

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**September 11, 2024 6:30pm**

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

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

Meeting ID: 836 7929 3502

Passcode: 7dvsWu

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

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

**Facilitator: Kathleen Hulton**

<b>Topic (estimated time)</b>	<b>Who</b>	<b>Action</b>	<b>Estimated Time</b>
<b>Welcoming (read mission statement): (5 mins)</b> <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> <li>● Approve minutes from previous BOT meeting</li> </ul>	Kathleen	Decision	6:30
<b>Public Comment (5 mins)</b>	Kathleen		6:35
<b>Domain Updates (10 mins)</b> <ul style="list-style-type: none"> <li>● Staffing Updates</li> <li>● Teacher Leadership</li> <li>● Family Handbook updates</li> </ul>	Chris/Rebecca	Update	6:40

<b>Behavior Support and Special Education (10 mins)</b>	Chris/Rebecca	Update and Discussion	7:00
<b>Review of FY24 Q4 financials (5 mins)</b>	Chris	Discussion and Decision	7:10
<b>Charter Renewal (10 mins)</b>	Chris/Rebecca / Kathleen	Update	7:15
<b>GABS Update - Annual Meeting and Recruitment (5 mins)</b>	Emily	Update & Discussion	7:25
<b>Head of School Supervision and Support (5 min)</b>	Kathleen	Update	7:30
<b>HOS: transition planning; bylaw change (5 mins)</b>	Kathleen/Lily/Ben	Update	7:35
<b>The role of the Board in School Fundraising (15 mins)</b>	Emily	Discussion	7:40
<b>Long Range Plan - Timeline and Next Steps (5 mins)</b>	Lily	Update	7:55
<b>Committee Report questions (5 mins)</b>	Kathleen H		8:00
<b>Meeting Wrap-up (5 mins)</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> <li>● Review action items</li> </ul>	Kathleen H		8:05
<b>Adjournment</b>			8:10

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, July 24, 2024, 6:30pm

**Location:** HCCPS and Zoom

**Present:**

**In-person:** Kate Saccento, Emily Boddy, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Rebecca Belcher-Timme, Andrea Hermans, Tala Elia, Neal Teague, Kathleen Szegda, Lily Newman, Kate Aleo,

**By Zoom:** Kelly Vogel

**Regrets:** Kylan Mandile, Tiffany Ross

**Guests:** **In-person:** Juno Orion

**By Zoom:**

**Facilitator:** Kathleen Hulton

**Notetaker:** Emily Boddy

**List keeper:** Lily Newman

**Timekeeper:** Kathleen S.

**Mission statement read by:** Kate Saccento

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>● Thank You Note Check</li> <li>● BOT Visibility this month</li> </ul>	<p><b>Announcements, Appreciations, Acknowledgements:</b></p> <p>Juno came and presented that FoH would like to host a Meet and Greet social between all the leadership - BoT, FoH, Administration. Wonders if the meet and greet might happen in lieu of board meeting spot. Juno will send doodle poll around to see what availability and interest is.</p> <p>Appreciation for Alex and parents for installing the new basketball hoop.</p> <p><b>Agenda Check</b></p> <p><b>Thank you note check:</b> None.</p> <p><b>Board Visibility:</b></p>	

<p><b>Approve minutes from previous BOT meetings</b></p>	<p>June 12: no changes June 26: no changes</p>	<p>Lily motioned to approve June 12 meeting minutes; Kathleen S seconded; the Board approved June 12 meeting minutes by consensus.</p> <p>Kathleen S. motioned to approve June 26 meeting minutes; Lily seconded; the Board approved June 26 meeting minutes by consensus.</p>
<p><b>Public Comment (Kathleen)</b></p>	<p>None.</p>	
<p><b>Domain Updates (15 mins)</b></p> <p>Hiring Update (Rebecca/Kate)</p> <p>Staffing Update (Rebecca/Kate)</p>	<p><b>Hiring Update:</b></p> <p>Kate Saccento will be the new k-5 special ed teacher, in the full time role.</p> <p>All TA positions filled as of today.</p> <p>Yellows teaching hiring status: Two finalists were put forth; one offer was made and it was declined. The search will continue. May move into the Emergency Hiring procedure, as/if it gets closer to the start of the year.</p> <p>Kate spoke briefly to why she decided to apply for the special ed. Role and why she is looking forward to the role.</p> <p><b>Staffing updates</b></p> <p>Chris Kusek will officially start August 5th. He has been connected with current and outgoing leadership already.</p> <p><b>Additional update:</b> The roof portion is done, cost in the low \$80ks. BoT had approved up to 100k, and this is well under.</p>	
<p><b>Student Opportunity Act, Kate &amp; Rebecca (Discussion, Decision)</b></p>	<p>Slides are included in packet. Information from the slides will be entered into a grant management system for the state.</p>	<p>Kathleen S motioned to approve the SOA with non-content related minor edits; Neal seconded; the</p>

	<p>Kate noted:</p> <ul style="list-style-type: none"> <li>• The application was largely done by Laura Davis.</li> <li>• School is required to write this plan, it is not for additional grant money. It is for our basic funding.</li> </ul> <p>Focuses of the plan are based on data that has been reviewed and HCCPS selected areas to target, as seen in the slide show included in the packet.</p> <p>Kate went through highlights derived from the slideshow.</p> <p>Question about the curriculum that is being used. Rebecca explained current use and who works with the curriculum.</p> <p>Question about MTSS. Rebecca explained that she and Jess have been discussing the way teachers can get support around managing tier one situations - how can the classroom be more accessible to more of the kids more of the time.</p> <p>Lily discusses MTSS as it pertains to the academic realm.</p> <p>Rebecca notes that there will be RTi (Response to Intervention) training for all the staff</p>	<p>Board approved by consensus.</p>
<p><b>Charter Renewal, Kate &amp; Rebecca (Discussion, Decision)</b></p>	<p>Included in packet.</p> <p>Many people collaborated to write on this document. Much of it is the culmination of Annual reports over the past 4 years.</p> <p>Kate went through the report and noted highlights, as detailed in the report in the packet.</p> <p>This will be submitted to the department, and we will have a visit at the end of November. They will request other documentation in the meantime. They will also request meetings with board members.</p> <p>It is anticipated to go forward smoothly.</p>	<p>Tala motioned to pass the Charter Renewal application as set forth; Ben seconded; the Board approved by consensus.</p>

<b>Teacher Member Bylaw Change, Lily &amp; Kathleen H. (Update)</b>	<p>We will hold off on the increase and revisit from a broader perspective of overall board membership. Possibly rewrite tighter bylaw change regarding these matters.</p> <p>Future consideration for holding annual meeting in March in order to pass bylaws during the window the Commissioner reviews bylaw changes.</p>	
<b>HOS: transition planning; bylaw change Lily/Kathleen H./Ben (Update)</b>	<p>Included in packet</p> <p>Lily provided an update and summary of the process to change the administrative structure.</p>	
<b>Hiring policy and procedures proposal, Kate &amp; Tala (Discussion, Decision)</b>	<p>Discussion from our previous meeting around public facing media notation - language was approved by our attorney.</p> <p>Reviewed possible additional, more detailed language around this but were advised not to include additional language.</p> <p>Attorney added additional legally protected classes to the policy.</p>	Lily motioned to pass the Hiring policy as set forth; Neal seconded; the Board approved by consensus.
<b>Committee Reports - Questions, Kathleen H.</b>	<p>None.</p> <p>Emily noted that GABS will hold an orientation for new members the hour prior to our September meeting.</p>	
<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>	<p>Next Meeting: September 11, 2024 6:30pm</p> <p>Facilitator: Kathleen H Snacks: Kathleen H. Drinks: Kate Aleo Newsletter blurb: Emily</p> <p><b>New Business:</b> Annual Report Update/Discussion Membership composition Long Range Plan - timeline adjustment. Q4 Financials to approve.</p>	

<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 7:40 pm	Kathleen S motioned to adjourn; Lily seconded; the meeting was adjourned.

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of June 30, 2024

09/03/24

	Jun 30, 24	Mar 31, 24	Jun 30, 23
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	220,254	217,538	212,227
ESB Checking - XXXXX4269	450,913	342,447	330,776
ESB-Capital Reserve x1886	335,354	331,174	319,053
<b>Total Easthampton Savings</b>	<u>1,006,520</u>	<u>891,158</u>	<u>862,056</u>
<b>Total Checking/Savings</b>	<u>1,006,520</u>	<u>891,158</u>	<u>862,056</u>
<b>Other Current Assets</b>			
Prepaid Expenses	29,857	849	33,973
Security Deposit	7,579	4,831	7,201
<b>Total Other Current Assets</b>	<u>37,436</u>	<u>5,680</u>	<u>41,174</u>
<b>Total Current Assets</b>	<u>1,043,955</u>	<u>896,838</u>	<u>903,230</u>
<b>Fixed Assets</b>			
Property 1-3 Industrial Pkwy			
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	-611,186	-591,848	-533,837
Property Improvements	191,806	191,806	191,806
Accum. Dep - Property Imprvm...	-152,585	-145,665	-124,906
Property and Equipment			
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - ...	-30,713	-30,013	-27,913
<b>Total Property and Equipment</b>	<u>3,795</u>	<u>4,495</u>	<u>6,596</u>
<b>Total Fixed Assets</b>	<u>3,222,556</u>	<u>3,249,513</u>	<u>3,330,384</u>
<b>TOTAL ASSETS</b>	<u><u>4,266,511</u></u>	<u><u>4,146,351</u></u>	<u><u>4,233,615</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	35,603	26,232	8,930
<b>Total Accounts Payable</b>	<u>35,603</u>	<u>26,232</u>	<u>8,930</u>
<b>Credit Cards</b>			
American Express	0	706	395
Capital One	1,216	3,469	541
<b>Total Credit Cards</b>	<u>1,216</u>	<u>4,175</u>	<u>936</u>
<b>Other Current Liabilities</b>			
Unearned Revenue	38,894	0	0
Accrued Expenses	5,549	0	5,285
Accrued Payroll	234,683	0	240,600
Deferred Revenue - Grants	1,058	1,058	1,588

09/03/24

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of June 30, 2024

	<u>Jun 30, 24</u>	<u>Mar 31, 24</u>	<u>Jun 30, 23</u>
<b>Payroll Liabilities</b>			
403B Plan Payable	0	1,264	0
Dental Plan Payable	-318	-452	-349
Employee Health	-1,958	-3,568	-1,348
Employee Life	226	226	226
MA Retirement	-32	-32	0
Sect 125 - FSA	-4,263	-5,476	-2,753
<b>Total Payroll Liabilities</b>	<u>-6,345</u>	<u>-8,038</u>	<u>-4,223</u>
<b>Total Other Current Liabilities</b>	<u>273,839</u>	<u>-6,980</u>	<u>243,250</u>
<b>Total Current Liabilities</b>	310,658	23,426	253,117
<b>Long Term Liabilities</b>			
Note Payable - USDA	<u>3,127,985</u>	<u>3,143,047</u>	<u>3,187,617</u>
<b>Total Long Term Liabilities</b>	<u>3,127,985</u>	<u>3,143,047</u>	<u>3,187,617</u>
<b>Total Liabilities</b>	3,438,643	3,166,473	3,440,734
<b>Equity</b>			
General Reserve Account	0	212,227	0
Res'd for Capital Expenditures	0	319,053	0
Contingency Fund	0	50,000	0
Investments in Fixed Assets	94,571	142,767	142,767
Undesignated Fund Balance	698,310	68,834	690,104
Net Income	34,988	186,997	-39,990
<b>Total Equity</b>	<u>827,869</u>	<u>979,878</u>	<u>792,881</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,266,511</u></u>	<u><u>4,146,351</u></u>	<u><u>4,233,615</u></u>

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2023 through June 2024

	Jul '23 - Jun 24	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>State Sources</b>		
Per-Pupil Revenue	3,556,109	3,515,900
<b>Total State Sources</b>	3,556,109	3,515,900
<b>Federal Grants-DESE Administer</b>		
ESSER III 119	73,560	73,740
Safe & Supportive Schools (335)	10,000	10,000
SPED 262 Early Childhood	788	783
SPED 240	45,882	45,672
SPED 274	6,517	6,517
Teacher Quality 140	4,181	4,071
Title I 305	23,964	23,949
Title IV	9,345	10,000
<b>Total Federal Grants-DESE Administer</b>	174,237	174,732
<b>Friends of HCCS Grant</b>		
FOH Annual Fund Grant	2,500	2,500
FOH Rolling Arts Grants	1,654	
Friends of HCCS Grant - Other	300	
<b>Total Friends of HCCS Grant</b>	4,454	2,500
<b>Fundraising Income</b>		
Field Trip Fund	6,315	6,280
Winter Fair	6,508	6,508
<b>Total Fundraising Income</b>	12,823	12,788
<b>Other sources</b>		
Earnings on Investments	26,369	15,000
School Lunch Receipts	24,454	15,000
Special Trip Receipts		
SPED Medicaid reimbursement	5,494	7,500
<b>Total Other sources</b>	56,317	37,500
<b>Kid's Club Income</b>	100,398	85,000
<b>Student Activity Fees</b>	25,659	15,000
<b>Miscellaneous Income</b>	3,085	3,000
<b>Total Income</b>	3,933,081	3,846,420
<b>Gross Profit</b>	3,933,081	3,846,420
<b>Expense</b>		
<b>Personnel Costs</b>		
<b>Personnel</b>		
Professional Educational Staff	1,574,379	1,605,369
Paraprofessional Educ. Staff	467,324	425,723
Administrative Staff	352,385	405,699
Directors	218,570	217,264
Kids' Club Staff	60,079	65,323
Stipends - Student Activities	8,257	7,000
Stipends - Program	26,083	20,000
Summer Programs(COVID Response)	14,423	14,423
Longevity Pay	16,905	17,030
<b>Total Personnel</b>	2,738,406	2,777,831

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget
<b>Payroll Taxes</b>		
FICA	51,634	48,160
Medicare	38,408	40,279
PFML Tax	10,421	10,000
SUTA	7,199	8,333
UHIC	3,222	2,808
<b>Total Payroll Taxes</b>	110,885	109,580
<b>Fringe Benefits</b>		
College Credit Reimbursement	2,000	3,000
HRA Benefit	37,986	54,000
Health Diversion	14,013	14,000
Health Insurance	281,827	296,000
Worker's Compensation Insurance	16,159	17,104
<b>Total Fringe Benefits</b>	351,986	384,104
<b>Total Personnel Costs</b>	3,201,276	3,271,515
<b>Consultant &amp; Other Svcs-Fixed</b>		
Administrative Consultant	5,500	6,000
Admin Services/Data Management	8,435	9,000
Annual Audit	8,200	8,200
FSA/HRA Service	1,946	2,600
Payroll Service	4,049	4,100
SPED Contractors	124,052	65,000
SPED Summer Services	4,060	3,860
<b>Total Consultant &amp; Other Svcs-Fixed</b>	156,242	98,760
<b>Consultant &amp; Other Svcs</b>		
Curriculum Consultants	5,000	5,000
Legal Fees	20,786	15,000
Staff Development	5,827	15,000
<b>Total Consultant &amp; Other Svcs</b>	31,613	35,000
<b>Occupancy</b>		
Cleaning Services	46,651	54,080
Copier Rental	5,745	6,000
Electricity	24,294	26,000
Elevator Maintenance	3,234	5,000
Fire/Sprinkler Alarm services	1,947	2,206
Heat	7,452	10,000
HVAC Maintenance	9,762	10,000
Insurance-Liability/Propty/Auto	34,463	34,463
Interest Expense - USDA Loan	86,912	86,912
Internet	4,084	4,991
Landscaping	6,658	8,000
Minor Repair/Maintenance	18,772	19,000
Plowing/Snow Removal	3,700	8,500
Telephone	1,001	1,200
Trash Removal/Recycling	5,850	6,490
Water/Sewer	3,590	3,245
<b>Total Occupancy</b>	264,116	286,087
<b>Supplies</b>		
Educational Supplies/Textbooks		
*Atelier supplies	2,404	2,400
*Blues Ed Supps	580	600

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2023 through June 2024

	Jul '23 - Jun 24	Budget
*Indigos Ed Supplies	491	600
*Greens Ed Supps	368	630
*Yellows Ed Supps	516	630
*Oranges Ed Supps	442	660
*Reds Ed Supps	535	660
*Purples Ed Supps		
Purples - STEM	511	510
Purples - ELA/HUM		510
<b>Total *Purples Ed Supps</b>	<b>511</b>	<b>1,020</b>
*Prisms Ed Supps		
*Prisms ELA	294	435
*Prisms Math	363	435
*Prisms Science	512	435
*Prisms Social Studies	229	435
<b>Total *Prisms Ed Supps</b>	<b>1,399</b>	<b>1,740</b>
*Minicourses	196	550
*Music/movement supplies		
*Music Supplies - K-5	54	375
*Music Supplies - 6-8	127	285
<b>Total *Music/movement supplies</b>	<b>181</b>	<b>660</b>
*Physical Education Supplies	368	875
*SPED Ed Supps	3,436	2,750
*Reading Specialist Supplies	294	300
*Other Ed Supplies/Textbooks**	12,180	15,925
Educational Supplies/Textbooks - Other		
<b>Total Educational Supplies/Textbooks</b>	<b>23,901</b>	<b>30,000</b>
Food and Supplies	259	1,000
Health & Safety Supplies	1,085	3,600
Household Supplies	6,232	5,750
Office Supplies	3,940	4,750
Playground Supplies	464	1,000
Postage	430	500
Printing and Reproduction	129	500
Testing & Evaluation Supplies	4,167	6,760
<b>Total Supplies</b>	<b>40,608</b>	<b>53,860</b>
Equipment		
Chromebook Replacement	7,005	7,000
Furnishings/Rugs	426	1,500
Minor Equipment	761	1,500
SPED Equipment	1,712	3,000
Tech Repair/Replacement	10,018	10,000
<b>Total Equipment</b>	<b>19,922</b>	<b>23,000</b>
Grant-funded expenses		
Friends of HCCS Grant Expense		
FOH Rolling Arts Grant Expense	1,654	
Friends of HCCS Grant Expense - Other	300	2,500
<b>Total Friends of HCCS Grant Expense</b>	<b>1,954</b>	<b>2,500</b>
<b>Total Grant-funded expenses</b>	<b>1,954</b>	<b>2,500</b>
Other expenses		
Advertising	1,934	3,000
BOT Discretionary Fund	218	500
Community Domain Expense	2,809	2,800
Community Service Projects	115	500
Graduation Expenses	866	1,500

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2023 through June 2024

	Jul '23 - Jun 24	Budget
<b>Field trips</b>		
Indigos Field Trips	143	576
Blues Field Trips	143	576
Greens Field Trips	294	605
Yellows Field Trips	294	605
Oranges Field Trips		634
Reds Field Trips		634
Purples Field Trips		980
Prisms Field Trips	229	1,670
Field trips - Other		
<b>Total Field trips</b>	1,103	6,280
<b>Fundraising Expenses</b>	1,410	1,400
Kid's Club Food/Supplies	2,645	3,500
MCSA Dues	10,715	10,715
Miscellaneous Expenses	5,487	7,000
<b>School Lunch Expense</b>	34,201	20,000
<b>SPED Contingency</b>		
<b>Special Trip Expenses</b>		
Prisms Special Trip Expense	4,943	6,800
Purples Special Trip Expenses	3,172	3,200
Special Trip Expenses - Other		
<b>Total Special Trip Expenses</b>	8,115	10,000
<b>Sunshine/Staff Appreciations</b>	798	1,000
<b>Student Activity Expenses</b>	3,924	5,000
<b>Total Other expenses</b>	74,339	73,195
<b>Directors' Discretionary Fund</b>	195	2,500
<b>Total Expense</b>	3,790,265	3,846,417
<b>Net Ordinary Income</b>	142,816	3
<b>Other Income/Expense</b>		
Other Expense		
Depreciation Expenses	107,828	107,828
<b>Total Other Expense</b>	107,828	107,828
<b>Net Other Income</b>	-107,828	-107,828
<b>Net Income</b>	34,988	-107,825

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2023 through June 2024

	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>State Sources</b>		
Per-Pupil Revenue	40,209	101%
<b>Total State Sources</b>	40,209	101%
<b>Federal Grants-DESE Administer</b>		
ESSER III 119	-180	100%
Safe & Supportive Schools (335)		100%
SPED 262 Early Childhood	5	101%
SPED 240	210	100%
SPED 274		100%
Teacher Quality 140	110	103%
Title I 305	15	100%
Title IV	-655	93%
<b>Total Federal Grants-DESE Administer</b>	-495	100%
<b>Friends of HCCS Grant</b>		
FOH Annual Fund Grant		100%
FOH Rolling Arts Grants		
Friends of HCCS Grant - Other		
<b>Total Friends of HCCS Grant</b>	1,954	178%
<b>Fundraising Income</b>		
Field Trip Fund	35	101%
Winter Fair		100%
<b>Total Fundraising Income</b>	35	100%
<b>Other sources</b>		
Earnings on Investments	11,369	176%
School Lunch Receipts	9,454	163%
Special Trip Receipts		
SPED Medicaid reimbursement	-2,006	73%
<b>Total Other sources</b>	18,817	150%
<b>Kid's Club Income</b>	15,398	118%
<b>Student Activity Fees</b>	10,659	171%
<b>Miscellaneous Income</b>	85	103%
<b>Total Income</b>	86,661	102%
<b>Gross Profit</b>	86,661	102%
<b>Expense</b>		
<b>Personnel Costs</b>		
<b>Personnel</b>		
Professional Educational Staff	-30,990	98%
Paraprofessional Educ. Staff	41,601	110%
Administrative Staff	-53,314	87%
Directors	1,306	101%
Kids' Club Staff	-5,244	92%
Stipends - Student Activities	1,257	118%
Stipends - Program	6,083	130%
Summer Programs(COVID Response)	-1	100%
Longevity Pay	-125	99%
<b>Total Personnel</b>	-39,425	99%

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2023 through June 2024

	\$ Over Budget	% of Budget
<b>Payroll Taxes</b>		
FICA	3,474	107%
Medicare	-1,871	95%
PFML Tax	421	104%
SUTA	-1,134	86%
UHIC	414	115%
<b>Total Payroll Taxes</b>	1,305	101%
<b>Fringe Benefits</b>		
College Credit Reimbursement	-1,000	67%
HRA Benefit	-16,014	70%
Health Diversion	13	100%
Health insurance	-14,173	95%
Worker's Compensation Insurance	-945	94%
<b>Total Fringe Benefits</b>	-32,118	92%
<b>Total Personnel Costs</b>	-70,239	98%
<b>Consultant &amp; Other Svcs-Fixed</b>		
Administrative Consultant	-500	92%
Admin Services/Data Managemnt	-565	94%
Annual Audit		100%
FSA/HRA Service	-654	75%
Payroll Service	-51	99%
SPED Contractors	59,052	191%
SPED Summer Services	200	105%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	57,482	158%
<b>Consultant &amp; Other Svcs</b>		
Curriculum Consultants		100%
Legal Fees	5,786	139%
Staff Development	-9,174	39%
<b>Total Consultant &amp; Other Svcs</b>	-3,388	90%
<b>Occupancy</b>		
Cleaning Services	-7,429	86%
Copier Rental	-255	96%
Electricity	-1,706	93%
Elevator Maintenance	-1,766	65%
Fire/Sprinkler Alarm services	-259	88%
Heat	-2,548	75%
HVAC Maintenance	-238	98%
Insurance-Liability/Propty/Auto	-0	100%
Interest Expense - USDA Loan	-0	100%
Internet	-907	82%
Landscaping	-1,342	83%
Minor Repair/Maintenance	-228	99%
Plowing/Snow Removal	-4,800	44%
Telephone	-199	83%
Trash Removal/Recycling	-640	90%
Water/Sewer	345	111%
<b>Total Occupancy</b>	-21,972	92%
<b>Supplies</b>		
Educational Supplies/Textbooks		
*Atelier supplies	4	100%
*Blues Ed Supps	-20	97%

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2023 through June 2024

	\$ Over Budget	% of Budget
*Indigos Ed Supplies	-109	82%
*Greens Ed Supps	-262	58%
*Yellows Ed Supps	-114	82%
*Oranges Ed Supps	-218	67%
*Reds Ed Supps	-125	81%
*Purples Ed Supps		
Purples - STEM	1	100%
Purples - ELA/HUM	-510	
<b>Total *Purples Ed Supps</b>	<b>-509</b>	<b>50%</b>
*Prisms Ed Supps		
*Prisms ELA	-141	68%
*Prisms Math	-72	83%
*Prisms Science	77	118%
*Prisms Social Studies	-206	53%
<b>Total *Prisms Ed Supps</b>	<b>-341</b>	<b>80%</b>
*Minicourses	-354	36%
*Music/movement supplies		
*Music Supplies - K-5	-321	14%
*Music Supplies - 6-8	-158	45%
<b>Total *Music/movement supplies</b>	<b>-479</b>	<b>27%</b>
*Physical Education Supplies	-507	42%
*SPED Ed Supps	686	125%
*Reading Specialist Supplies	-6	98%
*Other Ed Supplies/Textbooks**	-3,745	76%
Educational Supplies/Textbooks - Other		
<b>Total Educational Supplies/Textbooks</b>	<b>-6,099</b>	<b>80%</b>
Food and Supplies	-741	26%
Health & Safety Supplies	-2,515	30%
Household Supplies	482	108%
Office Supplies	-810	83%
Playground Supplies	-536	46%
Postage	-70	86%
Printing and Reproduction	-371	26%
Testing & Evaluation Supplies	-2,593	62%
<b>Total Supplies</b>	<b>-13,252</b>	<b>75%</b>
Equipment		
Chromebook Replacement	5	100%
Furnishings/Rugs	-1,074	28%
Minor Equipment	-739	51%
SPED Equipment	-1,288	57%
Tech Repair/Replacement	18	100%
<b>Total Equipment</b>	<b>-3,078</b>	<b>87%</b>
Grant-funded expenses		
Friends of HCCS Grant Expense		
FOH Rolling Arts Grant Expense		
Friends of HCCS Grant Expense - Other	-2,200	12%
<b>Total Friends of HCCS Grant Expense</b>	<b>-546</b>	<b>78%</b>
<b>Total Grant-funded expenses</b>	<b>-546</b>	<b>78%</b>
Other expenses		
Advertising	-1,066	64%
BOT Discretionary Fund	-282	44%
Community Domain Expense	9	100%
Community Service Projects	-385	23%
Graduation Expenses	-634	58%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July 2023 through June 2024

	\$ Over Budget	% of Budget
<b>Field trips</b>		
Indigos Field Trips	-433	25%
Blues Field Trips	-433	25%
Greens Field Trips	-311	49%
Yellows Field Trips	-311	49%
Oranges Field Trips	-634	
Reds Field Trips	-634	
Purples Field Trips	-980	
Prisms Field Trips	-1,441	14%
Field trips - Other		
<b>Total Field trips</b>	-5,177	18%
<b>Fundraising Expenses</b>	10	101%
<b>Kid's Club Food/Supplies</b>	-855	76%
<b>MCSA Dues</b>		100%
<b>Miscellaneous Expenses</b>	-1,513	78%
<b>School Lunch Expense</b>	14,201	171%
<b>SPED Contingency</b>		
<b>Special Trip Expenses</b>		
Prisms Special Trip Expense	-1,857	73%
Purples Special Trip Expenses	-28	99%
Special Trip Expenses - Other		
<b>Total Special Trip Expenses</b>	-1,885	81%
<b>Sunshine/Staff Appreciations</b>	-202	80%
<b>Student Activity Expenses</b>	-1,076	78%
<b>Total Other expenses</b>	1,144	102%
<b>Directors' Discretionary Fund</b>	-2,305	8%
<b>Total Expense</b>	-56,152	99%
<b>Net Ordinary Income</b>	142,813	4,760,532%
<b>Other Income/Expense</b>		
Other Expense		
Depreciation Expenses	0	100%
<b>Total Other Expense</b>	0	100%
<b>Net Other Income</b>	-0	100%
<b>Net Income</b>	<b>142,813</b>	<b>-32%</b>



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

## Domain Administrators' Report September, 2024

### Operations Domain

- Charter renewal update
  - Renewal inspection is now scheduled for Tuesday October 29th. Danielle Tschirhart, of SchoolWorks will be our lead inspection contact. Kathryn Koerner, the Director of School Developer Supports, will remain the lead point of contact for the Board focus group. Details to follow from Kathryn to BoT leadership.
- Annual report
  - The 2023-24 HCCPS Annual Report on September 4th after a few revisions recommended by DESE. The report is now available in the form section of our website.
- Inspections
  - Inspections of the alarm system, sprinkler system and adherence to the fire safety code were all completed in August and after a few recommendations were fulfilled, all permits were granted. The facilities and finance committees will be considering some recommendations from the sprinkler inspection report in the coming weeks
- Family and Staff Handbooks
  - Both the Hilltown family and Staff handbooks were revised to both integrate the new leadership structure of the school as well as adhere to legal and statutory guidance in areas such as Title IX
- Student services
  - Academic Support Coordinator Amy Linnell and the entire SERS team has done a tremendous job preparing for a new school year with an atypical number of changes including staff in different roles and a new IEP format. To assist in these transitions, however, it was recognized that additional secretarial support would be very valuable and a posting for a part time, temporary Special Education secretary is now active.
- Grant updates
  - Our Title I, II, and IV grants were submitted the first week of September, as well as an application for the continuance of our Safe and Supportive Schools grant. We are finalizing our IDEA grant application and this should be submitted by week's end.

### Teaching and Learning Domain

- Staffing update:
  - A new Yellow's teacher, Julianne Clarke, was hired in August.



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

- Three new Prisms TAs (for ELA, Science, and Special Education Support), and a TA for the Oranges. The Oranges TA is a graduate student from Smith College.
- We have bolstered our relationship with Smith by bringing on board a student teacher from their MAT program.
- Professional Development Week update
  - A wide range of topics was covered in our opening week. They included an overview of special Education at Hilltown, a JEDI training, a curriculum training about using Thinking Maps as a K-8 tool, a training that integrated behavior strategies (presented by our BCBA consultant Jenn Bogin) and behavior systems at Hilltown (presented by Jess). Staff also got to know each other with ice breaker activities, and a collaborative art project led by our integration team.
  - On September 3rd we had an additional day for Professional Development. Grace led a technology training that covered specific use of school-issued devices, but also engaged staff in a wider conversation about the place of technology in classrooms today. We also dove into evaluation systems at Hilltown, covering supervision of TAs by classroom teachers, and the evaluation cycle for teachers. It covered goal setting, formative and summative assessments, observations, and included time for teachers to work on writing goals for the year.
- Teacher leader update
  - The teacher leadership structure was solidified in late August, and teachers were invited to submit statements of interest. Five teachers expressed interest, and four were selected. They represent K-5 teachers, 6-8 teachers, specialist teachers, and our Special Education and Related Services team
  - At the first leadership team meeting, a meeting cycle was established for the three meetings teacher leaders will participate in each month. These are the Professional Learning Advisory Team, the Data Team, and the Leadership Team. As we move through our first meeting cycle, we will establish goals and priorities for the year.

### Community

- Community seems to be feeling very positive about the start of the 24-25 school year! There seems to be a renewed investment in the school from the community, including from the new families in the K and 6, as evidenced by great turnout at staff luncheon, very busy first coffee hour, First Friday Fest.
- Lots of sign ups went out in the first newsletter for things like class parents, community team, help w laundry, and help purging and organizing the family corner and kitchen. Some responses so far. Lots more needed.



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

- There will be an additional sign up for help in the atelier in the 9/11 newsletter.
- 3 parent volunteers from Hilltown will be participating in the MA Charter Public School Association's family advocate training program called Our Communities SPEAK. The goal is to proactively prepare a group of advocates from across the state to respond to school/education advocacy needs that may arise.



**Domain Committee Meeting Minutes – June 10, 2024 3:15 pm**

**Meeting Location: HCCPS**

**Present:** Kate Saccento, Laura Davis, Matt Dube, Lily Newman, Tiffany Ross, Ben Carlis  
**Guests:**  
**Regrets:**  
**Notetaker:** Emily Boddy

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Approve Last month's Minutes</b>		Matt moved to approve April 30th minutes. Kate seconded. Minutes Approved by Consensus.
<b>Domain updates</b>	<p><b>Kate:</b></p> <p><b>Update on admissions</b> - Kindergarten gathering on Saturday went well. Currently 19 committed students and waiting for confirmation on one student. Kate will send an announcement in July to families of Director transition with an update, either via new total list, or via new parent list.</p> <p><b>Budget</b> - FY25 will bring forth budget Weds night. Will be in the deficit around 50k. Anticipated Special Education position has been posted for possible staffing needs.</p> <p><b>Laura:</b></p> <p><b>Staffing</b> - Jess Williamson was hired as permanent Student Behavior Support Coordinator</p> <p><b>Safe and Supportive Schools</b> - final official meeting happened. Final action plan is</p>	Kate will send an announcement in July to families of Director transition with an update, either via new total list, or via new parent list.



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	<p>forthcoming, focusing on inclusivity and belonging for families of color and professional development. The action plan includes plans to set up a data team so a group of people have eyes on the data from School Climate, Family Satisfaction Survey, etc. to make it a collaborative effort. Stipends, etc. not yet funded.</p> <p><b>Tiffany:</b></p> <p><b>Events</b> - Field Day, Summer Celebration, Prisms Dance, Step up Day, Graduation, Goodbye Ceremony</p>	
<p><b>Succession Planning</b></p>	<p>Summary - A thorough document has been created to support Board leaders in leading the changeover. Discussed how to ensure that the document remains accessible on the drive.</p>	
<p><b>SOA plan, Charter Renewal, Accountability Plan</b></p>	<p>Student Opportunity Act - Identified priority groups due to lower rates of achievement. HCCPS working on Students with Disabilities, Math and ELA achievement and attendance.</p> <p>SOA, Charter Renewal, Accountability Plan -</p> <p>All should be presented to the BoT as late in July as possible.</p>	
<p><b>Staffing Update</b></p>	<p>Student Behavior Support Coordinator hired as a permanent role.</p> <p>Mary Price continuing full time as school nurse</p> <p>D of T&amp;L and HOS hiring underway. Deadline is still rolling.</p>	
<p><b>Summer work planning</b></p>	<p><b>Summer Stipends/Work</b></p> <p>Purples and Prisms advisory lesson planning, 4 stipended roles.</p> <p>Possible time/stipend for Jess Williamson to create tools and resources for student behavior</p>	



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	<p>and school climate. Additionally, assess where she might need to support and have someone partner with her to prepare for the fall, capacity building. Laura will meet with Jess, and then with Lily to finalize.</p> <p>Teacher leaders (3 at 15k total)</p> <p>Kindergarten home visits</p> <p>New Teacher mentors</p> <p>Personnel to run hiring.</p> <p>Possibilities: Preparing August PD?</p> <p>\$30k available for stipends for the year, need to account for the summer work to understand what's available in the school year.</p>	
<b>Agenda items for next month</b>		
<b>Next Meeting Date/Time/Location</b>	TBD	
<b>Adjournment</b>	4:13 pm	



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Finance Committee Meeting Minutes- June 5, 2024  
8:30 am Zoom - Remote

**Present:** Kate Saccento, Carla Clark, Kylan Mandile, Lisa Plaza, Grace Mrowicki  
**Regrets:** Andy Tilbe

Topic	Discussion	Action
Approve Minutes	Grace motioned to approve May minutes, Lisa seconded, minutes approved by consensus	Kylan will submit May minutes for June BoT packet
Leadership Transition	<p>There is a succession plan template from the Charter School Organization that Kate will fill out which will have info on bank accounts, payments, etc.</p> <p>There will be 3 reports: (1) the annual report, (2) the student report, and (3) charter school renewal application on August 1st (DESE visit will be last week of October)</p> <p>Signing authority for the checking account will transferred</p>	Kate to complete the succession plan template with Carla
Capital Expenditures	Roof repair set to start in July	Kate will be present for the roof repair
Budget	<p>Discussion of FY2025 budget. Will need to be adjusted because (1) some incoming students will need services for additional cost, (2) compensation for the incoming administrator positions, (3) there may be a surplus from 2024 that can be used to offset a deficit in 2025</p> <p>ESSR funds will not continue in 2025</p>	Kate to present the FY2025 budget to the the BoT



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	<p>Overall, Hilltown is in good financial shape. Budget goals align with school values: retain staff and support the staff that supports our students and community.</p> <p>Kylan moves to approve the FY2025 to send to BoT, subject to any staffing changes. Kate seconds. Motion is approved by consensus.</p>	
Q3 2024 Financials	Reviewed by committee. Kylan motions to approve to send to BoT. Lisa seconds. Motion approved by consensus.	Kate to present Q3 2024 financial to BoT
Capital Replace Cost Budgeting	Rick Stoltz created draft. Facilities committee continues to work on the long term budget and projects that require immediate attention for mid autumn	Finance committee will revisit in autumn
New Business	None	
Review action items	Done	
Next meeting time/date/location	September 4, 2024 at 8:30 am via Zoom	
Adjournment	9:00am	