

**HCCPS Board of Trustees  
Meeting Agenda  
March 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) (20 min)**

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

**6:50 Public Comment period (10 min)**

**7:00 Board Recruitment:** Deirdre (5 min – update)

**7:05 GABS By-Law Changes:** Amy R (10 min – decision)

**7:15 Revised FY18 Budget:** Chris G/Dan (10 min –decision)

**7:25 Annual Meeting:** Deirdre (10 min – discussion)

**7:35 Emergency Hiring Protocol Proposal:** Steve/Lara (15 min – decision)

**7:50 HCCPS Crisis and Safety Plan:** Dan (10 min – discussion)

**8:00 Political Outreach:** Dan (10 min – discussion)

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

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

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

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

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

**8:30 Adjournment**



40	Longevity Pay				10,000	<b>9,439</b>	
41	Payroll subtotal				2,083,514	<b>2,114,132</b>	
42	Medicare- everyone-.0145				30,211	<b>30,655</b>	
43	FICA- non MTRS-.062				33,574	<b>35,541</b>	
44	SUTA-.002- everyone				4,167	<b>4,228</b>	
45	UHC-.0034 everyone/capped @ 1				2,285	2,285	
46	Health Insurance				239,000	<b>218,000</b>	Best guess based on current staffing enrollment
47	HRA				35,000	35,000	
48	Health Diversion Benefit				14,000	14,000	
49	Workers Compensation				16,500	<b>16,716</b>	
50	College Credit Reimbursement				1,000	1,000	
51	Total Personnel Costs				2,459,251	<b>2,471,557</b>	
	<b>Consultants and Outside Services</b>						
52	FSA/HRA Administrative Cost				2,200	2,200	
53	Accounting Consultant				1,000	1,000	
55	Auditor				12,000	<b>10,500</b>	
57	SPED Contractors - OT/PT, psychol				60,000	60,000	
58	SPED Advisor				1,000	1,000	
59	Summer SPED services				4,000	<b>2,669</b>	
61	Administrative Data Managemnt S				8,000	8,000	
62	Payroll Service				3,000	3,000	
63	Professional Development				8,500	8,500	
64	Curriculum Consultants				7,000	7,000	
65	Child Care Services				300	300	
66	Legal Fees				4,000	4,000	
	subtotal				111,000	<b>108,169</b>	
	<b>Occupancy-</b>						
67	Insurance				25,000	<b>22,890</b>	
68	Cleaning Services				50,000	50,000	
69	Trash Removal				3,672	<b>4,200</b>	
70	Minor Repair/Maintenance				15,000	<b>18,000</b>	
71	Fire/Sprinkler Alarm Services				1,500	<b>2,200</b>	
72	Copier Service Contract				3,000	3,000	
73	Copier Rental				3,788	3,788	
74	Telephone				1,200	1,200	
75	Electric				25,883	25,883	
76	Internet				1,700	1,700	
77	Heat				6,000	6,000	
78	HVAC Maint				7,247	7,247	
79	Elevator Maint				2,815	<b>3,220</b>	
81	Water Sewer Fees				4,000	4,000	
82	Landscaping				5,000	<b>6,000</b>	
85	Plowing				7,500	7,500	
87	Interest Expense USDA * see belo				95,973	95,973	
88	subtotal				259,278	<b>262,801</b>	
	<b>Supplies</b>						
87	Household Supplies				5,610	5,610	

88	Educational Supplies				20,012	20,012	
89	PE/Playground supplies				1,020	1,020	
90	Office Supplies				3,570	3,570	
91	Testing/Evaluation Supplies				3,800	3,800	
92	Postage				1,530	1,530	
93	Printing				612	612	
94	Food				714	714	
95	sub total				36,868	36,868	
	<b>Equipment</b>						
96	Minor Equipment<\$500 ,				3,000	3,000	
97	SPED Equipment				8,000	8,000	
98	Tech Repair/Replacement				10,000	10,000	
99	subtotal				21,000	21,000	
	<b>Miscellaneous</b>						
100	Kids Club Program Expenses				3,500	3,500	
101	Student Activity Expenses ( dances				5,000	5,000	
102	Special 6-8th grade Trip Expenses				40,000	52,000	+ 3775 for Field Trip Stipends previously in Program Stipends, + 3k increase
103	Advertising				1,500	1,500	in fundraising - remaining 6k actual unanticipated expended
104	Travel				500	500	
105	Graduation Expenses				1,000	1,000	
106	Miscellaneous				1,000	1,000	
107	Community Domain Expenses				3,000	3,000	
108	MCPSA Dues				5,300	5,483	
109	School lunch expense				12,000	12,000	
110	Friends of HCCPS Class Grants				1,500	2,163	
111	Webster Grant Expenses					10,000	
112	Community Service Projects				1,000	1,000	
113	Field Trips				7,600	7,059	
114	Community Foundation Grant exp				2,000	2,121	
115	BOT Discretionary Fund				500	500	
116	Director's Discretionary Fund				2,500	2,500	
117	Fundraising Expenses				2,100	2,151	
118	subtotal				90,000	112,477	
119	<b>Total operating expenses</b>				2,977,397	3,012,872	
120	<b>Over/Under</b>				5,224	52,549	
	<b>Non-cash liability-building deprec</b>				85,532	97,144	
	<b>Principal payment from Fund Bal</b>				50,571	50,571	
	<b>Annual Principal Plus Interest</b>				146,543.00	146,543.00	



## **Personnel Proposal to the Board of Trustees**

**Subject: Emergency Hiring Protocol for Teachers**

**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 teaching vacancy qualifies as an emergency hire if a position that is on the teacher salary scale and is half time or more becomes open fewer than 20 days before the start of the school year or any time during the school year up until 20 days before the end of the school year. 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 fill the position within 20 business days. Three main differences between the standard hiring process and an emergency hiring process are as follows:

1. Parental involvement on the hiring committee is not required.
2. Size of hiring committee may be smaller than that of a standard hiring process.
3. The time line for accepting resumes and conducting interviews may be shorter.

The position will be posted as a long-term sub (defined as a substitute position lasting more than 20 days). The position will be posted internally and externally at once.

### **Goal to be achieved by proposal:**

Identify a process for filling emergency openings.

### **Potential problems/dissenting views:**

Lack of parent involvement

Considering long term subs internal applicants

Is it clear that teachers who are not classroom teachers are included in this proposal?

**HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL**

**CRISIS AND SAFETY PLAN**

**2017-2018**



## **Domain Directors Report to the Board of Trustees March, 2018**

1. At the beginning of April, we will be administering MCAS tests in English Language Arts to grades 3-8. This will be a paper based test for Grade 3, and grades 4-8 will take a computer based test. In May, students will take tests in Mathematics (all grades) and Science and Technology (grades 5 and 8). Results will not be available until September.
2. Our annual admission lottery was held Feb 8. We had nearly 291 applicants at the time of the lottery for 33 openings (20 in Kindergarten, 1 in 2<sup>nd</sup> grade, and 12 in 6<sup>th</sup> grade). All openings have been filled; every spot we offered was accepted. This could change in the coming months, but we are in very good shape from the perspective of having a strong waiting list.
3. At the March 19 Professional Development Day, staff will focus on several different topics. We will review, discuss and practice some of the protocols in our School Safety Plan; Lara will facilitate a discussion on Big Ideas, Essential Questions, and Universal Designs for Learning; and Dr. Sharon Saline will give a presentation on ADHD and Executive Function.
4. Last month, we had an unfortunate episode where someone forged checks on the school's account. Our bank identified the forgery, and reported it to police. As a result, we had to close all of our accounts and open new ones. All of our electronic payments needed to be identified and changed—both for incoming deposits and paying of expenses. It was a time consuming task for our Bookkeeper, Carla Clark. The silver lining is that we rearranged our accounts so that we will be earning an additional \$5000/year in interest.

## DOMAIN COUNCIL MEETING MINUTES

27 February 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:**

#### Revised FY18 budget:

Income: PPE income up a bit, MASS DOE grants up also, kids club income higher, as are Student Activity Fees.

Expense: stipends-program line reduced, but difference moved to Special Trip Line for paying stipends directly related to the trip, health insurance is lower than expected, insurance lower, minor repair line is increased slightly to cover a portion of the cost of the water main repair (remaining budget line for repairs should cover the rest.) Landscaping will likely be more, special trip more because of stipends, fundraising expenses and unanticipated expenses.

Lara made a recommendation to up the line 39-stipends for programs to 10K for programming for professional development for Prisms teachers. That idea is accepted, and so with that adjustment, the surplus is projected to be about 50K. It was noted that the Principal Payment – while not listed as an operating expense because it is an asset related payment - is also about 50K, so it's good news that there is a projected surplus close to that amount.

Therefore, pending finance Committee approval, Domain Council recommends the board pass this revised budget.

#### March BOT meeting agenda:

Welcome to visitors

Revised FY18 budget

Emergency hire protocol proposal framed to be for teachers only

Board recruitment

HCCPS Crisis and Safety Plan

GABS bylaw changes proposal

Annual Meeting discussion

Political outreach

#### Domain Council Meetings Schedule:

All at 5:15 - Tues, March 20, Tues April 3, Tues April 24, Wed May 2, Tue May 15

#### Plans for Front Office Salary Review:

Dan is looking at functions of various positions at other schools and look at the salaries for those positions. But will have to fit it to what our staff does. Hope is to have this be a data-based approach – using stats and info from other schools.

Dan will highlight major functions of the job as a comparative to other schools.

Next Meeting: Tuesday, March 20, 2018, at 5:15pm.

6:15 pm – Meeting ended

Respectfully Submitted

Penny Leveritt





## Hilltown Cooperative Charter Public School

### Finance Committee Minutes 2.28.18

#### Attendees:

- Dan
- Carla
- Lisa
- Deb
- Maureen
- Kate

#### Agenda

Finance Committee approved minutes from January FC Meeting (Deb moved, Dan reviewed)

#### Summary of Finance Committee at 2/14 Board Meeting

- Went well, well received by BoT
- High level education session
- Study cash flow statements (focus on cash)
- May be good to have an education session every year
- BoT will be looking at the FY2019 budget and capital needs, so this conversation was timely
- Deb has a 1/2 page cheat sheet she can share to support

#### Review revised FY2018 Budget

- FC reviewed the revised budget
- FC continued the above/below the line reflection of building depreciation
- FC approved moving forward to BoT review

#### Review Capital Replacement Proposal

- The capital replacement proposal was presented to the BoT
- FC is reviewing it as an FYI to understand there are capital and operating impacts that the FC will need to support/provide recommendations for.
- Deb recommended scheduling out operating and capital impacts
- FC may want to recommend a capital savings account
- Lisa will take a stab at creating a timeline/spreadsheet; will share with FC/Site Committee

### **Review Remainder FY2018 FC Dates**

- **March - 3/28**
- **April - 4/25**
- **May - 5/23**
- **June - 6/27 (optional)**

### **Review Future FC Agenda Items**

- Review longitudinal capital replacement projection (Lisa) - operational and capital impacts
- FY2018 Q3 Actual to Budget
- FY2019 Budget
- It may be prudent to put out an RFP for Annual Finance Audit (not required; but prudent)

### **Additional Issues:**

Bogus HCCPS checks were being cashed in branches across the valley (most likely from stolen mail) - Financial Risk: 1 check successfully cashed \$985.85 (recovered FDIC), 3 attempted. (\$5000 increase in CD interest!)

Respectfully submitted,

Chris Greenfield

Chair - Finance Committee

# Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Monday 1/15/2018

Present: Barbara Oegg, Myssie Casinghino, Maryellen Rousseau

Regrets: Joanne Benkley

Topic	Discussion	Action (if necessary)
Minutes	<ul style="list-style-type: none"> <li>- Dec. 2017 FOH meeting minutes approved.</li> <li>- Myssie moved to approve Dec 2017 minutes. Barbara seconded.</li> </ul>	
Annual Fund		<ul style="list-style-type: none"> <li>- Barbara to email the BOT about 100% participation</li> <li>- Need to get parent address spreadsheet from Monique</li> <li>- Barbara to ask Monique to add grandparent address</li> <li>- Will Seth send to printer?</li> <li>- Timeframe back from printer?</li> <li>- When to do the mailing?</li> <li>- Barbara to order envelopes on line</li> <li>- Need to copy ACH forms here</li> </ul>
Art Spark	<ul style="list-style-type: none"> <li>- Date March 24, 2018</li> <li>- Community Team is coordinating with Classroom Parents for Class Gifts.</li> <li>- Solicitation needs to start</li> <li>- Need to make a list of potential businesses to solicit</li> <li>- Need to write letter</li> <li>- Responsibilities:</li> <li>- Myssie: Production (venue, acts)</li> <li>- Barbara – Auction?</li> <li>- Maryellen – Organize solicitors</li> <li>- Joanne – Solicit donations? Sponsorship?</li> </ul>	<ul style="list-style-type: none"> <li>- Maryellen to talk to Kate Ewall about class gifts. Would like a variety of items – some baskets &amp; some</li> <li>- Myssie to email Chris Winters to ask if Mantis Graphics could sponsor</li> <li>- Maryellen to ask Dr. DeMaio office if they sponsor</li> <li>- Myssie to ask Rigalli &amp; Walder ortho</li> <li>- Barbara to ask Florence Bank</li> <li>- Maryellen to email Scott Remick to discuss Board Solicitation for Art Spark (process??)</li> <li>- Barbara to ask Renee if she will solicit donations</li> <li>- Maryellen to get in touch with Blues &amp; Indigos classroom parents to see if they can email the class parents</li> <li>- Maryellen to create a google form to match the donation form &amp; ask Grace to connect it to the Hilltown website</li> <li>-</li> </ul>
Newsletter	-	<ul style="list-style-type: none"> <li>- Maryellen - Put request for solicitors for Art Spark</li> <li>- Announce Art Spark Date</li> </ul>

Valley Gives Day	<ul style="list-style-type: none"><li>- Last Day for VGD</li><li>- May 1<sup>st</sup></li><li>- Advanced Giving on April 26<sup>th</sup></li><li>- Matching Gift? (between \$1000 – 5000)</li></ul>	<ul style="list-style-type: none"><li>- Upload images on profile page</li><li>- Put up a video?</li><li>- Trainings?</li><li>-</li></ul>
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# GABS Meeting Minutes: February 26th, 2018

5:00 PM - HCCPS

**Attendees:** Amy and Terra

**Attendees Remote:** Susannah (reason for remote attendance- geographic distance), Tim (reason for remote attendance- geographic distance), Deirdre (reason for remote attendance- geographic distance)

**Regrets:** none

## Planned February Meeting Agenda:

1. Development of By-Law Change Proposal for Staff - in process
2. BoT Recruitment Updates - in process
3. Discuss/review possible tracking mechanisms for potential candidates - in process
4. Schedule the next few meetings - still TBD
5. How does proposal get to BoT - for future meeting

## Development of By-Law Change Proposal for Staff

- Sec. 2
- Original: A. The Board of Trustees is a public entity, which shall be composed of six to fifteen **persons**. Parents of students shall fill at least two positions, and ideally not more than two-thirds. Membership in the Cooperative is not a prerequisite to serve on the Board of Trustees.
- Revised: A. The Board of Trustees is a public entity, which shall be composed of six to fifteen **voting members**. Parents of students shall fill at least two positions, and ideally not more than two-thirds. Membership in the Cooperative is not a prerequisite to serve on the Board of Trustees.
- Original: D. **Permanent employees of the school shall be disqualified from serving on the Board of Trustees during their time of employment..** The three Domain Directors shall serve as ex-officio members of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.
- Revised: D. **Permanent employees of the school shall be disqualified from serving as voting members of the Board of Trustees during their time of employment.** The three Domain Directors shall serve as ex-officio members of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.
- Original: E. One member of the Friends of Hilltown Board may be appointed by the Friends of Hilltown to serve a one-year term as an ex-officio member of the Board of Trustees, where they may fully participate in Board of Trustee meetings, but not vote.
- Revised: E. One member of the Friends of Hilltown Board may be appointed by the Friends of Hilltown to serve a one-year term as an ex-officio member of the Board of

Trustees, where they may fully participate in Board of Trustee meetings, but not vote. In addition, up to two permanent employees may be elected to the Board of Trustees as ex-officio, non-voting members for two-year terms and may choose to renew for an additional one year term. The total number of sequential years a permanent employee member may serve is three.

- Discussion

- Membership size clarification: change paragraph A to “6-15 voting members” (rather than “6-15 persons”) --
  - Need to clarify that staff members would be non-voting members, so adding 1-2 staff members does not change the number of voting members.
  - Possible concern: if we do have 15 voting members + 3 Directors + 1 FOH ex officio + 2 staff members, then we could have 21 people at a BOT meeting, and that could be unwieldy. Suggestion: if BOT really does get that big (there haven't been >12 voting members in the past decade) then perhaps GABS could address size range at that time.
  - Change paragraph D to say “Permanent employees of the school shall be disqualified from serving as voting members of the Board of Trustees during their time of employment.
- Number of Staff Members
  - Voting/non-voting balance? Could have a scenario with a max of 6 non-voting members and a min of 6 voting members - meaning voting and non-voting voices are matched. Concern: should # of voting members always be larger than # of non-voting members? One option is to increase minimum number of BOT members to 7 (instead of 6).
  - GABS thinks it might be best to limit the # of staff members to just 1 instead of 2, for reasons of BOT size and voting member balance → this should go to BOT for larger discussion.
- Term limits:
  - For reference, BOT terms are 3 years for parents, 2 years for community members, with option to renew for 1-3 years. This gives BOT members time to get up to speed with meeting process, school, open meeting law.
  - Concern: might get more interest if we had 2 year terms (not 3) and allowed renewal.
  - Concern: is a 2-year term too long for a staff member? Would that commitment be intimidating? But it takes a while to get up to speed with how the board operates (even if one already knows the school)
  - Are we modeling the staff position after a parent member or a community member? Suggestion to model after community (2 year term + 1-2 year optional extension) is the way to go.
  - Probably good to limit renewal to a single year, so can keep getting fresh staff voice/perspective. Suggest to limit sequential years to 3.

- STATUS: In progress. GABS did not have time to (quite) finish the by-laws proposal at the February meeting, so scheduled a second GABS meeting before the March BOT meeting. However, that second GABS meeting was snowed out, so will not happen until after the March BOT meeting. GABS will bring the complete by-laws proposal to the BOT at the April BOT meeting.

**BOT Recruitment Updates:**

Person	Have Interest Form	Sent BOT job description?	Discussed BOT role: detailed conversation	Attended BOT meeting?
Noelle Stein	Yes	Yes - Deirdre	Tim (to do)	March?
Liz Preston	Yes	Yes - Deirdre	Terra (to do)	Yes - Jan
Matt Dube	Yes	Yes - Deirdre	Terra (to do)	March?
Gillian Fahmy	Yes	Yes - Deirdre	Deirdre (to do)	March?
Paula Ingram	(early interest)	Deirdre - to do	Susannah (to do)	Yes - Dec, Jan

- Deirdre has sent BOT job descriptions to Noelle, Matt, and Liz
- Noelle - Tim has talked with Noelle initially and will schedule a time to chat with her to discuss more details. Tim will invite her to the March BOT meeting.
- Matt - is on Finance already, has put in paperwork for BOT, and is coming to March BOT meeting. Terra will talk with him about what being on the BOT entails, etc.
- Gillian - Deirdre will follow up with her to see where things stand. We think Gillian is coming to the March BOT meeting.
- Liz - Terra will follow up with Liz to check in.
- Lathrop no longer has a person who coordinates volunteer activities for its residents. The best

**Next Meeting: March 7th, 5:00 pm HCCPS → SNOWED OUT**  
(actual next meeting timing still TBD)



## Personnel Committee Minutes

**Date:** March 6, 2018

**Present:** Gaby Blaustein, Joe Wyman, Lara Ramsey

**Regrets:** Steve Hoyt

**Agenda:** Revise Personnel Proposal to the Board of Trustees re: Emergency Hiring Protocol

1. Specified that this is an emergency hiring protocol for teachers (not all staff)
2. Clarified what qualifies as an emergency hire (hire if a position becomes open fewer than 20 days before the start or the end of the school year)
3. Listed the main difference between a standard hiring process and an emergency hiring process.
4. Came to new questions for further discussion.
  - a. Does it need to be clarified that the school counselor and speech and language specialists and other service providers are considered teachers for the purposes of this protocol? We don't want to risk interrupting services by not having an emergency hire possible for these jobs as well.
  - b. Discussion about why long term subs can apply as internal applicants is desired (though maybe not necessary to pass this proposal).



**Hilltown Cooperative Charter Public School**

**Site**

12/6/17- 8 AM

Dan's office

**Present:** Dan Klatz, Charles Wiemeyer Karen Sise and Steven Schrems

**Regrets:** David Stauffer

**Notetaker:** Charles

**Guests:**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Discussed projects for the school- what projects need to be advertised publicly for prevailing wage bids</b>	<b>The school has been in the spirit on projects regarding public bids- moving forward public bids will be the norm for projects over \$ 10,000.00</b>	<b>To follow up on future projects going to public bid</b>
<b>Discussed the capital replacement plan for the school</b>	<b>Increase projected costs to include prevailing wages</b>	<b>Re look at the capital replacement plan with the prevailing wages included</b>
<b>Lights in the school</b>	<b>Discussed the color of the bulbs that have been installed and which color has been best received - dimmers and sectional switching for each classroom</b>	<b>Wait on reviews by teachers</b>
<b>Windows</b>	<b>Keep pricing set at \$400.00 per window</b>	<b>Dan to move forward with partial replacement</b>
<b>Flooring</b>	<b>Flooring is out of warranty - 10 year replacement - Hallway replacement due to highest usage All school space flooring damaged by the folding benches</b>	<b>Add to next meeting</b>

<p><b>Sprinkler system</b></p>	<p><b>Dry system- system needed repair on small leak in November.</b></p> <p><b>If the system was set off all flooring would be in jeopardy</b></p> <p><b>Have the system inspected to get an understanding of longevity of the system</b></p>	<p><b>Dan to follow up with the sprinkler company</b></p>
<p><b>Playground</b></p>	<p><b>Large playground structure rebuilt- Added ten years to life- set budget of \$ 75,000.00</b></p>	

**Sound treatment of the school presented by Karen                      Karen can source and price panels at cost to be volunteer                      Provide Karen with room sizes                      labor.**

**Sound treatment of music room wall**

**Solar plan put on hold with good the good electric pricing received for the next 3 years**

**Next meeting: 1/10/18- 8 AM Dan's office**

**Hilltown Cooperative Charter Public School**

**SITE**

1/10/18- 8AM

Dan's office

**Present: Dan Klatz, Charles Wiemeyer and Steve Schrems**

**Regrets: Karen Sise and David Stauffer**

**Notetaker: Charles**

**Guests:**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Sprinkler system removed for the Capital Replacement Plan</b>	<b>System repaired as needed - operational cost</b>	
<b>Flooring - removed from Capital Replacement Plan</b>		
<b>Solar- removed from Capital Replacement Plan</b>	<b>School cannot benefit from the current state and federal incentives</b>	
<b>HVAC</b>	<b>Have the system traced to understand the controllers and zones that are associated with them- Alarm to be installed with a new controller the maybe smart device controlled on site and remotely ( wireless) - also include CO2 levels monitors- Making this the highest priority- Repair system that will allow future change to wireless controllers</b>	<b>On going research- Dan to talk to Buzzy about the system</b>

<b>Door accessed by “key card”</b>	<b>Allow time limited access to parents and track teachers at night for lock up</b>	<b>On going research</b>
<b>Lighting</b>	<b>On going discussion on fixture replacement with dimmable bulbs</b>	<b>On going research</b>
<b>Proposal process for BOT for funding projects discussed</b>	<b>Dan explained how the process works</b>	<b>Make a proposal to the BOT</b>

**Next meeting: 2/14/18 - 8 AM**

**Hilltown Cooperative Charter Public School**

**Site**

2/14/18- 8AM

Dan Office

**Present: Dan Klatz, Charles Wiemeyer, Karen Sise, Michael Filas and Steve Schrems**

**Regrets: David Stauffer**

**Notetaker: charles**

**Guests:**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Karen explained sound panels</b>	<b>Based on prices - doing only part of a rooms with a availability to add to the pattern</b>	<b>Karen to provide pricing to Dan</b>
<b>Windows - this summer first stage</b>	<b>Windows reviewed by a parent who is a window supplier- doing second floor and all school space- replacement windows to be sliders to limit hardware failures- safety glass windows installed in the all school space. Increase window sealing around windows with high efficiency products- Discussed window alarms- not needed in Dan's opinion</b>	<b>Dan to received pricing and present to BOT</b>

<b>HVAC 1-2 year replacement</b>	<b>Have the controllers traced this summer- budget of \$5000.00- Test fresh air exchange system budget \$2500.00-South end of the building the rooms floor plan was changed without regards to the controllers for the previous zones- future install mini splits to this part of the build to supplement both heating and cooling for individual classrooms</b>	<b>Present to BOT</b>
<b>Lighting - this summer</b>	<b>Summer install - budget \$1500.00-\$ 2500.00 Energy savings to be reviewed</b>	<b>Possibility of installation by veterans- Dan follows up with them</b>
<b>Rope swing</b>	<b>Charles do to repairs on swing this summer</b>	
<b>Flooring</b>	<b>On going research - try waxing the hallway floor test section</b>	
<b>Solar plan</b>	<b>On hold</b>	

**Landscaping plans that**

**Parent driven - We have many landscape**

**the school commissioned for the new location**

**Hallway wood panel**

**Future project- \$ 2500.00**

**3/7/18- 8 AM meeting:**