

HCCPS Board of Trustees

Meeting Agenda

May 8th, 2024 6:30pm

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: Kathleen Hulton

Topic (estimated time)	Who	Action	Estimated Time
Welcoming (read mission statement): (5 mins) <ul style="list-style-type: none">• Announcements, appreciations, acknowledgements• Agenda Check: Appoint timekeeper, list keeper• Thank You Note Check• BOT Visibility this month• Approve minutes from previous BOT meeting	Kathleen	Decision	6:30
Public Comment (5 mins)	Kathleen		6:35
Domain Updates (10 mins) <ul style="list-style-type: none">• Tuition FY24 Update• Staffing updates	Laura/ Kate/ Tiffany	Update	6:40

<ul style="list-style-type: none"> Events, May and June 			
LRP Timeline Revision Proposal (10 mins)	Kate	Discussion and Decision	6:50
Director's midyear review (10 mins)	Lily	Update	7:00
GABS Update (5 mins)	Emily/Kelly	Update	7:05
New and renewed Board Member Recommendations (15 mins)	Emily	Discussion/Decision	7:20
Board Leadership Proposal (15 mins)	Matt	Discussion/Decision	7:35
Committee Report questions (5 mins)	Kathleen H		7:40
Meeting Wrap-up (5 mins) <ul style="list-style-type: none"> Minutes Finalization Snacks + Drinks for next meeting Newsletter Blurb New business for next Board meeting Facilitator for May Meeting Review action items 	Kathleen H		7:45
Adjournment			7:50

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, April 10, 2024, 6:30pm

Location: HCCPS and Zoom

Present:

In-person: Kate Saccento, Laura Davis, Emily Boddy, Tala Elia, Matt Dube, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Kelly Vogel,, Tiffany Ross, Lily Newman, Rebecca Belcher-Timme

By Zoom:

Regrets: Stacey Giufre, Kate Ewall, Kylan Mandile

Guests: **In-person:** Andrea Hermans

By Zoom: Neal Teague,

Facilitator: Matt

Notetaker: Emily

List keeper: Lily

Timekeeper: Tala Elia

Mission statement read by: Ben Carlis

Topic	Discussion	Action (if necessary)
Welcoming (read mission statement) (Matt) <ul style="list-style-type: none">• Announcements, appreciations, acknowledgements• Agenda Check: Appoint timekeeper, list keeper• Thank You Note Check• BOT Visibility this month	Announcements, Appreciations, Acknowledgements: ArtSpark! Friends of Hilltown! Agenda Check: Thank you note check: Missy C., FoH Board Visibility: Staff Appreciation Luncheon, May 1 (Local Burger truck will also be here)	

Approve minutes from previous BOT meeting	None.	Kathleen H motioned to approve March meeting minutes; Kathleen S seconded; the Board approved March meeting minutes by consensus.
Public Comment (Matt)	None.	
Domain Updates (15 mins) <ul style="list-style-type: none"> • Upcoming Charter Renewal Process • Staffing updates • ArtSpark recap 	<p>Upcoming Charter Renewal Process (Kate)</p> <p>We will get on a call with someone from the Dept to go through the process. July and August will be the time to prepare. In the autumn we will have a site visit.</p> <p>Staffing updates (Laura, Kate)</p> <p>New Interim student behavior coordinator, Jess Williamson. A week into the role is making a big difference.</p> <p>New Academic Support Coordinator, Amy Linnell - things are going really well after only a few days.</p> <p>Seana is officially the long term sub for Nick. She is excelling in the role.</p> <p>Clara has stepped in as Greens TA role.</p> <p>New Math TA in Prisms, Cass Meade (previously been subbing)</p> <p>Sky Philips is supporting a student in the Blues when Faye departed.</p> <p>Catherine Bass, new OT, referred by a HT family. Was able to start quickly.</p> <p>Searching for a new Speech Pathologist. Kate has contacted an agency a family referred us to to aide in search. Need for speech services has diminished, so unclear whether role would be contracted or staff.</p>	

	<p>ArtSpark recap (Tiffany)</p> <p>ArtSpark went really well. Approx 88 attendees. Raffle, auction and tickets brought in approx. \$8,700. Net after expenses is approx \$5790. There weren't many sponsors this year, so there wasn't enough to offset costs. Earnings and attendance are typical of ArtSpark. Better than FoH expected in the first year back. Better advertising and more focus on sponsors are areas to develop.</p>	
<p>Director Mid-Year Review, Update Matt</p>	<p>BoT leadership gave an overview of what the midyear reviews will look like and what we should expect next meeting. Want to keep the board abreast of how things are going in the admin and school.</p> <p>BoT Leadership have attended trainings to hone Director review process.</p>	
<p>FY25 Budget Kate S (Discussion/Update)</p>	<p>First look for the BoT at financials. Finance has had a first look as well.</p> <p>Kate reviews some highlights:</p> <ul style="list-style-type: none"> • The tuition listed on the projections will likely stay or increase, not anticipated to go any lower. • Special field trip line item would be through a fundraiser. • Line 24 notes Admin staff. BCBA is currently in that item, but there is not a plan to staff a BCBA next year. It does include the Behavior support coordinator. Includes the Speech pathologist at .4 (which could shift to contractor line, if that person isn't hired as staff.) • Conversations in the last few months about how to create budget so we don't go into the Red. All schools are facing this issue in MA. Optimistic because initial projected shortfall was 130k and now down to 72k. Likely to finish the year with a surplus, and the BoT can vote on what to do with that surplus. Kate encourages the BoT to move 	

	<p>through the budget as it is (in the deficit), rather than more towards staff cuts, with the anticipation of the surplus carrying over.</p> <ul style="list-style-type: none"> • Trustee asks about the capital expense fund after the roof replacement. We will still have adequate funding after the roof. • Trustee asks about the health insurance increases. It will increase, and searching for ways to minimize increase. <p>Budget again next month. Vote will happen in June.</p>	
GABS Update, Emily and Kelly	Kelly and Emily gave an update about the Annual Meeting plan, reminded members about committee updates. Emily will send reminders to Chairs.	
Long Range Plan Timeline Kathleen H. (Update/Discussion)	<p>Feedback has come to the leadership that we need to sit down and look at the timeline as it's laid out so that we can potentially prioritize things differently.</p> <p>Kathleen proposes forming a short-term ad hoc committee to come up with a revised timeline to be voted on at the next BoT meeting. Volunteers are: Laura, Kate, Tiffany, Kathleen H, Emily. Rebecca will ask at staff meeting to see if there is a teacher interested in participating.</p>	<p>Long Range Plan Timeline Revision Committee (Ad Hoc) will arrange to meet.</p> <p>Matt motioned to approve ad hoc committee; Tala seconded; the Board approved by consensus.</p>
How Does MCAS Matter? Laura. (Discussion/Decision)	<p>Powerpoint included in the packet</p> <p>Laura presented and led a discussion about MCAS.</p> <p>Discussion focused around communication with families about why it's important, how it's important, what we gain from it.</p>	
Committee Reports - Questions, Matt	None.	

Meeting Wrap-up <ul style="list-style-type: none"> • Minutes Finalization • Snacks + Drinks for next meeting • Newsletter Blurb • New business for next Board meeting 	Next Meeting: May 8, 2024 6:30pm Facilitator: Kathleen H Snacks: Lily Drinks: Emily Newsletter blurb: Emily New Business: <ul style="list-style-type: none"> • LRP timeline revision ad hoc committee • Grade structure revision conversation • GABS - Slate of new candidates; BoT leadership structure review 	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 7:51 pm	Kathleen S motioned to adjourn; Tala seconded; the meeting was adjourned.

Tentative Agenda Topics for the May Board Meeting:

- FY25 review
- LRP timeline revision ad hoc committee
- Grade structure revision conversation
- GABS - Slate of new candidates; BoT leadership structure review

Notice of Public Meeting

Hilltown Cooperative Charter Public School: Annual Meeting	Date and time: Wednesday, May 22, 2024 at 6:30 p.m
Location: Hilltown Cooperative Charter Public School, 1 Industrial Pkwy, Easthampton, MA 01027	
<u>Agenda:</u>	
<p>Welcome, agenda and procedure</p> <p>Mission Statement</p> <p>Approval of last year's minutes</p> <p>Chorus Performance</p> <p>Community Activity: What does an excellent Arts-based Curriculum look like?</p> <p>Hilltown Harmonies Performance</p> <p>Business</p> <p> Reports:</p> <ul style="list-style-type: none">● Board President Statement● GABS Committee Report● JEDI Committee Report● Facilities Committee Report● Finance Committee Report● Personnel Committee Report● Friends of Hilltown Committee Report● Special Education Parent Advisory Council <p> Appreciations</p> <p> Proposals to change the by-laws</p> <p> Proposal + Election of New and Continuing Board Members</p> <p>Meeting Wrap up and Thank You</p> <p>Adjourn</p>	

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ANDREA HERMANS

EDUCATION

Smith College, Northampton MA
Master of Arts in Teaching, May 2009

Smith College, Northampton MA
Bachelor of Arts in Architecture & Urban Design, May 2006

CERTIFICATION

Professional Teaching Licensure, State of Massachusetts
Elementary Education, LIC #422310

EXPERIENCE

Hilltown Cooperative Charter Public School, Easthampton MA
6th Grade Math & Science Teacher

August 2021 - PRESENT

- Currently teaching 2 sections of Math & Science at an Arts-Integrated school, as well as serving on our Advisory Curriculum Committee
- Created and piloted 2 new science units of study
- Volunteer Assistant Coach for HCCPS Cross Country team
- Served on Hiring Committee for Community and Family Engagement Coordinator

Smith College Campus School, Northampton MA
6th Grade Teacher

August 2017 - July 2021

- Taught all academic subjects (ELA, Math, Science)
- Worked on committees for Curriculum Development & Teacher Evaluation
- Volunteer Coach for Girls on The Run "Heart and Sole" middle school program (students from Campus School, JFK, & Hilltown)

Shutesbury Elementary School, Shutesbury MA
5th & 6th Grade Teacher

August 2013 - July 2017

- Taught all academic subjects
- Created and piloted new curriculum units for Language Arts and Science
- Assisted in Coordinating Artist-in-Residence program

- Served on hiring committee for new teachers

Prospect Hill Academy Charter School, Somerville MA
5th Grade Teacher, Humanities

August 2012 – July 2013

- Taught 2 sections of 5th Grade Humanities
- Assisted in piloting new co-taught inclusion model
- Costume Design Team Leader for school production of Beowulf

Milton Public Schools, Milton MA
4th & 5th Grade Teacher

October 2009 – July 2012

- Taught all academic subjects at two elementary schools Cunningham (2009-2010) and Tucker Elementary (2010-2012)
- Designed and taught courses for 5-week “Summer Fun” program for Milton Public Schools in 2011 & 2012

HOBBIES/INTERESTS

- Membership at Easthampton Clay pottery studio since Dec 2023
- Sewing, Embroidery, Fiber Arts, and crafting in general
- Gardening

KATHERINE BRADFORD ALEO, LICSW

583 Coles Meadow Road Northampton, MA 01060
617-767-1576 · katherinealeo@gmail.com

EDUCATION

Smith College School for Social Work, Northampton, MA
Master of Social Work

August 2006

Mount Holyoke College, South Hadley, MA
Bachelor of Arts, Psychology and Sociology, *Cum Laude*

May 2001

EXPERIENCE

Circle Surrogacy, Boston, MA

January 2008-November 2023

Social Worker

- Provided counseling, psychoeducation, case management, and crisis intervention services to women involved in the surrogacy program from the time of screening through postpartum recovery
- Conducted psychosocial assessments and screenings of women seeking to become egg donors and gestational carriers
- Conducted psychosocial assessments of partners and primary support persons
- Provided support and consultation with prescreening team
- Facilitated communication and conflict resolution between intended parents and surrogates
- Acted as a liaison to attorneys, medical facilities, and financial account managers
- Provided consultation, psychoeducation, counseling, and crisis intervention services to intended parents contemplating surrogacy and parents involved in the surrogacy program as well as support to new parents after the birth of their child

Clinical and Support Options, Inc., Northampton, MA

January 2019-February 2021

Outpatient Clinician

- Maintained an active caseload of 30-40 child, adolescent, and adult clients, providing individual, couples, and family therapy as well as crisis intervention services
- Diagnosed and treated clients dealing with symptoms of depression, anxiety, grief and loss, PTSD, substance use disorders, using a variety of therapeutic interventions
- Developed and implemented treatment plans based on individual client needs and mutually identified goals
- Collaborated with schools, medical providers, community agencies, and legal professionals in order to provide comprehensive care to clients
- Monitored client progress and maintained client records

Seneca Center Community Treatment Facility, San Francisco, CA

October 2006 – December 2007

Residential Therapist

- Conducted individual and family therapy for five to six adolescents in a residential treatment setting
- Planned and co-facilitated weekly Dialectical Behavior Therapy (DBT) skills groups
- Co-facilitated weekly "Circle" group, incorporating elements of DBT and Narrative Therapy
- Wrote weekly and monthly progress reports, treatment plans, and intake and discharge summaries
- Participated in IEP meetings and collaborated as liaison between the school district and Seneca
- Maintained collateral contacts with attorneys, social workers, probation officers, etc.
- Participated in weekly business and staff development meetings for residential and administrative teams
- Intervened with clients' behavior modification and crisis intervention programs
- Completed ProAct physical management, Family Finding, DBT, Trauma Focused Cognitive Behavior Therapy (TF-CBT), and monthly group facilitation trainings

South Beach Psychiatric Center, Brooklyn, NY

September 2005 – May 2006

Psychiatric Social Work Intern, Heights Hill Mental Health Service

- Provided individual outpatient therapeutic services for 12 socioculturally diverse adult clients diagnosed with chronic major mental illness; services included verbal therapy, support, crisis intervention, symptom management, and case management
- Collaborated with an interdisciplinary team of psychiatrists, psychologists, social workers, community mental health nurses, and rehabilitation counselors in an LGBT affirmative community mental health setting
- Co-conducted intakes, completed paperwork and evaluations
- Facilitated weekly Social Skills Activities Group for men diagnosed with schizophrenia
- Co-facilitated weekly Knitting, Crocheting & Support Group at Rainbow Heights Club, a psychosocial clubhouse and advocacy program for LGBT adults
- Participated in the weekly Heights Hill Lithium Clinic working closely with supervising psychiatrist to conduct assessments and administer Hamilton Assessment Scales of Depression and Mania, to monitor and comment on progress, and to refer clients for additional medical and psychiatric evaluations

Valley Psychiatric Service, Inc., Springfield, MA

September 2004 – May 2005

Social Work Intern

- Provided individual therapeutic and evaluative services for ten child, adolescent, and adult clients in an outpatient setting including intakes, psychotherapy, crisis intervention, referrals and collateral contacts for mandated clients, and family outreach and therapy
- Developed curriculum for eight-week support group for survivors of domestic violence
- Provided outreach services in schools, homes, and a local jail diversion program for dual-diagnosed adults
- Observed and co-facilitated DBT group for eight adult women, participated in DBT trainings
- Participated in Trauma/Addiction Team and Child/Family Treatment Team meetings and presentations

Holyoke Street School, Holyoke, MA

November 2004 – May 2005

Community Empowerment Project

- Designed and implemented the “Make Yourself Heard” community activism course for a diverse body of high school students in a private therapeutic day school
- Provided curriculum on social consciousness and activism and engaged students in learning about issues affecting their communities and developing personal statements and action plans for addressing them

Cutchins Programs for Children and Families, Northampton, MA

September 2001 – September 2003

Mathematics Teacher, New Directions School

- Taught mathematics and other elective courses to 20 middle and high school students in a year-round therapeutic day school, with attention to students’ emotional, behavioral, and learning needs
- Provided classroom management and supportive behavior intervention
- Completed Therapeutic Crisis Intervention and DBT trainings
- Designed curriculum for academic and interdisciplinary summer session courses
- Wrote IEPs, conducted regular parent conferences, and attended related workshops
- Completed Masters level courses in Special Education

Relief Residential Counselor

March 2001 – September 2001

- Provided classroom support, milieu counseling and behavior management, and crisis intervention for 8-10 adolescents in residential and school settings
- Completed paperwork, attended team meetings and case conferences

Western MA Training Consortium, Holyoke, MA

October 2000 – May 2001

Relief Worker

- Provided direct care for developmentally disabled women in residential settings
- Assisted clients with daily routines, ADLS, and behavior/medication management

Germaine Lawrence, Inc., Arlington, MA

May 1999 – February 2000

Residential Counselor Intern

- Provided milieu counseling and behavior management for 12 adolescent girls in a residential setting, monitored and commented on their progress
- Facilitated support groups and assisted in treatment plan development
- Crisis Prevention Institute Training

Neal Teague

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nealteague@gmail.com
(617)650-6768

EDUCATION

- **Harvard Graduate School of Education**, Cambridge, MA
Master of Education in Teaching and Curriculum, June 2004
- **Kenyon College**, Gambier, OH
Bachelor of Arts in Political Science May 2000

LEARNING, DEVELOPMENT, AND LEADERSHIP EXPERIENCE

Holyoke Public Schools: Holyoke, MA

New Teacher Induction Coach August 2022–Present

Responsibilities:

- Design and lead teacher induction program for all new teachers to the district.
- Train induction coaching staff on running effective simulations and giving high quality feedback.
- Provide weekly observations and coaching for 15–20 new teachers in a variety of grades and subjects.

Outcomes:

- 96% satisfaction rate for 2023 induction training of 85 teachers

Teach Western Mass: Springfield, MA

Director of Instruction, Teach Western Mass Residency May 2018–May 2022

Responsibilities:

- Led the development of teacher candidates through a blended learning model of online coursework, professional development seminars, and coaching.
- Recruited, trained, and managed teams of coaches to ensure high quality, effective coaching.
- Analyzed and responded to performance data to improve coach and teacher effectiveness.
- Analyzed and responded to multiple data streams to ensure equitable opportunities and outcomes for BIPOC teachers

Outcomes:

- Grew cohort by ~50% each year while increasing diversity and maintaining program quality
- 95% of teachers successfully completed training program including 98% of BIPOC candidates
- 100% satisfaction rate from coaches and instructional staff, leading to 85% annual staff retention rate.

Sposato Graduate School of Education: Boston, MA

Director of Humanities Training, Sposato Graduate School of Education August 2017–May 2018

Responsibilities:

- Designed and led coursework for pre-service ELA and social studies residents.
- Managed student teaching and coaching for all Sposato residents at Match High School.

Outcomes:

- 100% of teachers I coached were rated effective and ready to teach by the end of the program year.
- 98% satisfaction rate from both teachers and principals with the training and coaching program.

Director of Workshops, Match Export April 2016–July 2017

Responsibilities:

- Developed content for teacher coaching workshops using the Sposato Graduate School of Education coaching methodology.
- Led practice-based teacher coaching workshops that received a
- Developed and helped implement the marketing strategy for workshop series.

Outcomes:

- Achieved a 100% participant satisfaction rating with the workshops I designed and led and a 95% referral rating.

Director of the Teacher Launch Project, Sposato Graduate School of Education (SGSE) July 2014–April 2016

Responsibilities:

- Led the design, development, and implementation of a pilot project to evaluate the effectiveness of a new teacher preparation and coaching methodology.
- Developed fundraising materials and engaged with potential funders.
- Developed and helped implement participant recruitment strategy across eastern Massachusetts.
- Designed and led four-week practice-based professional development focused on classroom management, lesson design, lesson execution, and relationship building.
- Recruited, trained, and managed a team of three full-time teaching coaches; developed coaches' delivery of professional development and coaching based on regular observation.
- Designed a scope and sequence of teaching simulations to facilitate a high dosage of real time coaching.
- Conducted weekly observation and coaching sessions for teacher cohort, monitoring progress toward instructional and classroom culture benchmarks.

Outcomes:

- 100% satisfaction rating from teachers and their principals
- 95% retention rate for teachers who completed the training and coaching program

TEACHING AND INSTRUCTIONAL LEADERSHIP EXPERIENCE

UP Academy Boston: Boston MA

Cohort Leader, History Department Chair, and 7th Grade History Teacher, July 2012–June 2014

- **History Department Chair**
 - Led team of three history teachers to develop curriculum that aligned to the Common Core State Standards and increased the rigor of history instruction.
 - Observed and gave feedback to the team to improve instruction and classroom culture.

Williamsburg Collegiate Charter School: Brooklyn, NY

History Department Chair and Seventh Grade History Teacher, July 2010–June 2012

- Developed and taught seventh grade U.S. history curriculum.
- Served as instructional coach for three history teachers.

Dean of Students, August 2007–June 2010

- Responsible for school and student culture.
- Managed school-wide behavior management system.
- Trained staff regarding school-wide behavior management system.
- Coordinated family outreach and developed initiatives to engage families in their students' learning.
- Oversaw school culture initiatives to build a structured, positive learning environment.

Sixth Grade History Teacher, July 2006–July 2007

- Developed and taught a new curriculum for ancient world history courses.

Charlestown High School: Boston, MA

Teacher, September 2004–June 2006

- Developed and taught Law and Justice senior elective and US History freshman courses.
- Founded and coached the school's first debate team as part of the Boston Urban Debate League.



Proposal to the Board of Trustees

Committee making Proposal: Domain Council

Date: May 8, 2024

Name of Proposal: Proposal to Extend Second Board of Trustees Vice President into FY25

Priority Level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Matt Dube

Committee members drafting proposal: Matt Dube

Text of proposal:

Due to an increasingly large volume of work assigned to the Board of Trustees leadership team, we believe it is imperative to extend the policy originally passed on November 2, 2023 adding a second Vice President position into the next fiscal year.

Goals to be achieved by proposal:

To balance the high volume of work and increase efficiencies in the Board's leadership and oversight responsibilities.

Potential problems/dissenting views:

None.

Additional notes:

None.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report

May 2024

Looking for a new Speech and Language Pathologist (SLP) - Since Amy Linnell has transitioned to a new role as the Academic Support Coordinator. The following actions have been taken to try to urgently hire an SLP:

- Position posted on Indeed website (ongoing)
- Email out to Hilltown community sharing need
- Outreach to local SLP consultants who have contracted with Hilltown but cannot fill this role
- Outreach to the SLP program at UMASS
- Contacted staffing services (ongoing)

Interim Student Behavior Support Coordinator Update

The addition of the Student Behavior Support Coordinator position in early April has made a significant positive difference in just a few short weeks. Jess has been observing in classrooms, and building relationships with students and teachers. She is providing behavioral assistance in common spaces and classrooms, and attending Student Support Team (SST) meetings. She has built a new check-in/check-out system for four individual students in grades 5-8. This means that she has created a behavior incentive plan for each student, meets individually with them each morning to review behavioral goals and strategies. Then Jess meets with them at the end of the day to review their progress and earned incentives. The plan is to add more students to this "Tier 2" support over the next few weeks. We plan to keep this position next year, and will be sending information soon about the process to move it out of interim status.

MCAS Update

Spring 2024 MCAS assessments have concluded in English language arts (grades 3-8) and science/technology/engineering (grades 5 and 8), and are ongoing for mathematics (grades 3-8), and civics (grade 8 pilot). We use MCAS scores as one indication of students' content knowledge and skills. Four students' parents have opted them out of MCAS testing this year. This level of parental opt-out should allow Hilltown to meet the 95% MCAS participation target for DESE accountability requirements.

FY25 Tuition Update

DESE has posted the most recent version of charter tuition, tied to the FY25 budget that was proposed by the House Ways and Means Committee. Good news! Hilltown's tuition was updated from 3,600,822 to 3,634,901. There are two major updates in the calculation that drive differences from the version of FY25 tuition that was posted in January:

- Enrollment is updated to reflect the April pre-enrollment
- Above foundation rates are updated to reflect the most recent district data, which were also reflected in the FY24 Q3 files.

Overall, the updated FY25 charter tuition is slightly lower than the January version (on average about 1% less statewide), but 4.1% higher than the FY24 Q3 tuition.



Domain Committee Meeting Minutes – Tuesday, April 30, 2024 3:15 pm DRAFT

Meeting Location: HCCPS

Present: Kate Saccento, Laura Davis, Matt Dube, Lily Newman, Tiffany Ross

Guests:

Regrets: Kathleen Hulton

Notetaker: Emily Boddy

Topic	Discussion	Action (if necessary)
Approve April Minutes	Laura made minor edits. Minutes as edited are approved by consensus.	
Domain updates	<p>Kate:</p> <p>Staffing Updates -</p> <p>We are still looking for a speech/language pathologist. Email was sent to the community looking for someone. Kate will email parents of children receiving services to give them an update on the process, notify them about compensatory services (important and required). Action steps so far: email to community, job posted to Indeed, Michelle B has not been able to refer anyone as yet, reached out to Tate Behavioral - do not have anyone to refer, Reached out UMass speech/language - referred Kate to Indeed, Staffing services unable to help.</p> <p>Tuition Update -</p> <p>Tuition reimbursement is up by 35k.</p> <p>Facilities -</p> <p>Discussed succession plan for Chair.</p> <p>Laura</p>	



**HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL**

	<p>MCAS Update</p> <p>MCAS is going well. 3 families (4 students) have opted out, but appears we will still meet our targets given the distribution of students.</p> <p>Interim Behavior Support Coordinator</p> <p>Has been transformative. Jess has been building relationships, spending time with students, students feel connected. Jess has been building check in/out plans for behavior for kids. Laura's time is freed up for other important things.</p> <p>This role is currently interim. If it continues, the same process as teacher hiring would apply. Laura will think through the timing of the hiring process.</p> <p>Tiffany</p> <p>May: Staff Appreciation, Music Festival, Annual Meeting, Musical</p> <p>June: Field Day, Summer Celebration, Graduation, Prisms Dance</p> <p>Spirit week went well.</p>	
LRP Timeline Update	<p>Some Goal deadlines have been shifted, including JEDI integration, the organizational decision making process, achieving parity with sending districts. Implementing grade reconfiguration. Update with details will be provided at the BoT May meeting.</p>	<p>Kathleen will write an updated timeline and proposal to be presented by Domain at the BoT May meeting.</p>
May BOT meeting agenda	<p>Director's midyear review, Update, Lily, 10 minutes.</p> <p>Domain Updates - Tuition FY24</p> <p>LRP Timeline Revision Proposal, Discussion and Decision</p> <p>GABS Annual Meeting Updates, discussion</p>	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>GABS Annual Meeting Slate, discussion and decision</p> <p>Possible: Extension on the pilot of 3 person board leadership - Emily will check if we need to propose longer-term pilot or if the original proposal will suffice.</p>	
Agenda items for next month		
Next Meeting Date/Time/Location	6.4 3:15pm HCCPS	
Adjournment	4:15 pm	



**HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL**

Finance Committee Meeting Minutes- April 3, 2024
8:30 am Zoom - Remote

Present: Kate Saccento, Carla Clark, Kylan Mandile, Lisa Plaza, Grace Mrowicki
Regrets: Andy Tilbe

Topic	Discussion	Action
Approve Minutes	Carla motioned to approve March minutes, Kylan seconded, minutes approved by consensus	Kylan will submit March minutes for April BoT packet
Capital Expenditures	Kate provided an update. Facilities committee is working on finalizing a list of items and will present it at a future meeting.	Kate to continue coordinating with Facilities Committee to devise long term capex projects list
Budget	<p>Kate and Carla presented about the FY2025 budget. The deficit may be less than initially thought. Domain Council is going to discuss how to address the deficit. There may be a surplus for FY2024 which can be put in the general account to be used to offset the FY2025 deficit. Carla indicated it is too early to know the amount of the surplus or deficit for FY2024, but we should know by July 2024</p> <p>Lisa asked, why did the projected FY2025 deficit decrease? Kate and Carla responded that it was primarily because of an increase in tuitions, but also for several other reasons including that actual payroll expenses are reflected for new employees.</p>	Kate to discuss the latest draft of FY2025 budget with Domain Council and teachers.
New Business	Carla is getting estimates from auditors.	Kate and Carla to get bids from auditors and ask contacts for recommendations
Review action items	Done	
Next meeting time/date/location	May 1, 2024 at 8:30 am via Zoom	
Adjournment	9:00am	

FY 25 HCCPS Budget - Working Draft									
Assumptions: State projected tuition as of 4/24/2024									
Board Approved Salary Increases, Static Renewing Grants									
8% Health Insurance Increase, 3% Inflation, Current Staffing							FY 24		FY 25
2.5% Admin and Director Salary Increases							Approved Revisions		Working Draft
							2/14/2024		4/30/2024
INCOME									
1 State Per Pupil Tuition							3,515,900		3,634,901
2 Grants- Mass DOE SPED 240							45,672		45,672
3 Grants- Mass DOE Title IVa							10,000		10,000
4 Grants- Mass DOE 140, Title II,A							4,071		4,071
5 Grants- Mass DOE Title I 305							23,949		23,949
6 Grants - CvRF/ ESSER III for FY 23/FY24							73,740		0
7 Grants - Safe & Supportive Schools 335							10,000		0
8 Grants- MASS DOE 262							783		783
9 Grants- MASS DOE 274							6,517		6,517
10 FOH Rolling Arts/Class Grants							0		0
11 Field Trip Fund							6,280		5,500
12 Fundraising - FOH Designated Funds							2,500		0
13 Kids Club Income							85,000		85,000
14 Student Activity Fees- sports, music, drama							15,000		15,000
15 Medicaid/SPED Income							7,500		7,500
16 Misc Income							3,000		3,000
17 Interest income							15,000		10,000
18 School Lunch receipts							15,000		15,000
19 Special Field Trip Fundraising							0		5,000
20 Winter Fair							6,508		5,000
Total Income							3,846,420		3,876,893
EXPENSES									
Personnel									
21 Educational Professionals (Teachers, OT, Counselor)							1,605,369		1,604,376
22 Educational Paraprofessionals (TA's,Interns, Substitutes)							425,723		466,457
23 Director's Salaries							217,264		222,696
24 Administrative Staff (Asst, Fin,Log, Acad Coord,BCBA, Tech, Nurse, Cmty/Fam)							405,699		414,915
25 Kids Club Coordinator/Staff							65,323		68,716
26 Summer Programs (Response to COVID learning loss)							14,423		0
27 Stipends- student activites (dance, drama, sports tourneys)							7,000		7,000
28 Stipends-program							20,000		15,000
29 Longevity Pay							17,030		17,505
Payroll subtotal							2,777,832		2,816,665
30 Medicare- everyone-.0145							40,279		40,842
31 FICA- non MTRS-.062							48,160		53,320
32 SUTA-.003- everyone							8,333		8,450
33 UHIC-.0034 everyone/capped @ 1st 14,000							2,808		2,808
34 PFML Tax							10,000		10,000
35 Health Insurance							296,000		319,680
36 HRA							54,000		54,000
37 Health Diversion Benefit							14,000		14,000
38 Workers Compensation							17,104		18,027
39 College Credit Reimbursement							3,000		3,000
Total Personnel Costs							3,271,517		3,340,792
Consultants and Outside Services									
40 Administrative Data Management System/Services							9,000		9,000
41 Administrative Consultant							6,000		6,000
42 Auditor							8,200		10,000

43	Curriculum Consultants					5,000		0
44	FSA/HRA Administrative Cost					2,600		2,600
45	Legal Fees					15,000		15,000
46	Payroll Service					4,100		4,223
47	Professional Development					15,000		5,000
48	SPED Contractors - PT, psychologist					65,000		70,000
49	Summer SPED services					3,860		5,000
	subtotal					133,760		126,823
	Occupancy							
50	Cleaning Services					54,080		55,702
51	Copier Rental					6,000		6,000
52	Electric					26,000		26,000
53	Elevator Maint					5,000		5,000
54	Fire/Sprinkler Alarm Services					2,206		3,000
55	Heat					10,000		10,000
56	HVAC Maint					10,000		10,000
57	Insurance					34,463		35,497
58	Interest Expense USDA					86,912		85,251
59	Internet					4,991		4,500
60	Landscaping					8,000		8,000
61	Minor Repair/Maintenance					19,000		19,000
62	Plowing					8,500		8,500
63	Telephone					1,200		1,200
64	Trash Removal					6,490		6,684
65	Water Sewer Fees					3,245		3,500
	subtotal					286,086		287,834
	Supplies							
66	Educational Supplies					30,000		30,000
67	Food					1,000		1,000
68	Household Supplies					5,750		5,750
69	Health & Safety Supplies					3,600		3,600
70	Office Supplies					4,750		4,750
71	Playground supplies					1,000		1,000
72	Postage					500		500
73	Printing					500		500
74	Testing/Evaluation Supplies					6,760		6,760
	sub total					53,860		53,860
	Equipment							
75	Chromebook Replacement					7,000		8,000
76	Furnishings					1,500		1,500
77	Minor Equipment<\$500 ,					1,500		1,500
78	SPED Equipment					3,000		3,000
79	Tech Repair/Replacement					10,000		10,000
	subtotal					23,000		24,000
	Grant Funded Expenses							
80	FOH Rolling Arts/ Class Grants/Kiln					2,500		0
	subtotal					2,500		0
	Miscellaneous							
81	Advertising					3,000		3,000
82	BOT Discretionary Fund					500		500
83	Community Domain Expenses					2,800		2,800

[illegible]



GABS Committee Meeting Minutes – Monday, May 6, 2024 8:20 am DRAFT

Meeting Location: HCCPS

Present: Kelly Vogel; Sara Schieffelin; Tiffany Ross; Emily Boddy
Guests: Lindsay Fogg-Willits
Regrets:
Notetaker: Emily Boddy

Topic	Discussion	Action (if necessary)
Check-in/ Announcements	Yes. No announcements.	
JEDI	Interwoven into other discussions	
Approve Apr Minutes	Approved by consensus.	
Finalize Slate for presentation to the Board on May 8, 2024	<ul style="list-style-type: none"> - Newcomers: Neal Teague, Kate Aleo, Andrea Hermans - Newcomers (retroactive): Rebecca Belcher-Timme, Grace Mrowicki - Renewals: Emily Boddy, Kathleen Hulton - Resumes included in Annual meeting packet for the 5 newcomers only - All Newcomers have been emailed about making a short statement at the May BoT and at Annual Meeting 	
Review By-law change for Annual meeting agenda	<ul style="list-style-type: none"> - This has been passed by the BoT. Must be included in the AM packet for approval by Full Cooperative. - Order of events features by-law before slate due to the increase in staff spots. 	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Annual Meeting, Discussion and Finalize Annual Meeting Agenda	<ul style="list-style-type: none">- Welcome, Matt: include that we want the community engaged in the board - you'll hear about committees you can join, public is always welcome/encouraged to attend meetings - zoom and in person available; agendas are posted in advance, public comment always encouraged.- Tiff will introduce music and art- committees will be presented by the Emcee committee reports: "Full reports about each committee - goals and what they've worked on this past year - are included in your packet. We love to have parents and community members join our committees - which meet once a month!- introduce/name members, describe the committee- Change of order of by-law and slate- Tiff will send childcare email to staff for providers	
Succession Planning + Recruitment, Discussion	<ul style="list-style-type: none">- Chairs, remain three chairs - Matt has written a proposal to extend the pilot into the next fiscal year- Facilities chair. Tala- Kelly, personnel chair (Stacey resigning June)- Thinking about recruiting additional parents, even if we do a mid-year onboarding.	
Next Meeting Date/Time/Location	5.20 8:20am HCCPS Meeting dates for the year: 6.3 8:20	
Adjournment	10am	

Agenda items for next month: Extra meeting to finalize details for the Annual Meeting.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

JEDI Committee Meeting Minutes- April 9th, 2024
11:30 a.m.

Present: Kathleen Szegda, Seth Harwood, Garrett Washington, Laura Davis

Regrets: Natalia Korczak, Angelique Baker, Seth Harwood, Cinzia Pica

Topic	Discussion	Action
Updates - JEDI statement, staff training, student involvement in JEDI	<p>JEDI Statement - posted on website along with long definitions. Will work on getting statement and definitions into the newsletter</p> <p>Staff Training - Not able to do cultural humility training at May meeting. Discussed figuring out way to build what was learned through cultural humility into ongoing work.</p> <p>Student Involvement JEDI - Looking at how to involve students in looking at school climate data. Kathleen volunteered to help.</p>	Laura will follow-up with Kathleen about the climate survey and student participation
JEDI Definitions	Longer definitions posted on website. Group decided to hold on revisiting shorter definitions right now while focusing on other activities.	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

JEDI Committee Goals	<p>Increase community understanding of JEDI terms and anti-racism. As part of this, need to educate about what racism is and why important. Students have been using the term without understanding of what it means. Need to do this at different levels:</p> <ul style="list-style-type: none"> • Community level - newsletter, email from Board • Staff - education and PD. Could discuss JEDI statement and definitions at teacher meeting, day after school, August days. • Staff to student – Emilie interested in doing this <ul style="list-style-type: none"> ○ JEDI curriculum or set of activities ○ JEDI in Advisory Curriculum ○ Would like to go through the JEDI statement with students in August • Student to student <ul style="list-style-type: none"> ○ Student council and drop-in Group <p>How do we address JEDI things that come up in a more immediate way</p> <ul style="list-style-type: none"> ○ Not all teachers and staff are comfortable addressing. ○ Education and practice important <p>Create list of people who could be resources for JEDI discussions, facilitation, education, etc. Garrett sent Sophia's information</p>	<p>Kathleen will work on list of volunteers who are willing to help with JEDI</p> <p>Seth and Garrett volunteered to facilitate a discussion. Laura will reach out to them.</p>
Next meeting time/date/location	TBD	Kathleen will send poll to schedule new meeting time
Adjournment	The meeting was adjourned at 12:30 p.m.	

Long Range Plan Timeline Review Subcommittee - April 26, 2024
HCCPS - 8:30 AM

Present: Emily Boddy, Kate Saccento, Laura Davis, Tiffany Ross, Kathleen Hulton

Group: LRP Timeline Review Subcommittee

Date and time: April 26, 2024 8:30 am

Location: Hilltown Cooperative Charter Public School

Review of Current LRP Progress & Timeline

General agreement that current LRP deadlines as adopted are too compressed, and too short term. Progress has been made throughout the LRP, but most goals as laid out are due to be completed in the next 1-2 years (or 2-3 years from adoption of the LRP).

Significant progress has been made in some parts of Goal 1: Cultivate a vibrant culture and community and Goal 2: justice, equity, diversity, and inclusion into the fabric of HCCPS. Discussion about revised timelines for parts of these goals that still need addressing. Also we acknowledged that many aspects of Goal 2 regarding JEDI will be work that is ongoing. There has been some progress on aspects of the third goal, Goal 3: Align schoolwide systems and structures to a shared vision of excellence that meets the developmental needs of our students.

Revise Timeline and Draft Proposal, if needed

The committee agreed that while substantial progress has been made in all three Goals of the LRP, the current timeline is unrealistic. The LRP as currently written has deadlines for almost all parts of all three goals to be finished at the end of next school year, or three years after its adoption. This is at odds with the overarching goal of the LRP, which is to have a long range plan to guide the organization for approximately seven years after its adoption. It is also unrealistic to have almost all parts of all three goals be due to be completed at the same time (currently end of 2025).

Parts of the LRP that are on target with current timelines: Goals 1A, 1B, 2B, 2C

The committee worked on moving other subgoals to be spread out until the school year ending in 2028 (five years from LRP adoption).

Next Steps

Proposal to extend timelines for next Board meeting (5/6/2024)

Board should revisit content of LRP in the near future to review all goals and ensure continued

relevance **Next meeting:** Not Applicable (ad hoc subcommittee) **Adjournment:** 9:45 AM