

HCCPS Board of Trustees
Meeting Agenda
September 9th, 2021 6:30 PM

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkJZT1NuUEVvK3lTeUNELzNMaDVmdz09>

Meeting ID: 814 2602 7291 Passcode: hilltown

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

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

Facilitator: Matt Dube

6:30 Welcoming (read mission statement): (5 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:35 Public Comment period: (5 min)

6:40 Justice Equity Diversity Inclusion (JEDI): (Update) JEDI Group (5 min)

6:45 Health + Safety Update: (Update) H+S Team (10 min)

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

7:00 Teacher Work Week Update: (Update) Lara (10 min)

7:10 ESSER III Grant: (Update) Kate (10 min)

- 7:20 Board Retreat Review: (Update) Kathleen (10 min)**
- 7:30 Q4 Financials: (Update + Decision) Kate (10 min)**
- 7:40 Long Range Plan Update: (Update) LRP Team (5 min)**
- 7:45 Director Evaluations: (Update) Dawn (15 min)**
- 8:00 Employee Vaccine Proposal: (Discussion) Kate/Health & Safety (20 min)**
- 8:20 Committee Reports -- Questions Only (5 min)**
- 8:25 New Business (5 min)**
- 8:30 Meeting Wrap-up/Evaluation/Newsletter Blurb/Minutes Finalization (5 min)**
- 8:35 Review Action Items in this meeting's minutes (5 min)**
- 8:40 Adjournment**

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, August 11th, 2021, 6:30 pm

Location: HCCPS and Zoom
Present: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Margurite Durante, Chris Korczak, Rich Senecal, Joe Wyman, Lara Ramsey, Tala Elia, Rashida Krigger, Marguerite Durant
Regrets: Dawn Reesman, Emily Boddy
Facilitator: Matt
Notetaker: Kathleen S. and Sara
Guests: Seth Lepore, Pattie Mars Senecal, Rebecca Belcher Timme, Cait Browne
List keeper: Rich
Timekeeper: Chris
Mission statement read by: Kate

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	Rashida was acknowledged for her new role as Community and Family Engagement Coordinator.	
Any Thank You Notes Needed?	none	
BOT Visibility This Month?	none	
Minutes	Kate made clarification of what “full-year” meant related to the proposal for staff bonus in the July 22nd meeting minutes.	Joe moved to approve the July 14th and updated July 22nd meeting minutes; Rich seconded; the Board approved the July 14th and 22nd meeting minutes by consensus.
Public Comment	Seth Lepore shared his perspective about the importance of wearing masks in the fall and beyond based on the Delta variant (see letter submitted in BOT meeting packet).	

	<p>Matt shared a letter from Emily and James Boddy (see letter submitted in BOT meeting packet.). Their main questions included:</p> <ol style="list-style-type: none"> 1) What are the risks versus benefits for our children of extended periods of masking? 2) What are the metrics and conditions under which we declare a start and endpoint to any masking rules? 3) Can we establish a policy that allows for choice and/or circumstantial masking? 	
<p>Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee</p>	<p>Meg Taylor, Cinzia Pica (parents) and Rashida Krigger (Community and Family Engagement Coordinator) are joining the JEDI committee. Meeting being planned for next week to establish goals.</p>	
<p>GABS Announcements: (Update) GABS</p>	<p>Reminder that Thursday Sept. 9th from 5-6 is BOT New Member Orientation and BOT and BOT Committee informational session/open house. BOT members asked to spread the word to anyone interested in learning more about BOT membership or doing committee work. BOT members are welcome to come if they need a refresher.</p> <p>Committee Chairs were asked to respond to monthly email re. packet materials whether or not they have anything for the packet.</p> <p>BOT members were reminded to update proposals and policies with date and “FINAL DRAFT” ASAP after passing in BOT meetings, and send to Clerk to be organized in Google Drives.</p> <p>Committee Chairs were reminded per OML to send agenda of all meetings to Nicole and Grace to post at least 48 hours ahead of meetings, and to the state at Regulations@sec.state.ma.us</p>	
<p>Annual Report Summary: (Update) Kate</p>	<p>Reviewed the process of the annual report. This year’s report has been submitted and will be posted on website after it is approved by the Charter School Office. State provides explicit template to complete. Kate provided context/background for the report. Good reflection on year. Able to partially meet or meet all the pieces in the accountability plan in context of COVID. First year they were asked to speak to whether proportion of students who met proficiency reflected demographics of school. BOT members encouraged to read the report.</p>	

<p>ESSER II Grant: (Update) Kate</p>	<p>Submitted grant proposal, and it was accepted. (See Domain Counsel meeting minutes for details). ESSER III is due Oct. 4th. Kate will be collecting information from stakeholders for this grant, such as parents, families with disabilities, and others. There are clear guidelines about who they will solicit feedback from.</p>	
<p>Board Retreat: (Update) Kathleen</p>	<p>BOT retreat is next Tuesday from 5-9, location TBD. Agenda: reflecting on past year as a board, debriefing JEDI training with CES, and LRP. Meeting needs to be posted.</p>	
<p>Hiring Update: (Update) Lara + Kate</p>	<p>Lara shared and reviewed a handout regarding the hiring update (included in the packet). Kate acknowledged and appreciated all the volunteers who helped on hiring committees during this process.</p>	
<p>HR Knowledge Sessions: (Update) Matt + Kathleen</p>	<p>Discussed process and findings from exit and stay interviews. Shared slides re. Themes of Staff Listening Sessions. 31 people in attendance total at 3 listening sessions.</p> <p>Comment about responding to the teachers sooner rather than later as this was a very emotional process for many teachers and they need to know the BOT heard it. Matt said he and Kathleen S. would do that.</p> <p>Clarification that perception of BOT member selection process as discriminatory is incorrect--no one who is interested in BOT membership has ever been turned down.</p> <p>Clarification that school is not governed like a private school--is is governed per the state bylaws.</p> <p>Clarification that design of school <i>is</i> that BOT is made up of mostly parents per mission of school as approved by state, with assist of community and school. Would need to change the mission and charter.</p> <p>Discussion around clarification about private school finding.</p> <p>Question raised if BOT members could get more access to the report for details/context. Matt responded that there is no report.</p> <p>Question about the utility of asking for resumes if it seems elitist. Kate responded that it is a requirement of DESE.</p> <p>Question about if resumes have to be shared with the community, as this can feel intimidating. GABS will look into this.</p>	<p>Matt and Kathleen S. will make a plan to respond to staff re. Findings from listening sessions</p> <p>GABS will explore if resumes have to be shared with the community</p>

<p>Facilities Update: (Update) Joe</p>	<p>Update about neighboring property that Hilltown was looking at (see Facilities meeting minutes in packet for details). Space issue concerns. Needs assessment/community feedback process proposed. Comment that ideas about adding space can become the focus of LRP, and has been in the past. Comments that if space becomes a task of LRP, it will likely be dominant theme again and BOT should consider this because there are competing priorities. All increased space in past was financed by increasing school enrollment (additional students). Different now because cap to have more kids is not in school's control. Comment that it is not just about the physical space of school, but outdoor space for activities as well.</p>	
<p>Long Range Plan -- Committee Composition: (Discussion + Decision) Matt</p>	<p>Question about how the committee will be constructed. Suggestion of solicitation of members per criteria that is proposed by domain counsel. Clarification that this is an intensive process--multiple meetings a month. Discussion about making the LRP committee inclusive. Question about composition- 3 admin, 2 BOT members, 2 teachers, and 2 parents. Comment that language needs to be intentional and inclusive. Appreciation of reflection on our process, and need to continue to be intentional. Are there other ways we can be flexible so that we can be more inclusive? Should be discussed at retreat. Some history from the last LRP process.</p>	
<p>Mask Policy: (Proposal + Decision) Kathleen</p>	<p>Shared mask policy proposal (proposal in packet). Not a requirement from the state currently. Conflicting recommendation from health professionals. Background shared about the Health and Safety Committee. Shared two proposals. Lara shared a decision tree re. how decisions are made. Mask policy falls under Health and Safety team purview. Discussion about the merits of the two proposals. Clarification of who is on the Health and Safety Team- 3 voting BOT members who are also health care/public health experts (Tala, Kate, Kathleen) and two non-voting members/school administrators (Lara and Kate), and Nurse Mary. Hard for the committee to bring everything to BOT in real time b/c things move quickly. Highlighting the need to be nimble in light of changing and new information and the H and S committee are the experts who are qualified to read and understand the literature. Lara shared about questions that are already coming up: e.g. quarantining, distance while eating, use of</p>	<p>Dan moved to approve the policy as amended; Chris seconded; the Board approved the amended mask policy by consensus.</p> <p>Final draft of policy will be sent to clerk (Emily and Sara) ASAP</p>

	lockers, etc. Comment that it is important to clarify why this is better than following the Easthampton Public Schools. Questions about what decisions need to go through H and S committee. Discussion re. what is considered an emergency? Discussion about importance of transparency and good communication about why/how decisions were made. Suggestion for having a standing agenda item from the H and S committee where they provide updates to the BOT. Lara offered an amended proposal which states: In the absence of requirements from DESE related to masking and/or other COVID health & safety protocols, or in case of conflicting recommendations, the Board empowers the Health and Safety Committee to make decisions.	
Committee Reports -- Questions Only	Request to add to minutes who was present at facilitate committee meeting	Joe will add to facilities meeting minutes who was present
New Business	Director eval report, financial information	
Meeting Wrap-Up/ Evaluation	Next Meetings: Thursday Sept. 9th, 2021 at 6:30 p.m. in-person and zoom Facilitator: Matt Snacks: XX Drinks: XX Newsletter blurb: Jo	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:43 p.m.	Joe motioned to adjourn; Kathleen seconded; the meeting was adjourned.

Tentative Agenda Topics for September 9th, 2021 Board Meeting: Director eval report, financial information



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

JEDI Committee

Purpose: To ensure a JEDI lens is incorporated into Board of Trustees governance activities and functions. Research and recommend JEDI practices related to school governance.

Responsibilities and Goals:

1. Advise Board of Trustees Committees on incorporating JEDI into their work
2. Recommend and coordinate ongoing JEDI related education and training for Board of Trustees
3. Support Board of Trustees JEDI engagement with school community
4. Research and recommend JEDI best practices related to governance or Board of Trustees activities
5. Coordinate JEDI activities with staff Equity Committee and administration to ensure continuity of JEDI activities across the school community at student and family, staff, administration and Board levels

Hilltown Cooperative Charter School
Balance Sheet
As of June 30, 2021

	Jun 30, 21	Mar 31, 21	Jun 30, 20
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	208,331	208,123	206,512
ESB Checking - XXXXX4269	410,705	500,667	307,559
ESB-Capital Reserve x1886	315,088	314,813	312,884
Total Easthampton Savings	934,124	1,023,603	826,955
Total Checking/Savings	934,124	1,023,603	826,955
Other Current Assets			
Suspense	0	-967	-663
Due from employees			
COBRA	167	508	0
Total Due from employees	167	508	0
Prepaid Expenses	43,427	1,042	17,662
Security Deposit	4,925	4,655	1,945
Total Other Current Assets	48,519	5,237	18,944
Total Current Assets	982,643	1,028,840	845,898
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	3,790,726	3,790,726	3,790,726
Accum. Depreciation - Building	-379,139	-359,802	-301,790
Property Improvements	151,440	151,440	151,440
Accum. Dep - Property Imprvmnts	-75,090	-68,984	-50,667
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-9,808	-9,108	-7,006
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-22,311	-21,611	-19,510
Total Property and Equipment	16,401	17,802	22,004
Total Fixed Assets	3,504,338	3,531,182	3,611,713
TOTAL ASSETS	4,486,982	4,560,023	4,457,612
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	30,404	63,722	22,651
Total Accounts Payable	30,404	63,722	22,651
Credit Cards			
American Express	701	1,702	0
Capital One	5,401	3,828	1,181
Total Credit Cards	6,102	5,529	1,181

08/31/21

Hilltown Cooperative Charter School
Balance Sheet
As of June 30, 2021

	<u>Jun 30, 21</u>	<u>Mar 31, 21</u>	<u>Jun 30, 20</u>
Other Current Liabilities			
Accrued Expenses	8,745	0	5,579
Accrued Payroll	316,873	0	241,301
Deferred Revenue - Grants	1,628	1,628	1,700
Payroll Liabilities			
Dental Plan Payable	42	-569	345
Employee Health	2,985	-6,426	747
Employee Life	181	181	181
Federal Withholding	0	-5,619	0
FICA Company	0	-1,402	0
FICA Withheld	0	-1,552	-149
Long Term Disability	0	-57	-57
MA Retirement	0	0	0
MA Withholding	0	-3,746	0
Medicare Company	0	-1,211	0
Medicare Withheld	0	-1,211	0
Sect 125 - FSA	-3,627	-4,882	-459
SUTA	0	-88	0
Payroll Liabilities - Other	0	-662	0
Total Payroll Liabilities	<u>-419</u>	<u>-27,243</u>	<u>608</u>
Total Other Current Liabilities	<u>326,827</u>	<u>-25,614</u>	<u>249,188</u>
Total Current Liabilities	<u>363,333</u>	<u>43,637</u>	<u>273,019</u>
Long Term Liabilities			
Note Payable - USDA	3,302,078	3,315,949	3,356,994
Total Long Term Liabilities	<u>3,302,078</u>	<u>3,315,949</u>	<u>3,356,994</u>
Total Liabilities	<u>3,665,411</u>	<u>3,359,586</u>	<u>3,630,013</u>
Equity			
General Reserve Account	0	206,512	0
Res'd for Capital Expenditures	0	312,884	0
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	202,260	254,719	254,719
Undesignated Fund Balance	575,339	3,484	553,388
Net Income	-6,028	372,838	-30,509
Total Equity	<u>821,571</u>	<u>1,200,436</u>	<u>827,599</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,486,982</u></u>	<u><u>4,560,023</u></u>	<u><u>4,457,612</u></u>

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	3,083,927	3,064,269	19,658	101%
Total State Sources	3,083,927	3,064,269	19,658	101%
Federal Grants-DESE Administer				
COVID PREVENTION (2152)	8,450	8,450		100%
CvRF (COVID 19)	49,050	49,050		100%
ESSER 113	20,000	20,000		100%
ESSER II 115				
SOA 117	3,375		3,375	100%
SPED 262 Early Childhood	660	660		100%
Remote Tech 118	13,643	13,643		100%
SPED 240	39,720	39,559	161	100%
Summer Vacation Learning	9,682	9,682		100%
SPED 274	6,408	6,408		100%
Teacher Quality 140	4,391	4,357	34	101%
Title I 305	21,595	21,595		100%
Title IV	10,000	10,000		100%
Total Federal Grants-DESE Administer	186,974	183,404	3,570	102%
Friends of HCCS Grant				
FOH Annual Fund Grant	8,000	8,000		100%
Friends of HCCS Grant - Other	1,579	1,079	500	146%
Total Friends of HCCS Grant	9,579	9,079	500	106%
Fundraising Income				
Field Trip Fund				
FOH Designated Funds				
Winter Fair	464	464	0	100%
Total Fundraising Income	464	464	0	100%
Other sources				
Earnings on Investments	4,315	4,500	-185	96%
School Lunch Receipts	5,753	5,000	753	115%
Special Trip Receipts				
SPED Medicaid reimbursement	8,801	7,500	1,301	117%
Total Other sources	18,870	17,000	1,870	111%
Kid's Club Income				
Student Activity Fees				
Miscellaneous Income	2,698	2,000	698	135%
Total Income	3,302,512	3,276,216	26,296	101%
Gross Profit	3,302,512	3,276,216	26,296	101%
Expense				
Personnel Costs				
Personnel				
Professional Educational Staff	1,463,992	1,454,740	9,252	101%
Paraprofessional Educ. Staff	264,151	249,548	14,603	106%
Administrative Staff	269,688	289,059	-19,371	93%
Directors	243,656	243,656	0	100%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Kids' Club Staff				
Stipends - Student Activities	615		615	100%
Stipends - Program	3,800	5,000	-1,200	76%
Summer Programs(COVID Response)				
Year End Bonuses	72,775			
Longevity Pay	10,808	10,808	-0	100%
Total Personnel	2,329,484	2,252,811	76,673	103%
Payroll Taxes				
FICA	34,318	34,223	95	100%
Medicare	32,502	33,275	-773	98%
PFML Tax	8,770	10,000	-1,230	88%
SUTA	2,358	2,295	63	103%
UHIC	2,587	2,285	302	113%
Total Payroll Taxes	80,534	82,078	-1,544	98%
Fringe Benefits				
College Credit Reimbursement	2,000	2,000		100%
HRA Benefit	30,055	40,000	-9,945	75%
Health Diversion	14,000	15,000	-1,000	93%
Health insurance	249,987	245,000	4,987	102%
Worker's Compensation Insurance	13,418	13,418		100%
Total Fringe Benefits	309,461	315,418	-5,957	98%
Total Personnel Costs	2,719,479	2,650,307	69,172	103%
Consultant & Other Svcs-Fixed				
Administrative Consultant	4,875	6,000	-1,125	81%
Admin Services/Data Managemnt	14,228	8,000	6,228	178%
Annual Audit	9,500	9,500		100%
FSA/HRA Service	2,342	2,500	-158	94%
Payroll Service	3,401	3,500	-99	97%
Prisms Electives	900	3,000	-2,100	30%
SPED Advisor		1,000	-1,000	
SPED Contractors	40,313	40,000	313	101%
SPED Summer Services	5,102	5,100	2	100%
Total Consultant & Other Svcs-Fixed	80,659	78,600	2,059	103%
Consultant & Other Svcs				
Child Care				
Curriculum Consultants		4,080	-4,080	
Legal Fees	8,914	7,000	1,914	127%
FOH Des. Staff Development	6,924	8,000	-1,076	87%
Staff Development	3,558	1,131	2,427	315%
Total Consultant & Other Svcs	19,396	20,211	-816	96%
Occupancy				
Cleaning Services	34,398	40,000	-5,602	86%
Copier Rental	5,258	5,300	-42	99%
Copier Service Contract				
Electricity	20,258	24,000	-3,742	84%
Elevator Maintenance	2,901	3,350	-449	87%
Fire/Sprinkler Alarm services	2,085	2,040	45	102%
Heat	6,095	6,630	-535	92%
HVAC Maintenance	4,240	9,690	-5,450	44%
Insurance-Liability/Propty/Auto	28,906	28,906		100%
Interest Expense - USDA Loan	91,629	91,629	-0	100%
Internet	2,621	3,000	-379	87%
Landscaping	7,366	10,000	-2,634	74%
Minor Repair/Maintenance	11,312	15,000	-3,688	75%
Plowing/Snow Removal	6,450	7,803	-1,353	83%
Telephone	944	1,248	-304	76%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Trash Removal/Recycling	5,346	5,500	-154	97%
Water/Sewer	1,856	3,060	-1,204	61%
Total Occupancy	231,664	257,156	-25,492	90%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	2,400	2,400	0	100%
*Blues Ed Supps	422	600	-178	70%
*Indigos Ed Supplies	491	600	-109	82%
*Greens Ed Supps	575	630	-55	91%
*Yellows Ed Supps	624	600	24	104%
*Oranges Ed Supps	659	660	-1	100%
*Reds Ed Supps	614	660	-46	93%
*Purples Ed Supps				
Purples - STEM	395	450	-55	88%
Purples - ELA/HUM	491	450	41	109%
Total *Purples Ed Supps	885	900	-15	98%
*Prisms Ed Supps				
*Prisms Humanities	339	473	-134	72%
*Prisms Science	280	473	-192	59%
*Prisms ELA	391	473	-82	83%
*Prisms Math	228	473	-244	48%
Total *Prisms Ed Supps	1,238	1,890	-652	66%
*Minicourses	17	400	-383	4%
*Music/movement supplies				
*Music Supplies - K-5	374	382	-8	98%
*Music Supplies - 6-8	291	278	13	104%
Total *Music/movement supplies	664	660	4	101%
*Physical Education Supplies	763	875	-112	87%
*SPED Ed Supps	517	2,750	-2,233	19%
*Reading Specialist Supplies	307	300	7	102%
*Other Ed Supplies/Textbooks**	7,656	14,408	-6,752	53%
Remote Learning Programs	26,238	26,238	-0	100%
Educational Supplies/Textbooks - Other				
Total Educational Supplies/Textbooks	44,071	54,571	-10,500	81%
Food and Supplies		743	-743	
Health & Safety Supplies				
Household Supplies	2,433	5,000	-2,567	49%
Office Supplies	2,782	3,714	-932	75%
Playground Supplies	535	893	-358	60%
Postage	500	1,020	-520	49%
Printing and Reproduction	279	636	-357	44%
Testing & Evaluation Supplies	6,033	8,500	-2,467	71%
Total Supplies	56,634	75,077	-18,443	75%
Equipment				
Chromebook Replacement	2,000	2,000	-0	100%
Furnishings/Rugs	8,264	10,000	-1,736	83%
Minor Equipment	459	2,040	-1,581	23%
SPED Equipment	889	3,060	-2,171	29%
Tech Repair/Replacement	33,314	32,140	1,174	104%
Vehicle Expenses	464	1,020	-556	45%
Total Equipment	45,390	50,260	-4,870	90%

3:10 PM

08/31/21

Accrual Basis

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Grant-funded expenses				
Friends of HCCS Grant Expense	1,655	1,079	576	153%
Total Grant-funded expenses	1,655	1,079	576	153%
Other expenses				
Medical Contingency - COVID	13,680	20,000	-6,320	68%
Advertising	3,436	1,800	1,636	191%
BOT Discretionary Fund	500	500		100%
Community Domain Expense	4,639	2,750	1,889	169%
Community Service Projects		500	-500	
Graduation Expenses	1,038	1,020	18	102%
Field trips				
Indigos Field Trips				
Blues Field Trips				
Greens Field Trips				
Yellows Field Trips				
Oranges Field Trips				
Reds Field Trips				
Purples Field Trips				
Prisms Field Trips				
Total Field trips				
Fundraising Expenses	140		140	100%
Kid's Club Food/Supplies	21	200	-179	10%
MCSA Dues	6,076	6,076		100%
Miscellaneous Expenses	194	1,020	-826	19%
School Lunch Expense	8,788	8,000	788	110%
SPED Contingency				
Special Trip Expenses				
Purples Special Trip Expenses	5,480	5,480		100%
Special Trip Expenses - Other				
Total Special Trip Expenses	5,480	5,480		100%
Sunshine/Staff Appreciations	-280		-280	100%
Student Activity Expenses	1,000		1,000	100%
Travel		510	-510	
Total Other expenses	44,712	47,856	-3,144	93%
Directors' Discretionary Fund	1,195	1,750	-555	68%
Total Expense	3,200,783	3,182,296	18,487	101%
Net Ordinary Income	101,729	93,920	7,809	108%
Other Income/Expense				
Other Expense				
Depreciation Expenses	107,375		107,375	100%
Board Designated Expenditures				
BOT Designated Field Trip Fund	382	3,958	-3,576	10%
Total Board Designated Expenditures	382	3,958	-3,576	10%
Total Other Expense	107,757	3,958	103,799	2,723%
Net Other Income	-107,757	-3,958	-103,799	2,723%
Net Income	-6,028	89,962	-95,990	-7%



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Domain Administrators' Report September 2021

1. In order to foster better communication between teachers and their TAs, we are instituting a new staff role during teacher meetings. One staff member per teacher meeting will be the TA note taker. Their task is to take detailed notes of any issue which will directly affect TAs, write a blurb summarizing the issues and decisions, and email said blurb to all TAs. This will keep TAs better informed while also encouraging teachers to consider what TAs need to be kept aware of. Teachers will also be reminded of the expectations around weekly meetings with their TAs.
2. The annual Welcome Ceremony will take place at 8:30 a.m. on Friday, September 10th. It will be outdoors if weather permits, and broadcast into classrooms via Zoom if it does not. New students and staff will be welcomed by name, and receive their feather and bead.

The Friday Welcome Party will take place at 3:15 p.m. on Friday, September 10th. It will be a masked, outdoor get together for all community members. Activities will include giant bubbles, face painting, and a popsicle stand.

3. With 22 new staff members, the Week Before Children (six days for teaching staff, three days for TAs) was dedicated to the theme of alignment: aligning who we are, what we bring, what we need, what agreements we want to share- and how things work, from home study to mentoring roles to staff council to discipline to progress reports and more.

To support our new math curriculum, K-5 teachers participated in online training over the summer. To support our new literacy program (second year for Being a Reader, pilot year for Being a Writer), a consultant spent an in-person morning with teachers.

4. We expanded the capacity of our special education department in three important ways.
 1. Cait Browne, the new Academic Support Coordinator, is responsible for all students with IEPS and 504s (formerly housed with the Director of Teaching and Learning).
 2. Cait has linked three special education teachers with continued education on the Orton-Gillingham program.
 3. We now have a dedicated space and staffing for students to learn comfortably as part of a transition-to-school plan or part of an RTI intervention. Based on the BRYT program but modified for elementary school, we call our space the "Skylab" (it is upstairs).



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5. The new position of Logistics Coordinator is paired with the Kids' Club Coordinator role that continues to be filled by Nicole Grinaski. Nicole's position handles schedule changes and substitute teaching (the Director of Teaching and Learning is now back-up instead of primary).
6. Lara (Director of Teaching and Learning) earned a Certificate of School Management and Leadership through the Harvard Business School Online.



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Domain Council Meeting Minutes- August 13th, 2021

9:00am Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda, Rashida Krigger

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for September	Adjusting and finalizing topics for the meeting including Q4 Financials, ESSER III, Health & Safety, JEDI, LRP Update, Teacher Work Week update	Matt to submit agenda to Sara/Emily/Nicole for the board packet
Health & Safety	Group meeting early next week to discuss masks Kids Club programming being discussed and determined as well as running clubs, other groups	Directors will report out decision next week
Teacher Work Week	Teacher Work Week upcoming	Lara will update the Board at the September meeting
Board Retreat	5-9 at HCCPS next Tuesday; meeting will be outside as much as possible Agenda is finalized	Agenda will be posted online and sent to the State
Future Domain Council Meetings	Wednesday, September 15th, 2021 at 6:30 p.m.	Kate to add to the school calendar
Review action items		Done
Tentative agenda topics for next meeting	Director Updates, Agenda Finalization	
Next meeting time/date/location		Wednesday September 15th, 6:30 p.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 9:40 a.m.



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Facilities Committee Meeting Agenda –August 31, 2021, 6:30pm

Location: <https://us02web.zoom.us/j/85376488422?pwd=dzVraEdJNWp3UEVzQkkvZ3RxbHU4UT09>

Meeting ID: 853 7648 8422

Passcode: hilltown

Topic	Discussion	Action (if necessary)
Outdoor Spaces	<p>Concern there is not enough covered outdoor space for inclement weather or to get out of the sun. School needs</p> <p>Nan looked up tents online and found some from about \$2800. Possibly buy two or three tents that can be put up and left up. Question is how will they hold up under snow.</p> <p>We need a committee to decide how many tents, what size, and where they are placed.</p> <p>Possible uses for the tent includes all school and other performances. Nan is going to ask NHS about the tents they are using. Joe, Chris and Kate are going to research tents on line. The committee is proposing that the school purchase a car port that can be used by music classes as a first</p>	



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	step. Faculty could provide input on where this will go.	
Neighboring property	The neighboring property is for sale again. The last sale fell through. Asking price is \$1.2 million. Likely does not make sense for Hilltown.	
Survey of facility needs		
Climate Resilience Findings		
Building Access Issues		
Gaga Pit		
Adjournment		



Finance Committee Meeting Minutes –June 2, 2021, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Chris Korczak,
 Kate Saccento, Maureen Mahar, Andy Tilbe
Guests: None
Regrets: Lisa Plaza
Agenda: Approve April Minutes; Review Budget

Topic	Discussion	Action (if necessary)
April Minutes	Approval of April’s minutes (May meeting was cancelled)	Rich moved to approve March minutes, Chris seconded. Approved by consensus
Proposed FY22 Budget	For FY25 budget tuition should catch up with spending for additional staff No field trips planned Many line items in the budget reverted back to pre-COVID values Income will increase if Kids Club starts again Significant line item differences: ESSER II Grant: \$85,841 ESSER III: Grant: \$179,000, used in FY’s ‘23 & ‘24	Chris motioned to send budget to BOT, Rich seconded
Tentative Agenda Topics for Next Meeting	Approve June’s minutes Continue budget review	
Next Meeting Date/Time/Location	9/1/21; Via Zoom, 8:30 AM	



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Adjournment	Meeting adjourned at 9:15 AM	
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GABS Committee Meeting Minutes – Aug. 25, 2021, 5 p.m.

Meeting Location: By Zoom

Present: Sara Schieffelin; Rashida Krigger; Sarah Bittenwiser; Emily Boddy
Guests: None
Regrets: None
Notetaker: Sara

Topic	Discussion	Action (if necessary)
Check-in	Hopes and concerns about the upcoming school year.	
Meeting minutes review and approval	Reviewed and approved last month's minutes	
New board member orientation/open house planning	Dan to help Sara with orientation. Open house and new member orientation will be on Thursday Sept. 9th from 5-6 on Zoom. Sara and Dan will facilitate orientation. Sarah B and maybe Matt D. will be in a breakout room with folks who are interested in committee work	Sara to reach out to Matt the see if BOT meeting will be on Zoom Sara to write blurb for newsletter/email and send to Rashida who will send to community Sara to send Sarah description of what each committee does
JEDI	Discussed BOT application process, particularly around the submission of resumes and how this can exclude people. What is the process for	Emily to email to Kate and Dan asking for



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	<p>when/how resumes are submitted for the BOT process? Do resumes need to be published into the packet? How do we demystify the process? Are the resumes in the packet as a bi-law?</p> <p>How do we encourage real diversity on the BOT? What about people who don't feel comfortable speaking up or speaking in a group and have value to share?</p> <p>Discussed that we need to look at people's background as assets now just what skill-sets they have.</p> <p>There's a reputation of Hilltown as a "hippy school." How do we think about how we present ourselves to the larger community?</p>	<p>clarification about resume process</p>
Recruitment	<p>Discussed ideas for recruitment. Emily has two people she has invited to the orientation who are interested in committee work. Sarah will reach out to Mike Ford.</p>	<p>Sarah B to reach out to Mike Ford and invite him to orientation</p> <p>All committee members will think about people who might be interested in/good at BOT or committee work</p>
Review Action Items	<p>Action items reviewed.</p>	<p>Emily to send Rashida log-in information for GABS and Trustee Google Drive</p> <p>Sara to send an email to Dan and Emily to decide where Board Book goes in Google Drive</p> <p>Sara to make Doodle poll to figure out</p>



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		meeting times moving forward
Next Meeting Date/Time/Location	Wednesday Sept. 29th, at 5pm by Zoom	
Adjournment	Meeting adjourned at 6:23 p.m.	

Agenda items for next month: goals for GABS



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JEDI Committee Meeting Minutes- August 16th, 2021
12:00 p.m.

Present: Kathleen Szegda, Rashida Krigger, Meg Taylor, Cinzia Pica-Smith
Regrets: Joe Wyman

Topic	Discussion	Action
Introductions	Introduction of new members and sharing interests in participating	
Overview of Committee	Shared what the Committee has accomplished in the past year, including Board training and working with Board Committees to incorporate JEDI lens into their work. Shared brief overview of other work in school focusing on JEDI, including administrator's efforts and the staff Equity Committee.	Rashida will work on description/visual representation of what each of the school bodies working on JEDI is focused on Kathleen will gather information on what is currently taking place at school.
Goals of Committee	Group discussed areas they would like to better understand status of as consider goals and work moving forward, including how JEDI incorporated into curricula, how school educates on gender and gender identify, and various policies in place to support JEDI. Interests expressed in equity audit.	Meg will look at JEDI practices of Paolo Frere Social Justice School. Cinzia will look into group she knows of who does equity training.
Next meeting time/date/location		Monday September 13th, 12:00 p.m.
Adjournment		Meeting adjourned at 1:10 p.m.