

**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

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 <ul style="list-style-type: none"> ○ Board hosts coffee hour 2/12 ● Approve minutes from previous BOT meeting 	Kathleen H.	Decision	6:30
Public Comment (5 min)	Kathleen H.		6:35
Teaching and Learning Updates (10 min) <ul style="list-style-type: none"> ● General Teaching and Learning Updates 	Rebecca	Update	6:40

Head of School Updates (10 min) <ul style="list-style-type: none"> ● Family and Community Engagement ● General School Updates 	Chris	Update	6:50
Board Goals (10 min)	Lily	Update and Discussion	7:00
Spring Board Retreat with Julia Bowen (10 min)	Kathleen	Update and Discussion	7:10
FY25 Q2 Financial Review/ Budget Review (10 min)	Chris and Kylan	Update and Decision	7:20
HoS Evaluation (5 min)	Kathleen	Update	7:30
Grade Realignment Implementation (20 min)	Chris and Rebecca	Update and Discussion	7:35
Wednesday Dismissal Time (15 min)	Chris and Rebecca	Update and Discussion	7:55
Facilities Committee Proposal (10 min)	Kathleen	Discussion and Decision	8:10
Annual Meeting	Emily	Update	8:15
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 Final Version– 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>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>Kate reminder for member to submit photos and bios for website Kathleen - MCPSA survey, board members submit.</p> <p>Agenda Check -</p> <p>Board Visibility: Coffee Hour, Tuesday Jan 28 Community Screening and Panel Jan 23 6:30, TMI organization Bingo 1/31 MLK, Jr.</p>	

<p>Approve minutes from previous BOT meeting, 12/11/24</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>Public Comment (Kathleen)</p>	<p>None.</p>	
<p>Teaching and Learning Updates (Rebecca)</p> <ul style="list-style-type: none"> ● Staffing Update ● General Teaching and Learning Updates 	<p>Staffing Update:</p> <p>Unexpected departure of Science TA. Longtime sub, Will, has taken over. Also hired a building sub, Steve Hoyt.</p> <p>General T and L Updates:</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>Head of School Updates (Chris)</p> <ul style="list-style-type: none"> ● Charter Renewal Update ● Family and Community Engagement ● General School Updates 	<p>Full Domain Report is included in the board packet.</p> <p>Chartern Renewal Update</p> <p>DESE has sent a review of our Charter Renewal. Full preliminary update summarized in Domain report. Indications are that we won't have issues having our Charter renewed. Final Draft coming in a couple of weeks.</p> <p>Community updates on behalf of Tiffany: Summarized events happening, which are outlined in detail in the Domain report.</p> <p>General School Updates:</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>Board Goals, Lily (Update)</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>Grade Realignment, Chris. (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>Remote Work Policy, Tala (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.	
Committee Reports - Questions, Kathleen H.	None.	
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	Next Meeting: <i>To be determined*</i> Facilitator: Kathleen H Snacks: Kate Drinks: Grace Newsletter blurb: Emily New Business: Annual Meeting Midyear Review Retreat Update	*Next meeting date and time to be determined over email. Due to possible issues with quorum
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:20pm	Kylan motioned to adjourn; Lily seconded; the meeting was adjourned.

FY 25 HCCPS Budget - Working

Assumptions: State projected tuition as of 12/24/2024

Board Approved Salary Increases, Revised Renewing Grants

	FY 25 Approved by BOT 6/12/2024	FY 25 Proposed Revisions 2/5/2025
INCOME		
1 State Per Pupil Tuition	3,634,901	3,791,907
2 Grants- Mass DOE SPED 240	45,672	45,795
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	4,071	3,514
5 Grants- Mass DOE Title I 305	23,949	22,628
6 Grants - CvRF/ ESSER III for FY 23/FY24	0	1,440
7 Grants - Safe & Supportive Schools 335	0	10,000
8 Grants- MASS DOE 262	783	797
9 Grants- MASS DOE 274	6,517	0
NEW Mass Cultural Council STARS grant		5,000
10 FOH Rolling Arts/Class Grants	0	500
11 Field Trip Fund	5,500	4,776
12 Fundraising - FOH Designated Funds	0	0
13 Kids Club Income	90,000	92,000
14 Student Activity Fees- sports, music, drama	25,000	23,000
15 Medicaid/SPED Income	7,500	6,000
16 Misc Income	3,000	3,000
17 Interest income	10,000	20,000
18 School Lunch receipts	15,000	15,000
19 Special Field Trip Fundraising	5,000	12,000
20 Winter Fair	5,000	8,382
Total Income	3,891,893	4,075,739
EXPENSES		
Personnel		
21 Educational Professionals (Teachers, OT, Counselor, SBSC)	1,613,031	1,612,097
22 Educational Paraprofessionals (TA's,Interns, Substitutes)	468,312	451,459
23 Director's Salaries	222,279	224,901
24 Administrative Staff (Asst, Finance,Logistics, Acad Svcs , Tech, Nurse, Cmty/Fam)	378,311	385,344
25 Kids Club Coordinator/Staff	68,204	69,247
26 Summer Programs (Response to COVID learning loss)	0	0
27 Stipends- student activites (dance, drama, sports tourneys)	7,000	7,000
28 Stipends-program	30,000	40,000
29 Longevity Pay	16,450	16,998
Payroll subtotal	2,803,587	2,807,045
30 Medicare- everyone-.0145	40,652	40,702
31 FICA- non MTRS-.062	54,245	57,849
32 SUTA-.003- everyone	8,411	8,421
33 UHIC-.0034 everyone/capped @ 1st 14,000	2,713	2,713
34 PFML Tax	10,000	10,000
35 Health Insurance	310,000	310,000
36 HRA	51,000	65,000
37 Health Diversion Benefit	14,000	20,000
38 Workers Compensation	15,727	15,727
39 College Credit Reimbursement	3,000	3,000
Total Personnel Costs	3,313,336	3,340,457
Consultants and Outside Services		
40 Administrative Data Management System/Services	7,000	25,000
41 Administrative Consultant	11,000	11,000
42 Auditor	16,500	16,500
43 Curriculum Consultants	0	600

44	FSA/HRA Administrative Cost						2,600	2,600
45	Legal Fees						10,000	10,000
46	Payroll Service						4,223	4,223
47	Professional Development						5,000	8,000
48	SPED Contractors - PT, psychologist						100,000	120,000
49	Summer SPED services						5,000	4,760
	subtotal						161,323	202,683
	Occupancy							
50	Cleaning Services						55,702	55,702
51	Copier Rental						6,000	6,000
52	Electric						26,000	26,000
53	Elevator Maint						5,000	5,000
54	Fire/Sprinkler Alarm Services						3,000	3,000
55	Heat						10,000	10,000
56	HVAC Maint						10,000	10,000
57	Insurance						39,983	39,983
58	Interest Expense USDA						85,251	85,251
59	Internet						4,500	4,500
60	Landscaping						8,000	8,000
61	Minor Repair/Maintenance						19,000	30,000
62	Plowing						8,500	8,500
63	Telephone						1,200	1,200
64	Trash Removal						6,684	6,684
65	Water Sewer Fees						3,500	3,500
	subtotal						292,321	303,321
	Supplies							
66	Educational Supplies						30,000	40,000
67	Food						1,000	1,000
68	Household Supplies						5,750	5,750
69	Health & Safety Supplies						3,600	3,600
70	Office Supplies						4,750	4,750
71	Playground supplies						1,000	1,000
72	Postage						500	500
73	Printing						500	500
74	Testing/Evaluation Supplies						6,760	6,760
	sub total						53,860	63,860
	Equipment							
75	Chromebook Replacement						8,000	7,269
76	Furnishings						1,500	1,500
77	Minor Equipment<\$500 ,						1,500	12,500
78	SPED Equipment						3,000	3,000
79	Tech Repair/Replacement						10,000	10,000
	subtotal						24,000	34,269
	Grant Funded Expenses							
80	FOH Rolling Arts/ Class Grants						0	500
	subtotal						0	500
	Miscellaneous							
81	Advertising						3,000	3,000
82	BOT Discretionary Fund						500	500
83	Community Domain Expenses						2,800	3,844
84	Sunshine/Staff Appreciation						1,000	1,500
85	Community Service Projects						500	500
86	Director's Discretionary Fund						2,500	2,500
87	Field Trips						5,500	4,500
88	Fundraising Expenses						1,400	1,400

89	Graduation Expenses							1,500	1,500
90	Kids Club Program Expenses							3,500	1,500
91	MCPSA Dues (.3% of state tuition dollars)							10,905	10,905
92	Miscellaneous							7,000	7,000
93	School lunch expense							20,000	20,000
94	Special 6-8th grade Trip Expenses							5,000	12,000
95	SPED/Medical Contingency							5,000	0
96	Student Activity Expenses (dances, sports, choirs, drama)							5,000	10,000
	subtotal							75,105	80,649
97	Total operating expenses							3,919,944	4,025,739
98	Over/Under							(28,051)	50,000
	Reserve for Playground Capital Project								50,000
	Net after Reserve								0

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>
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
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
Total Easthampton Savings	<u>999,934</u>	<u>874,860</u>	<u>908,832</u>
Total Checking/Savings	999,934	874,860	908,832
Other Current Assets			
Paycheck corrections	0	0	350
Suspense	-150	0	-179
Due from employees			
COBRA	-261	-261	0
Total Due from employees	<u>-261</u>	<u>-261</u>	<u>0</u>
Prepaid Expenses	0	0	849
Security Deposit	4,831	7,579	4,831
Total Other Current Assets	<u>4,420</u>	<u>7,318</u>	<u>5,850</u>
Total Current Assets	<u>1,004,354</u>	<u>882,178</u>	<u>914,682</u>
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pk...	<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
Property and Equipment			
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - ...	-31,713	-31,213	-29,313
Total Property and Equipment	<u>2,795</u>	<u>3,295</u>	<u>5,195</u>
Total Fixed Assets	<u>3,265,695</u>	<u>3,277,374</u>	<u>3,276,470</u>
TOTAL ASSETS	<u>4,270,049</u>	<u>4,159,552</u>	<u>4,191,152</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	51,715	29,242	41,669
Total Accounts Payable	<u>51,715</u>	<u>29,242</u>	<u>41,669</u>
Credit Cards			
American Express	1,019	2,466	1,158
Capital One	0	996	200
Total Credit Cards	<u>1,019</u>	<u>3,463</u>	<u>1,358</u>
Other Current Liabilities			
Deferred Revenue - Grants	742	742	1,058

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>
Payroll Liabilities			
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
Total Payroll Liabilities	<u>-10,183</u>	<u>-8,904</u>	<u>-10,581</u>
Total Other Current Liabilities	<u>-9,441</u>	<u>-8,162</u>	<u>-9,523</u>
Total Current Liabilities	<u>43,292</u>	<u>24,542</u>	<u>33,504</u>
Long Term Liabilities			
Note Payable - USDA	3,097,548	3,112,819	3,158,005
Total Long Term Liabilities	<u>3,097,548</u>	<u>3,112,819</u>	<u>3,158,005</u>
Total Liabilities	<u>3,140,841</u>	<u>3,137,361</u>	<u>3,191,509</u>
Equity			
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
Total Equity	<u>1,129,208</u>	<u>1,022,191</u>	<u>999,643</u>
TOTAL LIABILITIES & EQUITY	<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
Ordinary Income/Expense		
Income		
State Sources		
Per-Pupil Revenue	1,839,875	3,634,901
Total State Sources	1,839,875	3,634,901
Federal Grants-DESE Administer		
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
Total Federal Grants-DESE Administer	80,660	90,992
Friends of HCCS Grant	128	
Fundraising Income		
Field Trip Fund	4,776	5,500
Winter Fair	8,382	5,000
Total Fundraising Income	13,158	10,500
Other sources		
Earnings on Investments	13,440	10,000
School Lunch Receipts	9,669	15,000
Special Trip Receipts		
Prisms Special Trip Receipts	8,927	
Purples Special Trip Receipts	1,689	
Special Trip Receipts - Other		5,000
Total Special Trip Receipts	10,615	5,000
SPED Medicaid reimbursement	1,607	7,500
Total Other sources	35,332	37,500
Kid's Club Income	47,826	90,000
Student Activity Fees	11,146	25,000
Miscellaneous Income	1,301	3,000
Total Income	2,029,426	3,891,893
Gross Profit	2,029,426	3,891,893
Expense		
Personnel Costs		
Personnel		
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
Total Personnel	1,061,637	2,803,587

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

	Jul - Dec 24	Budget
Payroll Taxes		
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
Total Payroll Taxes	45,556	116,021
Fringe Benefits		
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
Total Fringe Benefits	240,680	393,727
Total Personnel Costs	1,347,872	3,313,335
Consultant & Other Svcs-Fixed		
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
Total Consultant & Other Svcs-Fixed	85,390	146,323
Consultant & Other Svcs		
Legal Fees	4,609	10,000
Staff Development	2,937	5,000
Total Consultant & Other Svcs	7,546	15,000
Occupancy		
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
Total Occupancy	150,099	292,320
Supplies		
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
*Purples Ed Supps		
Purples - STEM	533	510
Purples - ELA/HUM	53	510
Total *Purples Ed Supps	586	1,020
*Prisms Ed Supps		
*Prisms ELA	409	443
*Prisms Math	124	443
*Prisms Science	86	443
*Prisms Social Studies	37	443
Total *Prisms Ed Supps	656	1,770
*Minicourses	44	400
*Music/movement supplies		
*Music Supplies - K-5	16	375
*Music Supplies - 6-8	53	285
Total *Music/movement supplies	69	660
*Physical Education Supplies	148	875
*SPED Ed Supps	2,939	3,000
*Reading Specialist Supplies	79	300
*Other Ed Supplies/Textbooks**	12,974	15,725
Educational Supplies/Textbooks - Other		
Total Educational Supplies/Textbooks	21,509	30,000
Food and Supplies		1,000
Health & Safety Supplies	2,012	3,600
Household Supplies	2,443	5,750
Office Supplies	2,142	4,750
Playground Supplies	267	1,000
Postage	17	500
Printing and Reproduction		500
Testing & Evaluation Supplies	2,786	6,760
Total Supplies	31,177	53,860
Equipment		
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
Total Equipment	14,186	24,000
Other expenses		
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
Total Field trips	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
Total Special Trip Expenses	7,900	5,000
Sunshine/Staff Appreciations	100	1,000
Student Activity Expenses	1,499	5,000
Total Other expenses	38,624	72,605
Directors' Discretionary Fund		2,500
Total Expense	1,674,894	3,919,943
Net Ordinary Income	354,532	-28,050
Other Income/Expense		
Other Expense		
Depreciation Expenses	53,192	104,350
Total Other Expense	53,192	104,350
Net Other Income	-53,192	-104,350
Net Income	301,340	-132,400

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

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
State Sources		
Per-Pupil Revenue	-1,795,026	51%
Total State Sources	-1,795,026	51%
Federal Grants-DESE Administer		
ESSER III 119		
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%
Total Federal Grants-DESE Administer	-10,332	89%
Friends of HCCS Grant		
Fundraising Income		
Field Trip Fund	-724	87%
Winter Fair	3,382	168%
Total Fundraising Income	2,658	125%
Other sources		
Earnings on Investments	3,440	134%
School Lunch Receipts	-5,331	64%
Special Trip Receipts		
Prisms Special Trip Receipts		
Purples Special Trip Receipts		
Special Trip Receipts - Other	-5,000	
Total Special Trip Receipts	5,615	212%
SPED Medicaid reimbursement	-5,893	21%
Total Other sources	-2,168	94%
Kid's Club Income	-42,174	53%
Student Activity Fees	-13,854	45%
Miscellaneous Income	-1,699	43%
Total Income	-1,862,467	52%
Gross Profit	-1,862,467	52%
Expense		
Personnel Costs		
Personnel		
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	
Total Personnel	-1,741,950	38%

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

	\$ Over Budget	% of Budget
Payroll Taxes		
FICA	-31,987	41%
Medicare	-25,590	37%
PFML Tax	-5,452	45%
SUTA	-5,163	39%
UHIC	-2,274	16%
Total Payroll Taxes	-70,465	39%
Fringe Benefits		
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%
Total Fringe Benefits	-153,047	61%
Total Personnel Costs	-1,965,463	41%
Consultant & Other Svcs-Fixed		
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%
Total Consultant & Other Svcs-Fixed	-60,933	58%
Consultant & Other Svcs		
Legal Fees	-5,391	46%
Staff Development	-2,063	59%
Total Consultant & Other Svcs	-7,454	50%
Occupancy		
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%
Total Occupancy	-142,221	51%
Supplies		
Educational Supplies/Textbooks		
*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
*Purples Ed Supps		
Purples - STEM	23	104%
Purples - ELA/HUM	-457	10%
Total *Purples Ed Supps	-434	57%
*Prisms Ed Supps		
*Prisms ELA	-33	92%
*Prisms Math	-318	28%
*Prisms Science	-357	19%
*Prisms Social Studies	-405	8%
Total *Prisms Ed Supps	-1,114	37%
*Minicourses	-356	11%
*Music/movement supplies		
*Music Supplies - K-5	-359	4%
*Music Supplies - 6-8	-232	18%
Total *Music/movement supplies	-591	10%
*Physical Education Supplies	-727	17%
*SPED Ed Supps	-61	98%
*Reading Specialist Supplies	-221	26%
*Other Ed Supplies/Textbooks**	-2,751	83%
Educational Supplies/Textbooks - Other		
Total Educational Supplies/Textbooks	-8,491	72%
Food and Supplies	-1,000	
Health & Safety Supplies	-1,588	56%
Household Supplies	-3,307	42%
Office Supplies	-2,608	45%
Playground Supplies	-733	27%
Postage	-483	3%
Printing and Reproduction	-500	
Testing & Evaluation Supplies	-3,974	41%
Total Supplies	-22,683	58%
Equipment		
Chromebook Replacement	-731	91%
Furnishings/Rugs	-966	36%
Minor Equipment	-639	57%
SPED Equipment	-1,184	61%
Tech Repair/Replacement	-6,294	37%
Total Equipment	-9,814	59%
Other expenses		
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	
Total Field trips	-4,895	11%

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

	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	
Total Special Trip Expenses	2,900	158%
Sunshine/Staff Appreciations	-900	10%
Student Activity Expenses	-3,501	30%
Total Other expenses	-33,981	53%
Directors' Discretionary Fund	-2,500	
Total Expense	-2,245,049	43%
Net Ordinary Income	382,582	-1,264%
Other Income/Expense		
Other Expense		
Depreciation Expenses	-51,158	51%
Total Other Expense	-51,158	51%
Net Other Income	51,158	51%
Net Income	433,740	-228%



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)
Approve Last month's Minutes	No changes.	Ben moved to approve 12/2/24 minutes. Chris seconded. Minutes Approved by Consensus.
Head of School Updates	<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
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Director of T & L Updates	<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>	
Community and Family Engagement Updates	<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>	



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	MCPSA Advocacy week. It is expected that Hilltown participate. Board may be asked to participate.	
Grade Reconfiguration Process Update	<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>	
JEDI check-in	Integrated into other discussions around access and equity.	
BoT Meeting Agenda Check	Kathleen went through items to be included on agenda.	
Agenda items for next month	<p>Annual Meeting (GABS)</p> <p>Grade Reconfiguration</p>	
Next Meeting Date	<p>Meetings start at 8:30.</p> <p>Upcoming Meetings:</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>	
Adjournment	9:45am	

Directors Report

February 2025 BoT meeting

Teaching and Learning Updates (Rebecca)

A. Stang

- a. We have had a high rate of teacher illness, and difficulty finding and retaining quality subs. We continue to pursue hiring of substitutes, particularly as we plan for Nicole's absence.
- b. We are going to pilot a new platform for placing subs that is less labor intensive than our current system.
- c. Brenda, who has been helping Amy with Special Education, is training with Nicole to support the office in the morning.
- d. Having a building sub has eased some of the stang needs, but we continue to be short staffed due to illness.

B. Mid-Year Teacher Check-ins

- a. DoTL has been meeting with each teacher individually, both for overall check-ins, and to discuss impacts of grade realignment
- b. Discussions about curriculum for grades 6-8 are underway, particularly for ELA, and Science

C. Professional Development

- a. We will follow up on our TMI training with a workshop about community building on the upcoming half day Wednesday
- b. PD in March will focus on the new MCAS platform, which is still rolling out (slowly) this month.
- c. In April and May, we hope to lay the groundwork for an inquiry based PD model with the overarching theme of community/culture/climate/connection.

D. Student Council

- a. The student JEDI committee is committed to implementing some kind of education around harmful language and its impact. There has been a lot of discussion around where this education belongs. The Advisory block has had mixed success as a space for these kinds of conversations.
- b. The student council is advocating for more peer to peer discussion and teaching, and more authentic speakers.
- c. The board JEDI committee is exploring how to use the Sta Climate survey as a way to monitor student experience. We hope to add some more targeted questions to the survey used last year, and to use the questions from last year again as a baseline.

E. Health Education Partnerships

- a. Safe Passage launches their Say Something youth initiative for our 8th graders starting the Tuesday after February Vacation. The program is 6 weeks, and will be delivered to alternating groups of 8th graders over 12 weeks. The program centers on giving students the information, tools, and skills to support healthy relationships.

- b. The Power Up program for 7th graders is well underway, and also focuses on healthy relationships. We are exploring the possibility of implementing their Project Sele program this spring, which focuses on online safety and digital privacy.

Head of School/Community updates (Chris)

A. Facilities

- a. In less happy news, the sprinkler system is proving to be a very expensive liability. Initial estimates for repairs from recent sprinkler “event”/leaf are \$7800 with a cautionary warning from Sprinkler company that need for pipe repairs will likely become more frequent as the system continues to age. The facilities committee discussed the possibility of hiring an engineering firm to perform a capital improvement needs assessment on the entire building.
- b. In better news, the playground project is moving forward below original cost estimates. Due to a partnership with a local union local, the demolition work will be done for a nominal cost and the total estimated cost for the project is now just under \$171,000; down from the \$185,000-\$200,000 estimate we budgeted for.

B. Political climate

- a. The current presidential administration is implementing policies at a rapid rate that are creating great uncertainty in public education and in the community. Administration is trying to stay updated on impacts of policies affecting funding sources, curricular autonomy, gender arming rights, etc. MCPSA and DESE will be helpful partners in this regard.
Unprecedented times to say the (very) least!

C. Grade realignment

- i. HCCPS will fully implement the approved grade realignment plan in SY25-26 and will explore the possibility of adding a K1 grade for 4-year-olds in the future.
- ii. Administration is working closely with faculty and staff to thoughtfully plan for the implementation of this plan and restructuring that will support it. Several meetings, including a recent faculty meeting have taken place to collaboratively determine the opportunities and challenges in coordinating budget priorities and master scheduling plans that support this work. Major programming priorities that administration has announced to the community include the addition of a drama program teacher and a math specialist. Both positions will be posted internally in the coming days.
- iii. Initial planning has indicated the need to consider a change to dismissal times for 24-25. With the 5th grade transition, administration believes that this is a very good time to address the dismissal time question that has been discussed in committees for a number of years and is in the LRP. An agenda item for discussion was added for the upcoming BoT meeting and an administrative recommendation to consider would be a 2:00pm Wednesday dismissal for all K-8 students. This could go a long way to mitigate equity concerns with the current model while still preserving intentional

planning time to support arts integration at HCCPS.

D. Professional development/Climate culture

- i. **Community Im screening/panel discussion on Thursday January 23** was well attended and well received. Representatives from TMI Project, Safe Passage, and Children's Advocacy Center of Western MA all proved to be engaged partners and we look forward to continuing the work with them in the future.
- ii. Full day PD day on Friday January 24 was also incredibly successful. **The TMI storytelling workshop** received consistently positive feedback from sta and ranks as one of the most powerful experiences of my career. We followed up this week at our 2/5 PD afternoon to discuss the impact of this work and how to move it forward. It has already shaped the way we've been discussing "community before content" at Hilltown and could be an extremely effective vehicle for both arts integration and social justice. More to come!!
 - iii. The TMI workshop on 1/24 was followed by a presentation and discussion on **Multi-Tiered Systems of Support (MTSS)** at Hilltown. Though this was PRS mandated training, it gave faculty and administrators an opportunity to think about how MTSS is currently designed at the school and will be the beginning of a larger dialogue about how to design and implement effective systems of support for all learners.

E. Community updates

- a. **MLK Celebration was a success!** It went smoothly and was well attended. Some parent feedback was that it was important to see kids thinking about injustice.
- b. **Bingo Night was a success!** 58 people attended (all in, including lap children) - less than last year (last year was about 67 people), but not bad for a bad weather night when sickness seems to be high. We made about \$500. That is also less than last year (last year was about \$650), but still respectable. Steph Mattrey, who ran the event, made a point to acknowledge that all 3 "administrators" were in attendance which she appreciated very much and couldn't recall a time in all the years she's done Bingo Night when that was the case (Bravo to Chris and Rebecca and their families)!
- c. **MCPSA Advocacy Week** starts today 2/3, with a kick off rally on Monday February 3rd. Thanks to all that were able to attend.. We appreciate the advocacy of the Board in advancing Charter School goals. A main goal of Advocacy week was to increase the per pupil facilities funding by \$431 per student. That will halve the gap between district public school facilities funding and charter public school facilities funding.
- d. **Upcoming Events:**
 - i. **Prisms Dance** - Date this week, but student council looking **late February or March.**
 - ii. Looking to do a **Parents Night Out**, as suggested by our student voice group, **in March.**

Last year we did a Family Fun Night in March, this could perhaps be the next iteration of that (drop o event).

iii. Feb Coee Hours - Board Hosted!!! on 2/12, Oranges hosting on 2/28 iv. ArtSpark date set for 4/11!

e. Admissions update:

- i. **Zoom info session on 1/28** - went well, about 20 something attendees, Last year there were more like 40 attendees.
- ii. **We advertised (paid) with Hilltown Families**, and have put out yers in strategic locations.

iii. Upcoming in person info sessions 2/11 and 2/13.

f. Positive Press:

- i. Working with PR rm **Slowey McManus** on a story about our arts program, the kiln, artspark, etc.
- ii. Also Britt Murphy (from Slowey) may come out to **Im pedaled powered smoothies** in Ti's drinks mini course either this thursday or next. Have to make sure the machine will work! This would just be a feel good short pitch to TV and written media outlets. Nice if in time for admissions!



FINAL: Facilities Committee Meeting Minutes – Monday, Feb 3, 2025 3:15pm

Meeting Location: HCCPS

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

Guests:

Regrets:

Notetaker: Kelly Vogel

Topic	Discussion	Action (if necessary)
Check-in/ Announcements	Everyone checked in, welcomed Alex N back	
JEDI	Interwoven into other discussions. Questions to consider, per JEDI committee: Who is most harmed, impacted by, and benefits from decisions made?	
Motion to add new agenda item	Seconded, added	
Approve Jan Minutes	Approved by consensus	
Review action items	Alex P has been reviewing cost of long term capital/component assessment; to be shared with HOS KV: shared custodial hourly/salaries in MA (\$17-19/hour; \$40-50K/yr pre-benefits)	
Head of School Update	Sprinklers: Currently fixing recent sprinkler break; repair cost is up to \$8k 2 punctures: front of building and attic	



HILLTOWN COOPERATIVE
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	Sprinkler co says: expect for more incidents Suggestion is: new system installed (cost = 100k? 200k? Cost difficult to determine) Sprinklers = new biggest liability	
Check in: Operationalizing committee goals	Discussion of Board proposal to transition Facilities Committee into a parent work group that is not board-facing; Purpose of group will be to support ongoing building fix-its; long-term issues and possible janitorial/custodian staff to be overseen by HOS and Finance Committee; New group will have one member to serve as a liaison to Finance to bridge these groups; Members voted by consensus to approve plan.	KV to share decision at this week's board meeting Alex Porter will be parent rep to continue with Facilities Working group and sit on Finance committee
Adjournment	4:15pm	

Agenda items for next month: n/a

Facilities agenda items for next BOT meeting: KV to share discussion/decision at this week's board meeting

Update: This was discussed and passed at the BOT meeting 2/6/25



Finance Committee Meeting Minutes January 2025

Group: Finance Committee Meeting	Date and time: Wed., Jan. 8, 2025 8:30 am
Location/Link: https://us02web.zoom.us/j/88364987634?pwd=cFFOR081T3ViZjh0eTNTUEdOSWZldz09	
Online Meeting ID: 883 6498 7634	Online Meeting Password: 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"> • 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. • 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. • Discussed that we have considered putting JEDI in the mission statement in past and discussed consideration as long-term plan process 	
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>



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	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">Committee members will send Chris any modifications to the Survey Committee and how to incorporate the brief survey questions	
Next meeting time/date/location	3/28 from 9:30 – 10:30 a.m.	
Adjournment	The meeting was adjourned at 10:30 a.m.	

Personnel Committee Meeting Minutes
Date: 1/14/2025 3:15pm

[Zoom Link](#)

Passcode: w8iLua

Present: Tala Elia, [Rebecca Belcher-Timme](#), Carla Clark, [Nicole Marcotte](#), [Neal Teague](#), [Cecilia Darby](#)

Regrets: none

Topic	Discussion	Action
Minute Approval	December meeting minutes approved	
Prep time	Discussion of prep time across grades and classroom teachers Discrepancy between elementary and middle school was not as broad as initially thought Much of the discrepancy will be addressed with creating new master schedule for upcoming school year After discussion, decision made that there was not a role for a policy from Personnel in terms of setting prep time parameters	
Remote Work	Reviewed draft remote work policy including edits that more clearly defined student and staff facing staff and exemptions to the policy of non-student facing staff	
New business	Salary admin/coordinator scales- DoTL, whose responsibility Admin scales - discuss process and personnel committee role Coordinators salaries Job descriptions archivs	
Review action items		
Next meeting time/date/location	Feb 11th, 2025 3:15pm	
Adjournment	4:20pm	