

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, October 2, 2019, 6:30 pm

- Present:** Lara Ramsey, Dan Klatz, Paula Ingram, Liz Preston, Rich Senecal, Kelly Woods, Noelle Barrist Stern, Deirdre Arthen, Karen Sise
- Regrets:** Matt Dube, Joe Wyman, Myssie Casinghino, Tim Reynolds, Dawn Reesman
- Facilitator:** Deirdre
- Notetaker:** Noelle
- Guests:** None
- List keeper:** Kelly
- Timekeeper:** Paula
- Mission statement read by:** Lara

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<p><b>Announcements/ Appreciations/ Acknowledgements</b></p>	<p><u>Announcements:</u></p> <p>Dan announced that Senator Jo Comerford has filed an amendment to an education spending bill to fund a commission to study charter schools, which those in the charter school community interpreted to be anti-charter school. Dan sent a letter to parents, asking that they contact their legislators. Many parents responded. Dan has requested a meeting with Senator Comerford. She responded to him and two other charter schools in the area that her intention was not to be anti-charter school. However, HCCPS was not consulted and the amendment seems to pit charter schools against district schools. Lara read a statement Senator Comerford posted about the issue on her website.</p> <p><u>Appreciations/Acknowledgements:</u></p> <p>Lara acknowledged Dawn, Kelly, Tim, and Paula for meeting with Department of Secondary and Elementary Education staff who visited the school as part of the charter school renewal process.</p> <p>Kelly acknowledged all of the teachers for putting</p>	

	together the parent nights.	
<b>Any thank you notes needed?</b>	None	
<b>BOT Visibility this month?</b>	The Book Fair and Pass It On Party is on October 26th. Deirdre said that it would be nice for BOT members to attend the morning coffees. The schedule will be available soon.	
<b>Minutes</b>	Kelly was the list keeper, not Karen.	Kelly moved to approve the minutes with that edit; Liz seconded; the minutes were approved.
<b>Public Comment Period</b>	None	
<b>Review Committee Goals and Assignments (Tim)</b>	Tabled in Tim's absence.	
<b>Board Goals (Tim)</b>	Tabled in Tim's absence.	
<b>Long-Range Plan and Brainstorming (Dan and Lara)</b>	Dan and Lara asked that the BOT brainstorm categories of things that would be helpful to include in the LRP. Past categories were around programming, community, fiscal goals, governance goals, personnel, etc. The BOT's suggestions included: environmental sustainability (community; physical space); diversity of staff (personnel) and students (community); the possibility of having a stand-alone kindergarten (class configuration); growth (physical space); length/structure of day/year (program); teaching configurations and co-teaching (program); social/emotional support space (program); salaries	

	(fiscal; personnel); sending districts (community); outdoor space (physical space); attic (physical space); staff morale (personnel; community); community engagement with Easthampton (community); school leadership positions/distribution of responsibilities (governance); mission statement (governance); administrative capacity (governance); succession plan (governance); family engagement in the 2020s (community); and anti-racism practices (program; community).	
<b>Medication Policy (Dan)</b>	The BOT has to pass a medication policy and, going forward, it will need to be passed every two years. DESE has provided guidance on what it should look like. It includes things such as administering Epi Pens. Dan explained that everything in the policy is in line with HCCPS's current practices.	Noelle moved to approve; Karen seconded; the BOT approved the medication policy.
<b>Family and Community Engagement Update (Deirdre)</b>	Deirdre summarized the findings of the Family and Community Engagement Study. The primary ways parents and caregivers feel engaged are: the connection parents and caregivers have with teachers, feeling informed about what is going on at the school, and being connected to other families. Some strategies to increase community engagement going forward include: transforming the Community Team to include Friends of Hilltown, event teams, SEPAC, and others and coordinating this larger group on-line; increasing the visibility of volunteer opportunities; and conducting outreach to grandparents. Other strategies will require more discussion before implementation and include: reviving evening discussion groups; increasing parents' accessibility to older students' teachers and classrooms; prioritizing new families; adding structure at summer family gatherings; and class parent outreach to new families.	
<b>Charter Renewal Review (Dan)</b>	Dan recapped DESE's site visit to the school for charter renewal. The DESE staff members met with BOT members, teachers, and the three Directors and the Student Services Coordinator. They observed in	

	classrooms. They will now take the renewal application and the last five years of annual reports and will give the school a summary of their findings for factual clarification. It will then go to the Commissioner of DESE who will make a decision on renewal. All of the schools recommended for renewal will go to a February Board of Education meeting for approval.	
<b>Delegate Approval of Annual Report to Finance Committee (Dan)</b>	The auditor will be at the school on October 3, 2019 and a few days thereafter. He will have the audit ready for the October Finance Committee meeting. It needs to be approved by October 31, 2019. The BOT will receive a copy of the audit in the November meeting packet. Dan proposed that one person be given authority to approve the audit in consultation with the Finance Committee.	Kelly moved to delegate approval of the audit to the Treasurer in consultation with the Finance Committee; Liz seconded; the BOT approved the delegation.
<b>New Business - Identify only</b>	None	
<b>Committee Reports - Questions only</b>	There were no questions about committee reports. GABS made two requests: (1) that committee chairs send dates for meetings to Deirdre and Noelle; and (2) to let Deirdre know if committee chairs are interested in having new members join, because there are a number of parents who have expressed interest in joining the BOT and committees. Committee chairs stated that they do not need additional members. Dan noted that smaller committees tend to accomplish more and that it is good to keep the ratio between parents and teachers/administrators even.	
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meeting: November 13, 2019 at 6:30 p.m. Facilitator: Tim Snacks: Rich Drinks: N/A Newsletter blurb: Deirdre	

<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:01 p.m.	

**Tentative Agenda Topics for November 13, 2019 Board Meeting:**

- Committee goals and assignments
- BOT goals
- Long-range planning
- GABS proposal
- First Quarter Financial Statement and Audit

Hilltown Cooperative Charter Public School

Financial Statements  
and  
Independent Auditor's Report  
June 30, 2019 and 2018

Richard Abbott  
Certified Public Accountant  
Easthampton, MA

# Hilltown Cooperative Charter Public School

## Table of Contents

	<u>Page No.</u>
Independent Auditor's Report	1
Management Discussion and Analysis	3
Financial Statements:	
Statement of Net Position	7
Statement of Revenues, Expenses, and Changes in Net Position	8
Statement of Cash Flows	9
Notes to Financial Statements	10
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards	17
Board Acceptance Letter	19



**Richard Abbott**

Certified Public Accountant

163 Northampton Street, Suite B  
Easthampton, MA 01027

**t:** (413) 529-9697

**f:** (413) 527-4339

**e:** accountants@abbott-cpa.com

## Independent Auditor's Report

To the Board of Trustees  
Hilltown Cooperative Charter Public School  
1 Industrial Parkway  
Easthampton, MA 01027

I have audited the accompanying financial statements of Hilltown Cooperative Charter Public School (the School) as of and for the years ended June 30, 2019, and 2018, and the related statements of revenues, expenses, and changes in net position and cash flows for the years then ended and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.



## Opinion

In my opinion the financial statements referred to above present fairly, in all material respects, the financial position of the Hilltown Cooperative Charter Public School as of June 30, 2019 and 2018, and the changes in its net position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted in inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated October 23, 2019, on my consideration of the School's internal control over financial reporting and my tests of compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of my audit testing of internal controls over financial reporting and compliance and the results of the testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

October 23, 2019

*Richard Abbott, CPA*

Hilltown Cooperative Charter Public School  
Management Discussion and Analysis (Unaudited)

June 30, 2019

The following discussion and analysis of the Hilltown Cooperative Charter Public School (the School) financial performance provides an overview of the School's financial activities for the fiscal year ended June 30, 2019 and comparative information for 2018. Please read it in conjunction with the School's basic financial statements and the related notes to the financial statements, which begin on page 7.

***The School As A Whole***

The School received their charter on December 9, 1994 to operate as a public charter school in the Commonwealth of Massachusetts. The initial charter was awarded for a five-year period and is subject to renewal by the Commonwealth of Massachusetts Board of Education. The School's most recent charter renewal is in effect from July 1, 2016 through June 30, 2020. During the fiscal years ended June 30, 2019 and 2018, the School operated kindergarten through eighth grade and their enrollment was comprised of 218 and 218 students, respectively. Maximum capacity of the School is 218 students.

***Using This Annual Report***

This annual report consists of a series of financial statements. In accordance with *Governmental Accounting Standards Board Statement No. 34 Basic Financial Statement – Management's Discussion and Analysis - for State and Local Governments* (GASB 34), the School is considered a special purpose government entity that engages in only business type activities. All of the financial activity of the School is recorded in an enterprise fund within the proprietary fund group. In accordance with GASB No. 34 and GASB No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, the School issues a *Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and a Statement of Cash Flows*. These statements provide information about the financial activities of the School, as a whole. This annual report also contains notes to the financial statements which provide additional information that is essential to a full understanding of the information provided in the basic financial statements.

***Financial Statements***

The *Statement of Net Position* presents the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the School as a whole, as of the end of the fiscal year. The *Statement of Net Position* is a point-in-time financial statement. The purpose of this statement is to present a fiscal snapshot of the School to the readers of the financial statements. Assets are resources with present service capacity that the School presently controls. Liabilities are present obligations to sacrifice resources that the School has little or no discretion to avoid. A deferred outflow of resources is a consumption of net assets by the School that is applicable to a future reporting period. A deferred inflow of resources is an acquisition of net assets by the School that is applicable to a future reporting period. Net position represents the difference between all other elements in a statement of financial position and is displayed in three components - *net investment in capital assets*; *restricted* (distinguishing between major categories of restrictions); and *unrestricted*.

The *net investment in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Hilltown Cooperative Charter Public School  
Management Discussion and Analysis (Unaudited)

June 30, 2019

*Financial Statements - continued*

The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Over time, readers of the financial statements will be able to evaluate the School's fiscal health (liquidity and solvency) or financial position by analyzing the increases and decreases in net position to determine if the School's financial health is improving or deteriorating. The reader will also need to consider other non-financial factors such as changes in economic conditions and new or amended charter school legislation when evaluating the overall financial health of the School. This statement is also a good source for readers to determine how much the School owes to vendors and creditors and the available assets that can be used to satisfy those liabilities.

The *Statement of Revenues, Expenses and Changes in Net Position* reports the financial (revenue and expenses) activities of the School and divides it into two categories: *Operating activities* and *Non-operating activities*. Operating activities include all financial activities associated with the operation of the School and its related programs. Consequently, all non-operating activities include all financial activities not related to the operation of a charter school. Changes in total net position as presented on the *Statement of Net Position* are based on the activity presented in this statement. This statement helps to determine whether the Schools had sufficient revenues to cover expenses during the year and its net increase or decrease in net position based on current year operations.

The *Statement of Cash Flows* provides information about the School's cash receipts and cash payments during the reporting period. The statement reports cash receipts, cash payments, and net changes in cash resulting from *operations, investing, and capital and noncapital financing activities* and provides answers to such questions as "from where did cash come?," "for what was cash used?," and "what was the change in the cash balance during the reporting period?" This statement also is an important tool in helping users assess the School's ability to generate future net cash flows, its ability to meet its obligations as they come due, and its need for external financing.

*Notes to the Financial Statements* provide additional information that is essential to a full understanding of the information provided in the School's financial statements.

Hilltown Cooperative Charter Public School  
Management Discussion and Analysis (Unaudited)

June 30, 2019

***Financial Highlights***

The following financial highlights are for the fiscal year 2019 with comparative information from the fiscal year 2018:

- \* The School held total assets of \$4,534,400 and \$4,646,286 at June 30, 2019 and 2018, respectively, of which \$255,233 and \$275,160 were investments in capital assets, respectively, and the majority of the remaining assets consisted of cash, certificates of deposit, accounts receivable, and prepaid expenses.
- \* The School held total liabilities of \$3,676,292 and \$3,734,037 at June 30, 2019 and 2018, respectively. \$319,288 and \$323,608 of the liabilities were current and \$3,357,004 and \$3,410,429 were non-current respectively.
- \* Total net position for the School was \$858,108 and \$912,249 at June 30, 2019 and 2018, respectively, of which \$602,875 and \$637,089 was unrestricted and \$255,233 and \$275,160 was investments in capital assets, respectively. At June 30, 2019 and 2018, the board had designated net position for use for a contingency fund in the amount of \$50,000 and \$282,915, respectively.
- \* The School owns their school building. The total that the School has invested in the building and improvements at June 30, 2019 was \$3,890,381. The School had an investment in building improvements at June 30, 2018 in the amount of \$3,859,777.
- \* The School earned total revenues of \$3,751,464 and \$3,613,789 for the years ended June 30, 2019 and 2018, respectively, of which 99% and 99% were operating revenues. For the years ended June 30, 2019 and 2018, 1% and 1% was from non-operating revenues in each year, respectively. The non-operating revenue amount for 2019 and 2018 included contribution income of \$43,066 and \$23,866, respectively which was 1% and 1% of total revenue for each year. Included in total revenues was on behalf of pension contributions in the amount of \$522,810 and \$514,515, respectively. These amounts represent the Commonwealth of Massachusetts contributions to the Massachusetts Teachers' Retirement System on behalf of eligible employees of the school.
- \* The School had total expenses of \$3,805,605 and \$3,636,844 for the years ended June 30, 2019 and 2018, respectively. Included in the 2019 and 2018 total expenses was on behalf of pension contributions of \$522,810 and \$514,515, respectively which represents the Commonwealth of Massachusetts contribution to the Massachusetts Teachers' Retirement System on behalf of eligible employees of the school.
- \* The School had an overall net deficit for the years ended 2019 and 2018 of \$(54,141) and \$(23,055), respectively. In fiscal year 2019, the net deficit was comprised of an operating deficit of \$(94,350) and a non-operating surplus of \$40,209. In fiscal year 2018, the net deficit was comprised of an operating deficit of \$(40,795) and a non-operating surplus of \$17,740. For both the years ended 2019 and 2018, depreciation expense in the amount of \$102,511 and \$97,144, respectively resulted in the reported overall deficits. Absent depreciation expense for 2019 and 2018, the School would have reported surpluses of \$48,370 and \$74,089, respectively.

Hilltown Cooperative Charter Public School  
Management Discussion and Analysis (Unaudited)

June 30, 2019

***Budgetary Highlights***

The School's annual budget was amended as the year progressed. For the fiscal year ended June 30, 2019, the School incurred \$3,282,795 in actual expenditures (exclusive of on behalf of pension contributions of \$522,810) compared to budgeted expenditures of \$3,170,189. The school received \$3,228,654 in income for the fiscal year ended June 30, 2019 (exclusive of the on behalf of pension contributions) compared to budget income of \$3,195,521.

The School had a capital budget of \$35,000 for the year ending June 30, 2019. Of that amount \$35,000 was expended in the year ending June 30, 2019.

The School budgeted tuition for fiscal years 2019 and 2018 based on enrollment of 218 and 218 for each year, respectively and using the average per pupil rate from the sending districts of the previous year.

***School's Financial Activities***

Most of the School's funding is received from the Commonwealth of Massachusetts Department of Elementary and Secondary Education and is based on a standard rate per pupil. The School received \$2,925,664 in per pupil funding in fiscal year 2019, versus \$2,787,900 in per pupil funding in fiscal year 2018. This represents 91% and 90% of the School's revenue for each year (exclusive of on behalf of pension contributions), respectively. In addition, the School received federal and Commonwealth of Massachusetts grants which totaled \$62,555 and \$56,819 for fiscal years 2019 and 2018, respectively.

***Contacting The School's Financial Management***

This financial report is designed to provide the reader with a general overview of the School's finances and to show the accountability for the funds received. If you have questions about this report or need additional information, contact the Business Office of the Hilltown Cooperative Charter Public School.

Hilltown Cooperative Charter Public School  
Statement of Net Position  
June 30, 2019 and 2018

	Assets	
	2019	2018
Current Assets		
Cash	\$ 59,303	\$ 551,391
Certificate of Deposit	509,260	302,049
Accounts Receivable	275,016	38,430
Prepaid Expenses	25,167	16,854
Total Current Assets	868,746	908,724
Noncurrent Assets		
Building & Improvements (Net)	3,637,397	3,702,401
Furniture & Equipment (Net)	18,449	22,550
Vehicle (Net)	9,808	12,611
Total Noncurrent Assets	3,665,654	3,737,562
Total Assets	\$ 4,534,400	\$ 4,646,286
	Liabilities And Net Position	
Current Liabilities		
Accounts Payable	\$ 33,300	\$ 42,777
Accrued Wages Payable	226,709	218,790
Accrued Payroll Liability	353	(1,339)
Accrued Expenses	5,509	11,157
Deferred Revenue	-	250
Notes Payable - Current	53,417	51,973
Total Current Liabilities	319,288	323,608
Noncurrent Liabilities		
Notes Payable - Non-Current	3,357,004	3,410,429
Total Noncurrent Liabilities	3,357,004	3,410,429
Total Liabilities	3,676,292	3,734,037
Net Position		
Net Invested In Capital Assets	255,233	275,160
Unrestricted Net Position	602,875	637,089
Total Net Position	858,108	912,249
Total Liabilities And Net Position	\$ 4,534,400	\$ 4,646,286

See Accompanying Independent Auditor's Report And Notes To Financial Statements

Hilltown Cooperative Charter Public School  
Statement of Revenues, Expenses and Changes in Net Position  
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Operating revenues		
Tuition	\$ 2,925,664	\$ 2,787,900
On Behalf Pension Payment	522,810	514,515
Government Grants	62,555	56,819
Medicaid & Other Reimbursements	26,467	43,737
Private Grants	1,316	21,871
After School Fees	95,838	89,250
Field Trip Income	21,148	45,058
School Lunch Receipts	23,199	8,124
Student Activity Fees	21,552	19,587
Total operating revenues	<u>3,700,549</u>	<u>3,586,861</u>
Operating expenses		
Wages	2,234,957	2,105,539
Payroll Taxes	77,846	68,032
Fringe Benefits	298,267	280,444
On Behalf Pension Payment	522,810	514,515
Consulting & Contracted Services	159,943	142,682
Depreciation Expense	102,511	97,144
Dues & Subscriptions	5,907	5,483
Educational Supplies & Textbooks	35,459	33,077
Food Services	25,542	11,720
Interest Expense	94,564	95,973
Instructional Technology	20,901	13,379
Occupancy	168,992	162,383
Other Operating Expenses	23,104	41,141
Transportation & Field Trips	24,096	56,144
Total Operating Expenses	<u>3,794,899</u>	<u>3,627,656</u>
Operating Income	<u>(94,350)</u>	<u>(40,795)</u>
Non-Operating Revenues & (Expenses)		
Fundraising Income	43,066	23,866
Investment Income	7,849	3,062
Fundraising Expense	(2,003)	(2,213)
Other Non-Operating Expense	(8,703)	(6,975)
Total Non-Operating Revenues (Net)	<u>40,209</u>	<u>17,740</u>
Change in Net Position	(54,141)	(23,055)
Net Position at Beginning of Year	<u>912,249</u>	<u>935,304</u>
Net Position at End of Year	<u>\$ 858,108</u>	<u>\$ 912,249</u>

See Accompanying Independent Auditor's Report Notes To Financial Statements

Hilltown Cooperative Charter Public School  
Statement of Cash Flows  
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash Flow from Operating Activities:		
Receipts from Tuition	\$ 2,650,648	\$ 2,787,900
Receipts from Grants	102,301	40,260
Receipts from Programs	187,510	206,131
Payments to Employees	(2,227,038)	(2,090,336)
Payments for Payroll Related Expenses	(388,483)	(317,791)
Payments to Vendors & Suppliers	(567,022)	(559,198)
Net Change in Cash - Operating Activities	<u>(242,084)</u>	<u>66,966</u>
Cash Flows from Non-Capital Financing Activities:		
Non-Operating Receipts	50,665	27,178
Non-Operating Disbursements	(10,873)	(9,188)
Net Change in Cash - Non-Capital Financing Activities	<u>39,792</u>	<u>17,990</u>
Cash Flows from Investing Activities:		
Additions to Certificate of Deposit	(207,211)	(210,224)
Net Change in Cash - Investing Activities	<u>(207,211)</u>	<u>(210,224)</u>
Cash Flows from Capital & Related Financing Activities:		
Building Improvement Purchase	(30,604)	(85,087)
Vehicle Purchase	-	(14,012)
Payments on Note Payable	(51,981)	(50,571)
Net Change in Cash - Capital & Related Financing Activities	<u>(82,585)</u>	<u>(149,670)</u>
Increase (Decrease) in Cash	(492,088)	(274,938)
Cash at Beginning of the Year	<u>551,391</u>	<u>826,329</u>
Cash at End of the Year	<u>\$ 59,303</u>	<u>\$ 551,391</u>
Reconciliation of Operating Income to Net Change in Cash - Operating Activities:		
Change in Net Position	\$ (94,350)	\$ (40,795)
Adjustments to Reconcile Change in Net Position to Net Change in Cash - Operating Activities:		
Depreciation	102,511	97,144
Change in Assets & Liabilities:		
Accounts Receivable	(236,586)	(38,288)
Prepaid Expense	(8,145)	24,397
Accounts Payable	(9,477)	964
Accrued Wages Payable	7,919	15,203
Accrued Payroll Liabilities	1,692	5,770
Accrued Expenses	(5,648)	2,571
Net Change in Cash - Operating Activities	<u>\$ (242,084)</u>	<u>\$ 66,966</u>
Supplemental Disclosure of Cash Flow Information		
Non-Cash Operating Activity - On Behalf of Pension Payment for Employees	\$ 522,810	\$ 514,515
Interest Paid and Charged to Expense	94,564	95,973



# Hilltown Cooperative Charter Public School

## Notes to the Financial Statements

June 30, 2019 and 2018

### 1. Nature of Organization

The Hilltown Cooperative Charter Public School (the School) was established on December 9, 1994 after receiving their charter from the Commonwealth of Massachusetts under Chapter 71, Section 89 of the General Laws of Massachusetts. The initial charter was issued for a five-year period and has been renewed three times by the Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) until June 30, 2020 at which time it will again be subject to renewal. The School is considered a special purpose governmental entity and operates as a public school. DESE provides approximately 92% of the funding to the School through a per pupil rate and federal and state grants. The School is located at One Industrial Parkway, Easthampton, Massachusetts.

The School's mission is:

To engage students in a school that uses experiential hands-on activities in 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.

### 2. Summary of Significant Accounting Policies

The accounting policies of the School conform to accounting principles generally accepted in the United States as applicable to governmental units. The following is a summary of the School's significant accounting policies:

#### Financial Statement Presentation

The School, in accordance with *Governmental Accounting Standards Board (GASB) Statement No. 34 - Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments*, is considered a special purpose governmental entity that engages in only business type activities and is not a component unit of another governmental entity. Therefore, the financial statements are prepared using the accrual basis of accounting and all of the activity is recorded in the enterprise fund. The School's financial statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position and a Statement of Cash Flows.

#### Basis Of Accounting

The accrual method of accounting is used for all governmental entities that operate as business type entities. Accordingly, revenue is recognized when earned and capital assets and expenditures are recorded when received and incurred, respectively. Pursuant to GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, the School has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

Hilltown Cooperative Charter Public School

Notes to the Financial Statements

June 30, 2019 and 2018

2. Summary of Significant Accounting Policies (continued)

Tax Status

The School was established under a charter granted by DESE and operates as part of the Commonwealth of Massachusetts and is, therefore, generally exempt from income taxes under Section 115 of the Internal Revenue Code.

Cash and Cash Equivalents

For the purpose of the Statement of Net Position and the Statement of Cash Flows, the School considers all investments with an original maturity of three months or less to be cash equivalents. As of June 30, 2019, and 2018, the School held no cash equivalents. For the purposes of these financial statements, the School's cash consisted of checking accounts and a money market account. The school also has long term certificates of deposit which are not considered cash for the purposes of these financial statements.

Accounts Receivable

Accounts receivable are presented at their original invoiced amount. Management's periodic evaluation of the adequacy of the allowance is based on its past experience. There is no allowance for doubtful accounts as management considers all receivables to be collectible and the School has no history of significant uncollectible receivables.

Operating Revenue and Expenses

Operating revenue and expenses generally result from providing educational and instructional services in connection with the School's principal ongoing operations. The principal operating revenues include tuition and grants. Operating expenses include educational costs, occupancy costs, administrative expense, and depreciation on capital assets. All other revenue and expenses not meeting this definition are reported as non-operating revenue and expenses.

Capital Assets

Property and equipment are recorded at cost or at fair market value at the date of donation. Capital assets purchased with a cost or value greater than \$5,000 are capitalized. Depreciation is computed on the straight-line basis using estimated useful lives of 3 to 5 years for equipment and 10 years for furniture and fixtures. The Building is depreciated over a period of 40 years and building improvements are depreciated over an expected life of 10 to 20 years.

Classification of Net Position

The Unrestricted Net Position of the organization as reported on the Statement of Net Position represents the portion of the of overall net position that is available to support operations. The Net Invested in Capital Assets Net Position represents the book value of capital assets net of any related debt. The Restricted Net Position represents the funds received or committed to specific uses or programs, the school had no restricted funds at June 30, 2019 or June 30, 2018.

Hilltown Cooperative Charter Public School

Notes to the Financial Statements

June 30, 2019 and 2018

2. Summary of Significant Accounting Policies (continued)

Fair Value of Financial Instruments

The School's financial instruments, none of which are held for trading purposes, include cash and accounts receivable. The School estimates that the fair value of all financial instruments at June 30, 2019 and 2018 does not differ materially from the aggregate carrying value of its financial instruments recorded in the accompanying financial statements.

Reclassification

Reclassifications are made to account balances in the prior year financial statements when necessary to conform to the current year presentation.

3. Deposits with Financial Institutions

At June 30, 2019 and 2018, the school's total bank account balance was \$568,563 and \$853,440, respectively. The School maintains its cash accounts at two financial institutions. This balance, at times, may exceed the Federal Deposit Insurance Corporation (FDIC) insured limit of \$250,000. Management acknowledges the possibility of risk in this arrangement, however, the size and longevity of the depository institutions minimizes such risk. In addition, the bank accounts are maintained at Massachusetts chartered savings banks that maintain additional insurance through the Depositors Insurance Fund (DIF), a private industry sponsored insurance company.

As required by Governmental Accounting Standards Board Statement No. 40, *Deposits and Investment Risk Disclosures*, the following represents a summary of deposits as of June 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Insured through the Federal Deposit Insurance Corporation	\$250,303	\$250,303
Insured through Depositors Insurance Fund	<u>318,260</u>	<u>603,137</u>
Total	<u>\$568,563</u>	<u>\$853,440</u>

Hilltown Cooperative Charter Public School

Notes to the Financial Statements

June 30, 2019 and 2018

4. Capital Assets

Changes in capital assets during fiscal years 2019 and 201 are as follows:

	<u>Balance</u> <u>June 30, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2019</u>
Capital Assets				
Building & Improvements	\$3,859,777	\$ 30,604	\$ -	\$3,890,381
Less Accumulated Depreciation	<u>(157,376)</u>	<u>(95,608)</u>	<u>-</u>	<u>(252,984)</u>
Buildings & Improvements (Net)	<u>3,702,401</u>	<u>(65,004)</u>	<u>-</u>	<u>3,637,397</u>
Furniture & Equipment	34,508	-	-	34,508
Less Accumulated Depreciation	<u>(11,958)</u>	<u>(4,101)</u>	<u>-</u>	<u>(16,059)</u>
Furniture & Equipment (Net)	<u>22,550</u>	<u>(4,101)</u>	<u>-</u>	<u>18,449</u>
Vehicle	14,012	-	-	14,012
Less Accumulated Depreciation	<u>(1,401)</u>	<u>(2,803)</u>	<u>-</u>	<u>(4,204)</u>
Vehicle (Net)	<u>12,611</u>	<u>(2,803)</u>	<u>-</u>	<u>9,808</u>
Net Capital Assets	<u>\$3,737,562</u>	<u>\$(71,908)</u>	<u>\$ -</u>	<u>\$3,665,654</u>
	<u>Balance</u> <u>June 30, 2017</u>	<u>Additions</u>	<u>Reclassifications</u>	<u>Balance</u> <u>June 30, 2018</u>
Capital Assets				
Building & Improvements	\$3,790,726	\$ 85,087	\$(16,036)	\$3,859,777
Less Accumulated Depreciation	<u>(69,743)</u>	<u>(91,642)</u>	<u>4,009</u>	<u>(157,376)</u>
Buildings & Improvements (Net)	<u>3,720,983</u>	<u>(6,555)</u>	<u>(12,027)</u>	<u>3,702,401</u>
Furniture & Equipment	18,472	-	16,036	34,508
Less Accumulated Depreciation	<u>(3,849)</u>	<u>(4,100)</u>	<u>(4,009)</u>	<u>(11,958)</u>
Furniture & Equipment (Net)	<u>14,623</u>	<u>(4,100)</u>	<u>12,027</u>	<u>22,550</u>
Vehicle	-	14,012	-	14,012
Less Accumulated Depreciation	<u>-</u>	<u>(1,401)</u>	<u>-</u>	<u>(1,401)</u>
Vehicle (Net)	<u>-</u>	<u>12,611</u>	<u>-</u>	<u>12,611</u>
Net Capital Assets	<u>\$3,735,606</u>	<u>\$ 1,956</u>	<u>\$ -</u>	<u>\$3,737,562</u>

Hilltown Cooperative Charter Public School

Notes to the Financial Statements

June 30, 2019 and 2018

5. Note Payable

The School has a note payable with the USDA dated September 15, 2016. The note is secured by the School's assets. The note was for \$3,550,000 and is payable in monthly installment over 40 years. Monthly principal and interest payments are \$12,212. The interest rate on the note is fixed at 2.75%. The note balance at June 30, 2019 was \$3,410,421, the current portion is \$53,417 and the noncurrent portion is \$3,357,004.

Future scheduled maturities of this long-term debt are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 53,417	\$ 93,127	\$ 146,544
2021	54,901	91,643	146,544
2022	56,427	90,117	146,544
2023	57,995	88,549	146,544
2024	59,607	86,937	146,544
2024 - 2029	323,829	408,891	732,720
2029 - 2034	371,418	361,302	732,720
2034 - 2039	426,014	306,706	732,720
2039 - 2044	488,647	244,073	732,720
2044 - 2049	560,500	172,220	732,720
2049 - 2054	642,933	89,787	732,720
2054 - 2057	<u>314,733</u>	<u>10,340</u>	<u>325,173</u>
Total Future Scheduled Maturities	<u>\$3,410,421</u>	<u>\$2,043,692</u>	<u>\$5,454,113</u>

6. Line of Credit

The school has a line of credit with a bank. The line of credit is for amounts up to \$75,000 and carries an interest rate of the bank's prime rate plus 1% with a 4.50% floor on the rate. The loan is secured with the certificate of deposit that the school has with the bank. As of June 30, 2019, and 2018, there were no amounts outstanding on the line of credit.

7. Government Grants

For the years ended June 30, 2019, and 2018, amounts received from the following grants were included in revenues:

	<u>2019</u>	<u>2018</u>
Massachusetts Dept. Of Education		
Special Education	\$37,716	\$36,180
Teacher Quality	4,607	4,269
Title I	19,070	16,035
Title IV	<u>1,162</u>	<u>335</u>
Total Government Grants	<u>\$62,555</u>	<u>\$56,819</u>

Government grant receivable balance as of June 30, 2019 was \$0 and \$38,430 on June 30, 2018.

Hilltown Cooperative Charter Public School

Notes to the Financial Statements

June 30, 2019 and 2018

8. Designated Net Position

During the fiscal year 2019, the Board of Trustees voted to designate \$50,000 of net position as a contingency fund and \$36,000 of net position as a capital projects fund. In fiscal year 2018, \$282,915 of net position was designated as a contingency fund and \$35,000 of net position as a capital projects fund.

9. Operating Lease

The school leases a copier machine under a five-year operating lease effective August 13, 2018 through August 12, 2023. The lease expense for the copier for the years ending June 30, 2019, and 2018 was \$5,258 and \$3,788, respectively.

Future minimum payments required under the operating lease are:

Year ending June 30, 2020	\$ 5,258
Year ending June 30, 2021	5,258
Year ending June 30, 2022	5,258
Year ending June 30, 2023	5,258
Year ending June 30, 2024	<u>876</u>
Total Minimum Future Lease Payments	<u>\$21,908</u>

10. Retirement Plans

The School's teaching staff and certain administrators participate individually in the Massachusetts Teachers Retirement System (MTRS). All qualified teachers and administrators are covered by and must participate in MTRS. All qualified teachers and administrators who qualify for the plan, along with the School are exempt from federal social security taxes for these employees. Benefits vest fully after 10 years of qualified employment and an employee may receive retirement benefits after 20 years of service or having reached the age of 55 if the participant (1) has a record of 10 years of creditable service, (2) was first employed by the school after January 1, 1978, (3) voluntarily left School employment on or after that date, and (4) left an accumulated annuity deduction in the fund. This retirement plan requires an employee contribution of eight to eleven percent (depending on the plan and the employment date) of their compensation.

The MTRS retirement plan, under GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is required by statute to determine the net pension liability for all participants. The net pension liability for the retirement plan at the June 30, 2019 measurement date was determined by an actuarial valuation prepared as of January 1, 2011, rolled forward to June 30, 2018. The School's share of MTRS net pension liability is \$5,159,193.

The School also maintains an IRC Section 403(b) Tax Deferred Annuity Plan that is entirely funded by employee contributions.

Hilltown Cooperative Charter Public School

Notes to the Financial Statements

June 30, 2019 and 2018

11. On Behalf Pension Payments

In accordance with GASB Statement 68, *Accounting and Financial Reporting for Pensions*, the School is required to recognize its proportional share of pension revenue and expenses, as reported by MTRS, as on-behalf payments in their combining financial statements. As of June 30, 2019, and 2018, the School recognized \$522,810 and \$514,515, respectively of on-behalf revenues and expenses.

12. Related Party Transactions

The Friends of the Hilltown Cooperative Charter School, Inc. is a tax exempt 501(c)(3) charitable organization that solely supports the efforts of the school by soliciting charitable donations. These funds are contributed to the school for specific uses and for general operations. During the year ended June 30, 2019 and 2018, the school received \$35,840 and \$14,844, respectively in contributions from the Friends of the Hilltown Cooperative Charter School, Inc.

During the year ending June 30, 2018 the School contracted cleaning service for the school building with a company that is owned by at that time one of the members of the Board of Trustees. During the year ending June 30, 2018 the company was paid \$44,138 for its services. Of this amount \$2,745 was included as accounts payable at June 30, 2018. As of July 1, 2018 this company is no longer providing cleaning services for the school.

13. Subsequent Events

The school has evaluated subsequent events through October 23, 2019 which is the date the financial statements were issued. There are no recognized subsequent events, events that provide additional evidence about conditions that existed at the statement of net assets date, or non-recognized subsequent events, or events that provide evidence about conditions that did not exist at the statement of net assets date, which are necessary to disclose to keep the financial statements from being misleading.



**Richard Abbott**

Certified Public Accountant

163 Northampton Street, Suite B  
Easthampton, MA 01027

t: (413) 529-9697

f: (413) 527-4339

e: accountants@abbott-cpa.com

Independent Auditor's Report on Internal Control over Financial  
Reporting and on Compliance and Other Matters Based on  
an Audit of Financial Statements Performed  
in Accordance with *Government Auditing Standards*

To The Board Of Trustees  
Hilltown Cooperative Charter Public School  
1 Industrial Parkway  
Easthampton, MA 01027

I have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Hilltown Cooperative Charter Public School which comprise the statement of net assets as of June 30, 2019, and the related statements of revenues, expenses, and changes in net assets, and cash flows for the year then ended, and the related notes to the financial statements for the year ended June 30, 2019, and have issued my report thereon October 23, 2019.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered Hilltown Cooperative Charter Public School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hilltown Cooperative Charter Public School's internal control. Accordingly, I do not express an opinion on the effectiveness of Hilltown Cooperative Charter Public School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material deficiencies or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses, as defined above. However, material weakness may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Hilltown Cooperative Charter Public School's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

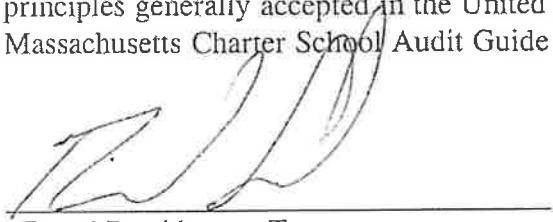
October 23, 2019

*Richard Abbott, CPA*

ACCEPTANCE OF THE BOARD OF TRUSTEES

We, the Board of Trustees of the Hilltown Cooperative Charter Public School, have voted to accept the representations of management and the expression of the opinions made by Richard Abbott, Certified Public Accountant as embodied in the financial statements and independent auditor's reports for the year ended June 30, 2019 and 2018.

We also certify that the representations made by management and the disclosures in the financial statements are accurate and have been correctly and completely disclosed as required by accounting principles generally accepted in the United States of American and the Commonwealth of Massachusetts Charter School Audit Guide for the period end June 30, 2019 and 2018.



Board President or Treasurer  
or Other Designated Person

10/23/19  
Date

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
**July through September 2019**

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>State Sources</b>				
Per-Pupil Revenue	751,590	3,018,065	-2,266,475	25%
<b>Total State Sources</b>	751,590	3,018,065	-2,266,475	25%
<b>State Grants-DOE Administered</b>				
SPED 262 Early Childhood		616	-616	
SPED 240		37,100	-37,100	
Teacher Quality 140	386	4,607	-4,221	8%
Title I 305	1,877	19,070	-17,193	10%
Title IV		1,162	-1,162	
<b>Total State Grants-DOE Administered</b>	2,263	62,555	-60,292	4%
<b>Friends of HCCS Grant</b>				
FOH Staff Development Grant	800			
<b>Total Friends of HCCS Grant</b>	800			
<b>Private Grants</b>				
Commy Fndn Class Projects	795			
<b>Total Private Grants</b>	795			
<b>Fundraising Income</b>				
General Fundraising	75			
Field Trip Fund	4,220	7,600	-3,380	56%
FOH Designated Funds		20,000	-20,000	
Winter Fair		7,000	-7,000	
<b>Total Fundraising Income</b>	4,295	34,600	-30,305	12%
<b>Other sources</b>				
Earnings on Investments	2,589	5,000	-2,411	52%
School Lunch Receipts	2,482	10,000	-7,518	25%
Special Trip Receipts				
Prisms Special Trip Receipts	1,200	27,000	-25,800	4%
Purples Special Trip Receipts		5,000	-5,000	
<b>Total Special Trip Receipts</b>	1,200	32,000	-30,800	4%
SPED Medicaid reimbursement		30,000	-30,000	
<b>Total Other sources</b>	6,271	77,000	-70,729	8%
<b>Kid's Club Income</b>	12,432	80,000	-67,568	16%
<b>Student Activity Fees</b>	2,635	15,000	-12,365	18%
<b>Miscellaneous Income</b>	1,826	1,000	826	183%
<b>Total Income</b>	782,907	3,288,220	-2,505,313	24%
<b>Gross Profit</b>	782,907	3,288,220	-2,505,313	24%
<b>Expense</b>				
<b>Personnel Costs</b>				
<b>Personnel</b>				
<b>Teachers</b>	103,130	1,299,571	-1,196,441	8%
<b>Teaching Assistants</b>				
Graduate Intern Stipend	909	10,000	-9,091	9%
Teaching Assistants - Other	22,975	262,958	-239,983	9%
<b>Total Teaching Assistants</b>	23,884	272,958	-249,074	9%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
**July through September 2019**

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Director of Administration	22,500	97,501	-75,001	23%
Director of Teaching & Learning	22,500	97,501	-75,001	23%
Director of Family & Community	10,125	43,876	-33,751	23%
Student Services Coordinator	5,551	72,168	-66,617	8%
Administrative Assistant	11,485	49,770	-38,285	23%
Bookkeeper/Purchasing Agent	11,340	49,140	-37,800	23%
Kids' Club Coord/Admin Support	2,959	32,550	-29,591	9%
Kids' Club Staff	1,624	36,369	-34,745	4%
Nurse/Health Educator	4,477	58,207	-53,730	8%
Counselor	5,047	65,607	-60,560	8%
Occupational Therapist Salary		32,804	-32,804	
Stipends - Student Activities	430	7,000	-6,570	6%
Stipends - Program	3,273	10,000	-6,727	33%
Substitute Teachers	615	14,000	-13,385	4%
Technology Teacher/Coordinator	3,936	51,162	-47,226	8%
CSL Teacher/Program Support	2,599	28,586	-25,987	9%
Longevity Pay		11,825	-11,825	
<b>Total Personnel</b>	<b>235,475</b>	<b>2,330,595</b>	<b>-2,095,120</b>	<b>10%</b>
<b>Payroll Taxes</b>				
FICA	4,161	41,255	-37,094	10%
Medicare	3,025	33,794	-30,769	9%
SUTA	224	2,331	-2,107	10%
UHIC	203	3,226	-3,023	6%
<b>Total Payroll Taxes</b>	<b>7,613</b>	<b>80,606</b>	<b>-72,993</b>	<b>9%</b>
<b>Fringe Benefits</b>				
College Credit Reimbursement		1,000	-1,000	
HRA Benefit	11,159	52,000	-40,841	21%
Health Diversion		25,000	-25,000	
Health insurance	74,893	225,750	-150,857	33%
Worker's Compensation Insurance	9,088	14,383	-5,295	63%
<b>Total Fringe Benefits</b>	<b>95,140</b>	<b>318,133</b>	<b>-222,993</b>	<b>30%</b>
<b>Total Personnel Costs</b>	<b>338,229</b>	<b>2,729,334</b>	<b>-2,391,105</b>	<b>12%</b>
<b>Consultant &amp; Other Svcs-Fixed</b>				
Prisms Electives		2,939	-2,939	
Admin Services/Data Managemnt	6,800	8,000	-1,200	85%
Annual Audit		8,000	-8,000	
FSA/HRA Service	352	2,200	-1,848	16%
Payroll Service	594	3,060	-2,466	19%
SPED Advisor	1,575	1,000	575	158%
SPED Contractors	4,349	45,000	-40,651	10%
SPED Summer Services	5,448	4,000	1,448	136%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	<b>19,116</b>	<b>74,199</b>	<b>-55,083</b>	<b>26%</b>
<b>Consultant &amp; Other Svcs</b>				
Child Care	80	400	-320	20%
Curriculum Consultants		2,000	-2,000	
Legal Fees	2,400	4,000	-1,600	60%
Staff Development	4,094	10,000	-5,906	41%
<b>Total Consultant &amp; Other Svcs</b>	<b>6,574</b>	<b>16,400</b>	<b>-9,826</b>	<b>40%</b>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
**July through September 2019**

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Occupancy</b>				
Cleaning Services	567	50,000	-49,433	1%
Copier Service Contract	68	3,060	-2,992	2%
Electricity	4,870	30,000	-25,130	16%
Elevator Maintenance	865	3,284	-2,419	26%
Fire/Sprinkler Alarm services	940	1,000	-60	94%
Heat	187	6,500	-6,313	3%
HVAC Maintenance	7,364	8,500	-1,136	87%
Insurance-Liability/Propty/Auto	27,168	26,035	1,133	104%
Interest Expense - USDA Loan	23,416	93,117	-69,701	25%
Internet	390	1,500	-1,110	26%
Landscaping	4,545	4,500	45	101%
Minor Repair/Maintenance	7,158	30,000	-22,842	24%
Plowing/Snow Removal		7,650	-7,650	
Rental of Equipment	1,314	5,300	-3,986	25%
Telephone	260	1,224	-964	21%
Trash Removal/Recycling	915	3,700	-2,785	25%
Water/Sewer		3,000	-3,000	
<b>Total Occupancy</b>	<b>80,028</b>	<b>278,370</b>	<b>-198,342</b>	<b>29%</b>
<b>Supplies</b>				
<b>Educational Supplies/Textbooks</b>				
*Atelier supplies	1,734	2,400	-666	72%
*Blues Ed Supps	311	600	-289	52%
*Indigos Ed Supplies	250	600	-350	42%
*Greens Ed Supps	136	630	-494	22%
*Yellows Ed Supps	228	630	-402	36%
*Oranges Ed Supps	337	630	-293	54%
*Reds Ed Supps	268	630	-362	43%
*Purples Ed Supps				
Purples - PI	193	480	-287	40%
Purples - PK	280	480	-200	58%
<b>Total *Purples Ed Supps</b>	<b>473</b>	<b>960</b>	<b>-487</b>	<b>49%</b>
*Prisms Ed Supps				
*Prisms-BA	273	465	-192	59%
*Prisms-JM	315	465	-150	68%
*Prisms-RM	63	465	-402	14%
*Prisms-JVB	93	465	-372	20%
<b>Total *Prisms Ed Supps</b>	<b>744</b>	<b>1,860</b>	<b>-1,116</b>	<b>40%</b>
*Minicourses	26	400	-374	6%
*Music/movement supplies	133	660	-527	20%
*Physical Education Supplies	61	875	-814	7%
*SPED Ed Supps	506	2,750	-2,244	18%
*Title I Ed Supps	84	300	-216	28%
*Other Ed Supplies/Textbooks**	7,302	8,950	-1,648	82%
<b>Total Educational Supplies/Textbooks</b>	<b>12,592</b>	<b>22,875</b>	<b>-10,283</b>	<b>55%</b>
<b>Food and Supplies</b>	<b>118</b>	<b>728</b>	<b>-610</b>	<b>16%</b>
Household Supplies	1,302	5,722	-4,420	23%
Office Supplies	820	3,641	-2,821	23%
Playground Supplies	378	875	-497	43%
Postage	36	1,000	-964	4%
Printing and Reproduction	3	624	-621	0%
Testing & Evaluation Supplies	790	3,876	-3,086	20%
<b>Total Supplies</b>	<b>16,040</b>	<b>39,341</b>	<b>-23,301</b>	<b>41%</b>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
**July through September 2019**

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Equipment</b>				
FOH Desig. Chromebook Replace	8,185	10,000	-1,815	82%
Furnishings/Rugs	757	4,000	-3,243	19%
Minor Equipment	1,223	1,260	-37	97%
SPED Equipment	781	5,000	-4,219	16%
Tech Repair/Replacement	1,804	7,000	-5,196	26%
Vehicle Expenses	60	1,000	-940	6%
<b>Total Equipment</b>	12,810	28,260	-15,450	45%
<b>Grant-funded expenses</b>				
Community Fdn. Class Projects	710			
Friends of HCCS Grant Expense				
FOH Staff Development Grant Exp	800			
<b>Total Friends of HCCS Grant Expense</b>	800			
<b>Total Grant-funded expenses</b>	1,510			
<b>Other expenses</b>				
Advertising	20	1,530	-1,510	1%
BOT Discretionary Fund		500	-500	
Community Domain Expense	532	3,000	-2,468	18%
Community Service Projects	-66	1,500	-1,566	-4%
Graduation Expenses		1,020	-1,020	
Field trips				
Greens Field Trips	162			
Yellows Field Trips	162			
Prisms Field Trips	127			
Field trips - Other		7,600	-7,600	
<b>Total Field trips</b>	451	7,600	-7,149	6%
Kid's Club Food/Supplies	345	5,000	-4,655	7%
MCSA Dues	6,028	6,036	-8	100%
Miscellaneous Expenses	259	1,020	-761	25%
School Lunch Expense	3,160	20,000	-16,840	16%
SPED Contingency		10,000	-10,000	
Special Trip Expenses				
Prisms Special Trip Expense	21,836	45,000	-23,164	49%
Purples Special Trip Expenses	1,615	10,000	-8,385	16%
<b>Total Special Trip Expenses</b>	23,451	55,000	-31,549	43%
Student Activity Expenses	2,197	5,000	-2,804	44%
Travel		510	-510	
Fundraising Expenses	201	2,100	-1,899	10%
<b>Total Other expenses</b>	36,578	119,816	-83,238	31%
<b>Directors' Discretionary Fund</b>	180	2,500	-2,320	7%
<b>Total Expense</b>	511,065	3,288,220	-2,777,155	16%
<b>Net Ordinary Income</b>	271,841		271,841	100%

1:56 PM

10/22/19

Accrual Basis

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
**July through September 2019**

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
Board Designated Expenditures				
BOT Appvd Improvement Projects	5,054	36,000	-30,946	14%
Total Board Designated Expenditures	5,054	36,000	-30,946	14%
Total Other Expense	5,054	36,000	-30,946	14%
Net Other Income	-5,054	-36,000	30,946	14%
Net Income	<u>266,787</u>	<u>-36,000</u>	<u>302,787</u>	<u>-741%</u>

## Hilltown Cooperative Charter School

## Balance Sheet

As of September 30, 2019

	Sep 30, 19	Jun 30, 19	Sep 30, 18
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Easthampton Savings</b>			
ESB-General Reserve Account	203,424	202,234	0
ESB Checking - XXXXX4269	363,505	58,999	386,319
ESB-Capital Reserve Account	308,325	307,026	303,286
<b>Total Easthampton Savings</b>	875,254	568,259	689,605
<b>Florence Savings</b>			
Money Market-FSB	304	304	304
<b>Total Florence Savings</b>	304	304	304
<b>Total Checking/Savings</b>	875,558	568,563	689,908
<b>Accounts Receivable</b>			
Revenue Receivable	0	275,016	0
<b>Total Accounts Receivable</b>	0	275,016	0
<b>Other Current Assets</b>			
Suspense	27	0	0
Due from employees			
COBRA	3,501	0	610
<b>Total Due from employees</b>	3,501	0	610
Prepaid Expenses	0	22,153	0
Security Deposit	3,395	3,015	2,075
<b>Total Other Current Assets</b>	6,923	25,167	2,685
<b>Total Current Assets</b>	882,481	868,746	692,593
<b>Fixed Assets</b>			
<b>Property 1-3 Industrial Pkwy</b>			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
<b>Total Property 1-3 Industrial Pkwy</b>	3,790,726	3,790,726	3,790,726
Accum. Depreciation - Building	-224,441	-224,441	-166,430
Property Improvements	138,058	99,655	99,655
Accum. Dep - Property Imprvmnts	-28,543	-28,543	-14,849
<b>Property and Equipment</b>			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-4,204	-4,204	-2,102
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-16,059	-16,059	-12,984
<b>Total Property and Equipment</b>	28,257	28,257	33,435
<b>Total Fixed Assets</b>	3,704,058	3,665,654	3,742,537
<b>TOTAL ASSETS</b>	<b>4,586,538</b>	<b>4,534,400</b>	<b>4,435,131</b>



## Hilltown Cooperative Charter School

## Balance Sheet

As of September 30, 2019

	Sep 30, 19	Jun 30, 19	Sep 30, 18
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	75,316	33,300	47,287
<b>Total Accounts Payable</b>	75,316	33,300	47,287
<b>Credit Cards</b>			
Capital One	0	30	0
VISA -DK	0	1	1,603
<b>Total Credit Cards</b>	0	31	1,603
<b>Other Current Liabilities</b>			
Accrued Expenses	0	5,478	0
Accrued Payroll	0	226,709	0
Deferred Revenue - Grants	0	0	250
<b>Payroll Liabilities</b>			
Dental Plan Payable	-509	210	-274
Employee Health	-6,437	3,050	-5,613
Employee Life	181	181	24
FICA Withheld	-149	-149	-149
Long Term Disability	-57	-57	-57
MA Retirement	0	0	0
Sect 125 - FSA	-3,903	-2,882	-6,646
<b>Total Payroll Liabilities</b>	-10,874	353	-12,715
<b>Total Other Current Liabilities</b>	-10,874	232,540	-12,465
<b>Total Current Liabilities</b>	64,441	265,871	36,426
<b>Long Term Liabilities</b>			
Note Payable - USDA	3,397,202	3,410,421	3,449,540
<b>Total Long Term Liabilities</b>	3,397,202	3,410,421	3,449,540
<b>Total Liabilities</b>	3,461,643	3,676,293	3,485,965
<b>Equity</b>			
General Reserve Account	202,234	0	0
Res'd for Capital Expenditures	307,026	0	0
BOT Approved Capital Projects	36,000	0	-6,049
Contingency Fund	50,000	50,000	303,151
Investments in Fixed Assets	255,233	255,233	305,764
Undesignated Fund Balance	7,614	607,014	309,382
Net Income	266,787	-54,140	36,918
<b>Total Equity</b>	1,124,895	858,108	949,165
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,586,538</b>	<b>4,534,400</b>	<b>4,435,131</b>



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

From

GABS

**Date:** November 13, 2019

**Name of Proposal:** Transferring Long-Range Planning (“LRP”) Monitoring to Domain Council

**Priority Level:** Medium

**Approximate time needed for discussion:** 10 minutes

**Proposal to be presented by:** Paula

**Committee members drafting proposal:** Paula, Deirdre, and Noelle

### **Text of proposal:**

GABS proposes that the BOT transfer the responsibility of LRP monitoring to the Domain Council.

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

In past years, GABS has monitored the LRP. However, it would be more efficient and productive if Domain Council monitored the LRP. First, the three Directors are on Domain Council. If the LRP monitoring is transferred to Domain Council, GABS would no longer need to arrange special meetings or communication with the Directors about LRP monitoring. Second, Domain Council has a better sense of the “big picture” of HCCPS and how the LRP fits into that picture. Third, the BOT President and Vice-President are on Domain Council. Their involvement working with the Directors on LRP monitoring could be helpful for purposes of evaluating the Directors.

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

This could create more work for Domain Council.

### **Additional notes:**

\_\_\_\_\_ proposal to BOT, \_\_\_\_\_  
(date)



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Personnel Committee Goals 2019-2020**

- Document complete benefit package to employees and create accessible materials to share with potential employees.
- Evaluate and, if necessary, adjust process and formulas for salary proposals.
- Develop strategies for increasing staff diversity.

1 Industrial Parkway  
Easthampton, MA 01027

Phone: 413-529-7178  
Fax: 413-527-1530

website: [www.hilltowncharter.org](http://www.hilltowncharter.org)  
e-mail: [info@hilltowncharter.org](mailto:info@hilltowncharter.org)



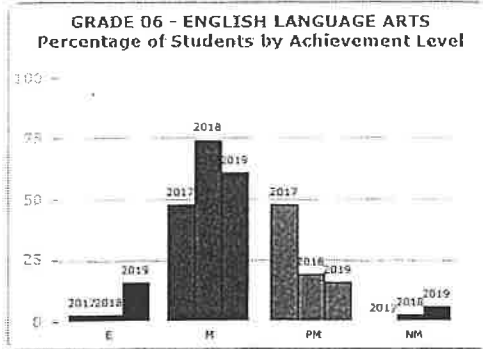
HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Domain Directors Report to the Board of Trustees  
November, 2019**

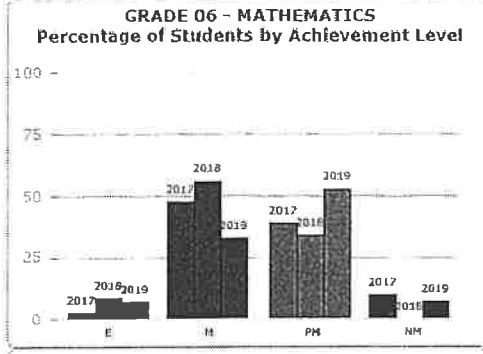
1. The Prisms class went to Washington D.C. for a five-day field trip designed to deepen classroom learning about United States history and government structure. Among the many highlights of the trip, Jim McGovern met with students and staff in the House chambers as congress was not in session and answered student questions for over an hour. Nina Pillard, a Circuit Court Judge appointed by Obama, also met with students and spoke to their impressive questions.
2. MCAS results from the spring of 2019 have been shared with families. In December, the education domain will present a full analysis. Some fast facts include 1) In both mathematics and ELA, there is just a narrow difference between all subgroup student growth percentiles (SGPs) and the SGPs of all students in 3-8; 2) a greater percentage of Hilltown students met/exceeded expectations than the state average in 3-8 mathematics and ELA. More to come next month.
3. The Scholastic Book Fair was held during parent conferences again this year as well as the Saturday following them, which was also the occasion of the "Pass it On Party" a parent -led swap meet. Both events were successful. Many families participated and 115 books were acquired for classroom libraries through parent gift-purchases and profits from other sales.
4. The Family Dance was a well-attended by families this year. It was so much fun to see parents and students dancing together with lots of smiling and laughing. Our professional musicians were high quality and Marguerite did an excellent job planning and calling the varied dances from many countries. We let go of the name "Cake Walk" when we found out that there were associations with the slavery times in the US, so at the end of the event we had a "Cow Pie Shuffle" game where families could win a pie or a cake to take home. The event paid for itself through admission fees of \$5 (or 1 baked good) per family.
5. Hilltown's 25th Anniversary is this year. We will celebrate with a special silver-themed party (aka Art Spark) in March. Working closely with Friends of Hilltown we will reach out to invite alumni families and adult alums to encourage them to come and expand attendance. At the end of the year we will augment our Last Day celebration to be the bookend more family-oriented 25th Anniversary party.

GRADES 03 - 08 - MATHEMATICS																															
Student Group	School										District							State													
	Stud. Incl	Part. Rate	% at Each Level					SS	SGP	Incl. in SGP (#)	Ach. Pctl	Stud. Incl	Part. Rate	% at Each Level					SS	SGP	Incl. in SGP (#)	Stud. Incl	Part. Rate	% at Each Level					SS	SGP	Incl. in SGP (#)
	#	%	E	M	P	M	NM			(#)		#	%	E	M	P	M	NM			(#)	#	%	E	M	P	M	NM			(#)
<b>Accountability Subgroups</b>																															
Students w/ Disabilities	37	100	0	19	65	16	484.5	47.5	33	62	37	100	0	19	65	16	484.5	47.5	33	85,456	99	1	14	47	38	479.5	45.0	63,572			
Economically Disadvantaged	23	100	0	39	48	13	491.8	51.2	20	52	23	100	0	39	48	13	491.8	51.2	20	154,175	99	3	26	49	22	488.1	46.7	117,971			
High Needs	48	100	0	31	56	13	489.3	48.8	43	42	48	100	0	31	56	13	489.3	48.8	43	217,926	99	3	26	49	21	488.8	47.6	166,684			
African Amer./Black	2								2		2									2	38,588	100	2	25	50	22	487.8	47.9	29,564		
Asian	1								1		1									1	29,338	100	2	48	20	4	516.4	58.3	22,940		
Hispanic/Latino	7								6		7									6	88,693	100	3	26	49	22	488.2	47.6	67,933		
Multi-Race, Non-Hisp./Lat.	16	100	0	56	44	0	502.0		13	54	16	100	0	56	44	0	502.0		13	16,654	99	12	39	38	11	500.8	50.2	12,929			
White	128	98	5	50	41	4	502.3	49.3	107	49	128	98	5	50	41	4	502.3	49.3	107	249,451	99	10	46	37	8	502.7	50.1	201,856			
<b>Other Subgroups</b>																															
Male	79	99	6	58	29	6	504.7	49.6	68	67	79	99	6	58	29	6	504.7	49.6	68	217,919	99	9	39	38	13	499.0	49.2	171,764			
Female	75	100	3	41	52	4	497.5	47.6	61	41	75	100	3	41	52	4	497.5	47.6	61	206,118	99	8	41	41	10	499.4	50.7	164,467			
Title 1	10	100	0	10	80	10	485.8		10	24	10	100	0	10	80	10	485.8		10	179,652	99	4	31	47	17	492.0	48.4	135,356			
Non-Title 1	144	99	5	53	38	5	502.3	48.8	119	36	144	99	5	53	38	5	502.3	48.8	119	244,362	99	12	46	34	8	504.5	51.0	200,896			
Non-Disabled	117	98	6	60	32	2	506.5	49.1	96	61	117	98	6	60	32	2	506.5	49.1	96	338,561	100	11	47	37	5	503.8	51.1	272,680			
Non-Economically Disadvantaged	131	98	5	52	39	4	502.9	48.2	109	47	131	98	5	52	39	4	502.9	48.2	109	269,840	100	12	48	34	6	505.5	51.7	218,281			
Military	3								3		3									3	3,320	99	5	40	44	11	497.3	49.1	2,462		
<b>All Students</b>																															
2019	154	99	5	50	40	5	501.2	48.7	129	56	154	99	5	50	40	5	501.2	48.7	129	424,089	99	9	40	39	12	499.2	49.9	336,270			

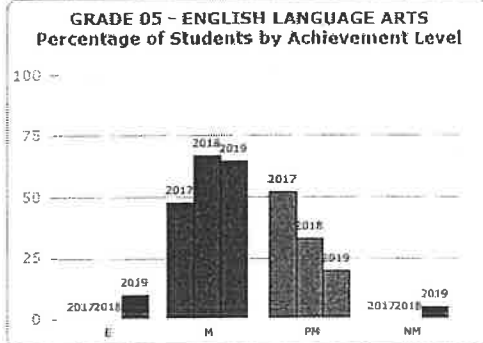
Exceeding Expectations (E)	3	3	16
Meeting Expectations (M)	48	74	61
Partially Meeting Expectations (PM)	48	19	16
Not Meeting Expectations (NM)	0	3	6



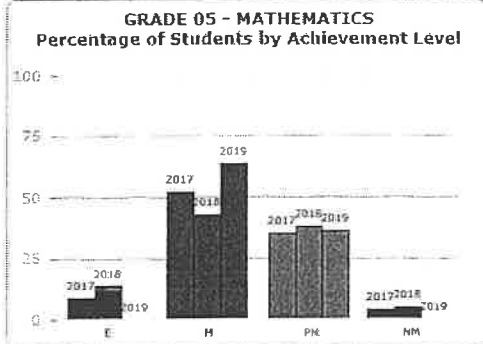
<b>GRADE 06 - MATHEMATICS</b>			
<b>ACHIEVEMENT LEVEL</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Exceeding Expectations (E)	3	9	7
Meeting Expectations (M)	48	56	33
Partially Meeting Expectations (PM)	39	34	53
Not Meeting Expectations (NM)	10	0	7



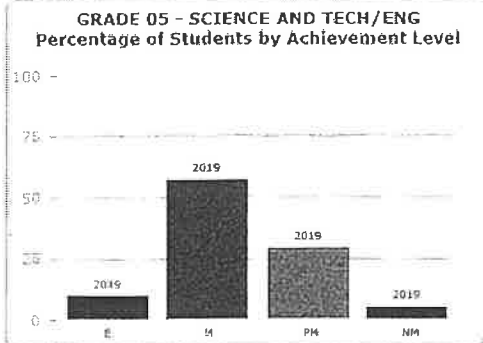
<b>GRADE 05 - ENGLISH LANGUAGE ARTS</b>			
<b>ACHIEVEMENT LEVEL</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Exceeding Expectations (E)	0	0	10
Meeting Expectations (M)	48	67	65
Partially Meeting Expectations (PM)	52	33	20
Not Meeting Expectations (NM)	0	0	5



<b>GRADE 05 - MATHEMATICS</b>			
<b>ACHIEVEMENT LEVEL</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Exceeding Expectations (E)	9	14	0
Meeting Expectations (M)	52	43	64
Partially Meeting Expectations (PM)	35	38	36
Not Meeting Expectations (NM)	4	5	0



<b>GRADE 05 - SCIENCE AND TECH/ENG</b>			
<b>ACHIEVEMENT LEVEL</b>	<b>2019</b>		
Exceeding Expectations (E)	10		
Meeting Expectations (M)	57		
Partially Meeting Expectations (PM)	29		
Not Meeting Expectations (NM)	5		



<b>GRADE 04 - ENGLISH LANGUAGE ARTS</b>			
<b>ACHIEVEMENT LEVEL</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Exceeding Expectations (E)	0	19	0
Meeting Expectations (M)	48	38	50
Partially Meeting Expectations (PM)	43	43	45
Not Meeting Expectations (NM)	10	0	5



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes –October 23, 2019, HCCPS, 8:30 AM

**Present:** Dan Klatz, Carla Clark, Maureen Mahar, Richard Senecal, Lisa Plaza, Kate Saccento  
**Guests:** Richard Abbott, Andrew Tilbe  
**Regrets:** None  
**Agenda:** Approve September Minutes; Q1 Financials Review; Audit Review and Approval

Topic	Discussion	Action (if necessary)
<b>Audit Review</b>	Richard Abbott reviewed his completed audit of HCCPS financials No major changes of financial reporting for HCCPS HCCPS's financials are accurate Richard Senecal will review the monthly bank statements	<b>Richard signed off on the audit as Treasurer of HCCPS</b>
<b>September Minutes</b>	Approval of September minutes.	<b>Richard moved to approve September minutes, Maureen seconded. Approved by consenses</b>
<b>FY20 Budget Review</b>	Washington DC trip expenses may change No major changes Potential increase of landscaping expenses Better projections in December	<b>No action at this time</b>
<b>Q1 Financials Review</b>	Reviewed balance sheet, revenues & expenditures No big changes Approval of the Q1 financials	<b>Maureen Approved, Lisa seconded</b>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Tentative Agenda Topics for Next Meeting</b>	Approve October Minutes Review Budget in More Detail Capital Improvements for Next Year Bank Statement Review	
<b>Next Meeting Date/Time/Location</b>	11/20; HCCPS 8:30 AM Tentative meeting dates: 11/20, 12/18, 1/15, 2/26, 3/18, 4/15, 5/20	
<b>Adjournment</b>	Meeting adjourned at 9:30 AM	





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

GABS Committee Meeting Minutes – November 6, 2019

**Present:** Deirdre Arthern; Paula Ingram; Noelle Barrist Stern

**Regrets:** None

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Follow up on old business: (1) presenting proposal to move responsibility for LRP monitoring to the Domain Council; and (2) recusal of BOT members.</b>	<p>(1) Paula will present the proposal to move responsibility for LRP monitoring to the Domain Council at the 11/13/19 BOT meeting.</p> <p>(2) Noelle is still trying to work on requesting a waiver for Joe Wyman so that he can participate and vote in decisions relating to budget and personnel.</p>	Noelle will continue to follow up with DESE regarding a waiver.
<b>BOT Recruitment</b>	Deirdre emailed everyone who was interested in joining the BOT and invited them to attend a BOT meeting. Tala Elia and Kate Ewall both responded. We will wait to follow up with them until after they attend a meeting.	
<b>Updating and organizing materials in the BOT and GABS Google Drives</b>	Deirdre, Paula, and Noelle worked on how best to organize the BOT and GABS Google Drives and created folders and sub-folders.	Noelle will start to distribute the documents in the Google Drives to the appropriate folders and sub-folders.
<b>Review Action Items</b>	Action items reviewed.	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Tentative Agenda Topics for Next Meeting</b>	(1) Organizing and securing BOT and GABS documents (2) BOT recruitment	
<b>Next Meeting Date/Time/Location</b>	December 4, 2019 at 4:45 p.m.	
<b>Adjournment</b>	Meeting adjourned at 5:32 p.m.	



Personnel Committee Meeting Minutes- October 22, 2019

**Present:** Gaby Blaustein, Lara Ramsey, Kelly Woods, Dawn Reeseman, Nicole Grinaski,  
**Regrets:** Liz Preston

Topic	Discussion	Action
Salary Increase Formula	We decide to have the formulas reviewed and set by January, in time for next year's (or the next three years') salary proposal.	Invite Dan to the next meeting; Lara will meet with Carla to review current formula.
Review Staff Satisfaction Survey	We reviewed the first half of the most recent staff satisfaction survey. By and large, we were reminded that the broad majority of people are happy with their employment circumstances.  We noticed that communication with staff about important information was a relative concern. We think circling back to all staff to ask what is currently working/not working would be an appropriate follow-up.	Decide how to gather follow-up information about communication at Hilltown.
New Business	Do we need a policy about supervisors hiring supervisees for work outside of the Hilltown job contract?	Return to this question next time.
Next meeting time/date/location	November 20, 7:30, Lara's office	
Adjournment	8:20 a.m.	