

HCCPS Board of Trustees
Meeting Agenda
February 8th, 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: 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 Personnel Committee Update: (Update) Matt (15 min)

6:55 GABS Update: (Update) Sara (5 min)

7:00 Q2 Financials: (Update and Decision) Kate (10 min)

7:10 Tuition Update and Future Budgeting (Update and Discussion): Kate (30 min)

7:40 Justice Equity Diversity and Inclusion (JEDI) (Update + Discussion): JEDI Team (20 min)

8:00 Personnel Committee Longevity Proposal: (Discussion and Decision) Matt (10 min)

8:10 Consensus Decision Making: (Discussion) Dan (15 min)

8:25 Committee Reports -- Questions Only (5 min)

8:30 New Business (5 min)

8:35 Meeting Wrap-up/Snacks + Drinks/Newsletter Blurb/Minutes Finalization (5 min)

8:40 Review Action Items in this meeting's minutes (5 min)

Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT– Wednesday, Jan 11, 2023, 6:30 pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Sara Schieffelin, Tala Elia, Rashida Krigger, Kathleen Szegda, Kate Ewell, Laura Davis, Gina Wyman Kathleen Hulton Emily Boddy, Dan Klatz, Andrew Coate-Rosehill

By Zoom: Matt Dube

Regrets: Rich Senecal, Chris Korczak

Guests: In-person: Myssie (FOH), Kelly Vogel, Laurie Nichols

By Zoom: Melissa Flanders

Facilitator: Kathleen S.

Notetaker: Lauri (Emily)

List keeper: Sara

Timekeeper: Kate E.

Mission statement read by: Andrew Coate-Rosehill

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	Budget will be discussed next month to wait for numbers to come in (Kate S) Appreciation for the Solstice	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	MLK Jr Day Celebration, School Dance, Movie Night, Il Teatro	
Minutes	No edits or changes	Kathleen H motioned to approve the Dec. meeting minutes; Andrew seconded; the Board approved the Dec. meeting minutes by consensus.
Public Comment	None	

<p>Friends of Hilltown: (Update)</p>	<p>Myssie gave overview of the FOH, including members. She provided her statement for the board packet. Discussion: Kate S commented on the process of getting the kiln (provided by funds from FOH) and appreciation. Art Spark will not happen this year. (Typically brings in close to half of FOH budget.) FOH typically has 4-10k as a budget, has had much higher budgets at times (eg 25k) Short discussion about PTO vs 501c3 FOH, budgets, scope, etc. Discussed ways to encourage donations, , and enhance community involvement</p>	
<p>GABS Update: Sara</p>	<p>Statement provided by Sara for the packet. Question about what skills are we looking for specifically this year? Finance, Facilities. Andrew suggested talking to parents during open mornings in K-1 classes.. Board recruitment, announcement at upcoming family nights. Dan emphasizes reaching out directly to targeted people, e.g. with needed skills. GABS has specific people they are speaking with. Dan suggests asking admin and staff about what specific parents do. Sara asked about writing a blurb for staff newsletter asking if they know of parents who work in fields related to board needs. Laura will send along to staff.</p>	<p>Sara will send Laura a blurb for the staff newsletter for staff recruitment and to identify parents who work in fields related to BOT needs.</p>
<p>Equity Audit (Update + Discussion): Kate, Rashida, Kathleen</p>	<p>Powerpoint presentation provided for the packet. Discussion: Differentiation between anti-racist curriculum and teaching racism from historical lens. Process of understanding and implementing ideas of audit was discussed. What do these recommendations look like in action, what do they mean? E.g. Mission statement - ‘citizens of global community’ is a soft equity statement, where a ‘hard’ equity statement would be more explicit. Audit process involved looking at practices and policies to figure out what things inadvertently allow racism to happen. This is the start of a discussion, and better understanding of school’s needs in this area.. How did this come about? What was the remit? Process explained as done with Paul from Equity Literacy Institute and involved going through documents, focus group process. Comment that it is important for teachers to see the</p>	<p>Rashida will send powerpoint to members ahead of retreat.</p>

	<p>powerpoint; not sure teachers should be creating curriculum in this space - are there other people doing antiracist curriculum that could be used here?</p> <p>Laura clarified that the current curriculum is representative, good work in the curriculum presentation area. BUT how to talk to kids about race and class - development is needed.</p> <p>Equity Audit will be a primary topic of the board retreat.</p>	
<p>Long Range Plan: (Discussion + Decision) Dan</p>	<p>Dan presented a proposal, as included in the board packet.</p> <p>Discussion: Feedback from families on the strategic goals confirmed that the goals were aptly selected, and their responses got into proposing solutions reinforcing that these issues are school priorities.</p> <p>Re: communication/decision-making: there is a lack of clarity around roles, decision-making.</p> <p>Question about if the language should be more explicit about anti-racism and economic justice. Dan responds that we may not be ready to put specific terms in.</p> <p>Bringing the community into these conversations is essential. There is a range of perspectives especially related to JEDI. A lot of this work is community discussions.</p> <p>One member highlights that ‘response to equity audit’ is part of the goal.</p> <p>The goals are the ‘shell’ and will be enhanced in the coming weeks to explain more deeply. Committee wanted a summary approved by the board first, before writing out the full plan.</p>	<p>Tala moved to approve LRP proposal Emily Seconded; Proposal approved by consensus.</p>
<p>Board Retreat: (Update) Kathleen</p>	<p>Tentative agenda discussed:</p> <p>Equity Audit + JEDI</p> <p>Board Survey</p>	<p>Kathleen will confirm time of retreat and provide an agenda to Emily to post per OML.</p>
<p>Committee Reports -- Questions Only</p>	<p>Personnel will prepare a report for next month.</p>	
<p>New Business</p>	<p>Personnel will present Committee Report + Proposal Q2 Financials</p>	

Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, Feb 8th, 2023 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Sara S Drinks: Kathleen H Newsletter blurb: Kate E	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:33 p.m.	Dan motioned to adjourn the meeting; Sara seconded; the meeting was adjourned.

Tentative Agenda Topics for the Feb. 8th Board Meeting:

Personnel will present Committee Report + Proposal
Q2 Financials

Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	1,751,687	3,551,929	-1,800,242	49%
Total State Sources	1,751,687	3,551,929	-1,800,242	49%
Federal Grants-DESE Administer				
ESSER III 119		79,659	-79,659	
IDEA 264		1,038	-1,038	
IDEA 252		11,665	-11,665	
SPED 262 Early Childhood	18	673	-655	3%
SPED 240	4,252	41,167	-36,915	10%
Teacher Quality 140	352	3,654	-3,302	10%
Title I 305	6,918	19,392	-12,474	36%
Title IV	3,000	10,000	-7,000	30%
Total Federal Grants-DESE Administer	14,540	167,248	-152,708	9%
Friends of HCCS Grant				
FOH Annual Fund Grant	5,500	4,500	1,000	122%
Total Friends of HCCS Grant	5,500	4,500	1,000	122%
Fundraising Income				
Winter Fair	3,130	3,000	130	104%
Total Fundraising Income	3,130	3,000	130	104%
Other sources				
Earnings on Investments	2,434	1,000	1,434	243%
School Lunch Receipts	9,560	15,000	-5,440	64%
Special Trip Receipts		5,000	-5,000	
SPED Medicaid reimbursement	10,259	8,500	1,759	121%
Total Other sources	22,253	29,500	-7,247	75%
Kid's Club Income	43,414	85,100	-41,686	51%
Student Activity Fees	5,883	15,000	-9,118	39%
Miscellaneous Income	2,089	3,000	-911	70%
Total Income	1,848,496	3,859,277	-2,010,781	48%
Gross Profit	1,848,496	3,859,277	-2,010,781	48%
Expense				
Personnel Costs				
Personnel				
Professional Educational Staff	523,914	1,610,289	-1,086,375	33%
Paraprofessional Educ. Staff	154,754	408,924	-254,170	38%
Administrative Staff	187,213	359,256	-172,043	52%
Directors	97,045	210,936	-113,891	46%
Kids' Club Staff	23,838	61,724	-37,886	39%
Stipends - Student Activities	1,676	5,000	-3,324	34%
Stipends - Program	15,375	20,000	-4,625	77%
Summer Programs(COVID Response)	14,460	20,000	-5,540	72%
Year End Bonuses				
Longevity Pay		11,638	-11,638	
Total Personnel	1,018,275	2,707,767	-1,689,492	38%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Payroll Taxes				
FICA	19,737	44,538	-24,801	44%
Medicare	14,415	39,263	-24,848	37%
PFML Tax	3,469	10,000	-6,531	35%
SUTA	1,033	2,708	-1,675	38%
UHIC	484	2,285	-1,801	21%
Total Payroll Taxes	39,138	98,794	-59,656	40%
Fringe Benefits				
College Credit Reimbursement		3,000	-3,000	
HRA Benefit	31,688	54,912	-23,224	58%
Health Diversion	9,597	14,000	-4,403	69%
Health insurance	155,421	325,500	-170,079	48%
Worker's Compensation Insurance	12,275	15,000	-2,725	82%
Total Fringe Benefits	208,981	412,412	-203,431	51%
Total Personnel Costs	1,266,394	3,218,973	-1,952,579	39%
Consultant & Other Svcs-Fixed				
Admin Services/Data Managemnt	6,295	12,480	-6,185	50%
Annual Audit	8,050	9,000	-950	89%
FSA/HRA Service	841	2,600	-1,759	32%
Payroll Service	1,509	3,640	-2,131	41%
Prisms Electives		3,120	-3,120	
SPED Advisor		1,040	-1,040	
SPED Contractors	22,922	67,600	-44,678	34%
SPED Summer Services	4,440	3,973	467	112%
Total Consultant & Other Svcs-Fixed	44,057	103,453	-59,396	43%
Consultant & Other Svcs				
Child Care	360			
Curriculum Consultants		10,000	-10,000	
Legal Fees	6,229	10,400	-4,171	60%
Staff Development	3,222	20,000	-16,779	16%
Total Consultant & Other Svcs	9,811	40,400	-30,590	24%
Occupancy				
Cleaning Services	26,504	52,000	-25,496	51%
Copier Rental	2,629	5,300	-2,671	50%
Copier Service Contract		505	-505	
Electricity	9,922	27,040	-17,118	37%
Elevator Maintenance	1,927	10,400	-8,473	19%
Fire/Sprinkler Alarm services	1,543	2,122	-579	73%
Heat	1,509	7,800	-6,291	19%
HVAC Maintenance	5,264	10,000	-4,736	53%
Insurance-Liability/Propty/Auto	33,754	32,431	1,323	104%
Interest Expense - USDA Loan	44,463	88,527	-44,064	50%
Internet	3,164	4,680	-1,516	68%
Landscaping	1,414	10,000	-8,586	14%
Minor Repair/Maintenance	12,186	15,000	-2,814	81%
Plowing/Snow Removal	1,350	8,320	-6,970	16%
Telephone	479	1,560	-1,081	31%
Trash Removal/Recycling	2,307	6,240	-3,933	37%
Water/Sewer	701	3,120	-2,419	22%
Total Occupancy	149,116	285,045	-135,930	52%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,256	2,400	-144	94%
*Blues Ed Supps	473	600	-127	79%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
*Indigos Ed Supplies	491	600	-109	82%
*Greens Ed Supps	493	630	-137	78%
*Yellows Ed Supps	489	630	-141	78%
*Oranges Ed Supps	319	660	-341	48%
*Reds Ed Supps	450	660	-210	68%
*Purples Ed Supps				
Purples - STEM	401	480	-79	83%
Purples - ELA/HUM	4	480	-476	1%
Total *Purples Ed Supps	405	960	-555	42%
*Prisms Ed Supps				
*Prisms ELA	342	450	-108	76%
*Prisms Math	61	450	-389	13%
*Prisms Science	139	450	-311	31%
*Prisms Social Studies	76	450	-374	17%
Total *Prisms Ed Supps	617	1,800	-1,183	34%
*Minicourses	40	550	-510	7%
*Music/movement supplies				
*Music Supplies - K-5	292	375	-83	78%
*Music Supplies - 6-8	8	285	-277	3%
Total *Music/movement supplies	300	660	-360	45%
*Physical Education Supplies	324	875	-551	37%
*SPED Ed Supps	827	2,750	-1,923	30%
*Reading Specialist Supplies	147	300	-153	49%
*Other Ed Supplies/Textbooks**	12,165	10,925	1,240	111%
Educational Supplies/Textbooks - Other				
Total Educational Supplies/Textbooks	19,795	25,000	-5,205	79%
Food and Supplies	195	1,000	-805	20%
Health & Safety Supplies	1,944	3,500	-1,556	56%
Household Supplies	2,420	5,500	-3,080	44%
Office Supplies	1,877	4,500	-2,623	42%
Playground Supplies	66	1,500	-1,434	4%
Postage	36	1,000	-964	4%
Printing and Reproduction	219	650	-431	34%
Testing & Evaluation Supplies	3,359	6,500	-3,141	52%
Total Supplies	29,910	49,150	-19,240	61%
Equipment				
Chromebook Replacement	8,526	5,000	3,526	171%
Furnishings/Rugs	238	5,000	-4,762	5%
Minor Equipment	325	3,000	-2,675	11%
SPED Equipment	5,275	2,500	2,775	211%
Tech Repair/Replacement	4,454	18,000	-13,546	25%
Vehicle Expenses	114	1,000	-886	11%
Total Equipment	18,932	34,500	-15,568	55%
Grant-funded expenses				
Friends of HCCS Grant Expense	4,944			
Total Grant-funded expenses	4,944			
Other expenses				
Medical Contingency - COVID		15,000	-15,000	
Advertising	525	3,000	-2,475	18%
BOT Discretionary Fund		500	-500	
Community Domain Expense	665	2,800	-2,135	24%
Community Service Projects		500	-500	
Graduation Expenses		1,500	-1,500	

11:08 AM

01/31/23

Accrual Basis

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Field trips				
Indigos Field Trips	160	460	-300	35%
Blues Field Trips	160	460	-300	35%
Greens Field Trips		483	-483	
Yellows Field Trips		483	-483	
Oranges Field Trips	168	506	-338	33%
Reds Field Trips	168	506	-338	33%
Purples Field Trips		736	-736	
Prisms Field Trips	463	1,366	-903	34%
Total Field trips	1,119	5,000	-3,881	22%
Fundraising Expenses	457	800	-343	57%
Kid's Club Food/Supplies	1,058	3,500	-2,442	30%
MCSA Dues	10,654	10,656	-2	100%
Miscellaneous Expenses	2,137	7,000	-4,863	31%
School Lunch Expense	13,373	25,000	-11,627	53%
SPED Contingency		10,000	-10,000	
Special Trip Expenses				
Prisms Special Trip Expense	9,875			
Purples Special Trip Expenses	1,830			
Special Trip Expenses - Other		30,000	-30,000	
Total Special Trip Expenses	11,705	30,000	-18,295	39%
Sunshine/Staff Appreciations	226	2,000	-1,774	11%
Student Activity Expenses	1,381	7,500	-6,119	18%
Travel	103	500	-398	21%
Total Other expenses	43,402	125,256	-81,854	35%
Directors' Discretionary Fund		2,500	-2,500	
Total Expense	1,566,566	3,859,277	-2,292,711	41%
Net Ordinary Income	281,930		281,930	100%
Other Income/Expense				
Other Expense				
Depreciation Expenses	53,472			
Total Other Expense	53,472			
Net Other Income	-53,472			
Net Income	228,458		228,458	100%

Hilltown Cooperative Charter School
Balance Sheet
As of December 31, 2022

01/31/23

	<u>Dec 31, 22</u>	<u>Sep 30, 22</u>	<u>Dec 31, 21</u>
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	209,592	209,377	208,751
ESB Checking - XXXXX4269	410,703	361,238	352,614
ESB-Capital Reserve x1886	317,388	316,558	315,487
Total Easthampton Savings	<u>937,683</u>	<u>887,173</u>	<u>876,852</u>
Total Checking/Savings	937,683	887,173	876,852
Other Current Assets			
Suspense			
Due from employees	-36	-36	0
COBRA	0	0	1,128
Total Due from employees	<u>0</u>	<u>0</u>	<u>1,128</u>
Prepaid Expenses	5,034	5,034	6,880
Security Deposit	4,453	6,653	4,415
Total Other Current Assets	<u>9,450</u>	<u>11,650</u>	<u>12,423</u>
Total Current Assets	947,133	898,823	889,275
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	-495,162	-475,825	-417,813
Property Improvements	191,806	191,806	151,440
Accum. Dep - Property Imprvmnts	-112,209	-105,861	-87,301
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-13,311	-12,961	-11,210
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-26,512	-25,812	-23,711
Total Property and Equipment	<u>8,697</u>	<u>9,747</u>	<u>13,599</u>
Total Fixed Assets	<u>3,383,857</u>	<u>3,410,593</u>	<u>3,450,651</u>
TOTAL ASSETS	<u>4,330,990</u>	<u>4,309,416</u>	<u>4,339,926</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	57,277	51,073	34,518
Total Accounts Payable	<u>57,277</u>	<u>51,073</u>	<u>34,518</u>
Credit Cards			
American Express	1,709	45	0
Capital One	819	12,650	1,823
Total Credit Cards	<u>2,528</u>	<u>12,696</u>	<u>1,823</u>

Hilltown Cooperative Charter School
Balance Sheet
As of December 31, 2022

01/31/23

	<u>Dec 31, 22</u>	<u>Sep 30, 22</u>	<u>Dec 31, 21</u>
Other Current Liabilities			
Deferred Revenue - Grants	1,588	1,628	1,628
Payroll Liabilities			
Dental Plan Payable	-555	-616	-641
Employee Health	-4,661	-4,862	-5,974
Employee Life	226	226	226
Medicare Company	0	0	0
Sect 125 - FSA	-3,568	-3,642	-4,882
Payroll Liabilities - Other	-0	0	0
Total Payroll Liabilities	<u>-8,558</u>	<u>-8,893</u>	<u>-11,271</u>
Total Other Current Liabilities	<u>-6,969</u>	<u>-7,265</u>	<u>-9,643</u>
Total Current Liabilities	52,836	56,504	26,698
Long Term Liabilities			
Note Payable - USDA	3,216,824	3,231,279	3,274,050
Total Long Term Liabilities	<u>3,216,824</u>	<u>3,231,279</u>	<u>3,274,050</u>
Total Liabilities	3,269,661	3,287,782	3,300,748
Equity			
General Reserve Account	209,166	209,166	208,331
Res'd for Capital Expenditures	315,722	315,722	315,088
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	151,330	151,330	202,260
Undesignated Fund Balance	106,654	106,654	45,891
Net Income	228,458	188,762	217,608
Total Equity	<u>1,061,329</u>	<u>1,021,634</u>	<u>1,039,178</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,330,990</u></u>	<u><u>4,309,416</u></u>	<u><u>4,339,926</u></u>



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee Proposal to the Board of Trustees

Date: January 11, 2023

Priority level: High

Approximate time needed for discussion: 5 minutes

Proposal to be presented by: Matt Dube/Dan Klatz

Text of Proposal: We feel it is important to acknowledge and reward employee loyalty. The original amounts for longevity were created in 2006. Economic increases over the past 17 years warrant a revision to the scale. We recommend the following change to the existing Longevity Policy (full text on page 2), increasing the amounts awarded for FY24 and beyond. We further propose that these amounts be analyzed every three years along with salary parity to see if recalculation or reconfiguration of the matrix is warranted.

Proposed longevity scale:

YEAR #	Current AMOUNT	Proposed 50% increase
<i>5 - 7</i>	<i>\$250</i>	<i>\$375</i>
<i>8 - 14</i>	<i>\$500</i>	<i>\$750</i>
<i>15 - 20</i>	<i>\$750</i>	<i>\$1125</i>
<i>21 +</i>	<i>\$1000</i>	<i>\$1500</i>

Goals to be achieved by proposal:

- 1) Rewarding current employees for hanging in there with us
- 2) Making our benefits more attractive to new hires and for retention of current employees

Potential problems/dissenting views:

Budget impact



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

HCCPS Longevity Benefit Policy

(approved by Board of Trustees 12/14/2022)

This scale would pertain to ALL staff and faculty that are full employees of HCCPS. This means that substitutes, contract employees, consultants, and others that are not on the payroll as an employee can not count years toward longevity – even if they eventually become an employee of HCCPS.

Years count toward longevity if:

- An employee worked .5 FTE or more in that year
- If the employee was in good standing

There will be no longevity if an employee was:

- under a Corrective Action Plan and defined as "not in good standing " within the year during which the employee is eligible.
- Works less than .5 FTE

Longevity amount will be based on:

- A pro-rated amount depending on their FTE (over .5) for the current year
- The year of work the employee is currently engaged in

Current longevity scale:

YEAR #	AMOUNT
5-7	\$250
8 -14	\$500
15 – 20	\$750
21 +	\$1000



CONSENSUS AT HCCPS

(Based on the paper by Andras Arthen, November 2003)

The consensus process of the BOT:

Designate three people whose job is to support the discussion:

- **Meeting facilitator** to oversee the process. S/he is empowered to interrupt, redirect or set time limits to keep the discussion focused.
- **List-keeper** notes all who wish to speak; records of their names in the order of request. S/he may announce the names on the list periodically.
- **Time-keeper** watches the clock and tells participants when they are approaching a time limit.

1. Presentation of proposal

Facilitator asks the designated person to present the proposal.

Proposals should be given in writing to meeting participants in advance of the meeting.

The report should include the key elements in the discussions leading up to the proposal, e.g.:

- Why would this be a good or necessary thing to do?
- How is the proposal in keeping with the aims of the school?
- What concerns or objections, if any, do committee members have about the proposal?
- What other factors (time, money, etc.) have a bearing on the proposal?

2. Clarifying questions

Facilitator opens a round of clarifying questions.

Debate and discussion are not allowed at this time.

Questions should be as specific and concise as possible.

3. Discussion of proposal

Facilitator opens a round of discussion.

Facilitator may allow clarifying questions or responses out of order on the list.

If no one asks to speak, facilitator may check to see if consensus already exists (see below).

4. Finger Poll

Facilitator may ask for a finger poll at any point, and especially between rounds of discussion.

The goal is to see how close you are to consensus, and to identify those with concerns.

If there are substantial or blocking concerns:

5. Further discussion, questions, and compromise

Facilitator asks to have concerns restated.

Facilitator opens another round of discussion specifically focused on the objections.

[The goal is to craft a compromise addressing the concerns sufficiently so that the blocks can be withdrawn.]



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6. Standing aside

A trustee with substantial objections may elect (or be asked) to step aside. This may occur at any point in the discussion.

7. Blocking

A participant may block a proposal.

A block must be “principled”; that is, it must relate to the mission, by-laws, and culture of the school, not be based on personal values or preferences.

Blockers must be willing to compromise actively, honestly and substantially.

The meeting facilitator may call for a break or adjourn the meeting to another date to defuse a volatile situation.

Questions to ask a blocker:

- What do you fear will happen if the proposal is approved?
- Are there parts of the proposal which you can accept?
- How does your block of this proposal serve the best interests of the school?
- Is your block based on your personal values or preferences? If so, is it fair to try to impose those on everyone else?
- How does your block of the proposal relate to the aims, values and culture of the school?
- How is this situation different from (name a similar situation in which someone set aside their block)?
- Would you be willing to accept the proposal on a trial basis, to be evaluated by such-and-such a date?

8. Overriding a block

- If all other members unanimously agree that the block is not “principled”, and/or the blocker is not actively working towards compromise, they can override that block on the grounds that the blocker has stepped outside of the agreed-upon consensus process.
- Simple majority vote: HCCPS by-laws stipulate that if the BOT cannot reach consensus, the trustees may decide the outcome by simple majority vote. This is to be avoided, since it points to a failure of our chosen process. It should only be used if the process is failing AND there is a compelling reason to make a decision at this meeting.

9. Reaching consensus

Facilitator asks if there are any further objections to the proposal.

If none, the facilitator will state that “consensus has been achieved”, or “the proposal will be considered approved.”



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POINTERS:

Be clear and concise, avoid repeating yourself.

Avoid restating what someone else has already said.

Use nonverbal shows of agreement such as “twinkling” (raising the fingers and moving them rapidly back and forth).

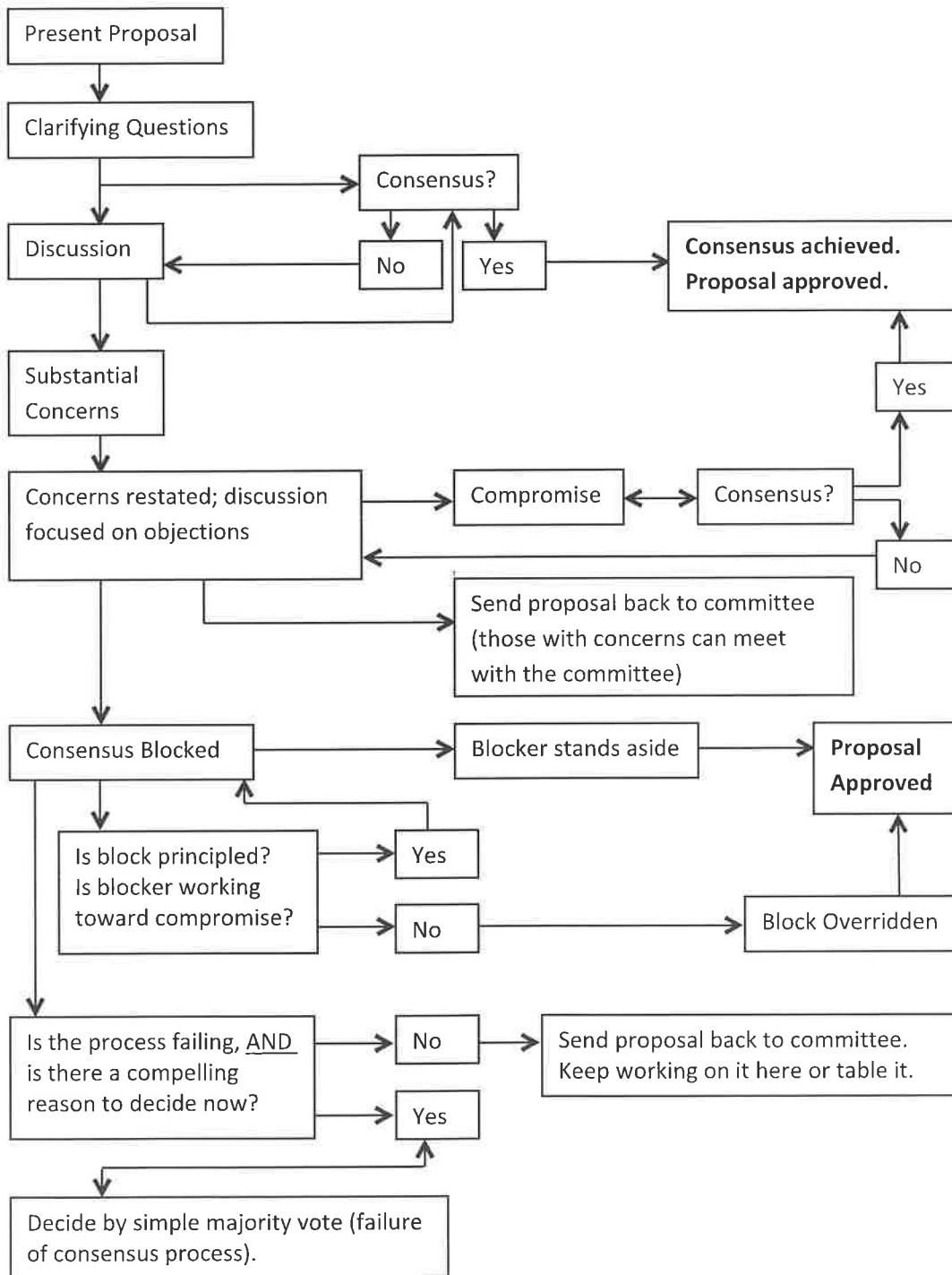
Standing aside means that a person still harbors strong objections to a proposal, but is willing to allow it to pass.

Finger poll: Each member raises from one to four fingers to indicate their level of agreement: four fingers show that the trustee fully supports the proposal as it stands; three fingers indicate support with minor reservations; two fingers stand for reluctant agreement with substantial reservations which would encourage further discussion and modification of the proposal; and one finger signifies that the trustee disagrees strongly enough with the proposal as to block agreement.

Some basic principles of consensus:

- a. **Cooperation** – participants must be willing to work harmoniously with each other
- b. **Respect** – participants must honor each other’s intrinsic value and inclusion in the process
- c. **Flexibility** – participants must be willing to compromise, to bend their own ideas and preferences to accommodate those of others
- d. **Creativity** – participants must strive to find creative and innovative solutions in order to achieve acceptable compromises; thinking “outside the box” is encouraged.

CONSENSUS PROCESS OF HCCPS BOARD OF TRUSTEES





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Domain Administrators' Report February 2023

1. Professional Development Update

January 27, 2023 was a staff professional development day.

The day included:

- Mentor teacher meetings
- Unpacking the recent equity audit findings
- Equity Team meeting
- Training: Working with students with Autism Parts 1 & 2 (Angela Thompson, ALTA Behavioral)
- EdTech Focus Groups (discussing and seeking input on family engagement tools and goals for the future)

In addition to the meetings listed, staff participated in team building activities and other self-directed collaboration meetings.

2. Admissions Season Update

Re-enrollment forms were sent to current families on Friday, Jan 7, 2023 . Hilltown held a Zoom informational meeting on January 17th at 6:30 pm and an in-person informational session on February 1st at 6:30 pm for caregivers interested in applying for their child. There were approximately 25 caregivers at the Zoom session and approximately 40 at the in-Person Session. Both meetings included an overview of the school's mission, including a detailed description of the school's commitment to community, as well as information about academic and extra-curricular programs, provided by heads of each domain (Administration, Education, and Community). Classroom teachers from K/1 & 6 were also available to talk about the education program and to answer caregiver questions.

Applications are due by February 8th at 5 pm. The lottery will be held on February 9th.

3. Community Events

- a. The Family Dance was a fun affair with a half-hour lesson in Merengue, Bachata, and Salsa dancing. There were approximately 40 people in attendance and about half them took part in the lesson.
- b. The second Il Teatro is being held on Friday, February 10th at 2:10 pm. All community members are invited.



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Domain Council Meeting Minutes- Jan 19th, 2023
8:30 a.m. HCCPS

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

Topic	Discussion	Action
Meeting Agenda for BOT February	Personnel Committee report and proposal, Q2 financials, tuition update and future budgeting (20-30 min)	
Domain Updates	Community & Family Engagement - Preparing for next Friday's Family Dance; Planning for Family Movie night February 10th; discussed whether school sleepover should be considered, taking into account current capacity; thinking about engagement as a whole and how different activities engage different people; Teaching & Learning - working on MCAS set-up; taking on a piece of Cait's position while she is out - supervising special education and related services teachers which takes a bit of time ; K-1 schedule shift going well - shifted so fewer transitions Administration - tuition rate is lower than expected - \$168,0000 less - and will remain lower moving forward, impacts staffing, etc., need to discuss with finance how to deal with this moving forward, will share with teachers and Board; 80-100% of work is on paperwork and dealing with special education while Cait is out	
Board Retreat	Agenda is equity audit, Board survey, Board roles. Will hold on discussing finances until Board meeting	
Grievance/Complaint Policy	Revisiting modification of grievance and complaint processes. Need to bring something to Board so can be approved and then brought for approval in Annual meeting. Will ask school attorney to review our draft.	Tala will go through bylaws to see where it is referenced and what we need to do by law by next Domain Council mtg.



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Review action items	Director Review process to be solidified by end of year	Done
Next meeting time/date/location	We will discuss grievance policy	Thur 2/16, 8:15 a.m. in person
Adjournment		Meeting adjourned at 9:30 a.m.



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Finance Committee Meeting Minutes –November 2, 2022, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Kate Saccento, Lisa Plaza, Maureen Mahar, Andy Tilbe
Guests: None
Regrets: None
Agenda: Approve October’s Minutes, FY23 Q1 Financial Review, Budget Review, School Lunch Program, Capital Expenditure

Topic	Discussion	Action (if necessary)
October Minutes	-Approval of October’s minutes	Rich moved to approve September’s minutes, Kate seconded. Approved by consensus
FY23 Q1 Financial Review/Budget Review	-No major issues -Slight Chromebook expenditure increase -Slight SPED equipment line item increase -Once the hiring process is complete the salary line item will increase	Rich moved to approve the FY23 Q1 Financials and present to BoT for approval, Maureen seconded. Approved by consensus.
School Lunch Program	-Kate will reach out to the vendor again in March for an update/can Hilltown be added? -Northampton declined to add Hilltown to its program -Kate visited Four Rivers Charter School to determine the space/equipment needed to conduct the school lunch program	
Capital Expenditure: Playground Project Review	-Approximately \$300,000 in Capital Expense Fund at this time -Kate will determine how low this account can	



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	get before it needs to be replenished -Look for possible grants -Fundraising may be an option	
Tentative Agenda Topics for Next Meeting	Approve November's Minutes Proposal for administrative consultant Lunch program review Playground capital expenditure review	
Next Meeting Date/Time/Location	1/4/23; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:00 AM	



GABS Committee Meeting Minutes – Tuesday Jan. 10th 8:20 am

Meeting Location: HCCPS

Present: Sara Schieffelin; Emily Boddy; Rashida Krigger; Kelly Vogel
Guests: None
Regrets: Kate Ewall
Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in	New Year’s Intention, one word	
JEDI	Interwoven into other discussions	
Annual meeting date and agenda-discussion	<p>Tentative dates May 17 and 24. Rashida meeting with Admin to finalize the calendar. Discussed ways the meeting was difficult - music too long, parents left, childcare was chaos...</p> <p>USing last years activity as part of ‘unveiling’ of poster at next meeting (Rashida)</p> <p>Possible ‘poll’ re what would you like to see at the annual meeting. (include a blurb of what is the AM) - planting seed, opportunity to integrate their input.</p> <p>Re-branding: eg Annual Meeting +Spring Celebration ‘Fancier’ food, art showcase</p> <p>Rethink- childcare and/or if?</p>	<p>Emily send examples of annual meeting minutes to help planning next meeting.</p> <p>Kelly and Rashida begin planning for annual meeting activity</p>



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<p>Recruitment and succession planning-discussion</p>	<p>Kate checking in with Dan - not planning, wiggle room Kelly considering</p> <p>Sara reached out to Lily Newman, Meg Taylor, Ben Carlis - Rashida will reach out to follow up</p> <p>Emily reached out to Tiffany. Not a no, not a yes.</p> <p>Ideas: Nora Kennedy, Bradford/Aleos, Lauri, Lauren (Frida's mom)</p> <p>Kate Ewall - Chair of facilities?</p>	<p>Rashida will send Dan email addresses for grandparents (Dee and Jeff Krauth) so Dan can make introductions</p> <p>Rashida follow up with Lily + Meg</p> <p>Kelly will follow up with Ben Carlis</p> <p>Emily will check in with Nora Kennedy, Lauren about interest. Follow up with Tiffany.</p> <p>Kate E reach out to Kate Bradford Aleo or Michael re joining.</p> <p>Sara will write blurb in newsletter that BOT is accepting interest forms, and include link in blurb</p>
<p>BOT interest Form-up-date</p>	<p>Done, Emily presented to the committee. Grace updated in December. Form now digital, or pdf printable, or request hard copy. Blurb was okay'd by Kate Saccento and posted thereafter.</p>	
<p>GABS update for Jan. BOT meeting</p>	<p>Sara presented blurb for presenting to the board meeting jan 11.</p>	
<p>Recruitment letter draft- review and discussion</p>	<p>Need to bring to board to question whether we target individual community members or broader community agencies.</p>	



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BOT interest form and BOT webpage-update	Done, Emily presented to the committee. Grace updated in December. Form now digital, or pdf printable, or request hard copy. Blurb was okay'd by Kate Saccento and posted thereafter. *Need to change word teacher to teacher and staff members	Emily will contact Grace: change teacher to teacher and staff members; confirm where board interest forms are 'going'
By-laws-review and discussion	tabled	
Next Meeting Date/Time/Location	Tuesday Jan. 31st, 8:20am at Hilltown	
Adjournment	9:35	

Agenda items for next month: annual meeting planning; recruitment and succession planning; JEDI; by-laws



GABS Committee Meeting Minutes – Tuesday Jan. 31st 8:20 am

Meeting Location: HCCPS

Present: Sara Schieffelin; Emily Boddy; Rashida Krigger; Kelly Vogel
Guests: None
Regrets: Kate Ewall
Notetaker: Sara

Topic	Discussion	Action (if necessary)
Check-in	Weekend updates	
JEDI	Interwoven into other discussions	
Annual meeting planning- discussion	<p>Annual meeting tentative May 17th, 6:30pm pending BOT availability, otherwise the 24th</p> <p>The meeting will be adult-focused; food, supervision and entertainment offered for student performers (Harmonies and Rock band)</p> <p>Plan: <u>Music:</u> Harmonies and Rock Band perform Felicia and Nick? <u>Art:</u> can Nicole and Cindy come up with a theme for the art exhibit <u>Community activity:</u> Rashida and Kelly to plan</p>	<p>Rashida will reach out to Nick and Felicia to coordinate music and will ask Felicia and Nick if they would perform</p> <p>Rashida to reach out to Nicole and Cindy to coordinate art</p> <p>Rashida will reach out to TAs re about supervision during annual meeting</p> <p>Sara to ask BOT about annual meeting date at next BOT meeting</p>



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		Rashida and Kelly will meet to plan activity at the meeting
<p>Recruitment and succession planning-discussion</p>	<p><u>Leadership</u></p> <p><u>Officers:</u> Pres- Tala; VP- Kathleen H; Clerk- Emily; Treasure- Rich</p> <p><u>Committee Chairs:</u> JEDI- Kathleen S.; Personnel- Andrew (?); Finance- Rich; Facilities- (?); GABS- Emily</p> <p><u>New Members</u></p> <p><u>Parents:</u> Kelly V.- plans to submit an interest form; Ben C.- interested, and is reviewing information</p> <p>Patrick (?); Nora- soft no; Kate A. soft no; Meg- no; Peter N.- next year; Tiffany- no; Jenn Stauffer- no; Luke Midnight- Woodward- no response; Lily- no response</p> <p><u>Committee Interest:</u></p> <p>Stacey Guifry- professor at UMass- wants to start on the Personnel Committee, she has been on hiring committees etc. at UMass- Emily contact</p> <p>Kevin Cote- interested in facilities- Emily contact</p> <p>Seth Harwood- interest in JEDI- Kelly contact</p> <p><u>Community:</u></p> <p>Lisa Smith Hamelton, mother of Hilltown alum- Sara is in touch</p> <p>Kaymana's grandfather</p> <p>Dan K- soft no</p>	<p>Emily to check w/ Matt and Andrew re Personnel Chair</p> <p>Emily to check with Kate E. re Facilities Chair</p> <p>Emily will follow up with Patrick</p> <p>Emily will announce at BOT meeting that Committee Chairs should accept new members who reach out to them, and let GABS know</p> <p>Emily will connect Kevin C to facilities</p> <p>Sara to follow up with Kate E. re. Dan</p> <p>Rashida will reach out to Kaimana's grandfather</p> <p>Rashida will reach out to Cinzia re BOT membership</p> <p>Rashida will check with targeted staff</p>



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	<u>Staff:</u> Zoe K.- probably going to grad school Andrea; Beth; Tori; Rebecca; Carrie; Sam; Alex	
By-laws-review and discussion	tabled	Committee will review during next meet Sara will send out by-laws ahead of next meeting for committee to review
Next Meeting Date/Time/Location	Tuesday Feb. 28th, 8:20am at Hilltown	
Adjournment	9:23 am	

Agenda items for next month: annual meeting planning; recruitment and succession planning; JEDI; by-laws



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JEDI Committee Meeting Minutes- January 11, 2023
5:00 p.m.

<https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09>

Present: Kathleen Hulton, Rashida Krigger, Angelique Baker
Regrets: Meg Taylor, Natalia Korczak

Topic	Discussion	Action
Review of Collected Anti Racism Statements from other schools	The committee talked further about the difficulties associated with writing an anti-racism statement. Kathleen expressed the position that concrete statements of what the school is doing (Four Rivers is a good example of this) seem preferable to statements of values and beliefs not connected to action that are more prevalent, especially at private schools).	JEDI committee feels understaffed and stuck in proceeding on this agenda item. Kathleen will convey this message to the Board and administrators.
Discussion of JEDI terms	We talked about JEDI more generally, and the need for Hilltown to have shared language, a sentiment echoed in the equity audit.	
Ideas for race-focused Board education and discussion	Kathleen conveyed the idea from Kathleen S.. and the equity audit that there needs to be more explicit talk of race and racism at Hilltown and on the Board. We brainstormed possible ideas for that, including giving over examples of interpersonal racism or other issues of race or racism as they come up during Board meetings.	Kathleen and Rashida will bring this up with the Board and at the Board Retreat.
Next meeting time/date/location	Feb 27, 2023 12:00 pm https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09	
Adjournment	The meeting was adjourned at 6:10 p.m.	



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Draft Personnel Committee Meeting Minutes- January 11, 2023
3:30 pm Zoom - Remote

Present: Matt Dube, Laura Davis, Nicole Singer, Nicole Marcotte, Carla Clark, Dan Klatz,
Andrew Coate

Regrets:

Topic	Discussion	Action
Approve Minutes	Matt moved, Dan seconded. Consensus on approval	Minutes were approved.
Longevity Compensation	Previously discussed Longevity Proposal was reviewed. Matt moved to approve, Andrew seconded. Consensus on approval.	Proposal will go to BOT at February meeting.
Teacher/TA Salary Scales	Discussion of districts used to determine median. Some districts used are not ones with current enrollment in the school. At the same time, a wide picture of comparable districts is useful to fully understand the market in which the school competes for teachers. At this time, settled on using the districts in the current study. Discussion will be continued at the next meeting and a final recommendation will be made at that time.	Continue on the agenda at the next PC meeting.
Review action items	Longevity Proposal to full BOT.	
Next meeting time/date/location	Feb 1 at 3:15 via Zoom.	
Adjournment	4:30PM	