly
- Timekeeper:** Dawn
- Mission statement read by:** Karen

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> <u>Appreciations/Acknowledgements:</u> Dan announced that there had been a malfunction of the school’s sprinkler system and there has been minor damage to the ceiling in the copy room that will need to be repaired. The school has also been able to purchase additional Chromebooks for students, which may be needed next year. Lara appreciated the continued resourcefulness of the teachers and staff.	
Any thank you notes needed?	None	

BOT Visibility this month?	None	
Minutes	<p>Noelle noted that under “Personnel Proposal,” Paula had commented that she had not included that Kate would be receiving Dan’s current salary and that an incoming Director had historically made the same salary as the outgoing Director. Noelle proposed that, in the second paragraph of that section, a second sentence should be added, which would read: “It was confirmed that Kate will receive the same salary as Dan. Dan informed the BOT that, historically, an incoming Director makes the same salary as the outgoing Director he or she is replacing.”</p> <p>Matt noted that in the “Public Comment” section, it stated: “Marguerite reported . . . she was able to find the March BOT meeting minutes on the HCCPS web site,” and “able” should be changed to “unable.”</p>	<p>Matt moved to approve the draft minutes, as amended; Karen seconded; the BOT approved the minutes, as amended, by consensus.</p>
Public Comment Period	None	
BOT Roles Fiscal Year 21 (Deirdre, Noelle, Paula)	<p>GABS began by proposing the following as a starting point for discussion:</p> <p>Tim: President; Domain Council</p> <p>Matt: Vice-President; Domain Council</p> <p>Rich: Treasurer; Chair of Finance</p> <p>Noelle: Clerk; Chair of GABS</p> <p>Dawn: Chair of Personnel</p> <p>Liz: Chair of LRP</p> <p>Joe: Chair of Facilities</p> <p>Kelly: Personnel</p> <p>Karen: Facilities</p>	<p>Matt moved to propose the slate of new BOT members to the Annual meeting for a vote; Rich seconded; the BOT approved the proposal by consensus.</p>

	<p>Paula: GABS</p> <p>Deirdre: Domain Council; GABS; LRP</p> <p>Lara: Domain Council; Personnel; LRP</p> <p>Kate: Domain Council; Finance; Facilities; LRP</p> <p>Chris: Finance</p> <p>Jen: Facilities</p> <p>Sara: Personnel</p> <p>Staff positions are opening on the Personnel and Finance Committees. Deirdre has sent the link to the staff and there is interest.</p> <p>Karen noted that she was also interested in serving on the LRP Committee and had a background in this area.</p> <p>Dan noted that next year will be Matt’s last term, so if he is Vice President, he will not serve as President unless he serves another term. Matt clarified that he would like to serve another three-year term after this one. Dawn noted that it is important to look at each new class on the BOT; she pointed out that she was willing to serve as Vice-President if there was a need for leadership going forward.</p> <p>Deirdre stated that GABS received three interest forms, from: Jen, Chris, and Sara. She asked each to say something. Chris said he was a strong believer in public participation and civic engagement and he is excited to lend whatever help he can. Jen was inspired by the commitment of the HCCPS teachers and staff during the pandemic and wanted to contribute as well. Sara discussed how grateful she was for the HCCPS community and wanted to contribute.</p> <p>Deirdre and Dan clarified that the BOT needs to agree on the slate of BOT candidates to propose for the Annual Meeting. However, the actual roles people</p>	
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	<p>serve on the BOT can be decided up until the July BOT meeting.</p>	
<p>School Expansion Report and Recommendations (Dan, Lara, and Deirdre)</p>	<p>Dan explained that the goal of the expansion was to increase the student population to 218 students, which would allow the school to afford a larger building. It was expected that HCCPS would continue to rent. However, the school was able to purchase the building and have lower costs than if it had continued to rent.</p> <p>He said the indication that the expansion has resulted in more students with higher needs is not accurate. Dan also stated that it is not financially feasible to add more staff, because the school expansion already resulted in a large staff expansion.</p> <p>Lara did focus groups with Prism families (both those who had been at HCCPS in their early years and those who joined the school as Prisms. She noted the following highlights: families felt that the expansion had been positive; the mission is important to Prisms; cross-age relationships are important to the Prism students, their families, and staff; although HCCPS has grown, families felt it was a safe place and was supportive socially and emotionally; and respondents were happy with the arts education and that Prisms still have recess.</p> <p>There were comments about whether 6th grade should be the stand-alone grade and/or whether 6th graders should have more interaction with other grades.</p> <p>Staff noted areas for improving communication. This included communication around student support team meetings and when decisions are to be made collaboratively or are solely administrative.</p> <p>The concluding recommendations included: having community discussion on which grade level is best to</p>	

	<p>stand alone, looking at the SST meeting schedule, setting a timeline for review of the 6th-8th grade curriculum, and evaluating the success of the two-team model in the Prisms.</p> <p>Deirdre noted that, from a community perspective, with the outdoor pick-up, the upper-grade parents are not in the building as often and there is not as much connection with administrators, teachers, and other parents. It seems important to address that lack of personal connection. There was an interest in having more community events and ways to increase informal contacts for 6th-8th grade families. Parents in grades 6th-8th volunteer in smaller proportions, but not dramatically so. A lot of the volunteer time is going to fundraising activities for 6th-8th grade activities. One recommendation is to look at the costs of the different trips, how much fundraising is required, and how the school wants to budget for them.</p>	
<p>Annual Meeting (Deirdre, Noelle, Paula)</p>	<p>Noelle explained that we will need to give Committee reports and a BOT report and propose the slate of BOT candidates. Noelle asked the Committee Chairs and Tim to submit their reports to her by 5/22. The BOT agreed to hold the Annual Meeting on 6/10 at 5:30 by Zoom, directly before the June BOT meeting. Deirdre will think of ways to do community building at the meeting.</p>	<p>Tim and all Committee Chairs must submit their reports for the Annual Meeting to Noelle by 5/22.</p>
<p>Budget Update (Dan)</p>	<p>Dan noted that the budget we have in June will likely be different from the one we are looking at right now. The biggest issue with the budget will be the amount that comes from the Commonwealth, in light of the pandemic. Initially, the hope had been to anticipate no increase and that seemed conservative. But even that is unknown at this point. Dan noted that the school does have a reserve.</p>	

	<p>Other numbers are uncertain, such as grant funding, fundraising done at the Winter Fair, and fundraising related to school trips. With just two exceptions, HCCPS is looking at freezing everyone's salary.</p> <p>There will be some areas for savings, such as cleaning (since we already did the annual deep cleaning). Right now, the budget is balanced, but a lot is still unknown.</p>	
New Business	<p>Dawn proposed that we talk about a regular schedule of topics for the year, which drives the agenda, so that we do not get behind. Lara mentioned that we have something like this and can build on it.</p> <p>Jessica noted that the newsletter indicates documents are available at the school, but the school is closed and it is unclear if everything is on the web site. Deirdre noted that we would look at that.</p>	
Committee Reports - Questions only	None	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: June 10, 2020 at 6:30 p.m.</p> <p>Facilitator: Tim</p> <p>Snacks: N/A</p> <p>Drinks: N/A</p> <p>Newsletter blurb: Joe</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:33 p.m.	

Tentative Agenda Topics for June 10, 2020 Board Meeting:

Board Roles/Responsibilities of Committee Chairs

Ratification of New Board Members (following the Annual Meeting)

Budget

Latest Updates on Reopening

Long-Range Planning Committee

Acknowledgement of Dan's last BOT Meeting

FY 21 HCCPS Budget Proposal June 2020			
Assumptions: No Tuition increase, Static Grants			
Salary Freezes, 11.7% Health Insurance			
2% Inflation			
		FY 20	FY 21
		BOT Appvd updates	PROPOSED 6-10-20
INCOME			
1	State Per Pupil Tuition	3034241	3027185
2	Grants- Mass DOE SPED 240	36957	36957
3	Grants- Mass DOE Title Iva	10000	10000
4	Grants- Mass DOE 140, Title II,A	3869	3869
5	Grants- Mass DOE Title I 305	18770	18770
6	Grants - CARES ACT		20000
7	Grants- MASS DOE 262	647	647
8	Community Foundation Grants	795	0
9	FOH Playground Upgrade Grant	0	0
10	Friends of HCCPS Rolling Arts Grants	0	0
11	Field Trip Fund	5150	0
12	Fundraising - FOH Designated Funds	20000	8000
13	Kids Club Income	90000	60000
14	Student Activity Fees- sports, music	35000	12500
15	Medicaid/SPED Income	25000	10000
16	Misc Income	3500	2000
17	Interest income	7500	5000
18	School Lunch receipts	15000	15000
19	Special Field Trip Fundraising	45000	0
20	Winter Fair	6559	0
21	Total Income	3357988	3229928
EXPENSES			
Personnel			
22	Professional Educational Staff	1,428,901	1434560.65
23	Paraprofessional Educational Staff	281209	252097
24	Administrative Staff	349699	301663
25	Directors	238878	238878
26	Stipends- student activites (dance, mini)	7000	2000
27	Stipends-program	10000	3000
28	Longevity Pay	11775	11775
29	Payroll subtotal	2327460.60	2243973.56
30	Medicare- everyone-.0145	33748.1787	32537.6167
31	FICA- non MTRS-.062	40732.2453	37238.9243
32	SUTA-.001- everyone	2327.46060	2243.97356
33	UHC-.0048 everyone/capped @ 1st 14,000 (change 2019 to .34)	3225.6	2284.8
34	PFML Tax	12000	15000
35	Health Insurance	240000	259200
36	HRA	52000	52000
37	Health Diversion Benefit	25000	25000
38	Workers Compensation	15143	16000
39	College Credit Reimbursement	1000	1000
40	Total Personnel Costs	2752637.09	2686478.88
Consultants and Outside Services			
41	Accounting Consultant	0	0
42	Administrative Data Management System	6800	10000
43	Auditor	8300	8466
44	Child Care Services	400	400
45	Curriculum Consultants	2000	4080
46	Administrative Consultant		8000
47	FOH Designated Artist in Residence	2000	0
48	FSA/HRA Administrative Cost	2200	2244

49	Legal Fees				5200	3600
50	Payroll Service				3060	3121.2
51	Prisms Electives - FOH Designated				3000	3000
52	Professional Development - FOH Designated				10000	8000
53	Professional Development					3000
54	SPED Advisor				2000	1000
55	SPED Contractors - PT, psychologist				50000	40000
56	Summer SPED services				5500	8143
57	subtotal				100460	103054.2
	Occupancy					
58	Cleaning Services				50000	51000
59	Copier Rental				5300	5300
60	Copier Service Contract				3060	3121.2
61	Electric				30000	24000
62	Elevator Maint				3284	3349.68
63	Fire/Sprinkler Alarm Services				2000	2040
64	Heat				6500	6630
62	HVAC Maint				9500	9690
66	Insurance				27168	27711.36
67	Interest Expense USDA				93116.52	91628.61
68	Internet				1500	1530
69	Landscaping				8000	8160
70	Minor Repair/Maintenance				30000	30600
71	Plowing				7650	7803
72	Telephone				1224	1248.48
73	Trash Removal				4000	4080
74	Water Sewer Fees				3000	3060
75	subtotal				285302.52	280952.33
	Supplies					
76	Educational Supplies				22875	23332.5
77	Food				728	742.56
78	Household Supplies				6500	6630
79	Office Supplies				3641	3713.82
80	Playground supplies				875	892.5
81	Postage				1000	1020
82	Printing				624	636.48
83	Testing/Evaluation Supplies				3876	8500
84	sub total				40119	45467.86
	Equipment					
85	Chromebook Replacement				10000	0
86	Furnishings				4000	4080
87	Minor Equipment<\$500 ,				2000	2040
88	SPED Equipment				3000	3060
89	Tech Repair/Replacement				7000	17140
90	Vehicle Expenses				1000	1020
91	subtotal				27000	27340
	Grant Funded Expenses					
92	Community Foundation Grants				795	0
93	FOH Playground Upgrade Grant				0	0
94	Friends of HCCPS Rolling Arts Grants				0	0
95	subtotal				795	0
	Miscellaneous					
96	Advertising				1530	1530
97	BOT Discretionary Fund				500	500
98	Community Domain Expenses				3000	2750

FY 21 HCCPS Budget Proposal June 2020					
Assumptions: No Tuition increase, Static Grants					
Salary Freezes, 11.7% Health Insurance					
2% Inflation				FY 20	FY 21
				BOT Appvd updates	Draft w/Freezes
				2/12/2020	6/5/2020
INCOME					
State Per Pupil Tuition				3,034,241	3,027,185
Federal Grants				70,243	90,243
Interest/Fees				176,000	104,500
Fundraising				77,504	8,000
Total Income				3,357,988	3,229,928
EXPENSES					
Personnel					
1 Professional Educational Staff				1,428,901	1,434,561
2 Paraprofessional Educational				281,209	252,097
3 Administrative Staff				349,699	301,663
4 Directors				238,878	238,878
5 Benefits, taxes, etc				453,951	459,280
6 Total Personnel Costs				2,752,638	2,686,479
7 Consultants and Outside Servi				100,460	103,054
8 Occupancy				285,303	280,952
9 Supplies				40,119	45,468
10 Equipment				27,000	27,340
11 Grant Funded Expenses				795	0
12 Miscellaneous				125,798	86,634
13 Total operating expenses				3,332,112	3,229,928
14 Over/Under				25,876	0



Domain Council Proposal to the Board of Trustees

Subject: FY21 Budget

Date: June 5, 2020

Priority level: High

Approximate time needed for discussion: 30 minutes

Proposal to be presented by: Dan Klatz

Committee members drafting proposal: Tim Reynolds, Matt Dube, Dan Klatz, Deirdre Arthen, Lara Ramsey

Text of proposal:

We recommend approval of the attached budget for FY21

Key features of this budget are as follows:

Per Pupil Tuition: no increase

FOH funding at \$8000

Total Income decrease= 3.8%

Salary freeze for all employees

Two Graduate Intererens

Health Insurance Total increase of 8%

Technology improvements to address ongoing remote learning possibilities

Full time Student Services Coordinator replaced with .6 Special Education Team Leader.

No overnight trips.



Domain Council Proposal to the Board of Trustees

Subject: Field Trip Fund

Date: June 5, 2020

Priority level: High

Approximate time needed for discussion: 5 minutes

Proposal to be presented by: Dan Klatz

Committee members drafting proposal: Tim Reynolds, Matt Dube, Dan Klatz, Lara Ramsey, Deirdre Arthen

Text of proposal:

At the beginning of every school year, the school solicits “donations” for a field trip fund. This replaces asking parents for individual trips, and allows teachers to plan and ensures that all students can participate in all trips.

We recommend the creation of a Board designated Field Trip Fund of \$3958.

This is the balance of funds that were raised this year for field trips, but never spent as a result of the prolonged school closing. Beginning next year, we would NOT ask parents for money until this fund is exhausted.



President and Vice President's Proposal to the Board of Trustees

Subject: Administrative Consultant

Date: June 10, 2020

Priority: High

Approximate time needed for discussion: 5 minutes

Proposal to be presented by: Tim Reynolds

Text of proposal

We recommend the school allocate \$6,000 in the Fiscal Year 2021 budget for consulting services to the Administrative Domain.

Goals to be achieved by the proposal

This proposal will allow the school to retain Dan Klatz for up to 60 hours, 40 during the summer and 20 during the academic year as needed, to provide training, knowledge transfer, and transitional support to the Director of Administration and other administrative staff.

Potential problems/dissenting views:

None



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

**Domain Coordinators Report to the Board of Trustees
June, 2020**

1. The timeline for decisions regarding school reopening remains fluid. DESE's Return-to-School Working Group is developing a restart and recovery plan. This plan will include guidance in the following areas: Physical and virtual learning environments; Teaching and learning; Operations and business services; and Behavioral health and social and emotional learning. Over the past several weeks, there have been different messages regarding how much the state will mandate, and how much will be a local decision. An update report will be given at the June BOT meeting.
2. There was a series of malfunctions with our sprinkler system over the past month. Our system is a "dry" system, which means it operates using a pressurized mechanism to ensure proper flow if it is ever deployed. Any leaks in the system can cause a loss of pressure and trigger the alarm. As of this writing, the problems appear to have been fixed. There was some minor damage in the copy room which will need to be repaired over the summer.
3. New additions to staff next year include two graduate interns from Mt. Holyoke who will be working with the Blues and Indigos, a Smith School of Social work intern who will be helping meet social-emotional needs K-8, and a .2 school psychologist who can do testing and hold IEP meetings during the schools day as well as observe in classrooms and provide teacher/parent support.
4. Eight teachers volunteered to work with the admin team on the new accountability standards for the state. We are adding language to ensure standards are met equitably across demographics and we are adding a more robust accountability measure regarding integration.
5. We are researching an alternate standardized test to the IOWA. The SAT10 is online (no bubble sheets) and untimed but yields a similar profile of basic skills.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Minutes – May 22, 2020, 08:30am

<https://zoom.us/j/95004363237>

Present: Tim Reynolds, Kate Saccento, Dan Klatz, Lara Ramsey, Deirdre Arthen, Matt Dube, Marguerite Durant

Regrets: None

Topic	Discussion	Action (if necessary)
FY21 Budget	The current draft budget assumes that tuition from the state will remain at FY20 levels. Revenue from Kids Club and student activities are projected to be lower.	Budget will be presented to the board for approval in June.
Return to school	The decision to return in the fall will be largely left up to the local districts. Education Domain has been assessing how teachers and families return to school and is looking into providing additional professional development in the summer to ensure teachers will be prepared.	Directors will be coordinating with sending districts.
Tentative Agenda Topics for Next Meeting	Board agenda	
Next Meeting Date/Time/Location	June 5, 2020 8:30am HTTPS://zoom.us/j/9500436237	
Adjournment	9:35am	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Minutes – June 5, 2020, 8:00am

<https://zoom.us/j/94324877177>

Present: Tim Reynolds, Matt Dube, Dan Klatz, Lara Ramsey, Deirdre Arthen

Regrets:

Topic	Discussion	Action (if necessary)
BoT Agenda		Final agenda will be included in the Board Packet.
Accountability Plan	Lara is working on a new version of the Accountability Plan which needs to be submitted to the state mid-June.	Lara will summarize the plan for the board at the June meeting.
Budget	Budget presentations were held for both parents and staff. Items for FoH grants and Medicaid income have changed since last meeting and are lower.	Budget will be presented at the June meeting.
Field Trip Fund	A specific line-item for field-trip fund will be added to the FY20 budget.	Proposal will be presented at the June meeting.
Annual Meeting	The State had been considering giving districts a high level of local control regarding reopening plans but now seems to be leaning toward state-wide or regional plans.	Lara will create a poll for parents to identify family's concerns.
Next Meeting Date/Time/Location	June 19, 2020 10:00a https://zoom.us/j/94324877177	
Adjournment		



Finance Committee Meeting Minutes May 27, 2020, Zoom, 8:30 AM

Present: Dan Klatz, Carla Clark, Richard Senecal, Kate Saccento, Lisa Plaza, Andy Tilbe, Maureen Mahar

Guests: Marguerite Durant

Regrets: None

Agenda: Approve April 29th Minutes; 4th Quarter Financial Review, FY '21 Budget Review

Topic	Discussion	Action (if necessary)
April 29th Minutes	Approval of April 29th minutes.	Rich moved to approve April 29th minutes, Andy seconded. Approved by consensus
4th Quarter Financial Review	Potential for revenue to decrease by fiscal year end The passed budget most likely will not have to be amended due to a previously projected surplus Reviewed balance sheet	No action needed
FY '21 Budget Review/COVID-19	Domain Counsel will review FY '21 at their next meeting. They need to bring a budget to the BOT Income/expenses have been forecasted to the best of our abilities at this time Not sure what COVID-19 requirements will be needed and what they will cost May need to change the budget mid-year	Rich moved to bring the budget to the Domain Counsel. Maureen seconded. Approved by consensus.



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Tentative Agenda Topics for Next Meeting	Approve May 27th meeting minutes	
Next Meeting Date/Time/Location	TBD; Zoom 8:30 AM	
Adjournment	Meeting adjourned at 9:15 AM	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes- May 27, 2020

7:30 am Zoom link:

<https://us02web.zoom.us/j/148002843?pwd=eTFzcDBCY2RiSkxkUmttUmVqcFNoQT09>

Password = heypeople

Present: Lara Ramsey, Dawn Reesman, Kelly Woods, Nicole Grinaski, Gaby Blaustein, Lis Preston, Marguerite Durant

Regrets: None

Topic	Discussion	Action
Hiring strategies to diversify staff and current hiring update	<p>Lara shares that she talked about Personnel’s realization that a strategy for increasing staff diversity will be limited without broader Board level support for commitments to equity in the school- attracting a more diverse applicant pool would be strengthened by more visible commitments to diversity and equity in areas such as Board membership and admissions.</p> <p>Currently searching for a .6 position. Advertised with NEMNET- one ad is \$125.00. In posting four positions through NEMNET in the past year, have received only one application (it was strong). Plan to evaluate success of this investment after six advertised positions but won’t count this .6 during COVID.</p>	<p>Lara will make tracking sheet for NEMNET advertising and put it in shared Personnel folder.</p> <p>Kelly will write a statement for the Board to be mentioned in new business explaining that Personnel Committee sees attracting and sustaining diverse staff as part of a larger need to elevate this commitment at the Board level.</p>
Policies to care for staff during COVID	<p>Discussion of whether Personnel should work on a retirement bonus for staff within range of retirement who might be torn between their income and their health.</p> <p>Pros and Cons- this would indicate care. How much would \$10,000 or two years of health benefits really mean? This is about what Hilltown could manage. Gaby believes this is not worth putting forth from a staff perspective. Could be perceived as an effort to save the school money. This would not help people with</p>	<p>Liz will write proposal for extending one-year leave-of-absence application deadline to June 22.</p>



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	<p>underlying health concerns not near retirement age.</p> <p>Discuss extending deadline for approving a medical one-year leave of absence to June 22. This would apply for mental health or physical health.</p> <p>How many once-year staff vacancies can the school fill during COVID, and what will the impact be on students if there are multiple new staff? Decision to stay with permitting this for one person.</p> <p>Discussion around childcare- can we cultivate a relationship with a local childcare center? Can we encourage parent community to organize this cooperatively?</p>	
HR/Orientation folder for prospective or new staff	<p>Nicole shares checklist for onboarding staff. Also shares a list of items to go in folder. Lara shares document of benefits. Merge lists Current document HERE</p>	Nicole will work on making folder items.
Board Goals Report	Thank you to Liz for doing it.	
Next Meeting	June 24 th , 7:30 a.m. Link	