

**HCCPS Board of Trustees
Meeting Agenda
February 14, 2017**

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: Scott Remick

6:30 Welcoming (read mission statement) (15 min)

Announcements, appreciations, acknowledgements
Agenda check; Appoint timekeeper, listkeeper
Thank You Note check
BOT Visibility this month
Approve Minutes from January meeting

6:45 Public Comment period (10 min)

6:55 Friends of Hilltown Artspark/Annual Fund: FOH member (10 min – update)

7:05 School Finance Overview: Chris G/Deb (40 min – discussion/decision)

7:45 Board Recruitment: Amy R/Deirdre (5 min – discussion)

7:50 Emergency Hiring Protocol Proposal: Steve/Lara (10 min – decision)

8:00 Director Evaluation Review: Scott/Penny (10 min – decision)

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

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

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

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

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

8:30 Adjournment

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	1,377,053	2,741,695	-1,364,642	50%
Total State Sources	1,377,053	2,741,695	-1,364,642	50%
State Grants-DOE Administered				
Title IV Grant	33			
SPED 240	3,518	33,582	-30,064	10%
SPED 274		3,000	-3,000	
Teacher Quality 140	427	4,028	-3,601	11%
Title I 305	1,607	13,016	-11,409	12%
Total State Grants-DOE Administered	5,585	53,626	-48,041	10%
Friends of HCCS Grant				
FOH Rolling Arts Grants	463	1,500	-1,037	31%
Total Friends of HCCS Grant	463	1,500	-1,037	31%
Private Grants				
Commty Fndn Class Projects	2,121	2,000	121	106%
Webster Grant	20,000			
Total Private Grants	22,121	2,000	20,121	1,106%
Fundraising Income				
General Fundraising	30	12,500	-12,470	0%
Field Trip Fund	7,059	7,600	-541	93%
Pizza	3,355	3,000	355	112%
Winter Fair	7,824	7,500	324	104%
Total Fundraising Income	18,267	30,600	-12,333	60%
Other sources				
Earnings on Investments	622	1,200	-578	52%
School Lunch Receipts	3,431	10,000	-6,569	34%
Special Trip Receipts				
Prisms Special Trip Receipts	23,081			
Purples Special Trip Receipts	5,351			
Special Trip Receipts - Other		32,000	-32,000	
Total Special Trip Receipts	28,432	32,000	-3,568	89%
SPED Medicaid reimbursement	5,222	20,000	-14,778	26%
Other sources - Other	11			
Total Other sources	37,718	63,200	-25,482	60%
Kid's Club Income	40,017	78,000	-37,983	51%
Student Activity Fees	3,955	11,000	-7,045	36%
Miscellaneous Income	1,278	1,000	278	128%
Total Income	1,506,458	2,982,621	-1,476,163	51%
Expense				
Personnel Costs				
Personnel				
Teachers	425,551	1,225,077	-799,526	35%
Teaching Assistants				
Graduate Intern Stipend	12,273	30,000	-17,727	41%
Teaching Assistants - Other	79,085	170,106	-91,021	46%
Total Teaching Assistants	91,358	200,106	-108,748	46%

1:49 PM

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through December 2017

01/24/18

Accrual Basis

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Director of Administration	45,952	91,904	-45,952	50%
Director of Teaching & Learning	45,952	91,904	-45,952	50%
Director of Family & Community	20,678	41,357	-20,679	50%
Student Services Coordinator	24,135	69,722	-45,587	35%
Administrative Assistant	21,186	42,372	-21,186	50%
Bookkeeper/Purchasing Agent	22,290	44,579	-22,289	50%
Kids' Club Coordinator	6,136	15,000	-8,864	41%
Kids' Club Staff	11,657	19,120	-7,463	61%
Nurse/Health Educator	17,961	51,728	-33,767	35%
Counselor	21,941	63,384	-41,443	35%
Stipends - Student Activities	750	3,500	-2,750	21%
Stipends - Program	1,000	9,000	-8,000	11%
Substitute Teachers	5,839	14,000	-8,161	42%
Technology Teacher/Coordinator	15,840	45,761	-29,921	35%
Program Support	11,053	45,000	-33,947	25%
Longevity Pay		10,000	-10,000	
Total Personnel	789,278	2,083,514	-1,294,236	38%
Payroll Taxes				
FICA	12,824	33,574	-20,750	38%
Medicare	11,028	30,211	-19,183	37%
SUTA	1,605	4,167	-2,562	39%
UHIC	479	2,285	-1,806	21%
Total Payroll Taxes	25,936	70,237	-44,301	37%
Fringe Benefits				
College Credit Reimbursement		1,000	-1,000	
HRA Benefit	18,655	35,000	-16,345	53%
Health Diversion	6,853	14,000	-7,147	49%
Health insurance	125,041	239,000	-113,959	52%
Worker's Compensation Insurance	13,850	16,500	-2,650	84%
Total Fringe Benefits	164,400	305,500	-141,100	54%
Total Personnel Costs	979,613	2,459,251	-1,479,638	40%
Consultant & Other Svcs-Fixed				
Accounting Consultant		1,000	-1,000	
Administrative Services	8,000	8,000	-0	100%
Annual Audit	10,500	12,000	-1,500	88%
FSA/HRA Service	652	2,200	-1,548	30%
Payroll Service	1,304	3,000	-1,696	43%
SPED Advisor		1,000	-1,000	
SPED Contractors	36,174	60,000	-23,826	60%
SPED Summer Services	2,669	4,000	-1,331	67%
Total Consultant & Other Svcs-Fixed	59,298	91,200	-31,902	65%
Consultant & Other Svcs				
Child Care	187	300	-113	62%
Curriculum Consultants		7,000	-7,000	
Legal Fees	1,800	4,000	-2,200	45%
Staff development	4,258	8,500	-4,242	50%
Total Consultant & Other Svcs	6,245	19,800	-13,555	32%

1:49 PM

01/24/18

Accrual Basis

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	22,123	50,000	-27,878	44%
Copier Service Contract	1,499	3,000	-1,501	50%
Electricity	12,146	25,883	-13,737	47%
Elevator Maintenance	1,670	2,815	-1,145	59%
Fire/Sprinkler Alarm services	1,636	1,500	136	109%
Heat	1,087	6,000	-4,913	18%
HVAC Maintenance	4,939	7,247	-2,308	68%
Insurance-Liability/Propty/Auto	22,890	25,000	-2,110	92%
Interest Expense - USDA Loan	48,160	95,973	-47,813	50%
Internet	910	1,700	-790	54%
Landscaping	4,245	5,000	-755	85%
Minor Repair/Maintenance	5,227	15,000	-9,773	35%
Plowing/Snow Removal	1,650	7,500	-5,850	22%
Rental of Equipment	1,894	3,788	-1,894	50%
Telephone	551	1,200	-649	46%
Trash Removal/Recycling	2,151	3,672	-1,521	59%
Water/Sewer	1,057	4,000	-2,943	26%
Total Occupancy	133,836	259,278	-125,442	52%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,266	2,400	-134	94%
*Blues Ed Supps	397	550	-153	72%
*Indigos Ed Supplies	535	550	-15	97%
*Greens Ed Supps	198	550	-352	36%
*Yellows Ed Supps	220	550	-330	40%
*Oranges Ed Supps	447	550	-103	81%
*Reds Ed Supps	394	550	-156	72%
*Purples Ed Supps				
Purples - PI	295	440	-145	67%
Purples - PK	436	440	-4	99%
Total *Purples Ed Supps	731	880	-149	83%
*Prisms Ed Supps				
*Prisms-BA	665	330	335	202%
*Prisms-JM	225	330	-105	68%
*Prisms-RM	172	330	-158	52%
*Prisms-JVB	351	330	21	106%
Total *Prisms Ed Supps	1,413	1,320	93	107%
*Minicourses	143	400	-257	36%
*Music/movement supplies				
*Music Supplies - MD	470	470	0	100%
*Music Supplies - JW	75	190	-116	39%
*Music/movement supplies - Other				
Total *Music/movement supplies	545	660	-115	83%
*Physical Education Supplies	58	510	-452	11%
*SPED Ed Supps	2,234	2,750	-516	81%
*Title I Ed Supps	27	300	-273	9%
*Other Ed Supplies/Textbooks**	4,289	8,002	-3,713	54%
Educational Supplies/Textbooks - Other				
Total Educational Supplies/Textbooks	13,897	20,522	-6,625	68%

1:49 PM

01/24/18

Accrual Basis

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Food and Supplies	296	714	-418	41%
Household Supplies	2,523	5,610	-3,087	45%
Office Supplies	2,077	3,570	-1,493	58%
Playground Supplies	456	510	-54	89%
Postage	149	1,530	-1,381	10%
Printing and Reproduction	508	612	-104	83%
Testing & Evaluation Supplies	1,245	3,800	-2,555	33%
Total Supplies	21,151	36,868	-15,717	57%
Equipment				
Minor Equipment	831	3,000	-2,169	28%
SPED Equipment	2,384	8,000	-5,616	30%
Tech Repair/Replacement	6,953	10,000	-3,047	70%
Total Equipment	10,168	21,000	-10,832	48%
Grant-funded expenses				
Community Fdn. Class Projects	1,321	2,000	-679	66%
Friends of HCCS Grant Expense				
FOH Rolling Arts Grants	463	1,500	-1,037	31%
Total Friends of HCCS Grant Expense	463	1,500	-1,037	31%
Webster Grant Expenditures	5,813			
Total Grant-funded expenses	7,597	3,500	4,097	217%
Other expenses				
Advertising	725	1,500	-775	48%
BOT Discretionary Fund		500	-500	
Community Domain Expense	492	3,000	-2,508	16%
Community Service Projects	283	1,000	-717	28%
Graduation Expenses	136	1,000	-864	14%
Field trips				
Indigos Field Trips	158			
Blues Field Trips	144			
Greens Field Trips	325			
Yellows Field Trips	335			
Oranges Field Trips	144			
Reds Field Trips	158			
Purples Field Trips	59			
Prisms Field Trips	170			
Field trips - Other		7,600	-7,600	
Total Field trips	1,491	7,600	-6,109	20%
Kid's Club Food/Supplies	1,681	3,500	-1,819	48%
MCSA Dues	5,483	5,300	183	103%
Miscellaneous Expenses	233	1,000	-767	23%
School Lunch Expense	4,972	12,000	-7,028	41%
Special Trip Expenses				
Prisms Special Trip Expense	42,710			
Purples Special Trip Expenses	8,470			
Special Trip Expenses - Other		40,000	-40,000	
Total Special Trip Expenses	51,180	40,000	11,180	128%
Student Activity Expenses	492	5,000	-4,508	10%
Travel	396	500	-104	79%
Fundraising Expenses	2,151	2,100	51	102%
Total Other expenses	69,714	84,000	-14,286	83%

1:49 PM

01/24/18

Accrual Basis

Hilltown Co-op Charter Public School
Report - Revenues & Expenditures vs. Budget
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Directors' Discretionary Fund	899	2,500	-1,601	36%
Total Expense	1,288,520	2,977,397	-1,688,877	43%
Net Ordinary Income	217,937	5,224	212,713	4,172%
Other Income/Expense				
Other Expense				
Depreciation Expenses	48,572		48,572	100%
BOT approved Exp Related	9,461	17,481	-8,020	54%
Board Designated Expenditures				
BOT Appvd Capital Improvements				
Total Board Designated Expenditures				
Total Other Expense	58,033	17,481	40,552	332%
Net Other Income	-58,033	-17,481	-40,552	332%
Net Income	159,904	-12,257	172,161	-1,305%

01/24/18

Hilltown Co-op Charter Public School
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Sep 30, 17</u>	<u>Dec 31, 16</u>
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-6 month CD	91,893	91,859	91,745
ESB-Checking	727,454	836,927	771,325
Total Easthampton Savings	819,348	928,786	863,070
Florence Savings			
Money Market-FSB	303	303	303
Total Florence Savings	303	303	303
Total Checking/Savings	819,651	929,089	863,373
Other Current Assets			
Suspense	466	0	0
Security Deposit	1,460	3,195	6,030
Total Other Current Assets	1,925	3,195	6,030
Total Current Assets	821,576	932,284	869,403
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,248
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	3,790,726	3,790,726	3,790,223
Accum. Depreciation - Building	-108,418	-89,081	-20,733
Property Improvements	85,087	80,939	0
Accum. Dep - Property Imprvmnts	-7,147	-3,573	0
Pledge Receivable	0	0	100
Property and Equipment			
2011 Toyota Sienna Minivan			
Accum Depreciation - Vehicles	-701	-350	0
2011 Toyota Sienna Minivan - Other	14,012	0	0
Total 2011 Toyota Sienna Minivan	13,311	-350	0
Classroom Equip./Furnishings	18,472	18,472	6,500
Total Property and Equipment	31,783	18,121	6,500
Accumulated Depreciation - F&E	-5,899	-4,874	-2,600
Total Fixed Assets	3,786,133	3,792,259	3,773,490
TOTAL ASSETS	4,607,710	4,724,543	4,642,892
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	36,296	31,390	29,246
Total Accounts Payable	36,296	31,390	29,246

01/24/18

Hilltown Co-op Charter Public School
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Sep 30, 17</u>	<u>Dec 31, 16</u>
Credit Cards			
VISA -DK	559	1,032	0
VISA	0	0	6
Total Credit Cards	<u>559</u>	<u>1,032</u>	<u>6</u>
Other Current Liabilities			
Payroll Liabilities			
Dental Plan Payable	-625	-535	-740
Employee Health	-6,294	-5,684	-7,827
Employee Life	191	117	47
FICA Withheld	-149	0	0
Long Term Disability	-57	-57	-57
MA Retirement	0	-210	0
Sect 125 - FSA	-5,278	-4,415	-5,763
Total Payroll Liabilities	<u>-12,212</u>	<u>-10,785</u>	<u>-14,340</u>
Total Other Current Liabilities	<u>-12,212</u>	<u>-10,785</u>	<u>-14,340</u>
Total Current Liabilities	<u>24,643</u>	<u>21,637</u>	<u>14,912</u>
Long Term Liabilities			
Note Payable - USDA	3,487,861	3,500,460	3,537,742
Total Long Term Liabilities	<u>3,487,861</u>	<u>3,500,460</u>	<u>3,537,742</u>
Total Liabilities	<u>3,512,504</u>	<u>3,522,097</u>	<u>3,552,654</u>
Equity			
BOT Approved Capital Projects	10,901	19,061	0
Res'd for Expansion Related	8,020	11,373	17,481
Contingency Fund	282,915	282,915	267,344
Investments in Fixed Assets	311,733	303,573	206,725
Undesignated Fund Balance	321,734	318,380	444,364
Net Income	159,904	267,145	154,324
Total Equity	<u>1,095,206</u>	<u>1,202,446</u>	<u>1,090,238</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,607,710</u></u>	<u><u>4,724,543</u></u>	<u><u>4,642,892</u></u>

FIVE YEAR BUDGET & CASH FLOW PROJECTIONS

Assumptions:

8% Health Insurance increase, 2% Inflation
 3% 12 mo. salary increases, 3 interns

		Using FY18 Revised Actuals	2% salary increases	2% salary increases	2% salary increases	2% salary increases
	FY 18 6.14.17 Approved	FY 19 Projected	FY 20 Projected	FY 21 Projected	FY 22 Projected	FY 23 Projected
INCOME						
1 State Per Pupil Tuition	2,741,695	2,840,401	2,897,209	2,955,153	3,014,256	3,074,541
2 Grants- Mass DOE SPED 240	33,582	35,175	33,582	33,582	33,582	33,582
2a Grants- Mass DOE Title Iva		335				
3 Grants- Mass DOE 140, Title II,A	4,028	4,269	4,028	4,028	4,028	4,028
4 Grants- Mass DOE Title I 305	13,016	16,068	13,016	13,016	13,016	13,016
5 Grants- MASS DOE 274	3,000	3,000	3,000	3,000	3,000	3,000
7 Community Foundation Class Grants	2,000	2,000	2,000	2,000	2,000	2,000
8 Friends of HCCPS Rolling Arts Grants	1,500	1,500	1,500	1,500	1,500	1,500
9 Field Trip Fund	7,600	7,600	7,600	7,600	7,600	7,600
11 Fundraising-pizza	3,000	3,000	3,000	3,000	3,000	3,000
12 Fundraising - general	12,500	12,500	12,500	12,500	12,500	12,500
13 Kids Club Income	78,000	78,000	78,000	78,000	78,000	78,000
14 Student Activity Fees- sports, music	11,000	11,000	11,000	11,000	11,000	11,000
15 Medicaid/SPED Income	20,000	20,000	20,000	20,000	20,000	20,000
16 Misc Income	1,000	1,000	1,000	1,000	1,000	1,000
17 Interest income	1,200	1,200	1,200	1,200	1,200	1,200
18 School Lunch receipts	10,000	10,000	10,000	10,000	10,000	10,000
19 Special Field Trip Fundraising	32,000	7,000	32,000	7,000	32,000	7,000
20 Winter Fair	7,500	7,500	7,500	7,500	7,500	7,500
21 Total Income	2,982,621	3,061,548	3,138,135	3,171,079	3,255,182	3,290,467
EXPENSES						
Personnel						
22 Teachers - S/L, PE	1,225,077	1,254,086	1,279,167	1,304,751	1,330,846	1,357,463
23 Teaching Assistants-(classrooms)	170,106	200,790	204,806	208,902	213,080	217,342
24 Graduate Interns x3	30,000	30,000	30,000	30,000	30,000	30,000
25 Kids Club Coordinator .5 fte (increase fte)	15,000	15,450	15,759	16,074	16,396	16,724
26 Kids Club staff	19,120	32,278	32,923	33,582	34,254	34,939
27 Substitutes	14,000	14,000	14,000	14,000	14,000	14,000
28 Director of Administration- 1fte	91,904	94,661	96,554	98,485	100,455	102,464
29 Director of Teaching and Learning-1 fte	91,904	94,661	96,554	98,485	100,455	102,464
30 Director of Family and Community Engagement-.6 fte	41,357	42,598	43,450	44,319	45,205	46,109
31 Student Services Coordinator- 1 fte	69,722	70,927	72,345	73,792	75,268	76,774

FIVE YEAR BUDGET & CASH FLOW PROJECTIONS

Assumptions:

8% Health Insurance increase, 2% Inflation
 3% 12 mo. salary increases, 3 interns

			2% salary increases	2% salary increases	2% salary increases	2% salary increases
	FY 18 6.14.17	Using FY18 Revised Actuals FY 19 Projected	FY 20 Projected	FY 21 Projected	FY 22 Projected	FY 23 Projected
32 Administrative Assistant- 1fte	42,372	43,643	44,516	45,406	46,314	47,241
33 Bookkeeper/Purchasing agent-.8 fte	44,579	45,916	46,835	47,771	48,727	49,701
34 Nurse/Health Educator -.9 fte-.95	51,728	52,531	53,582	54,653	55,747	56,861
35 Counselor- 1 fte	63,384	64,479	65,769	67,084	68,426	69,794
36 Tech Teacher/Coordinator 1 fte	45,761	47,521	48,472	49,441	50,430	51,439
37 CSL Program Support- new	45,000	27,225	27,769	28,325	28,891	29,469
38 Stipends- student activites (dance, mini)	3,500	3,500	3,500	3,500	3,500	3,500
39 Stipends-program	9,000	9,000	9,000	9,000	9,000	9,000
40 Longevity Pay	10,000	10,000	10,000	10,000	10,000	10,000
41 Payroll subtotal	2,083,514	2,153,267	2,195,002	2,237,572	2,280,993	2,325,283
42 Medicare- everyone-.0145	30,211	31,222	31,828	32,445	33,074	33,717
43 FICA- non MTRS-.062	33,574	35,616	36,246	36,888	37,544	38,212
44 SUTA-.002- everyone	4,167	4,307	4,390	4,475	4,562	4,651
45 UHIC-.0034 everyone/capped @ 1st 14,000	2,285	2,285	2,285	2,285	2,285	2,285
46 Health Insurance	239,000	258,120	278,770	301,071	325,157	351,169
47 HRA	35,000	35,000	35,000	35,000	35,000	35,000
48 Health Diversion Benefit	14,000	14,000	14,000	14,000	14,000	14,000
49 Workers Compensation	16,500	17,000	18,000	18,000	18,000	18,000
50 College Credit Reimbursement	1,000	1,000	1,000	1,000	1,000	1,000
51 Total Personnel Costs	2,459,251	2,551,816	2,616,520	2,682,736	2,751,615	2,823,317
Consultants and Outside Services						
52 FSA/HRA Administrative Cost	2,200	2,200	2,200	2,200	2,200	2,200
53 Accounting Consultant	1,000	1,000	1,000	1,000	1,000	1,000
55 Auditor	12,000	8,000	8,000	8,000	8,000	8,000
57 SPED Contractors - OT/PT, psychologist	60,000	65,000	66,300	67,626	68,979	70,358
58 SPED Advisor	1,000	1,000	1,000	1,000	1,000	1,000
59 Summer SPED services	4,000	2,000	2,000	2,000	2,000	2,000
61 Administrative Data Managemnt System	8,000	6,000	6,000	6,000	6,000	6,000
62 Payroll Service	3,000	3,060	3,121	3,184	3,247	3,312
63 Professional Development	8,500	8,500	8,500	8,500	8,500	8,500
64 Curriculum Consultants	7,000	7,000	7,000	7,000	7,000	7,000
65 Child Care Services	300	300	300	300	300	300
66 Legal Fees	4,000	4,000	4,000	4,000	4,000	4,000
subtotal	111,000	108,060	109,421	110,810	112,226	113,670

FIVE YEAR BUDGET & CASH FLOW PROJECTIONS

Assumptions:

8% Health Insurance increase, 2% Inflation
 3% 12 mo. salary increases, 3 interns

	FY 18 6.14.17	Using FY18 Revised Actuals FY 19 Projected	2% salary increases FY 20 Projected	2% salary increases FY 21 Projected	2% salary increases FY 22 Projected	2% salary increases FY 23 Projected
Occupancy-						
67 Insurance	25,000	28,000	28,560	29,131	29,714	30,308
68 Cleaning Services	50,000	50,000	50,000	50,000	50,000	50,000
69 Trash Removal	3,672	3,745	3,820	3,897	3,975	4,054
70 Minor Repair/Maintenance	15,000	15,300	15,606	15,918	16,236	16,561
71 Fire/Sprinkler Alarm Services	1,500	1,530	1,561	1,592	1,624	1,656
72 Copier Service Contract	3,000	3,060	3,121	3,184	3,247	3,312
73 Copier Rental	3,788	5,000	5,000	5,000	5,000	5,000
74 Telephone	1,200	1,200	1,200	1,200	1,200	1,200
75 Electric	25,883	26,401	26,929	27,467	28,017	28,577
76 Internet	1,700	1,700	1,700	1,700	1,700	1,700
77 Heat	6,000	6,120	6,242	6,367	6,495	6,624
78 HVAC Maint	7,247	7,392	7,540	7,691	7,844	8,001
79 Elevator Maint	2,815	2,871	2,929	2,987	3,047	3,108
81 Water Sewer Fees	4,000	4,080	4,162	4,245	4,330	4,416
82 Landscaping	5,000	5,100	5,202	5,306	5,412	5,520
85 Plowing	7,500	7,650	7,803	7,959	8,118	8,281
87 Interest Expense USDA * see below	95,973	94,564	93,117	91,629	90,099	88,527
88 subtotal	259,278	263,713	264,491	265,272	266,058	266,847
Supplies						
87 Household Supplies	5,610	5,722	5,837	5,953	6,072	6,194
88 Educational Supplies	20,012	20,413	20,821	21,237	21,662	22,095
89 PE/Playground supplies	1,020	1,040	1,061	1,082	1,104	1,126
90 Office Supplies	3,570	3,641	3,714	3,789	3,864	3,942
91 Testing/Evaluation Supplies	3,800	3,876	3,954	4,033	4,113	4,196
92 Postage	1,530	1,561	1,592	1,624	1,656	1,689
93 Printing	612	624	637	649	662	676
94 Food	714	728	743	758	773	788
95 sub total	36,868	37,606	38,358	39,125	39,908	40,706
Equipment						
96 Minor Equipment<\$500 ,	3,000	3,060	3,121	3,184	3,247	3,312
97 SPED Equipment	8,000	8,160	8,323	8,490	8,659	8,833

FIVE YEAR BUDGET & CASH FLOW PROJECTIONS

Assumptions:

8% Health Insurance increase, 2% Inflation
 3% 12 mo. salary increases, 3 interns

	Using FY18 Revised Actuals	2% salary increases	2% salary increases	2% salary increases	2% salary increases
	FY 19 Projected	FY 20 Projected	FY 21 Projected	FY 22 Projected	FY 23 Projected

CASH FLOW PROJECTIONS

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Projected Yearly Beginning Cash (ESB)	826,026	680,678	647,121	590,254	524,818	439,204
+ Profit from Projected Profit & Loss	5,224	18,422	-3,439	-10,520	-29,170	-39,525
- Principal Payment on Loans	-50,571	-51,980	-53,427	-54,915	-56,445	-58,017
- purchase of capital assets/capitalized repairs	-100,000					
= Projected Yearly Ending Cash (ESB)	680,678	647,121	590,254	524,818	439,204	341,663



Personnel Proposal to the Board of Trustees

Subject: Emergency Hiring Protocol

Date: February 6, 2018

Priority level: Medium-High

Approximate time needed for discussion: 15 Minutes

Proposal to be presented by: Joe Wyman and Steve Hoyt

Committee members drafting proposal: Steve Hoyt, Gaby Blaustein, Lara Ramsey, Joe Wyman

Text of proposal:

A personnel vacancy qualifies as an emergency hire if a position that is essential to the running of the school becomes open and there are 20 or fewer business days in which to fill the vacancy. Whether a position is essential to the running of the school is determined by the Educational Domain.

In an emergency, a full search committee is not required. In this event, the Educational Domain will decide what is necessary in terms of a search and interview process, bearing in mind that the goal is to have the position filled within 20 business days.

The position will be posted as a long term sub (in the case of a teacher) or an interim position (in the case of an administrator). In the case of a teacher, the interim position lasts for the remainder of the school year. In the case of an administrator, the interim position lasts for a number of months determined by the Educational Domain.

The position will be posted internally and externally at once. Per our standing hiring policy, a person hired as a long term sub may apply as an internal candidate when a standard search process begins.

Goal to be achieved by proposal:

Identify a process for filling emergency openings.

Potential problems/dissenting views:

Lack of parent involvement



Deirdre Arthen, Performance Evaluation Report

January 2018

Completed by: Scott Remick, BOT President, and Penny Leveritt, BOT Vice President

Introduction

This evaluation was conducted through an analysis of interviews, surveys and a self-assessment, which included: 1) informational meetings with the Director of Administration and the Director of Teaching and Learning; 2) review of the annual Parent Survey; 3) deployment and review of surveys to Teacher/Staff, Board of Trustees, Governance and Board Sustainability Committee, Community Team and Friends of Hilltown; 4) self-assessment by Deirdre Arthen, Director of Community and Family Engagement.

Strengths and Assets

Community Outreach

This year Deirdre continued to approach her work with energy and creativity, and was persistent in infusing her knowledge of the history and traditions of Hilltown Cooperative Charter Public School (HCCPS) into its operations and systems. This was especially helpful in facilitating a sense of continuity and stability for students and families during the school's transition in Administrative and Educational leadership.

Deirdre is helping to spearhead the multi-year directive under the Long Range Plan to undertake improvements in outreach and communications, which was catalyzed by the school site move and increase in students and families over the last three years. Not only has Hilltown grown in size but in complexity; Deirdre exhibited efforts aligned with these changes. Her evaluation showed that she is utilizing the talents and resources of the Community Team, Class Parents, and other parent volunteers to initiate a multitude of objectives related to outreach and facilitation of school events and functions. It is important to note that Deirdre continues to

steward school volunteers, which is a keystone principle to the Cooperative. The founders of the school set out to have a high level of school community involvement; this evaluation called attention to Deirdre's strength in regarding students and families as HCCPS' greatest asset.

Unique to this past year was the planning and oversight of a farewell celebration for retiring Director, Amy Aaron. Deirdre developed the budget and recruited volunteers additionally to working with the Community Team; she ensured the school provided a meaningful celebration to honor Amy. Deirdre did this successfully in addition to the typical end-of-year events. Also to note, Deirdre points to contributions she made to the Community Team and GABS as an important instrument within the outreach and governance domain.

Families and the Cooperative

Deirdre oversees the volunteer database to ensure continuity in data collection. She made certain that new and not-so-new parents were abreast of the Volunteer Resource Form at the beginning of the school year(s) by sending an email linking them to the form. As evidence in some of the school's main events, like the Winter Fair and Grandparents Day, Deirdre connected parents to "tasks and jobs" for these important days; she highlighted in the self-assessment that she made an effort to improve her communication regarding advance planning and back-up plans for events. It was noted in the Parent Satisfaction Survey feedback that Deirdre helps to create a welcoming environment for families and other community members while also initiating pathways for the school community to engage and contribute to school events.

Collaborations with Staff and Faculty

Deirdre is regarded as bringing insightful consideration to institutional development. She was consistent in her attendance and contributions to meetings with the Domain Council, faculty and staff meetings, BOT and school committees, and ad-hoc meetings as necessary. The evaluation indicated that she works in a combined effort with staff and collaborates with dedicated efforts on the leadership team. She continues to be regarded as a caring and supportive member of the staff and faculty body.

Administration

As indicated in the evaluation, many things were accomplished by Deirdre behind the scenes which are essential, like: creating and balancing school related calendars, developing regular agendas and schedules, overseeing the newsletter, responding to emails, and researching viable programming opportunities.

She helped organize the efforts of the Community Team and responded on a case by case basis to staff or parents who had emergent ideas or interest. Feedback suggested she helped generate ideas into actions while also responding to a multitude of inquiries and challenges.

She was and remains a key-stakeholder while the school experiences the transitions of the school site, the increased student and family body, staff changes, and transitions within the Director's team. It was pointed out in the evaluation that she steps up, pitches in and problem solves when unexpected things arise. The big and small tasks were highlighted on the evaluation, including her participation in the Prisms trip to Washington, DC, filling in for lunchtime duty, and bringing stability and communication during the leadership succession, which is one of the most significant transitions in the school's history.

Requires Improved Focus and/or Delivery

The evaluation found facets overseen by Deidre requiring improvement. These areas were analyzed by ranking survey responses into a scoring system and through review of open feedback and/or comment sections.

Delivery of Work Objectives

The evaluation indicated that Deidre could improve processes related to building relationships with the community of volunteers, including: improving clarity with her direct collaborators on how and when tasks will be completed, by whom and on what tasks she will take on directly; improving processes for ensuring projects or tasks are completed; developing repeatable and instructional systems for school events so that both seasoned and future volunteers can confidently and efficiently oversee and assist with events; improving communication with staff and collaborators when school matters or issues arise or when plans change; anticipating logistical issues and improving areas of community engagement. In general terms these are seen as improvements in consistency, follow-through, execution, and utilization and assessment of systems or resources.

The evaluation pointed out that some individuals or groups did not consistently know how to engage in school events or matters related to areas that are managed by Deidre. Some feedback indicated that individuals or groups did not know how to complete tasks because of lack of communication or clarity of the role. There was feedback indicating that structures and/or outlines for volunteers could be improved so that they know when or how to successfully step into work/volunteer roles.

Some surveyed individuals indicated that they understand Deirdre to be the point-of-contact for community engagement but some survey participants were unclear who the conduit is as related to community engagement. Although Deidre has outreach systems and routines in place, numerous survey participants indicated that they don't know how to get involved, or when or who to communicate with. These findings were sometimes associated with expressed confusion about how to engage within the Cooperative.

Team Building and Communication

Some feedback indicated that Deirdre's initial reaction to new ideas brought forth by the community at times can feel dismissive, tending to ascertain that the idea may not be feasible before discussing further. While Deirdre's long history as a school leader may inform her quick assessment of new ideas, the evaluation conveyed that Deirdre being more receptive to new ideas and the enthusiasm with which they are presented could be an opportunity to further engage the community and invigorate volunteerism.

The Director of Community and Family Engagement is the conduit to the Hilltown community; the position requires a high level of interpersonal skills and organizational consistency. This is the essential person that helps the school community, parents and other volunteers succeed with their contributions. Our recommendation is for Deirdre to heighten and improve ways to engage community members and to be very consistent in those interactions on a day-to-day basis. For example, increasing efforts to introduce herself, engaging with families often and prioritizing interpersonal relationships, and showing appreciation for volunteers on a regular basis through a multitude of ways, most importantly in-person. Deidre is formative in these developments, which are essential to the schools programming and philosophy.

Conclusion and Next Steps

Deidre is performing her essential job functions with optimism, a steadfast commitment, and an existing understanding of some of the areas she wishes to continue to improve upon. Her position is .6 FTE and includes an incredible amount of immediate, short and long term aspects of management—both in relationship and systems development. Moreover, what is being shared is common themes from feedback in this evaluation and indicators that were found in strengths and shortcomings.

Recommendations forthcoming are based on the comprehensive review of her strengths and areas that require improvements. We anticipate Deirdre can explore ways to deepen her work

and improve stated areas and that the Board of Trustees and her colleagues in the leadership team will provide support, time and resources needed to accomplish those objectives.

Overall, feedback relating to areas that need improvement suggest that codifying and systematizing the communication, activities and responsibilities of Deirdre's job role is a high priority. In order to further this goal, we feel that Deirdre could benefit from additional learning and utilization of already available or new systems or technology resources in order to strengthen organization, execution and time management.

Below, in summary, are areas for Deirdre to develop in scope and increase in learning, and recommendations for implementation:

- Leverage strengths and accomplishments reviewed under “strengths and assets”
- Increase consistency and efficacy of all areas noted under “requires improved focus and/or delivery”
- Seek support and advisement when needed from the Domain team, BOT and trusted colleagues
- More specifically,
 - Develop or fine-tune repeatable and instructional procedures for school events in order to allow volunteers to efficiently oversee, delegate and assist with events
 - Expand understanding and utilization of database systems (like Rediker), or other resources or technology to improve organization, execution and assessment, especially related to managing school family data, volunteer tracking and management and facilitating school events.
 - Make a conscience effort to be more visible throughout the school; increasing efforts to introduce yourself, engaging with families often and prioritizing interpersonal relationships

Reviewee comments - optional

Since Hilltown moved to our new building and significantly increased the size of the school, I have been watching our process and considering what it means for us to be a “cooperative community”. We have taken on a new shape and I think the challenge now is to understand that new shape and restructure our expectations to accommodate it. What does “family engagement” mean here in 2018?

I welcome new ideas that carry us forward and I have some of my own. I have proposed to the Community Team and to GABS the idea of separating volunteer hours from voting membership

as a step toward a new form of engagement. I have seen that parents are often reluctant to attend the Annual Meetings, for instance, if they have not met their “expectations” and that creates a tiered system of community members that I think does not serve us well. I am interested in finding the things that will draw in our parents and invite them to engage in ways that they build their sense of membership and inspire them to volunteer, rather than having those hours be a way to earn something that is not really worth very much, since we hardly ever vote on anything. I would keep the volunteer expectation and invitation, and consider a new reward of some kind for completions, but let go of the penalty for not fulfilling it.

I am excited by and welcome new ideas from parents. I hear them all the time, both large and small, and I do my best to find ways to incorporate them. One example is the BINGO night that we just enjoyed! Sometimes though, when new ideas are presented, in my role as a Director I need to consider them in the context of the whole of the school and what the institution needs and can carry right now and that might mean that not every idea can be implemented.

Prior to this review, upon discovering that there are gaps where parent volunteers had passed information on to the next parent and I did not have all of the information, I began creating a file of documents summarizing the procedures for major community events and codifying the “job description” for major volunteer roles. (you may have seen the one for Class Parents that I sent out to everyone considering taking on that role this year) I continue to work on this and will be merging my work with work that the Community Team is doing toward the same end. By the end of this year, those major roles and some smaller ones should be well described for the volunteers who want to step into them. I understand that it has been hard for people when that has not been clear and I recognize that sufficient organization around this has been lacking.

Hilltown just purchased an information system, Rediker, that is beginning to serve our staff and families well. I was disappointed that when we bought it we did not acquire a system that immediately included the full capacity for volunteer management and follow through, but I understand that the student records were more important as a first step. I did find a parent who could transform the paper resource form into a digital one that could be filled out online, but right now I am using one excel spreadsheet as my means of keeping track of who has offered what skill and recording self-reported volunteer hours by hand as they come in, on a different one.

I have been asking for a new interactive parent database system for a number of years and we need it even more now that we have over 300 parents to stay in touch with individually. I am hoping that at some point very soon we can expand our Rediker system to include this capability - because relational system will clearly be the most efficient - or that we will be able to purchase another system that will help make this process more efficient allowing for much faster follow-through on every aspect of volunteer management.

In the meantime, I am considering the simplification of the volunteer resource form questionnaire so that people are not surprised and disappointed when they do not get calls for use of their particular skills. The form we have is meant to be a resource for teachers, team

leaders, but if no one except Monique and I can access it and use it simply, it cannot serve that purpose.

In service of time management, I plan to go through the tasks and responsibilities I hold and determine which of them need to be done by a Director and which can be done by support staff supervised by a Director. One of the challenges for me will be deciding whether I should spend more time addressing the needs of the parent community if it means letting go of attending to those of the student community, which I also work to foster through meetings, projects, committees and events. This year we hired several “flex” employees who were intended to serve at least in part, as administrative support for the Directors. Most of these people’s time was quickly assigned elsewhere and they are now depended on so are no longer available for the kind of support that was intended. My plan is, once the needs in my Domain are clear, to reclaim some of those hours if I can, delegate some tasks, and prioritize my own time on the things that require a Director’s perspective.

DOMAIN COUNCIL MEETING MINUTES

16 January 2018

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

Meeting Start: 5:15 pm

Location: HCCPS School

Domain Council Meeting AGENDA:

Easthampton Chamber of Commerce:

The dues are \$500, and there are not any activities to speak of. It might be better to not continue to join and spend that money in another way.

Evaluation – continued process:

The approach could be to slim down the “full” evaluation instead of doing a summary and a separate longer full evaluation.

Directors still advocate for a summary, and Scott and Penny would prefer a single document. Could we strike a balance?

We will try for an edited full document with the understanding too, that future evaluation reports do not need to be as detailed or lengthy, but should have the same format and components for consistency.

Budget Revisions:

About 40K more for now for PPE.

TA line is more now but some came out of the program support. Program support ended up getting used for Kids Club and other things, and so budget has shifted.

Auditor and insurance was lower.

22K surplus for the moment.

Need to look at staffing, where are we, is it enough? Is the program support enough?

Next Meeting: Tuesday, January 30, at 5:15pm.

6:30 pm – Meeting ended

Respectfully Submitted

Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES

30 January 2018

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

Meeting Start: 5:15 pm

Location: HCCPS School, Mt. Holyoke Room

Domain Council Meeting AGENDA:

SEPAC update:

Gillian and Lara created a needs assessment survey and sent out to 504 and IEP parents. There was a 40% return rate. They learned what parents want workshops on regarding student services, their concerns and suggestions about Special Education services, etc. There were about the same number of respondents from each class. Lara and Gillian brought the data to a SEPAC meeting, where they analyzed and discussed the data together and in small groups. Several teachers and TAs were also there, which was very helpful. At the SEPAC meeting they also came up with some action plans based on the survey results.

Also, Lara reported that SEPAC was pleased with the steps that the BOT is taking and recently outlined regarding continuing and developing a productive working relationship between the BOT and SEPAC.

BOT Meeting Agenda:

BOT Recruitment

2nd Q financials

Balance sheet

Finance 101 and cash flow analysis (45 min for all three)

GABS bylaws change proposal (10 min)

Deirdre's evaluation (10 min if they reviewed it beforehand)

FoH visit/ArtSpark (10 min) (Scott will ask Barbara about FoH coming)

Discussion of new board members:

Two parents have filled out the BOT interest forms, and there is interest from another parent and a community member. There is still a plan in the works to go to Lathrop for more community members.

Updated budget:

PPE up

Webster grants in

KC staff expense will be more but so likely will income

Grants are all a little bit higher

Upped minor repair and maintenance because of water main break

Line 102 trip expenses were higher than expected (nb. This line is all the 6-8 grade fundraising expenses)

Next Meeting: Tuesday, February 27, 2018, at 5:15pm.

6:20 pm – Meeting ended

Respectfully Submitted

Penny Leveritt



Domain Directors Report to the Board of Trustees February, 2018

1. The lottery was held on February 8. We had 291 applicants at the time of the lottery. Our new database system was able to conduct a random lottery, and families were informed of their status (accepted or a waiting list number) within a few hours of the lotter. We offered 33 total spots; 20 in Kindergarten (5 siblings), 12 in Grade 6 (3 siblings), and 1 spot in Grade 2.
2. The All-School Martin Luther King Jr. Day Celebration was one of the best ever. Each class participated actively around the theme of "What Do You Stand For?" The presentations were not only historical but relevant to today, embodying the legacy of the work done by the civil rights activists of the 50s and 60s.
3. The water main break that caused us to lose a day of school will not be covered by insurance. It was caused by a corrosive U bolt—it would appear that the wrong materials were used in the original construction.
4. Artist in Residence, Bisko Kaba, has begun his second semester of teaching at Hilltown. He will be working this winter and spring with the Oranges, Reds, Blues and Indigos as well as offering 2 after school programs.
5. The January SEPAC meeting was well attended by HCCPS teachers and administrators. We reviewed the results of the Needs Assessment Survey conducted by Justin, Lara and Gillian (see SEPAC notes). Two guest speakers for parents and teachers have been engaged (Dr. Sharon Saline on ADHD/Executive Function and former parent Chris Shanky on Growth Mindset and Anxiety).
6. Lara, Dan, and Justin attended a training in the new system of compliance regulations for Special Education and Civil Rights. This year, we conduct a "self-study" for specific criteria, and the official review will occur during the 2018-19 school year.

Finance Committee Meeting

1.25.19

Attendees

- Lisa
- Dan
- Carla
- Matt
- Chris
- Deb
- Maureen
- Kate

Agenda

Minutes Approval: the committee approved the minutes from the November Finance Committee (except Lisa, new committee member)

Committee Introductions:

The committee introduced a new committee member, Lisa Plaza.

Water Main Issue:

Dan reviewed the water main break that occurred over the 1.17.18 snow day. The water was shut off once the break was discovered. Neighboring contractors resolved the issue the next day (emergency) 1.18.18. Further the back flow preventer failed and there was additional damage all the way to the meter. All in all there will be expenses related to resolving the issues. Dan is gathering the expenses/bills and will be reviewing these with our lawyer to ensure costs incurred can or are appropriate to be covered by insurance.

Pre Review of Financials:

The committee reviewed Q2 Revenue & Expenditures vs Budget and the Balance Sheet. The finance committee asked questions regarding variances and explanations. The responses found normal accounting and finance activity within comfortable boundaries (beyond the potential expense variance outlined above). The committee approved both documents to move forward to the BoT for review and approval.

BoT Agenda/Discussion Planning:

The committee discussed lining up- The quarterly review of the financials, Deb's education review of the BoT, the definition of Equity accounts, and the 5 year budget and cash flow projections.

5 Year Budget and Cash Flow Projections:

Committee reviewed assumptions, structure/presentation of projections. The committee agreed to present these findings/projections to the BoT for discussion.

FY18 HCCPS Budget Working Draft

The committee reviewed, approved to present to the BoT

GABS Meeting Minutes: January 11th, 2018

5:00 PM - HCCPS

Attendees: Deirdre, Amy, Susannah, Tim, Terra

Regrets: none

Outlined BoT Recruitment Process

- Recruitment Process Flow
 - Someone expresses interest in HCCPS BoT or BoT Committee
 - Person is directed to contact Deirdre or
 - Interested person's contact information is forwarded to Deirdre
 - Deirdre emails or mails individual a BoT Interest Form
 - Deirdre receives completed BoT Interest Form
 - Deirdre shares BoT forms with GABS
 - GABS will assign individual to follow-up with potential candidate
 - GABS individual calls candidate to discuss
 - BoT Roles and Responsibilities
 - Attending upcoming BoT Meeting
 - Upcoming important dates/times
 - If potential candidate is still interested, they attend an upcoming BoT and/or BoT committee meeting
 - If candidate is still interested, they submit their resume to GABS chair
 - GABS will draft new BoT proposal for BoT and Annual Meeting
- GABS drafts proposal for BoT/Annual Meeting

Reviewed Existing BoT Interest Forms (2 parent candidates)

Reviewed December To Do List

Draft February Meeting Agenda:

- Development of By-Law Change Proposal for Staff
- BoT Recruitment
- How does proposal get to BoT
- Community/BoT communication (what goes through Directors and what goes through BoT)
- Discuss/review possible tracking mechanisms for potential candidates

Next Meeting: February 7th, 5:00 pm HCCPS

Hilltown Cooperative Charter Public School
Personnel Committee Minutes – Monday, March 2, 2015

Present: Lara Ramsey, Steve Hoyt, Joe Wyman, Gaby Blaustein

Topic	Discussion	Action (if necessary)
Emergency Hiring policy	<p>Wrote proposal, see attached.</p> <p>Spent time on whether this should be called an emergency hire, a mid-cycle hire, or something else.</p> <p>Wondered whether emergency hires would be given the option of applying as an internal candidate (found out policy says yes).</p> <p>Wondered if an emergency hire should be posted internally before going public.</p>	Send to board for review
New topic introduced-	What considerations should be made for SpEd coverage when a TA subs for a classroom teacher	Exploratory discussion next time

SEPAC Meeting Minutes

1/29/18

Attendance: Gillian Fahmy, Nina Foley, Barbara Oegg, Cait Flou.. Justin Smith, Lara Ramsey, Traci Butler-Kurth, Gaby Blaustein, Kate Saccento

5:35 Introductions

5:40 Gillian leads a review of the results of the SEPAC survey. We consider how many parent responded, chief concerns, and areas of interest. (Notes below)

5:50 The following comments are based upon the survey results and voiced concerns:

- The first comment we discuss is: are teachers trained to recognize dyslexia? What kinds of screenings happen? We discuss the protocol for referring students to the reading specialist. (Felicia). We monitor for progress with pre-K screenings and Fountas & Pinnell benchmarking system. Note that we could work on a clearer policy to explain when a student is referred to a reading specialist and map out who gets what type of early service when. Also we need to determine when students are eligible for specialized reading instruction.
- Two comments led us to realize that the school could offer more communication about what PD teachers are doing and our systems for staying in close touch with the school experience of students with IEPs and 504s.
- One comment from parents is about timeliness with IEPs and 504s. We have never been cited on this in years of compliance evaluations, but recently some timelines have not been met.
- One respondent asks, are we able to provide accommodations and service delivery for all students' needs?
- One comment led us to wonder how could we improve our system of passing on information about students to teachers every year/ensuring smooth transitions and continuity of accommodations. Ideas include previewing needs separate from students, using Tuesday PD time to review students as a team. Possible committee topic.
- One comment asks about transitions to high school, and we acknowledge need to support all big grade-level transitions. (4-5 to 6, 6 to 7, and 8 to high school). Committee?

6:12

- Do we have enough resources (people, time, space, materials, training) to provide the services that are outlined on the IEPs?
- Examples are provided of situations that would be hard for our school to meet. Consider putting these limitations on the table.
- Also on the table- because we are small, we have some limitations, but we also have close relationships with students and an enhanced ability to meet students where they are.
- A parent says rigidity of process may be something we are weaker in but our flexibility to help students when they need it is our strength.

6:20 We go to improvements-

- Sharone Saline is coming to do wo workshop with teachers and a talk with parents about ADHD/Executive Function in March.
- Lynn Lyons may come in the fall for the same type of schedule to present on anxiety.

6:30

Consider having a guest speaker to talk about dyslexia, reading disabilities, when to notice, when to wonder, when to worry.

6:40

We form committees.

Committees:

Transitions committee- Justin

Passing on committee- Lara, Gaby, Traci

Obtaining guest speaker on language based learning disabilities

Next Steps

- -IEP compliance (Justin & Lara will talk and report to next SEPAC meeting)
- -Notes in newsletter of interest to all and special education in particular
- Set up dates and times for committees to meet on the above topics
- Find a speaker to present a workshop on reading and language based learning disabilities
- -Document our process of reviving SEPAC and responding to community needs in case our survey, committee model, or mistakes along the way might be of use to another school (dissemination possibility).

Calendar for the rest of Spring Meetings

ALL MEETINGS ARE FROM 5:30-7:00

Wednesday, 2/28

Thursday, 3/29

Monday, 4/30

Wednesday, 5/23

One of these dates will be a night out (e.g. Galaxy or Mill 180).

7:00 Adjourn