

**HCCPS Board of Trustees  
Meeting Agenda**

**Feb 6, 2025 6:30pm**

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/83679293502?pwd=bjZya3FvVTFmd216WikvZDVPLzhjZz09>

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**

<b>Topic (estimated time)</b>	<b>Who</b>	<b>Action</b>	<b>Estimated Time</b>
<b>Welcoming (read mission statement):</b> (5 min) <ul style="list-style-type: none"> <li>● Announcements, appreciations, acknowledgements</li> <li>● Agenda Check: Appoint timekeeper, list keeper</li> <li>● BOT Visibility this month               <ul style="list-style-type: none"> <li>○ Board hosts coffee hour 2/12</li> </ul> </li> <li>● Approve minutes from previous BOT meeting</li> </ul>	Kathleen H.	Decision	6:30
<b>Public Comment</b> (5 min)	Kathleen H.		6:35
<b>Teaching and Learning Updates</b> (10 min) <ul style="list-style-type: none"> <li>● General Teaching and Learning Updates</li> </ul>	Rebecca	Update	6:40

<b>Head of School Updates</b> (10 min) <ul style="list-style-type: none"> <li>• Family and Community Engagement</li> <li>• General School Updates</li> </ul>	Chris	Update	6:50
<b>Board Goals</b> (10 min)	Lily	Update and Discussion	7:00
<b>Spring Board Retreat with Julia Bowen</b> (10 min)	Kathleen	Update and Discussion	7:10
<b>FY25 Q2 Financial Review/ Budget Review</b> (10 min)	Chris and Kylan	Update and Decision	7:20
<b>HoS Evaluation</b> (5 min)	Kathleen	Update	7:30
<b>Grade Realignment Implementation</b> (20 min)	Chris and Rebecca	Update and Discussion	7:35
<b>Wednesday Dismissal Time</b> (15 min)	Chris and Rebecca	Update and Discussion	7:55
<b>Facilities Committee Proposal</b> (10 min)	Kathleen	Discussion and Decision	8:10
<b>Annual Meeting</b>	Emily	Update	8:15
<b>Committee Report questions</b> (5 min)	Kathleen H.		8:25
<b>Meeting Wrap-up</b> (5 min) <ul style="list-style-type: none"> <li>• Minutes Finalization</li> <li>• Snacks + Drinks for next meeting</li> <li>• Newsletter Blurb</li> <li>• New business for next Board meeting</li> <li>• Review action items</li> </ul>	Kathleen H.		8:30
<b>Adjournment</b>			8:35

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes **DRAFT**– Thursday January 16, 2025, 6:30pm

**Location:** HCCPS and Zoom

**Present:**

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

**By Zoom:** Steve Sell, Andrea Hermans

**Regrets:**

**Guests:** **In-person:** Kerri Pollard, Andrea Hearn, Caroline Johnson

**By Zoom:** Emilie Woodward, Beth Adel, Tiffany Ross, Beili Yang, Nicole Singer

**Facilitator:** Kathleen Hulton

**Notetaker:** Emily Boddy

**List keeper:** Kate

**Timekeeper:** Kylan

**Mission statement read by:** Kylan

Topic	Discussion	Action (if necessary)
<p><b>Welcoming (read mission statement) (Kathleen H.)</b></p> <ul style="list-style-type: none"> <li>● Announcements, appreciations, acknowledgements</li> <li>● Agenda Check: Appoint timekeeper, list keeper</li> <li>● BOT Visibility this month</li> </ul>	<p><b>Announcements, Appreciations, Acknowledgements:</b></p> <p>Kate reminder for member to submit photos and bios for website Kathleen - MCPSA survey, board members submit.</p> <p><b>Agenda Check -</b></p> <p><b>Board Visibility:</b> Coffee Hour, Tuesday Jan 28 Community Screening and Panel Jan 23 6:30, TMI organization Bingo 1/31 MLK, Jr.</p>	

<p><b>Approve minutes from previous BOT meeting, 12/11/24</b></p>	<p>Amendments: Added that a summary is included in board packet for facilities goals.</p>	<p>Kathleen motioned to approve 12/11 meeting minutes with amendment; Tala. seconded; the Board approved meeting minutes by consensus.</p>
<p><b>Public Comment (Kathleen)</b></p>	<p>None.</p>	
<p><b>Teaching and Learning Updates (Rebecca)</b></p> <ul style="list-style-type: none"> <li>● Staffing Update</li> <li>● General Teaching and Learning Updates</li> </ul>	<p><b>Staffing Update:</b></p> <p>Unexpected departure of Science TA. Longtime sub, Will, has taken over. Also hired a building sub, Steve Hoyt.</p> <p><b>General T and L Updates:</b></p> <p>Organizing the student council is ongoing and very exciting. Lots of ideas that may be instituted next year, and some this year. The Fundraising committee may offer a Parents Night Out. The student JEDI committee met with the Board JEDI committee to possibly collaborate.</p> <p>New Health Education curriculum. Mary and Rebecca attended a training. Trying to figure out how to distribute pieces of the curriculum to teachers and outside organizations.</p> <p>Smith fellows are visiting in January. Rebecca and Tiffany will be visiting Smith to help with community engagement.</p> <p>Open Houses will happen for just K families, and for all other families. This may include student speakers</p> <p>Mini Courses start soon. Two parents are offering courses this session.</p>	

<p><b>Head of School Updates (Chris)</b></p> <ul style="list-style-type: none"> <li>● Charter Renewal Update</li> <li>● Family and Community Engagement</li> <li>● General School Updates</li> </ul>	<p>Full Domain Report is included in the board packet.</p> <p><b>Chartern Renewal Update</b></p> <p>DESE has sent a review of our Charter Renewal. Full preliminary update summarized in Domain report. <b>Indications are that we won't have issues having our Charter renewed. Final Draft coming in a couple of weeks.</b></p> <p><b>Community updates on behalf of Tiffany:</b> Summarized events happening, which are outlined in detail in the Domain report.</p> <p><b>General School Updates:</b></p> <p>Engaging with parent Seth Gregory to help with marketing, and communications. We are also connected with a PR firm through MCPSA to help with getting more PR, right now around the Playground and 30th Anniversary.</p> <p>Finances are healthier than we thought, as per pupil spending higher than anticipated. We are looking at one off costs to use these funds for, as we can't use these funds as if they are recurrent.</p> <p>Wetlands permitting process is beginning prior to new playground starting.</p>	
<p><b>Board Goals, Lily (Update)</b></p>	<p>Document is included in the packet.</p> <p>Lily provided a brief summary of the document as included.</p> <p>Lily emphasizes that committee goals should be aligned with or strengthening to the overall board goals.</p> <p>Board members proposed ways their existing goals support/align with the board goals.</p>	<p>Lily has asked that committees be considering how these goals are living in committee agendas, so to be addressed. Members should plan to engage in discussion around this at our next meeting.</p>

<p><b>Grade Realignment, Chris.</b> (Discussion and Decision)</p>	<p>Grade Realignment Summary Report included in the board packet.</p> <p>Kathleen spoke with 19 staff members, including most classroom teachers and all classroom teachers whose grades will change. Conversations with some other staff, specials’ teachers and TAs. Everyone is somewhere on the spectrum from accepting to excited for the plan as laid out by Chris and Rebecca. Kathleen expresses appreciation for Chris and Rebecca for how they handled this process and communicated throughout. Kathleen shares that it was through their leadership that some teachers staff came around to acceptance for the grade realignment.</p> <p>Chris expressed appreciation for the way staff and teachers engaged in this process. Dan Klatz also helped to inform the process through sharing history. Provides a summary of the written summary.</p> <p>Kathleen clarifies that this body is voting on the realignment structure, but not the logistics (timeline, etc.). We are also not deciding on whether to have a 4 year old Kindy. This will include a change to our charter. If it happens, that will be dealt with at a later date.</p> <p>Rebecca expresses appreciation for collaboration, and for the process. And appreciates Chris’ full report.</p> <p>Tala asks about numbers and entry points. Chris explains that it is somewhat dependent on whether the TK class happens. Primary entry point will remain K (or TK) Realignment would expand secondary entry points to 5th and 6th grade.</p>	<p>Tala motioned to approve Grade Realignment Proposal; Lily seconded. The Board approved by consensus.</p>
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	<p>Board questions and clarifications related to student body size - for example, student cohort getting larger over time for the benefit of students; developmental groupings;</p> <p>Steve appreciates the meaningful involvement of students in the process. Sees this as one of the reasons charter schools are great - innovation, rethink the way things are done. Asks for more context around the alignment between the needs outlined the LRP and Attrition issues. Chris explains this was an opportunity to address what is laid out in LRP and also attrition.</p> <p>Tala and Lily touch on entry points and attrition - K-8s often face attrition at 7th/8th because of entry points at other schools.</p> <p>Kathleen S asks for clarification around the decreasing numbers in the upper grades. Chris explains that 7 and 8 would reduce to 3 teachers, rather than 4. This shift would allow for allocation of some resources to the lower grades in a more balanced way. Chris cites the need for a Math Interventionist as a mid tier support, like Andrea Hearn is as a Reading Specialist. Currently costly special ed resources are being used in some scenarios where a math support person could be used.</p> <p>Ben asks about how the building might be used with the new numbers. Chris talks about working with creative solutions for using our space and our personnel in more creative ways.</p> <p>Question about Wednesday half days. Chris answered that this may come up in implementation, but not currently being assessed.</p> <p>Neal's concern that if programming and numbers decrease in the lower grades, could end up with very small older grades. Wonders how we put</p>	
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	<p>checks in place to ensure this isn't the case. Chris responds that the trend of departures in the upper grades (over coming in) requires that we look at upper grades and ensure it's a quality educational and social experience for students and families. Remarks that it's less about numbers and more about the experience families and students are having.</p> <p>Grace responds with her experience working with the Prisms before expansion to now. The changes to support acculturation with large influxes of new students at 6th grade entry point. Distributing entry points and these changes aim to rebalance some of the issues around culture.</p> <p>Implementation is a management decision. Board can talk about implementation, but ultimately Chris and Rebecca will work with staff and teachers to make these decisions.</p> <p>Regular updates to the board will be essential, as the board will be part of some of the decisions (finance, for example). So regular updates will help the board make informed decisions when that is required.</p> <p>Kelly remarks that we should be thinking about how we frame the appeal for a kid entering at 6th grade, but being paired with 5th graders.</p>	
<p><b>Remote Work Policy, Tala</b> (Discussion and Decision)</p>	<p>Tala provides a summary of the policy, which is included in the board packet.</p> <p>Lily asks about how student-facing staff manage work time during non-student-facing times (eg summer for admins; stipend based summer work). Suggests a clause to clarify this.</p>	<p>Kate motioned to approve Remote Work Policy with suggested changes as proposed; Neal seconded; The Board approved by consensus.</p>



	Lily suggests that the policy specifies that HoS or D of T&L has to provide final approval for flexible work plans.	
<b>Committee Reports - Questions, Kathleen H.</b>	None.	
<b>Meeting Wrap-up</b> <ul style="list-style-type: none"> <li>● Minutes Finalization</li> <li>● Snacks + Drinks for next meeting</li> <li>● Newsletter Blurb</li> <li>● New business for next Board meeting</li> </ul>	Next Meeting: <i>To be determined*</i>  Facilitator: Kathleen H Snacks: Kate Drinks: Grace Newsletter blurb: Emily  <b>New Business:</b> Annual Meeting Midyear Review Retreat Update	*Next meeting date and time to be determined over email. Due to possible issues with quorum
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:20pm	Kylan motioned to adjourn; Lily seconded; the meeting was adjourned.







**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of December 31, 2024

	<u>Dec 31, 24</u>	<u>Sep 30, 24</u>	<u>Dec 31, 23</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Easthampton Savings</b>			
ESB-General Reserve x0819	225,910	223,095	214,940
ESB Checking - XXXXX4269	513,665	394,652	368,096
ESB-Capital Reserve x1886	260,359	257,114	325,796
<b>Total Easthampton Savings</b>	<u>999,934</u>	<u>874,860</u>	<u>908,832</u>
<b>Total Checking/Savings</b>	999,934	874,860	908,832
<b>Other Current Assets</b>			
Paycheck corrections	0	0	350
Suspense	-150	0	-179
<b>Due from employees</b>			
COBRA	-261	-261	0
<b>Total Due from employees</b>	<u>-261</u>	<u>-261</u>	<u>0</u>
Prepaid Expenses	0	0	849
Security Deposit	4,831	7,579	4,831
<b>Total Other Current Assets</b>	<u>4,420</u>	<u>7,318</u>	<u>5,850</u>
<b>Total Current Assets</b>	<u>1,004,354</u>	<u>882,178</u>	<u>914,682</u>
<b>Fixed Assets</b>			
<b>Property 1-3 Industrial Pkwy</b>			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
<b>Total Property 1-3 Industrial Pk...</b>	<u>3,790,726</u>	<u>3,790,726</u>	<u>3,790,726</u>
Accum. Depreciation - Building	-649,860	-630,523	-572,511
Property Improvements	288,137	273,220	191,806
Accum. Dep - Property Imprvm...	-166,104	-159,344	-138,746
<b>Property and Equipment</b>			
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - ...	-31,713	-31,213	-29,313
<b>Total Property and Equipment</b>	<u>2,795</u>	<u>3,295</u>	<u>5,195</u>
<b>Total Fixed Assets</b>	<u>3,265,695</u>	<u>3,277,374</u>	<u>3,276,470</u>
<b>TOTAL ASSETS</b>	<u><b>4,270,049</b></u>	<u><b>4,159,552</b></u>	<u><b>4,191,152</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	51,715	29,242	41,669
<b>Total Accounts Payable</b>	<u>51,715</u>	<u>29,242</u>	<u>41,669</u>
<b>Credit Cards</b>			
American Express	1,019	2,466	1,158
Capital One	0	996	200
<b>Total Credit Cards</b>	<u>1,019</u>	<u>3,463</u>	<u>1,358</u>
<b>Other Current Liabilities</b>			
Deferred Revenue - Grants	742	742	1,058

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As of December 31, 2024

	<u>Dec 31, 24</u>	<u>Sep 30, 24</u>	<u>Dec 31, 23</u>
<b>Payroll Liabilities</b>			
Dental Plan Payable	-395	-411	-470
Employee Health	-5,669	-4,547	-4,156
Employee Life	226	226	226
MA Retirement	-32	-32	-32
Sect 125 - FSA	-4,314	-4,140	-6,149
<b>Total Payroll Liabilities</b>	<u>-10,183</u>	<u>-8,904</u>	<u>-10,581</u>
<b>Total Other Current Liabilities</b>	<u>-9,441</u>	<u>-8,162</u>	<u>-9,523</u>
<b>Total Current Liabilities</b>	43,292	24,542	33,504
<b>Long Term Liabilities</b>			
Note Payable - USDA	3,097,548	3,112,819	3,158,005
<b>Total Long Term Liabilities</b>	<u>3,097,548</u>	<u>3,112,819</u>	<u>3,158,005</u>
<b>Total Liabilities</b>	3,140,841	3,137,361	3,191,509
<b>Equity</b>			
General Reserve Account	225,910	220,254	212,227
Res'd for Capital Expenditures	260,359	335,354	319,053
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	94,571	94,571	142,767
Undesignated Fund Balance	197,029	127,690	68,834
Net Income	301,340	194,322	206,762
<b>Total Equity</b>	<u>1,129,208</u>	<u>1,022,191</u>	<u>999,643</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,270,049</u></u>	<u><u>4,159,552</u></u>	<u><u>4,191,152</u></u>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	Jul - Dec 24	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>State Sources</b>		
Per-Pupil Revenue	1,839,875	3,634,901
<b>Total State Sources</b>	1,839,875	3,634,901
<b>Federal Grants-DESE Administer</b>		
ESSER III 119	1,440	
SPED 262 Early Childhood	797	783
SPED 240	45,795	45,672
SPED 274		6,517
Teacher Quality 140		4,071
Title I 305	22,628	23,949
Title IV	10,000	10,000
<b>Total Federal Grants-DESE Administer</b>	80,660	90,992
<b>Friends of HCCS Grant</b>	128	
<b>Fundraising Income</b>		
Field Trip Fund	4,776	5,500
Winter Fair	8,382	5,000
<b>Total Fundraising Income</b>	13,158	10,500
<b>Other sources</b>		
Earnings on Investments	13,440	10,000
School Lunch Receipts	9,669	15,000
<b>Special Trip Receipts</b>		
Prisms Special Trip Receipts	8,927	
Purples Special Trip Receipts	1,689	
Special Trip Receipts - Other		5,000
<b>Total Special Trip Receipts</b>	10,615	5,000
SPED Medicaid reimbursement	1,607	7,500
<b>Total Other sources</b>	35,332	37,500
<b>Kid's Club Income</b>	47,826	90,000
<b>Student Activity Fees</b>	11,146	25,000
<b>Miscellaneous Income</b>	1,301	3,000
<b>Total Income</b>	2,029,426	3,891,893
<b>Gross Profit</b>	2,029,426	3,891,893
<b>Expense</b>		
<b>Personnel Costs</b>		
<b>Personnel</b>		
Professional Educational Staff	535,018	1,613,031
Paraprofessional Educ. Staff	167,933	468,312
Administrative Staff	208,767	378,311
Directors	111,078	222,279
Kids' Club Staff	29,660	68,204
Stipends - Student Activities	1,676	7,000
Stipends - Program	7,505	30,000
Longevity Pay		16,450
<b>Total Personnel</b>	1,061,637	2,803,587

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	Jul - Dec 24	Budget
<b>Payroll Taxes</b>		
FICA	22,258	54,245
Medicare	15,062	40,652
PFML Tax	4,548	10,000
SUTA	3,248	8,411
UHIC	439	2,713
<b>Total Payroll Taxes</b>	45,556	116,021
<b>Fringe Benefits</b>		
College Credit Reimbursement		3,000
HRA Benefit	48,105	51,000
Health Diversion	16,119	14,000
Health insurance	163,341	310,000
Worker's Compensation Insurance	13,115	15,727
<b>Total Fringe Benefits</b>	240,680	393,727
<b>Total Personnel Costs</b>	1,347,872	3,313,335
<b>Consultant &amp; Other Svcs-Fixed</b>		
Administrative Consultant		11,000
Admin Services/Data Managemnt	6,215	7,000
Annual Audit	16,500	16,500
FSA/HRA Service	1,183	2,600
Payroll Service	1,614	4,223
SPED Contractors	55,119	100,000
SPED Summer Services	4,760	5,000
<b>Total Consultant &amp; Other Svcs-Fixed</b>	85,390	146,323
<b>Consultant &amp; Other Svcs</b>		
Legal Fees	4,609	10,000
Staff Development	2,937	5,000
<b>Total Consultant &amp; Other Svcs</b>	7,546	15,000
<b>Occupancy</b>		
Cleaning Services	22,754	55,702
Copier Rental	2,921	6,000
Electricity	11,104	26,000
Elevator Maintenance	2,214	5,000
Fire/Sprinkler Alarm services	1,606	3,000
Heat	2,602	10,000
HVAC Maintenance	5,570	10,000
Insurance-Liability/Propty/Auto	39,983	39,983
Interest Expense - USDA Loan	42,836	85,251
Internet	1,320	4,500
Landscaping	3,171	8,000
Minor Repair/Maintenance	7,305	19,000
Plowing/Snow Removal	2,040	8,500
Telephone	477	1,200
Trash Removal/Recycling	3,316	6,684
Water/Sewer	880	3,500
<b>Total Occupancy</b>	150,099	292,320
<b>Supplies</b>		
Educational Supplies/Textbooks		
*Atelier supplies	2,116	2,500
*Blues Ed Supps	453	600
*Indigos Ed Supplies	280	600
*Greens Ed Supps	523	630
*Yellows Ed Supps	430	600
*Oranges Ed Supps	195	660
*Reds Ed Supps	17	660



**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	Jul - Dec 24	Budget
<b>*Purples Ed Supps</b>		
Purples - STEM	533	510
Purples - ELA/HUM	53	510
<b>Total *Purples Ed Supps</b>	586	1,020
<b>*Prisms Ed Supps</b>		
*Prisms ELA	409	443
*Prisms Math	124	443
*Prisms Science	86	443
*Prisms Social Studies	37	443
<b>Total *Prisms Ed Supps</b>	656	1,770
<b>*Minicourses</b>	44	400
<b>*Music/movement supplies</b>		
*Music Supplies - K-5	16	375
*Music Supplies - 6-8	53	285
<b>Total *Music/movement supplies</b>	69	660
<b>*Physical Education Supplies</b>	148	875
<b>*SPED Ed Supps</b>	2,939	3,000
<b>*Reading Specialist Supplies</b>	79	300
<b>*Other Ed Supplies/Textbooks**</b>	12,974	15,725
<b>Educational Supplies/Textbooks - Other</b>		
<b>Total Educational Supplies/Textbooks</b>	21,509	30,000
<b>Food and Supplies</b>		1,000
<b>Health &amp; Safety Supplies</b>	2,012	3,600
<b>Household Supplies</b>	2,443	5,750
<b>Office Supplies</b>	2,142	4,750
<b>Playground Supplies</b>	267	1,000
<b>Postage</b>	17	500
<b>Printing and Reproduction</b>		500
<b>Testing &amp; Evaluation Supplies</b>	2,786	6,760
<b>Total Supplies</b>	31,177	53,860
<b>Equipment</b>		
Chromebook Replacement	7,269	8,000
Furnishings/Rugs	534	1,500
Minor Equipment	861	1,500
SPED Equipment	1,816	3,000
Tech Repair/Replacement	3,706	10,000
<b>Total Equipment</b>	14,186	24,000
<b>Other expenses</b>		
Advertising	280	3,000
BOT Discretionary Fund		500
Community Domain Expense	1,113	2,800
Community Service Projects		500
Graduation Expenses		1,500
Field trips		
Indigos Field Trips		740
Blues Field Trips		740
Greens Field Trips		814
Yellows Field Trips		814
Oranges Field Trips	303	814
Reds Field Trips	303	814
Field trips - Other		764
<b>Total Field trips</b>	605	5,500

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	Jul - Dec 24	Budget
Fundraising Expenses	894	1,400
Kid's Club Food/Supplies	47	3,500
MCSA Dues	10,905	10,905
Miscellaneous Expenses	2,999	7,000
School Lunch Expense	12,282	20,000
SPED Contingency		5,000
Special Trip Expenses		
Prisms Special Trip Expense	5,820	
Purples Special Trip Expenses	2,080	
Special Trip Expenses - Other		5,000
<b>Total Special Trip Expenses</b>	<b>7,900</b>	<b>5,000</b>
Sunshine/Staff Appreciations	100	1,000
Student Activity Expenses	1,499	5,000
<b>Total Other expenses</b>	<b>38,624</b>	<b>72,605</b>
Directors' Discretionary Fund		2,500
<b>Total Expense</b>	<b>1,674,894</b>	<b>3,919,943</b>
<b>Net Ordinary Income</b>	<b>354,532</b>	<b>-28,050</b>
Other Income/Expense		
Other Expense		
Depreciation Expenses	53,192	104,350
<b>Total Other Expense</b>	<b>53,192</b>	<b>104,350</b>
<b>Net Other Income</b>	<b>-53,192</b>	<b>-104,350</b>
<b>Net Income</b>	<b>301,340</b>	<b>-132,400</b>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>State Sources</b>		
Per-Pupil Revenue	-1,795,026	51%
<b>Total State Sources</b>	-1,795,026	51%
<b>Federal Grants-DESE Administer</b>		
<b>ESSER III 119</b>		
SPED 262 Early Childhood	14	102%
SPED 240	123	100%
SPED 274	-6,517	
Teacher Quality 140	-4,071	
Title I 305	-1,321	94%
Title IV		100%
<b>Total Federal Grants-DESE Administer</b>	-10,332	89%
<b>Friends of HCCS Grant</b>		
<b>Fundraising Income</b>		
Field Trip Fund	-724	87%
Winter Fair	3,382	168%
<b>Total Fundraising Income</b>	2,658	125%
<b>Other sources</b>		
Earnings on Investments	3,440	134%
School Lunch Receipts	-5,331	64%
<b>Special Trip Receipts</b>		
Prisms Special Trip Receipts		
Purples Special Trip Receipts		
Special Trip Receipts - Other	-5,000	
<b>Total Special Trip Receipts</b>	5,615	212%
SPED Medicaid reimbursement	-5,893	21%
<b>Total Other sources</b>	-2,168	94%
<b>Kid's Club Income</b>	-42,174	53%
<b>Student Activity Fees</b>	-13,854	45%
<b>Miscellaneous Income</b>	-1,699	43%
<b>Total Income</b>	-1,862,467	52%
<b>Gross Profit</b>	-1,862,467	52%
<b>Expense</b>		
<b>Personnel Costs</b>		
<b>Personnel</b>		
Professional Educational Staff	-1,078,013	33%
Paraprofessional Educ. Staff	-300,379	36%
Administrative Staff	-169,544	55%
Directors	-111,201	50%
Kids' Club Staff	-38,544	43%
Stipends - Student Activities	-5,324	24%
Stipends - Program	-22,495	25%
Longevity Pay	-16,450	
<b>Total Personnel</b>	-1,741,950	38%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	\$ Over Budget	% of Budget
<b>Payroll Taxes</b>		
FICA	-31,987	41%
Medicare	-25,590	37%
PFML Tax	-5,452	45%
SUTA	-5,163	39%
UHIC	-2,274	16%
<b>Total Payroll Taxes</b>	<b>-70,465</b>	<b>39%</b>
<b>Fringe Benefits</b>		
College Credit Reimbursement	-3,000	
HRA Benefit	-2,895	94%
Health Diversion	2,119	115%
Health insurance	-146,659	53%
Worker's Compensation Insurance	-2,612	83%
<b>Total Fringe Benefits</b>	<b>-153,047</b>	<b>61%</b>
<b>Total Personnel Costs</b>	<b>-1,965,463</b>	<b>41%</b>
<b>Consultant &amp; Other Svcs-Fixed</b>		
Administrative Consultant	-11,000	
Admin Services/Data Managemnt	-785	89%
Annual Audit		100%
FSA/HRA Service	-1,417	46%
Payroll Service	-2,609	38%
SPED Contractors	-44,882	55%
SPED Summer Services	-240	95%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	<b>-60,933</b>	<b>58%</b>
<b>Consultant &amp; Other Svcs</b>		
Legal Fees	-5,391	46%
Staff Development	-2,063	59%
<b>Total Consultant &amp; Other Svcs</b>	<b>-7,454</b>	<b>50%</b>
<b>Occupancy</b>		
Cleaning Services	-32,948	41%
Copier Rental	-3,079	49%
Electricity	-14,896	43%
Elevator Maintenance	-2,786	44%
Fire/Sprinkler Alarm services	-1,394	54%
Heat	-7,398	26%
HVAC Maintenance	-4,430	56%
Insurance-Liability/Propty/Auto		100%
Interest Expense - USDA Loan	-42,415	50%
Internet	-3,180	29%
Landscaping	-4,829	40%
Minor Repair/Maintenance	-11,695	38%
Plowing/Snow Removal	-6,460	24%
Telephone	-723	40%
Trash Removal/Recycling	-3,368	50%
Water/Sewer	-2,620	25%
<b>Total Occupancy</b>	<b>-142,221</b>	<b>51%</b>
<b>Supplies</b>		
<b>Educational Supplies/Textbooks</b>		
*Atelier supplies	-384	85%
*Blues Ed Supps	-147	75%
*Indigos Ed Supplies	-320	47%
*Greens Ed Supps	-107	83%
*Yellows Ed Supps	-170	72%
*Oranges Ed Supps	-465	30%
*Reds Ed Supps	-643	3%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	\$ Over Budget	% of Budget
<b>*Purples Ed Supps</b>		
Purples - STEM	23	104%
Purples - ELA/HUM	-457	10%
<b>Total *Purples Ed Supps</b>	-434	57%
<b>*Prisms Ed Supps</b>		
*Prisms ELA	-33	92%
*Prisms Math	-318	28%
*Prisms Science	-357	19%
*Prisms Social Studies	-405	8%
<b>Total *Prisms Ed Supps</b>	-1,114	37%
<b>*Minicourses</b>	-356	11%
<b>*Music/movement supplies</b>		
*Music Supplies - K-5	-359	4%
*Music Supplies - 6-8	-232	18%
<b>Total *Music/movement supplies</b>	-591	10%
<b>*Physical Education Supplies</b>	-727	17%
<b>*SPED Ed Supps</b>	-61	98%
<b>*Reading Specialist Supplies</b>	-221	26%
<b>*Other Ed Supplies/Textbooks**</b>	-2,751	83%
<b>Educational Supplies/Textbooks - Other</b>		
<b>Total Educational Supplies/Textbooks</b>	-8,491	72%
<b>Food and Supplies</b>	-1,000	
<b>Health &amp; Safety Supplies</b>	-1,588	56%
<b>Household Supplies</b>	-3,307	42%
<b>Office Supplies</b>	-2,608	45%
<b>Playground Supplies</b>	-733	27%
<b>Postage</b>	-483	3%
<b>Printing and Reproduction</b>	-500	
<b>Testing &amp; Evaluation Supplies</b>	-3,974	41%
<b>Total Supplies</b>	-22,683	58%
<b>Equipment</b>		
Chromebook Replacement	-731	91%
Furnishings/Rugs	-966	36%
Minor Equipment	-639	57%
SPED Equipment	-1,184	61%
Tech Repair/Replacement	-6,294	37%
<b>Total Equipment</b>	-9,814	59%
<b>Other expenses</b>		
Advertising	-2,720	9%
BOT Discretionary Fund	-500	
Community Domain Expense	-1,687	40%
Community Service Projects	-500	
Graduation Expenses	-1,500	
Field trips		
Indigos Field Trips	-740	
Blues Field Trips	-740	
Greens Field Trips	-814	
Yellows Field Trips	-814	
Oranges Field Trips	-512	37%
Reds Field Trips	-512	37%
Field trips - Other	-764	
<b>Total Field trips</b>	-4,895	11%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through December 2024

	\$ Over Budget	% of Budget
Fundraising Expenses	-506	64%
Kid's Club Food/Supplies	-3,453	1%
MCSA Dues		100%
Miscellaneous Expenses	-4,001	43%
School Lunch Expense	-7,718	61%
SPED Contingency	-5,000	
Special Trip Expenses		
Prisms Special Trip Expense	5,820	100%
Purples Special Trip Expenses	2,080	100%
Special Trip Expenses - Other	-5,000	
<b>Total Special Trip Expenses</b>	<b>2,900</b>	<b>158%</b>
Sunshine/Staff Appreciations	-900	10%
Student Activity Expenses	-3,501	30%
<b>Total Other expenses</b>	<b>-33,981</b>	<b>53%</b>
Directors' Discretionary Fund	-2,500	
<b>Total Expense</b>	<b>-2,245,049</b>	<b>43%</b>
<b>Net Ordinary Income</b>	<b>382,582</b>	<b>-1,264%</b>
Other Income/Expense		
Other Expense		
Depreciation Expenses	-51,158	51%
<b>Total Other Expense</b>	<b>-51,158</b>	<b>51%</b>
<b>Net Other Income</b>	<b>51,158</b>	<b>51%</b>
<b>Net Income</b>	<b>433,740</b>	<b>-228%</b>



**Proposal to the Board of Trustees**  
From  
The Facilities Committee

**Date:** February 6, 2025

**Name of Proposal:** Proposal to Remove Facilities as a Board Committee

**Priority Level:** Medium

**Approximate time needed for discussion:** 10 minutes

**Proposal to be presented by:** Kelly Vogel

**Committee members drafting proposal:** Kathleen Hulton, Kelly Vogel

**Text of proposal:**

This committee was founded (and originally named “Site Committee”) when the school was at the Brassworks building with the purpose of locating a more suitable space for the school. For years, the committee reviewed and considered real estate until the purchase of the current Easthampton property. After moving to Easthampton, the committee became first the “On Site Committee” and then “Facilities Committee.” In recent years, this committee has struggled with membership and purpose. This proposal would remove the Facilities Committee as a committee of the Board.

**Goals to be achieved by proposal:**

The removal of the Facilities Committee will free up Board resources for increasing our capacity in other domains of governance, particularly in developing a more formalized focus on academic achievement.

Facilities issues requiring Board involvement currently come via the Facilities Committee, the Finance Committee, or both. This change will provide clarity that facilities issues involving the Board will be addressed via the Finance Committee.

**Potential problems/dissenting views:**

Some members may think a Board committee focused solely on facilities is important.

**Additional notes:**

Facilities projects involving the need for volunteers and community involvement can be achieved via an entity organized outside of the Board, akin to how “Community Team” operates currently.



**Domain Committee Meeting Final Minutes – January 6, 2025 8:30 am**

**Meeting Location: HCCPS**

**Present:** Kathleen Hulton, Lily Newman, Ben Carlis, Chris Kusek, Rebecca Belcher-Timme, Tiffany Ross

**Guests:**

**Regrets:**

**Notetaker:** Emily Boddy

Topic	Discussion	Action (if necessary)
<b>Approve Last month's Minutes</b>	No changes.	Ben moved to approve 12/2/24 minutes. Chris seconded. Minutes Approved by Consensus.
<b>Head of School Updates</b>	<p>Draft of Charter Renewal summary of review received, met or partially met expectations.</p> <p>Chris will provide summary report as part of his Domain Report to the BoT on 1/17/25.</p> <p>TMI Project Event - Locker Room Talk and one Story at a Time event Jan 23 at 6:30. Open to students in grades 6-8, and parents/adults of all aged children. This will be coupled by a PD day for teachers/staff.</p> <p>Finance Committee discussing tuition readjustment, and how to spend funds. Over 157k came in over projections for FY25. They will discuss priorities for one time costs, including new Student Information System, ways to leverage technology to ease burden on administration.</p> <p>Facilities will continue to support the playground project.</p>	





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Director of T &amp; L Updates</b>	<p>Trimester One Progress reports were completed on time, unprecedentedly.</p> <p>Prisms Science TA resigned. Exploring options for subs and possibly a 'building sub' for the remainder of the year.</p> <p>Student Council - been really heartening to see the way the kids are engaging.</p> <p>Developing a PD day for teachers around RTI for learning or behavior interventions or management of specific scenarios.</p> <p>Health Education standards have shifted and evaluating how to move forward with this. Currently working with external organizations to support health ed, and especially in the upper grades.</p> <p>Mini Courses are underway.</p> <p>Exploring applying to DESE for the Registered Teacher Apprentice Program through DESE. Focus on Special Ed. and Early Childhood.</p> <p>Rebecca and Tiffany presenting to Smith school of Ed on Teaching and Family Engagement.</p> <p>Open Houses planned for Kindergarten prospective families and for other grades.</p> <p>Rebecca reviewing curriculum for grade realignment for social studies and EL.</p>	
<b>Community and Family Engagement Updates</b>	<p>Upcoming events:</p> <p>Jan 31 MLK, Jr Celebration in the All School Time slot - theme: "Working Together Towards Justice"</p> <p>Jan 31 Family Bingo Night 6:30pm hosted by the Mattrey Family. Historically a good fundraiser.</p> <p>Coffee Hour 1/9</p> <p>Student Voice groups wants to do a parent night out fundraiser, drop-off event.</p>	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	MCPSA Advocacy week. It is expected that Hilltown participate. Board may be asked to participate.	
<b>Grade Reconfiguration Process Update</b>	<p>Chris sent the proposal and report to the community.</p> <p>Teachers and staff generally report that the process has felt helpful and reassuring. Diminished stress and anxiety around the matter due to great communication and support.</p> <p>The Board is approving the model, but will not be included in the timeline decision and implementation.</p>	
<b>JEDI check-in</b>	Integrated into other discussions around access and equity.	
<b>BoT Meeting Agenda Check</b>	Kathleen went through items to be included on agenda.	
<b>Agenda items for next month</b>	<p>Annual Meeting (GABS)</p> <p>Grade Reconfiguration</p>	
<b>Next Meeting Date</b>	<p><b>Meetings start at 8:30.</b></p> <p><b>Upcoming Meetings:</b></p> <p>Monday, February 3</p> <p>Monday, March 3</p> <p>Monday, March 31</p> <p>Monday, May 5</p> <p>Monday, June 2</p>	
<b>Adjournment</b>	9:45am	



## Finance Committee Meeting Minutes January 2025

<b>Group:</b> Finance Committee Meeting	<b>Date and time:</b> Wed., Jan. 8, 2025 8:30 am
<b>Location/Link:</b> <a href="https://us02web.zoom.us/j/88364987634?pwd=cFFOR081T3ViZjh0eTNTUEdOSWZldz09">https://us02web.zoom.us/j/88364987634?pwd=cFFOR081T3ViZjh0eTNTUEdOSWZldz09</a>	
<b>Online Meeting ID:</b> 883 6498 7634	<b>Online Meeting Password:</b> budget

**Agenda:**

Approve December 2024 minutes

- Chris motions to approve, Carla seconds, approved by consensus

Playground update

- Approved by union partnership for free site work by trainees
- Their work season is over by May, so work will happen in late April/May
- This means having time at the end of the year with no play structure
- There will be some cleanup for us to cover - parent volunteers?
- Quote from Omasta did not change to accommodate to this change in work
- Quote from Four Seasons came in lower
- Entire project will entail work from multiple contractors for different elements
- Still some work gaps that need coverage
- Deposits for work will go out in the next month
- Firmer projection of work breakdown and actual costs next month
- Question about additional enhancements
  - Parent looking to donate gaga pit
  - Possibility to use additional allotted funds for auxiliary playground enhancements

Discuss long-term capital improvement budget

- Discussed by Facilities Committee
- Possibility of bringing in outside consultant to assist in site assessment and developing long-term capital improvement plan
- Relationship between Facilities and Finance committees, since Facilities work depends heavily on Finance decisions

Preliminary discussion of FY25 Budget mid year revisions

- Revised tuition projections from state increase our projection by \$157,000, which works out to an \$83,000 surplus for the year given current budget, but may be offset by additional expenses
- Possible uses for this include supporting SIS transition, exploring staffing solutions (e.g. building sub)

Discuss ideas to incorporate JEDI into Finance Committee activities and goals

- Examining how spending impacts different groups

New business

- Comprehensive cost breakdown of playground project for next meeting

Review action items

Adjourned



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

JEDI Committee Meeting Minutes- January 31st, 2025  
9:30 - 10:30 a.m.

**Present:** Kathleen Szegda, Garrett Washington, Seth Harwood, Rebecca-Belcher Timme, Chris Kusek

**Guests:** Grace Mrowicki, Emilie Woodward, Ben Spooner

**Regrets:**

Topic	Discussion	Action
Approve December Minutes	Minutes approved	
Updates	<ul style="list-style-type: none"> <li>• Thank those that attended film screening and panel discussion of TMI and locker room talk. Very powerful PD, focuses on vulnerability and centering marginalized communities. Thinking how to advance that work. Integrating into 2/5 PD as well and thinking how to integrate in general.</li> <li>• Grade realignment and release time – discussed that it is a JEDI issue to have early release on Wednesdays because of challenges of parents picking up. Also likely impacts who comes to the school. Recognized as a JEDI issue in past, but hasn't changed because of tradition and the need for planning time. Looking at potential solutions that can address both.</li> <li>• Discussed that we have considered putting JEDI in the mission statement in past and discussed consideration as long-term plan process</li> </ul>	
Student JEDI Weekly Survey Question Project	Committee agreed that it would slow down the process for implementing survey based on discussions with JEDI student council and their voicing the importance of educating their peers first. Students don't fully understand what is harmful and why. Given this and capacity, will use the climate survey as baseline while having	<p>Kathleen to send the climate survey to the JEDI committee.</p> <p>JEDI committee to review and add</p>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	Students would lead education with other students. Will add in questions that would have been included in brief survey to the climate survey. Goal is to do climate survey by end of February or early March.	questions
JEDI and Board Goals	Discussed the JEDI goals and how they align with Board goals. Discussed JEDI committee member working with the other Board committees to bring JEDI lens to their policy work.	Grace sent the committee chair and meeting times. Kathleen will let the committee chairs know that JEDI committee members may be reaching out.
Next Steps	<ul style="list-style-type: none"><li>• Committee members will send Chris any modifications to the Survey Committee and how to incorporate the brief survey questions</li></ul>	
Next meeting time/date/location	3/28 from 9:30 – 10:30 a.m.	
Adjournment	The meeting was adjourned at 10:30 a.m.	