

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Monday, July 29, 2019, 6:30 pm

Present: Lara Ramsey, Dan Klatz, Paula Ingram, Tim Reynolds, Matt Dube, Joe Wyman, Liz Preston, Myssie Casinghino, Rich Senecal, Kelly Woods, Karen Sise

Regrets: Noelle Barrist Stern, Dawn Reesman, Deirdre Arthen

Facilitator: Tim Reynolds

Notetaker: Lara Ramsey

Guests: None

List keeper: Kelly Woods

Timekeeper: Paula Ingram

Mission statement read by: Joe Wyman

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> Item was removed from the agenda- Family & Community Engagement topic/parent satisfaction survey has been moved to next month. <u>Appreciations/Acknowledgements:</u> Dawn started chemotherapy today. She intends to participate in Board activity as much as she can. We wish her all good things and strength besides.	Add topic of Family & Community Engagement to next Board meeting agenda
Any thank you notes needed?	None at this time	N/A
BoT Visibility this month?	None this month	Please wear a Board button during events.

Minutes	Tim asks if there are any changes that need to be made to June meeting minutes. None are needed.	Tim moved to approved June minutes, Matt seconded it.
Public Comment Period	No public comments	N/A
Vote on New Board Members (Tim)	<p>There are online trainings required of new Board members. New members will get emails about it. For example, a conflict of interest training. Deadline is in September.</p> <p>New Board members need Board books.</p>	<p>Tim moved to approve new board members. Liz seconded it.</p> <p>Do trainings before September deadline.</p> <p>Distribute Board books.</p>
Charter Renewal Application (Dan)	<p>The Charter Renewal officials will be here for one day in late September. They will ask everyone focused questions and observe throughout the building. They will look at our mission and key design elements. They will look at our access and equity and our governance.</p> <p>As we look at the document tonight, know that the Directors will not change anything of substance, but we will correct typos and adjust formatting before uploading this application.</p> <p>Board reviews document page by page with Dan and Lara providing narrative highlights.</p> <p>Noted some missing information on the dissemination table.</p>	<p>Tim moved to accept the charter school renewal application with the understanding that there will be grammatical and formatting changes but nothing of substance. Joe seconded it.</p> <p>Save time on the 24th for meeting with Charter Renewal visit.</p>

	<p>Noted that we have staff satisfaction data to add to the Professional Climate section.</p>	
<p>New Long Range Plan (Tim)</p>	<p>Tim presents need to form a new Long Range Plan committee.</p> <p>Last LRP committee consisted of two board members, two-three teachers, three directors, two parents. This was about the right size group.</p> <p>Before that, the committee was larger and the school was smaller.</p> <p>Wondering what is the right way to include student input in the thinking process. Perhaps focus groups.</p> <p>Department offers planning processes that we could borrow and learn from.</p> <p>LRP may need to address desire to have our student composition mirror that of other public schools in the valley, and at the same time, maintain the integrity of our mission. How much are we willing to change, and how?</p> <p>Is there a mechanism for an environmental scan?</p>	<p>Continue the conversation in Domain Council</p>
<p>Update on Family and Community Engagement (Deirdre)</p>	<p>We omitted this from our agenda as Deirdre is absent.</p>	<p>Move to next meeting agenda</p>
<p>October Meeting Date</p>	<p>We need to move it because it's currently on Yom Kippur.</p>	<p>Tim moved that we change the October Board meeting from Wednesday, October 9th to Wednesday, October 2, 2019. Joe seconded it.</p>

New Business - Identify only	None	N/A
Committee Reports - Questions only	None	N/A
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: September 11, 2019 at 6:30 p.m.</p> <p>Facilitator: Tim</p> <p>Snacks: Liz</p> <p>Drinks: Matt</p> <p>Newsletter blurb: Lara</p> <p>Self evaluation of this board meeting: We are done early; someone new to the board mentioned that it was hard to follow- much soak in, hard to respond; nice to see the charter school renewal application condense our good work over the last years.</p>	
Review Action Items	Reviewed action items.	Lara reviewed action items
Adjournment	Meeting adjourned at 8:15 p.m.	N/A

Tentative Agenda Topics for September 11, 2019 Board Meeting:

Family Engagement Survey
LRP Committee



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

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

1. Our teacher professional development week (“Week Before Children”) included a number of workshops and trainings. Related to student support and special education services, we developed our student support map, held a workshop in understanding and responding to student behavior, and we launched a universal screening tool (FastBridge) for math, reading, and social-emotional learning. We worked on our strategic plan and our action plan for living into our commitment as an anti-racism institution. We collaborated with Enchanted Circle Theater to deepen our arts-integrated curriculum, and we dug into our newly adopted K-5 reading program (Making Meaning). A Prisms teacher (John) introduced the book 4th-8th grade math teachers will read and discuss together this year.
2. All summer facilities projects are complete. The new walkway and entrance is operating smoothly—we received very positive support from the Easthampton DPW who painted the crosswalk, trimmed trees, and installed a large pedestrian crossing sign.
3. Admissions: We are still filling one last minute opening that we learned about over the past several weeks. Three 7th graders and one 6th grader withdrew in late August. We expect the final opening to be filled in the next few week.
4. Parent response has been outstanding at the beginning of this year. Volunteer leaders are stepping forward with a lot of interest in supporting the Book Fair this October and participating in the Community Team. Each classroom already has at least two designated Class Parents and several ongoing roles in the school are taken care of. What a wonderful and responsive community
5. New teachers and staff to the Hilltown Community—from the youngest classrooms to the oldest, please welcome the following people: **Zoe Klatz**, teaching assistant in the Blues; **Rashida Krigger**, teaching assistant in the Greens; **Madeleine Neill**, teaching assistant in the Reds; **Gina Wyman**, Oranges’ teacher; **Sam Schoenberger**, teaching assistant in the Oranges; **Athena Giles**, teaching assistant in the Purples; **Aram Rubenstein-Gillis**, Music and Movement grades 6-8; and **Kelsey Furey** and **Casey Armanetti**, both teaching assistants in the Prisms. **Mary Price** will be co-sharing the school nurse position with Deb Haas. A few familiar faces will be in new places. **Kate Saccento**, now Student Services Coordinator, has an office right behind the Family Corner. **Carolyn Ketcham** is now a special education teaching assistant with grades K-5, and **Tanisha Lopes** is a teaching assistant in the Prisms.
6. Each grade-level group has had or will have an end-of-summer / beginning-of-the-year family party hosted by parents (Blues and Indigos teachers host theirs). This has been reported as a great opportunity for new parents and students to get to know each other on a less formal basis. Many thanks to the parents who hosted them.

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	2,925,664	2,915,000	10,664	100%
Total State Sources	2,925,664	2,915,000	10,664	100%
State Grants-DOE Administered				
SPED 262 Early Childhood	616	616		100%
SPED 240	37,100	37,100		100%
SPED 274				
Teacher Quality 140	4,607	4,607		100%
Title I 305	19,070	19,070		100%
Title IV	1,162	1,162		100%
Total State Grants-DOE Administered	62,555	62,555		100%
Friends of HCCS Grant				
FOH Playground Upgrade Grant	3,000	3,000		100%
Community Service Grant	500			
FOH Rolling Arts Grants	2,340	1,500	840	156%
Total Friends of HCCS Grant	5,840	4,500	1,340	130%
Private Grants				
Commty Fndn Class Projects	1,316	1,316	-0	100%
Total Private Grants	1,316	1,316	-0	100%
Fundraising Income				
General Fundraising	875			
Field Trip Fund	7,635	7,600	35	100%
FOH Designated Funds	30,000	30,000		100%
Winter Fair	6,351	6,350	1	100%
Total Fundraising Income	44,861	43,950	911	102%
Other sources				
Earnings on Investments	7,849	5,000	2,849	157%
School Lunch Receipts	23,199	15,000	8,199	155%
Special Trip Receipts				
Prisms Special Trip Receipts	6,881		6,881	100%
Purples Special Trip Receipts	6,632		6,632	100%
Special Trip Receipts - Other		13,500	-13,500	
Total Special Trip Receipts	13,513	13,500	13	100%
SPED Medicaid reimbursement	23,708	25,000	-1,292	95%
Total Other sources	68,269	58,500	9,769	117%
Kid's Club Income	95,838	90,000	5,838	106%
Student Activity Fees	21,552	18,000	3,552	120%
Miscellaneous Income	2,759	1,700	1,059	162%
Total Income	3,228,653	3,195,521	33,132	101%
Gross Profit	3,228,653	3,195,521	33,132	101%
Expense				
Personnel Costs				
Personnel				
Teachers	1,276,825	1,276,827	-2	100%
Teaching Assistants				
Graduate Intern Stipend	49,375	50,000	-625	99%
Teaching Assistants - Other	214,401	214,285	116	100%
Total Teaching Assistants	263,777	264,285	-508	100%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Director of Administration	94,661	94,661	0	100%
Director of Teaching & Learning	94,661	94,661	0	100%
Director of Family & Community	42,598	42,598	0	100%
Student Services Coordinator	70,927	70,927	-0	100%
Administrative Assistant	47,400	47,400	0	100%
Bookkeeper/Purchasing Agent	46,800	46,800	0	100%
Kids' Club Coord/Admin Support	31,000	31,000	0	100%
Kids' Club Staff	28,037	35,000	-6,963	80%
Nurse/Health Educator	53,831	52,531	1,300	102%
Counselor	64,479	64,479	-0	100%
Occupational Therapist Salary				
Stipends - Student Activities	6,500	7,000	-500	93%
Stipends - Program	12,375	10,000	2,375	124%
Substitute Teachers	20,490	14,000	6,490	146%
Technology Teacher/Coordinator	42,695	41,729	966	102%
CSL Teacher/Program Support	27,225	27,533	-308	99%
Longevity Pay	10,675	10,675		100%
Total Personnel	2,234,957	2,232,106	2,851	100%
Payroll Taxes				
FICA	39,728	39,094	634	102%
Medicare	31,607	32,366	-759	98%
SUTA	2,284	2,230	54	102%
UHIC	4,227	3,226	1,001	131%
Total Payroll Taxes	77,846	76,916	930	101%
Fringe Benefits				
College Credit Reimbursement				
HRA Benefit	42,758	52,000	-9,242	82%
Health Diversion	28,018	25,000	3,018	112%
Health insurance	211,150	215,000	-3,850	98%
Worker's Compensation Insurance	16,341	16,341		100%
Total Fringe Benefits	298,267	308,341	-10,074	97%
Total Personnel Costs	2,611,070	2,617,363	-6,293	100%
Consultant & Other Svcs-Fixed				
Prisms Electives				
Accounting Consultant				
Admin Services/Data Managemnt	7,348	8,000	-652	92%
Annual Audit	8,000	8,000		100%
FSA/HRA Service	1,839	2,200	-361	84%
Payroll Service	3,406	3,060	346	111%
SPED Advisor		1,000	-1,000	
SPED Contractors	101,911	70,000	31,911	146%
SPED Summer Services	2,730	2,730		100%
Total Consultant & Other Svcs-Fixed	125,233	94,990	30,243	132%
Consultant & Other Svcs				
Child Care	440	400	40	110%
Curriculum Consultants	4,630	7,000	-2,370	66%
FOH Desig. Artist in Residence	5,000	5,000		100%
Legal Fees	4,640	4,000	640	116%
Staff Development				
Staff Development - FOH Desig.	20,000	20,000		100%
Total Consultant & Other Svcs	34,710	36,400	-1,690	95%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	46,323	50,000	-3,678	93%
Copier Service Contract	376	3,060	-2,684	12%
Electricity	28,747	30,000	-1,253	96%
Elevator Maintenance	2,860	3,284	-424	87%
Fire/Sprinkler Alarm services	843	1,000	-157	84%
Heat	6,855	6,500	355	105%
HVAC Maintenance	8,825	8,500	325	104%
Insurance-Liability/Propty/Auto	26,210	26,210		100%
Interest Expense - USDA Loan	94,564	94,564	0	100%
Internet	1,430	1,500	-70	95%
Landscaping	4,269	4,500	-231	95%
Minor Repair/Maintenance	22,903	25,000	-2,097	92%
Plowing/Snow Removal	6,950	7,650	-700	91%
Rental of Equipment	5,135	5,140	-5	100%
Telephone	1,088	1,224	-136	89%
Trash Removal/Recycling	3,664	3,700	-36	99%
Water/Sewer	2,513	3,000	-487	84%
Total Occupancy	263,556	274,832	-11,276	96%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,404	2,400	4	100%
*Blues Ed Supps	565	600	-35	94%
*Indigos Ed Supplies	510	600	-90	85%
*Greens Ed Supps	537	630	-93	85%
*Yellows Ed Supps	502	630	-128	80%
*Oranges Ed Supps	448	630	-182	71%
*Reds Ed Supps	302	630	-328	48%
*Purples Ed Supps				
Purples - PI	480	480	0	100%
Purples - PK	481	480	1	100%
Total *Purples Ed Supps	961	960	1	100%
*Prisms Ed Supps				
*Prisms-BA	452	465	-13	97%
*Prisms-JM	465	465	-0	100%
*Prisms-RM	465	465	0	100%
*Prisms-JVB	465	465	-0	100%
Total *Prisms Ed Supps	1,847	1,860	-13	99%
*Minicourses	141	400	-259	35%
*Music/movement supplies				
*Music Supplies - MD	446	470	-24	95%
*Music Supplies - JW	212	190	22	112%
*Music/movement supplies - Other				
Total *Music/movement supplies	658	660	-2	100%
*Physical Education Supplies	776	875	-99	89%
*SPED Ed Supps	2,016	2,750	-734	73%
*Title I Ed Supps	305	300	5	102%
*Other Ed Supplies/Textbooks**	8,628	8,950	-322	96%
Total Educational Supplies/Textbooks	20,601	22,875	-2,274	90%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Food and Supplies	858	728	130	118%
Household Supplies	5,969	5,722	247	104%
Office Supplies	3,316	3,641	-325	91%
Playground Supplies	762	875	-113	87%
Postage	368	1,000	-632	37%
Printing and Reproduction	10	624	-614	2%
Testing & Evaluation Supplies	3,576	3,876	-300	92%
Total Supplies	35,459	39,341	-3,882	90%
Equipment				
FOH Desig. Chromebook Replace	5,000	5,000		100%
Furnishings/Rugs	3,896	4,000	-104	97%
Minor Equipment	1,145	1,260	-115	91%
SPED Equipment	3,793	5,000	-1,207	76%
Tech Repair/Replacement	6,845	7,000	-155	98%
Vehicle Expenses	222	1,000	-778	22%
Total Equipment	20,901	23,260	-2,359	90%
Grant-funded expenses				
Community Fdn. Class Projects	1,316	1,316	-0	100%
Friends of HCCS Grant Expense				
FOH Playground Upgrade Grant	3,000	3,000		100%
FOH Community Service Grant	500			
FOH Rolling Arts Grants	2,340	1,500	840	156%
Total Friends of HCCS Grant Expense	5,840	4,500	1,340	130%
Total Grant-funded expenses	7,156	5,816	1,340	123%
Other expenses				
Advertising	1,715	1,530	185	112%
BOT Discretionary Fund	88	500	-412	18%
Community Domain Expense	2,933	3,000	-67	98%
Community Service Projects	1,472	1,500	-28	98%
Graduation Expenses	992	1,020	-28	97%
Field trips				
Indigos Field Trips	600	697	-97	86%
Blues Field Trips	600	697	-97	86%
Greens Field Trips	713	731	-19	97%
Yellows Field Trips	726	731	-5	99%
Oranges Field Trips	194	766	-573	25%
Reds Field Trips	194	766	-573	25%
Purples Field Trips	1,115	1,115		100%
Prisms Field Trips	1,566	2,097	-531	75%
Field trips - Other				
Total Field trips	5,707	7,600	-1,893	75%
Kid's Club Food/Supplies	4,126	5,000	-874	83%
MCSA Dues	5,907	5,907	-0	100%
Miscellaneous Expenses	592	1,020	-428	58%
School Lunch Expense	25,542	23,000	2,542	111%
SPED Contingency				
Special Trip Expenses				
Prisms Special Trip Expense	9,992		9,992	100%
Purples Special Trip Expenses	8,398		8,398	100%
Special Trip Expenses - Other		18,000	-18,000	
Total Special Trip Expenses	18,390	18,000	390	102%

10:14 AM

09/05/19

Accrual Basis

Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Student Activity Expenses	5,423	5,000	423	108%
Travel	510	510	0	100%
Fundraising Expenses	2,003	2,100	-97	95%
Total Other expenses	75,399	75,687	-288	100%
Directors' Discretionary Fund	2,503	2,500	3	100%
Total Expense	3,175,987	3,170,189	5,798	100%
Net Ordinary Income	52,667	25,332	27,335	208%
Other Income/Expense				
Other Expense				
Depreciation Expenses				
Depreciation Expense - Building				
Depreciation Expenses - Other	102,511			
Total Depreciation Expenses	102,511		102,511	100%
Board Designated Expenditures				
BOT Appvd Improvement Projects	4,296		4,296	100%
Total Board Designated Expenditures	4,296		4,296	100%
Total Other Expense	106,806		106,806	100%
Net Other Income	-106,806		-106,806	100%
Net Income	-54,140	25,332	-79,472	-214%

Hilltown Cooperative Charter School
Balance Sheet
As of June 30, 2019

	Jun 30, 19	Mar 31, 19	Jun 30, 18
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB - 13 Month CD	202,234	201,089	0
ESB Checking - XXXXX4269	58,999	389,887	551,088
ESB-21 month CD	307,026	305,774	302,049
Total Easthampton Savings	568,259	896,750	853,137
Florence Savings			
Money Market-FSB	304	304	304
Total Florence Savings	304	304	304
Total Checking/Savings	568,563	897,054	853,440
Accounts Receivable			
Revenue Receivable	275,016	0	0
Total Accounts Receivable	275,016	0	0
Other Current Assets			
Due from employees			
COBRA	0	1,415	0
Total Due from employees	0	1,415	0
Grant Receivable	0	0	38,430
Prepaid Expenses	22,153	9,299	15,394
Security Deposit	3,015	815	1,460
Total Other Current Assets	25,167	11,528	55,284
Total Current Assets	868,746	908,582	908,724
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	-224,441	-205,104	-147,092
Property Improvements	99,655	99,655	69,051
Accum. Dep - Property Imprmnts	-28,543	-23,978	-10,284
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-4,204	-3,503	-1,401
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-16,059	-15,034	-11,959
Total Property and Equipment	28,257	29,983	35,160
Total Fixed Assets	3,665,654	3,691,282	3,737,561
TOTAL ASSETS	4,534,400	4,599,864	4,646,285

Hilltown Cooperative Charter School
Balance Sheet
As of June 30, 2019

	Jun 30, 19	Mar 31, 19	Jun 30, 18
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	33,300	56,643	42,777
Total Accounts Payable	33,300	56,643	42,777
Credit Cards			
Capital One	30	0	0
VISA -DK	1	368	7,010
Total Credit Cards	31	368	7,010
Other Current Liabilities			
Accrued Expenses			
Accrued Expenses	5,478	0	4,147
Accrued Payroll			
Accrued Payroll	226,709	0	218,790
Deferred Revenue - Grants			
Deferred Revenue - Grants	0	250	250
Payroll Liabilities			
Dental Plan Payable	210	-476	158
Employee Health	3,050	-5,881	2,027
Employee Life	181	181	261
FICA Withheld	-149	-149	-149
Long Term Disability	-57	-57	-57
MA Retirement	0	0	0
Sect 125 - FSA	-2,882	-6,917	-3,578
Total Payroll Liabilities	353	-13,299	-1,339
Total Other Current Liabilities	232,540	-13,049	221,849
Total Current Liabilities	265,871	43,962	271,636
Long Term Liabilities			
Note Payable - USDA			
Note Payable - USDA	3,410,421	3,423,550	3,462,401
Total Long Term Liabilities	3,410,421	3,423,550	3,462,401
Total Liabilities	3,676,293	3,467,513	3,734,037
Equity			
BOT Approved Capital Projects			
BOT Approved Capital Projects	0	-6,049	0
Contingency Fund			
Contingency Fund	50,000	303,151	282,915
Investments in Fixed Assets			
Investments in Fixed Assets	255,233	305,764	275,160
Undesignated Fund Balance			
Undesignated Fund Balance	607,014	309,382	377,227
Net Income			
Net Income	-54,140	220,103	-23,054
Total Equity	858,108	1,132,351	912,248
TOTAL LIABILITIES & EQUITY	4,534,400	4,599,864	4,646,285



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Governance & Board Sustainability Committee

Meeting Agenda – September 4, 2019, 4:45 pm

<u>Agenda Topics</u>
Orientation for New BOT Members
Proposal to move responsibility for LRP monitoring to the Domain Council
Development of standard agenda template for GABS that can be used by other committees for compliance with the OML
Updating and organizing materials in the BOT and GABS Google Drives
BOT Recruitment
Review Action Items
Tentative Agenda Topics for Next Meeting
Next Meeting Date/Time/Location



Finance Committee Meeting Minutes – September 11th, HCCPS, 8:30 AM

Present: Dan Klatz, Carla Clark, Maureen Mahar, Rich Senecal
Guests: None
Regrets: Kate Saccento
Agenda: Approve May Minutes; Q4 Financials Review; Finance Committee Meeting Schedule For The Year

Topic	Discussion	Action (if necessary)
May Minutes	Approval of May minutes.	Carla moved to approve May Minutes, Maureen seconded. Approved by consensus.
FY20 Budget Review	The review will take place at the October meeting once the initial financials have been compiled	No action at this time
Q4 Financials Review	Balance Sheet positive and Revenues and Expenditures tracking at or above Budget.	Present to BoT for approval
Tentative Agenda Topics for Next Meeting	Approve September Minutes Review initial Q1 FY20 financials Audit approval	No action at this time
Next Meeting Date/Time/Location	10/23; HCCPS 8:30 AM Tentative meeting dates: 11/20, 12/18, 1/15, 2/26, 3/18, 4/15, 5/20	



GABS Committee Meeting Minutes – September 4, 2019

Present: Deirdre Arthern; Paula Ingram; Noelle Barrist Stern

Regrets: None

Topic	Discussion	Action (if necessary)
Orientation for New BOT Members	GABS reviewed the draft outline and attachments for the orientation for new BOT members scheduled for 9/11/19.	Noelle will make one more attachment that describes the BOT committees.
BOT Recruitment	Noelle reported that both Tim and Liz are interested in staying on the BOT for another term. She has not heard back from Joe.	Noelle will follow up with Joe.
Developing a Standard Committee Agenda Template to Comply with the OML	Noelle emailed Tim and asked that this be added to the agenda for the 9/11/19 BOT meeting.	Noelle will prepare a blank standard committee agenda template and provide a copy of the 9/4/11 GABS Agenda as handouts at the 9/11/19 BOT meeting.
Review Action Items	Reviewed action items.	
Tentative Agenda Topics for Next Meeting	(1) Proposal to move responsibility for LRP monitoring to the Domain Council; (2) updating and organizing materials in the BOT	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	and GABS Google Drives; and (3) BOT recruitment.	
Next Meeting Date/Time/Location	Wednesday, October 2, 2019 at 4:45 p.m.	
Adjournment	Meeting adjourned at 5:20 p.m.	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes- September 10, 2019

Present: Nicole Grinaski, Gaby Blaustein, Lara Ramsey, Kelly Woods, Liz Preston

Regrets: Dawn Reeseman

Topic	Discussion	Action
Meeting Time for Committee	Discussion re when meetings work for members of the Committee. Mornings continue to work. Time 7:30-8:30am would offer additional time for Committee work.	Schedule meeting typically monthly on the fourth Wednesday morning from 7:30-8:30am in Lara's Office.
Stipend Policy Development	Lara proposed that the Committee review additional compensation policies/ practice and then develop a stipend policy for additional work and projects. Guidelines to create consistent standards would be helpful. How do hourly rates match up to stipends for work? When do we offer stipends for summer work? Stipend line item review in budget?	Lara to pull together a report summary of what has been done in the past for review by the Committee this fall - when have teachers and staff been paid extra or beyond their standard salary?
Carry Over Work	Carla drafted a Complete Benefit Package summary last year - Lara will bring for review next year. Salary calculation review - how are salaries calculated? What are the factors included? How does this process compare for faculty/ staff vs. directors? Staff Satisfaction Survey - review notes from last year and consider plans for action?	Lara will share out the Complete Benefit Draft for review and future discussion/ consideration. Committee to review financial process used in 2019 and plan for 2020. Committee to review Board notes from last year re the Staff Satisfaction Survey and discuss next steps.
Next meeting time/date/location	Will meet again in September to prepare for October board meeting.	Wednesday, September 25th 7:30-8:30am in Lara's Office.
Adjournment		8:00am