

HCCPS Board of Trustees

Meeting Agenda

June 14th, 2023 6:30 PM

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 Szegda

Topic (estimated time)	Who	Action	Estimated Time
Welcoming (read mission statement): <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 S	Decision	6:30
Public Comment	Kathleen S		6:35
Updates		Share/Discuss	6:40

<ul style="list-style-type: none"> ● Annual meeting ● Admin COL increases ● GABS - Treasurer ● Exit Interviews ● Board goals 	GABS Tala GABS GABS Tala		
FY24 Financials	Kate	Present/Discuss Decision	7:05
JEDI	Kathleen H	Discussion	7:25
Board Membership <ul style="list-style-type: none"> ● New BOT members ● Second Term members ● BOT Officers 	GABS	Present/Discuss Decision	7:45
Committee Report questions	Kathleen S		7:50
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting ● Review action items 	Kathleen S		7:55
Adjournment			8:00

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, May 10, 2023, 6:30 pm

Location: HCCPS and Zoom

Present: **In-person:** Kate Saccento, Laura Davis, Gina Wyman, Emily Boddy, Dan Klatz, Andrew Coate-Rosehill, Chris Korczak, Matt Dube, Tala Elia, Sara Schieffelin, Kate Ewall,

By Zoom: none

Regrets: Rashida Krigger, Kathleen Hulton, Kathleen Szegda, Rich Senecal

Guests: **In-person:** Ben Carlis, Kelly Vogel

By Zoom: Myssie C, Lisa Hamilton, Stacey Guifre, Tiffany Ross, Melissa Flanders

Facilitator: Tala Elia

Notetaker: Emily

List keeper: Gina

Timekeeper: Matt

Mission statement read by: Emily

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	GABS announcements: - For BoT meetings, coming early and staying to clear up, in addition to snacks and drinks. - Appreciation for the staff luncheon, Spring Festival, and for everyone who has stepped up to help through the year and especially in Rashida’s absence	
Any Thank You Notes Needed?		
BOT Visibility This Month?	- Annual Meeting May 24 - 2 coffee hours May 16, May 22 -All school weekly - Il Teatro May 26	

<p>Minutes</p>	<p>No changes.</p>	<p>Sara motioned to approve the April meeting minutes; Chris seconded; the Board approved the April meeting minutes by consensus.</p>
<p>Public Comment</p>	<p>- Lisa H. is happy to be here, looking forward to joining the board.</p>	
<p>New Board Member Recommendations: (Discussion and Decision) Sara</p>	<p>Resumes are included in the Board Packet: Lily Newman, Lisa Hamilton, Stacey Guifre, Ben Carlis, Kelly Vogel all made statements of intent and interest for board membership.</p> <p>Discussion: Question for GABS about bringing BoT to 14 people - what does that mean for staff or community member showing interest? Member notes that there are 4+ people with terms ending next year, so there will be room for new members then.</p> <p>Approval of the renewal of second terms for Tala Elia and Kathleen Szegda (2 years only, as son is graduating)</p>	<p>Matt motioned to vote to approve the New board members to be voted on as a slate at the Annual Meeting; Andrew seconded; the Board approved by consensus.</p> <p>Roll Call Vote - Gina Wyman YES, Emily Boddy YES, Dan Klatz YES, Andrew Coate-Rosehill YES, Chris Korczak YES, Matt Dube YES, Tala Elia YES, Sara Schieffelin YES, Kate Ewall YES</p> <p>Matt moved to approve Tala and Kathleen for second terms, Chris seconded; the board approved by consensus.</p> <p>Roll Call Vote - Gina Wyman YES, Emily Boddy YES, Dan Klatz YES, Andrew</p>

		Coate-Rosehill YES, Chris Korczak YES, Matt Dube YES, Tala Elia YES, Sara Schieffelin YES, Kate Ewall YES
Community Domain Update (Kate S)	<ul style="list-style-type: none"> - Appreciate all the help from staff and parents to fill in all the roles of the CFEC - Seana filling in at All school, going well - Il Teatro auditions are underway, going well - Kathleen H lead parent on graduation 	
Lunch Program Update: Kate S.	<ul style="list-style-type: none"> - Easthampton has said they are not able to work with us, because it would bring a loss of about 15k to Easthampton School District (possibly not inclusive of transport of food) if they include HCCPS - It is unknown if we could reimburse the district in order to be brought in. - Kate reiterated the process for families getting help with meal assistance. It is possible that we could expand our criteria to include more families at a lower cost than having to accommodate a national lunch program due to equipment and facility cost. - We are already serving the kids that would be served under free lunch program, probably more given our criteria. - Member notes Kate's diligence and we've reached the end of the road. We meet the lunch needs of our school community currently. - Kate thinks there is scope for finance to bring a proposal to expand the scope of our current lunch program. Carla and Kate will look into this possibility. 	
Special Education Update: Kate and Laura	<ul style="list-style-type: none"> - Have had one internal candidate and then posted externally, while keeping the internal candidate in the process. - There are a lot of Special Ed jobs right now, so it is tough competition. - Wondering if we could alter the process to make it shorter so not to lose good candidates: Kate is aware of the urgency and moving timeline along quickly. - Laura presented Professional Development topics and projects this year. - TAs received more training than in previous years. - Question about the use of ABA, how that came about. Laura described the way the BCBA and the new 	

	<p>behaviorist, Hayley, view and utilize this process as a whole child approach, a lot of awareness of the autism community.</p> <ul style="list-style-type: none"> - Member asked for clarification of Hayleys role and if it's helping. Laura explained her role is evolving - works with students and with Special Ed. teams, wearing a lot of hats and the role is being refined. - Member notes the perhaps we need a solid process to assess new roles or programs for efficacy and value. 	
<p>Annual Meeting Update and Reminders: Sara</p>	<ul style="list-style-type: none"> - Meeting is May 24th 6:30 - Committee Chairs need to have reports ready - short, 5 minutes total for all reports. All committee members send reports to Sara to include in the packet. - Sara will email Agenda so everyone can review and be prepared - Sign up sheet will be emailed to staff members to sign up to bring food and drink - Asking that all BoT members arrive early to set up, stay after to clear up. 	<ul style="list-style-type: none"> - Committee chairs send reports - Sara and Emily make Annual Meeting Agenda - Emily will send sign up for annual meeting food/drink.
<p>Q3 Financials: (Discussion and Decision) Kate S.</p>	<p>Included in the board packet.</p> <p>(Kate notes the lunch receipts item as related to earlier discussion.)</p>	<p>Matt motioned to approve the Q3 Financials; Kate seconded; the Board approved by consensus.</p>
<p>FY24 Budget Planning: (Discussion) Kate S.</p>	<ul style="list-style-type: none"> - We received another projection which brought us up another \$100k, bc accurate number of students - Notables: proposal includes teacher and TA increases (proposal passed); includes raises to admins (do not have a step scale); Kate/team does not bring matter of domain raises forward to the board. - Need to make decisions about FTE reductions in order to move forward with proposed raises, thus this budget reflects a 1.5 FTE reduction. Could be hours across TA jobs, or reduction of 1.5 positions. Ideally 1.5 reduction comes with attrition. This got us to a healthy draft, coming out at zero, over under. - Question about grants: won't know until FoH lets us know. - Question about evaluating new roles/programs to see if they are working. - Member notes that if positions are added by BoT approval, there should be an evaluation timeline included. 	

<p>GABS: Updated By-Law Change Proposal: (Discussion and Decision) Emily</p>	<p>Included in packet.</p>	<p>Tala motioned to approve the By-Law Change; Dan seconded; the Board approved by consensus.</p>
<p>JEDI: Defining Inclusion: (Discussion) Tala</p>	<ul style="list-style-type: none"> - inclusion without removing traditions or opportunities - practice is happening because Equity audit found we might not know what we mean by JEDI - Member notes that his understanding is JEDI - for this context - is for historically marginalized and underserved people (racially and economically). Doesn't mean other things are EXCLUDED, but that for this purpose our definition needs to be narrower, clearer. - Member discusses invitation vs inclusivity. 	
<p>Long Range Plan: (Discussion and Decision) Dan</p>	<ul style="list-style-type: none"> - Included in the packet. - This group has approved the goals. LRP committee worked through the goals and defined the rationale of said goals. - Goals are not ranked, ideally all addressed within 5 years. 	<p>Matt motioned to approve the Long range plan; Sara seconded; the Board approved by consensus.</p>
<p>Grievance/Complaint Policy and Bylaw Change Proposal: (Discussion and Decision) Tala</p>	<ul style="list-style-type: none"> - Paper copies of existing policies were distributed and will be in the final packet - Proposal is in the packet. - proposed changes are to provide clarity and accessibility - minor bylaw change to accurately reflect the school's grievance and complaint procedures. 	<p>Dan motioned to approve the Grievance/complaint policy with amendments (title of Charter School office, parent/guardian in place of caregiver); Matt seconded; the Board approved by consensus.</p> <p>Dan moves to bring proposed change to the bylaw to accurately reflect the school's grievance and complaint procedures. Andrew seconded; the Board approved by consensus.</p> <p>- Tala will amend the proposal and submit</p>

		final; will write up a specific bylaw change for the annual meeting.
Personnel: Longevity Pay Proposal: (Discussion and Decision) Matt	In packet.	Chris motioned to approve the Longevity Pay Proposal; Dan seconded; the Board approved by consensus.
Committee Reports -- Questions Only	None	
New Business	- Approve slate after the annual meeting - Budget - Officers	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, June 14, 2023 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Tala Drinks: Gina Set up/take Down: Sara and Dan Newsletter blurb: Andrew	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:40 p.m.	Dan motioned to adjourn the meeting; Sara seconded; the meeting was adjourned.

Tentative Agenda Topics for the May Board Meeting:

- Approve slate after the annual meeting
- Budget
- Officers

Hello from the Friends of Hilltown PTO!

Our mission is to support HCCPS by building community relationships (through events), and fundraising to support and enrich the educational opportunities that HCCPS can provide its students.

Like many of us post-pandemic, we are a small group who has limited capacity to fulfill this mission. In order to continue to exist and to fulfill our mission in a meaningful way we need new members. And not just members, but folks who can take an active role in shaping the group and defining its future.

The term limit is up for our current president and we don't have a member who is able to step into that role for next year. Without a president or more members, we won't be able to continue our work which in the past has included the following.

- Raising \$2,000-\$10,000 annually. This year we funded the purchase of a kiln!
- Funding grants that are available all year for teachers/staff.
- Hosting coffee fundraisers.
- Throwing an annual fundraising party with music, dancing, silent auction.
- Hosting coffee hours.
- Organizing staff snacks.
- Partnering with the school on events such as winter fair, grandparents days, first and last day of school to provide treats, supplies, volunteers

With your help we could bring this all back, add additional fundraising and community building events.

What we need to keep running

At minimum, we need a President and additional members to build capacity and maintain our 501C3 status. The president's responsibilities are to:

- Chair monthly meeting and set meeting agenda
- Be the link between Directors of the school and FoH Board
- Attend HCCPS Board of Trustees meetings as liaison
- Help delegate tasks to appropriate Board member or subcommittee chairpersons

It is not the President's role to do all of the work, but more to be the point of contact and chair the meetings. We also have members who have been on the FoH Board for many years and can offer guidance. While fundraising experience is helpful, it's not mandatory.

Could this be you?

Help steer us to the future and coordinate folks to continue supporting the school.

Become a board member and help work on committees to fundraise and/or provide event support!

Send any questions or interest to friends@hilltowncharter.org or let any of us know!

FY 24 HCCPS Budget - Proposed to BOT

Assumptions: State projected tuition as of 04/25/2023

3% Director, 3.88% Admin increases, FY24 approved salary scales for teachers and TA's

Reduced Staffing levels by 1.5FTE, 1.8% Health Ins increase at current enrollment,

4% inflation

	FY 23 Approved Revision 4/12/2023	FY 24 Proposed 6/7/2023
INCOME		
1 State Per Pupil Tuition	3,371,844	3,544,495
2 Grants- Mass DOE SPED 240	42,716	42,716
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	3,528	3,528
5 Grants- Mass DOE Title I 305	19,181	19,181
6 Grants - CvRF/ ESSER III for FY 23/FY24	79,659	73,740
7 Grants- MASS DOE 262	747	180
8 Grants - MA Cultural Council	6,100	0
9 FOH Rolling Arts/Class Grants	1,500	0
10 Field Trip Fund	0	4,500
11 Fundraising - FOH Designated Funds	5,500	2,500
12 Kids Club Income	90,000	85,000
13 Student Activity Fees- sports, music, drama	22,800	15,000
14 Medicaid/SPED Income	18,000	10,000
15 Misc Income	4,000	3,000
16 Interest income	3,200	3,000
17 School Lunch receipts	20,000	15,000
18 Special Field Trip Fundraising	0	5,000
19 Winter Fair	3,130	3,000
20 Total Income	<u>3,701,905</u>	<u>3,839,840</u>
EXPENSES		
Personnel		
21 Educational Professionals (Teachers, OT, Counselor)	1,571,437	1,588,972
22 Educational Paraprofessionals (TA's,Interns, Substitutes)	409,778	395,795
23 Director's Salaries	202,147	217,264
24 Administrative Staff (Asst, Fin,Log, Acad Coord,BCBA, Tech, Nurse, Cmty/Fam)	371,265	427,248
25 Kids Club Coordinator/Staff	57,327	66,268
26 Summer Programs (Response to COVID learning loss)	14,460	14,500
27 Stipends- student activites (dance, drama, sports tourneys)	5,000	7,000
28 Stipends-program	25,000	20,000
29 Longevity Pay	10,400	17,030
Payroll subtotal	<u>2,666,813</u>	<u>2,754,077</u>
30 Medicare- everyone-.0145	38,669	39,934
31 FICA- non MTRS-.062	47,675	45,772
32 SUTA-.002- everyone	2,667	5,508
33 UHIC-.0034 everyone/capped @ 1st 14,000	2,808	2,808
34 PFML Tax	10,000	10,000
35 Health Insurance	290,000	296,000
36 HRA	54,912	54,000
37 Health Diversion Benefit	12,000	14,000
38 Workers Compensation	14,717	15,000
39 College Credit Reimbursement	3,000	3,000
Total Personnel Costs	<u>3,143,262</u>	<u>3,240,099</u>
Consultants and Outside Services		
40 Administrative Data Management System/Services	7,000	9,000
41 Administrative Consultant	0	6,000
42 Auditor	8,050	8,200
43 Curriculum Consultants	10,000	5,000
44 FSA/HRA Administrative Cost	2,600	2,600

45 Legal Fees	15,000	13,500
46 Payroll Service	4,100	4,100
47 Prisms Electives	500	0
48 Professional Development	18,000	15,000
49 SPED Advisor	0	0
50 SPED Contractors - PT, psychologist	58,000	65,000
51 Summer SPED services	4,440	4,464
subtotal	127,690	132,864
Occupancy		
52 Cleaning Services	48,000	54,080
53 Copier Rental	5,300	6,000
54 Copier Service Contract	505	0
55 Electric	27,040	28,122
56 Elevator Maint	7,000	8,000
57 Fire/Sprinkler Alarm Services	2,122	2,206
58 Heat	10,000	10,000
59 HVAC Maint	10,000	10,000
60 Insurance	33,754	35,489
61 Interest Expense USDA	88,527	86,912
62 Internet	4,680	4,991
63 Landscaping	5,000	5,000
64 Minor Repair/Maintenance	18,000	20,000
65 Plowing	8,320	8,500
66 Telephone	1,560	1,200
67 Trash Removal	6,240	6,490
68 Water Sewer Fees	3,120	3,245
subtotal	279,168	290,234
Supplies		
69 Educational Supplies	25,000	30,000
70 Food	1,000	1,000
71 Household Supplies	5,500	5,750
72 Health & Safety Supplies	3,500	3,600
73 Office Supplies	4,500	4,750
74 Playground supplies	1,500	1,000
75 Postage	1,000	500
76 Printing	650	500
77 Testing/Evaluation Supplies	6,500	6,760
sub total	49,150	53,860
Equipment		
78 Chromebook Replacement	8,526	9,000
79 Furnishings	1,500	3,000
80 Minor Equipment<\$500 ,	1,500	3,000
81 SPED Equipment	6,500	3,000
82 Tech Repair/Replacement	10,000	10,000
83 Vehicle Expenses	250	0
subtotal	28,276	28,000
Grant Funded Expenses		
84 FOH Rolling Arts/ Class Grants/Annual fund	7,000	2,500
subtotal	7,000	2,500
Miscellaneous		
85 Advertising	2,500	3,000
86 BOT Discretionary Fund	250	500
87 Community Domain Expenses	2,800	2,800

88 Sunshine/Staff Appreciation	1,500	1,500
89 Community Service Projects	500	500
90 Director's Discretionary Fund	1,500	2,500
91 Field Trips	5,000	4,500
92 Fundraising Expenses	500	800
93 Graduation Expenses	1,500	1,500
94 Kids Club Program Expenses	3,500	3,500
95 MCPSA Dues (.3% of state tuition dollars)	10,654	10,633
96 Miscellaneous	7,000	7,000
97 School lunch expense	27,000	20,000
98 Special 6-8th grade Trip Expenses	20,000	10,000
99 SPED/Medical Contingency	0	18,550
100 Student Activity Expenses (dances, sports, choirs, drama)	5,000	5,000
101 Travel	0	0
subtotal	89,204	92,283
102 Total operating expenses	3,723,750	3,839,840
103 Over/Under	(21,845)	0
Non-cash liability-depreciation	106,945	107,828
Principal payment from Fund Balance	58,017	59,632



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- May 30th, 2023
8:30 a.m. HCCPS

Present: Tala Elia, Laura Davis, Kathleen Szegda. Kate Saccento, Kathleen Hulton
Regrets: Rashida Krigger

Topic	Discussion	Action
Meeting Agenda for BOT June	FY24, vote on new Board members, admin COL increases; update on last year's Board Goals	
Domain Updates	Admin - hiring committee process for Academic Coordinator underway and hoping to wrap up this week Community - things going along well with Community Team and parents stepping up for graduation; a lot going on over the last 3 weeks of school Education -MCAS over; again, a few parents/caregivers chose to opt out; close to offer for 7th/8th grade science teacher; internet safety - having someone come and speak to parents next week, going to have something for parents and families next week, having something for fall too; getting feedback on teachers for master schedule; preparing for climate survey; working on parent satisfaction survey and including the parent Title I questions on it	
FY24 Budget	discussed continued consultant for coaching for administration and need for coaching/PD consultant to weave equity into education domain; discussed calculation for COL increases for admin and teachers	
Survey for Domain Leaders	Reviewed wording and made clear job descriptions. Staff survey will be very similar	Kate and Laura will review and give feedback by Fri 6/2; KS and TE will send survey out next week to caregivers/parents
Review action items		Done



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Next meeting time/date/location		Tues 6/16, 9:30 a.m. in person
Adjournment		Meeting adjourned at 9:30 a.m.



GABS Committee Meeting Minutes – Tuesday June 6th 8:20 am

Meeting Location: HCCPS

Present: Sara Schieffelin; Emily Boddy; Kelly Vogel, Stacy Guifry
Guests: Tala Elia for exit interview discussion
Regrets: Kate Saccento
Notetaker: Sara

Topic	Discussion	Action (if necessary)
Check-in	Weekend	
JEDI	Interwoven into other discussions	
Succession planning: treasurer	Rich is resigning. Matt has agreed to be interim. Kylan M. is likely interested.	Sara will follow up with Kylan
Exit interviews	<p>Exit interviews needed for outgoing BOT members, teachers, and families.</p> <p>Info will be shared back in a general way with BOT.</p> <p>Lisa H-S. willing to do BOT exit interviews.</p> <p>Teachers/staff- process needs to be formalized (goal for GABS for next year). BOT members should do rather than domain directors (conflict of interest). Choice of survey or conversation with BOT member. High level, "What are things that were supportive or went well, what are things that need improvement. Any other feedback?" Then next year make it formal.</p>	<p>Emily will ask Lisa to do BOT interviews</p> <p>Sara will talk to Tala re. Teacher interviews</p> <p>Emily will put together survey for Domain Directors to review/edit and send with outgoing families.</p>



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>Domain Directors should do interviews with families due to sensitive/confidential info. GABS can help with survey questions, and Domain Directors can make the form.</p> <p>BOT members-process should be developed, info should be presented at annual meeting (themes); “what worked for you, what didn’t work for you; do you have any outgoing advice; any other feedback. What information would be useful to incoming BOT members?”</p>	
Annual meeting debrief	<p>Format was nice with art and music and snacks.</p> <p>It was small, which is typical- how do we get more people to attend?</p> <p>Community team is discussing how to give people a more clear idea of schedule and events.</p> <p>Discussed how to disseminate info from the annual meeting, including about activity. Kelly has all the posters from activity, will type them up, send as a google doc to Sara who will write blurb for the newsletter.</p>	<p>Sara will write up blurb for newsletter, and Kelly will send Sara google doc of activity to link.</p>
Orientation: committee chairs	<p>Discussion about developing a cheat-sheet/template to email to all committee chairs re. responsibilities.</p>	<p>Sara will find email from last year and send to Emily to add to and fine-tune, then will send to incoming committee chairs.</p>
Orientation: new members	<p>Orientation before Sept. BOT meeting, send new members orientation folder info ahead of time.</p>	<p>GABS will announce orientation dates at July meeting, and send orientation folder to</p>



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

		incoming members this summer.
Next steps: new members	Send email to newly elected members outlining next steps of the process	Sara will send out email re. Next steps
Committee assignments	Stacey- Personnel or GABS Ben- Facilities Lisa- JEDI Lily- Personnel on JEDI Kelly- GABS Kylan (if he joins)- Finance	Kelly will reach out to Ben Sara will reach out to Lily
Next Meeting Date/Time/Location	TBD	
Adjournment	9:35	

Agenda items for next month: committee assignments; orientation; exit interviews

GABS agenda items for next BOT meeting: elect new members; re-elect second-term members; officers; treasure update; annual meeting debrief; exit interviews