

## HCCPS Board of Trustees

### Meeting Agenda

June 8th, 2022 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 Health + Safety Update: (Update) H+S Team (5 min)**

**6:45 Director Salary Proposal: (Decision) Matt + Kathleen (10 min)**

**6:55 Teacher Leadership Summer Opportunities: (Update) Kate (5 min)**

**7:00 Q3 Financials: (Decision) Kate (5 min)**

**7:05 FY23 Budget: (Decision) Finance (10 min)**

- 7:15 **FY 23 Capital Expense Proposal: (Decision) Kate (10 min)**
- 7:25 **Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)**
- 7:45 **New BoT Officers: (Decision) GABS (10 min)**
- 7:55 **New Board Member Vote: (Decision) GABS (5 min)**
- 8:00 **Annual Meeting Recap: (Update) GABS (5 min)**
- 8:05 **Hiring Committee: (Update) Kathleen (10 min)**
- 8:15 **Long Range Plan Update: (Update) LRP Team (5 min)**
- 8:20 **Committee Reports -- Questions Only (5 min)**
- 8:25 **New Business (5 min)**
- 8:30 **Meeting Wrap-up/Snacks + Drinks/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, May 11th, 2022, 6:30 pm

**Location:** HCCPS and Zoom

**Present:** In-person: Kate Saccento, Kathleen Szegda, Daniel Klatz, Chris Korczak, Kathleen Hulton, Matt Dube, Joe Wyman, Sara Scheiffelin, Kate Ewall  
 By Zoom: Marguerite Durant, Emily Boddy, Rashida Krigger, Tala Elia

**Regrets:** Rich Senecal

**Facilitator:** Matt

**Notetaker:** Sara

**Guests:** In-person: Kelly Vogel  
 By Zoom: Andrew Cote, Bill Sweet, Cait Browne, Myssie Casinghino, Landon

**List keeper:** Kathleen S.

**Timekeeper:** Chris

**Mission statement read by:** Kate S.

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgments</b>	Joe Wyman read the mission statement.  Kate Saccento gave a shout-out to Emily and Sara for their work on the packets and notices. Matt Dube gave a shout-out to Nurse Mary for National School Nurse Appreciation Day.	
<b>Any Thank You Notes Needed?</b>	None noted	
<b>BOT Visibility This Month?</b>	Rashida Krigger noted there is an upcoming Tuesday Coffee Hour, as usual. Marguerite Durant added: 5/13 6:30 pm Prisms coffeehouse, 5/17 6 pm Hamhilltown, 5/18 9 am Hamhilltown, 5/25 8:40 am Il Teatro, Annual meeting 6:15, 6/3 musical, 6:30 pm  Also, Annual Meeting, May 25, 6:30	

<b>Minutes</b>	Minor spelling and grammatical errors corrected. Minutes approved	Sara motioned to approve the April 13th meeting minutes; Kathleen S. seconded; the Board approved the April 13th meeting minutes by consensus. Sara motioned to approve the April 27th meeting minutes; Kathleen H. seconded; the Board approved the April 27th meeting minutes by consensus.
<b>Public Comment</b>	none	
<b>Equity Team Visit: (Discussion) Equity Team</b>	Rashida reported that the meeting did not happen yet.	
<b>Health + Safety Update: H+S Team</b>	This week's and last week's pool tests were negative, and the school is continuing with a masks-optional policy. While rates are increasing in the community at large, there hasn't been an increase in hospitalization.	

<p><b>FY23 Budget: (Update) Finance</b></p>	<p>Kate Saccento reported that the Finance Committee will be back next month with a proposal for an FY23 budget. While it's early to see exactly what the state figures are, she said the current forecast looks promising.</p> <p>There will probably be a small bump up as the budget currently does not include an impending \$150 per student increase in tuition, she said.</p> <p>The third grant available over three years, we are using a small portion this year and spreading out over the next two years. This is connected to COVID relief. Also, we are budgeting conservatively concerning Medicaid, as money coming in for that is down.</p> <p>They will need to make some adjustments in the salaries line, as we are filling two Atelier positions, and will have some teaching assistant positions over the summer. Also, there's a 5 percent increase for the admin team.</p> <p>Matt mentioned that there will be a placeholder item in the budget for the director's position.</p> <p>Kate said it looks like there is a \$10,000 reduction in educational supplies because the line item was revised up last year because of a surplus. There will be other items that will be scaled back like that. The Massachusetts Charter Public School Association will be increasing its membership fee. Also, there needs to be a discussion about the line item for the class trip for older students (the DC trip has been canceled two years in a row).</p> <p>Dan Klatz asked why in line 135, FICA goes up \$90,000. No one knows, Kate replied, agreeing that it does seem like an error and will look into it.</p> <p>Dan asked if the budget reflected some of the staffing changes discussed at the previous meeting. Kate replied that there is a placeholder for the new director, and money is being set aside for the behaviorist. Money for the teacher leaders is being allocated from line 32, "program stipends," she said.</p>	<p>The budget will be brought in June</p>
<p><b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team</b></p>	<p>Kathleen H. and Rashida reported that they have been working on a JEDI component for the draft long-range plan. Kathleen said they don't have any JEDI education for the board ready at this time.</p>	<p>Different time for Equity meeting to visit</p>

<p><b>New Board Member Recommendations: (Discussion + Decision) GABS</b></p>	<p>Emily Boddy, thanking Joe Wyman for his service to the board, said GABS is recommending that the BOT appoint Andrew Coate as of July. Andrew is a parent of a kindergartner and a frequent attendee of BOT meetings and has been serving for many months on the Personnel Committee. This would maintain the two-thirds representation (10/15) of parents on the board. Andrew, speaking via Zoom, said his background in working with nonprofits should prove helpful to his work for the Board. With regret, he said he would not be able to attend the Annual Meeting.</p>	<p>Vote to appoint Andrew Coate to be held at the June meeting</p>
--	--	--

<p><b>Bereavement Policy: (Decision) Personnel</b></p>	<p>Lara Ramsey presented a draft proposal to change the school’s bereavement policy. Currently, all employees have three days for bereavement leave. The Personnel Committee has determined that this is not sufficient in some cases. The committee has proposed to increase that to five, in the case of employees with a death in the immediate family (parent, sibling, spouse, child, grandchild, and comparable step-relatives). Three-day leave would remain available in the case of in-laws or comparable step-relatives, or at the discretion of the directors. Other exceptional cases may be granted at the discretion of the directors as well. She said that there have been several deaths in the past year and a half in the immediate family of individual staffers, and three days just hasn’t been enough time, so instead of regularly granting exceptions, the committee felt having a new standard would take some of the onus off of the directors.</p> <p>Dan expressed concern about the new policy having a hierarchy of relationships for which three days were given, or five. He suggested this would create an unsafe environment for bereaved employees asking for time off. He suggested having a comprehensive list, and language indicates leave time of “up to five days.” He also noted that grief is very individual, and people may need time in cases of the loss of someone not on the list (pets, for instance).</p> <p>Andrew Coate mentioned that it is standard in other communities for the director to consider exceptions to bereavement. Sara Schieffelin agreed that the situation can get murky as families are all different.</p> <p>Dan said that the director ideally should not be directly involved in the decision. However, Lara pointed out that directors are directly involved in decision-making over granting unpaid days for family emergencies. Dan countered that creating tiers of different kinds of loss would put a burden on the directors.</p> <p>Following more discussion, Matt concluded the consensus was to send the amendments back to the committee. Overall, the Board supported the changes but felt the third bullet point about the discretion of the director needed to be altered.</p>	<p>Bereavement policy going back to committee</p>
--	--	---

<p><b>Annual Meeting: (Discussion + Decision) GABS</b></p>	<p>Emily opened the discussion of the Annual Meeting Schedule. Marguerite sent a detailed email about her vision for the music portion, that it would be about 30 minutes. There was a discussion about how to best fit this with a meeting that has already been announced for 6:30 pm. There was concern that it was too close to the meeting to change the start time to 6 pm, and that would cut into families' after-school schedules, and starting with a half-hour music program at 6:30 might stretch the meeting too late. Matt said that much of the program would not take very long.</p> <p>The most involved part of the program would be at the end, the breakout groups led by Kathleen and Rashida, which Rashida described as a "debrief and reset" to envision a post-pandemic Hilltown. There was a consensus to push the end time of the meeting to 8:15.</p>	<p>Consensus to move the end time to 8:15 to accommodate the music program.</p>
<p><b>Hiring Committee: (Update) Kathleen S.</b></p>	<p>Kathleen Szegda reported that the hiring committee was formed, made of Kate Saccento, Rashida Krigger, and Tala Elia, with teacher representation by Gina Wyman and Pat.</p> <p>The position was posted internally and externally, and they've received 14 applications and counting. Plans are to interview the week of 5/16. There were no internal applicants.</p>	
<p><b>Committee Reports -- Questions Only</b></p>	<p>none</p>	
<p><b>New Business</b></p>	<p>voting in officers; committee chair; Q3 financials; FY23 budget; director salary proposal</p>	
<p><b>Meeting Wrap-Up/ Evaluation</b></p>	<p>Next Meetings: Wednesday, June 8th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: Matt Drinks: Kathleen Newsletter blurb: Joe</p>	
<p><b>Review Action Items</b></p>	<p>Reviewed action items.</p>	
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 7:46 p.m.</p>	<p>Kathleen S. motioned to adjourn; Kate E.</p>

		seconded; the meeting was adjourned.
--	--	--------------------------------------

**Tentative Agenda Topic for the May 11th Board Meeting:** voting in officers; committee chair; Q3 financials; FY23 budget; director salary proposal

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of March 31, 2022

	<u>Mar 31, 22</u>	<u>Dec 31, 21</u>	<u>Mar 31, 21</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Easthampton Savings</b>			
ESB-General Reserve x0819	208,957	208,751	208,123
ESB Checking - XXXXX4269	391,069	352,614	500,667
ESB-Capital Reserve x1886	315,604	315,487	314,813
<b>Total Easthampton Savings</b>	<u>915,630</u>	<u>876,852</u>	<u>1,023,603</u>
<b>Total Checking/Savings</b>	915,630	876,852	1,023,603
<b>Other Current Assets</b>			
Suspense	0	0	-967
Due from employees			
COBRA	1,129	1,128	508
<b>Total Due from employees</b>	<u>1,129</u>	<u>1,128</u>	<u>508</u>
Prepaid Expenses	6,880	6,880	1,042
Security Deposit	4,415	4,415	4,655
<b>Total Other Current Assets</b>	<u>12,423</u>	<u>12,423</u>	<u>5,237</u>
<b>Total Current Assets</b>	928,053	889,275	1,028,840
<b>Fixed Assets</b>			
<b>Property 1-3 Industrial Pkwy</b>			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
<b>Total Property 1-3 Industrial Pkwy</b>	<u>3,790,726</u>	<u>3,790,726</u>	<u>3,790,726</u>
Accum. Depreciation - Building	-437,151	-417,813	-359,802
Property Improvements	151,440	151,440	151,440
Accum. Dep - Property Imprvmnts	-93,407	-87,301	-68,984
<b>Property and Equipment</b>			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-11,910	-11,210	-9,108
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-24,412	-23,711	-21,611
<b>Total Property and Equipment</b>	<u>12,198</u>	<u>13,599</u>	<u>17,802</u>
<b>Total Fixed Assets</b>	3,423,807	3,450,651	3,531,182
<b>TOTAL ASSETS</b>	<u><u>4,351,861</u></u>	<u><u>4,339,926</u></u>	<u><u>4,560,023</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	32,197	34,019	63,722
<b>Total Accounts Payable</b>	<u>32,197</u>	<u>34,019</u>	<u>63,722</u>
<b>Credit Cards</b>			
American Express	6	0	1,702
Capital One	2,238	1,823	3,828
<b>Total Credit Cards</b>	<u>2,244</u>	<u>1,823</u>	<u>5,529</u>

05/10/22

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of March 31, 2022

	<u>Mar 31, 22</u>	<u>Dec 31, 21</u>	<u>Mar 31, 21</u>
<b>Other Current Liabilities</b>			
Deferred Revenue - Grants	1,628	1,628	1,628
<b>Payroll Liabilities</b>			
Dental Plan Payable	-633	-641	-569
Employee Health	-5,554	-5,974	-6,426
Employee Life	226	226	181
Federal Withholding	0	0	-5,619
FICA Company	0	0	-1,402
FICA Withheld	0	0	-1,552
Long Term Disability	0	0	-57
MA Retirement	0	0	0
MA Withholding	0	0	-3,746
Medicare Company	0	0	-1,211
Medicare Withheld	0	0	-1,211
Sect 125 - FSA	-5,251	-4,882	-4,882
SUTA	0	0	-88
Payroll Liabilities - Other	0	0	-662
<b>Total Payroll Liabilities</b>	<u>-11,212</u>	<u>-11,271</u>	<u>-27,243</u>
<b>Total Other Current Liabilities</b>	<u>-9,584</u>	<u>-9,643</u>	<u>-25,614</u>
<b>Total Current Liabilities</b>	24,857	26,199	43,637
<b>Long Term Liabilities</b>			
Note Payable - USDA	3,259,891	3,274,050	3,315,949
<b>Total Long Term Liabilities</b>	<u>3,259,891</u>	<u>3,274,050</u>	<u>3,315,949</u>
<b>Total Liabilities</b>	3,284,747	3,300,249	3,359,586
<b>Equity</b>			
General Reserve Account	208,331	208,331	206,512
Res'd for Capital Expenditures	315,088	315,088	312,884
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	202,260	202,260	254,719
Undesignated Fund Balance	45,891	45,891	3,484
Net Income	245,543	218,107	372,838
<b>Total Equity</b>	<u>1,067,113</u>	<u>1,039,677</u>	<u>1,200,436</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>4,351,861</b></u>	<u><b>4,339,926</b></u>	<u><b>4,560,023</b></u>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>State Sources</b>				
Per-Pupil Revenue	2,457,133	3,306,871	-849,738	74%
<b>Total State Sources</b>	2,457,133	3,306,871	-849,738	74%
<b>Federal Grants-DESE Administer</b>				
ESSER III 119	17,701	17,701		100%
IDEA 264	703	1,038	-335	68%
IDEA 252	6,332	11,665	-5,333	54%
ESSER 113				
ESSER II 115	55,000	85,841	-30,841	64%
SOA 117	16,749	16,749		100%
SPED 262 Early Childhood	367	673	-306	55%
SPED 240	20,232	41,167	-20,935	49%
SPED 274				
Teacher Quality 140	965	3,654	-2,689	26%
Title I 305	9,878	19,392	-9,514	51%
Title IV	4,000	10,000	-6,000	40%
<b>Total Federal Grants-DESE Administer</b>	131,927	207,880	-75,953	63%
<b>Friends of HCCS Grant</b>				
FOH Amplifying Voices Grant	630	630		100%
<b>Total Friends of HCCS Grant</b>	630	630		100%
<b>Private Grants</b>				
MA Cultural Council	5,500			
<b>Total Private Grants</b>	5,500			
<b>Fundraising Income</b>				
Field Trip Fund	6,657	6,577	80	101%
FOH Designated Funds	4,500	4,500		100%
Winter Fair				
<b>Total Fundraising Income</b>	11,157	11,077	80	101%
<b>Other sources</b>				
COVID Sick leave Rimbursments	4,779	4,800	-21	100%
Earnings on Investments	1,332	2,000	-668	67%
School Lunch Receipts	18,576	18,000	576	103%
Special Trip Receipts				
Prisms Special Trip Receipts	1,389			
Special Trip Receipts - Other		5,000	-5,000	
<b>Total Special Trip Receipts</b>	1,389	5,000	-3,611	28%
<b>SPED Medicaid reimbursement</b>	20,085	23,000	-2,915	87%
<b>Total Other sources</b>	46,161	52,800	-6,639	87%
<b>Kid's Club Income</b>	71,760	85,000	-13,240	84%
<b>Student Activity Fees</b>	19,617	17,000	2,617	115%
<b>Miscellaneous Income</b>	3,130	3,500	-370	89%
<b>Total Income</b>	2,747,015	3,684,758	-937,743	75%
<b>Gross Profit</b>	2,747,015	3,684,758	-937,743	75%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July 2021 through March 2022

Expense	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Personnel Costs</b>				
<b>Personnel</b>				
Professional Educational Staff	911,856	1,480,040	-568,184	62%
Paraprofessional Educ. Staff	240,079	330,098	-90,019	73%
Administrative Staff	274,857	342,159	-67,302	80%
Directors	154,531	200,891	-46,360	77%
Kids' Club Staff	37,959	55,140	-17,181	69%
Stipends - Student Activities	3,810	7,000	-3,190	54%
Stipends - Program	17,930	19,000	-1,070	94%
Summer Programs(COVID Response)	10,280	10,280		100%
Year End Bonuses				
Longevity Pay	9,913	9,800	113	101%
<b>Total Personnel</b>	1,661,214	2,454,408	-793,194	68%
<b>Payroll Taxes</b>				
FICA	29,325	35,589	-6,264	82%
Medicare	22,921	38,813	-15,892	59%
PFML Tax	5,898	10,000	-4,102	59%
SUTA	1,654	2,454	-800	67%
UHIC	2,829	2,285	544	124%
<b>Total Payroll Taxes</b>	62,628	89,141	-26,514	70%
<b>Fringe Benefits</b>				
College Credit Reimbursement	2,000	3,000	-1,000	67%
HRA Benefit	34,448	53,500	-19,052	64%
Health Diversion	9,429	12,000	-2,571	79%
Health Insurance	247,527	293,000	-45,473	84%
Worker's Compensation Insurance	10,351	11,492	-1,141	90%
<b>Total Fringe Benefits</b>	303,755	372,992	-69,237	81%
<b>Total Personnel Costs</b>	2,027,597	2,916,541	-888,944	70%
<b>Consultant &amp; Other Svcs-Fixed</b>				
Admin Services/Data Managemnt	11,418	12,000	-582	95%
Annual Audit	7,860	7,860		100%
FSA/HRA Service	1,327	2,500	-1,173	53%
Payroll Service	2,956	3,500	-544	84%
Prisms Electives		3,000	-3,000	
SPED Advisor		1,000	-1,000	
SPED Contractors	34,598	65,000	-30,402	53%
SPED Summer Services	3,820	3,820		100%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	61,980	98,680	-36,700	63%
<b>Consultant &amp; Other Svcs</b>				
Curriculum Consultants	2,869	4,080	-1,211	70%
Legal Fees	2,279	10,000	-7,722	23%
Staff Development	15,630	17,000	-1,370	92%
<b>Total Consultant &amp; Other Svcs</b>	20,777	31,080	-10,303	67%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Occupancy</b>				
Cleaning Services	34,472	50,000	-15,528	69%
Copier Rental	4,382	5,300	-918	83%
Copier Service Contract	118	500	-382	24%
Electricity	17,578	26,000	-8,422	68%
Elevator Maintenance	6,996	10,000	-3,004	70%
Fire/Sprinkler Alarm services	415	2,040	-1,625	20%
Heat	5,848	7,500	-1,653	78%
HVAC Maintenance	6,194	10,000	-3,806	62%
Insurance-Liability/Propty/Auto	31,184	31,184	-0	100%
Interest Expense - USDA Loan	67,720	90,099	-22,379	75%
Internet	3,604	4,500	-896	80%
Landscaping	1,880	10,000	-8,120	19%
Minor Repair/Maintenance	4,714	15,000	-10,286	31%
Plowing/Snow Removal	4,750	8,000	-3,250	59%
Telephone	776	1,500	-724	52%
Trash Removal/Recycling	3,303	6,000	-2,697	55%
Water/Sewer	1,493	3,000	-1,507	50%
<b>Total Occupancy</b>	<b>195,427</b>	<b>280,623</b>	<b>-85,196</b>	<b>70%</b>
<b>Supplies</b>				
<b>Educational Supplies/Textbooks</b>				
*Atelier supplies	1,476	2,400	-924	62%
*Blues Ed Supps	343	850	-507	40%
*Indigos Ed Supplies	544	850	-306	64%
*Greens Ed Supps	494	880	-386	56%
*Yellows Ed Supps	422	850	-428	50%
*Oranges Ed Supps	670	910	-240	74%
*Reds Ed Supps	588	910	-322	65%
*Purples Ed Supps				
Purples - STEM	457	715	-258	64%
Purples - ELA/HUM	157	715	-558	22%
<b>Total *Purples Ed Supps</b>	<b>613</b>	<b>1,430</b>	<b>-817</b>	<b>43%</b>
*Prisms Ed Supps				
*Prisms Humanities	329	715	-386	46%
*Prisms Science	514	715	-201	72%
*Prisms ELA	409	715	-306	57%
*Prisms Math	212	715	-503	30%
<b>Total *Prisms Ed Supps</b>	<b>1,464</b>	<b>2,860</b>	<b>-1,396</b>	<b>51%</b>
*Minicourses	241	550	-309	44%
*Music/movement supplies				
*Music Supplies - K-5		375	-375	
*Music Supplies - 6-8	297	285	12	104%
<b>Total *Music/movement supplies</b>	<b>297</b>	<b>660</b>	<b>-363</b>	<b>45%</b>
*Physical Education Supplies	785	875	-90	90%
*SPED Ed Supps	1,166	2,750	-1,584	42%
*Reading Specialist Supplies	230	300	-70	77%
*Other Ed Supplies/Textbooks**	18,591	17,925	666	104%
<b>Total Educational Supplies/Textbooks</b>	<b>27,925</b>	<b>35,000</b>	<b>-7,075</b>	<b>80%</b>

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Food and Supplies</b>	226	750	-524	30%
<b>Health &amp; Safety Supplies</b>	2,194	3,000	-806	73%
<b>Household Supplies</b>	3,560	4,000	-440	89%
<b>Office Supplies</b>	2,665	3,000	-335	89%
<b>Playground Supplies</b>		900	-900	
<b>Postage</b>	320	1,000	-680	32%
<b>Printing and Reproduction</b>		650	-650	
<b>Testing &amp; Evaluation Supplies</b>	4,422	6,500	-2,078	68%
<b>Total Supplies</b>	41,312	54,800	-13,488	75%
<b>Equipment</b>				
<b>Chromebook Replacement</b>	10,700	11,000	-300	97%
<b>Furnishings/Rugs</b>	4,210	10,000	-5,790	42%
<b>Minor Equipment</b>	1,649	2,040	-391	81%
<b>SPED Equipment</b>	779	1,500	-721	52%
<b>Tech Repair/Replacement</b>	7,499	50,000	-42,501	15%
<b>Vehicle Expenses</b>	177	1,020	-843	17%
<b>Equipment - Other</b>	850			
<b>Total Equipment</b>	25,864	75,560	-49,696	34%
<b>Grant-funded expenses</b>				
<b>Friends of HCCS Grant Expense</b>				
<b>FOH Amplifying Voices Grant</b>	629	630	-1	100%
<b>Total Friends of HCCS Grant Expense</b>	629	630	-1	100%
<b>Total Grant-funded expenses</b>	629	630	-1	100%
<b>Other expenses</b>				
<b>Advertising</b>	2,284	2,500	-216	91%
<b>BOT Discretionary Fund</b>	133	500	-367	27%
<b>Community Domain Expense</b>	1,556	2,800	-1,244	56%
<b>Community Service Projects</b>	196	500	-305	39%
<b>Graduation Expenses</b>	14	1,500	-1,486	1%
<b>Field trips</b>				
<b>Indigos Field Trips</b>	166	600	-435	28%
<b>Blues Field Trips</b>	166	600	-435	28%
<b>Greens Field Trips</b>	23	630	-607	4%
<b>Yellows Field Trips</b>	23	600	-577	4%
<b>Oranges Field Trips</b>		660	-660	
<b>Reds Field Trips</b>		660	-660	
<b>Purples Field Trips</b>		930	-930	
<b>Prisms Field Trips</b>	317	1,860	-1,543	17%
<b>Total Field trips</b>	694	6,540	-5,846	11%
<b>Fundraising Expenses</b>		800	-800	
<b>Kid's Club Food/Supplies</b>	1,910	3,500	-1,590	55%
<b>MCSA Dues</b>	6,393	6,393		100%
<b>Miscellaneous Expenses</b>	3,295	5,000	-1,705	66%
<b>School Lunch Expense</b>	22,940	25,000	-2,060	92%
<b>SPED Contingency</b>		15,000	-15,000	
<b>Special Trip Expenses</b>				
<b>Prisms Special Trip Expense</b>	3,600			
<b>Purples Special Trip Expenses</b>	1,800			
<b>Special Trip Expenses - Other</b>		12,308	-12,308	
<b>Total Special Trip Expenses</b>	5,400	12,308	-6,908	44%
<b>Sunshine/Staff Appreciations</b>	425	1,000	-575	42%
<b>Student Activity Expenses</b>	2,116	7,500	-5,384	28%
<b>Travel</b>		510	-510	
<b>Total Other expenses</b>	47,356	91,351	-43,995	52%

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Directors' Discretionary Fund		2,500	-2,500	
<b>Total Expense</b>	2,420,941	3,551,765	-1,130,824	68%
<b>Net Ordinary Income</b>	326,074	132,993	193,081	245%
<b>Other Income/Expense</b>				
Other Expense				
Depreciation Expenses	80,531	107,375	-26,844	75%
<b>Total Other Expense</b>	80,531	107,375	-26,844	75%
<b>Net Other Income</b>	-80,531	-107,375	26,844	75%
<b>Net Income</b>	<b>245,543</b>	<b>25,618</b>	<b>219,925</b>	<b>958%</b>

**FY 23 HCCPS Budget - Working Draft**

Assumptions: State projected tuition as of 4/14/22

Static Grants, Approved salary increases for TA's and Teachers

Current Staffing levels, 1% Health Ins increase at current enrollment, 5% Admin increase

4% inflation, 5% Directors increase

	FY 22 Approved/Revised 3/9/2022	FY 23 Proposed 5/31/2022	Percentage Change
<b>INCOME</b>			
1 State Per Pupil Tuition	3,306,871	3,551,929	7.41%
2 Grants- Mass DOE SPED 240	41,167	41,167	0.00%
3 Grants- Mass DOE Title IVa	10,000	10,000	0.00%
4 Grants- Mass DOE 140, Title II,A	3,654	3,654	0.00%
5 Grants- Mass DOE Title I 305	19,392	19,392	0.00%
6 Grants - ESSER (50% Tech, 50% PPE) ESSER II for FY22	85,841	0	-100.00%
7 Grants - CvRF/ ESSER III for FY 23/FY24	17,701	79,659	350.03%
8 Grants- MASS DOE 262	673	673	0.00%
9 Grants- Summer Learning/SOA FY22	16,749	0	-100.00%
10 Grants - IDEA 252	11,665	11,665	0.00%
11 Grants - IDEA 264	1,038	1,038	0.00%
12 Grants - Mass DOE SPED 274 (IDEA)	0	0	0.00%
13 FOH Rolling Arts/Class Grants	630	0	-100.00%
14 Field Trip Fund	6,577	0	-100.00%
15 Fundraising - FOH Designated Funds	4,500	4,500	0.00%
16 Kids Club Income	85,000	85,100	0.12%
17 Student Activity Fees- sports, music	17,000	15,000	-11.76%
18 Medicaid/SPED Income	23,000	8,500	-63.04%
19 Misc Income	3,500	3,000	-14.29%
19a COVID Leave Reimbursement	4,800	0	-100.00%
20 Interest income	2,000	1,000	-50.00%
21 School Lunch receipts	18,000	15,000	-16.67%
22 Special Field Trip Fundraising	5,000	5,000	0.00%
23 Winter Fair	0	3,000	0.00%
24 <b>Total Income</b>	<b>3,684,758</b>	<b>3,859,277</b>	<b>4.74%</b>
<b>EXPENSES</b>			
<b>Personnel</b>			
25 Educational Professionals (Teachers, OT, Counselor)	1,480,040	1,610,289	8.80%
26 Educational Paraprofessionals (TA's, Interns, Substitutes)	330,098	408,924	23.88%
27 Director's Salaries	200,891	210,936	5.00%
28 Administrative Staff (Asst, Bookkeeper, SPED Coord, Tech, Nurse, Cmty/Fam)	342,159	359,256	5.00%
29 Kids Club Coordinator/Staff	55,140	61,724	11.94%
30 Summer Programs (Response to COVID learning loss)	10,280	20,000	94.55%
31 Stipends- student activities (dance, mini, drama)	7,000	5,000	-28.57%
32 Stipends-program	19,000	20,000	5.26%
33 Longevity Pay	9,800	11,638	18.75%
<b>Payroll subtotal</b>	<b>2,454,409</b>	<b>2,707,766</b>	<b>10.32%</b>
34 Medicare- everyone-.0145	35,589	39,263	10.32%
35 FICA- non MTRS-.062	38,812	44,540	14.76%
36 SUTA-.001- everyone	2,454	2,708	10.32%
37 UHIC-.0034 everyone/capped @ 1st 14,000	2,285	2,285	0.00%
38 PFML Tax	10,000	10,000	0.00%
39 Health Insurance	293,000	325,500	11.09%
40 HRA	53,500	54,912	2.64%
41 Health Diversion Benefit	12,000	14,000	16.67%
42 Workers Compensation	11,492	15,000	30.53%
43 College Credit Reimbursement	3,000	3,000	0.00%
<b>Total Personnel Costs</b>	<b>2,916,541</b>	<b>3,218,973</b>	<b>10.37%</b>
<b>Consultants and Outside Services</b>			
44 Administrative Data Management System/Services	12,000	12,480	4.00%
45 Auditor	7,860	9,000	14.50%
46 Curriculum Consultants	4,080	10,000	145.10%
47 FSA/HRA Administrative Cost	2,500	2,600	4.00%

48 Legal Fees	10,000	10,400	4.00%
49 Payroll Service	3,500	3,640	4.00%
50 Prisms Electives	3,000	3,120	4.00%
51 Professional Development	17,000	20,000	17.65%
52 SPED Advisor	1,000	1,040	4.00%
53 SPED Contractors - PT, psychologist	65,000	67,600	4.00%
54 Summer SPED services	3,820	3,973	4.00%
<b>subtotal</b>	<u>129,760</u>	<u>143,853</u>	<u>10.86%</u>
<b>Occupancy</b>			
55 Cleaning Services	50,000	52,000	4.00%
56 Copier Rental	5,300	5,300	0.00%
57 Copier Service Contract	500	505	1.00%
58 Electric	26,000	27,040	4.00%
59 Elevator Maint	10,000	10,400	4.00%
60 Fire/Sprinkler Alarm Services	2,040	2,122	4.00%
61 Heat	7,500	7,800	4.00%
62 HVAC Maint	10,000	10,000	0.00%
63 Insurance	31,184	32,431	4.00%
64 Interest Expense USDA	90,099	88,527	-1.74%
65 Internet	4,500	4,680	4.00%
66 Landscaping	10,000	10,000	0.00%
67 Minor Repair/Maintenance	15,000	15,000	0.00%
68 Plowing	8,000	8,320	4.00%
69 Telephone	1,500	1,560	4.00%
70 Trash Removal	6,000	6,240	4.00%
71 Water Sewer Fees	3,000	3,120	4.00%
<b>subtotal</b>	<u>280,623</u>	<u>285,045</u>	<u>1.58%</u>
<b>Supplies</b>			
72 Educational Supplies	35,000	25,000	-28.57%
73 Food	750	1,000	33.33%
74 Household Supplies	4,000	5,500	37.50%
75 Health & Safety Supplies	3,000	3,500	16.67%
76 Office Supplies	3,000	4,500	50.00%
77 Playground supplies	900	1,500	66.67%
78 Postage	1,000	1,000	0.00%
79 Printing	650	650	0.00%
80 Testing/Evaluation Supplies	6,500	6,500	0.00%
<b>sub total</b>	<u>54,800</u>	<u>49,150</u>	<u>-10.31%</u>
<b>Equipment</b>			
81 Chromebook Replacement	11,000	5,000	-54.55%
82 Furnishings	10,000	5,000	-50.00%
83 Minor Equipment<\$500 ,	2,040	3,000	47.06%
84 SPED Equipment	1,500	2,500	66.67%
85 Tech Repair/Replacement	50,000	18,000	-64.00%
86 Vehicle Expenses	1,020	1,000	-1.96%
<b>subtotal</b>	<u>75,560</u>	<u>34,500</u>	<u>-54.34%</u>
<b>Grant Funded Expenses</b>			
87 FOH Rolling Arts/ Class Grants	630	0	-100.00%
<b>subtotal</b>	<u>630</u>	<u>0</u>	<u>-100.00%</u>
<b>Miscellaneous</b>			
88 Advertising	2,500	3,000	20.00%
89 BOT Discretionary Fund	500	500	0.00%
90 Community Domain Expenses	2,800	2,800	0.00%
91 Sunshine/Staff Appreciation	1,000	2,000	100.00%
92 Community Service Projects	500	500	0.00%
93 Director's Discretionary Fund	2,500	2,500	0.00%
94 Field Trips	6,540	5,000	-23.55%

95 Fundraising Expenses	800	800	0.00%
96 Graduation Expenses	1,500	1,500	0.00%
97 Kids Club Program Expenses	3,500	3,500	0.00%
98 MCPSA Dues (.3% of state tuition dollars)	6,393	10,656	66.68%
99 Miscellaneous	5,000	7,000	40.00%
100 School lunch expense	25,000	25,000	0.00%
101 Special 6-8th grade Trip Expenses	12,308	30,000	143.74%
102 SPED/Medical Contingency	15,000	25,000	66.67%
103 Student Activity Expenses ( dances, sports, sleepover)	7,500	7,500	0.00%
104 Travel	510	500	-1.96%
<b>subtotal</b>	<u>93,851</u>	<u>127,756</u>	<u>36.13%</u>
<b>Total operating expenses</b>	3,551,765	3,859,277	8.66%
<b>Over/Under</b>	132,993	0	
<b>Non-cash liability-depreciation</b>	107,375	104,926	
<b>Principal payment from Fund Balance</b>	56,445	58,017	



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

## Building Access System Proposal

Date: June 1, 2022

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented to Finance and then to Board of Trustees by: Kate Saccento, Director of Administration

### Text of proposal:

Currently, Hilltown has a keypad access system that allows staff to enter the building by entering an assigned four digit code. The current system is stand alone and does not allow remote monitoring or access logging. There is nothing to prevent codes being shared by outside vendors or students who have observed codes being entered.

The following is proposed: Installation of access control system and IP video system (cameras installed externally to monitor the entrances). The installation would occur summer of 2022; the capital expense would be part of FY 23.

### Cost of the project:

Access Control System	\$25,000
IP Video System	\$15,000
<b>Total Cost</b>	<b>\$40,000</b>

### Goals to be achieved by proposal:

Improve building security

Revoke or grant access to an individual or to groups of individuals

Control who enters the building and when

Monitor and track who enters the building and when

Manage contractors access

Increase ease of access for staff

Allow staff to enter from more points (classroom doors)

Prevent propping of doors when staff/students are outside for an activity

Administrative access to system from anywhere

### Potential Problems/Dissenting Views: Cost



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

---

## Domain Administrators' Report May 2022

1. On June 2nd, the incoming kindergarten students and their caregivers visited Hilltown for a step-up day. The children were welcomed by their new teachers and classmates, participated in a craft project, and planted watermelon seeds. The caregivers met with Kate and Rashida to talk about the school community while having the opportunity to ask questions about Hilltown.
2. The 2022-2023 school year calendar has been set and is included in this month's Board packet. Hilltown follows Easthampton District's calendar as much as possible to help align school bus transportation.
3. Recently, Commissioner of the Department of Elementary and Secondary Education sent out the following update regarding COVID-19 testing:

*For the remainder of the 2021-22 school year, the statewide K-12 COVID testing program will remain in place as it currently exists. However, while schools will continue to have the option of distributing self-tests to interested students and staff and to continue pooled testing, participation in one of those testing programs will no longer be required to discontinue contact tracing and test and stay. The end of the 2021-22 school year will mark the end of the state-run, state-coordinated K-12 testing program, although districts and schools will have access to state-provided self-tests to conduct symptomatic testing themselves during summer school.*

4. This summer, Hilltown will run an extended year program for students on individualized education programs who are eligible for summer services. The school will also run a general education summer program for K-3 students with demonstrated need in reading assumed to be due to pandemic interruptions. Both programs will run for six weeks and instruction will be provided by Hilltown staff.
5. Marguerite Durant will be leaving Hilltown at the end of the school year to move on to another opportunity other than teaching. The music job has been posted internally at this time.
6. Hilltown put on two musicals this month: Hamhilltown and Baba Yaga. Both events were well attended and received. We managed to turn out high quality musical theater despite all the challenges faced this year.
7. Upcoming events include Prisms Dance, Field Day, Summer Celebration, Eighth Grade Graduation, Final All School, and a party for our retirees.

# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL CALENDAR 2022-23

**August**  
 24 - First day for new Teachers  
 25 - First day for returning Teachers  
 29 - First day for TAs  
 31 - Practice Kindergarten 9-11

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**February**  
 8 HALF DAY 11:50 dismissal - Prof. Dev.  
 20-24 NO SCHOOL Winter Break

**September**  
 1 Students' First Day  
 5 NO SCHOOL Labor Day  
 6 NO SCHOOL Prof. Dev.

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**March**  
 15 HALF DAY 11:50 dismissal - Prof. Dev.  
 16 HALF DAY 11:50 dismissal - Prof. Dev.  
 17 HALF DAY 11:50 dismissal - Prof. Dev.

**October**  
 10 NO SCHOOL Indig. Peoples Day  
 19 HALF DAY 11:50 dismissal - Prof. Dev.  
 20 HALF DAY 11:50 dismissal - Conferences  
 21 HALF DAY 11:50 dismissal - Conferences

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**April**  
 5 HALF DAY 11:50 dismissal - Prof. Dev.  
 17-21 NO SCHOOL Spring Break

**November**  
 8 NO SCHOOL Prof. Dev.  
 11 NO SCHOOL Veterans' Day  
 23-25 NO SCHOOL Thanksgiving Break

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**May**  
 3 HALF DAY 11:50 dismissal - Prof. Dev.  
 29 NO SCHOOL Memorial Day

**December**  
 8 HALF DAY 11:50 dismissal - Prof. Dev.  
 23 HALF DAY 11:50 dismissal  
 26-30 NO SCHOOL Winter - Break

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**June**  
 16 LAST DAY, HALF DAY if no snow days  
 19 NO SCHOOL Juneteenth Indep. Day  
 With the use of 5 cancellation days, the last day of school will be June 26.

**January**  
 2 NO SCHOOL New Year's Day Observ.  
 16 NO SCHOOL Martin Luther King Day  
 27 NO SCHOOL Prof. Dev.

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**July**  
 4 Independence Day

\*Grades K-5 dismiss at 12:30 on Wednesdays, except where noted



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- May 18th, 2022  
4:00 pm HCCPS

**Present:** Matt Dube, Kate Saccento, Lara Ramsey, Rashida Krigger

**Regrets:** Kathleen Szegda

Topic	Discussion	Action
Board Meeting Agenda for June	Discussed June agenda items, including committee updates and H&S as well as adding FY23 Budget, hiring committee update, and Director Salary Proposal	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Lara assessing pilot for theater position; MCAS almost done; SOA amendment in process; 3 staff need to take MTEs for next year; new Atelier teachers identified; amendment for Title 2A in process; parent feedback surveys out; video for integration scheduled; summer intern from Smith College arriving; Annual Meeting prep in process, Field Day planning ongoing; Equity Audit planning in process; Kate and Finance finalizing FY23 Budget; Stipend plan in process; Annual report due this summer; almost all staff, including TAs, returning	Directors will send Domain Report for June BoT packet
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Next meeting time/date/location		Wednesday June 15th, 4:00 p.m. <a href="https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09">https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09</a> Passcode: pFxN7Y
Adjournment		Meeting adjourned at 5:00 p.m.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- May 27th, 2022  
2:00 pm HCCPS

**Present:** Matt Dube, Kate Saccento, Lara Ramsey, Rashida Krigger, Kathleen Szegda, Tala Elia  
**Regrets:** None

Topic	Discussion	Action
Hiring Update	Director search ongoing by Search Committee; due to compressed timeline and desire to ensure summer work is covered and all is prepared for the fall, the DC agrees that providing additional stipends to interested teacher leaders to work through the summer would be the best path forward; these staff members can also assist new director once onboarded	Kate will put out call to Teachers for Summer opportunities
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Next meeting time/date/location		Wednesday June 15th, 4:00 p.m. <a href="https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09">https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09</a> Passcode: pFxN7Y
Adjournment		Meeting adjourned at 2:30 p.m.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Finance Committee Meeting Minutes –May 11, 2022, Zoom, 8:30 AM**

**Present:** Carla Clark, Richard Senecal, Kate Saccento, Maureen Mahar, Andy Tilbe, Lisa Plaza  
**Guests:** None  
**Regrets:** None  
**Agenda:** Approve March Minutes, FY '23 Preliminary Budget, FY '22 Year End Forecast

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>March Minutes</b>	Approval of March minutes	<b>Rich moved to approve March minutes, Carla seconded. Approved by consensus</b>
<b>FY23 Preliminary Budget Draft</b>	\$150/pupil tuition increase likely for FY23 If approved will go into the budget draft Medicaid reimbursements likely to decrease Other minor adjustments/no major increases or decreases	<b>No action needed</b>
<b>3rd Quarter FY22 Review</b>	No major changes	<b>Rich moved to approve 3rd quarter financials and send to BoT for approval, Kate seconded. Approved by consensus</b>
<b>FY22 Year End Forecast Review</b>	No major changes	<b>No action needed</b>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Tentative Agenda Topics for Next Meeting</b>	Approve May minutes FY22 year end financial review FY23 proposed budget	
<b>Next Meeting Date/Time/Location</b>	6/1/22; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:00 AM	

## FY 22 HCCPS Budget - Year End Forecast

Assumptions: State projected tuition as of 3/31/22

	FY 22 Approved/Revised 3/9/2022	FY 22 working 5/10/2022
<b>INCOME</b>		
1 State Per Pupil Tuition	3,306,871	<b>3,293,646</b>
2 Grants- Mass DOE SPED 240	41,167	<b>41,357</b>
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	3,654	3,654
5 Grants- Mass DOE Title I 305	19,392	<b>19,396</b>
6 Grants - ESSER (50% Tech, 50% PPE) ESSER II for FY22	85,841	85,841
7 Grants - CvRF/ ESSER III for FY 23/FY24	17,701	17,701
8 Grants- MASS DOE 262	673	<b>679</b>
9 Grants- Summer Learning/SOA FY22	16,749	16,749
10 Grants - IDEA 252	11,665	<b>11,724</b>
11 Grants - IDEA 264	1,038	<b>1,093</b>
12 Grants - Mass Cultural Council	0	<b>5,500</b>
13 FOH Rolling Arts/Class Grants	630	630
14 Field Trip Fund	6,577	<b>6,657</b>
15 <b>Fundraising - FOH Designated Funds</b>	4,500	4,500
16 Kids Club Income	85,000	85,000
17 Student Activity Fees- sports, music	17,000	<b>20,307</b>
18 Medicaid/SPED Income	23,000	<b>37,000</b>
19 Misc Income	3,500	3,500
19a COVID Leave Reimbursement	4,800	<b>4,779</b>
20 Interest income	2,000	<b>1,500</b>
21 School Lunch receipts	18,000	<b>23,500</b>
22 Special Field Trip Fundraising	5,000	<b>1,389</b>
23 Winter Fair	0	0
24 <b>Total Income</b>	<b>3,684,758</b>	<b>3,696,102</b>
<b>EXPENSES</b>		
<b>Personnel</b>		
25 Educational Professionals (Teachers, OT, Counselor)	1,480,040	1,480,040
26 Educational Paraprofessionals (TA's, Interns, Substitutes)	330,098	<b>334,533</b>
27 Director's Salaries	200,891	200,891
28 Administrative Staff (Asst, Bookkeeper, SPED Coord, Tech, Nurse, Cmty/Fam)	342,159	342,159
29 Kids Club Coordinator/Staff	55,140	55,140
30 Summer Programs (Response to COVID learning loss)	10,280	10,280
31 Stipends- student activities (dance, mini, drama)	7,000	7,000
32 Stipends-program	19,000	<b>23,000</b>
33 Longevity Pay	9,800	9,800
<b>Payroll subtotal</b>	<b>2,454,409</b>	<b>2,462,844</b>
34 Medicare- everyone-.0145	35,589	<b>35,711</b>
35 FICA- non MTRS-.062	38,812	<b>39,087</b>
36 SUTA-.001- everyone	2,454	<b>2,463</b>
37 UHIC-.0034 everyone/capped @ 1st 14,000	2,285	2,285
38 PFML Tax	10,000	10,000
39 Health Insurance	293,000	<b>301,000</b>
40 HRA	53,500	53,500
41 Health Diversion Benefit	12,000	12,000
42 Workers Compensation	11,492	<b>10,351</b>

43 College Credit Reimbursement	3,000	2,590
<b>Total Personnel Costs</b>	<b>2,916,541</b>	<b>2,931,831</b>
 <b>Consultants and Outside Services</b>		
44 Administrative Data Management System/Services	12,000	11,418
45 Auditor	7,860	7,860
46 Curriculum Consultants	4,080	9,580
47 FSA/HRA Administrative Cost	2,500	2,000
48 Legal Fees	10,000	5,000
49 Payroll Service	3,500	3,500
50 Prisms Electives	3,000	3,000
51 Professional Development	17,000	17,000
52 SPED Advisor	1,000	1,000
53 SPED Contractors - PT, psychologist	65,000	55,000
54 Summer SPED services	3,820	3,820
<b>subtotal</b>	<b>129,760</b>	<b>119,178</b>
 <b>Occupancy</b>		
55 Cleaning Services	50,000	45,000
56 Copier Rental	5,300	5,300
57 Copier Service Contract	500	500
58 Electric	26,000	26,000
59 Elevator Maint	10,000	8,000
60 Fire/Sprinkler Alarm Services	2,040	800
61 Heat	7,500	7,500
62 HVAC Maint	10,000	10,000
63 Insurance	31,184	31,184
64 Interest Expense USDA	90,099	90,099
65 Internet	4,500	4,500
66 Landscaping	10,000	10,000
67 Minor Repair/Maintenance	15,000	15,000
68 Plowing	8,000	4,750
69 Telephone	1,500	1,000
70 Trash Removal	6,000	6,000
71 Water Sewer Fees	3,000	3,000
<b>subtotal</b>	<b>280,623</b>	<b>268,633</b>
 <b>Supplies</b>		
72 Educational Supplies	35,000	35,000
73 Food	750	750
74 Household Supplies	4,000	5,000
75 Health & Safety Supplies (NEW LINE)	3,000	3,000
76 Office Supplies	3,000	3,500
77 Playground supplies	900	900
78 Postage	1,000	1,000
79 Printing	650	650
80 Testing/Evaluation Supplies	6,500	6,500
<b>sub total</b>	<b>54,800</b>	<b>56,300</b>
 <b>Equipment</b>		
81 Chromebook Replacement	11,000	10,700
82 Furnishings	10,000	10,000
83 Minor Equipment<\$500 ,	2,040	2,040
84 SPED Equipment	1,500	1,500

85 Tech Repair/Replacement	50,000	50,000
86 Vehicle Expenses	1,020	<b>300</b>
<b>subtotal</b>	<u>75,560</u>	<u>74,540</u>
<b>Grant Funded Expenses</b>		
87 FOH Rolling Arts/ Class Grants	630	630
<b>subtotal</b>	<u>630</u>	<u>630</u>
<b>Miscellaneous</b>		
88 Advertising	2,500	<b>3,000</b>
89 BOT Discretionary Fund	500	500
90 Community Domain Expenses	2,800	<b>3,500</b>
91 Sunshine/Staff Appreciation NEW LINE	1,000	<b>2,500</b>
92 Community Service Projects	500	500
93 Director's Discretionary Fund	2,500	2,500
94 Field Trips	6,540	6,540
95 Fundraising Expenses	800	<b>0</b>
96 Graduation Expenses	1,500	<b>2,000</b>
97 Kids Club Program Expenses	3,500	3,500
98 MCPSA Dues (.2% of state tuition dollars)	6,393	6,393
99 Miscellaneous	5,000	5,000
100 School lunch expense	25,000	<b>30,000</b>
101 Special 6-8th grade Trip Expenses	12,308	<b>6,000</b>
102 SPED Contingency	15,000	<b>0</b>
103 Medical Contingency (Grant funded COVID Expenses)	0	0
104 Student Activity Expenses ( dances, sports, sleepover)	7,500	<b>5,000</b>
105 Travel	510	<b>0</b>
<b>subtotal</b>	<u>93,851</u>	<u>76,933</u>
<b>Total operating expenses</b>	3,551,765	3,528,045
<b>Over/Under</b>	132,993	<b>168,057</b>
<b>Non-cash liability-depreciation</b>	107,375	107,375
<b>Principal payment from Fund Balance</b>	56,445	56,445



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes  
Wed., May 25th, 2022 at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szq0UlgxV1FKUVNXVFJHaXhtRzBIQT09>  
Passcode: coffeetime

**Present:** Lara Ramsey, Carla Clark, Emily Lees, Sara Schieffelin, Nicole Grinaski

**Regrets:** Tala Elia, Andrew Coate

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara Notetaker: Sara	
Bereavement leave policy	Revisited bereavement leave policy that was sent back to committee from the BOT for revision. Decision not to change the policy based on feedback that people always get the leave they need because they can use other types of leave (e.g. personal time, sick-time for mental health) when needed.	
Equity and personnel-inventory	Last year a goal was to vet the personnel handbook for equitable practices. Committee determined that the outside consulting firm, Equity Institute, was best suited to complete this task.	Lara will pass along this task to the new Director of Teaching and Learning who has a scheduled meeting with Equity Institute on July 13th, 2022.
More ideas about benefits for TAs returning as Teaching Fellows	Revisited proposal. Reason for rejection by BOT was equity issues around having some teaching fellows getting less than those who have previously worked at Hilltown. Reason for the fellowship is to get high-quality fellows from graduate schools, and also saves school money.	Lara will work on this proposal and send to team for feedback ahead of next BOT meeting.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	Should all fellows get paid what a TA makes? Or should we not change our policy and then this wouldn't be a benefit to TAs? Do we want to prioritize paying fellows the same as TAs? Can we afford this? Yes. Decision to propose that teaching fellows be offered stipend equivalent to TA salary. Rationale is that this will help us attract high-quality candidates.	
Up-date and discussion on hiring process	Two Atelier teachers were hired. We had a lot of applicants (about 20) and we interviewed about 5 people. All other open positions, aside from Director of Teaching and Learning, have been filled.	
Review action items	Reviewed	
Tentative agenda topics for next meeting	TA entry salaries Come up with goals for next year Up-date on teaching fellow stipend proposal To discuss starting in the Fall: Salary discussion (consider multiple models- e.g offering graduate credits, changing steps, etc.)	Lara will ask Dan concerns he voiced at BOT meeting regarding TA salaries
Next meeting time/date/location	Wed., June 22th, 7:30am via Zoom Zoom link found on school calendar	
Adjournment	8:17 AM	