

**HCCPS Board of Trustees
Meeting Agenda
October 10, 2018, 6:30pm**

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: Penny Leveritt

6:30 Welcoming (read mission statement) (20 min)

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

6:50 Public Comment period: (10 min)

7:00 Friends of Hilltown report (15 minutes – discussion)

7:15 4th Quarter Financials: Dan (10 minutes – report/discussion)

7:25 Bylaws changes, Part 1: Amy (15 min –discussion)

7:40 Committee Goals: Committee Chairs (10 min - discussion)

7:50 Community and Family Engagement Visioning Project Brainstorming: Penny/Deirdre (20 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

Budget to Actuals, FYE 2018

July 2017 - June 2018

	Projected Revenue	Projected Expenses	Projected Net	Actual Revenue	Actual Expense	Actual Net
VGD	\$ 7,000.00	\$ (200.00)	\$ 6,800.00	\$ 5,742.14	\$ (45.48)	\$ 5,696.66
Annual Fund	\$ 15,000.00	\$ (500.00)	\$ 14,500.00	\$ 6,354.71	\$ (291.22)	\$ 6,063.49
Amazon Smiles				\$ 313.06	\$ -	\$ 313.06
FSB Com. Choice	\$ 2,300.00	\$ -	\$ 2,300.00	\$ 1,727.00	\$ -	\$ 1,727.00
ACH	\$ 2,352.00	\$ -	\$ 2,352.00	\$ 1,930.00	\$ -	\$ 1,930.00
Art Spark	\$ 9,000.00	\$ (3,000.00)	\$ 6,000.00	\$ 10,549.00	\$ (3,076.63)	\$ 7,472.37
GP/SF	\$ 300.00	\$ (100.00)	\$ 200.00			
Coffee	\$ 5,000.00	\$ (3,500.00)	\$ 1,500.00	\$ 2,377.00	\$ (1,534.50)	\$ 842.50
Sticker & Magnet Sales	\$ 500.00	\$ -	\$ 500.00	\$ 60.00		\$ 60.00
Gen overhead Expense		\$ (1,000.00)	\$ (1,000.00)		\$ (550.93)	\$ (550.93)
Curr. Support Grant		\$ (4,000.00)	\$ (4,000.00)		\$ (681.00)	\$ (681.00)
Rolling Arts Grant		\$ (2,500.00)	\$ (2,500.00)		\$ (463.20)	\$ (463.20)
	\$ 41,452.00	\$ (14,800.00)	\$ 26,652.00	\$ 30,252.91	\$ (7,842.96)	\$ 22,409.95

Lara Ramsey for books

Restricted Funds:	
Bill Farkas Memorial*	\$ 794.15 \$ (794.15) \$ -
Van**	\$ 10,000.00 \$ (10,000.00) \$ -

^ Direct giving includes donations given via check, paypal, cash directly to FoH without attachment to an event or program

hard to track as a line item, should be just expense and any donations will be included in Direct Giving

*dispursed FY18/19

** Grant from Webster Foundation received FY 16/17 and dispursed to HCCPS FY17/18

Proposed FYE 2019 Budget

	Projected Expenses	Projected Revenue	Projected Net
Grants Received			
Stop & Shop/ Big Y			
Amazon Smile		\$ 300.00	\$ 300.00
Sticker & Magnet Sales		\$ 200.00	\$ 200.00
ACH		\$ 2,000.00	\$ 2,000.00
Direct Giving	\$ (300.00)	\$ 7,000.00	\$ 6,700.00
FSB Com. Choice		\$ 1,700.00	\$ 1,700.00
Art Spark	\$ (4,000.00)	\$ 10,000.00	\$ 6,000.00
Coffee	\$ (1,625.00)	\$ 2,500.00	\$ 875.00
Winter Fair	\$ (1,000.00)	\$ 1,000.00	\$ -
G'parents & SF Day	\$ (200.00)		\$ (200.00)
Gen overhead Expense	\$ (2,000.00)		\$ (2,000.00)
TOTAL	\$ (9,125.00)	\$ 24,700.00	\$ 15,575.00

Notes:

FoH will take over coffee/hot chocolate sales

Committed funds paid 9/1/18

HCCPS Professional Dev	\$ (20,000.00)
Artist in Residence	\$ (5,000.00)
Chromebooks	\$ (5,000.00)
Playground	\$ (3,000.00)
<i>total</i>	\$ (33,000.00)

Restricted Funds

Bill Farkas Memorial	\$ 794.15	\$ (794.15)
Curr. Support Grant	\$ (4,000.00)	
Rolling Arts Grant	\$ (2,500.00)	

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09/18/18

Accrual Basis

Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	2,787,900	2,784,707	3,193	100%
Total State Sources	2,787,900	2,784,707	3,193	100%
State Grants-DOE Administered				
Title IV Grant	335	335		100%
SPED 240	35,368	35,175	193	101%
SPED 274	812	3,000	-2,188	27%
Teacher Quality 140	4,269	4,269		100%
Title I 305	16,035	16,068	-33	100%
Title IV				
Total State Grants-DOE Administered	56,819	58,847	-2,028	97%
Friends of HCCS Grant				
FOH Rolling Arts Grants	2,344	2,163	181	108%
Total Friends of HCCS Grant	2,344	2,163	181	108%
Private Grants				
Commy Fndn Class Projects	1,871	2,121	-250	88%
Webster Grant	20,000	20,000		100%
Total Private Grants	21,871	22,121	-250	99%
Fundraising Income				
General Fundraising	12,530	12,500	30	100%
Field Trip Fund	7,059	7,059	0	100%
FOH Designated Funds				
Pizza	1,168	3,000	-1,832	39%
Winter Fair	7,824	7,824	0	100%
Total Fundraising Income	28,580	30,383	-1,803	94%
Other sources				
Earnings on Investments	3,062	1,200	1,862	255%
School Lunch Receipts	8,124	10,000	-1,876	81%
Special Trip Receipts				
Prisms Special Trip Receipts	31,169			
Purples Special Trip Receipts	6,830			
Special Trip Receipts - Other		35,000	-35,000	
Total Special Trip Receipts	37,999	35,000	2,999	109%
SPED Medicaid reimbursement	40,803	20,000	20,803	204%
Total Other sources	89,988	66,200	23,788	136%
Kid's Club Income	89,250	85,000	4,250	105%
Student Activity Fees	19,587	15,000	4,587	131%
Miscellaneous Income	2,934	1,000	1,934	293%
Total Income	3,099,273	3,065,421	33,852	101%
Gross Profit	3,099,273	3,065,421	33,852	101%
Expense				
Personnel Costs				
Personnel				
Teachers	1,223,982	1,223,972	10	100%
Teaching Assistants				
Graduate Intern Stipend	30,000	30,000	0	100%
Teaching Assistants - Other	200,676	204,595	-3,919	98%
Total Teaching Assistants	230,677	234,595	-3,918	98%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Director of Administration	91,904	91,904	0	100%
Director of Teaching & Learning	91,904	91,904	0	100%
Director of Family & Community	41,357	41,357	-0	100%
Student Services Coordinator	69,722	69,722	0	100%
Administrative Assistant	44,872	42,372	2,500	106%
Bookkeeper/Purchasing Agent	44,579	44,579	0	100%
Kids' Club Coord/Admin Support	14,999	15,000	-1	100%
Kids' Club Staff	25,611	34,483	-8,872	74%
Nurse/Health Educator	52,139	51,728	411	101%
Counselor	63,384	63,384	0	100%
Stipends - Student Activities	5,650	3,500	2,150	161%
Stipends - Program	4,600	10,000	-5,400	46%
Substitute Teachers	18,288	14,000	4,288	131%
Technology Teacher/Coordinator	45,761	45,761	0	100%
CSL Teacher/Program Support	26,672	26,432	240	101%
Longevity Pay	9,439	9,439	-0	100%
Total Personnel	2,105,539	2,114,132	-8,593	100%
Payroll Taxes				
FICA	32,068	35,541	-3,473	90%
Medicare	29,203	30,655	-1,452	95%
SUTA	2,928	4,228	-1,300	69%
UHIC	3,832	2,285	1,547	168%
Total Payroll Taxes	68,032	72,709	-4,677	94%
Fringe Benefits				
College Credit Reimbursement		1,000	-1,000	
HRA Benefit	27,637	35,000	-7,363	79%
Health Diversion	14,859	14,000	859	106%
Health insurance	221,231	218,000	3,231	101%
Worker's Compensation Insurance	16,716	16,716		100%
Total Fringe Benefits	280,444	284,716	-4,272	98%
Total Personnel Costs	2,454,015	2,471,557	-17,542	99%
Consultant & Other Svcs-Fixed				
Accounting Consultant		1,000	-1,000	
Admin Services/Data Managemnt	8,588	8,000	588	107%
Annual Audit	10,500	10,500		100%
FSA/HRA Service	1,371	2,200	-829	62%
Payroll Service	3,258	3,000	258	109%
SPED Advisor		1,000	-1,000	
SPED Contractors	98,356	60,000	38,356	164%
SPED Summer Services	2,669	2,669		100%
Total Consultant & Other Svcs-Fixed	124,741	88,369	36,372	141%
Consultant & Other Svcs				
Child Care	187	300	-113	62%
Curriculum Consultants	6,200	7,000	-800	89%
FOH Desig. Artist in Residence				
Legal Fees	3,600	4,000	-400	90%
Staff Development	7,955	8,500	-545	94%
Staff Development - FOH Desig.				
Total Consultant & Other Svcs	17,942	19,800	-1,858	91%

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09/18/18

Accrual Basis

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	44,138	50,000	-5,863	88%
Copier Service Contract	3,219	3,000	219	107%
Electricity	25,995	25,883	112	100%
Elevator Maintenance	3,133	3,220	-87	97%
Fire/Sprinkler Alarm services	1,981	2,200	-219	90%
Heat	5,529	6,000	-471	92%
HVAC Maintenance	5,548	7,247	-1,699	77%
Insurance-Liability/Propty/Auto	22,890	22,890		100%
Interest Expense - USDA Loan	95,973	95,973	-1	100%
Internet	1,690	1,700	-10	99%
Landscaping	7,967	6,000	1,967	133%
Minor Repair/Maintenance	22,463	18,000	4,463	125%
Plowing/Snow Removal	6,200	7,500	-1,300	83%
Rental of Equipment	3,788	3,788	0	100%
Telephone	1,112	1,200	-88	93%
Trash Removal/Recycling	3,980	4,200	-220	95%
Water/Sewer	2,751	4,000	-1,249	69%
Total Occupancy	258,356	262,801	-4,445	98%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,459	2,400	59	102%
*Blues Ed Supps	509	550	-41	93%
*Indigos Ed Supplies	550	550	0	100%
*Greens Ed Supps	252	550	-298	46%
*Yellows Ed Supps	376	550	-174	68%
*Oranges Ed Supps	513	550	-37	93%
*Reds Ed Supps	505	550	-45	92%
*Purples Ed Supps				
Purples - PI	439	440	-1	100%
Purples - PK	421	440	-19	96%
Total *Purples Ed Supps	860	880	-20	98%
*Prisms Ed Supps				
*Prisms-BA	335	330	5	102%
*Prisms-JM	330	330	0	100%
*Prisms-RM	325	330	-5	98%
*Prisms-JVB	352	330	22	107%
Total *Prisms Ed Supps	1,342	1,320	22	102%
*Minicourses	286	400	-114	71%
*Music/movement supplies				
*Music Supplies - MD	470	470	0	100%
*Music Supplies - JW	75	190	-116	39%
*Music/movement supplies - Other				
Total *Music/movement supplies	545	660	-115	83%
*Physical Education Supplies	510	510	0	100%
*SPED Ed Supps	2,483	2,750	-267	90%
*Title I Ed Supps	81	300	-219	27%
*Other Ed Supplies/Textbooks**	6,995	8,002	-1,007	87%
Educational Supplies/Textbooks - Other				
Total Educational Supplies/Textbooks	18,266	20,522	-2,256	89%

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Accrual Basis

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Food and Supplies	799	714	85	112%
Household Supplies	5,582	5,610	-28	99%
Office Supplies	3,608	3,570	38	101%
Playground Supplies	638	510	128	125%
Postage	506	1,530	-1,024	33%
Printing and Reproduction	517	612	-95	85%
Testing & Evaluation Supplies	3,161	3,800	-639	83%
Total Supplies	33,077	36,868	-3,791	90%
Equipment				
FOH Desig. Chromebook Replace				
Furnishings/Rugs				
Minor Equipment	1,008	3,000	-1,992	34%
SPED Equipment	2,384	8,000	-5,616	30%
Tech Repair/Replacement	9,987	10,000	-13	100%
Vehicle Expenses				
Total Equipment	13,379	21,000	-7,621	64%
Grant-funded expenses				
Community Fdn. Class Projects	1,871	2,121	-250	88%
Friends of HCCS Grant Expense				
FOH Rolling Arts Grants	2,344	2,163	181	108%
Total Friends of HCCS Grant Expense	2,344	2,163	181	108%
Webster Grant Expenditures	9,982	10,000	-18	100%
Total Grant-funded expenses	14,197	14,284	-87	99%
Other expenses				
Advertising	1,070	1,500	-430	71%
BOT Discretionary Fund		500	-500	
Community Domain Expense	3,002	3,000	2	100%
Community Service Projects	616	1,000	-384	62%
Graduation Expenses	1,000	1,000	0	100%
Field trips				
Indigos Field Trips	633	648	-16	98%
Blues Field Trips	619	648	-30	95%
Greens Field Trips	409	680	-272	60%
Yellows Field Trips	335	680	-345	49%
Oranges Field Trips	144	680	-537	21%
Reds Field Trips	158	680	-523	23%
Purples Field Trips	1,004	1,036	-32	97%
Prisms Field Trips	344	2,007	-1,663	17%
Field trips - Other				
Total Field trips	3,644	7,059	-3,415	52%
Kid's Club Food/Supplies	3,436	3,500	-64	98%
MCSA Dues	5,483	5,483	0	100%
Miscellaneous Expenses	463	1,000	-537	46%
School Lunch Expense	11,720	12,000	-280	98%
SPED Contingency				
Special Trip Expenses				
Prisms Special Trip Expense	43,308			
Purples Special Trip Expenses	9,193			
Special Trip Expenses - Other		52,000	-52,000	
Total Special Trip Expenses	52,501	52,000	501	101%

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09/18/18

Accrual Basis

Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Student Activity Expenses	6,554	5,000	1,554	131%
Travel	396	500	-104	79%
Fundraising Expenses	2,213	2,151	62	103%
Total Other expenses	92,099	95,693	-3,594	96%
Directors' Discretionary Fund	1,630	2,500	-870	65%
Total Expense	3,009,435	3,012,872	-3,437	100%
Net Ordinary Income	89,838	52,549	37,289	171%
Other Income/Expense				
Other Expense				
Depreciation Expenses	97,144	97,144	0	100%
Board Designated Expenditures				
BOT approved Expansion Exp	12,394	17,481	-5,087	71%
BOT Appvd Improvement Projects	3,353			
Total Board Designated Expenditures	15,748	17,481	-1,733	90%
Total Other Expense	112,892	114,625	-1,733	98%
Net Other Income	-112,892	-114,625	1,733	98%
Net Income	-23,054	-62,076	39,022	37%

Hilltown Cooperative Charter School
Balance Sheet
As of June 30, 2018

09/18/18

	Jun 30, 18	Mar 31, 18	Jun 30, 17
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB Checking - XXXXX4269	551,088	548,179	0
ESB-21 month CD	302,049	300,817	91,825
ESB-Checking XXXX1894	0	0	826,026
Total Easthampton Savings	853,137	848,996	917,850
Florence Savings			
Money Market-FSB	304	303	303
Total Florence Savings	304	303	303
Total Checking/Savings	853,440	849,299	918,153
Accounts Receivable			
Revenue Receivable	0	0	142
Total Accounts Receivable	0	0	142
Other Current Assets			
Suspense	0	166	0
Grant Receivable	38,430	0	0
Prepaid Expenses	15,394	0	38,551
Security Deposit	1,460	1,460	2,700
Total Other Current Assets	55,284	1,625	41,250
Total Current Assets	908,724	850,924	959,545
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	3,790,726	3,790,726	3,790,726
Accum. Depreciation - Building	-147,092	-127,755	-69,743
Property Improvements	85,087	85,087	0
Accum. Dep - Property Imprvmnts	-14,293	-10,720	0
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	0
Accum Depreciation - Vehicles	-1,401	-1,051	0
Classroom Equip./Furnishings	18,472	18,472	18,472
Accumulated Depreciation - F&E	-7,949	-6,924	-3,849
Total Property and Equipment	23,133	24,509	14,623
Total Fixed Assets	3,737,561	3,761,847	3,735,606
TOTAL ASSETS	4,646,285	4,612,771	4,695,151
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	42,777	33,959	41,813
Total Accounts Payable	42,777	33,959	41,813

09/18/18

Hilltown Cooperative Charter School
Balance Sheet
As of June 30, 2018

	Jun 30, 18	Mar 31, 18	Jun 30, 17
Credit Cards			
VISA -DK	7,010	2,354	1,516
VISA	0	0	2,173
Total Credit Cards	7,010	2,354	3,688
Other Current Liabilities			
Accrued Expenses	4,147	0	4,898
Accrued Payroll	218,790	0	203,587
Deferred Revenue - Grants	250	250	0
Payroll Liabilities			
Dental Plan Payable	158	-641	-361
Employee Health	2,027	-6,619	-5,423
Employee Life	261	233	261
FICA Withheld	-149	-149	0
Long Term Disability	-57	-57	-57
MA Retirement	0	0	0
Sect 125 - FSA	-3,578	-5,855	-1,530
Total Payroll Liabilities	-1,339	-13,088	-7,110
Total Other Current Liabilities	221,849	-12,838	201,376
Total Current Liabilities	271,636	23,476	246,877
Long Term Liabilities			
Note Payable - USDA	3,462,401	3,475,175	3,512,973
Total Long Term Liabilities	3,462,401	3,475,175	3,512,973
Total Liabilities	3,734,037	3,498,650	3,759,850
Equity			
BOT Approved Capital Projects	0	2,548	95,000
Res'd for Expansion Related	0	11,373	17,481
Contingency Fund	282,915	282,915	267,344
Investments in Fixed Assets	275,160	311,733	222,633
Undesignated Fund Balance	377,227	326,734	316,389
Net Income	-23,054	178,820	16,454
Total Equity	912,248	1,114,121	935,302
TOTAL LIABILITIES & EQUITY	4,646,285	4,612,771	4,695,151



Board of Trustees and Committee Goals – 2018/2019

Board of Trustees Goals

- Financial
 - Review completed Capital Replacement Assessment from Finance
 - Review evaluation/recommendations of the role of the Contingency Fund from Finance
- Director Evaluations
 - Complete for Dir. of Teaching and Learning
 - Complete for Dir. of Administration
 - Continue to analyze, document and clarify process for future Board of Trustees constellations
- Overall Management
 - Develop a vision of how community and family engagement could work best at this time in the life of the school and in the future, including identifying potential staffing needs to support this vision.
 - Facilitate bylaws changes recommended by GABS

Finance Committee Goals

- Present prioritized Capital Replacement Proposal to BoT
- Recommend establishment of Capital Replacement Fund and how it relates to Contingency Fund
- Review, potentially redefine, and present Balanced Budget Policy

GABS Committee Goals

- Codify means by which a proposal comes to the Board of Trustees
- Recruit a minimum of 3-5 voting Trustees (with 1-2 possibly starting mid-year)
- Review current BoT By-laws and propose any necessary changes
- Create a Google Account for BoT documents and support materials and ensure that all BoT members know how to access it

- Improve BoT visibility within the school community in an effort to encourage people to join

Facilities Committee Goals

- Continue to prioritize the Capital Improvement Plan
- Work with Finance Committee to adjust projections on capital needs
- Prepare 2019 capital budget for Board Review and Approval in April or May

Personnel Committee Goals

- Complete survey of staff related to personnel policies
- Compare the salary scale at Hilltown with districts in the region
- Analyze School Spring data to better understand the kinds of applicants Hilltown is getting
- Recruit at least one new member to the committee
- Review one Personnel Policy at each committee meeting between November and June



Hilltown Board of Trustees Annual Calendar

Month	Topics	Known Calendar Events/Tasks
July	Orientation for current/new members Review BOT goals from previous year Report on Parent Satisfaction Survey Education Domain Report	
August	(BOT vacation)	- Draft BOT goals in Domain Council
September	Determine BOT goals for coming year	
October	Review Committee goals for the year	
November	*GABS committee visit LRP status updates Education Domain Report: including MCAS update	- DESE school site visit, if applicable
December	*Personnel committee visit Review and approve Director Evaluations	
January	Check BOT and committee goal progress	
February	*Friends of Hilltown visit Fundraising Report LRP status updates	
March	*Finance committee visit Plan for Annual Meeting Review Capital Budget Education Domain Report: including IOWA test update	- Start operating budget process in Domain Council
April	*Facilities committee visit Facility update – Director of Administration GABS Report on prospective new BOT members Pass Capital Budget	- Committee reports for annual meeting due
May	*Equity team visit LRP status updates Review draft operating budget Define BOT/Committee seats/roles	- Annual Meeting
June	*SEPAC visit Pass the operating budget	

(revised 10/1/2018)

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Easthampton, MA 01027

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**Domain Directors Report to the Board of Trustees
October, 2018**

1. The Professional Development Plan for 2018-2019 includes the following: 1) Support grades 6-8 in adopting the Illustrative Math program; 2) Collect data on math practices in classrooms K-5 in order to inform decision to update Math Expressions curriculum or review alternate mathematics curricula; 3) Pilot two reading programs in grades K-5 in order to make an informed school choice for coordinating and investing in a reading curriculum as of 2019-20; 4) Hone RTI practice by refining protocol and improving data collection practices; 5) Document big ideas and essential questions in science curriculum; 6) continue to establish alignment with Next Generation Science Standards; 7) Introduce teachers to new Social Studies standards; 8) Maintain regular emphasis on Anti-Bias Education perspectives and practices via readings, role plays, and other exercises.
2. We hosted a flu clinic for staff this past week. We were able to administer flu shots to 26 employees. This is the first time we have ever done this, and it seems like a small price to pay for improved health and attendance. We will be tracking data this year to see if it makes an impact.
3. Current DESE projections have us receiving approximately \$50,000 more in per pupil income than we budgeted. We will monitor projections, and expect to present a revised budget to Finance Committee in a few months.
4. Our Family Dance and Cakewalk was a great success. About 40 families attended and everyone seemed to have a lot of fun. Beautiful cakes were baked and brought and many families went home with them at the end of the afternoon. Marguerite did a great job calling and it was wonderful to have Joanna in the band again! It was especially rewarding to see the blending of long-time and brand new families in the lines of the contra dance and the mingling of Sasha!
5. 2018 MCAS scores have arrived. While we have not yet analyzed the reports, initial review shows Hilltown to have scored just higher than the state average in both ELA and mathematics. This is true overall, and it is true for each grade and each test except 8th grade. We had no students not meeting expectations in reading/ELA grades 3-5. Notably, 19% of our students exceeded expectations in fourth grade ELA (state average = 10%); 14% of our students exceeded expectations in fifth grade math (state average = 5%). Our Student Growth Percentiles are, overall, slightly above average with one outlier (Grade 8 math at 27.9% SGP). Further analysis will be done on subgroup performances and trends over time.

DOMAIN COUNCIL MEETING MINUTES
19 September 2018

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Lara Ramsey, Tim Reynolds

Regrets:

Meeting Start: 5:15 pm

Location: HCCPS

Domain Council Meeting Agenda:

Restructuring planning calendar

Discussion about specifying the board meeting months that include an Education Domain report on the BOT Planning Calendar. As the Calendar already includes the IOWA test report and the MCAS report, these scheduled reports could also include other information from the Ed Domain. So, therefore there are already three reports a year (including the end-of-year report) and that should suffice. (ACTION: Penny will amend the Planning Calendar accordingly and get that to the BOT members.)

Community and Family engagement:

Kate's process for analyzing the internship program was a good model for the Community and Family Engagement Visioning that is a BOT goal for this year. The process might begin as such:

What do we want to know? Why do we want to know it? How do we find out? (ACTION: Lara will get Kate's process document to us.)

The Domain Council then brainstormed on possible questions we would want to present to focus groups.

ACTION: get the BOT to talk about this at the next meeting independently of the Domain Council. It could be interesting to see the similarities and differences.

Next Meeting: Wednesday, October 3, 2018, 5:15pm
6:30pm – Meeting ended

Respectfully Submitted
Penny Leveritt

DOMAIN COUNCIL MEETING MINUTES
3 October 2018

Attending: Penny Leveritt, Dan Klatz, Deirdre Arthen, Lara Ramsey, Tim Reynolds

Regrets:

Meeting Start: 5:15 pm

Location: HCCPS

Domain Council Meeting Agenda:

BOT Meeting Agenda:

Community and Family Engagement Visioning Project: Brainstorming (20)

By-Laws changes (15)

Committee goals (10)

Friends of Hilltown visit (15)

Q4 financials (5-10 min)

In the announcements section Dan will give an update on political outreach. NOTE: After the November election, we will invite the new Democrat legislators from Franklin and Hampshire counties to the school for a tour and to meet the board and a group of parents.

Community and Family Engagement Visioning Project, cont.:

There was further discussion of how to proceed with the project. It was decided that an ad hoc committee made up of various pertinent groups would be best: a K-5 teacher, a middle school teacher, someone from the Friends of Hilltown, someone who has been on the Community Team, a board member, different parents who are newer to the community and another who has been involved a number of years, perhaps a person outside of the school community, and Deirdre. Dan and Lara can be involved as needed, but not necessarily be on the committee.

We came up with a list of people to ask and Deirdre will approach them, give them the overall crux of the project and the time commitment – probably about 4 meetings with the whole ad hoc committee and two committee members taking turns to attend probably 2 focus group meetings – over the course of the school year. One of the first goals of the committee will be to set up a mission statement. The committee will have access to the shared google doc for the project. (Penny will add the comments from the Board to the document.)

Next Meeting:, Wednesday, October 17, 2018, 5:15pm
6:10 – Meeting ended

Respectfully Submitted
Penny Leveritt

Hilltown Cooperative Charter Public School

Finance Committee Meeting Minutes – Wednesday, September 19th, 2018, 8:30 am

Present: Dan Klatz, Matt Dube, Lisa Plaza, Kate Saccento, Carla Clark
Regrets: Maureen Mahar
Facilitator: Matt Dube
Notetakers: Matt Dube
Agenda: Q4 Financials; Capital Replacement Assessment; FY19 Goals to BoT

Topic	Discussion	Action (if necessary)
<p>Q4 FY18 Financials Review</p>	<p>PPE came in above budget. We believe \$50K more than this year, but still trying to fill some spots (2). At end of 7th grade waiting list then will fill elsewhere.</p> <p>Biggest Revenue changes are more Medicaid money than budgeted (double budget); essentially covering Principal payment.</p> <p>Balance Sheet: all numbers as expected, no surprises; in good shape.</p>	<p>Carla will ask Auditor to expedite Audit for October 17th.</p> <p>Will take Q4 Financials to BoT for October Board Meeting.</p>
<p>Capital Replacement Assessment</p>	<p>No significant changes to CRA.</p> <p>Some leakage into boys' bathroom, potentially coming from sprinkler line. This will be Maintenance expense.</p> <p>We need to send guidance to BoT regarding funds and priorities.</p> <p>MiniSplits into classrooms for cooling control/energy savings first priority. \$3500/unit + installation.</p> <p>How do we preserve annual resources for CRA? Create a Capital Replacement Fund?</p> <p>There is a need to get clarity from Insurance Agent re: what insurance covers vs what we're responsible for.</p>	<p>Present recommendations to BoT on priorities and fund guidance.</p> <p>We will invite our Insurance Agent to future Fin Cmte meeting.</p>

	Invite to future meeting.	
FY 2019 Finance Committee Goals	In October, committees will need to be prepared to present their goals. Financial: *Present prioritized Capital Replacement Proposal to BoT. *Recommend establishment of Capital Replacement Fund and how it relates to Contingency Fund. *Review, potentially redefine, and present Balanced Budget Policy.	Committee to bring goals to October Board Meeting
Meeting Wrap-Up/ Evaluation	Next Meeting: October 17, 2018 Tentative Agenda Items for October Review Preliminary Q1 Financials Audit Review and approval Look at 5-year balance sheet results	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 9:30 AM	

Attachments:

None

Tentative Agenda Topics for October 17, 2018 Meeting:

Review Preliminary Q1 Financials
Audit Review and approval
Look at 5-year balance sheet results

Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Monday May 14, 2018

Present: Barbara Oegg, Myssie Casinghino, Maryellen Rousseau, Joanne Benkley

Topic	Discussion	Action (if necessary)
Grants	Emma, TA for the Reds, submitted a proposal for printing costs for a children's guide to the Pioneer Valley (as part of her graduate study). Copies of the guide will be given to both Hilltown classrooms and Easthampton elementary schools.	Read over grant proposal and at next meeting vote on whether or not to fund.
Valley Gives Day	<ul style="list-style-type: none"> - Raffle - Thank you notes 	- Barbara to print out names of people who donated to VGD and select raffle winners
Officers	<ul style="list-style-type: none"> - Barbara proposed that we keep the officers the same for next year - Joanne seconded the motion. - The vote was unanimous. - Maryellen nominated Joanne as Stewardship Coordinator. Barbara seconded. 	
Donation	<ul style="list-style-type: none"> - Barbara proposed that FOH donate money to the school to pay for proposed playground updates and professional development - Joanne seconded the motion. - The vote was unanimous. 	
Other items	<ul style="list-style-type: none"> - Look into travel mug costs to sell at Winter Fair FOH coffee table - Look at costs for stickers. Should we sell or give away to new families at 1st day of school? - Banner for table - Sign for family corner 	<ul style="list-style-type: none"> - Maryellen to research costs for travel mugs, stickers, and banner -
Art Spark	<ul style="list-style-type: none"> - Maryellen to write thank you notes to parents who solicited donations 	-
Upcoming meetings	<ul style="list-style-type: none"> - Annual Meeting on May 21 - New Member meeting on June 4th. 	- Barbara to send an email invitation to potential new board members.

Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Monday May 21, 2018

Present: Barbara Oegg, Myssie Casinghino, Maryellen Rousseau, Joanne Benkley

Topic	Discussion	Action (if necessary)
	Minutes from May 14 th meeting approved with amendments	
Art Spark	Need to have a process to return items not bid on at the auction	Solicitation Coordinator will be responsible for returning items.
Valley Gives Day	Selected raffle winners for Mass Moca & Mini Golf gift certificates	
Budget	Myssie presented budget update	Myssie to set up meeting with Dan to go over budget
Thank You Notes	Thank you notes need to be written for Art Spark donation solicitors & Valley Gives Day donors	Myssie to give us each a list of people to write thank you notes to
Next Meeting	Monday, June 4 th	Barbara to send out invitations to prospective new members

Hilltown Cooperative Charter Public School

Friends of Hilltown Board Meeting – Monday, June 11, 2018

Present: Barbara Oegg, Myssie Casinghino, Maryellen Rousseau, Joanne Benkley

Topic	Discussion	Action (if necessary)
Budget	Myssie presented update from meeting with Dan and HCCPS 2019 Program Support breakdown	
Grants	Myssie proposed that we change the Curriculum Support Grant to include support teaching & learning in order to better the needs of the teaching staff. Joanne seconded it.	<ol style="list-style-type: none">1. Joanne to put grant forms in accessible location.2. Joanne will send email to teachers & staff re: update to curriculum grant guidelines.
Parent Input	FOH Board met with parents who are interested in joining FOH and potentially expanding Friends to include a parent committee	
Thank You Notes	Myssie put a list of people on the google drive.	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Governance & Board Sustainability Committee Meeting Minutes – September, 25, 2018, 5:00 pm

Present: Amy, Deirdre, Noelle

Regrets: None

Topic	Discussion	Action (if necessary)
Board Recruitment	Noelle had some success during classroom orientation and has identified some possible candidates. They may attend an upcoming board meeting.	Noelle will email Deirdre parent information and Deirdre will send them an interest form.
By-Laws	Discussed by-law changes brought to the board's attention by the state.	Will formalize a proposal for at least a portion of the by-law changes for October meeting.
Board Member Orientation		
Board Resources (Hard Copy & Online)		
Long Range Plan	Deirdre updated the LRP tracker. We will discuss at October GABS meeting.	Discuss updates at October GABS meeting.
Board Visibility		
Review Action Items	Reviewed action items.	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Tentative Agenda Topics for Next Meeting	LRP review Review Parent Interest Forms Board Recruitment Annual Meeting Format	
Next Meeting Date/Time/Location	Date: October 30, 2018 Time: 5:00 pm Location: HCCPS	
Adjournment	Meeting adjourned at 6:04 pm	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee
Agenda
October 9, 2018

- Personnel committee goals

Item	Discussion	Action
Goal for Personnel Committee this year	We decided last time that we need to do a staff satisfaction survey. This meeting was spent discussing the essential questions embedded in this initiative. We came up with the following breakdown, which points toward our committee goals for the year.	
<p>Assess: How desirable are we as an organization? External: How attractive is Hilltown as a place to work? (Can we attract the best candidates for available positions)</p> <p>Internal: How satisfied are current Hilltown employees with their work conditions? When employees stay or think about staying, why? When employees leave or thinking about leaving; why?</p> <p>Salary analysis- How do we arrive at our salary scale for different positions? How do we compare to districts we serve? When was it last updated? What are the benefits rolled into our employment package?</p>		<p>Review last survey completed at Hilltown.</p> <p>Research other templates.</p>
Personnel Committee Goal:	Stay aware and informed about personnel policies at the school; think critically, update as necessary.	Each personnel committee member will read a pre-designated policy in advance of each personnel meeting. For next time, we picked family leave.
Personnel Committee Goal:	Recruit new personnel members	Ask Greg and Noelle