

HCCPS Board of Trustees

Meeting Agenda

December 8th, 2021 6:30 PM

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09>

Meeting ID: 814 2602 7291 Passcode: hilltown

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

6:30 Welcoming (read mission statement): (5 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:35 Public Comment period: (5 min)

6:40 GABS Visit: (Update) GABS (10 min)

6:50 Health + Safety Update: (Update) H+S Team (10 min)

7:00 GABS Announcements: (Update) GABS (10 min)

7:10 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)

7:30 Q1 Financials: (Update + Approval) Finance (10 min)

7:40 ESSER III Update: (Update) Kate (10 min)

7:50 Long Range Plan Update: (Update) LRP Team (10 min)

8:00 Committee Reports -- Questions Only (5 min)

8:05 New Business (5 min)

8:10 Meeting Wrap-up/Newsletter Blurb/Minutes Finalization (5 min)

8:15 Review Action Items in this meeting's minutes (5 min)

8:20 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Final Meeting Minutes – Wednesday November 10th, 2021, 6:30 pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Lara Ramsey, Tala Elia, Emily Boddy, Rashida Krigger
By Zoom: Rich Senecal, Marguerite Durant, Chris Korczak

Regrets: Joe Wyman

Facilitator: Matt

Notetaker: Sara

Guests: In-person: Jodi Shaw
By Zoom: Mary Price, Nan Childs, Melissa Flanders, Cait Browne, Myssie Casinghino, Rosehill Family, Tiffany Ross, Jenn, Jeff Dan

List keeper: Lara

Timekeeper: Kate E.

Mission statement read by: Kathleen S.

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	<p>Matt clarified the process of BOT meetings, including overview of Open Meeting Law, process of meetings (e.g. raise hand to get on the list, BOT members engage first in conversation about agenda topics, then time allowing, the public can also comment, public can comment during public comment period); and read Shared Agreements as written up by JEDI and posted on wall of meeting room (see text of agreements in Oct. BOT meeting minutes which are included in the final Nov. packet).</p> <p>Matt thanked Kate, Lara and Rashida for an email sent to community (for details see email from Nov. 4th) which reminded school community of Community Compact as it relates to respect for community members in order to create and maintain a physical and emotional safe space for all.</p>	
Any Thank You Notes Needed?	None noted	

BOT Visibility This Month?	Events coming up in December include Winter Fair and Solstice Celebration.	
Minutes	No edits proposed.	Dan moved to approve the Oct. meeting minutes; Kate E. seconded; the Board approved the Oct. meeting minutes by consensus.
Public Comment	Jodi read a poem. Jodi shared that she had attended the Northampton School Committee meeting recently where there was a discussion about prohibiting unvaccinated children from participating in extracurricular activities. Jodi expressed her opinion that exclusion of children from these activities due to medical status is discriminatory. Jodi read another poem.	
Board Goals: (Update) Matt	Matt thanked Committees for sharing their goals at last month's BOT meeting. BOT goals for 2021-2022: <ol style="list-style-type: none"> 1) Begin and progress on LRP 2) Equity Audit 3) Establish Performance Review Protocol for Directors 	
Health + Safety Update: (Update) H+S Team	Kate shared about H and S update which was sent to parents, and is included in meeting packet. She reported that at the end of Oct. decision was made that staff and students are no longer required to wear masks outdoors except at All School due to singing. H and S team continues to meet weekly. Kate reviewed update from DESE with FAQs which was included in email to community (for details see email from Oct. 27th). Indoor mask requirements extend through at least Jan. 15th per DESE. Kate and Mary shared that the school will host a vaccination clinic next Wednesday Nov. 17 from 6-9pm. Siblings can come as well. Negative results from pool testing continus. Jodi asked a clarifying question about DECE guidelines. Mary reported DESE is concerned about supplies running out and has been asked to track carefully.	

<p>GABS Announcements: (Update + Discussion) GABS</p>	<p>Emily shared the process and background of how/when to bring on new members to BOT, and that this usually happens in May at the Annual meeting. Emily shared discussion GABS is having re bringing new members on mid-year and shared pros and cons of doing this (for list of pros and cons see GABS Oct. meeting minutes in meeting packet).</p> <p>Clarifying question asked about when BOT votes (May) and when term starts (July 1). Clarifying question about when terms end (June 30). Lara asked a question about numbers since Directors are no longer BOT members, which was a change made a few years ago. BOT can have 15 voting members, ideally $\frac{2}{3}$ are parents and $\frac{1}{3}$ are community members. Dan said the reason to bring someone on mid-year is to fill a hole that was lost in terms of skill set. He asked if we currently have holes that need to be filled. He asserted that it can be disruptive to group dynamics to bring someone on mid-year unless it is absolutely necessary. He reminded the team that BOT holds the charter and this is a huge responsibility. Dan said the most important thing for a BOT member to possess is the desire and willingness to work in a consensus based model. He also asserted that certain skill sets are essential for the BOT to perform its functions (i.e. someone with expertise in finance to be the Treasure and Chair of Finance, etc.). Rashida shared concerns about the use of language of “specific skill set” as feeling intimidating to some who don’t necessarily feel their skills set would be useful to the BOT. She and Emily shared personal stories about this as examples, and said now they are on the BOT they realize they do have helpful skills to contribute.</p> <p>Discussion about blurb that GABS put into newsletter--came up in Domaine Counsel that language in blurb was of concern to some people as they felt it devalued expertise needed by members. GABS shared that the blurb was meant as a response to feedback from the teacher listening session that the BOT is exclusive and only recruits certain kinds of people. Comments made that it is important for some BOT members to have specific skills for the BOT to function AND it is important to make the BOT feel inclusive and accessible.</p> <p>With regards to when to bring new BOT members on, Tala expressed opinion that staff wanted more transparency around process of BOT membership, and that having community members vote during annual meeting would add more transparency to the process, as opposed to BOT deciding to bring people in</p>	<p>GABS will encourage interested new potential BOT members to join a committee and attend BOT meetings for now, with the plan of proposing them at the annual meeting for vote by the community unless the need for their service arises sooner.</p>
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	<p>mid-year without input from community. Kathleen S. spoke about importance of development of diversity on the BOT, and being thoughtful in regards to recruitment as it relates to diversity.</p>	
<p>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</p>	<p>For the “JEDI Minute” Kathleen H. offered a brief presentation about Dominant Culture from a sociological perspective (see attached slide show in packet). Tied in how our Group Agreements are an example of examining and attending to culture. Kate E. appreciated the presentation. Dan spoke about looking at demographics of school and that it would be good to look at how dominant culture affects the demographics of the school. Chris suggested a book, Ishmail by Daniel Quinn, that speaks to this topic. Dan offered an example of how dominant culture has impacted Hilltown in the past and created (perceived) safety issues for some families/students. Rashida spoke to different dominant cultures that co-exist in our area and to be aware of larger dominant culture in the country that we sometimes are not as aware of living in Western MA.</p>	
<p>Special Ed Update: (Update) Cait</p>	<p>Cait Browne, Academic Support Coordinator, shared about the new program offered through the special education department, Skylab (see slide show included in final meeting packet for details). Skylab is a classroom space where kids who are having trouble remaining in the classroom can access social/emotional and education support throughout the day. Gaby Blaustein, Zoe Klatz, and Kate Kamins are the staff. Two avenues to use the space: 1) Response to Intervention (RTI) process to see if student would benefit from support (doesn’t need an IEP or 504); and 2) stabilization for students unable to remain in classroom.</p>	
<p>Open Meeting Law Webinar Highlights: (Update) Rashida + Kate</p>	<p>Rashida and Kate shared information about a presentation put on by the Charter School Association and Attorney’s General office about Open Meeting Laws (OML). Rashida shared slides and notes from this presentation (see slides in final meeting packet). Important to note that if there are standing agenda items, and if there is something specific that people might be interested in (like an important topic to be voted on) standing agenda item needs to be updated with more details so that people who would be</p>	

	<p>interested would know to come to the meeting. Reviewed what needs to be included in meeting minutes. Reviewed how, when, and where meetings need to be posted and what meetings need to be posted. Reviewed process of meetings, and what can be discussed during meetings, and what cannot be discussed outside of meetings. Question about why our meetings are not recorded. Answer: they could be. Question about if short-term/sub-committees fall under OML--they do. Clarification/reminder that Committee Chairs have to send agendas for all meetings to the state 48 hours in advance of meeting per OML. Clarification that work needs to be done and communication needs to happen during the committee meeting--committee members cannot communicate business outside of meetings.</p>	
<p>MCAS Update: (Update) Lara (10 min)</p>	<p>Lara shared a slide show about MCAS report (see slideshow in BOT packet). MCAS are mandated for all public school students from grades 3-8. Families can opt their students out and do so for various reasons, though this is not advised. Because Hilltown is a small school, a small number of students can change the percentage points dramatically. Data is used to raise questions, not to answer them. MCAS was changed during COVID. 2021 test was ½ as long and tests happened at home. Data will not be used for accountability purposes, nor will the Commissioner be using it for making decisions as it has been used in the past. Shared information about scoring. Score of 500 or better is “met or exceeds expectations”, 499 and lower is “partially met or did not meet expectations.” Hilltown performed better than the state average in all areas (ELA, Math and Science). In 2021 students at Hilltown had higher achievement in ELA compartment to Math at every grade level. Growth percentiles were down across the board. Question to Lara about if there is a benefit to state not counting last year’s score? Lara thinks it is important information to look at. Some trends were repeated from past years and some were not. For example, we did better than the state average last year (COVID year), and this is not always the case. Questions about why that could be? Questions about how we look at information regarding economically disadvantaged students, and</p>	

	<p>how we define that. Lara shared that this information helps us make decisions with regards to choosing curriculum.</p>	
<p>Bot Meetings-Hybrid or Remote?: (Discussion + Decision) Emily/Matt</p>	<p>Discussion about if we should go back to remote meetings due to barriers to participation when BOT members are remote. Comment that participation is harder due to being remote, and that having a remote option makes it more flexible for people to attend. Comment that hybrid is helpful due to accessibility. Comment that recording the meeting could be helpful so people could watch at other times. Opinions shared by many that there should be an effort for BOT members to be in person if they can be unless there are extenuating circumstances (illness, out of town, for example). Question about when we are supposed to go back to inperson--April 2022. This doesn't preclude continuing with the Zoom option, which we intend to do to make meetings accessible to community members. Kate shared we are looking into getting an Owl camera and microphone which increases the ability of remote viewers to see and hear in-person members. Currently there is no requirement for a quorum of BOT members to be present in person. That might change in April or be extended. Comment about the importance of increasing access and visibility of BOT through continuing to offer hybrid models.</p>	<p>BOT members are encouraged to attend meetings in person unless there are extenuating circumstance that prevent them from attending in person.</p>
<p>Long Range Plan Update: (Update) LRP Team</p>	<p>Kathleen is staying on LRP. LRP is in the information gathering stage currently. BOT may be a focus group for the LRP in the early winter.</p>	
<p>Committee Reports -- Questions Only</p>	<p>none</p>	
<p>New Business</p>	<p>Sub-committees need to present an overview of the work they are doing a la annual meeting reports over next few months. Non-BOT committee members should be invited to join these meetings GABS to present in December.</p>	<p>Emily will invite Sarah B, non-BOT member of GABS, to come to Dec. meeting</p>

Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday Dec. 15th, 2021 at 6:30 p.m. in-person and zoom Facilitator: Matt Snacks: XX Drinks: XX Newsletter blurb: Matt	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:47 p.m.	Dan motioned to adjourn; Tala seconded; the meeting was adjourned.

Tentative Agenda Topics for December 15th, 2021 Board Meeting: GABS to present overview of committee work

Quantity Over Quality

What does that mean to you? What does that look like?

Going for easy
to fix instead
of worth while

Quantifying
accomplishments at
end of year instead
of looking at quality
of achievements

Quantity of times
speaking instead of
quality of comments
made

Traits

resources go
to measurable
goals (forced
by state?)

ies



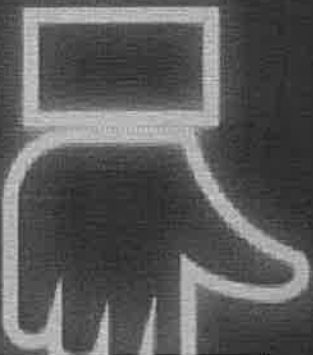
values
numbers over
other kinds of
growth

Doesn't Apply

Discomfort
with
discomfort

Antidotes

We do
this well



**Set quality
goals, use
them often**

We don't do
this well

**Recognize when
and how to make
space for concerns
despite agenda**

**Meaningfully
measure
quality goal**

FY 22 HCCPS Budget - Working Draft

	FY 22 Approved by BOT 6/9/2021	FY 22 working 10/31/2021
INCOME		
1 State Per Pupil Tuition	3,196,269	3,196,269
2 Grants- Mass DOE SPED 240	39,559	41,167
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	4,357	3,654
5 Grants- Mass DOE Title I 305	21,595	19,392
6 Grants - ESSER (50% Tech, 50% PPE) ESSER II for FY22	85,841	85,841
6a Grants - CvRF/ ESSER III for FY 23/FY24	0	0
6b Grants - Remote Learning Technology	0	0
6c Grants - COVID Prevention	0	0
7 Grants- MASS DOE 262	660	673
7a Grants- Summer Learning/SOA FY22	17,210	16,749
7b Grants - Mass DOE SPED 274 (IDEA)	6,408	6,408
8 FOH Rolling Arts/Class Grants	0	0
9 Field Trip Fund	6,540	6,540
10 Fundraising - FOH Designated Funds	4,500	4,500
11 Kids Club Income	85,000	85,000
12 Student Activity Fees- sports, music	15,000	15,000
13 Medicaid/SPED Income	7,500	18,000
14 Misc Income	2,000	2,000
15 Interest income	3,000	3,000
16 School Lunch receipts	15,000	15,000
17 Special Field Trip Fundraising	5,000	5,000
18 Winter Fair	3,000	3,000
Total Income	3,528,439	3,537,193
EXPENSES		
Personnel		
19 Educational Professionals (Teachers, OT, Counselor)	1,505,691	1,479,744
20 Educational Paraprofessionals (TA's, Interns, Substitutes)	341,384	337,449
21 Director's Salaries	200,891	200,891
22 Administrative Staff (Asst, Bookkeeper, SPED Coord, Tech, Nurse, Cmty/Fam)	347,159	342,159
23 Kids Club Coordinator/Staff	49,775	55,140
23a Summer Programs (Response to COVID learning loss)	25,000	12,000
24 Stipends- student activities (dance, mini, drama)	7,000	7,000
25 Stipends-program	10,000	10,000
26 Bonuses FTE	0	0
26a Longevity Pay	9,550	9,800
Payroll subtotal	2,496,450	2,454,183
27 Medicare- everyone-.0145	36,199	35,586
28 FICA- non MTRS-.062	39,489	39,268
29 SUTA-.001- everyone	2,496	2,454
30 UHIC-.0034 everyone/capped @ 1st 14,000	2,285	2,285
31 PFML Tax	10,000	10,000
32 Health Insurance	293,000	306,000
33 HRA	53,500	53,500
34 Health Diversion Benefit	23,000	23,000
35 Workers Compensation	16,000	16,000
36 College Credit Reimbursement	6,000	6,000

Total Personnel Costs	2,978,419	2,948,275
Consultants and Outside Services		
37 Administrative Consultant	0	0
38 Administrative Data Management System/Services	8,000	14,000
39 Auditor	8,000	8,000
40 Child Care Services	0	0
41 Curriculum Consultants	4,080	4,080
42 FOH Designated Artist in Residence	0	0
43 FSA/HRA Administrative Cost	2,500	2,500
44 Legal Fees	10,000	10,000
45 Payroll Service	3,500	3,500
46 Prisms Electives	3,000	3,000
47 Professional Development	12,000	17,000
48 SPED Advisor	1,000	1,000
49 SPED Contractors - PT, psychologist	60,000	60,000
50 Summer SPED services	5,100	5,100
51 subtotal	<u>117,180</u>	<u>128,180</u>
Occupancy		
52 Cleaning Services	50,000	50,000
53 Copier Rental	5,300	5,300
54 Copier Service Contract	500	500
55 Electric	26,000	26,000
56 Elevator Maint	3,350	10,000
57 Fire/Sprinkler Alarm Services	2,040	2,040
58 Heat	7,500	7,500
59 HVAC Maint	10,000	10,000
60 Insurance	30,000	31,184
61 Interest Expense USDA	90,099	90,099
62 Internet	3,000	4,500
63 Landscaping	10,000	10,000
64 Minor Repair/Maintenance	15,000	15,000
65 Plowing	8,000	8,000
66 Telephone	1,500	1,500
67 Trash Removal	6,000	6,000
68 Water Sewer Fees	3,000	3,000
subtotal	<u>271,289</u>	<u>280,623</u>
Supplies		
69 Educational Supplies	27,000	27,000
69a Remote Learning Programs (Grant funded)	0	0
70 Food	750	750
71 Household Supplies	4,000	4,000
71a Health & Safety Supplies (NEW LINE)	1,000	1,000
72 Office Supplies	3,000	3,000
73 Playground supplies	900	900
74 Postage	1,000	1,000
75 Printing	650	650
76 Testing/Evaluation Supplies	8,500	8,500
sub total	<u>46,800</u>	<u>46,800</u>
Equipment		
77 Chromebook Replacement	5,000	5,000
78 Furnishings - FOH Funded	4,500	4,500

79 Minor Equipment<\$500 ,	2,040	2,040
80 SPED Equipment	1,500	1,500
81 Tech Repair/Replacement	12,000	12,000
82 Vehicle Expenses	1,020	1,020
subtotal	<u>26,060</u>	<u>26,060</u>
Grant Funded Expenses		
83 FOH Rolling Arts/ Class Grants	0	0
subtotal	<u>0</u>	<u>0</u>
Miscellaneous		
96 Advertising	1,800	1,800
97 BOT Discretionary Fund	500	500
98 Community Domain Expenses	2,800	2,800
98a Sunshine/Staff Appreciation NEW LINE	1,000	1,000
99 Community Service Projects	500	500
100 Director's Discretionary Fund	2,500	2,500
101 Field Trips	6,540	6,540
102 Fundraising Expenses	800	800
103 Graduation Expenses	1,020	1,020
104 Kids Club Program Expenses	3,500	3,500
105 MCPSA Dues (.2% of state tuition dollars)	6,393	6,393
106 Miscellaneous	1,020	5,000
107 School lunch expense	20,000	20,000
108 Special 6-8th grade Trip Expenses	12,308	12,308
109 SPED Contingency	15,000	15,000
110 Medical Contingency (Grant funded COVID Expenses)	0	0
111 Student Activity Expenses (dances, sports, sleepover)	12,500	12,500
112 Travel	510	510
subtotal	<u>88,691</u>	<u>92,671</u>
113 Total operating expenses	3,528,439	3,522,609
114 Over/Under	0	14,584
115 Non-cash liability-depreciation	107,375	107,375
116 Principal payment from Fund Balance	56,445	56,445

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	799,122	3,196,269	-2,397,147	25%
Total State Sources	799,122	3,196,269	-2,397,147	25%
Federal Grants-DESE Administer				
ESSER 113				
ESSER II 115	8,584	85,841	-77,257	10%
SOA 117	16,749	17,210	-461	97%
SPED 262 Early Childhood		660	-660	
SPED 240		39,559	-39,559	
SPED 274		6,408	-6,408	
Teacher Quality 140		4,357	-4,357	
Title I 305		21,595	-21,595	
Title IV		10,000	-10,000	
Total Federal Grants-DESE Administer	25,333	185,630	-160,297	14%
Fundraising Income				
Field Trip Fund	2,202	6,540	-4,338	34%
FOH Designated Funds	4,500	4,500		100%
Winter Fair		3,000	-3,000	
Total Fundraising Income	6,702	14,040	-7,338	48%
Other sources				
Earnings on Investments	553	3,000	-2,447	18%
School Lunch Receipts	3,096	15,000	-11,904	21%
Special Trip Receipts				
Prisms Special Trip Receipts	40			
Special Trip Receipts - Other		5,000	-5,000	
Total Special Trip Receipts	40	5,000	-4,960	1%
SPED Medicaid reimbursement	1,849	7,500	-5,651	25%
Total Other sources	5,538	30,500	-24,962	18%
Kid's Club Income	13,341	85,000	-71,659	16%
Student Activity Fees	2,705	15,000	-12,295	18%
Miscellaneous Income	1,481	2,000	-519	74%
Total Income	854,222	3,528,439	-2,674,217	24%
Gross Profit	854,222	3,528,439	-2,674,217	24%
Expense				
Personnel Costs				
Personnel				
Professional Educational Staff	167,335	1,505,691	-1,338,356	11%
Paraprofessional Educ. Staff	29,898	341,384	-311,486	9%
Administrative Staff	87,818	347,159	-259,341	25%
Directors	54,086	200,891	-146,805	27%
Kids' Club Staff	5,514	49,775	-44,261	11%
Stipends - Student Activities	419	7,000	-6,581	6%
Stipends - Program	6,700	10,000	-3,300	67%
Summer Programs(COVID Response)	10,280	25,000	-14,720	41%
Year End Bonuses				
Longevity Pay		9,550	-9,550	
Total Personnel	362,050	2,496,450	-2,134,400	15%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Payroll Taxes				
FICA	5,381	39,489	-34,108	14%
Medicare	4,842	36,199	-31,357	13%
PFML Tax	1,285	10,000	-8,715	13%
SUTA	345	2,496	-2,151	14%
UHIC	242	2,285	-2,043	11%
Total Payroll Taxes	12,095	90,469	-78,374	13%
Fringe Benefits				
College Credit Reimbursement	1,000	6,000	-5,000	17%
HRA Benefit	10,860	53,500	-42,640	20%
Health Diversion		23,000	-23,000	
Health insurance	79,466	293,000	-213,534	27%
Worker's Compensation Insurance	6,012	16,000	-9,988	38%
Total Fringe Benefits	97,339	391,500	-294,161	25%
Total Personnel Costs	471,483	2,978,419	-2,506,936	16%
Consultant & Other Svcs-Fixed				
Admin Services/Data Managemnt	11,068	8,000	3,068	138%
Annual Audit	3,930	8,000	-4,070	49%
FSA/HRA Service	379	2,500	-2,121	15%
Payroll Service	796	3,500	-2,704	23%
Prisms Electives		3,000	-3,000	
SPED Advisor		1,000	-1,000	
SPED Contractors	645	60,000	-59,355	1%
SPED Summer Services	3,820	5,100	-1,280	75%
Total Consultant & Other Svcs-Fixed	20,639	91,100	-70,461	23%
Consultant & Other Svcs				
Curriculum Consultants		4,080	-4,080	
Legal Fees	479	10,000	-9,522	5%
Staff Development	11,516	12,000	-484	96%
Total Consultant & Other Svcs	11,994	26,080	-14,086	46%
Occupancy				
Cleaning Services	13,115	50,000	-36,885	26%
Copier Rental	1,753	5,300	-3,547	33%
Copier Service Contract		500	-500	
Electricity	4,706	26,000	-21,294	18%
Elevator Maintenance	5,510	3,350	2,160	164%
Fire/Sprinkler Alarm services	265	2,040	-1,775	13%
Heat	342	7,500	-7,158	5%
HVAC Maintenance	6,194	10,000	-3,806	62%
Insurance-Liability/Propty/Auto	31,184	30,000	1,184	104%
Interest Expense - USDA Loan	22,670	90,099	-67,429	25%
Internet	645	3,000	-2,355	21%
Landscaping	1,280	10,000	-8,720	13%
Minor Repair/Maintenance	779	15,000	-14,221	5%
Plowing/Snow Removal		8,000	-8,000	
Telephone	259	1,500	-1,241	17%
Trash Removal/Recycling	1,027	6,000	-4,973	17%
Water/Sewer	150	3,000	-2,850	5%
Total Occupancy	89,878	271,289	-181,411	33%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	1,206	2,400	-1,194	50%
*Blues Ed Supps	625	600	25	104%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
*Indigos Ed Supplies	289	600	-311	48%
*Greens Ed Supps	459	630	-171	73%
*Yellows Ed Supps	293	600	-307	49%
*Oranges Ed Supps	258	660	-402	39%
*Reds Ed Supps	217	660	-443	33%
*Purples Ed Supps				
Purples - STEM	32	465	-433	7%
Purples - ELA/HUM		465	-465	
Total *Purples Ed Supps	32	930	-898	3%
*Prisms Ed Supps				
*Prisms Humanities	54	465	-411	12%
*Prisms Science		465	-465	
*Prisms ELA	30	465	-435	6%
*Prisms Math	99	465	-366	21%
Total *Prisms Ed Supps	183	1,860	-1,677	10%
*Minicourses		465	-465	
*Music/movement supplies				
*Music Supplies - K-5		375	-375	
*Music Supplies - 6-8		285	-285	
Total *Music/movement supplies		660	-660	
*Physical Education Supplies	98	875	-777	11%
*SPED Ed Supps	535	2,750	-2,215	19%
*Reading Specialist Supplies	129	300	-171	43%
*Other Ed Supplies/Textbooks**	17,091	13,010	4,081	131%
Total Educational Supplies/Textbooks	21,416	27,000	-5,584	79%
Food and Supplies	137	750	-613	18%
Health & Safety Supplies	814	1,000	-186	81%
Household Supplies	560	4,000	-3,440	14%
Office Supplies	970	3,000	-2,030	32%
Playground Supplies		900	-900	
Postage	132	1,000	-868	13%
Printing and Reproduction		650	-650	
Testing & Evaluation Supplies	2,148	8,500	-6,352	25%
Total Supplies	26,177	46,800	-20,623	56%
Equipment				
Chromebook Replacement	4,972	5,000	-28	99%
Furnishings/Rugs		4,500	-4,500	
Minor Equipment	1,854	2,040	-187	91%
SPED Equipment	779	1,500	-721	52%
Tech Repair/Replacement	3,512	12,000	-8,488	29%
Vehicle Expenses	60	1,020	-960	6%
Total Equipment	11,177	26,060	-14,883	43%
Grant-funded expenses				
Friends of HCCS Grant Expense				
FOH Amplifying Voices Grant	629			
Total Friends of HCCS Grant Expense	629			
Total Grant-funded expenses	629			
Other expenses				
Advertising	775	1,800	-1,025	43%
BOT Discretionary Fund	133	500	-367	27%
Community Domain Expense	672	2,800	-2,128	24%
Community Service Projects		500	-500	
Graduation Expenses	14	1,020	-1,006	1%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Field trips				
Indigos Field Trips		600	-600	
Blues Field Trips		600	-600	
Greens Field Trips	23	630	-607	4%
Yellows Field Trips	23	600	-577	4%
Oranges Field Trips		660	-660	
Reds Field Trips		660	-660	
Purples Field Trips		930	-930	
Prisms Field Trips		1,860	-1,860	
Total Field trips	46	6,540	-6,494	1%
Fundraising Expenses		800	-800	
Kid's Club Food/Supplies	431	3,500	-3,069	12%
MCSA Dues	6,393	6,393		100%
Miscellaneous Expenses	805	1,020	-215	79%
School Lunch Expense	2,987	20,000	-17,013	15%
SPED Contingency		15,000	-15,000	
Special Trip Expenses				
Prisms Special Trip Expense	3,600			
Purples Special Trip Expenses	1,800			
Special Trip Expenses - Other		12,308	-12,308	
Total Special Trip Expenses	5,400	12,308	-6,908	44%
Sunshine/Staff Appreciations	50	1,000	-950	5%
Student Activity Expenses	380	12,500	-12,120	3%
Travel		510	-510	
Total Other expenses	18,086	86,191	-68,105	21%
Directors' Discretionary Fund		2,500	-2,500	
Total Expense	650,063	3,528,439	-2,878,376	18%
Net Ordinary Income	204,158		204,158	100%
Other Income/Expense				
Other Expense				
Depreciation Expenses	26,844	107,375	-80,531	25%
Total Other Expense	26,844	107,375	-80,531	25%
Net Other Income	-26,844	-107,375	80,531	25%
Net Income	177,315	-107,375	284,690	-165%

Hilltown Cooperative Charter School

Balance Sheet

As of September 30, 2021

11/02/21

	<u>Sep 30, 21</u>	<u>Jun 30, 21</u>	<u>Sep 30, 20</u>
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	208,541	208,331	207,447
ESB Checking - XXXXX4269	307,300	410,705	378,598
ESB-Capital Reserve x1886	315,367	315,088	313,476
Total Easthampton Savings	<u>831,207</u>	<u>934,124</u>	<u>899,522</u>
Total Checking/Savings	831,207	934,124	899,522
Other Current Assets			
Paycheck corrections	-1,597	0	0
Suspense	1,597	0	-646
Due from employees			
COBRA	1,128	167	1,016
Total Due from employees	<u>1,128</u>	<u>167</u>	<u>1,016</u>
Prepaid Expenses	3,992	43,427	0
Security Deposit	7,125	4,925	4,655
Total Other Current Assets	<u>12,244</u>	<u>48,519</u>	<u>5,024</u>
Total Current Assets	843,452	982,643	904,546
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	<u>3,790,726</u>	<u>3,790,726</u>	<u>3,790,726</u>
Accum. Depreciation - Building	-398,476	-379,139	-321,127
Property Improvements	151,440	151,440	151,440
Accum. Dep - Property Imprvmnts	-81,196	-75,090	-56,773
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-10,509	-9,808	-7,707
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-23,011	-22,311	-20,210
Total Property and Equipment	<u>15,000</u>	<u>16,401</u>	<u>20,603</u>
Total Fixed Assets	3,477,495	3,504,338	3,584,870
TOTAL ASSETS	<u><u>4,320,946</u></u>	<u><u>4,486,982</u></u>	<u><u>4,489,415</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	38,433	30,404	75,545
Total Accounts Payable	<u>38,433</u>	<u>30,404</u>	<u>75,545</u>
Credit Cards			
American Express	0	701	431
Capital One	838	5,401	4,311
Total Credit Cards	<u>838</u>	<u>6,102</u>	<u>4,743</u>

Hilltown Cooperative Charter School

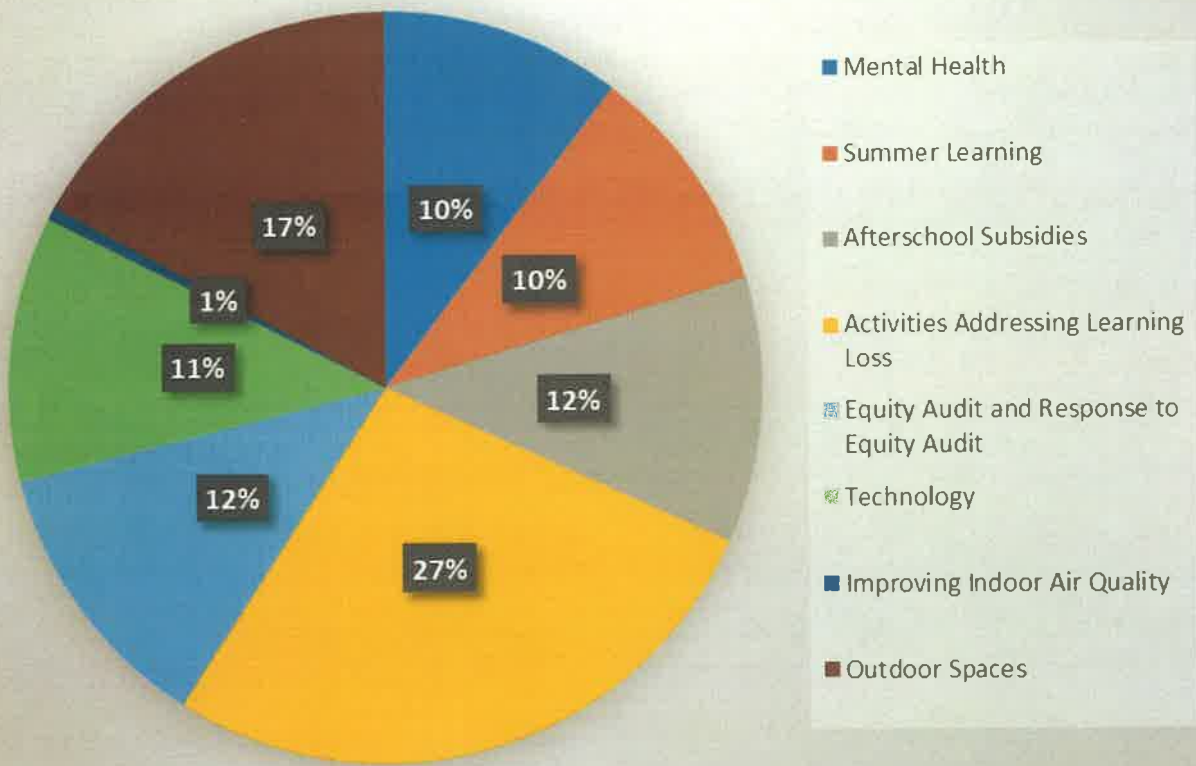
Balance Sheet

As of September 30, 2021

11/02/21

	Sep 30, 21	Jun 30, 21	Sep 30, 20
Other Current Liabilities			
Accrued Expenses	0	8,745	0
Accrued Payroll	0	316,873	0
Deferred Revenue - Grants	1,628	1,628	1,700
Payroll Liabilities			
Dental Plan Payable	-433	42	-514
Employee Health	-3,539	2,985	-6,896
Employee Life	226	181	181
Federal Withholding	0	0	-5,487
FICA Company	0	0	-1,276
FICA Withheld	0	0	-1,426
Long Term Disability	0	0	-57
MA Retirement	0	0	0
MA Withholding	0	0	-3,575
Medicare Company	0	0	-1,159
Medicare Withheld	0	0	-1,159
Sect 125 - FSA	-3,416	-3,627	-3,919
SUTA	0	0	-85
Payroll Liabilities - Other	211	0	-637
Total Payroll Liabilities	-6,950	-419	-26,008
Total Other Current Liabilities	-5,322	326,827	-24,308
Total Current Liabilities	33,949	363,333	55,980
Long Term Liabilities			
Note Payable - USDA	3,288,112	3,302,078	3,343,406
Total Long Term Liabilities	3,288,112	3,302,078	3,343,406
Total Liabilities	3,322,061	3,665,411	3,399,386
Equity			
General Reserve Account	208,331	0	206,512
Res'd for Capital Expenditures	315,088	0	312,884
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	202,260	202,260	254,719
Undesignated Fund Balance	45,891	575,339	3,484
Net Income	177,315	-6,028	262,431
Total Equity	998,885	821,571	1,090,029
TOTAL LIABILITIES & EQUITY	4,320,946	4,486,982	4,489,415

Hilltown ESSER III Award Amounts by Categories FY 22-FY 24





HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report December 2021

1. Hilltown's application for the ESSER III grant was approved. The total amount of the grant money is \$177,017 to be used in FY 22, FY 23, and FY24 for the following:

- Social Emotional Special Education Teacher (partial funding for this position)
- Special Education Teaching Assistant
- Equity Audit
- Professional development and other actions taken to respond to the results of the equity audit
- Summer Learning Programs
- Reading and Writing Professional Development
- Chromebooks and licenses
- Other Classroom technology
- License for student assessment program
- Air purifiers and filters
- After school program subsidies
- Improvement to outdoor learning areas

2. The following Health and Safety update was shared with the Hilltown Community this week: Thank you to Nurse Mary for bringing a vaccine clinic to Hilltown; the evening turnout was 60 people, including students, staff, caregivers, and other community members.

With the colder weather and the "real feel" temperature falling below freezing this week, K-8 has been eating snack and lunch indoors. When we have some warmer weather, then outdoor eating will be an option for classes again.

Based on Hilltown's mitigation measures (particularly masking and pool testing), the Health and Safety team has recommended that classes be able to sing masked indoors. This guidance includes single classes in a room or two classrooms in the All School space.

Results for this week have come back as negative.

As you know, prior to break, Hilltown had two positive cases identified through two separate weeks of pool testing. Each time, Nurse Mary was able to quickly identify the positive individual through rapid testing. Close contacts were identified and notified, and Nurse Mary was able to



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

successfully implement the test-and-stay program. No close contacts subsequently tested as positive from either case. We share these examples with you as they were Hilltown's first positive student pool tests.

As a reminder, here is what Hilltown follows in identifying close contacts:

If a student tests positive, it is rare that the entire classroom will be identified as a close contact, as most students will not have been within 3 feet of the individual for more than 15 minutes, while masked, or within 6 feet of the individual for more than 15 minutes, while unmasked. In practice, it is likely only the individuals sitting immediately next to the student who will be identified as close contacts.

With each incidence of a positive covid case at school we do a thorough job of identifying close contacts and when in doubt, err on the side of caution.

3. Students in grades 4-8 are taking the SAT10 test of basic skills, abbreviated battery, during the second and third weeks of December. 3rd graders will take the SAT10 in the spring.
4. Mtali Banda, Prisms ELA teacher, will be leaving Hilltown. An emergency hiring process will take place.
5. Our annual Winter Fair is scheduled for Saturday, December 11th as an outdoor event.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- November 17th, 2021

4 pm Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda, Rashida Krigger

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for December	Adjusting and finalizing topics for the meeting including Q1 Financials, Health & Safety, JEDI, LRP Update, GABS visit to BoT	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Lara says Fastbridge screening tool is implemented and helpful. Also, Marguerite is taking a leave, and Indigos TA leaving to pursue other opportunities. Kate says 'bridge meeting' with staff was very productive and collaborative. Winter Fair on December 11th, planning still in the works.	Directors will send Domain Report for December BoT packet
Future Domain Council Meetings	Wednesday, December 15th, 2021 at 4 p.m.	Added to calendar
Review action items		Done
Tentative agenda topics for next meeting	Director Updates, Agenda	
Next meeting time/date/location		Wednesday December 15th, 4:00 p.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 5:00 p.m.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

GABS Committee Meeting Minutes – Weds Nov 17, 2021, 2 p.m.

Meeting Location: By Zoom

Present: Sara Schieffelin; Rashida Krigger; Sarah Bittenwiser; Emily Boddy; Kate Ewall
Guests: None
Regrets: None
Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in	Check in about Thanksgiving.	
Meeting minutes review and approval	Reviewed and approved last month's minutes	
Announcements	Review open meeting law for non-board member who wasn't present at board meeting Rich willing to put name forward for second term, will hold finance and treasurer if that's what's needed.	
JEDI	Reviewed the blurb in newsletter for Sarah B Rashida wants us to hold the difference between something being exclusive on paper, versus having the reputation of exclusivity. Need to be intentional about finding a middle ground between what is expressly exclusive vs what is perceived as exclusive, eg "you need an MBA" vs. "We take everyone"	Sarah B - brainstorming ways to better articulate the 'ask', where more people would locate themselves in the ask



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CHARTER PUBLIC SCHOOL

	<p>More experiences bring more value, even when those experiences aren't the HR, accountant, etc. - we need those things, too, but we also need a more open board that doesn't hold perception of elitism - that perception can be the impetus for change.</p> <p>Kate's important takeaway is that there are skills that are required from some members - hard skills. Need to develop our understanding of what level of skills are required, eg a bookkeeper vs MBA accountant.</p> <p>Sarah wonders if this is the 'juice' of what will change the board - to make a message and recruit in a way that really holds everyone up as being valuable. How do you amplify the belonging differently than just both/and, so that we are truly inclusive. Do we take this to JEDI as a larger issue...? How do we describe skills, experiences, perspectives we can craft that can make someone who really doesn't feel like they'd be valuable - eg underrepresented perspectives?</p>	
Recruitment	<p>Update team regarding Emily's convo with Noelle about GABS role in vetting board members:</p> <ul style="list-style-type: none">- Discussion in GABS about a contentious (or any) candidate is okay; diplomatic discussion in GABS: concerns, discuss, how do we present concerns to the board, how best ie who (chair?)- GABS isn't making the decision on any candidate, but should put the candidates to the board with explanation of why the person may not be a great fit - whoever presents (eg chair), represent all viewpoints of the committee in a	<p>Sara - ask Noelle and Dan re conflict of Joe as VP?</p> <p>Rashida will reach out to Jenn Stouffer about joining, as follow up to Kate Ewall's contact. (non-urgent, March agenda)</p> <p>Emily: Board interest form - find out process for approving changes</p>



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	<p>diplomatic way; be as transparent as possible, board may want further discussion</p> <ul style="list-style-type: none">- Sara - relief that we share in the process but it's not our final decision- Questions re how board member candidates are deliberated on when in the Annual meeting? <p>Continuation from Nov 17 meeting (same members present):</p> <p>Emily suggests waiting and doing regular onboarding process based on feedback from board and firm Noelle. Have 2 people in the pipeline - Andrew and Jodi - who are on committees. Sara and Rashida agree. Concerns from 3 members regarding Jodi Shaw - is she able to work, compromise, work in consensus model.</p> <p>We will hold off and stick with regular annual meeting onboarding.</p> <p>Succession planning -</p> <p>Kate spoke with Matt - happy to stay on board and do anything other than president; Kathleen looking forward to being president but not ready to commit to doing 2 years, but might be open to it. In terms of VP, interested in Tala as a good fit. Matt willing to be VP for a year to support Kathleen, but if Kathleen doesn't stay then it's tough.</p> <p>Ideas for VP: Joe Wyman - possible conflict of interest because of Gina's employment??; Emily - good as clerk/GABS, but open to doing it; Kate E. open to it, but not sure she's the right fit; Tala, but might be a time issue; Kathleen Hulton?</p> <p>Rich Senecal has said he will do another term, and able to stay on for Treasurer and chair of</p>	<p>Kate E - personnel committee timing, Greg's interests</p>
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	<p>finance. Will need to start thinking about recruiting to fill the role eventually.</p> <p>Discussed process for determining officer positions. - combo of GABS/board input; slate is approved at Annual Meeting.</p> <p>→ consider putting something out to recruit specific skills.</p> <p>- JP Stracco, finance person; Jen Stouffer, business owner</p> <p>Interest forms - do we even need a committee interest form?</p> <p>Board interest form - should there be changes made?</p> <p>Resume - can the resume be very simple formatting?</p> <p>Rashida reports a member of the JEDI committee was intimidated by the board interest form/resume</p> <p>Amending form - maybe not ask for a resume right away? Should people go to Rashida first? Rashida offers conversation or you can fill out form yourself; resume request comes after the conversation, with offer to help if someone needs it. Possibly also amend questions/skillsets/order of questions, add or remove language/questions.</p> <p>We need to find out if we are allowed to change form or if requires approval from board.</p> <p>Sarah discusses the tensions of the school around submitting board interest forms/resumes - overarching goals of making a governing entity more inclusive, emphasizing, supporting, drawing out the value add.</p>	
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HILLTOWN COOPERATIVE
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	Rashida: board interest workshop under Rashida's work as community/family director - resume workshop; how does the work you do have value	
Review Action Items	yes	
Next Meeting Date/Time/Location	12/14 at 9:30am	
Adjournment	11/17 Zoom meeting abruptly ended due to Zoom use issue with admin team. Due to open meeting laws, could not start a new meeting on a different zoom link. No formal adjournment. Ended after 1 hour. 11/3, 11:10am	

Agenda items for next month: JEDI, Recruitment - how to make the board a welcoming/accessible place, Board interest forms/Resume



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes –November 3, 2021, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Kate Saccento, Maureen Mahar, Andy Tilbe
Guests: None
Regrets: Lisa Plaza
Agenda: Approve October Minutes, Review Budget, USDA Lunch Program

Topic	Discussion	Action (if necessary)
October Minutes	Approval of October’s minutes	Rich moved to approve October’s minutes, Maureen seconded. Approved by consensus
1st Quarter Financial Review	No significant changes Bringing to the BOT at next meeting for approval	Rich moved to approve the 1st quarter financials. Kate seconded. Approved by consensus
FY22 Budget Updates	Finance Committee intends to bring the revised budget to the BOT in February or March Professional development: Approved executive coach for the Director of Teaching and Learning (\$5,000) Elevator maintenance line item increase Health insurance line item increase Esser III funds are not in the budget yet as it has not yet been officially approved Potential capital improvement: Installing an outdoor pavilion (not covered under ESSER III)	No action needed



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

USDA Lunch Program Review	Nutritional review with the school nurse Gathering start up costs for the program Kate reviewed with an administrator from a charter school in Adams Need a sponsor to contract with. They would make and deliver the food Kate will continue to review this Not a lot of space for the equipment at Hilltown Long range plan can possibly review this if more space is needed in the future Training on food safety is needed Nutrition would likely be better	No action needed
Tentative Agenda Topics for Next Meeting	Approve November's minutes FY22 Budget update USDA lunch program review	
Next Meeting Date/Time/Location	12/1/21; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:15 AM	



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CHARTER PUBLIC SCHOOL

JEDI Committee Meeting Minutes- November 29, 2021
12:00 p.m.

Present: Kathleen Hulton, Kathleen Szegda, Meg Taylor, Rashida Krigger, Cinzia Pica-Smith, Jodi Shaw, Angelique Baker, Kate Saccento
Regrets: Helen Korczak

Topic	Discussion	Action
Introductions	Jodi Shaw and Angelique Baker introduced themselves as new members.	
Free Lunch Program/Discussion	<p>Kate shared an overview of the Federal lunch program, the history of Hilltown's nonparticipation in it, as well as barriers and advantages to future participation. Kate shared that Easthampton Public Schools have in the past refused to be a sponsor for Hilltown's participation. Kate shared the structural changes that would need to happen in order for Hilltown to be a site in the program (warmers, industrial sink, other renovations, hiring of staff).</p> <p>The committee had a discussion about the ways that lunch is a JEDI issue.</p>	<p>Kate will continue to look into possible ways to reduce barriers to Hilltown's participation; Kate will talk with Mary about other ways to increase quality and equity in school lunches</p>
Update and Discussion on Board Education	<p>Kathleen H presented on dominant culture and what dominant culture is at the last Board meeting Helpful to have shared understanding of what it means. Kathleen worried that it felt clunky. How can we make it less clunky. Helped create shared learning. Suggestion for exercises to be done as a group to help learn, but not as didactic.</p> <p>Discussed interactions about at Board about recruitment and how it felt to discuss the skills vs diversity. Really focused on and/both, need skills that we don't even know about, also different perspectives. App process</p>	<p>Rashida and Kathleen H. will prepare a short introductory educational item for the next Board meeting.</p> <p>Kathleen will reach out to GABS about a joint meeting</p>



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	<p>feels exclusive and elitist. Example shared by Angelique. Are there other ways to have people apply? Video for example. Specific list of skills that is listed.</p> <ul style="list-style-type: none">o Resume is required to be submitted to state. Maybe GABS could type something up or if someone is interested. GABS has been discussing. <p>Does JEDI craft policy, or do we educate, etc. By bringing up dynamics, we are disrupting status quo. We don't create policy for the other committees, but could recommend.</p>	
Planning for Next Board Meeting	<p>We discussed possibilities for next week's Board Education using the concepts from this reading.</p> <ul style="list-style-type: none">· Discussed the example at last meeting related to discussion of skills as something we could speak to board about as example of one of the tenets of dominant culture. Do we discuss. Need to do more education before doing deeper discussion about that. But could mention as example· Discussed how education should move forward. Examples, presenting a some of the skills/behaviors.	
Tentative Agenda Topics for Next Meeting	Vaccination Status and JEDI Board Education	
Next meeting time/date/location	December 20, 2021 at noon https://us02web.zoom.us/j/83242946274?pwd=	



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	<u>UzdyYW1YL280bkc1YmFHTWRUQVcvZz09</u>	
Adjournment	The meeting was adjourned at 1:58 p.m.	



HILLTOWN COOPERATIVE
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Long Range Planning Committee Meeting Minutes – Monday, December 1

Location/Link: In person at 1 Industrial Parkway, Easthampton	
By Zoom; https://us02web.zoom.us/j/84914868960?pwd=WUppZmNZb3Boem9Uc1FvWjJwR3VQQT09	
Online Meeting ID: 849 1486 8960	Online Meeting Password: plan

Present: Helen Korczak, Lily Newman, Rashida Krigger, Kathleen Hulton, Kate Saccento, Gina Wyman, Rebecca Belcher-Timme, Dan Klatz, Lara Ramsey

Regrets: Polly Normand

Topic	Discussion	Action (if necessary)
Approval of November Minutes	Offered time to review November minutes	Unanimously approved
What is and isn't a long range plan?	<p>Lara shared the following on long range planning: What is a long range plan?</p> <ul style="list-style-type: none"> • Clarification on organization's goals and the direction of the school's growth • Action plan that is aligned with organizational goals • Action plan that can be broken into actionable steps so that goals are reached within a designated time frame. <p>What a LRP is not:</p> <ul style="list-style-type: none"> • Things that aren't big picture visions • Personal needs to be addressed • Matters of management <p>Example:</p>	



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	<p>No: Hilltown will get a bus</p> <p>Yes: Increasing access to school for families who do not have private transportation resources</p> <p>No- <i>or after discussion, maybe yes- could we accomplish this process within the LRP?:</i> Kindergarten will be a stand-alone grade and the other pairings will be 1-2, 3-4, 5-6, and 7-8.</p> <p>Yes: Given that the school has adopted math, reading and writing curricula that are organized in sets of K-2 and 3-5 or 3-6, and given that grades 3 and up are standardized testing grades, Hilltown will evaluate alignment of curricula and current grade pairings. Steps include evaluation of current grade pairings, clear statement of goals related to grade-level organization, timeline for making decisions, and action plan for transition if applicable.</p> <p>Discussion about distinctions focused on grade realignment and what is and isn't this committee's role in gathering data, planning realigning the grades, developing goals.</p>	
<p>Discussion of Meeting Structure and Process</p>	<p>Lily raised the issue as to what our immediate goals are in these meetings, and what the meeting process should be. Dan suggested that the goal for tonight is to approve staff and parent surveys.</p> <p>Dan laid out a rough timeline to get to the point to write a plan at the end of the school year and present it to the Board Fall 2022.</p> <p>Helen reiterated that we should focus on the meeting process and suggest that we have a defined time period for discussion.</p> <p>Lily clarified her meaning in raising issues of process and efficiency at meeting time and hearing all voices.</p>	



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	<p>Everyone shared their reactions to Lily's suggestions. Common themes in this sharing included agreement that the first two meetings included lots of ideas and that people would like more clarity on tasks between meetings.</p>	
<p>Development of survey questions for parents and staff</p>	<p>Gina shared a draft of a staff survey created by Rebecca and Gina. We discussed the draft. We discussed ways to increase participation and a reasonable timeline for data collection.</p> <p>☰ LRP-- Staff Survey Draft</p> <p>Rashida and Lara shared drafts of surveys for parents, and we discussed whether or how to develop a parent survey. There was a lengthy discussion about how to get valuable participation from parents.</p>	<p>Gina and Rebecca will finalize a draft of the staff survey. Dan will put it in Google Forms.</p> <p>Lily and Rashida will work on a draft of a survey for parents and share it with Dan.</p>
<p>How/When to Involve Students</p>	<p>We decided to table this discussion until next month.</p>	<p>Add to January agenda.</p>
<p>Review Action Items</p>		
<p>Tentative Agenda Topics for Next Meeting</p>	<p>How to involve students</p> <p>Review results from staff survey</p> <p>Finalize results from parent survey</p>	
<p>Next Meeting Date/Time/Location</p>	<p>January 4, 2021</p> <p>https://umassamherst.col.qualtrics.com/jfe/form/SV_elETeJExWnnE3nE</p>	
<p>Adjournment</p>	<p>Meeting was adjourned at 7:53 PM.</p>	



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Personnel Committee Meeting Minutes
Wed., Nov. 17th at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szq0UlgxV1FKUVNXVFJHaXhtRzBIQT09>
Passcode: coffeetime

Present: Nicole Grinaski, Lara Ramsey, Carla Clark, Sara Schieffelin, Tala Elia, Emily Lees, Andrew Coate

Regrets: none

Topic	Time	Discussion	Action
Meeting Roles		Facilitator: Sara Notetaker: Sara Timekeeper: N/A	
JEDI (Hiring workshop to consider update)		Up-date: feedback that workshop was repetitive so we are not going to pursue it.	
Reviewing staff salary scale (up-date and discussion)		Carla gave an update on the salary scale and presented a document she made with comps we currently have. Noted we are still waiting to hear back from some schools. Comment that we are close to being where we want to be with schools we have so far. Question about how we are doing the comparison with schools with different numbers of steps? Clarification that we are doing a median comparison, and we are doing it step-to-step. Questions to consider: Do we want to continue having 12 steps or increase? (currently 1 step=1year of teaching) Do we want to acknowledge credits toward advanced degrees? Do we want to project next year's salaries and wait until next year to do a three-year projection? We have a longevity bonus that's not acknowledged in the scale (\$1000 for 15 years)	Decision made to go with a one year projection--b/c several of sending districts don't have data so we don't want to project too far out if #s are going to increase. Action item: Lara will write up decision to do a 1 year projection to share with staff, and will make a plan to discuss this at a meeting with Emily and Carla in attendance to help present rationale for decision.



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	<p>Emily reports teachers have asked her about if we consider length of school year and length of school day in salary decisions? Comment that we have a longer school day and year than some sending schools. Discussion about intangibles such as TAs and if this makes work-load easier. Comment that it does not. Other question from teachers: At other schools, teachers are given a prep period. Do we account for that? Answer this maybe not related to salaries, but is related to length of school day.</p> <p>Inflation rates are high, how much can we do for staff in light of this? Can we do a big raise for next year without knowing if that is sustainable? We would like to pay people as well as we can. Comment that we have a finite budget and limited budget and personnel is the largest expense. Comment that in order to adjust the budget to accommodate higher pay scales we might have to reduce staffing. Comment that we shouldn't tie teachers' salaries to grants because these are not guaranteed.</p> <p>Discussion about doing 1 or 3 year projection. Agreement that due to not having all data and unpredictable nature of economy that 1 year makes sense.</p> <p>Comment that drawback to 1 year projection is not being able to look ahead farther and this might effect retention. Comment that 3 year projection is only a projection and is dependent on if we can afford it. Comment that 1 year projection would probably be higher than 3 year b/c negotiations usually come out higher.</p> <p>Lara shared information about schools that offer credits toward advanced degrees/continuing education. "Step in Lane" system is favored by Teachers Unions, though studies show that having more credits/higher degrees do not make a better teacher, and that people with more resources (time/money) are often able to access higher degrees/further education (this is an equity issue). Other ways to consider--look at teacher evals, or test scores of students (down-sides are that these are</p>	<p>Action item: Carla to consider comparing school days/hours as they relate to salaries from other schools</p> <p>Action item: Carla to consider looking at comps for health benefits</p> <p>Action item: Committee will continue discussion about # of steps, and ways to calculate median from schools that have more steps.</p>
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	<p>subjective and can be controversial). Are there other things teachers can do that are related to supporting students such a stipends for teachers taking on certain extra tasks?</p> <p>Discussed that all these plans have drawbacks.</p> <p>Discussion about if extra tasks would be a stipend, or if change place on the salary scale.</p> <p>Clarification/differentiation about if stipend would be for extra hours worked (ie. being band leader) vs. expertise (being a mentor teacher).</p> <p>Comment that we do currently have stipends for being a mentor teacher or intern supervisor.</p> <p>Question about having both options on the table--would that make sense?</p> <p>Question about if someone would come down on the salary scale if they decide they didn't want to take on the extra work after doing it for a period of time?</p> <p>Questions about if is would it be better for school to pay for workshops rather than stipends?</p> <p>Are there ways to be more explicit about stipends and present them with the salary scale so that people know about this option/benefit?</p> <p>Comment that if we did do a step salary based on higher/continuing ed, this could be time consuming for administrators to look at credits/grades, vs looking at Bachelors vs. Masters which would be easier administratively.</p> <p>Comment that it is hard to have an "apples to apples" comparison--it seems that each school sets salaries differently, and is based on what works best for them.</p> <p>Would it be helpful for staff to see health benefits more explicitly since ours are very high? Question about if we should lower health benefits in order to raise salaries? Concern expressed about the tone of this message. Question about if looking at health benefit comps makes sense?</p> <p>Comment about comparing median salaries that have different numbers of steps. How do we look at/compare this?</p>	
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		<p>Comment that we need to adjust to Bachelors more than Masters salaries.</p> <p>Comment to look at Four Rivers Charter School b/c they are the same size as Hilltown. They do a salary scale yearly based on sending schools. Our numbers are on-par. They go up to Step 16 (73K). Comment that Four Rivers is high school, and high school pay is generally higher than elementary school.</p> <p>Comment that there's an article in Brookings that talks about how teacher efficacy increases significantly in the first 3 to 5 years and drops after that. Suggestion about some kind of higher increases after that amount of time as incentive for teachers to stay? Which admittedly isn't as great for retention but the highest percentage of PS teachers drop out in those first five years. Comment about the importance of retention in the first few years.</p>	
Review employee benefit sheet we hand out		tabled	
Review action items		reviewed	
Tentative agenda topics for next meeting		Continued discussion of teacher salary scale Admin salary scale Review employee benefit sheet	
Next meeting time/date/location		Wed., Dec. 15th, 7:30am via Zoom Zoom link found on school calendar	



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Adjournment		8:29 am	
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