

HCCPS Board of Trustees

Meeting Agenda

October 9, 2024 6:30pm

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

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

Meeting ID: 836 7929 3502

Passcode: 7dvsWu

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- To engage students in a school that uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Facilitator: Kathleen Hulton

Topic (estimated time)	Who	Action	Estimated Time
Welcoming (read mission statement): (5 min) <ul style="list-style-type: none">● Announcements, appreciations, acknowledgements● Agenda Check: Appoint timekeeper, list keeper● BOT Visibility this month● Approve minutes from previous BOT meeting	Kathleen	Decision	6:30
Public Comment (5 min)	Kathleen		6:35
Domain Updates (10 min) <ul style="list-style-type: none">● Teaching and Learning● Charter renewal● SEPAC update● Community and family engagement	Chris/Rebecca	Update	6:40

<ul style="list-style-type: none"> ● Playground update ● Student devices at school 			
FY24 Audit (15 min)	Kylan	Discussion and Decision	6:50
MCAS (15 min)	Rebecca	Report and Discussion	7:05
Board membership and procedures (5 min)	Ben	Update and Discussion	7:20
JEDI update (10 min)	Kathleen S.	Update	7:25
Head of School Evaluation (5 min)	Kathleen	Update	7:35
2024-25 Head of School Goals (10 min)	Chris and Kathleen	Discussion and Decision	7:40
2024-5 Board Goals (15 min)	Lily	Activity and Decision	7:55
Board Leadership Succession Plan (5 min)	Lily	Discussion and Decision	8:10
School Leadership Succession Plan (5 min)	Lily	Update	8:15
GABS update (5 min)	Emily	Update	8:20
Committee Report questions (5 min)	Kathleen H		8:25
Meeting Wrap-up (5 min) <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 H		8:30
Adjournment			8:35

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes– Wednesday, Sept 11, 2024, 6:30pm

Location: HCCPS and Zoom

Present:

In-person: Chris Kusek, Emily Boddy, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Rebecca Belcher-Timme, Andrea Hermans, Tala Elia, Neal Teague, Lily Newman, Kate Aleo, Kylan Mandile, Kelly Vogel

By Zoom:

Regrets: Kathleen Szegda

Guests: **In-person:** Emily Negard, Melissa Flanders

By Zoom: Cayla Doran, Carla Clark

Facilitator: Kathleen Hulton

Notetaker: Emily Boddy

List keeper: Ben

Timekeeper: Tala

Mission statement read by: Tala

Topic	Discussion	Action (if necessary)
<p>Welcoming (read mission statement) (Kathleen H.)</p> <ul style="list-style-type: none"> ● Announcements, appreciations, acknowledgements ● Agenda Check: Appoint timekeeper, list keeper ● BOT Visibility this month 	<p>Announcements, Appreciations, Acknowledgements:</p> <p>Kathleen and Lily express thanks and appreciation to Rebecca and Chris for all the work they have done so far. They started in the summer dealing with the Charter Renewal, Fire inspection, rewrite of the handbooks, hired staff, new Teacher Leadership structure, and launched a new school year!</p> <p>Rebecca shows appreciation to Board leadership and admin team for doing the onboarding to support Rebecca and Chris coming into their roles.</p> <p>Chris expresses appreciation for the welcome, support he received during his transition.</p> <p>Kathleen expresses appreciation for Emily (Clerk) for managing the tasks to ensure we are in compliance.</p> <p>Friends of Hilltown for all the work they are doing,</p>	

	<p>and in looping the BoT in as partners in their work.</p> <p>Overall appreciation for the community, setting off this new school year.</p> <p>Agenda Check</p> <p>Board Visibility:</p> <p>Orientations</p> <p>Coffee Hours</p>	
<p>Approve minutes from previous BOT meeting, 7/24/24</p>	<p>Amendments: Added a last name to an attendee; spelled out an acronym for RTi</p>	<p>Lily motioned to approve 7/24 meeting minutes with amendments; Tala seconded; the Board approved meeting minutes by consensus.</p>
<p>Public Comment (Kathleen)</p>	<p>None.</p>	
<p>Domain Updates (15 mins)</p> <p>Staffing Updates</p> <p>Teacher Leadership</p> <p>Family Handbook updates</p>	<p>Overview:</p> <p>Charter renewal -Site visit is scheduled ; Board focus group is scheduled. Minor changes to the Annual Report approved by the committee, next step is to go through paperwork from the committee as we get nearer to the inspection.</p> <p>Fire Inspection happened, which included clearing out the attic in order to be up to code. Recommendations around the sprinkler system</p> <p>Staffing Update:</p> <p>Yellows teacher.</p> <p>Several TAS, including some through the reestablished Smith partnership (graduate students).</p> <p>Teacher Leadership:</p>	

	<p>Established a structure with 4 staff members. 5 people expressed interest and 4 went through the whole process. This group will meet as a team - will be part of the professional learning advisory team and data team.</p> <p>Nicole Singer (specials), Kerri (lower grades), Grace (Prisms), Andrea Hearn (support services)</p> <p>Family Handbook:</p> <p>Handbook was revised, changes as recommended by the attorneys and for better alignment with state law. This included Title 9 changes.</p> <p>Staff Handbook was altered to reflect change in leadership structure, as well as Title 9 changes.</p> <p>Grant Updates:</p> <p>Almost all are submitted, or nearly ready to be submitted. Have not yet received Safe and Supportive Schools grant.</p> <p>Community:</p> <p>There has been engagement around calls for community engagement.</p> <p>Looking at ways to streamline information, redefine the ways people can contribute to the school.</p> <p>Looking at ways to collaborate more with FoH.</p> <p>Field Trip fundraising - doesn't want anyone to feel pressured to give more than comfortable, but if families are able, it supports the families who cannot.</p> <p>MA Charter Association launching advocacy program to engage parents in the advantages and benefits of charter schools. 3 parents have signed on to do this training.</p> <p>Leadership changes have presented opportunity to re-examine what roles staff members are playing. Reviewed Tiffany's out of school hours responsibilities and she will come to BoT meetings occasionally, but not regularly.</p>	
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<p>Behavior Support and Special Education, Chris & Rebecca (update, Discussion)</p>	<p>Rebecca and Chris are looking at moving from responses to behavior to better systems, supporting Jess in working on this.</p> <p>Helping define distinction between time spent reviewing/troubleshooting around behavior and special ed. and how these things are addressed in meetings and in practice. Weds meeting structure has been shifted dramatically by building in a lot more consult time with SERS team members, rather than whole team meetings dominating the time. Will keep reassessing, but so far it is working, response has been positive from teachers and staff.</p> <p>State implementing new IEP for the first time in 20 years. Chris has decided to allocate some of the stipends available to leadership transition to hire short term admin to support Amy in the transition and also in the overall Special Ed. load.</p> <p>Member asks about how we are ensuring behavior systems are having an impact. Chris responds that he is helping Jess to develop a data system for tracking behaviors over a Tier 1 in order to see if the systems in place are actually helping.</p> <p>Climate survey will be run by the data team.</p>	
<p>Review of FY24 Q4 financials, Chris (Discussion, Decision)</p>	<p>Included in the Packet.</p> <p>A deficit was projected in the budget. Ended up with no deficit, a minor surplus.</p> <p>Kylan described fluctuations with deficit/surplus over the years.</p>	<p>Kylan motioned to approve the FY24 Q4 Financials as set forth; Ben seconded; the Board approved by consensus.</p>
<p>Charter Renewal, Chris, Rebecca & Kathleen H. (Update)</p>	<p>A tremendous amount of work has gone into it so far, from the prior administration, new administration and board leadership - a lot of it focus on governance to ensure we have a strong governing body. At the school level, tremendous amount of reporting to ensure we are in compliance and true to our mission and that we are doing what we say we are doing.</p> <p>Next step is interviews, focus groups, school site</p>	

	<p>visit. Much of this work was done by Kate Saccento and Laura Davis, with appreciation.</p> <p>Preparation and support to be best prepared for the site visit.</p> <p>BoT Roles in the process: Focus group of 4-5 members of the board (cannot be quorum). Kathleen sent some materials for preparation and will send more guidance as we get nearer. Kathleen wrote the section regarding the BoT at Hiltown for the renewal application.</p>	
<p>GABS Update - Annual Meeting and Recruitment Emily(Update)</p>	<p>Annual meeting will be in March, in order to comply with request for by law changes earlier in the year. GABS asks for help with recruitment - community member and school members.</p> <p>Discussion and brainstorming around recruitment of community members and parents who hold specific skills (eg finance, trades for facilities, etc.)</p> <p>Member asked how many we need to recruit. Emily explained that it is always a puzzle to ensure we have a diverse board and expertise in specific matters, as well as succession planning so we ensure strong governance year on year.</p>	
<p>Head of School Supervision and Support Kathleen (Update)</p>	<p>Kathleen explained the process she and Chris are going through to create the structure by which supervision and evaluation will happen. Looking at rubrics and resources to develop a final plan and rubric which will be shared in October.</p> <p>Chris and Kathleen will attend a Charter School Assoc. workshop to support this work.</p> <p>Kathleen is registered to be part of the Board Leadership Academy, where she will learn about all the different topics faced by charter school boards, including supporting school leadership.</p>	
<p>HOS: transition planning; bylaw change Kathleen, Lily, Ben (Update)</p>	<p>The bylaws regarding change in leadership structure have officially been approved by the state.</p>	

<p>The role of the Board in School Fundraising Emily (Discussion)</p>	<p>Emily attended a MCSA workshop 'Creating a more diverse board' where the topic of fundraising was discussed. Important that board members are involved in fundraising, but this isn't always in the way of giving personal funds. Equity lens - by supporting fundraising, through giving or recruiting donors, for example, we can make available incredible programming and opportunities for all students.</p> <p>Ideas were discussed: BoT + FoH possibly organize a grandparents/community/close friends event for fundraising - eg open house/tours, slideshows to show what happens in the school Board marching during fundraising drive Board members asking local businesses and organizations to be financial supporters of our school.</p>	
<p>Long Range Plan - Timeline and Next Steps Lily (Update)</p>	<p>Lily went through and coded where we are and what we want to expedite or push out. Will bring forth a revised timeline to look at for our next meeting.</p>	
<p>Committee Reports - Questions, Kathleen H.</p>	<p>None</p> <p>Discussion about committee minutes, and digital storage. (Grace and Emily will meet to discuss strategies and systems.)</p>	
<p>Meeting Wrap-up</p> <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	<p>Next Meeting: October 9, 2024 6:30pm Facilitator: Kathleen H Snacks: Kylan Drinks: Kathleen H. Newsletter blurb: Emily</p> <p>New Business: LRP Revision Goal Setting for the BoT this year</p>	
<p>Review Action Items</p>	<p>Reviewed action items.</p>	

Adjournment	Meeting adjourned at 8:30pm	Lily motioned to adjourn; Emily seconded; the meeting was adjourned.
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Hilltown Cooperative Charter Public School

Financial Statements and
Independent Auditors' Report in Accordance with
Governmental Auditing Standards

June 30, 2024

Draft For Discussion Only

Hilltown Cooperative Charter Public School

Contents

	Page
Independent Auditors' Report	1
Management's Discussion and Analysis	4
Financial Statements:	
Statement of Net Position	9
Statement of Revenue, Expenses, and Changes in Net Position	10
Statement of Cash Flows	11
Notes to the Financial Statements	12
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on An Audit Of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i>	21
Schedule of Findings and Responses	24
Summary Schedule of Prior Audit Findings	26
Board Acceptance Letter	28



DANIEL DENNIS & Co
Certified Public Accountants

Independent Auditors' Report

The Board of Trustees
Hilltown Cooperative Charter Public School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying statement of net position of Hilltown Cooperative Charter Public School (a Governmental Entity) (the Organization), as of and for the year ended June 30, 2024, and the related statements of revenues, expenses and changes in net position and cash flows for the year then ended and the related notes to the financial statements, which collectively comprise the Organization's financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Organization, as of June 30, 2024, and the respective changes in financial position, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Matter

The financial statements of the Organization as of and for the year ended June 30, 2023, was audited by other auditors whose report dated September 22, 2023, expressed an unmodified opinion on those statements.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Responsibilities of Management for the Financial Statements - Continued

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8 be presented to supplement the financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated Date XXX on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Date XXX

Hilltown Cooperative Charter Public School
Management's Discussion and Analysis
June 30, 2024 (unaudited)

The following discussion and analysis of the Hilltown Cooperative Charter Public School's (the School) financial performance provides an overview of the School's financial activities for the fiscal year ended June 30, 2024 and comparative information for 2023. Please read it in conjunction with the School's basic financial statements and the related notes to the financial statements, which begin on page 9.

The School as a Whole

The School received their charter on December 9, 1994 to operate as a public charter school in the Commonwealth of Massachusetts. The initial charter was awarded for a five-year period and is subject to renewal by the Commonwealth of Massachusetts Board of Education. The School's most recent charter renewal is in effect from July 1, 2020 through June 30, 2025. During the fiscal years ended June 30, 2024 and 2023, the School operated kindergarten through eighth grade and enrollment was comprised of 218 and 218 students, respectively. Maximum capacity of the School is 218 students.

Financial Reporting Entity

As required by generally accepted accounting principles, and in conformance with Government Accounting Standards Board (GASB) *Statement No. 14, The Financial Reporting Entity* and *GASB Statement No. 39, Determining Whether Certain Schools Are Component Units and subsequently amended by GASB No. 61, The Financial Reporting Entity: Omnibus – an amendment of GASB Statements No. 14 and No. 34* and *GASB No. 80, Blending Requirements for Certain Component Units*, the School evaluated its potential component unit and determined that The Friends of the Hilltown Cooperative Charter Public School, Inc. (Friends) is a component unit of the School. Management determined that the nature and extent of the financial activity of Friends was not significant to the School as a whole, therefore it was not included as a blended component unit of the School.

Using this Annual Report

This annual report consists of a series of financial statements. In accordance with *Government Accounting Standards Board Statement No. 34 Basic Financial Statement - Management's Discussion and Analysis - for State and Local Governments* (GASB 34), the School is considered a special purpose government entity that engages in only business type activities. All of the financial activity of the School is recorded in an enterprise fund within the proprietary fund group. In accordance with GASB No. 34 and GASB No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, the School issues a *Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position and a Statement of Cash Flows*. These statements provide information about the financial activities of the School, as a whole. This annual report also contains notes to the financial statements, which provide additional information that is essential to a full understanding of the information provided in the basic financial statements.

Hilltown Cooperative Charter Public School
Management's Discussion and Analysis - *Continued*
June 30, 2024 (unaudited)

Financial Statements

The *Statement of Net Position* presents the assets, liabilities, and net position of the School as a whole, as of the end of the fiscal year. The *Statement of Net Position* is a point-in-time financial statement. The purpose of the statement is to present a fiscal snapshot of the School to the readers of the financial statements. Assets are resources with present service capacity that the School presently controls. Liabilities are present obligations to sacrifice resources that the School has little or no discretion to avoid. Net position represents the difference between all other elements in a statement of financial position and is displayed in three components - *net invested in capital asset, restricted* (distinguishing between major categories of restrictions) and *unrestricted*.

The *net invested in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Over time, readers of the financial statements will be able to evaluate the School's fiscal health (liquidity and solvency) or financial position by analyzing the increases and decreases in net position to determine if the School's financial health is improving or deteriorating. The reader will also need to consider other non-financial factors such as changes in economic conditions and new or amended charter school legislation when evaluating the overall financial health of the School. This statement is also a good source for readers to determine how much the School owes to vendors and creditors and the available assets that can be used to satisfy those liabilities.

Hilltown Cooperative Charter Public School
Management's Discussion and Analysis - *Continued*
June 30, 2024 (unaudited)

Financial Statements - *Continued*

The *Statement of Revenues, Expenses, and Changes in Net Position* reports the financial (revenue and expenses) activities of the School and divides it into two categories: *operating activities* and *non-operating activities*. Operating activities include all financial activities associated with the operation of the School and its related programs. Consequently, all non-operating activities include financial activities not related to the operation of the School. Changes in total net position, as presented on the *Statement of Net Position*, are based on the activity presented in this statement. This statement helps to determine whether the School had sufficient revenues to cover expenses during the year and its net increase or decrease in net position based on current year operations.

The *Statement of Cash Flows* provides information about the School's cash receipts and cash payments during the fiscal year. The statement reports cash receipts, cash payments, and net changes in cash resulting from *operations, investing, and capital and noncapital financing activities* and provides answers to such questions as "from where did cash come?" "For what was cash used?" and "what was the change in the cash balance during the reporting period?" This statement also is an important tool in helping users assess the School's ability to generate future net cash flows, its ability to meet its obligations as they come due, and its need for external financing.

Notes to the Financial Statements provide additional information that is essential to a full understanding of the information provided in the School's financial statements.

Financial Highlights

The following financial highlights are for the fiscal year 2024 with comparative information for the fiscal year 2023:

- The School had total assets of \$4,266,513 and \$4,233,615 at June 30, 2024 and 2023, respectively, of which \$3,222,556 and \$3,330,385 were investments in capital assets (net of depreciation), respectively, and the remaining assets consisted of cash, certificates of deposit, and prepaid expenses.
- The School had total liabilities of \$3,438,643 and \$3,440,734 at June 30, 2024 and 2023, respectively. Of these liabilities, \$372,090 and \$312,724 were current and \$3,066,553 and \$3,128,010 were non-current, respectively.
- Total net position for the School was \$827,870 and \$792,881 at June 30, 2024 and 2023, respectively, of which \$733,299 and \$650,113 was unrestricted, and \$94,571 and \$142,768 was investments in capital assets, respectively.
- The School owns their school building. The total that the School has invested in the building and improvements at June 30, 2024 was \$3,982,532. The School had an investment in building and improvements at June 30, 2023 in the amount of \$3,982,532.

Hilltown Cooperative Charter Public School
Management's Discussion and Analysis - *Continued*
June 30, 2024 (unaudited)

Financial Highlights - *Continued*

- The School earned total revenues of \$4,464,476 and \$4,203,969 for the years ended June 30, 2024 and 2023, respectively, of which 99% and 99% were operating revenues. For the years ended June 30, 2024 and 2023, 1% and 1% was from non-operating revenues in each year, respectively. The non-operating revenue amount for 2024 and 2023 included fundraising income of \$12,823 and \$3,130, respectively. Included in total revenues was on-behalf of pension contributions in the amount of \$531,396 and \$457,660, respectively. These amounts represent the Commonwealth of Massachusetts contributions to the Massachusetts Teachers' Retirement System on behalf of eligible employees of the School.
- The School had total expenses of \$4,429,487 and \$4,243,958 for the years ended June 30, 2024 and 2023, respectively. Included in the 2024 and 2023 total expenses was on-behalf of pension contributions of \$531,396 and \$457,660, respectively, which represents the Commonwealth of Massachusetts contribution to the Massachusetts Teachers' Retirement System on behalf of eligible employees of the School.
- The School had an overall net surplus of change in net position for the year ended June 30, 2024 of \$34,989, and a net deficit for June 30, 2023 of \$39,989. In fiscal year 2024, the net surplus was comprised of an operating deficit of \$4,203, and a non-operating surplus of \$39,192. In fiscal year 2023, the net surplus was comprised of an operating deficit of \$58,211, and a non-operating surplus of \$18,222.

Budgetary Highlights

The School's annual budget was amended as the year progressed. For the fiscal year ended June 30, 2024, the School incurred \$3,790,263 in actual expenditures (exclusive of on-behalf of pension contributions of \$531,396 and depreciation of \$107,828 compared to budgeted expenditures of \$3,846,417. The School received \$3,933,080 in income for the fiscal year ended June 30, 2024 (exclusive of the on-behalf of pension contributions) compared to budgeted income of \$3,846,420.

The School budgeted tuition for fiscal years 2024 and 2023, based on enrollment of 218 and 218 for each year, respectively, and using the average per pupil rate from the sending districts of the previous year.

School's Financial Activities

Most of the School's funding is received from the Commonwealth of Massachusetts Department of Elementary and Secondary Education and is based on a standard rate per pupil. The School received \$3,556,109 in per pupil funding in fiscal year 2024, versus \$3,395,307 in per pupil funding in fiscal year 2023. This represents 90% and 91% of the School's revenue for each year (exclusive of on-behalf of pension contributions), respectively. In addition, the School received federal and Commonwealth of Massachusetts grants, which totaled \$174,237 and \$151,303 for fiscal years 2024 and 2023, respectively.

Hilltown Cooperative Charter Public School
Management's Discussion and Analysis - *Continued*
June 30, 2024 (unaudited)

Contacting the School's Financial Management

This financial report is designed to provide the reader with a general overview of the School's finances and to show the accountability for the funds received. If you have questions about this report or need additional information, contact the Business Office of the Hilltown Cooperative Charter Public School.

Draft For Discussion Only

Hilltown Cooperative Charter Public School
Statement of Net Position
June 30, 2024 and 2023

Assets		
	<i>2024</i>	<i>2023</i>
<i>Current Assets:</i>		
Cash and cash equivalents	\$ 671,167	\$ 543,003
Security deposit	7,579	7,201
Prepaid expenses	29,857	33,973
Total current assets	708,603	584,177
<i>Other Assets:</i>		
Other - certificates of deposit	335,354	319,053
Total other assets	335,354	319,053
<i>Noncurrent Assets:</i>		
Capital assets, net	3,222,556	3,330,385
Total noncurrent assets	3,222,556	3,330,385
Total assets	\$ 4,266,513	\$ 4,233,615
Liabilities and Net Position		
<i>Current Liabilities:</i>		
Accrued payroll expenses	\$ 228,338	\$ 236,377
Accounts payable and accrued expenses	81,262	15,151
Advances	1,058	1,589
Note payable - current portion	61,432	59,607
Total current liabilities	372,090	312,724
<i>Noncurrent Liabilities:</i>		
Note payable	3,066,553	3,128,010
Total noncurrent liabilities	3,066,553	3,128,010
Total liabilities	3,438,643	3,440,734
<i>Net Position:</i>		
Net investments in capital assets	94,571	142,768
Unrestricted net position	733,299	650,113
Total net position	827,870	792,881
Total liabilities and net position	\$ 4,266,513	\$ 4,233,615

See accompanying notes to financial statements.

Hilltown Cooperative Charter Public School
Statement of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2024 and 2023

	<i>June 30, 2024</i>	<i>June 30, 2023</i>
<i>Operating revenues:</i>		
Tuition	\$ 3,556,109	\$ 3,395,307
Governmental grants	174,237	151,303
Kids club	100,397	99,044
School lunch	24,454	25,098
On behalf pension contributions	531,396	457,660
Private grants	4,454	13,100
Miscellaneous income	<u>34,237</u>	<u>44,235</u>
Total operating revenues	<u>4,425,284</u>	<u>4,185,747</u>
<i>Operating expenses:</i>		
Personnel costs	2,738,405	2,663,173
Payroll taxes	110,884	100,834
Fringe benefits	351,985	358,065
On behalf pension contributions	531,396	457,660
Occupancy	177,203	167,696
Interest expense	86,912	88,527
Classroom supplies	35,848	39,287
Food	259	340
Professional fees	187,855	142,504
Office supplies	4,499	4,365
Depreciation	107,828	106,945
Miscellaneous	74,537	76,927
Equipment - non capital	19,922	24,535
Grant expenses	<u>1,954</u>	<u>13,100</u>
Total operating expenses	<u>4,429,487</u>	<u>4,243,958</u>
Net operating deficit	<u>(4,203)</u>	<u>(58,211)</u>
<i>Non-operating revenues:</i>		
Fundraising, (net)	12,823	3,130
Interest	26,369	7,286
Other income	<u>-</u>	<u>7,806</u>
Net non-operating revenue	<u>39,192</u>	<u>18,222</u>
Change in net position	34,989	(39,989)
Net position, beginning of the year	<u>792,881</u>	<u>832,870</u>
Net position, end of the year	<u>\$ 827,870</u>	<u>\$ 792,881</u>

See accompanying notes to financial statements.

Hilltown Cooperative Charter Public School
Statement of Cash flows
For the Years Ended June 30, 2024 and 2023

	2024	2023
Cash flows from operating activities:		
Receipts from tuition	\$ 3,556,109	\$ 3,395,307
Receipts from governmental grants	174,237	164,403
Receipts from other sources	163,011	168,377
Payments to employees	(3,209,313)	(3,126,512)
Payments to suppliers and vendors	<u>(518,762)</u>	<u>(667,668)</u>
Net cash provided by/(used in) operating activities	<u>165,282</u>	<u>(66,093)</u>
Cash flows from investing activities:		
Changes to certificate of deposits	<u>22,514</u>	<u>(6,392)</u>
Net cash provided by/(used in) investing activities	<u>22,514</u>	<u>(6,392)</u>
Cash flows from non-capital financing activities:		
Non operating revenue	<u>39,192</u>	<u>17,765</u>
Net cash provided by non operating activities	<u>39,192</u>	<u>17,765</u>
Cash flows from capital and related financing activities:		
Principal payments on note payable	<u>(59,632)</u>	<u>(58,017)</u>
Net cash used in capital and related financing activities	<u>(59,632)</u>	<u>(58,017)</u>
Change in cash	128,164	(112,737)
Cash and cash equivalents, beginning of year	<u>543,003</u>	<u>655,740</u>
Cash and cash equivalents, end of year	<u>\$ 671,167</u>	<u>\$ 543,003</u>
Reconciliation of net operating deficit to net cash provided by/(used in) operating activities:		
Operating deficit	\$ (4,203)	\$ (58,211)
<i>Adjustments to reconcile operating deficit to net cash used in operating activities:</i>		
Depreciation	107,828	106,945
<i>Change in assets and liabilities:</i>		
Decrease in grants receivable	-	32,050
(Increase)/decrease in prepaid expenses	4,116	8,184
Increase/(decrease) in accounts payable and accrued expenses	58,072	(155,021)
Increase/(decrease) in advances	<u>(531)</u>	<u>(40)</u>
Net cash provided by/(used in) operating activities	<u>\$ 165,282</u>	<u>\$ (66,093)</u>

See accompanying notes to financial statements.

Hilltown Cooperative Charter Public School

Notes to the Financial
June 30, 2024 and 2023

1. *Nature of Organization*

The Hilltown Cooperative Charter Public School (the School) was established on December 9, 1994 after receiving its charter from the Commonwealth of Massachusetts under Chapter 71, Section 89 of the General Laws of Massachusetts. The School's charter is awarded in five-year increments and is subject to renewal at the discretion of the Commonwealth of Massachusetts' Department of Elementary and Secondary Education (DESE). The current charter for the School expires on June 30, 2025, at which time it will again be subject to renewal. The School is considered a special purpose governmental entity and operates as a public school. DESE provides approximately 95% of the funding to the School through a per pupil rate and federal and state grants. The School is located at One Industrial Parkway, Easthampton, Massachusetts.

The School's mission is:

To engage students in a school that uses experiential hands-on activities in 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.

2. *Summary of Significant Accounting Policies*

The accounting policies of the Organization conform to accounting principles generally accepted in the United States of America, as applicable to governmental units. The following is a summary of the Organization's significant accounting policies:

Financial Statement Presentation

The School, in accordance with *GASB Statement No. 34 - Basic Financial Statement - and Management's Discussion and Analysis - for State and Local Governments*, is considered a special purpose governmental entity that engages in only business type activities and is not a component unit of another governmental entity. Therefore, the financial statements are prepared using the accrual basis of accounting and all of the activity is recorded in the enterprise fund.

Financial Reporting Entity

As required by generally accepted accounting principles, and in conformance with Government Accounting Standards Board (GASB) *Statement No. 14, The Financial Reporting Entity* and *GASB Statement No. 39, Determining Whether Certain Schools Are Component Units and subsequently amended by GASB No. 61, The Financial Reporting Entity: Omnibus - an amendment of GASB Statements No. 14 and No. 34* and *GASB No. 80, Blending Requirements for Certain Component Units*, the School evaluated its potential component unit and determined that The Friends of the Hilltown Cooperative Charter Public School, Inc. (Friends) is a component unit of the School. Management determined that the nature and extent of the financial activity of Friends was not significant to the School as a whole, therefore it was not included as a blended component unit of the School.

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

2. ***Summary of Significant Accounting Policies - Continued***

Tax Status

The School was established under a charter granted by the Commonwealth of Massachusetts' DESE, operates as a part of the Commonwealth of Massachusetts, and is therefore, generally exempt from income taxes under Section 115 of the Internal Revenue Code.

Basis of Accounting

The accrual basis of accounting is used for all governmental entities that operate as business type entities. Accordingly, revenue is recognized when earned and capital assets and expenditures are recorded when received and incurred, respectively. Grants and contributions are recognized when all eligible requirements are met.

Pursuant to GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, the Organization has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

Cash and Cash Equivalents

For the purpose of the *Statement of Net Position* and the *Statement of Cash Flows*, the School considers all investments with an original maturity of three months or less to be cash equivalents. As of June 30, 2024 and 2023, respectively, the School held cash equivalents of \$220,254 and \$212,227, respectively.

Grants and Accounts Receivable

Grants and accounts receivables are presented net of the allowance for doubtful accounts. Management's periodic evaluation of the adequacy of the allowance is based on its past experience. These receivables are written off when deemed uncollectible. At both June 30, 2024 and 2023, the grants and accounts receivable balance was \$0.

Operating Revenue and Expenses

Operating revenue and expenses generally result from providing educational and instructional services in connection with the School's principal ongoing operations. The principal operating revenues include tuition and Federal and Commonwealth of Massachusetts grants. Operating expenses include educational costs, administrative expenses and depreciation on capital assets. All other revenue and expenses not meeting this definition are reported as non-operating revenues and expenses.

Advances

Revenue is recognized when earned, however funds received that are not earned as of year-end are recorded within the liabilities as advances.

On-Behalf Payments

The School recognizes its proportional share of pension revenue and expense, as reported by Massachusetts Teachers' Retirement System (MTRS), as on-behalf payments in the *Statement of Revenues, Expenses, and Changes in Net Position*.

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

2. *Summary of Significant Accounting Policies - Continued*

Capital Assets

Capital assets are recorded at cost or at fair market value at the date of donation. Capital assets purchased with a cost or value greater than \$5,000 are capitalized. Depreciation is computed on the straight-line basis using estimated useful lives of 3-5 years for equipment, 5-40 years for buildings and building improvements and the remaining life of the lease for leasehold improvements or equipment under leases.

Classification of Net Position

The following are the net position classifications:

- Net Investment in Capital Assets – book value of capital assets net of any related debt
- Restricted – amounts that can be spent only for specific purposes because of externally imposed restrictions by grantors and contributors.
- Unrestricted – portion of funds to support operations

The Organization applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

In-Kind Contributions

The Organization receives donated services in support of the School. Donated services are recorded at fair value. Donated services that (a) create or enhance a nonfinancial asset or (b) require specialized skills, are provided by individuals possessing those skills, and would need to be purchased if they were not donated are recorded as in-kind contributions in the financial statements. Donated services such as fund-raising, clerical assistance or other volunteer efforts not requiring specialized skills are not recorded in the financial statements.

Reclassification

Certain amounts in the 2023 financial statements have been reclassified to conform to the 2024 presentation.

Other Assets

Certificates of deposit are investments that are not debt securities, which are recorded at cost and included in “Cash and Cash Equivalents” with maturities less than three months and “Other Assets”. Certificates of deposit with maturities less than one year are classified as “Current Assets - Other Assets”. Certificates of deposit with remaining maturities greater than one year are classified as Other Assets .

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

2. Summary of Significant Accounting Policies – Continued

Leases

For leases with a maximum possible term of 12 months or less at commencement, including any options, the School recognizes the expense based on the provisions of the lease contract. For all other leases, if material, the School recognizes a lease liability and an intangible right-to-use lease asset.

Adoption of Accounting Standard

In fiscal year 2023, the Organization implemented Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription-Based Information Technology Arrangements. GASB Statement No. 96 enhances the relevance and consistency of information related to the government’s information technology subscriptions. It establishes requirements for reporting subscription-based technology arrangements based on the principle that subscriptions are financings of the right to use an underlying asset. A government is required to recognize a subscription liability and an intangible right to use subscription asset. These changes were incorporated in the Organization’s 2023 financial statements and did not have a material effect on the Organization’s beginning net position.

3. Deposits with Financial Institutions

At June 30, 2024 and 2023, the School's total bank account balance was \$1,006,521 and \$862,056, respectively. The School maintains its cash accounts at one financial institution. This balance, at times, may exceed the Federal Deposit Insurance Corporation (FDIC) insured limit of \$250,000. Management acknowledges the possibility of risk in this arrangement; however, the size and longevity of the depository institutions minimizes such risk. In addition, the bank accounts are maintained at Massachusetts chartered savings banks that maintain additional insurance through the Depositors Insurance Fund (DIF), a private industry sponsored insurance company.

As required by Governmental Accounting Standards Board Statement No. 40, Deposits and Investment Risk Disclosures, the following represents a summary of deposits as of June 30, 2024 and 2023:

	<i>2024</i>	<i>2023</i>
Insured by Federal Deposit Insurance Corporation	\$ 250,000	\$ 250,000
Insured by Depositors Insurance Fund	<u>756,521</u>	<u>612,056</u>
Total	<u>\$ 1,006,521</u>	<u>\$ 862,056</u>

4. Line of Credit

The School has a line of credit with a financial institution. The line of credit is for amounts up to \$75,000 and carries an interest rate of the bank ' s prime rate plus 1% with a 4.50%. The line of credit is secured with the certificate of deposit that the School has with the bank. As of June 30, 2024 and 2023, there were no amounts outstanding on the line of credit. The School is subject to a certain covenant as specified in the line of credit agreement. The School was in compliance with the covenant as of June 30, 2024 and 2023.

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

5. *Accounts Payable and Accrued Expenses*

Accounts payable and accrued expenses at June 30, 2024 and 2023 are as follows:

	<i>2024</i>	<i>2023</i>
Payables to vendors	\$ 81,262	\$ 15,151
Accrued salaries and benefits	<u>228,338</u>	<u>236,377</u>
Total	<u>\$ 309,600</u>	<u>\$ 251,528</u>

6. *Related Party Transactions*

The Friends of the Hilltown Cooperative Charter Public School, Inc. is a tax exempt 501(c)(3) charitable organization that solely supports the efforts of the School by soliciting charitable donations. These funds are contributed to the School for specific uses and for general operations. During the year ended June 30, 2024 and 2023, the School received \$4,454 and \$7,000, respectively, in contributions from the Friends of the Hilltown Cooperative Charter Public School, Inc.

7. *Concentration Revenue*

During both fiscal year 2024 and 2023, DESE provided approximately 95% of the Organization's revenue (excluding on-behalf fringe benefits) through Federal and Commonwealth funding.

8. *Risk Management*

The School is exposed to various risks of loss related to general liability, property and casualty, workers' compensation and unemployment.

The School carries commercial insurance for general liability, property and casualty, and workers' compensation. Losses are insured to the extent the losses exceed the deductibles. There have been no significant reductions in insurance coverage during fiscal year 2024 and 2023.

9. *Contingencies*

Grant Funding

The School is subject to an audit of its Commonwealth of Massachusetts and Federal funding and as such, if determined that funds are not expended in accordance with the grant agreements, the grantor agency has the right to recapture these funds. Therefore, final acceptance of costs incurred under these grants and contracts resides with the grantors. As of the date of these statements, the materiality of adjustments to final costs, if any, cannot be determined and management does not anticipate any adjustments.

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

9. Contingencies - Continued

Cumulative Surplus Revenue

Effective July 1, 2010, any cumulative surplus revenue generated by the School must comply with M.G.L c. 71, §89 (as amended by Chapter 12 of the Acts of 2010 under §7(hh)). In accordance with this legislation and subsequent DESE regulations, if the School's cumulative surplus revenue, as defined, exceeds 20% of its operating budget and its budgeted capital costs for the succeeding year, the amount in excess of said 20% shall be returned by the School to the sending district or districts and the Commonwealth in the proportion to their share of tuition paid during the fiscal year. Management does not anticipate any repayment for fiscal year 2024.

10. Capital Assets

Changes in capital assets of the Organization for the year ended June 30, 2024 and 2023 are as follows:

	<i>Balance</i> <i>July 1, 2023</i>	<i>Additions</i>	<i>Deletions</i>	<i>Balance</i> <i>June 30, 2024</i>
<i>Capital Assets</i>				
Building and improvements	\$ 3,982,532	\$ -	\$ -	\$ 3,982,532
Furniture and equipment	<u>34,508</u>	<u>-</u>	<u>-</u>	<u>34,508</u>
Total capital assets being depreciated	<u>4,017,040</u>	<u>-</u>	<u>-</u>	<u>4,017,040</u>
<i>Less accumulated depreciation</i>				
Building and improvements	(658,743)	(105,028)	-	(763,771)
Furniture and equipment	<u>(27,912)</u>	<u>(2,801)</u>	<u>-</u>	<u>(30,713)</u>
Total accumulated depreciation	<u>(686,655)</u>	<u>(107,829)</u>	<u>-</u>	<u>(794,484)</u>
Capital assets, net	<u>\$ 3,330,385</u>	<u>\$ 107,829</u>	<u>\$ -</u>	<u>\$ 3,222,556</u>
	<i>Balance</i> <i>July 1, 2022</i>	<i>Additions</i>	<i>Deletions</i>	<i>Balance</i> <i>June 30, 2023</i>
<i>Capital assets being depreciated</i>				
Building and improvements	\$ 3,942,166	\$ 40,366	\$ -	\$ 3,982,532
Furniture and equipment	34,508	-	-	34,508
Vehicle	<u>14,012</u>	<u>-</u>	<u>(14,012)</u>	<u>-</u>
Total capital assets	<u>3,990,686</u>	<u>40,366</u>	<u>(14,012)</u>	<u>4,017,040</u>
<i>Less accumulated depreciation</i>				
Building and improvements	(555,999)	(102,744)	-	(658,743)
Furniture and equipment	(25,112)	(2,800)	-	(27,912)
Vehicle	<u>(12,611)</u>	<u>(1,401)</u>	<u>14,012</u>	<u>-</u>
Total accumulated depreciation	<u>(593,722)</u>	<u>(106,945)</u>	<u>14,012</u>	<u>(686,655)</u>
Capital assets, net	<u>\$ 3,396,964</u>	<u>\$ 147,311</u>	<u>\$ -</u>	<u>\$ 3,330,385</u>

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

11. On-Behalf Pension Payments

In accordance with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, the School is required to recognize its proportional share of pension revenue and expenses, as reported by MTRS, as on-behalf payments in their basic financial statements. As of June 30, 2024 and 2023, the School recognized \$531,396 and \$457,660, respectively, of on-behalf revenues and expenses.

12. Note Payable

The School has a note payable with the United States Department of Agriculture dated September 15, 2016. The School's assets secure the note. The note required the School to be compliant with certain covenants. The School was compliant with the covenants for the years ended June 30, 2024 and 2023. The note is for \$3,550,000 and is payable in monthly installments over 40 years. Monthly principal and interest payments are \$12,212. The interest rate on the note is fixed at 2.75 %. The principal balance outstanding as of June 30, 2024 and 2023 was \$3,127,985 and \$3,187,617, respectively. Interest expense was \$86,912 and \$88,527 for the years ended June 30, 2024 and 2023, respectively.

The following summarizes the long-term debt activity if the Organization for the years ended June 30, 2024 and 2023:

	<i>Beginning Balance</i>	<i>Additions</i>	<i>Principal Payments</i>	<i>Ending Balance</i>	<i>Amounts Due Within One Year</i>
June 30, 2024	\$ 3,187,617	\$ -	\$ 59,632	\$ 3,127,985	\$ 61,432
June 30, 2023	\$ 3,245,634	\$ -	\$ 58,017	\$ 3,187,617	\$ 59,607

Future scheduled maturities of this long-term debt are as follows:

<i>Fiscal Year</i>	<i>Ending</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2025	\$ 61,432	\$ 85,112	\$ 146,544	\$ 146,544
2026	63,145	83,399	146,544	146,544
2027	64,903	81,641	146,544	146,544
2028	66,710	79,834	146,544	146,544
2029	68,566	77,978	146,544	146,544
2030-2034	372,573	360,147	732,720	732,720
2035-2039	427,419	305,301	732,720	732,720
2040-2044	490,345	242,375	732,720	732,720
2045-2049	562,536	170,184	732,720	732,720
2050-2054	645,354	87,366	732,720	732,720
2055-2057	305,002	9,121	314,123	314,123
Total	<u>\$3,127,985</u>	<u>\$1,582,458</u>	<u>\$4,710,443</u>	<u>\$4,710,443</u>

Hilltown Cooperative Charter Public School
Notes to the Financial Statements - *continued*
June 30, 2024 and 2023

13. Retirement Plan

Massachusetts Teachers Retirement System

The Commonwealth of Massachusetts provides for retirement benefits to the School's eligible teachers through the MTRS, a contributory retirement system administered by the Massachusetts Teachers' Retirement Board. The MTRS is governed by Massachusetts General Laws (M.G.L.), Chapter 32, as well as regulations contained in the Code of Massachusetts Regulations (CMR). Oversight is provided by a seven-member board. The MTRS issues a publicly available annual report that includes financial statements and required supplementary information, which may be obtained by writing to Public Employee Retirement Administration Commission (PERAC), 5 Middlesex Avenue, Suite 304, Somerville, Massachusetts, 02145.

This retirement plan requires an employee contribution of five, seven, eight, or eleven percent (depending on the plan and the employment date) of the employee's compensation. The School is not assessed under this plan. This retirement system is a contributory defined benefit plan covering all the employees deemed eligible. Members of the plan become vested after 10 years of creditable service. A retirement allowance may be received upon reaching age 55 and upon attaining 20 years of service.

The plan also provides for retirement at age 55 if the participant (1) has a record of 10 years of creditable service, (2) was first employed by the School after January 1, 1978, (3) voluntarily left School employment on or after that date, and (4) left an accumulated annuity deduction in the fund.

The MTRS retirement plan, under GASB Statement No. 68, Accounting and Financial Reporting for Pensions, is required by statute to determine the net pension liability for all participants. The net pension liability for the retirement plan at the June 30, 2023 measurement date was determined by an actuarial valuation prepared as of January 1, 2013, rolled forward to June 30, 2023. The School's share of MTRS net pension liability is \$5,691,285.

The School also maintains an IRC Section 403(b) Tax Deferred Annuity Plan that is entirely funded by employee contributions.

14. Subsequent Events

The School has evaluated subsequent events through Date XXXX, which is the date the combined financial statements were available to be issued. There are no recognized subsequent events, events that provide additional evidence about conditions that existed at the *Statement of Net Position* date, or non-recognized subsequent events, or events that provide evidence about conditions that did not exist at the *Statement of Net Position* date, which are necessary to disclose to keep the combined financial statements from being misleading.

**REPORT ON INTERNAL CONTROLS AND
ON COMPLIANCE IN ACCORDANCE
WITH
GOVERNMENT AUDITING STANDARDS**

Draft For Discussion Only



DANIEL DENNIS & Co
Certified Public Accountants

*Independent Auditors' Report On Internal Control Over Financial Reporting And On Compliance
And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With
Government Auditing Standards*

To the Board of Trustees of
Hilltown Cooperative Charter Public School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of net position of Hilltown Cooperative Charter Public School (the Organization), as of and for the year ended June 30, 2024, and the statements of revenue, expenses and changes in net position and cash flows and the related notes to the financial statements, which comprise the Organization's financial statements and have issued our report thereon dated Date XXXX.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

XXX

Draft For Discussion Only

**SCHEDULE OF FINDINGS
AND RESPONSES**

Draft For Discussion Only

Hilltown Cooperative Charter Public School
Schedule of Findings and Responses
For the Year Ended June 30, 2024

No Current Year Findings

Draft For Discussion Only

SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

Draft For Discussion Only

Hilltown Cooperative Charter Public School
Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2024

No Prior Year Findings

Draft For Discussion Only

BOARD ACCEPTANCE LETTER

Draft For Discussion Only

ACCEPTANCE OF THE BOARD OF TRUSTEES

We, the Board of Trustees of Hilltown Cooperative Charter Public School, or its designated committee or individual, have voted to accept the representations of management and the expression of the opinion made by Daniel Dennis & Company LLP as embodied in the financial statements and independent auditors' reports for the year ended June 30, 2024.

We also certify that the representations made by management and the disclosures in the financial statements are accurate and have been correctly and completely disclosed as required by accounting principles generally accepted in the United States of America and the Commonwealth of Massachusetts Charter School Audit Guide for the year ended June 30, 2024.

Board Chair or Treasurer

Date

Draft For Discussion Only



MCAS 2024

Hilltown Cooperative Charter Public School



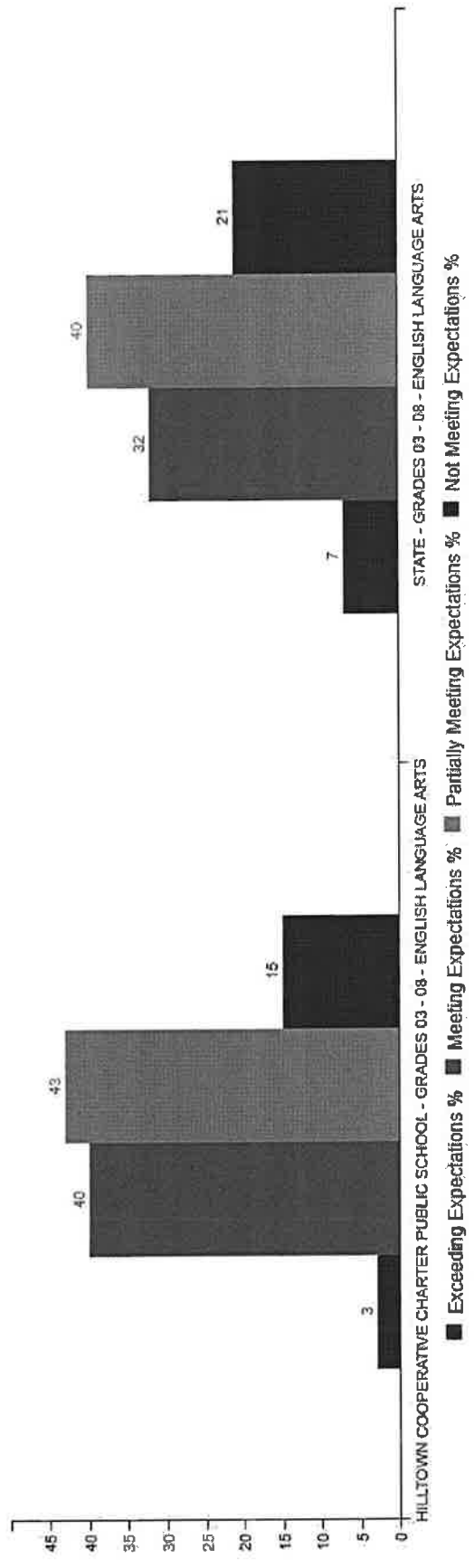
How does MCAS impact HCCPS?

- MCAS is not a measure of an individual student's intelligence or capacity, but it provides one data point among many that help teachers and specialists identify the needs of students and the school.
- While public opinion is mixed on standardized testing, school-wide MCAS achievement remains a key component of DESE accountability measures, which can impact Charter School autonomy.

GOOD NEWS!

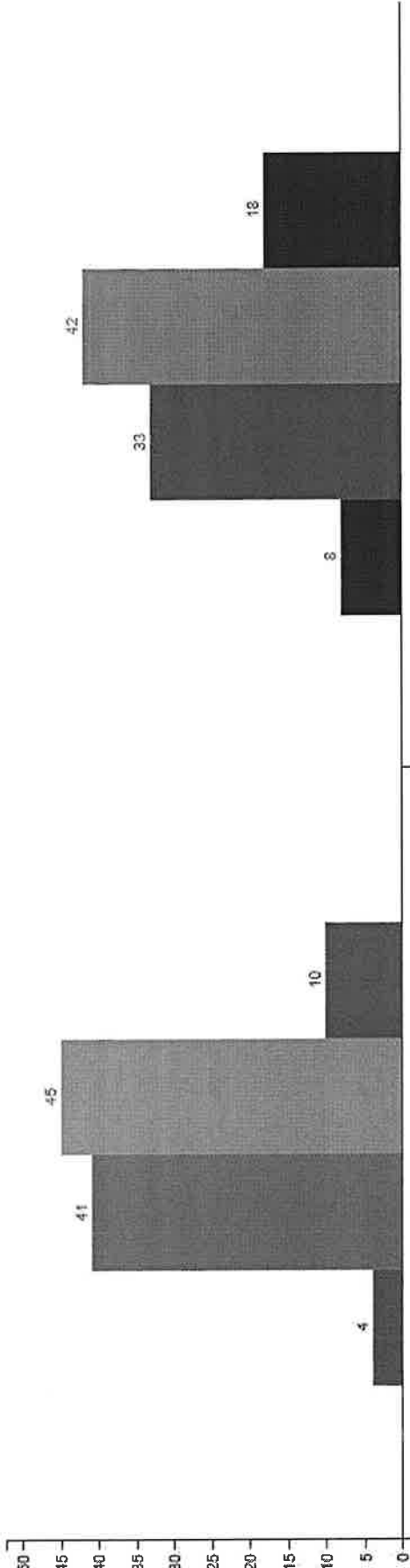
- Our rate of chronic absenteeism improved dramatically in 2023-24
- We are above the state average in all subject areas.
- Almost 70% of our students in grades 5 and 8 are meeting or exceeding expectations on the Science MCAS, compared to 40-45% in the state
- Full results are available on the [DESE District Profile Page](#)

Grades 3-8 Cumulative ELA Results (% meeting/exceeding)



Grades 3-8 Cumulative Math Results (% meeting/exceeding)

[More about the data](#)

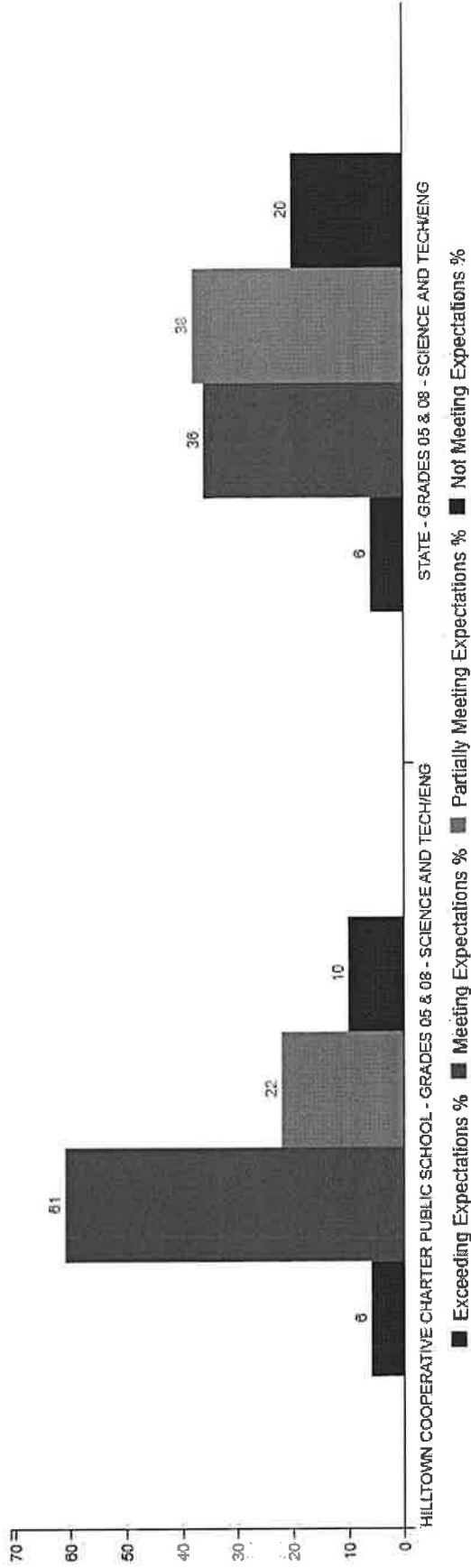


HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL - GRADES 03 - 08 - MATHEMATICS

STATE - GRADES 03 - 08 - MATHEMATICS

■ Exceeding Expectations % ■ Meeting Expectations % ■ Partially Meeting Expectations % ■ Not Meeting Expectations %

Grade 5 & 8 Cumulative Science & Tech Results (% meeting/exceeding expectations)



Accountability measures used by DESE:

In spring 2024, we saw a significant reduction in student growth (i.e., how much students improved compared to similar students across the state)

Overall progress toward improvement targets

	2023	2024
Annual criterion-referenced target percentage	54%	21%
Weight	40%	60%
Cumulative Criterion-referenced target percentage (2023 x 40%) + (2024 x 60%)		34%
	Moderate progress toward targets	

2024 Progress toward improvement targets		All students (Non-high school grades)			Lowest performing students (Non-high school grades)		
Indicator		Points earned	Total possible points	Weight %	Points earned	Total possible points	Weight %
Achievement	English language arts achievement	0	4	-	0	4	-
	Mathematics achievement	0	4	-	2	4	-
	Science achievement	0	4	-	-	-	-
	Achievement total	0	12	67.5	2	8	67.5
Growth	English language arts growth	1	4	-	1	4	-
	Mathematics growth	2	4	-	2	4	-
	Growth total	3	8	22.5	3	8	22.5
High school completion	Four-year cohort graduation rate	-	-	-	-	-	-
	Extended engagement rate	-	-	-	-	-	-
	Annual dropout rate	-	-	-	-	-	-
Progress toward attaining English language proficiency	High school completion total	-	-	-	-	-	-
	English language proficiency total	-	-	-	-	-	-
	Chronic absenteeism	3	4	-	4	4	-
Additional indicators	Advanced coursework completion	-	-	-	-	-	-
	Additional indicators total	3	4	10.0	4	4	10.0
Weighted total		1.0	10.3	-	2.4	7.6	-
Percentage of possible points		10%			32%		
2024 Annual criterion-referenced target percentage				21%			

Action plans/Next steps

- We will analyze the results alongside teachers, and continue to work together to ensure that our curriculum is aligned and paced to meet state standards.
- Facilitate community understanding of the purpose of the test, and the implications for our school.
- Develop and promote strategies for student investment, and alleviation of test anxiety
- Communicate the importance of full participation, particularly to our families of students with disabilities.

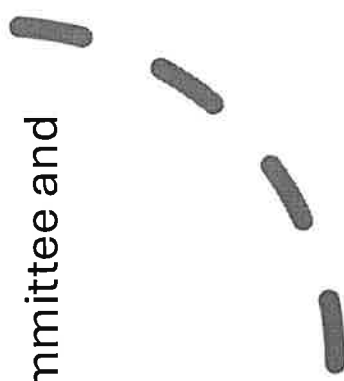
JEDI Efforts at HCCPS

Board Update

10/9/24

JEDI Draft Plan

- Addressing Equity Audit findings from 2022-2023 school year assessment findings, collaborative meaning making of findings, and feedback from other mechanisms
- Builds/aligns with the existing strengths and work going on by many groups in the school
 - BoT JEDI Committee
 - Equity Team
 - Safe and Supportive Schools Committee and Plan /Data Committee
 - Student Voice, drop-ins, GSA







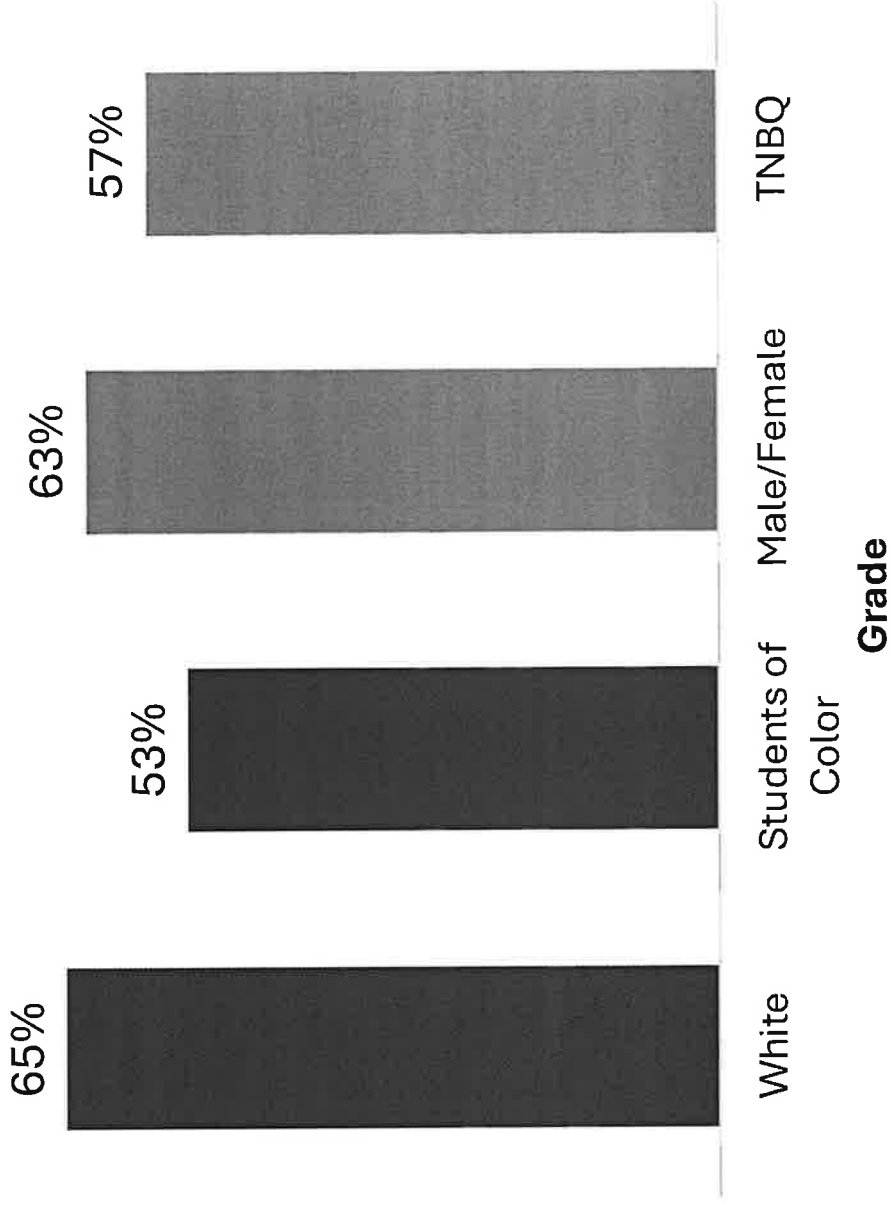
Equity Audit

- Learned lots of good work going on
 - Active and apparent work to support justice, equity, diversity, and inclusion (JEDI)
 - Inclusive and welcoming LGBTQIA+ culture
- Identified areas needing attention

Equity Audit Recommendations	Addressing Areas Needing Attention
<p>Define and develop shared understanding of JEDI concepts</p>	<p>Unclear and inconsistent JEDI concepts; applied inconsistently</p>
<p>Prioritize antiracism and economic justice</p> <ul style="list-style-type: none"> - Systems and Policies - Culture - Interpersonal 	<ul style="list-style-type: none"> - Many need tools to handle racism in class and school. PD focuses less on race and class and more on gender identity and sexual orientation - Staff members discriminated and mocked based on race & ethnicity - Some policies and practices negatively affect low-income families
<p>Increase staff and student diversity</p>	<ul style="list-style-type: none"> - Need to focus on changing culture to attract and retain more diverse staff. Representation in and of itself is not anti-racism
<p>Professional development</p> <ul style="list-style-type: none"> • Ongoing training • Focus on race and class and how racism and classism show up on institutional level • Engaging students in conversations about racism, economic injustice, and other areas of oppression • How to handle issues as they come up • Leadership training on transformative change for equity 	<ul style="list-style-type: none"> - Equity PD centered relationships & interpersonal bias and has not focused on institutional change - Uneven student experience with curriculum, described by many as white-centric or Eurocentric - LGBTQIA+ students feel invisible in much of the curriculum

Belonging

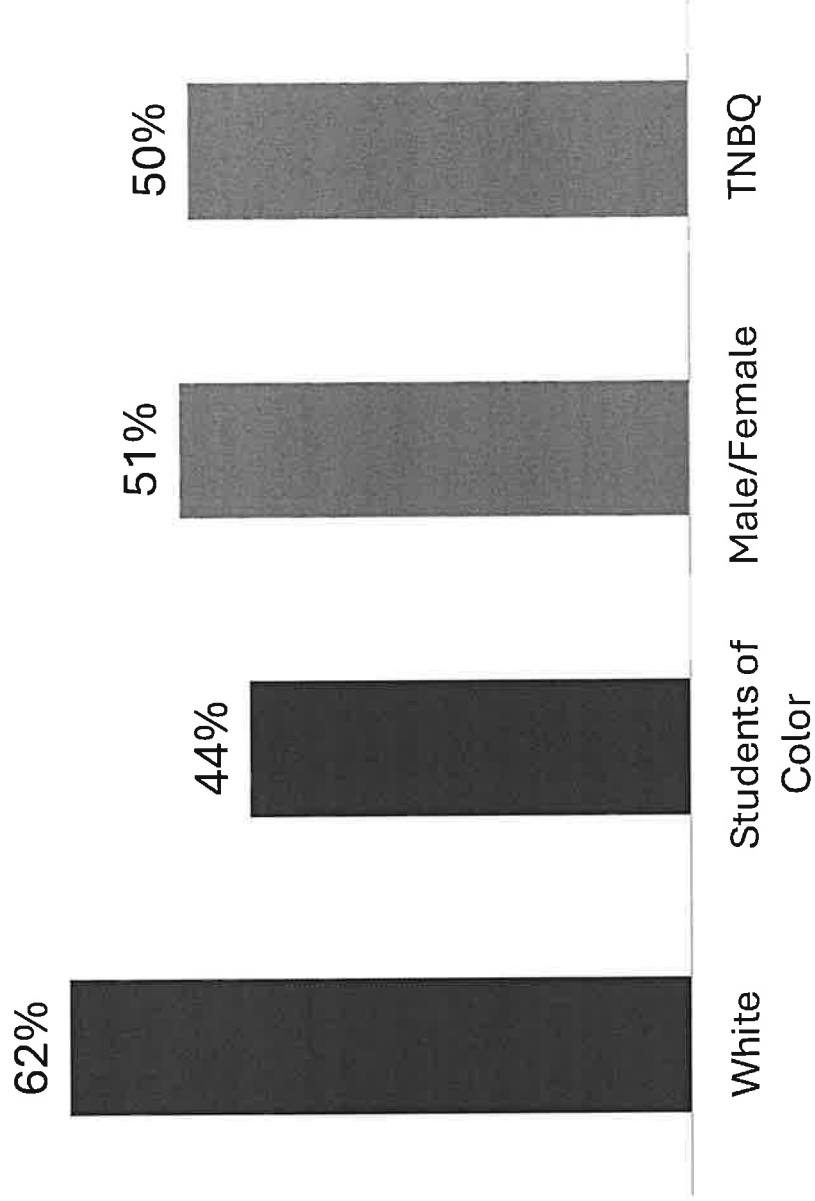
I feel like I belong at Hilltown



Climate survey, 5-8th grade, 2/5 - 2/16 2024, ~90% response rate

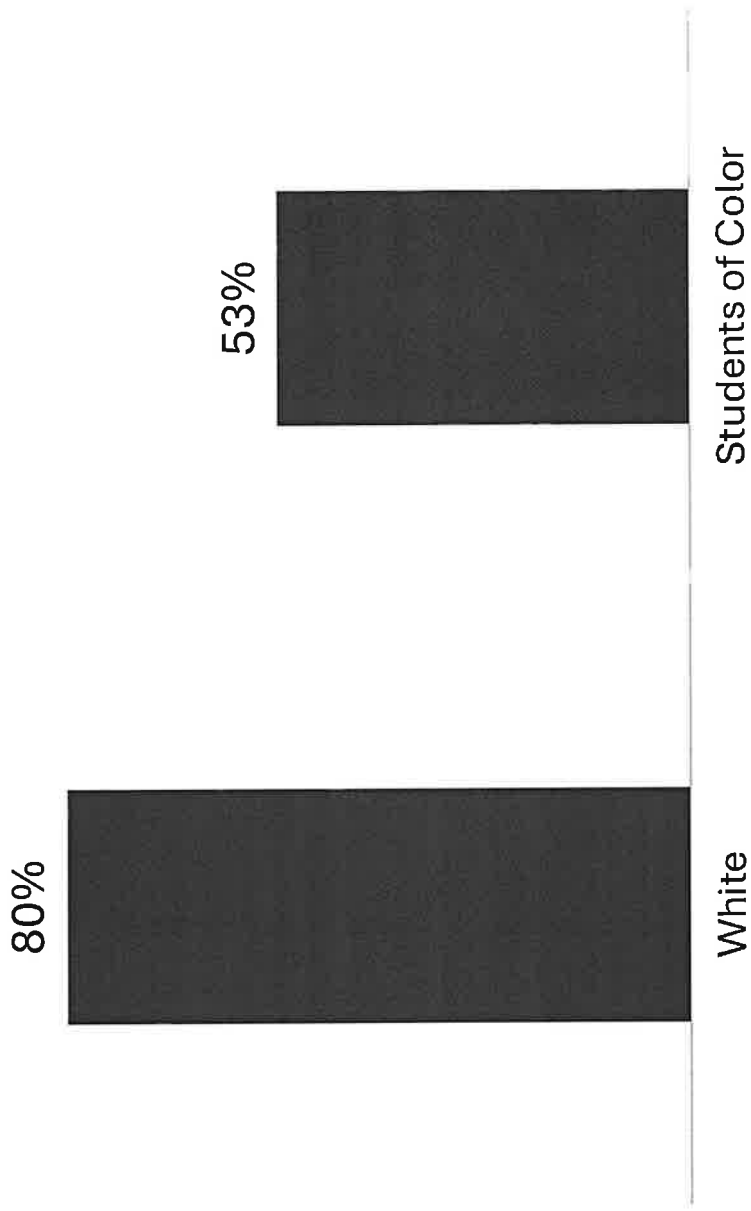
Adult Addressing Harm or Disrespect

If you tell an adult that you've been harmed or disrespected, the adult will do something to help



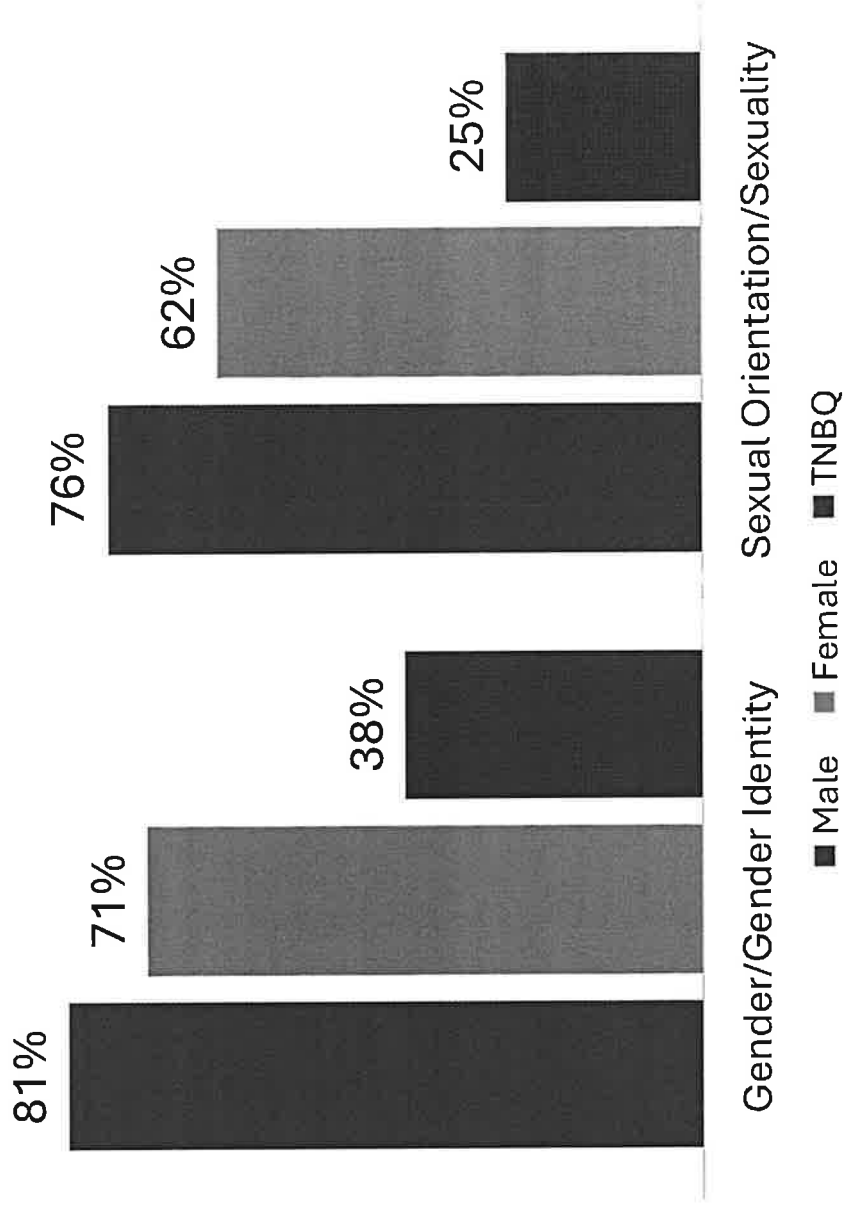
Talking about Race

There are opportunities in class to talk about race



Talking about Gender and Gender Identity

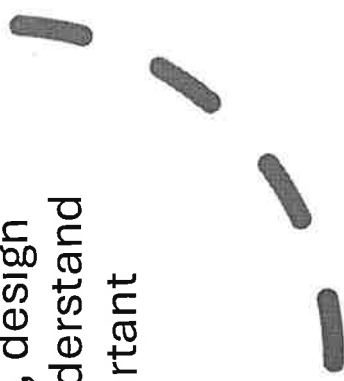
There are opportunities in class to talk about gender and gender identity and sexual orientation/sexuality



Draft JEDI Plan

Activities take into account the following:

- **Creating structure to support JEDI throughout the school is critical.** Leadership at the Board, staff/teacher, and student levels are important infrastructure elements
- **Regular ongoing learning and space for discussion is important to advance JEDI.** These are hard and sometimes uncomfortable concepts to discuss and practice and cultural humility (ongoing self-reflection) is critical to advancing JEDI
- **Using data** to understand needs, design efforts to address needs, and understand whether they are working is important
- **Student voice and leadership**



JEDI Plan Focus Areas

1. Shared understanding of the terms justice, equity, diversity and inclusion and the school's commitment to these values
2. School JEDI Infrastructure
3. Education and Ongoing Learning
4. Student Voice
5. Addressing JEDI Issues that Arise
6. Using Data to Inform Efforts



School JEDI Infrastructure

Existing

- Board JEDI Committee – created 2020
- Equity Team (teachers and staff)

Plan to Create

- Mechanism for collaboration between BoT Committee, Equity Team, teacher leadership and data teams
- JEDI volunteer team



Head of School professional practice goal/objectives 2024-25

1. Establishing myself as the new Head of School of Hilltown

- **Goal:** Become known and trusted as the leader of the school by students, staff and families
- **Objectives:**
 - Be present and accessible to students, staff and families by being engaged and visible at school-wide events, times of home-school transition, and in/around the halls, classrooms, and recess with frequency.
 - Engaging, supporting and promoting accountability of the team in their specific roles and responsibilities, particularly members of the school leadership team and other administrative staff that I directly supervise.
- **Possible outcome measures to demonstrate progress on goal**
 - Staff survey measures
 - Family survey measures
 - Student survey measures
 - Professional practice goals and evaluations of school leadership team

2. Promoting Community and Transparency through Regular Communications

- **Goal:** Foster a strong sense of community and trust through open and transparent communication with parents and faculty.
- **Objectives:**
 - Implement a regular schedule of communication with parents and faculty, including newsletters, email updates, and “town hall” meetings/listening sessions.
 - Utilize a variety of communication channels to reach all stakeholders, including social media and the school website.
 - Provide opportunities for two-way communication, such as surveys and feedback forms.
 - Ensure that all communication is clear, concise, and accessible to all audiences.
- **Possible outcome measures to demonstrate progress on goal:**
 - Increase in parent and faculty satisfaction with school communication (survey measures).
 - Increase in parent and faculty participation in school events and activities (survey measures).
 - Raise profile of high interest community events (e.g. Spring musical, Artspark, etc)
 - Increase in community attendance at events
 - Decrease in the number of complaints or concerns related to communication.

3. Increasing Equity for Students with Disabilities

- **Goal:** Ensure that all students with disabilities have equitable access to and participation in all aspects of the school experience at HCCPS.
- **Objectives:**
 - Conduct a comprehensive review of current policies, procedures, and practices related to special education services and supports.
 - Develop and implement a plan to address any identified areas of inequity, including professional development for staff on inclusive practices and differentiated instruction.
 - Establish clear communication channels with parents/guardians of students with disabilities to ensure their voices are heard and their needs are met.
 - Implement systems of data collection and analysis on student outcomes in diverse areas (e.g. academic, SEL, behavioral) to monitor progress and identify areas for improvement.
- **Possible outcome measures to demonstrate progress on goal:**
 - An explicit plan and implementation of appropriate steps to increase the percentage of students with disabilities meeting or exceeding grade-level expectations in the least restrictive environment that is appropriate.
 - Increase in parent/guardian satisfaction with special education services and supports.
 - Decrease in the number of disciplinary referrals for students with disabilities.
 - Decrease in PRS complaints and increase in other measures of DESE compliance

4. Centering JEDI in Data-Based Decision Making

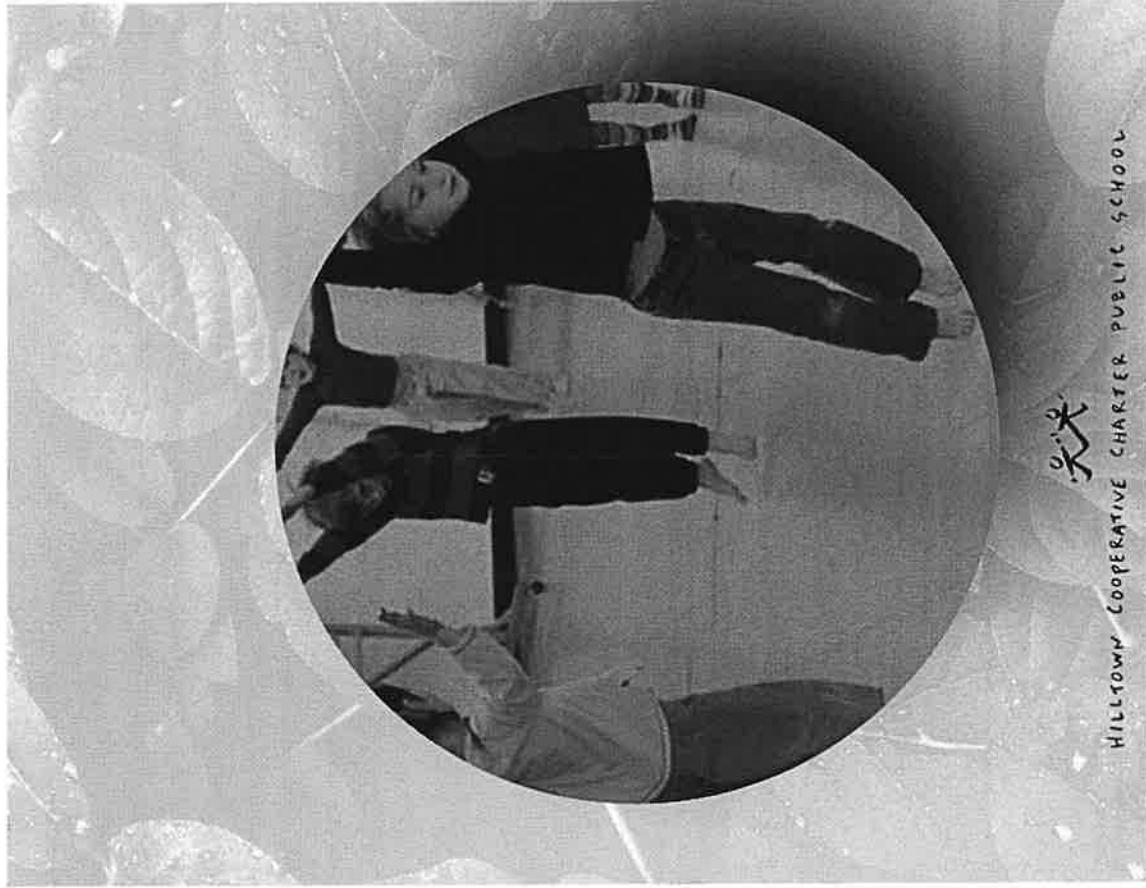
- **Goal:** Ensure that all decisions made by the leadership team are informed by a commitment to justice, equity, diversity, and inclusion.
- **Objectives:**
 - Observe, gather data, and reflect on how practices of justice, equity, diversity, and inclusion are currently integrated into the operations and decision making processes
 - Use this analysis and reflection to identify and address any system level changes or policies that can better address disparities in opportunities or outcomes for marginalized groups.
 - Promote a culture of open dialogue and critical reflection on issues of equity and inclusion.
 - ***Build in practices and routines that ask the questions "who benefits most from this? Who may be harmed? How does this advance equity for our students?"***

- **Measurable Outcomes:**

- Report to the BoT recommendations and action steps for future improvement
- Staff survey measures
- Family survey measures
- Student survey measures
- Staff exit interviews

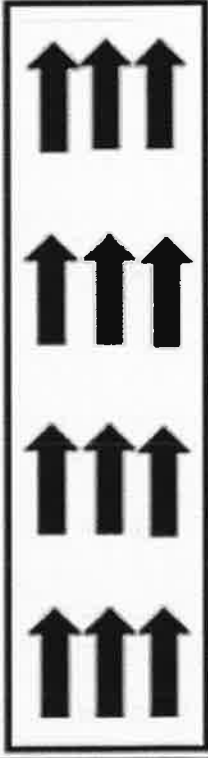
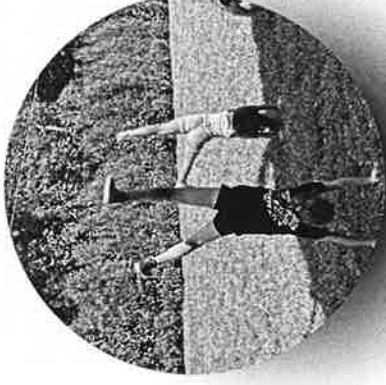
BOARD OF TRUSTEES GOAL SETTING FALL 2024

**Aligning priorities in
service of students**

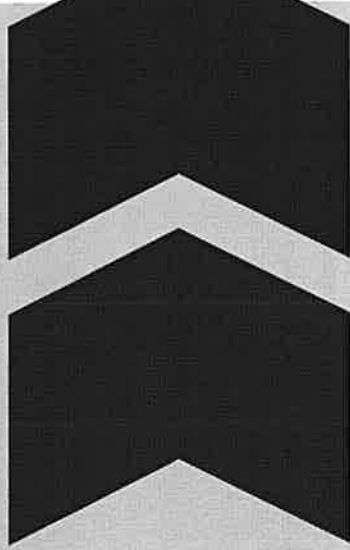


Purpose

- Align on the purpose of goal setting at the Board level
- Establish the focus of our goals for the year aligned with and in support of school and leadership goals



Aligning goals enables strategic allocation of limited resources to what matters most: **STUDENTS.**



**Board &
Committees**

**Head of
School**



**Leaders &
Teacher
Leaders**

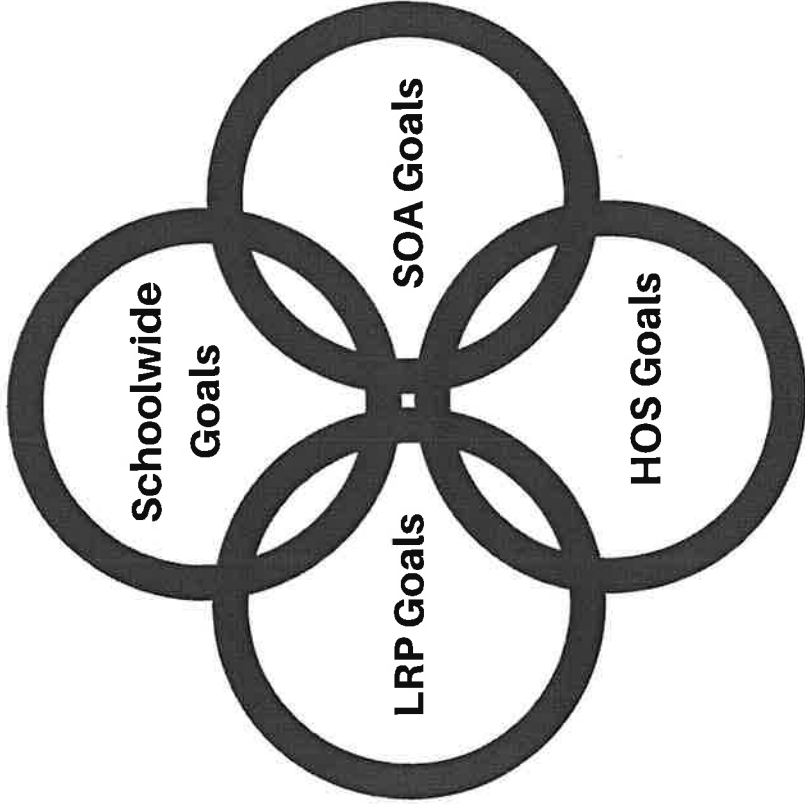


**Faculty &
Staff**



**All goals align towards student
growth & learning.**





Priorities to Inform Goals

How can we weave together these priorities that have been established or are under development into 3-4 coherent goals?

SOA: Student Opportunity Act

LRP: Long Range Plan

HOS: Head of School

Head of School Goals

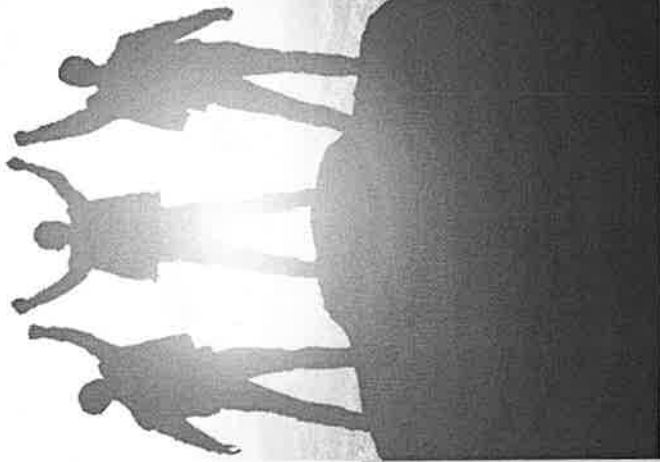
The Board is tasked with directly supporting our Head of School to achieve their goals.

> Leading the Team

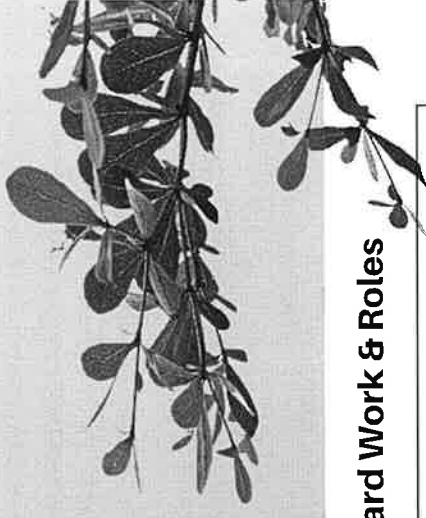
> Building Trust & Community
Through Communication

> Increasing Equity for
Students with Disabilities

> Centering JEDI in Decision
Making



Long Range Plan Board-Specific Goals



Communication & Decision Making

1. Map organizational decision-making processes to create clarity and transparency (with leadership).
2. Revisit the idea of staff Board members being voting members
3. Organize and update the Board Book, which contains policies related to the governance of the school
4. Establish new ways of effectively communicating our decision making process to the community

Integrating JEDI Into Board Work & Roles

1. Respond to Equity Audit Board-related recommendations
2. Clearly articulate JEDI work in Board Member responsibilities
3. Actively work to increase Board diversity, specifically in community member representation
4. Communicate structures to the school: clearly defined roles, jobs, committees with clearly defined responsibilities
5. Create a JEDI mission statement (e.g., anti-racism statement) that clearly defines what JEDI ideally looks like, and what is encompassed in JEDI at Hilltown

Schoolwide Priorities

These priorities come from ongoing concerns or needs raised to the attention of the Board, some of which have already been a focus at the school, but need further work.



**Student Culture &
Tiered Behavior
Supports**



**Special Education
(SOA) & Tier 2
Supports**

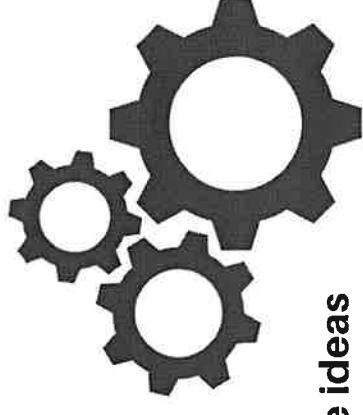


**Staff Culture &
Community**



**Academic
Growth for All**

Workshopping Goals/Focus Areas



After we draft focus areas for the year, BOT leaders will review all the ideas and develop draft goals for your review at our next meeting.



Form groups of 3 with people around you



Review our priorities and consider how to synthesize and/or prioritize



Jot down your group's top 2-3 Board focus areas for this year





HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL





HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

School Leader Succession Plan

Purpose

Ongoing, strategic succession planning is critical to successful organizational transitions, planned or unplanned. To ensure efficacy and smooth transitions, procedures and practices have been codified and the links below provide easy access to essential documents and tools. The **Domain Council and the Personnel Committee** oversee succession planning, which includes an annual set of tasks to ensure preparation for transition, as well as a longer term strategy for succession and sustainability..

Annual Tasks: Every year as part of this work, the Board of Trustees [BOT]

1. Ensures operational and financial information is centralized and updated
2. Updates job descriptions for the School Leader and leadership team members
3. Confirms the details of the Emergency Succession Plan outlined below

Leadership Succession and Sustainability Strategy

- Shared and distributed leadership: HCCPS leverages an intentional shared and distributed leadership strategy with four strategic, stipended teacher leader roles. This work engages interested and ready staff in understanding the inner workings of the school and prepares a potential bench of leaders who are both informed as to the work and with essential leadership skills under their belt to realistically explore opportunities.
- Clear roles and responsibilities: HCCPS is in the process of updating job descriptions and documenting clear and detailed roles and responsibilities for all staff members to facilitate role adjustments or reallocations of tasks during transitions.
- Accessible, logical organizational systems and knowledge management: HCCPS is in the process of updating knowledge management systems and tools to ensure all team members have quick and easy access to the documents and resources they need, and those taking on new assignments due to a transition can easily access pertinent information.

Information and Contact Inventory

Nonprofit Status Information	Person Who Has Access & Owns Updates	Location (link when appropriate)
IRS Determination Letter	Finance Manager	Finance Office
Bylaws	Clerk, GABS	HCCPS Bylaws
Board Minutes	Clerk, Website	Board Archive

Financial Information	Person Who Has Access & Owns Updates	Location (link when appropriate)
Employee Identification Number (EIN)	Finance Manager	Finance Office
Current and previous audited financial statements	Finance Manager, HOS	Finance Office
Tax Exempt Certificate	Finance Manager	Finance Office
Donor Records	Friends of Hilltown	Contact friends@hilltowncharter.org
Vendor Records	Finance Manager	Finance Office
Bank Account Passwords	Finance Manager	Finance Office
Loan or Lease Documents	Copier only- Finance Manager	Finance Office
Insurance Information	Finance Manager, HOS	Finance Office
HR System	None	N/A
Payroll System	None- outsourced Checkwriters Finance Manager is the contact	Finance Office

Other Critical Information	Person Who Has Access & Owns Updates	Location (link when appropriate)
Building Keys	HOS, Logistics Coordinator	Head of School office; Main office
Email System Admin Access	Technology Coordinator, HOS	Contact Technology coordinator
Website and Social Media Admin	Technology Coordinator	Contact Technology coordinator
Student Information System	Administrative Assistant, Technology Coordinator	Contact Technology coordinator
Charter	HOS	Original Charter
Accountability Plan	HOS, DoTL	Accountability Plan

Points of Contact
Capture important POCs and link to any relevant documents or information.
<i>Bank Name: Easthampton Savings Bank Bank Representative or POC: Tom Florence, William Judd, Heather Dameworth Authorized Check Signers: HOS, DoTL</i>

Auditor Name: Christopher Lane & James Miller
Auditor Contact Information: (Finance Manager)

Lender Name: USDA
Lender Contact Information: Finance Manager (it changes annually)

Legal Counsel:
Russ Dupere, Esq.
413-313-1023 (cell)
(on retainer, general counsel)
russell@duperelawoffices.info

Matthew W. MacAvoy, Esq.
781-733-0919 (cell)
(hourly rate, Special Education)
mwm@snclegal.com

Finance Manager, DoTL, and HOS have all other contact information.

Directors' Folder

A shared folder between the Directors has been shared with the new DoTL and HOS.

Annual Calendar

An annual calendar that highlights all of the things that happen regularly throughout the year (instructional, professional development, governance, development, reporting, etc.). You can make a copy of MCPSA's "[Arc of the Year Gantt Chart](#)". You can make a copy and edit to fit the correct dates for your school.

[DESE Superintendent's checklist \(adapted for HCCPS\)](#)

Emergency Succession Plan

WHO: Each year the BOT President and the Head of School work together to identify an internal person who will serve as Interim School Leader in case of sudden leader departure. This team ensures a clear understanding of whether this person is likely to want to fill the leader position in the long term should the current leader not return.

The person who will take over as School Leader in case of emergency	Rebecca Belcher-Timme (and typically the Director of Teaching and Learning unless otherwise specified)
Their current role	Director of Teaching and Learning
The last time they had a conversation about being the pre-approved interim leader	9/25/24

WHAT: Below is an outline of the interim leader's responsibilities and related reporting lines, as well as how additional responsibilities will be reallocated and how the interim leader will be supported. Each year these details are reviewed and updated by BOT and school leaders.

Which leader responsibilities would the interim leader inherit? Who will take on any responsibilities they do not inherit?	<ul style="list-style-type: none"> • All teacher evaluation • Supervision and oversight of the Behavior Support Coordinator and related tasks • Schoolwide goals, strategies and progress monitoring • Operations, finance and facilities oversight
How will the former responsibilities of the interim leader be redistributed?	<ul style="list-style-type: none"> • Add Special Education capacity either through increased assignments for the Special Education Teacher Leader, a consulting director, or increased administrative assistance (currently part time and could be increased to full time) • Redistribute student supervisory duties to available staff • Add Finance Committee support as needed • Add operational and facilities support with an interim Operations Associate or reallocate some academic operations to Teacher Leaders • Add Board Leadership/Domain Council support for schoolwide goals, strategies and progress monitoring
What are the reporting lines?	<ul style="list-style-type: none"> • Interim Leader will be supervised by the BOT President • Interim Leader will take over supervision of HOS direct reports
How will the board support the interim leader?	<p>The BOT will support the interim leader through</p> <ul style="list-style-type: none"> • Regular check-ins • Capacity planning and refining the emergency succession plan, specific roles, compensation and other implications • Added capacity and support through committees, including Domain Council and Finance • Communications to staff, caregivers and community members • Allocating resources to leader development and support as needed
How will the interim leader be compensated? (e.g., pre-defined stipend for the interim period, temporary salary increase by 5% or entry-level school leader salary)	Prorated salary increase for the interim period that is the average of the current Director of Teacher & Learning (DoTL) and Head of School (Hos) salaries.

COMMUNICATION PLAN: HCCPS ensures clear and timely communication about leadership and other changes. The communication plan below emphasizes in-person or spoken communication with staff and other critical stakeholders, and a timely flow of information to all community members. Opportunities for Q & A and open meetings are also included to provide community members with space to address their nuanced questions and concerns.

Audience	Messenger	Timeline	Method of Communication
Board members	BOT Leadership (President and VPs)	Group 1: Immediate	Written communication with emergency Board meetings scheduled (typically on Zoom to facilitate maximum participation).
Senior staff	BOT President	Group 1: Immediate	Phone call or in-person check in

All staff	BOT Leadership & Interim Leader	Group 2: Following Group 1	Emergency Staff Meeting, followed by email and open office hours for discussion/Q & A. Notice of upcoming BOT meeting addressing the topic with public comment.
Families	BOT President, Interim Leader, Family Engagement Coordinator	Group 3: Immediately following Group 2	Email communication with office hours for discussion and Q & A identified. Talking points to share with students also included. Notice of upcoming BOT meeting addressing the topic with public comment.
Students	Teachers & Interim Leader	Group 4: First in-person opportunity following Group 3 in close succession	Classroom discussion; Possible All School Meeting depending on the context of the emergency change.
General Public	BOT President, Interim Leader	Group 5: Following communication with all other stakeholders	Written communication as appropriate given the circumstances.
<i>Key external stakeholders and/or other audiences (list below)</i>			
DESE	BOT President	Group 3	Written notice with Succession Plan information (email); Option to schedule a check in.
MCPSA	BOT President & Interim Leader	Group 3	Written notice (email)



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Board Leader Succession Plan

Purpose

Ongoing, strategic succession planning is critical to successful organizational transitions, planned or unplanned. To ensure efficacy and smooth transitions, procedures and practices have been codified and the links below provide easy access to essential documents and tools. **The Governance and Sustainability Committee (GABS) oversees Board succession planning.** This includes an annual set of tasks to ensure preparation for transition, as well as a longer term strategy for succession and sustainability..

Annual Tasks: Every year as part of this work, the Board of Trustees [BOT]

1. Ensures BOT information is centralized and updated
2. Updates job descriptions for Board leaders
3. Confirms the details of the Emergency Succession Plan outlined below

BOT Succession and Sustainability Strategy

- Close Collaboration Between President and Vice President(s) and Committee Leads¹: The BOT leaders work closely together, informing each other regarding all tasks and responsibilities and ensuring both contribute to systems, documents and tools. They also work with GABS and Personnel on matters regarding staffing.
Example: The VP participates in confirming Head of School job descriptions and the evaluation tools and process, although they do not lead the supervision and evaluation itself.
- Clear roles and responsibilities: HCCPS is in the process of updating Board member roles as part of the 24-25 Long Range Plan activities, and will leverage clear roles and responsibilities and documentation of BOT tasks, tools and annual timelines to promote smooth transitions and adjustments or reallocations of tasks as needed.
- Ongoing Recruitment and Engagement: HCCPS recruits BOT members over multiple years, often engaging community members in committee work prior to joining the full BOT, and leveraging the collaboration of our cooperative approach to regularly engage a range of stakeholders with BOT members or in BOT activities. BOT members maintain a consistent presence at school events, further cultivating access and engagement with the community.
- Intentional Clerk Transitions: Given the intensive nature of the Clerk's role in knowledge management and Board training, tracking and overall efficacy, the BOT appoints its new Clerk one year prior to holding the position for effective and efficient training and on-ramping under the direct guidance of the sitting clerk.

¹ Given unexpected transitions and demands on the BOT, at strategic times the BOT has expanded to two VPs

Information and Contact Inventory

Board and Charter Information	Person Who Has Access & Owns Updates	Location or Contact (link when appropriate)
Charter	Head of School (HOS)	Electronic files
Bylaws	Clerk, GABS	HCCPS Bylaws
Board Minutes	Clerk, Website	Board Archive
Accountability Plan	HOS, DoTL	Electronic Files
Long Range Plan (Strategic Plan)	HOS	HCCPS Strategic Plan (LRP)
Board President Google Account	Tech Coordinator	gmrowicki@hilltowncharter.org
Board Leadership Shared Folders	Tech Coordinator	gmrowicki@hilltowncharter.org
School Leader Performance Review Documents	Tech Coordinator	School Leader Performance Review Process & Criteria
HCCPS Org Chart	HOS	HCCPS Org Chart SY24-25

Finance and Operations Information	Person Who Has Access & Owns Updates	Location or Contact (link when appropriate)
Financial & Tax Information	Finance Manager	Finance Office
Donor Records	Friends of Hilltown	friends@hilltowncharter.org
Facilities Information	Head of School	HOS Office
Insurance Information	Finance Manager, HOS	Finance Office

Legal Counsel
<p>Russ Dupere, Esq. 413-313-1023 (cell) (on retainer, general counsel) russell@duperelawoffices.info</p> <p>Matthew W. MacAvoy, Esq. 781-733-0919 (cell) (hourly rate, Special Education) mwm@snclegal.com</p>
<i>Finance Manager and HOS have all other contact information.</i>

Emergency Board President Succession Plan

WHO: As part of the role, the BOT Vice President agrees to step in as President, should an emergency departure or temporary inability to serve occur. In this rare case, the Interim President then works with GABS and Personnel to recommend a new Interim Vice President for full BOT approval. This process also determines the complexities and context requires two co-vice presidents, as has been the recent case.

The person who will take over as BOT President in case of emergency	Lily Newman (and otherwise, the current BOT Vice President)
Their current role	Vice President
The last time they had a conversation about being the pre-approved interim leader	August 2024

WHAT: Below is an outline of the interim BOT President’s responsibilities, as well as how additional responsibilities will be reallocated and how the interim BOT President will be supported. Each year, BOT leadership confirms the specific allocation of responsibilities between the President and Vice President(s), which will be reconfirmed should an emergency transition arise.

Which BOT President responsibilities would the interim President inherit? Who will take on any responsibilities they do not inherit?	<ul style="list-style-type: none"> • Board Meeting Leadership and Oversight • Supervision and evaluation of the Head of School • Domain Counsel co-leadership with Head of School • Response to outreach from caregivers and community • Other specific Board duties, as determined for that year
How will the former responsibilities of the interim President be redistributed?	<ul style="list-style-type: none"> • The Interim President will work with the Interim Vice President(s) to confirm or reallocate responsibilities as needed • If a shift from the President as sole evaluator of the HOS to a committee approach is deemed necessary, the full BOT must approve the shift in approach and committee membership
How will the board support the interim leader?	The BOT will support the interim President through additional support from Board Committees and appointing a co-VP if warranted.

COMMUNICATION PLAN: HCCPS ensures clear and timely communication. The plan below emphasizes in-person or spoken communication with staff and other critical stakeholders, and a timely flow of information to all community members. Opportunities for Q & A and open meetings are also included to provide community members with space to address their nuanced questions and concerns.

Audience	Messenger	Timeline	Method of Communication
Board members	BOT Leadership (Current or Interim President and VPs)	Group 1: Immediate	Preference for message to come from current President. Written communication with option for emergency Board meeting if needed or discussion at earliest scheduled meeting.
Head of School	BOT Leadership (Current or Interim)	Group 1: Immediate	Preference for message to come from current President.

	President and VPs)		Check In - phone, video call, face to face meeting
School Leadership Team	BOT Current or Interim President or HOS	Group 2: Shortly following group 1	Announcement at Leadership Meeting preferred; Written/Email Communication if needed with follow up Q&A in person.
All staff	BOT Interim President and HOS	Group 3: Following Group 2	Written/Email communication followed shortly by discussion at a staff meeting. Notice of upcoming BOT meeting addressing the topic with public comment.
Caregivers, Students, Community Members, FOH	BOT Interim President, Family Engagement Coordinator	Group 4: Following Group 3	Update included in the newsletter - Hilltown Happenings Notice of upcoming BOT meeting addressing the topic with public comment.
<i>Key external stakeholders and/or other audiences (list below)</i>			
DESE	BOT Interim President	Group 4	Written notice (email) with brief succession explanation. Option to schedule a check in.
MCPSA	HOS	Group 4	Written notice (email)

Domain Administrators' Report October, 2024

Operations Domain

- Charter renewal update
 - All documents due on 9/30 have been uploaded
 - Succession plan for school leaders has been drafted, and needs board approval.
 - Administration scheduled pre-renewal inspection call with Danielle Tschirhart, SchoolWorks project manager on 10/7

- Inspections
 - Elevator inspection resulted in a renewed Certificate For Use of Elevator on 9/16
 - Water testing
 - Backflow Prevention Device was inspected by Toomey water services on 9/27 and passed all tests
 - All drinking water stations (water fountains and kitchen/staff lounge/nurse's office/classroom sinks) were tested for lead by Kate Gallagher of the UMass/MassDEP program on 10/3; results will be available in 6-8 weeks.

- Cell Phone Policy
 - Survey data has been collected from families and faculty, with clear feedback that a "bell to bell" cell phone/device-free policy is preferred. A follow-up Zoom listening session is scheduled on 10/15/24 at 6:30pm and administration is hoping to have a policy ready for BoT consideration by the November meeting.

Teaching and Learning Domain

- Classroom visits
 - Rebecca was able to visit all 20 teachers for 15-20 minutes during the first month of school, and give feedback.

- Professional Development
 - Our Professional Learning Advisory Team met for the first time and established goals for the year.
 - TA training during parent/teacher conference day is being prioritized. The Equity Team has agreed to lead a JEDI focused training for TAs.
 - We will use part of our day in January to examine MCAS data.
 - The PLA team is looking at implementing an inquiry based PD model that includes research on best practices in a certain area, identifying strategies, and instructional learning walks. This will be supported by an Easthampton High School teacher who implemented this model.

- The Team is also considering the potential value of affiliating with groups such as the Massachusetts Partnerships for Youth, which specializes in training that promote mental and behavioral health, social and emotional learning, trauma sensitive classrooms and building a school culture that supports anti-racism, diversity, equity and inclusion.
- Behavioral support
 - The Student Behavior Support Coordinator is continuing to refine and develop systems for tracking and documenting behavior as well as optimize ways direct and consultative behavioral supports are offered to students and teachers.
- Student services/staffing
 - Brenda Pelissier has started in the temporary, part-time SpEd admin assistant role and has been a tremendous help to the Academic Support coordinator in setting up systems of meeting scheduling and paperwork/workflow management that will ultimately benefit students and families involved in the IEP Team process.
 - The school has purchased a digital signature service (DocHub) that has expedited signatures of important, time sensitive Special Education paperwork.
 - Hilltown will be piloting a co-teaching model to 7th and 8th grade math classes to improve effectiveness and efficiency of specialized services in a way that promotes inclusion and can benefit outcomes for students of all abilities.
- Teacher leader update
 - Each Team (Professional Learning Advisory, & School Leadership teams) has met at least once, and established goals, priorities, and group norms.
 - A staff satisfaction/climate survey has been drafted by the data team and will be finalized for release by 10/11.
 - A family satisfaction/climate survey is also in development and will be released by 10/18.

Community Domain

- Family Engagement
 - General positive Community feel continues
 - Coffee hours continue to be well attended.
 - A clothing swap is planned for Sunday, 10/20.
 - Working on planning a family dance and cake swap for November (Contra dance)
 - Fundraising options are being considered.
 - Winter Fair communications have begun in the Newsletter.



HILLTOWN COOPERATIVE
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Domain Committee Meeting Minutes – Sept 5, 2024 8:30 am

Meeting Location: HCCPS

Present: Kathleen Hulton (via phone), Lily Newman, Ben Carlis, Chris Kusek, Rebecca Belcher-Timme, Tiffany Ross

Guests:

Regrets:

Notetaker: Emily Boddy

Topic	Discussion	Action (if necessary)
Approve Last month's Minutes	No changes.	Lily moved to approve June 10 minutes. Rebecca seconded. Minutes Approved by Consensus.
Leadership Transition Updates	<p>Chris and Rebecca provide updates about the transition: hiring, administrative tasks; since the return of teachers in the building feels like a positive feel in the building.</p> <p>Rebecca:</p> <p>Win: Changing meeting structure for k-5 teachers on Weds to allow for more time for individual consults</p> <p>Challenge: Thinking through how to fully address special ed. needs, which may have big scheduling implications.</p> <p>Chris:</p> <p>Win: Collaboration with Rebecca has been supportive and easy - good balance of Rebecca's breadth of knowledge and Chris' outside experience. Good interactions with families.</p> <p>Challenges: Curveballs around logistics with the fire department (issue with rugs in classrooms, attic clear</p>	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>out); Seeing issues in special ed scheduling requiring changes to be more functional, but will be challenging with timing. Mutual support and understanding from all stakeholders around the changes and challenges therein.</p> <p>Lily suggests resources that may help through Mass Charter Assoc.</p> <p>Discussion about possible using earmarked funds for supporting admin transition to support with special ed. documentation. For example, bring on a temporary (retired?) special ed secretary who could help with current special ed admin tasks, and train our current admin staff to take on some of this support and/or determine who could take on this additional work long-term.</p> <p>Lily suggests that the funds earmarked to support the Admin transition can be used as determined by Chris and Rebecca. Chris and Rebecca will bring this to the board as a Domain Update.</p> <p>Jess will receive resources for support around behavior.</p> <p>Charter renewal process is underway and will be a lot of work.</p> <p>Chris and Kathleen reviewed rubrics and performance review process. Chris and Kathleen will attend Charter School assoc. workshop on this topic. A plan - rubric and process - will be rolled out at the October board meeting.</p>	
Start of School Updates	As above.	
Domain updates	<p>Use of stipends to support leadership transitions (Special ed and Behavior)</p> <p>Leader performance review process (Kathleen)</p> <p>Teacher Leaders' Team (Rebecca)</p> <p>Community update-</p>	



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CHARTER PUBLIC SCHOOL

	<p>Tiffany excited about how the community feels. Space, renewed investment in the school from the community, including from the new families in the K and 6.</p> <p>Staff luncheon, very busy first coffee hour, First Friday Fest, call out in the newsletter for big volunteering opportunities.</p>	
Staffing Updates	<p>A lot of hiring happened this summer.</p> <p>Yellows teacher, teaching Assistants, reestablished partnership with Smith College, student teacher intern in special ed from Smith. Alex is going on paternity leave in November and will have a cover teacher at that time.</p>	
Domain Council Membership and Scope	<p>Leadership structure changes have fundamentally shifted what the Domains are. Chris and Rebecca will decide the structure and update the Board when it's finalized.</p>	
Timing of Domain Council Meetings	<p>8:40-9:30 am Monday before the first Weds of the month</p>	
BoT Meeting Agenda Check	<p>LRP - possibly reimagine the timeline. (After the Sept BoT)</p> <p>Board Fundraising update and discussion (Emily)</p> <p>Domain Updates:</p> <p>Use of stipends to support leadership transitions (Special ed and Behavior)</p> <p>Leader performance review process (Kathleen)</p> <p>Teacher Leaders' Team)Rebecca)</p>	
Agenda items for next month		



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Next Meeting Date/Time/ Location	TBD	
Adjournment		



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

DRAFT: Facilities Committee Meeting Minutes – Monday, Sept 9, 2024 3:15pm

Meeting Location: HCCPS

Present: Kelly Vogel, Nan Childs, Alex Niemiec, Chris Kusek, Rick Stultz

Guests: n/a

Regrets:

Notetaker: Kelly Vogel

Topic	Discussion	Action (if necessary)
Check-in/ Announcements	The group shared personal updates.	
JEDI	Interwoven into other discussions	
Approve July Minutes	n/a	
Update: Playground planning	Nan: Suggestion to address safety Issues Alex: Current playground: deteriorating quality; hazardous. Is a new structure needed? Playground does not currently meet safety recommendations according to our service company. Chris: May require more fundraising to build new playground.	Rick will take care of temporary repairs.
Update: Ongoing building maintenance	Kate S gets landscaping crews who provide playground chips	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>Nan: Free woodchips have sticks and are not good for kids. Hilltown Junior Stewards often help with this.</p> <p>Nan: Arborvitae on street-facing side: bagworms are defoliating trees & coming back w a vengeance. Sprays might be toxic; to do in summer.</p>	
Update: Document re: capital expenses	<p>Rick: Discussed dynamic list/spreadsheet; rationale for items on to do list/long-range planning. In progress as some data is not available; waiting to hear from air conditioner repair person, Jerry. Chris to connect with Jerry</p>	<p>Chris will connect with air conditioner repair person, Jerry.</p>
Other items for discussion	<p>Chris: What is the scope of this committee? Discussion of committee.</p> <p>Fix-it form - will share with committee</p> <p>Chris: High safety priorities: classroom keys, external window shades.</p> <p>Keys: sort through bag of keys</p> <p>Sprinklers: Fire dept highly recommended buying an "accelerator" to make trip wire more sensitive to pressure change for water release. Could be thousands of dollars.</p> <p>Rick: How can things be funded?</p> <p>Chris: Capital expense; operation cost. Discuss funding w FOH</p> <p>Border of playground: needs fixing</p> <p>Painting: to consider for classrooms. Color a wall in each room?</p> <p>To help: Chadd: Carpenter (wood chips; door wedges)</p>	<p>Chris: Discuss funding w FOH</p>



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	Possible student project: hang shades?	
Next Meeting Date/Time/Location	10.7.24 – 3:15pm HCCPS Meeting dates for the year: 11.4.24 – 3:15 12.2.24 – 3:15 1.6.24 – 3:15 2.3.25 – 3:15 3/3 – 3:15 4/7 – 3:15 5/5 – 3:15 6/2 – 3:15	
Adjournment	4:15pm	

Agenda items for next month: Arborvitae bagworms; Connect with finance committee regarding playground, FOH

Facilities agenda items for this month's BOT meeting: n/a



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes- September 4, 2024
8:30 am Zoom - Remote

Present: Chris Kusek, Ben Carlis, Carla Clark, Kylan Mandile, Lisa Plaza, Andy Tilbe, Grace Mrowicki

Regrets:

Topic	Discussion	Action
Approve Minutes	Carla motioned to approve June minutes, Kylan seconded, minutes approved by consensus	Kylan will submit June minutes for September BoT packet
Leadership Transition	Welcome Chris. General discussion of school finances, reserves, physical property, and fundraising.	Andy to check on Easthampton Savings Bank playground grant application
Q4 Financials	FY2024 ended with a surplus which will cover the deficit that we budgeted for FY 2025. The general reserve account was used for roof repairs. We used approximately \$81,000 for the roof.	Chris to send Q4 2024 financials to Emily and Nicole to be included in the September BOT packet. Chris to present at BOT meeting.
Budget	Continuation grant was received for safe and supportive schools initiative. Discussed line items for professional development guidance committee, student lead groups and affinity groups, and teacher leader program. Staffing changes resulted in changing the budget from a deficit to a surplus, however, it is too early in the school year to know if the budget will remain as a surplus because of special education requirements and other budgetary considerations are still being determined.	none



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CHARTER PUBLIC SCHOOL

Audit	Carla noted that the audit was more in-depth this year than in prior years. The auditor asked for 80 items and each of the 80 items had a sublist of 3 to 4 more items. Appreciation to Carla, who worked closely with the auditor to fulfill their documentation requests and answer questions.	Kylan to review audit. The auditor will present the final report in person at the October BOT meeting for approval and Treasurer signature.
Capital Expenditures	The BOT approved \$100,000 for roof repairs, which only cost \$81,000.	Finance Committee to discuss capital expenditure plan in more depth at the October meeting
New Business	None	
Review action items	Done	
Next meeting time/date/location	October 2, 2024 at 8:30 am via Zoom	
Adjournment	9:30am	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

GABS Committee Meeting Minutes – Weds Sept 4 8:30 am

Meeting Location: HCCPS

Present: Emily Boddy; Tiffany Ross; Sara Scheiffelin; Lindsay Fogg-Willits

Guests:

Regrets:

Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in/ Announcements	Check-in	
JEDI	Interwoven into other discussions	
Approve May 2024 Minutes	Approved by consensus.	
Orientation - Discussion	Went through Orientation materials. Emily will check with Leadership about Clerk duties around reporting new members to the state. Emily will check BMMS and with state around COI materials.	
Succession Planning + Recruitment, Discussion	Kate Aleo - Committee shift - possible GABS. Emily would ideally like to pass on Chairship, but will remain on the committee. Andy Goulet - interested in joining, needs to submit form. Keen to join a committee now. Emily will follow up to finalize interest and application. Patrick Negard - Emily will follow up	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>Looking for another community member for the Facilities committee. Sara is asking a few people.</p> <p>New Kindergarten parent interested in JEDI, Sara will follow up.</p> <p>Members will think about additional new BoT members.</p> <p>Emily will make Announcement at BoT Meeting about recruitment, in alignment with the Annual Meeting announcement.</p>	
Annual Meeting, Bylaw Discussion	<p>State needs Bylaw proposals earlier (Dec-Mar) in the year so we will move the Annual Meeting to March. This means we need to expedite new member process earlier in the year.</p> <p>Bylaws: we are not pursuing the teacher addition bylaw at the moment - tabling for now. The change in leadership bylaw was approved by the state August 12, 2024.</p>	
New Business	<p>Exit Interviews</p> <p>Our Community Speaks - Tiffany.</p>	
Next Meeting Date/Time/Location	<p>Oct 1 8:30am HCCPS</p> <p>Meeting dates for the year: Nov 6; Dec 3; Jan 7 ; Feb 4; Mar 4; April 1; May 6; June 3 @8:30am</p>	
Adjournment	<p>10:08 am</p>	

Agenda items for next month:

GABS agenda items for next BOT meeting:



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

JEDI Committee Meeting Minutes- Sept 26th, 2024
9:30 - 10:30 a.m.

Present: Kathleen Szegda, Seth Harwood, Garrett Washington, Rebecca Belcher-Timme, Chris Korczak, Emilie Woodward

Regrets: Angelique Baker, Andrea Hermanns

Topic	Discussion	Action
Updates	<p>Summer and beginning of the year JEDI Activities-</p> <ul style="list-style-type: none">• Meetings held over summer to discuss JEDI with Head of School and Dir of Teaching. Focused on areas of focus based on Equity Audit, situations that have arisen in the school this past year, and exit interviews. Chris and Rebecca have been clear in responses when incidents have come up this year about language that is not acceptable balanced with framing that students are learning• Chris and Rebecca gave PD on JEDI, worked on normalizing dialogue about JEDI and speaking to JEDI incidents as they arise as a predominantly White, cisgender school. Feedback was that this is important to embed throughout the year. Discomfort when speaking to these things, helpful to create norm of speaking to it even if not saying “perfectly.” Need practice to speak to the moment. Examples of what to say can be helpful. Rebecca and Chris modeling how to react and intervene.	Send Chris any thoughts about what should be in the climate survey



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>Will work with TAs on this in Oct and teachers practicing in Nov.</p> <p>Great initial meeting with climate group of 8th grade students – echoed concerns brought up through surveys and how school has responded in past.</p> <p>Equity Team met - taking on looking at curriculum through equity lens. Sees itself as a resource to teachers. Had mtg on Tuesday – outreach to teachers looking for guidance, help brainstorm, help classroom review materials, can help review curriculum. Can think ahead to months – MLK, LGBTQ, Hispanic, Black History month, etc. Stipending TAs to attend. Will try to have Equity Team member at each JEDI Committee meeting.</p> <p>Developing climate survey – School doing survey with staff and families on broad indicators of initial climate so can track how school is doing. JEDI committee invited to provide input and to review</p>	
JEDI Committee Goals	<p>Ideas discussed include: create list of JEDI volunteer group; engage parents/caregivers around JEDI; highlight JEDI in visible spaces – where doing well, etc. in newsletter; committee meetings are space where parents can come to discuss JEDI or bring concerns</p>	
Coordinating structures focused on/incorporating JEDI	<p>JEDI Committee, Equity Team, Safe and Supportive Schools Data team – Equity Team will work to have representative at JEDI Committee meeting; four teacher leaders working across these areas can help to align</p>	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Next meeting time/date/location	Will meet 4 th Friday of each month from 9:30 – 10:30 a.m.	
Adjournment	The meeting was adjourned at 10:30 a.m.	

1 Industrial Parkway
Easthampton, MA 01027

Phone: 413-529-7178
Fax: 413-527-1530

website: www.hilltowncharter.org
e-mail: info@hilltowncharter.org

DRAFT- Personnel Committee Meeting Minutes

Date: Oct 1, 2024 3:15pm

Location: Hilltown office

Present: Tala Elia, Nicole Marcotte, Nicole Singer, Carla Clark, Rebecca Belcher-Timme, Neal Teague, Kathleen Hulton

Regrets:none

Topic	Discussion	Action
Personnel policies scope and revisions	Teacher scales, Hiring policies, Jedi hiring procedure, time off policies -how are staff concerns brought through personnel -in past years, staff surveys done through personnel to identify areas of work Potential areas to look at: -parity around contact time with kids vs planning time. What constitutes 1.0 FTE? What can be compared and what shouldn't? Is this in the scop of personnel? long term project starting with data collection and data prioritization -structure of community feedback in hiring processes -For charter renewal- school leader succession plan. Both regular and emergency- drafts submitted DESE already with understanding we would go through proper channels to then pass through the board - Hopefully by the end of 2024 - Close communication with Rebecca and Chris	
Personnel committee annual goals	Kathleen H- To be discussed at next board meeting- hope for each committees goals to be framed to support Board and Chris's goals for the year. Shaped by accountability and long range plan	
Next meeting time/date/location	Oct 12th, 2024 3:15pm	
Adjournment		1610