

## HCCPS Board of Trustees

### Meeting Agenda

February 14th, 2024 7:00pm

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/83679293502?pwd=bjZya3FvVTFmd216WlkvZDVPLzhjZz09>

Meeting ID: 836 7929 3502

Passcode: 7dvsWu

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 that 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: Matt Dube**

Topic (estimated time)	Who	Action	Estimated Time
<b>Welcoming (read mission statement): (5 mins)</b> <ul style="list-style-type: none"><li>● Announcements, appreciations, acknowledgements</li><li>● Agenda Check: Appoint timekeeper, list keeper</li><li>● Thank You Note Check</li><li>● BOT Visibility this month</li><li>● Approve minutes from previous BOT meeting</li></ul>	Matt	Decision	7:00
<b>Public Comment (5 mins)</b>	Matt		7:05
<b>Domain Updates (10 mins)</b> <ul style="list-style-type: none"><li>● K-8 grade configuration visioning</li><li>● K/1 configuration planning for 2024-2025</li><li>● Staffing update</li><li>● Admissions update</li></ul>	Laura/ Kate/ Tiffany	Share/Discuss	7:10

<ul style="list-style-type: none"> <li>• New Prisms consequence system</li> </ul>			
<b>Opening Discussion/Idea Sharing (10 mins)</b>	Laura/Kate	Update	7:20
<b>Proposal - Interim Student Behavior Support Coordinator (20 mins)</b>	Laura/Kate	Discussion/Decision	7:30
<b>LRP Updates (10 mins)</b> - Goal 1B: Cultivate a vibrant culture and community: School Culture/Family Engagement	Tiffany/ Kate	Discussion	7:50
<b>Board Retreat Recap + Follow-up (15 mins)</b>	Kathleen S.	Update/Discussion	8:00
<b>Revised FY24 Budget (10 mins)</b>	Kate	Discussion/Decision	8:15
<b>FY25 Budget Planning (10 mins)</b>	Kate	Update	8:25
<b>GABS Updates + Annual Meeting (10 mins)</b>	Emily	Discussion	8:35
<b>Lunch Team Update (5 mins)</b>	Kate	Update	8:45
<b>Committee Report questions (5 mins)</b>	Matt		8:50
<b>Meeting Wrap-up (5 mins)</b> <ul style="list-style-type: none"> <li>• Minutes Finalization</li> <li>• Snacks + Drinks for next meeting</li> <li>• Newsletter Blurb</li> <li>• New business for next Board meeting -</li> <li>• Review action items</li> </ul>	Matt		8:55
<b>Adjournment</b>			9:00

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, Jan 10, 2024, 7 pm

**Location:** HCCPS and Zoom

**Present:** **In-person:** Kate Saccento, Laura Davis, Gina Wyman, Emily Boddy, Tala Elia, Matt Dube, Stacy Guifre, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Lily Newman, Kylan Mandile, Tiffany Ross, Andrew Coate, Grace Mrowicki

**By Zoom:** Kelly Vogel, Stacey Giufre

**Regrets:** Kate Ewall (present for a portion via Zoom)

**Guests:** **In-person:**

**By Zoom:** Freja Joslin, Myssie Cassinghino, Dana Grump, A Carter Bent

**Facilitator:** Matt

**Notetaker:** Emily

**List keeper:** Kelly

**Timekeeper:** Tala Elia

**Mission statement read by:** Andrew

Topic	Discussion	Action (if necessary)
<p><b>Welcoming (read mission statement) (Matt)</b></p> <ul style="list-style-type: none"> <li>● Announcements, appreciations, acknowledgements</li> <li>● Agenda Check: Appoint timekeeper, list keeper</li> <li>● Thank You Note Check</li> <li>● BOT Visibility this month</li> </ul>	<p><b>Announcements, Appreciations, Acknowledgements:</b></p> <p>Winter Solstice was lovely and went really well!</p> <p>Ski Club - we ask for scholarship and all families who asked for assistance were 100% covered</p> <p><b>Agenda Check:</b></p> <p><b>Thank you note check:</b></p> <p><b>Board Visibility:</b></p> <p>Jan 26 - Family Bingo Night, run by Steph Mattrey, Bake Sale</p>	

<p><b>Approve minutes from previous BOT meeting</b></p>	<p>None.</p>	<p>Lily motioned to approve December meeting minutes; Kathleen H. seconded; the Board approved December meeting minutes by consensus.</p>
<p><b>Public Comment (Matt)</b></p>		
<p><b>Updates - Laura/ Kate</b></p> <ul style="list-style-type: none"> <li>● Safe and Supportive Schools team</li> <li>● K-8 grade configuration discussion underway (more detail later in the agenda)</li> <li>● K/1 configuration planning for 2024-2025</li> <li>● Staffing update</li> <li>● Facilities update</li> <li>● Admissions update</li> <li>● MLK, Jr. Day planning</li> </ul>	<p><b>S&amp;SS:</b> Team is assembled; Cecilia is replacing Gina on the team. Group is looking at elements towards whether we have a safe and supportive school. Group is collaborating, having great conversations about our school.</p> <p><b>K-8 Configuration:</b> Discussion about k-8 configuration (more later in the meeting). Any larger shifts will happen 25-26; this year need to sort out what happens with K-1 in the meantime - looks like K and 1 will remain in temporary scenario of keeping them separate. Further conversations will happen with other staff who work with this group to ensure that's the right thing at this moment.</p> <p><b>Staffing update:</b> Hired Faye as special ed TA; Claire Neto long term sub as Science TA; Haleigh (behaviorist) has resigned - more on this in agenda item further along in the meeting; We have posted for a special ed TA in 6-8, based on outcomes of recent IEP meetings.</p> <p><b>Facilities Meeting:</b> outlets for new projectors were installed over break; piece of sprinkler pipe replaced over break; recently noticed irregularities with the pump, and Baystate Sprinkler came and found leak and patched (will return to replace in the summer - patch will suffice); HVAC mapping is delayed to later in the month due to contractor availability; roof will be discussed later in the meeting.</p> <p><b>Admissions Update:</b> Kate has flyers for posting in order to engage families and promote awareness of admissions.</p>	

	<p><b>MLK Jr. Day Planning (Tiffany):</b> Planning started a few months back - Equity Team to Teacher Meeting to figure out. Teachers were tasked with having their Color Band present. Music Teachers are preparing 4-5 songs. All School will start at 1:45 to allow enough time. January 19th.</p>	
<p><b>Special Education and Student Behavior</b>  <b>Support:</b> Laura/Kate  (Update)</p>	<p>Addressing both general behavioral needs in General Ed. and in the context of Special Ed. Identifying what's been challenging - what requires more support or guidance.</p> <p><b>Special Education (Kate):</b> Supporting students in Special Ed. - how can we meet kids' needs based on the staff we have. We can have a problem of Scale given that we are such a small school. 1.) Need to think about how we deliver the services while we have: ex Set schedules we are working around. We are trying to align services to match what subject is happening in the classroom (eg pull out for math, should happen during math class). We need to look at whether we need outside support. 2.) Behaviorist has given notice, last day is the 19th. Need to discuss with teachers to get feedback in order to hold support through the rest of the year. We have 2 consultants, and will discuss to ensure our team feels supported. 3.) Based on feedback this year and last - Special Ed. role is so large and involves so much paperwork so there may be scope for support person in this capacity. Special Ed. coordinator can better serve students and teachers.</p> <p><b>General Ed (Laura):</b> 1.) Support for the Director of TEaching and learning. In the process of creating a proposal - possibly a short term/part time role - to manage Tier 2 supports/Behavior, supporting teachers, taking on some of Laura and Kate's load. 2.) Teacher leaders - offering support to manage challenges.</p> <p>Plan as we work on ideas/input - January 18 staff meeting will see a proposal. Kathleen (?) will facilitate to Kate and Laura can participate. Proposal would be brought to the Feb meeting.</p> <p>Lily wonders if we need to post the job earlier than the February board meeting, and therefore might we have an emergency meeting, so we can get the</p>	

	<p>person in place earlier. Gina asks about the role, who would be suitable for the role. Laura explains that they are hoping to have someone to take on Tier 2 role (rather than director level/all things discipline). Unclear what the exact title would be, but would not be director level.</p> <p>Kate explains that feedback about the initial proposed role was that it was too high level, too admin heavy. Thinking through a role that supports Tier 2 Behavioral issues.</p> <p>Lily says that the proposal will mainly address Tier 2 Behavioral issues, but that it will likely bring in some academic support as well.</p> <p>Laura is also working with existing staff in the upper grades (6-8) to figure out ways they can work with behavioral concerns in the meantime.</p>	
<p><b>JEDI Discussion:</b> Kathleen S. (Discussion)</p>	<p>Reviewed what is happening in JEDI meetings:</p> <ul style="list-style-type: none"> <li>- working on shared definitions to engage the community, as well as other ways to engage the community</li> <li>- discussed having a statement moving forward and embedding it into our mission statement (would involve applying for changes to our charter, would take time)</li> <li>- thinking about having JEDI members coming to board meetings to share/discuss</li> <li>- discussed who/how we are bringing the JEDI mission forward, how to engage broader community and students in the JEDI work</li> </ul>	
<p><b>LRP Updates - Grade Configuration,</b> Kate, Laura (Discussion)</p>	<p>We will be addressing progress of points on the LRP at each board meeting. Grade Configuration is 2-parted.</p> <ol style="list-style-type: none"> <li>1. Permanent reconfiguration will start 2025/26.</li> <li>2. Decide on the configuration for K/1 for next year.</li> </ol> <p>Kate and Laura took us through the timeline/process (in packet). Teacher meeting came up with ideas for what the process could look like - inclusive, opportunities for all stakeholder groups; created the road map Laura created a cover page for the road map to describe the context for this process.</p>	

	<p>Main goal is to have a configuration that best serves academic and social emotional needs of the whole community.</p> <p>Full plan is outlined on the Road Map.</p>	
<p><b>Facilities - Roof Proposal, Kate S</b> (Discussion/Decision )</p>	<p>Proposal included in the packet</p> <p>Has gone through Facilities and Finance Committees</p> <p>Capital Expenditure</p> <p>Lily asks what would be affected by using this \$100,000</p> <ul style="list-style-type: none"> <li>- Playground is on hold, and we will need to look for additional grants and fundraising.</li> <li>- Capital Expenditure spreadsheet will be updated/revised to reflect all possible expenditures. This will help to make plans about replenishing the fund, and see what's on the horizon.</li> </ul> <p>Kathleen asks how it is replenished</p> <ul style="list-style-type: none"> <li>- Some money may have ended up due to excess at the end of a school year</li> <li>- If the fund goes under 150k, the budget needs to address the shortfalls (currently over \$300,000 )</li> </ul>	<p>Tala motioned to approve; Kathleen S seconded; the Board approved by consensus.</p>
<p><b>Board Retreat - Topics of Focus, Kathleen S.</b> (Discussion)</p>	<ul style="list-style-type: none"> <li>- Kathleen explained that we would be addressing JEDI and asked for feedback about other possible topics.</li> <li>- Kathleen H suggests way to be weaving JEDI based on the LRP.</li> <li>- Suggestion of Culture/Community as a topic</li> <li>- Topic of creating better understanding of the behavioral situation</li> <li>- Discussion of how both LRP goals can be held</li> <li>- Lily suggests that behavioral support is useful to discuss; possibly also a question about the board makeup, need to examine who is overseeing the admin team</li> <li>- Kathleen suggests discussing Community/Culture; restructuring of board role; context of JEDI as per LRP</li> </ul>	<p>Kathleen will send revised dates for the Board Retreat.</p>

<b>Committee Reports - Questions, Matt</b>	None.	
<b>Meeting Wrap-up</b> <ul style="list-style-type: none"> <li>● Minutes Finalization</li> <li>● Snacks + Drinks for next meeting</li> <li>● Newsletter Blurb</li> <li>● New business for next Board meeting</li> </ul>	Next Meeting: February 14, 2024 7pm Facilitator: Matt Snacks: Andrew Drinks: Kathleen S. Newsletter blurb: Andrew  <b>New Business:</b>	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:22 pm	Tala motioned to move into executive session and adjourn the open meeting from executive session; Matt seconded; the meeting was adjourned.

**Tentative Agenda Topics for the February Board Meeting:**

- LRP Topic - Kate + Tiffany, some aspect of community goals.
- Next month meeting will be at 7pm
- New role proposal and/or update





# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

## DRAFT Proposal to the Board of Trustees

**Committee making Proposal:** Domain Council

**Date:** February 14, 2024

**Name of Proposal:** Interim Student Behavior Support Coordinator position

**Priority Level:** High

**Approximate time needed for discussion:** 20 minutes

**Proposal to be presented by:** Laura Davis, Kate Saccento

**Committee members drafting proposal:** Laura Davis, Kate Saccento

### **Text of proposal:**

**Challenge:** The Director of Teaching and Learning role has long been identified as oversized. Current demands related to student behavior support make it impossible for the DoTL to engage effectively in critical aspects of her job including:

- Effective teacher coaching, professional development, and supervision
- Attention to academics and arts curriculum, and integrated projects
- Full implementation of the Response-to-Supports (RTS) system
- Availability to engage in leadership-level work

This has negatively affected her relationships with teachers, staff growth, morale, operations, curriculum oversight, student and family communication, and more.

### **Proposed solution: Create new interim position focused on supporting student behavior.**

- Interim Student Behavior Support Coordinator (1.0 FTE)
- Estimated March 1–June 30, 2024
- Reports to the Director of Teaching and Learning
- Salary range based on teacher salary scale (\$47,240 - \$71,897 prorated; estimated \$18,400 - \$28,004 based on a March 1 start)
- Primary responsibilities (see job description below):
  - Support school-wide expectations in common spaces and during transitions

- Follow up on behavior incidents outside the classroom (e.g., de-escalation, restorative conversations, collaborative problem solving, communications)
- Support implementation of behavior incentive plans (e.g., check in/check out, breaks, etc.)

**Goals to be achieved by proposal:**

This position will build HCCPS capacity to support a positive school culture for students, staff and caregivers through behavior interventions, accountability, and harm repair. Adding an administrative position will allow the director of teaching and learning to engage in more effective teacher coaching, professional development, and supervision, attend to academics and arts curriculum, and integrated projects, more effectively oversee the Response-to-Supports (RTS) system, and be more available to engage in leadership-level work.

**Potential problems/dissenting views:**

This position is not included in the FY24 budget. Recent staff feedback includes concern around elimination of Teaching Assistants (such as the Atelier position that was eliminated for the 23-24 school year).

## Job Description

### Interim Student Behavior Support Coordinator (1.0 FTE)

Hilltown Cooperative Charter Public School is a K-8 public school in Easthampton, Massachusetts. Our school features mixed-age classrooms, an emphasis on community building, and hands-on, arts-integrated projects. A successful candidate will have a strong background in K-8 student behavior support, restorative practices, and trauma-informed environments, as well as demonstrated success in relationship-building with children and adults, and a commitment to collaboration and equity and social justice work.

#### Minimum Qualifications

- Bachelor's degree
- Acceptable background checks (i.e., CORI and fingerprinting)

#### Preferred Qualifications

- 2+ years prior experience in schools or other educational or therapeutic settings, especially with adolescents
- Track record of exceptional relationships with youth and families; ability to connect quickly
- Commitment to partnering with students, teachers, caregivers, students, and specialists
- Understanding of trauma-informed practices and restorative practices
- Strong skills in communication, collaboration, and organization
- Commitment to HCCPS mission and values
- Commitment to Justice, Equity, Diversity, and Inclusion (JEDI)

**This position is supervised by the Director of Teaching and Learning. Primary responsibilities include:**

#### Students:

- Support school-wide behavior expectations in common spaces and during transitions
- Provide student behavior support, intervention, and accountability as needed in accordance with the procedures and policies in the Hilltown Family Handbook
- Act as the primary member of a collaborative Response Team to support daily student behavior for teachers and staff members as requested
- Support the Director of Teaching and Learning with student disciplinary action
- Support school-wide expectations in common spaces and during transitions
- Follow up on behavior incidents outside the classroom (e.g., de-escalation, restorative conversations, collaborative problem solving, communications)
- Support implementation of behavior incentive plans (e.g., check in/check out, breaks, data collection, etc.)
- Coordinate restorative justice initiatives (e.g., harm repair circles) among students
- Conduct investigations related to student behavior and reported incidents as needed
- Collaborate with other staff members to provide opportunities for student voice and input

**Staff:**

- Support the Director of Teaching and Learning to train teachers and staff in school-wide student behavior support systems and strategies
- Provide ongoing support for teachers and staff, including recess and lunch supervisors, to understand and implement student behavior support systems, strategies, and expectations in a consistent manner

**Caregivers:**

- Engage in effective two-way communication with caregivers regarding Tier 2 student behavior incidents
- Communicate directly with individual caregivers as needed regarding Tier 2 behavioral interventions and supports related to their child

**Administration:**

- Work collaboratively with the Director of Teaching and Learning, Director of Administration, the Community and Family Engagement Coordinator, and the Academic Support Coordinator to support a positive and inclusive school climate and culture
- Participate in Domain Council meetings
- Ensure accurate documentation for all Tier 2 student behavior incidents and investigations
- Oversee Tier 2 student behavior data tracking systems

**Additional Requirements**

- Provide classroom or office coverage in cases of emergency
- Participate in Student Support Team meetings, K-8
- Participate in Teacher Meetings and staff professional development activities
- Participate as a member of the school's mental health team
- Participate in assigned lunch/recess supervision
- Attend weekly All School events

**General Expectations:**

- Meet routine responsibilities consistently
- Manage time to accomplish multiple tasks and meet deadlines
- Maintain strong attendance and punctuality
- Work independently with general guidance
- Maintain cooperative relationships with students and adults
- Operate standard office equipment including computer, email, and copier
- Communicate effectively both orally and in writing
- Support the school's goals, philosophies, and overall mission



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Board of Trustee Retreat Minutes  
January 30th, 2024  
5:30 – 8:30 p.m.

**Present:** Matt Dube, Lily Newman, Kathleen Hulton, Co-Vice President, Kylan Mandile, Emily Boddy, Kathleen Szegda, Kate Ewall, Andrew Coate, Grace Mrowicki, Kelly Vogel, Stacy Giufre, Benjamin Carlis, Rebecca Belcher-Timme, Laura Davis, Kate Saccento, Tiffany Ross

**Regrets:** Tala Elia, Lisa Hamilton

The Board of Trustees held a 3-hour retreat to discuss school climate and culture and the leadership and supervisory structure. The retreat opened with a review of the agenda, desired outcomes, ground rules/shared agreements and a paired reflection exercise.

### **Climate and Culture**

The discussion opened with the Board's responsibility related to climate and culture as a body responsible for governance, which is to help promote positive culture and climate as leaders and to support the school leadership in doing so as well.

Board members participated in a written exercise where they responded to prompts about culture and climate indicating what they see as positive and what are areas for improvement, with a focus on specific examples. This was followed by discussion about the prompts.

- Areas discussed as positive include the value of community, parent community and events; collaborative nature of the community, including among teachers; the value of student voice, including publishing parties, graduation speeches, and how this is connected to real world issues; cross-age connection and students being with teachers for two-years; connection through volunteering; arts integration and mini-courses as a part of learning; asset based approach with students; putting children and families first; and the emphasis on communication to the community through the newsletter and other efforts.
- Areas of improvement include continuing to address the lasting impact of COVID-19 on community connection and communication; intentionally examining dominant culture and creating more inclusivity for parents who are not part of the dominant culture (e.g. parents who do not have the bandwidth to easily volunteer, families of color) and addressing parent disenfranchisement; the need for more consistent boundaries for students while being restorative and also culturally responsive; engaging more parents through volunteering at the school (often the same people doing a lot of the volunteering); increasing student voice and power related to how school operates (as appropriate); addressing students not wanting to engage in uncomfortable discussion – culture of not engaging in tough discussions.

Areas for Board to support school culture that were discussed include Board being more visible with staff (e.g. lunch on PD days) and being more relational with staff and each other at Board



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

meetings (e.g. low stakes conversations); Board members being more visible in the school (e.g. having Board go to classrooms and speak, put Board photos and information about them on the website); working towards having more community members on the Board; use Annual meeting as a way to engage the community and raise Board visibility; connect previous Hilltown students to our students; revisiting the volunteer hours requirements with an eye towards incorporating equity considerations as part of it.

The Board did not have time to speak about what was brought up about Board culture and will do so at the upcoming Board meeting.

### **Leadership and Supervisory Structure**

A discussion was held about what types of support and supervision are needed for the Directors over the rest of this year and next year as the Board and community revisit the school's leadership structure. The Directors appreciated the support provided by Board Presidents and Vice Presidents over the past couple of years and also appreciated the consultant who has been working with them to provide executive coaching. The Board will continue to work with the Directors to determine the type of support needed.

### **Action Items:**

- Discuss Board culture items that were tabled until the next Board meeting
- Follow-up on areas where Board identified actions to support school culture and climate



# HCCPS Budget Process Overview

Planning for FY25



# Guiding Principles

1. Budget reflects our school's values
2. Communicate key issues with board, school community, other stakeholders
3. Consider what it might mean to plan responsibly and react flexibly to a volatile income landscape
4. Make smart decisions about resource allocation and income drivers
5. Make sure our team is using good information



# Recommended Timeline

<b>February-March</b>	Detail Budget Development
<b>April-May</b>	Balanced Budget Detail Discussed by Board (integrate new tuition projections)
<b>May-June</b>	Final Budget Approved By Board

# Additional Funding No Longer Available

ESSER 1	\$20,000 For school year 2020-2021; ½ tech, ½ PPE; spent
ESSER 2	\$85,841; Funds available FY 22 through September 30, 2023; At least \$10,000 on mental health; For COVID-related expenses, spent in FY22
ESSER 3	\$159,318; Funds available through FY 24, split for budgeting between FY23&FY24, final \$73,740 will be spent FY24 There are currently no funds to replace this for FY25

# Tuition History

Fiscal Year	Tuition	Change from previous year	Notes
FY22	\$3,296,392	+6.89%	ESSER II
FY23	\$3,395,307	+3.00%	ESSER III (initial projection \$3,551,929, final was down \$156,622)
FY24	\$3,515,900	+3.55	Initial projection 3,544,495, currently down \$28,595, final yet to be determined
FY25	\$3,600,822	+2.42	Very early initial projection - means very little at this time  This does not reflect ESSER being discontinued, so at this time, approximately \$40,000 increase in income

# Updates

- Governor is using strong language about fiscal conservatism and belt tightening.
- No new signs of anything coming to replace ESSER
- Student Opportunity Act is fully implemented, 4/6 of the way there.
  - Smallest increase to rates that we have seen

## What is the SOA?

The Student Opportunity Act (**SOA**) is legislation passed in **November 2019** that updates the formula the state of Massachusetts uses to distribute state funds to local school districts to support public education. (This is often referred to as “Chapter 70” funding. This funding formula has been in place since 1993.)

# Considerations for Budgeting FY25

- We will start with a base of our revised FY24 budget, with hopes that we can present a zero balance FY25 budget
- The DESE projections released in April for FY24 will give us a better idea of starting tuition for FY25
- We have an approved salary scale for Teachers and TA's for FY25 which incorporates a 2.5% increase and step increases. We will use those numbers to build out the FY25 budget and see if changes are needed to present a zero balance budget using projected tuition and grants.

# Considerations for Budgeting FY25

- We are losing ESSER funds next year, this is a \$74k hit to income. We will need to adjust for this in our expense lines.
- Our health insurance broker has informed us of an 7%-9% increase trend-
- There is little room for flexibility in the budget outside of personnel costs
- Fundraising will need to be part of the plan for grades 6-8 to fund any special trips

**FY 24 HCCPS Budget - Working Draft**

Assumptions: State preliminary tuition as of 12/27/2023

	FY 24 Approved 6/14/2023	FY 24 Proposed revision 2/6/2024
<b>INCOME</b>		
1 State Per Pupil Tuition	3,544,495	3,515,900
2 Grants- Mass DOE SPED 240	42,716	45,672
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	3,528	4,071
5 Grants- Mass DOE Title I 305	19,181	23,949
6 Grants - CvRF/ ESSER III for FY 23/FY24	73,740	73,740
7 Grants - Safe & Supportive Schools 335	0	10,000
8 Grants- MASS DOE 262	0	783
9 Grants- MASS DOE 274	0	6,517
10 FOH Rolling Arts/Class Grants	0	0
11 Field Trip Fund	4,500	6,280
12 Fundraising - FOH Designated Funds	2,500	2,500
13 Kids Club Income	85,000	85,000
14 Student Activity Fees- sports, music, drama	15,000	15,000
15 Medicaid/SPED Income	10,000	7,500
16 Misc Income	3,000	3,000
17 Interest income	3,000	15,000
18 School Lunch receipts	15,000	15,000
19 Special Field Trip Fundraising	5,000	0
20 Winter Fair	3,000	6,508
<b>Total Income</b>	<u>3,839,840</u>	<u>3,846,420</u>
<b>EXPENSES</b>		
<b>Personnel</b>		
21 Educational Professionals (Teachers, OT, Counselor)	1,588,972	1,605,369
22 Educational Paraprofessionals (TA's,Interns, Substitutes)	395,795	425,723
23 Director's Salaries	217,264	217,264
24 Administrative Staff (Asst, Fin,Log, Acad Coord,BCBA, Tech, Nurse,	427,248	405,699
25 Kids Club Coordinator/Staff	66,268	65,323
26 Summer Programs (Response to COVID learning loss)	14,500	14,423
27 Stipends- student activites (dance, drama, sports tourneys)	7,000	7,000
28 Stipends-program	20,000	20,000
29 Longevity Pay	17,030	17,030
<b>Payroll subtotal</b>	<u>2,754,077</u>	<u>2,777,832</u>
30 Medicare- everyone-.0145	39,934	40,279
31 FICA- non MTRS-.062	45,772	48,160
32 SUTA-.003- everyone	5,508	8,333
33 UHIC-.0034 everyone/capped @ 1st 14,000	2,808	2,808
34 PFML Tax	10,000	10,000
35 Health Insurance	296,000	296,000
36 HRA	54,000	54,000
37 Health Diversion Benefit	14,000	14,000
38 Workers Compensation	15,000	17,104
39 College Credit Reimbursement	3,000	3,000
<b>Total Personnel Costs</b>	<u>3,240,099</u>	<u>3,271,517</u>



<b>Consultants and Outside Services</b>		
40 Administrative Data Management System/Services	9,000	9,000
41 Administrative Consultant	6,000	6,000
42 Auditor	8,200	8,200
43 Curriculum Consultants	5,000	5,000
44 FSA/HRA Administrative Cost	2,600	2,600
45 Legal Fees	13,500	<b>15,000</b>
46 Payroll Service	4,100	4,100
47 Prisms Electives	0	0
48 Professional Development	15,000	15,000
49 SPED Advisor	0	0
50 SPED Contractors - PT, psychologist	65,000	65,000
51 Summer SPED services	4,464	<b>3,860</b>
<b>subtotal</b>	<u>132,864</u>	<u>133,760</u>
<b>Occupancy</b>		
52 Cleaning Services	54,080	54,080
53 Copier Rental	6,000	6,000
54 Copier Service Contract	0	0
55 Electric	28,122	<b>26,000</b>
56 Elevator Maint	8,000	<b>5,000</b>
57 Fire/Sprinkler Alarm Services	2,206	2,206
58 Heat	10,000	10,000
59 HVAC Maint	10,000	10,000
60 Insurance	35,489	<b>34,463</b>
61 Interest Expense USDA	86,912	86,912
62 Internet	4,991	4,991
63 Landscaping	5,000	<b>8,000</b>
64 Minor Repair/Maintenance	20,000	<b>19,000</b>
65 Plowing	8,500	8,500
66 Telephone	1,200	1,200
67 Trash Removal	6,490	6,490
68 Water Sewer Fees	3,245	3,245
<b>subtotal</b>	<u>290,234</u>	<u>286,086</u>
<b>Supplies</b>		
69 Educational Supplies	30,000	30,000
70 Food	1,000	1,000
71 Household Supplies	5,750	5,750
72 Health & Safety Supplies	3,600	3,600
73 Office Supplies	4,750	4,750
74 Playground supplies	1,000	1,000
75 Postage	500	500
76 Printing	500	500
77 Testing/Evaluation Supplies	6,760	6,760
<b>sub total</b>	<u>53,860</u>	<u>53,860</u>
<b>Equipment</b>		
78 Chromebook Replacement	9,000	<b>7,000</b>
79 Furnishings	3,000	<b>1,500</b>
80 Minor Equipment<\$500 ,	3,000	<b>1,500</b>
81 SPED Equipment	3,000	3,000
82 Tech Repair/Replacement	10,000	10,000

83 Vehicle Expenses	0	0
<b>subtotal</b>	<u>28,000</u>	<u>23,000</u>
 <b>Grant Funded Expenses</b>		
84 FOH Rolling Arts/ Class Grants/Kiln	2,500	2,500
<b>subtotal</b>	<u>2,500</u>	<u>2,500</u>
 <b>Miscellaneous</b>		
85 Advertising	3,000	3,000
86 BOT Discretionary Fund	500	500
87 Community Domain Expenses	2,800	2,800
88 Sunshine/Staff Appreciation	1,500	1,000
89 Community Service Projects	500	500
90 Director's Discretionary Fund	2,500	2,500
91 Field Trips	4,500	6,280
92 Fundraising Expenses	800	1,400
93 Graduation Expenses	1,500	1,500
94 Kids Club Program Expenses	3,500	3,500
95 MCPSA Dues (.3% of state tuition dollars)	10,633	10,715
96 Miscellaneous	7,000	7,000
97 School lunch expense	20,000	20,000
98 Special 6-8th grade Trip Expenses	10,000	10,000
99 SPED/Medical Contingency	18,550	0
100 Student Activity Expenses ( dances, sports, choirs, drama)	5,000	5,000
101 Travel	0	0
<b>subtotal</b>	<u>92,283</u>	<u>75,695</u>
 102 <b>Total operating expenses</b>	 3,839,840	 3,846,418
 103 <b>Over/Under</b>	 0	 2
 <b>Non-cash liability-depreciation</b>	 107,828	 107,828
<b>Principal payment from Fund Balance</b>	<b>59,632</b>	<b>59,632</b>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>State Sources</b>				
Per-Pupil Revenue	1,777,349	3,544,495	-1,767,146	50%
<b>Total State Sources</b>	1,777,349	3,544,495	-1,767,146	50%
<b>Federal Grants-DESE Administer</b>				
ESSER III 119		73,740	-73,740	
SPED 262 Early Childhood		180	-180	
SPED 240		42,716	-42,716	
Teacher Quality 140		3,528	-3,528	
Title I 305		19,181	-19,181	
Title IV		10,000	-10,000	
<b>Total Federal Grants-DESE Administer</b>		149,345	-149,345	
<b>Friends of HCCS Grant</b>				
FOH Annual Fund Grant		2,500	-2,500	
<b>Total Friends of HCCS Grant</b>		2,500	-2,500	
<b>Fundraising Income</b>				
Field Trip Fund	6,280	4,500	1,780	140%
Winter Fair	6,508	3,000	3,508	217%
<b>Total Fundraising Income</b>	12,788	7,500	5,288	171%
<b>Other sources</b>				
Earnings on Investments	10,478	3,000	7,478	349%
School Lunch Receipts	9,369	15,000	-5,631	62%
Special Trip Receipts		5,000	-5,000	
SPED Medicaid reimbursement	2,727	10,000	-7,273	27%
<b>Total Other sources</b>	22,574	33,000	-10,426	68%
<b>Kid's Club Income</b>	44,041	85,000	-40,959	52%
<b>Student Activity Fees</b>	9,204	15,000	-5,797	61%
<b>Miscellaneous Income</b>	893	3,000	-2,107	30%
<b>Total Income</b>	1,866,848	3,839,840	-1,972,992	49%
<b>Gross Profit</b>	1,866,848	3,839,840	-1,972,992	49%
<b>Expense</b>				
<b>Personnel Costs</b>				
<b>Personnel</b>				
Professional Educational Staff	564,507	1,588,972	-1,024,465	36%
Paraprofessional Educ. Staff	164,031	395,795	-231,764	41%
Administrative Staff	168,097	427,248	-259,151	39%
Directors	109,560	217,264	-107,704	50%
Kids' Club Staff	26,103	66,268	-40,165	39%
Stipends - Student Activities	1,948	7,000	-5,052	28%
Stipends - Program	6,830	20,000	-13,170	34%
Summer Programs(COVID Response)	14,423	14,500	-78	99%
Longevity Pay		17,030	-17,030	
<b>Total Personnel</b>	1,055,498	2,754,077	-1,698,579	38%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Payroll Taxes</b>				
FICA	20,119	45,772	-25,653	44%
Medicare	14,938	39,934	-24,996	37%
PFML Tax	3,335	10,000	-6,665	33%
SUTA	2,138	5,508	-3,370	39%
UHIC	370	2,808	-2,438	13%
<b>Total Payroll Taxes</b>	40,899	104,022	-63,123	39%
<b>Fringe Benefits</b>				
College Credit Reimbursement		3,000	-3,000	
HRA Benefit	19,909	54,000	-34,091	37%
Health Diversion	9,703	14,000	-4,297	69%
Health Insurance	156,991	296,000	-139,009	53%
Worker's Compensation Insurance	14,080	15,000	-920	94%
<b>Total Fringe Benefits</b>	200,683	382,000	-181,317	53%
<b>Total Personnel Costs</b>	1,297,080	3,240,099	-1,943,019	40%
<b>Consultant &amp; Other Svcs-Fixed</b>				
Administrative Consultant	2,500	6,000	-3,500	42%
Admin Services/Data Managemnt	8,045	9,000	-955	89%
Annual Audit	8,200	8,200		100%
FSA/HRA Service	1,247	2,600	-1,353	48%
Payroll Service	1,577	4,100	-2,523	38%
SPED Contractors	36,583	65,000	-28,417	56%
SPED Summer Services	4,060	4,463	-403	91%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	62,212	99,363	-37,151	63%
<b>Consultant &amp; Other Svcs</b>				
Curriculum Consultants		5,000	-5,000	
Legal Fees	9,432	13,500	-4,068	70%
Staff Development	3,363	15,000	-11,638	22%
<b>Total Consultant &amp; Other Svcs</b>	12,795	33,500	-20,706	38%
<b>Occupancy</b>				
Cleaning Services	26,239	54,080	-27,841	49%
Copier Rental	2,824	6,000	-3,176	47%
Electricity	11,126	28,122	-16,996	40%
Elevator Maintenance	1,896	8,000	-6,104	24%
Fire/Sprinkler Alarm services	1,869	2,206	-337	85%
Heat	2,253	10,000	-7,747	23%
HVAC Maintenance	3,608	10,000	-6,393	36%
Insurance-Liability/Propty/Auto	34,463	35,489	-1,026	97%
Interest Expense - USDA Loan	43,661	86,912	-43,251	50%
Internet	2,764	4,991	-2,227	55%
Landscaping	4,860	5,000	-140	97%
Minor Repair/Maintenance	6,992	20,000	-13,008	35%
Plowing/Snow Removal		8,500	-8,500	
Telephone	494	1,200	-706	41%
Trash Removal/Recycling	3,139	6,490	-3,351	48%
Water/Sewer	772	3,245	-2,473	24%
<b>Total Occupancy</b>	146,958	290,235	-143,277	51%
<b>Supplies</b>				
Educational Supplies/Textbooks				
*Atelier supplies	2,124	2,400	-276	89%
*Blues Ed Supps	284	600	-316	47%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
*Indigos Ed Supplies	345	600	-255	58%
*Greens Ed Supps	306	630	-324	49%
*Yellows Ed Supps	349	630	-281	55%
*Oranges Ed Supps	271	660	-389	41%
*Reds Ed Supps	203	660	-457	31%
*Purples Ed Supps				
Purples - STEM	438	510	-72	86%
Purples - ELA/HUM		510	-510	
<b>Total *Purples Ed Supps</b>	<b>438</b>	<b>1,020</b>	<b>-582</b>	<b>43%</b>
*Prisms Ed Supps				
*Prisms ELA	116	435	-319	27%
*Prisms Math	105	435	-330	24%
*Prisms Science	28	435	-407	6%
*Prisms Social Studies	72	435	-363	17%
<b>Total *Prisms Ed Supps</b>	<b>321</b>	<b>1,740</b>	<b>-1,419</b>	<b>18%</b>
*Minicourses	80	550	-470	15%
*Music/movement supplies				
*Music Supplies - K-5	24	375	-351	6%
*Music Supplies - 6-8	127	285	-158	45%
<b>Total *Music/movement supplies</b>	<b>151</b>	<b>660</b>	<b>-509</b>	<b>23%</b>
*Physical Education Supplies	106	875	-769	12%
*SPED Ed Supps	3,004	2,750	254	109%
*Reading Specialist Supplies	134	300	-166	45%
*Other Ed Supplies/Textbooks**	11,708	15,925	-4,217	74%
<b>Total Educational Supplies/Textbooks</b>	<b>19,824</b>	<b>30,000</b>	<b>-10,176</b>	<b>66%</b>
Food and Supplies	77	1,000	-923	8%
Health & Safety Supplies	766	3,600	-2,834	21%
Household Supplies	2,881	5,750	-2,869	50%
Office Supplies	1,895	4,750	-2,856	40%
Playground Supplies	424	1,000	-576	42%
Postage	214	500	-286	43%
Printing and Reproduction	10	500	-490	2%
Testing & Evaluation Supplies	2,409	6,760	-4,351	36%
<b>Total Supplies</b>	<b>28,501</b>	<b>53,860</b>	<b>-25,359</b>	<b>53%</b>
Equipment				
Chromebook Replacement	6,766	9,000	-2,234	75%
Furnishings/Rugs	426	3,000	-2,574	14%
Minor Equipment	261	3,000	-2,739	9%
SPED Equipment	1,579	3,000	-1,421	53%
Tech Repair/Replacement	7,539	10,000	-2,461	75%
<b>Total Equipment</b>	<b>16,571</b>	<b>28,000</b>	<b>-11,429</b>	<b>59%</b>
Grant-funded expenses				
Friends of HCCS Grant Expense		2,500	-2,500	
<b>Total Grant-funded expenses</b>		<b>2,500</b>	<b>-2,500</b>	
Other expenses				
Advertising	650	3,000	-2,350	22%
BOT Discretionary Fund		500	-500	
Community Domain Expense	1,701	2,800	-1,099	61%
Community Service Projects	65	500	-435	13%
Graduation Expenses		1,500	-1,500	

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Field trips</b>				
Indigos Field Trips	143	410	-267	35%
Blues Field Trips	143	410	-267	35%
Greens Field Trips	168	430	-262	39%
Yellows Field Trips	168	430	-262	39%
Oranges Field Trips	15	430	-415	3%
Reds Field Trips		430	-430	
Purples Field Trips		650	-650	
Prisms Field Trips	88	1,310	-1,222	7%
<b>Total Field trips</b>	725	4,500	-3,775	16%
<b>Fundraising Expenses</b>	1,384	800	584	173%
Kid's Club Food/Supplies	1,061	3,500	-2,439	30%
MCSA Dues	10,715	10,633	82	101%
Miscellaneous Expenses	2,570	7,000	-4,430	37%
<b>School Lunch Expense</b>	13,706	20,000	-6,294	69%
<b>SPED Contingency</b>		18,550	-18,550	
<b>Special Trip Expenses</b>				
Prisms Special Trip Expense	4,943	6,800	-1,857	73%
Purples Special Trip Expenses	2,142	3,200	-1,058	67%
<b>Total Special Trip Expenses</b>	7,085	10,000	-2,915	71%
<b>Sunshine/Staff Appreciations</b>	84	1,500	-1,416	6%
<b>Student Activity Expenses</b>	1,857	5,000	-3,143	37%
<b>Total Other expenses</b>	41,602	89,783	-48,181	46%
<b>Directors' Discretionary Fund</b>		2,500	-2,500	
<b>Total Expense</b>	1,605,719	3,839,840	-2,234,121	42%
<b>Net Ordinary Income</b>	261,130		261,130	100%
<b>Other Income/Expense</b>				
Other Expense				
Depreciation Expenses	53,914	107,828	-53,914	50%
<b>Total Other Expense</b>	53,914	107,828	-53,914	50%
<b>Net Other Income</b>	-53,914	-107,828	53,914	50%
<b>Net Income</b>	207,215	-107,828	315,043	-192%

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Sep 30, 23</u>	<u>Dec 31, 22</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Easthampton Savings</b>			
ESB-General Reserve x0819	214,940	213,579	209,592
ESB Checking - XXXXX4269	368,096	367,666	410,703
ESB-Capital Reserve x1886	325,796	323,047	317,388
<b>Total Easthampton Savings</b>	<u>908,832</u>	<u>904,293</u>	<u>937,683</u>
<b>Total Checking/Savings</b>	908,832	904,293	937,683
<b>Other Current Assets</b>			
Paycheck corrections	350	0	0
Suspense	-179	0	-36
Prepaid Expenses	849	849	5,484
Security Deposit	4,831	7,201	4,453
<b>Total Other Current Assets</b>	<u>5,850</u>	<u>8,050</u>	<u>9,900</u>
<b>Total Current Assets</b>	914,682	912,342	947,583
<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>	<u>3,790,726</u>	<u>3,790,726</u>	<u>3,790,726</u>
<b>Accum. Depreciation - Building</b>	-572,511	-553,174	-495,162
<b>Property Improvements</b>	191,806	191,806	191,806
<b>Accum. Dep - Property Imprvmnts</b>	-138,746	-131,826	-112,209
<b>Property and Equipment</b>			
2011 Toyota Sienna Minivan	0	0	14,012
Accum Depreciation - Vehicles	0	0	-13,311
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-29,313	-28,613	-26,512
<b>Total Property and Equipment</b>	<u>5,195</u>	<u>5,895</u>	<u>8,697</u>
<b>Total Fixed Assets</b>	<u>3,276,470</u>	<u>3,303,427</u>	<u>3,383,857</u>
<b>TOTAL ASSETS</b>	<u><u>4,191,152</u></u>	<u><u>4,215,769</u></u>	<u><u>4,331,440</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	41,215	34,065	58,176
<b>Total Accounts Payable</b>	41,215	34,065	58,176
<b>Credit Cards</b>			
American Express	1,158	2,800	1,797
Capital One	200	5,277	819
<b>Total Credit Cards</b>	1,358	8,077	2,616
<b>Other Current Liabilities</b>			
Deferred Revenue - Grants	1,058	1,323	1,588

**Hilltown Cooperative Charter School  
Balance Sheet**

02/06/24

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Sep 30, 23</u>	<u>Dec 31, 22</u>
<b>Payroll Liabilities</b>			
403B Plan Payable	0	1,264	0
Dental Plan Payable	-470	-451	-555
Employee Health	-4,156	-3,388	-4,661
Employee Life	226	226	226
MA Retirement	-32	-32	0
Medicare Company	0	0	0
Sect 125 - FSA	-6,149	-6,170	-3,568
Payroll Liabilities - Other	0	0	-0
<b>Total Payroll Liabilities</b>	<u>-10,581</u>	<u>-8,551</u>	<u>-8,558</u>
<b>Total Other Current Liabilities</b>	<u>-9,523</u>	<u>-7,229</u>	<u>-6,969</u>
<b>Total Current Liabilities</b>	33,050	34,913	53,823
<b>Long Term Liabilities</b>			
Note Payable - USDA	3,158,005	3,172,862	3,216,824
<b>Total Long Term Liabilities</b>	<u>3,158,005</u>	<u>3,172,862</u>	<u>3,216,824</u>
<b>Total Liabilities</b>	3,191,056	3,207,775	3,270,647
<b>Equity</b>			
General Reserve Account	212,227	212,227	209,166
Res'd for Capital Expenditures	319,053	319,053	315,722
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	142,767	142,767	151,330
Undesignated Fund Balance	68,834	68,834	106,654
Net Income	207,215	215,113	227,921
<b>Total Equity</b>	<u>1,000,097</u>	<u>1,007,994</u>	<u>1,060,792</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,191,152</u></u>	<u><u>4,215,769</u></u>	<u><u>4,331,440</u></u>





# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

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## Domain Administrators' Report February 2024

- **Staffing Updates**
    - **Interim Student Behavior Support Coordinator** - Since November, staff members have been included in a process to clarify the design and purpose of a new administrative position that will address current demands related to student behavior support. This interim position is a short-term solution through the end of the 2023-2024 school year.
    - **Oranges (grade 4-5) Lead Teacher** - The hiring process is underway for the Oranges Lead Teacher position that is open due to Gina Wyman's decision to pursue a school leadership position. The hiring committee includes Laura Davis, Emily Endris, and Emily Boddy.
    - **Prisms (grade 7-8) Mathematics Teaching Assistant** - There is a vacancy in this position. The job was posted Friday, February 9, 2024.
    - **Grade (6-8) Special Education Teaching Assistant** - We are hoping to make an offer to a candidate this week to fill this position.
  - **Tuition Update** Due to decreased state revenues and recent 9C\* cuts to the FY24 state budget, the Massachusetts Charter Public School Association anticipates a conservative FY25 state budget marked by less growth in spending than recent years. The Governor's proposal is aligned with this expectation. Governor Healey stated, *"We are tightening our belts. I want to be clear about that. Our economy remains strong, but the revenue picture is changing. Pandemic-era funding relief has gone away, and nationally, the economic recovery has stabilized. So in this environment, it is important that we manage spending in a way that is making strategic choices, examining the impact of every dollar we propose to spend, and that we bring our budget in line with a rate of inflation and in line with the resources and the revenue that we have."*
- \*What is 9c?  
The Governor has the authority (under Section 9C of Chapter 29 of the Massachusetts General Laws) to make spending reductions when there is a budget shortfall and there is no (supplemental) money to fund that shortfall.
- **Facilities** HVAC mapping for the building happened on January 15, 2024. This mapping brings a better understanding of Hilltown's complex heating and cooling system which includes radiant heat, forced hot and cool air, and mini-splits. The school building has eight thermostats/controls in total (in addition to six individual mini-splits).



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

- **Admissions Update** We had a successful Admission Informational Session on January 23rd with at least 40 families who attended. The session was led by the Director of Administration, the Director of Teaching and Learning, the Community and Family Engagement Coordinator, the Grade 6 Teachers, and the Kindergarten Teacher. We also had a strong turn-out for our in-person Open House on February 8th. There were over 40 people in attendance!



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

DRAFT - Domain Committee Meeting Minutes - Feb 6, 2024  
HCCPS - 3:15 PM

**Present:** Matt Dube, Kate Saccento, Laura Davis, Tiffany Ross, Kathleen Hulton, Lily Newman  
**Regrets:** None

Topic	Discussion	Action
<b>Domain Updates</b>	<p>Kate: Finance - going to discuss revised budget for FY24, full BOT on Wednesday February, 14th.</p> <p>Lunch team met, going to share results with the BOT.</p> <p>Laura: Starting on Orange Teacher hiring; Emily Boddy and Emily Endris on committee.</p> <p>Safe and Supportive Schools Team continues to meet; working on self-assessment piece, almost through with that component.</p> <p>The Student Climate Survey window is open; class time is reserved for students to finish.</p> <p>Meetings with the K-8 grade configuration group continue; Parent listening session held.</p> <p>1/22 PD - Goal 3: Defining an Excellent Arts Integration Program and Culture staff discussions with staff encouraged to discuss those areas that are important to them; notes will be synthesized.</p>	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	Tiffany: Prisms dance on Friday; Open House on Thursday, virtual session well attended; Bingo Night was a success (over 60 people).	
<b>Student behavior and special education resource proposal</b>	<p>Very close to hiring a special education assistant; forthcoming work to assess Tier 2 supports.</p> <p>Proposal for Interim Student Behavior Support Coordinator position has been created and refined based on staff input; goal is to address issues in school and oversized Director of Teaching and Learning position.</p>	Proposal will be presented at February 14th BOT meeting
February BOT meeting agenda	LRP: Tiffany/Kate update on community/culture; Interim Student Behavior Support Coordinator proposal; Revised FY24 Budget - discuss/decision; FY25 Budget Planning; Lunch Team Update; GABS - Update	Matt will create draft BOT agenda
Review action items	Completed	
Next meeting time/date/location	March 5, 2024 3:15 PM	
Adjournment	4:15 PM	



**GABS Committee Meeting Minutes – Weds Jan 31, 8:30 am DRAFT**

**Meeting Location: HCCPS**

**Present:** Emily Boddy; Kelly Vogel; Sara Schieffelin; Tiffany Ross (via phone)

**Guests:**

**Regrets:**

**Notetaker:** Emily

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check-in/ Announcements</b>	Reviewed Board Retreat topics	
<b>JEDI</b>	Interwoven into other discussions	
<b>Approve Dec Minutes</b>	Approved by consensus.	
<b>Succession Planning + Recruitment, Discussion</b>	<ul style="list-style-type: none"> <li>- Rebecca considering joining as a staff rep from the lower school</li> <li>- Lisa Hamilton - is she continuing on the board?</li> <li>- Lindsay Fogg-Willits would like to come to a GABS meeting to learn more, possibly help recruit community member in the arts - Sara will follow up</li> <li>- Emily will talk to Patrick Negard, Kate Aleo (committee or BoT), Alex Hughes, Caroline + Sarah Johnson</li> <li>- Lathrop - consider presenting during a lunch. Kelly will take action on this.</li> <li>- Sara will reach out to Terry and Miana about interest (3rd grade parents)</li> <li>- Kelly will reach out to the Washingtons about interest</li> </ul>	



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	<ul style="list-style-type: none"> <li>- Community: sara will talk with Signature Sounds - became a nonprofit, and someone may be interested; Kelly will contact AoM; Easthampton Clay (Sara); Tiffany will send email to arts staff/teachers about connections to the Arts; Emily will reach out to Deb Haas to see if she knows anyone in her network who might be interested; Kelly reach out to Laurel</li> </ul>	
<b>Exit Interviews for board members</b>	<ul style="list-style-type: none"> <li>- Sarah and Stacey developed google sheet and questions for Exit interviews, GABS reviewed and made changes</li> <li>- Sara will reach out out to Dan for an exit interview</li> <li>- Emily will speak with Sara S and Chris K</li> </ul>	
<b>Next Meeting Date/Time/Location</b>	<p>Tuesday March 7 8:30am HCCPS</p> <p>Meeting dates for the year:</p> <p>4.2 8:30 5.6 8:30 6.3 8:30</p>	
<b>Annual Meeting Date</b>	Possible dates to propose May 15 and 22nd for Annual Meeting dates	
<b>Adjournment</b>	9:45am	

**Agenda items for next month:**

**GABS agenda items for next BOT meeting:** Annual Meeting date proposal; recruitment call; possible onboarding of teacher/staff



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JEDI Committee Meeting Minutes- February 7th, 2024  
11:30 a.m.

**Present:** Kathleen Szegda, Seth Harwood, Garrett Washington, Laura Davis, Joanna Morse  
**Regrets:** Natalia Korczak, Angelique Baker, Cinzia Pica

Topic	Discussion	Action
Updates - staff training, student involvement in JEDI, Board retreat	<p>Staff Training - Reached out about cultural humility training Part 2 as part of half-day PD. Would like to discuss how to differentiate so people get focus based on their understanding and work done to date on this issue. 1/22 PD – Focused on strategic plan Goal 3. Need to define objective – define what an excellent arts integration academic program and culture look like in our school. JEDI will be part of conversations next about curriculum. Lot of the things that came up in Board retreat came up in teacher meetings as well.</p> <p>Student Involvement JEDI - Currently student voice and GSA group; student voice morphing into a student council/leadership, which could work with school climate data as a way to involve students in JEDI; Kathleen volunteered to help think that through</p> <p>Board Retreat - discussed school climate and culture and included JEDI lens in that discussion</p>	
JEDI Definitions	Will finalize short version and put definitions and statement on the website	Seth will revise and send to committee members.



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	once done. Seth will revise and send to group	Review and finalize at next meeting.
JEDI Statement	Will bring draft statement to the Board and staff. Kathleen will revise the draft statement and send to JEDI Committee. Laura added to agenda for next staff PD. Goal is to have draft done to bring to Board and staff by next JEDI meeting.	Kathleen will revise draft based on discussion at JEDI Committee meeting.
JEDI and Curriculum	Parent brought concerns about the 6 <sup>th</sup> grade curriculum which teaches about two European civilizations – should be in compliance with state standards; their children who are of color don't see themselves represented in curriculum; though two books the students read are by African-American authors, the other two books outdated and concerns about stereotypes in them and other content issues. The curriculum will be reviewed with JEDI lens as part of long range plan. Discussed how to address issues as arise while working on longer term review process as well.	
JEDI Committee Goals	Discussed process of finalizing definitions and goals to post on website and engage community	
Next meeting time/date/location	Will be Tuesday at 11:30. Need to determine specific date.	Kathleen will send poll to schedule new meeting time
Adjournment	The meeting was adjourned at 12:30 p.m.	





Personnel Committee Meeting Minutes – January 8th meeting

Purples Humanities Classroom

**Present:** Stacy Giufre Nicole Singer Carla Clark Laura Davis Nicole Marcotte Tala Elia

**Regrets:** none

Topic	Discussion	Action
<p><b>Allocating tasks from last week's development of action items</b></p>	<p>Laura has already done:</p> <ul style="list-style-type: none"> <li>● Pull hiring policies (Laura)               <ul style="list-style-type: none"> <li>○ <u>Hiring policy domain directors - 1/2021</u></li> <li>○ <u>Hiring process for teachers</u></li> </ul> </li> <li>● Create a list of positions (Laura)               <ul style="list-style-type: none"> <li>○ <u>Current positions</u></li> </ul> </li> <li>● Share anti-bias hiring materials from last year (Laura)               <ul style="list-style-type: none"> <li>○ <u>Draft inclusive hiring procedures</u></li> </ul> </li> </ul> <p><b>Goal:</b> to create an all-purpose hiring policy, then have offshoots for specific positions as needed, including anti-bias stuff, policies on publicly available information, etc.</p> <p>Do some positions need a committee while others don't? - need a list of yes/no, and if yes, who's on it (for each position)</p> <p>Currently, every admin post is gray area</p> <p>What about subs? References? Policy on how many references they need?</p> <p>What about emergency hires?</p>	<ol style="list-style-type: none"> <li>1. Revise all-purpose hiring policy and process docs, separating policy from process sections. State that each covers all positions. Also state minimum qualifications. (Laura)</li> </ol> <p>To discuss next meeting:</p> <ol style="list-style-type: none"> <li>2. Add definitions of which positions require a committee vs which ones can just be hired by the supervising director, or the director can form an ad-hoc committee for engagement and buy-in.</li> <li>3. Then offshoots for each would include:           <ol style="list-style-type: none"> <li>a. Hiring directors</li> <li>b. Hiring other admin posts including coordinators, nurse, tech, logistics, etc.)</li> <li>c. Hiring teachers (gen ed, special ed, specials)</li> <li>d. Hiring TAs</li> <li>e. Hiring subs</li> </ol> </li> </ol>



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		<ol style="list-style-type: none"><li>4. Incorporate JEDI and anti-bias work, including recommendations from equity audit, in this document</li><li>5. Add language about checking publicly-available information</li><li>6. Add language about remote work policy</li><li>7. Identify gaps in policies and positions</li><li>8. Create procedures for wherever gaps exist</li></ol>
	<p>Review hiring policies to make sure JEDI and anti-bias work is integrated into these policies</p> <p>At UMass, if they're not hiring a qualified candidate of a protected category, they have to list a reason why. Internal review board looks at hires.</p>	<ol style="list-style-type: none"><li>1. Look at equity audit to see if any of those recommendations need to be factored in here</li><li>2. Look at hiring policies specifically to embed recommendations and best practices where needed</li></ol>
	<p>On checking publicly available information:</p> <p>Consensus was that this would happen at the time of reference checks. "When we check references, we also check..." or similar, "review publicly available information"</p> <p>Keeping it wide open in the form of "before the offer is made"</p>	
	<p>On remote work: working from home isn't a thing, if you're sick be sick, if there's a special circumstance talk to the directors (eg. participating in IEP meeting via zoom). Exceptions can be made but it needs to go through directors.</p> <ul style="list-style-type: none"><li>• When someone has to quarantine but feels fine and can work from home</li></ul>	



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	<ul style="list-style-type: none"><li>● Something like not having to use sick time for the prep periods they'd be working during?</li><li>● About half a dozen people maxxed out sick time last year, mostly who were new</li><li>● When we're compensating a sub for when you're out, we're losing because you're not here, so you have to take your sick time (from admin perspective)</li><li>● This applies for if someone has covid, or if someone's taking sick leave for a sick child/family member, etc.</li></ul>	
	<p>We don't have an application to work here, it's just sending cover letter and resume</p> <p>If we did, we're required by our mortgage to collect demographic info when they apply</p> <p>Fillable PDF? Google Form? Might be ways to do this embedded in school spring?</p> <p>Concern about losing candidates if the process is really long, like if you're doing schoolspring in addition to another application</p> <p>School Spring is easy for people already in that system, but it's a LOT of time up front. We don't want to deter folks who are changing careers or entering this for the first time. It's an obstacle.</p> <p>On Indeed, people can upload their resume. Easy for something like subs. Generates a diverse applicant pool in part because it's</p>	<p>Carla will look into logistics and legalities of what it would take to have an application</p> <p>Stacy will look into who to contact at colleges to spread word about open posts</p>



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	<p>accessible that way, and people beyond education field are looking at Indeed.</p> <p>Minimally, where do we want to post these? Both Indeed and SchoolSpring?</p> <p>Decide these things, then state our practice on where we post it in the hiring policy document. Could also write some flexibility into the policy to spread word among specific professional communities based on positions (eg specials)</p> <p>Checklist of places to post positions</p> <ul style="list-style-type: none"><li>• SchoolSpring</li><li>• Indeed</li><li>• Colleges? UMass, Springfield College, Westfield State, Smith, Mt. Holyoke,</li><li>• Hire Western Mass?</li><li>• Facebook</li><li>• Hilltown newsletter</li><li>• Hilltown website</li></ul> <p>Standardizing job descriptions for each type of hire (Laura is already working on this)</p>	
	<p>Update job descriptions once every two or three years, including that we need a round of update now.</p>	
	<p>Different processes for:</p> <p>Interns - we don't have the paid intern program right now, but they do come to us through colleges/universities</p> <p>Stipend work positions - different process</p>	



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<b>Review Action Items</b>		
<b>Tentative Agenda Topics for Next Meeting</b>		
<b>Next Meeting Date/Time/Location</b>	February 13th at 3:15 pm Purples Humanities Classroom	
<b>Adjournment</b>	Meeting adjourned at 3:54pm	