

## HCCPS Board of Trustees

### Meeting Agenda

April 14th, 2021 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09>

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:** (10 min)

**6:45 Justice Equity Diversity Inclusion (JEDI): Joe/Jen** (5 min)

**6:50 Tiered Focus Monitoring Update: (Update) Kate** (10 min)

**7:00 Addressing Learning Issues: (Update) Lara** (10 min)

**7:10 Planning for Annual Meeting: (Update) GABS** (5 min)

**7:15 Board Succession Planning/New Members: (Update + Discussion) GABS** (10 min)

**7:25 Q3 Financial Update: (Update) Kate (10 min)**

**7:35 FY21 Revised Budget: (Update) Kate (10 min)**

**7:45 Director Role Review Committee: (Discussion + Decision) Review Committee (25 min)**

**8:10 In-Person Update: (Update) Directors (10 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 Meeting Minutes – Wednesday, March 10, 2021, 6:30 pm

- Location:** By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)
- Present:** Kate Saccento, Lara Ramsey, Deirdre Arthen, Matt Dube, Dawn Reesman, Rich Senecal, Noelle Barrist Stern, Kelly Woods, Paula Ingram, Sara Schieffelin, Jen Matos, Chris Korczak, Joe Wyman, Kathleen Szegda, Jill Richmond, Tala Elia
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** (As listed in the Zoom participant information) Carla Clark, Anne S., Jessica Allan, Rachel Lauder, Sara Lunt, Kerri Simonelli, Myssie & Jesse Casinghino, Gina Wyman, Cait, Emily and James Boddy, Marguerite Durant, Gabrielle Blaustein, Grace Tiso, Kathleen Hulton, Carol McMurrich, Cindy Mahoney, Helen, Kate Ewall, Meg Colenback, Nan Childs, Paula Yolles, Tamara Kupfer, Zoe Klatz
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Sara

Topic	Discussion	Action (if necessary)
<b>Announcements/ Appreciations/ Acknowledgements</b>	Deirdre appreciated the staff sunshine committee for brightening everyone’s days with notes and gifts during this difficult year.  Lara appreciated the members of the Health and Safety Team and the task force for all of their hard work.	
<b>Any Thank You Notes Needed?</b>	None	
<b>BOT Visibility This Month?</b>	There is a school meeting on Thursday evening to address the school reopening plans. It would be good for Board members to attend.	
<b>Minutes</b>	Noelle proposed the following changes to the February 10th meeting minutes:  Under “Personal Time Use for Staff,” change the summary to read: “The Personnel Committee	Chris moved to approve the February 10, 2021 meeting minutes, as amended; Kathleen seconded;

	<p>approved a provision to use Personal Time on a regular basis to avoid teaching in person until April 1, 2021.”</p> <p>Under “In Person/Hybrid/Remote/Updates,” change the first section, about Tala’s presentation as follows:</p> <ol style="list-style-type: none"> <li>1. Take out the part in the parentheses with the percentages.</li> <li>2. Include a sentence that says: “On slide 10 in the presentation, the student and staff rates reflect incidence rates not positivity rates.”</li> <li>3. Change the sentence about the studies to read: “She summarized studies that were done in the United States and other countries that showed rates of in-school transmission was minimal and often lower than community rates when school mitigation measures were in place.”</li> <li>4. Change the last line to read: “The data shows that the risk of being in school buildings is not higher than and, at times is lower than, community transmission.”</li> </ol> <p>No changes were proposed to the March 3rd meeting minutes.</p>	<p>the Board approved the February 10, 2021 minutes, as amended, by consensus.</p> <p>Jill moved to approve the March 3, 2021 meeting minutes; Kelly seconded; the Board approved the March 3, 2021 minutes by consensus.</p>
<b>Public Comment</b>	None	
<b>Justice Equity Diversity Inclusion (JEDI) (Jen)</b>	<p>Jen said that JEDI is still working on scheduling for the Board’s JEDI training, because the provider is not available in the evenings.</p> <p>Joe talked about doing an equity audit. He said that JEDI will return to the Board with a formal proposal.</p>	JEDI will continue to work on scheduling and prepare a formal proposal for an equity audit.
<b>Planning for Annual Meeting (GABS)</b>	<p>Noelle reported that the annual meeting will be on May 19th at 6:30 p.m.</p> <p>There will be a presentation by the President and each committee chair and each should write a short annual report. They can email Deirdre for samples.</p> <p>The new slate of Board members will then be proposed.</p> <p>Usually, there is a topic for the annual meeting. GABS suggested: plans for next year in light of the pandemic; or JEDI initiatives across the school. Other</p>	GABS will send a poll to the Board members proposing three topics for the annual meeting.

	<p>options are to do a concert or entertainment or do a combination of these things.</p> <p>Kelly asked if we could take the time to celebrate the teachers and staff.</p> <p>GABS will come up with three ideas and then send the Board a poll. Deirdre will also talk to the other Directors about what will be possible in May.</p>	
<b>Board Succession Planning (Sara)</b>	<p>Sara reiterated that Matt will stay on as President, Kathleen will serve as Vice President, and Rich will serve as Treasurer. She reported that we still need a Clerk for next year. She said she would be willing to serve as Clerk if someone else would serve as GABS Chair. The issue is that everyone else currently on GABS is leaving the committee.</p> <p>We have two teacher openings and have applications from Marguerite Durant and Gina Wyman. If Gina fills the position, Joe would have to step down from the Board. Jill has agreed that, in that instance, she would serve as the Facilities Chair.</p> <p>Sara reminded those attending the meeting that there are openings on the Board if they are interested.</p> <p>Matt asked if there is anything that needs to be done to make sure Board members who are renewing are reapproved.</p>	GABS will make sure that anyone whose term is up and is staying on is proposed for renewal at the annual meeting.
<b>Budget Process Overview (Kate)</b>	<p>Kate gave a presentation about the budget process. She explained that the tuition for FY21 is not final yet, because we are still waiting for the Q3 numbers.</p> <p>Student Opportunity Act money is being received, but there may be decreases in tuition. There are a number of other unknowns. For example, we don't know yet whether there will be Kids' Club income or student activity fees, which have been a source of income pre-COVID.</p>	
<b>Director Role Review Committee (Review Committee)</b>	<p>Kathleen said the purpose of the committee was to review the Directors' roles. The committee's goals were to address an expressed imbalance of duties among the Directors; ensure fiscal responsibility; and address workload as a whole long term.</p> <p>The committee determined that there is a workload</p>	The committee will further review the Proposal to Realign the Community & Family Engagement Role in light of the concerns expressed

	<p>imbalance of current Director responsibilities. The committee proposed that the .6 FTE Director of Community and Family Engagement role be changed to a full-time Coordinator of Community and Family Engagement and that the number of hours worked and duties be realigned. The committee also proposed that a further review of the school's leadership structure take place as part of the LRP efforts. If the proposal is approved, the next steps will be determined in Domain Council and the committee will continue to provide support.</p> <p>In response to a question from Kelly, Jill explained that the Domain Council will resolve the duties and compensation for the position. Chris explained that the issue of compensation will also need to go to the Finance Committee.</p> <p>Tala and Joe asked about the uncertainty of the position when hiring, since it will be further evaluated later on as part of the LRP.</p> <p>Lara said that this feels like an interim plan, in light of COVID and because it will be addressed as part of the LRP. She said that there has been discussion about having the person who fills the role take on an equity role.</p> <p>Deirdre expressed dissenting views. She said this is a major change and disruption in the governance plan of the school, which was addressed in the last LRP. She cautioned against changing a long-term structure right before the next LRP process starts. She said that the proposal is pragmatic and is helpful during a time of financial stress, but takes an emphasis off of community and family engagement in the school. She asked whether the new person would automatically be part of the LRP, attend Board meetings and Domain Council, etc. She said the proposed change would make the school less experimental as an institution and make it more like other schools, eliminating the permeable walls with the community. She also said that although there is a discussion about revisiting it as part of the LRP, once it is changed, it is difficult to change it back. She suggested that the position remain a Director position until the LRP is complete. Paula Yolles, Gina, Paula I., and Marguerite Durant expressed concerns of such a major change in the school governance structure without fully resolving the parameters of the position and addressing it with</p>	<p>and report back at the April meeting.</p>
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	<p>the staff.</p> <p>The committee explained that the parameters of the position were not fully developed, because the Board does not have authority over the job duties of a staff member who reports to Directors, as opposed to a Director who reports to the Board. Dawn said that the committee interviewed Dan Klatz and that if the position becomes a coordinator position, it does not mean that the person would not be on the Board or part of Domain Council. He also said there are very few Boards who supervise three individuals. Most supervise a superintendent and the superintendent supervises everyone else. Dawn said that the current structure puts a lot of work on the Board and the Board has not been successful supervising three Directors (not all evaluations are timely done).</p> <p>Joe, Noelle, and Jen expressed concerns about making such a big decision in changing the Director role at this time, rather than as part of the LRP process.</p> <p>Jill said that there has been discussion about making the position a full time position and that the Directors could flesh it out more. Lara asked if it would be helpful if it was called an interim plan. She also emphasized that it is difficult to bring someone in during a crisis and heading into an LRP.</p> <p>Jill, Dawn, and Lara all asked what the committee should be looking at when they go back. Joe said he would like to know what the coordinator job would entail and would like community input and time to think about this. Tala suggested that it would be helpful to know how the importance of community engagement will be maintained.</p> <p>Jill and Chris reiterated that, if the position is switched from a Director to a Coordinator position, the job duties become the purview of the Directors and not the Board. Joe responded that it is hard to approve the change to the Director role without knowing about the new role that is being created. Lara said that in light of everything that is happening now, it would be challenging to create a job description. Kate pointed out that it would be helpful to start working on it if they could. Chris asked what the timeline is. Kate responded that we can use whatever timeline we choose. However, if we wait until later, it could impact the applicant pool.</p>	
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<b>Revised FFCRA Proposal (Kate)</b>	Kate asked that the FFCRA plan adopted by the Board in January be replaced by the proposed revised plan. Hilltown is a tax-exempt organization, so the school cannot apply for a tax credit. This will not change anything the school is doing, but we should not say on a public document that we are giving tax credits.	Tala moved to approve the revised proposal; Noelle seconded; the Board approved the revised proposal by consensus.
<b>In-Person/Hybrid/Remote (Directors)</b>	Lara reported that, in response to the Commissioner's announcement (that K-5 should return on April 5th and 6th-8th on April 28th), every staff person has jumped in to start planning.  She summarized the school's plans to date, which are detailed in the handout she provided.  This will be more fully addressed at the meeting on Thursday.	
<b>Committee Reports - Questions Only</b>	None	
<b>New Business</b>	1. Q3 Financial Update	
<b>Meeting Wrap-Up/Evaluation</b>	Next Meeting: April 14, 2021 at 6:30 p.m. Facilitator: Matt Snacks: N/A Drinks: N/A Newsletter blurb: Joe	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:33 p.m.	Kelly moved to adjourn; Kathleen seconded; the meeting was adjourned.

**Tentative Agenda Topics for April 14, 2021 Board Meeting:**

JEDI

Q3 Financial Update

Director Role Review





Dear Members of the Hilltown Board of Trustees,

I am writing to share my thoughts as both parent and SEPAC chair regarding the role of Director v.s Coordinator of Family and Community Engagement.

Family Engagement is a hot topic currently in education circles. MA DESE has a Family Portal, <https://www.doe.mass.edu/families/> and an office for Family and Student Support <https://www.doe.mass.edu/sfs/>

The Federation of Children with Special Needs (FCSN) in conjunction with DESE now has an entire office dedicated to Family Engagement, the Massachusetts Family Engagement Center. I encourage you to check out their website if you have not done so already <https://masfec.org/>

There's also the National Association for Family, School and Community Engagement <https://nafsce.org/>

(It may very well be that Hilltown Board members are well aware of these organizations, so I don't mean to imply that they are not, I only wish to highlight available resources. )

I see Family and Community Engagement at Hilltown as three-tiered:

1. Coordinating the welcoming of new families and supporting existing families in navigating Hilltown
2. Coordinating Hilltown traditions such as All School, Winter Fair, Graduation, etc
3. Coordinating Hilltown volunteering out in the wider community

A little background, my child entered Hilltown as a sixth grader-7 times is the charm for the lottery! Although I am a "retired" teacher and have two older children, it was still a while before I felt comfortable navigating the Hilltown culture. During the first few weeks of school, a classroom teacher makes connections with students while building community, and a Coordinator of Family and Community Engagement could do the same as a bridge to the school for parents and caregivers. Of course, there are group meetings for new families and lots of emails presently, but those can feel overwhelming. Some caregivers might be a little intimidated approaching someone at the Director level with newcomer questions, whereas a Coordinator might feel more approachable. For many at Hilltown, family involvement is intuitive and informal; however, if you are new to this school or from a background where teachers and families have more formal relationships, it can feel uncomfortable joining in. A Coordinator could connect individually with caregivers via telephone, Zoom, a cup of coffee at drop-off acting as an ombudsperson answering the "How do I" questions. As such, I see the role of Coordinator of Family and Community Engagement being more akin to a Family Liaison, a position many schools are now employing.

Hilltown has become more diverse over the years with the expansion of the school and the move to Easthampton, and I view the role of a Coordinator as a more dynamic one in keeping with these demographic changes. While I appreciate the long-standing tradition of three Directors, as Hilltown has expanded in terms of numbers and diversity, a Coordinator position would allow for more flexibility to meet those changes. Additionally, when I arrived, I was confused about the distinction between the Director of Family and Community Engagement and Community Service Learning Coordinator. To my mind, these two roles could be combined.

Lastly, with regard to SEPAC, I have always felt supported as chair, but again somewhat confused as to who to contact when a question arises. One Director oversees Special Education along with Administrative tasks, one oversees Teaching and Learning, and one is responsible for Family Communication. A Coordinator could be a point person for SEPAC outreach, working closely with the Special Education Team Leader, both as a way to preserve confidentiality and to ensure that relevant information is communicated.

I am most grateful to the Hilltown Community for all it has offered our family and thank you for allowing me to share my thoughts.

-Cindy Mahoney

Daniel Klatz  
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Northampton MA 01060  
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April 2, 2021

Dear Board Members:

I write in regards to the proposal for changes to the current position of Director of Community and Family Engagement. I had the chance to speak with the Committee drafting the proposal, and I commend the excellent work they did in tackling the issues, which are no doubt heightened in the current environment, but have existed for some time.

I want to note that in my experience, when a position is created, and then developed and implemented by a pioneering woman or man, it takes form based on their unique gifts and their vision. This is certainly true for this position. Deidre has brought her considerable talents to the school, and whoever fills this role will have big shoes to fill indeed. So when someone like Deirdre leaves, it is natural and appropriate for there to be some changes, and I believe steps can be taken to ensure that key elements of the job are preserved.

I am highly supportive of making the position full time. There has long been a need for more administrative time at the school. If you look at other Charter Schools in our area, you will see that the administration at Hilltown is significantly smaller than at other schools. For many years, this was a point of pride; we wanted to ensure that direct services to students received the highest priority. They still do, but the growth of the school has made the need for more time at the administrative level necessary.

One of the things that makes Hilltown unique is the contribution of multiple voices in major decision making. A model of shared decision making evolved in the first decade of the school, and I think the school would suffer if it was lost. As such, regardless of title (Director vs. Coordinator—we were all “Coordinators” not that long ago), I strongly recommend that the Family and Community Engagement position includes membership on the Domain Council and attendance at Board meetings. It is in these settings that the perspective of the individual who is responsible for community engagement is essential in making informed and complete decisions

Finally, I know some people may worry about how someone new to the position will “hold” the community, as that is a very important part of what the Family and Community position does. My response is that it is everyone’s job to hold the community—that which is precious requires everyone’s efforts to maintain and nourish its presence in the school. That means Board members, teachers, parents, students, and administrative staff. Anyone new to the school (or even just new to the position) will have to learn about the values and traditions from those who are there, and I hope and trust that everyone will make the success of the new person their priority. Hilltown is made from each individual, living and flourishing together in a community. It has always been the sum of its parts; that’s what makes it special.

Thank you for all you are doing for the community. That you chose to spend your time helping this special public school thrive is nothing short of incredible.

Sincerely,



Dan Klatz

March 22, 2021

Dear Matt, Dawn, and the entire board,

I am writing to you on behalf of the Friends of Hilltown to communicate that we strongly support the maintenance of the role of *Director* of Community and Family Engagement. While we deeply respect the amount of work that the board committee has put in thus far, we ask that you consider our viewpoint, which we believe to be shared by many others, before proceeding with any decisions. As you all know, the Friends of Hilltown is an organization dedicated to supporting the mission of Hilltown, and does so primarily through fundraising. As such, we are intensely committed to the strong community that Hilltown is, and recognize that at its most basic level, fundraising is all about community building. Therefore, we feel very invested in having our collective voices heard regarding this very important decision.

In many ways, it is the existence of the Director of Community and Family Engagement that sets Hilltown apart from its public school counterparts. It is the position that supports Hilltown's mission in the most direct way. While the other two directors are indeed joyful, friendly faces greeting families at the door, the Director of Community and Family engagement has a more specific responsibility of engaging families. Their role asks them to think outside of the box of benchmarks, standards, class sizes, budgets, and staff supervision, all of which are extremely important and are the priorities of the other two directors. The Director of CFE prioritizes the cultivation of the school culture that makes Hilltown unique.

We also believe that the system of checks and balances that three people create simply ensures greater accountability for everyone, and further ensures that community remains an absolute priority for decisions made at the director level at Hilltown. In an organization where there are always going to be competing priorities, having more voices to keep the trajectory aligned with our mission is of the utmost importance .

We do support the expansion of this role to a full time job, so that the individual who fulfills it can help to carry some of the weight now held by Kate and Lara. However, we suggest that the issue of whether this position remains a director position should not hinge on the proposed compensation. A person can be called a director, respected as a director, and have the decision making capacity of a director, all while being compensated for whatever skills and education they bring to the job. This job is incredibly important: it is communications, admissions, outreach, development, fundraising, volunteer management, volunteer appreciation, and community building. We support this position being filled to its highest possible potential.

Lastly, it is our hope that this position be offered to an individual who has an outgoing, extroverted personality, who will warmly and genuinely get to know families and children, network them, engage and excite them, and truly build the community of the Hilltown family. Particularly with the constraints that COVID will put on the Hilltown traditions, it is going to be even more pressing that we hire someone who can think creatively about how to introduce individuals, fuel passion for the school, and invite involvement. If ever there was a position where personality makes an enormous difference, this is the one. We truly look forward to seeing how the leadership of our school expands, and we do hope that you will take our thoughts into consideration.

Yours truly,  
Carol McMurrich  
on behalf of the Friends of Hilltown

Jon Paul Stracco, Myssie Casinghino, Dawn Graitchen-Moore, Kim Sager-Cutt, Lei Fay and Helen Korczak

April 14, 2021

I would like to speak to you tonight in support of the Community and Family domain. Thank you to the subcommittee for your many hours of work, and thank you for holding listening sessions on this topic. I have valued the opportunity to share my thoughts and hear others'.

Our school culture is what makes us unique among public schools. But culture is not static, it is a dynamic reflection of our community and its values. Our culture is described in our mission statement and philosophy on our website, and expressed through publishing parties, reading buddies, and All School celebrations. When we gather to sing the Welcome Song, hold our candles in the darkness at Solstice, and send our graduates off to high school in June, we are expressing what is foundational to Hilltown: community.

Currently Hilltown is organized around three co-equal domains -- Administration, Teaching & Learning, Community & Family, which ensure that no one area is neglected. If the domain of Community & Family is subordinated to one of the other domains, it publicly states that community is no longer co-equal. This shift of decision-making power limits our ability to discern and respond to the changing needs of our diverse body.

The ultimate power to shape the direction of the school is on the agenda tonight. While the consolidation of power can be expedient and attractive in a stressful time, I think the demotion of Director to Coordinator is a mistake. I urge the Board to find a temporary measure to sustain us for the coming year, and wait for the Long-Range Plan process to consider changes of this magnitude.

Thank you.

Marguerite Durant  
Teacher of K-5 Music and Movement  
Choral Director  
Hilltown Cooperative Charter Public School

**Emily Webster Boddy**

24 Adare Place  
Northampton, MA 01060

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802.829.8956

*EDUCATION*

**Hobart and William Smith Colleges**, Geneva, NY August 2001 – May 2005

B.A., Public Policy, Concentration on Children & Families (major) and Political Science (minor), May 2005

**Awards/Distinctions:** Cum Laude, President's Award for Community and Public Service: April 2005; Dean's List: 2002- 2005

*WORK EXPERIENCE*

**Hatha Yoga Teacher (RYT-200)**, USA & London UK June 2010-Present

- Taught group Hatha Yoga classes, with meditation and pranayama
- Develop and teach tailored programs for individuals in private tuition
- Handle all tasks related to self-employment

**Course Administrator**, The Minded Institute Yoga Therapy Training, London, UK, December 2012-August 2015

- Managed the application process for Accreditation with the British Council for Yoga Therapy (BCYT), including meetings with the board, writing application content, and data collection
- Wrote and edited submissions from course teachers for the content of the Yoga Therapy Training course and specialized short courses.
- Liaised between course director, supervisors and students to ensure clarity and consistency of expectations and requirements
- Performed primary administrative duties: Maintained student and tuition database; secured course venues; secured guest lecturers in-person and via Skype; researched and ordered course supplies and materials

**Apprentice & Assistant to Senior Yoga Teacher**, Lisa Sanfilippo, London UK, July 2012 – May 2014

- Assisted Lisa's Yoga for Beginners and Yoga for Insomnia courses at London's premiere yoga studios: gave adjustments to students, demonstrated postures and wrote a weekly blog/student guide for home practice
- Collaborated on the development of course, workshop and retreat content, including writing, editing and publication of materials.
- Provided administrative support: website maintenance, copy writing, public relations & marketing, and correspondence with Lisa's students, colleagues and co-collaborators on yoga-related projects

**Leadership Development Coach**, Integral Resolutions, London UK, March 2011 – October 2013

- Delivered experiential leadership and personal development courses to young people in Italy and the UK
- Taught practices to help foster self-awareness and grounding, including: yoga, meditation/quiet time and self-reflection activities

**Assistant to the Director**, Political Frameworks, Monterey, CA, September 2008-March 2009

- Assisted in the strategy, coordination and execution of fundraising efforts for candidates for local, state and US roles, ballot questions and non-profit organizations, including Planned Parenthood Mar Monte
- Coordinated event attendance, transported clients to events & organized speech/debate materials and itineraries.
- Conducted campaign completion tasks and prepared for the upcoming campaign cycle, including billing and remittance, thank you notes and calls, general correspondence and office reorganization.

**Career Specialist**, Private Industry Council/East Boston High School, Boston, MA, Dec 2006 – September 2008

- Prepared & mentored high school students for employability and social skills, and placed students in after-school & seasonal employment, primarily with school partner Massachusetts General Hospital (MGH) and The Mayor's Summer Jobs Program
- Recruited community businesses and employers, including departments at MGH, community organizations, retail and the hospitality industry, to participate our year-round high school jobs' and youth mentoring programs
- Liaised between students, employers and school staff, evaluating students' job performance, emphasizing transferable skills from workplace to the classroom, and mediating issues at the workplace and in the classroom.
- Organized and led student enrichment activities and programs within the school and in the community, including a yoga program, field trips, mentoring, community service, college awareness/applications and career exploration.

**Assistant Court Clerk**, Regional Children's Probate Courts, CT, Summer 2004 (Internship)/May 2005 – August 2006

- Helped to establish pilot court, New Haven Regional Children's Probate Court during, and subsequent court, Meriden Regional Children's Probate Court, including serving as interim primary Court Clerk for children's matters at the Meriden site.
- Served as a liaison between families, attorneys, judges, and representatives from social service organizations

- Performed all administrative tasks, including: billing, scheduling, attorney and GAL appointments, file management, and case follow-up and maintenance.

#### *SKILLS/CERTIFICATIONS*

- Registered Yoga Teacher – 200 (British Wheel of Yoga, Yoga Alliance): triyoga London, UK, October 2013
- Registered Yoga Teacher-200 (Yoga Alliance USA): Tribe Yoga School, Goa, India, March 2010
- Meditation Teacher: International Meditation Institute, Kullu, India, April 2010
- Appointed Person First Aider (Yoga First Aid Course, YogaCampus, London, UK)

#### *INTERESTS/ACTIVITIES*

Meditation, Yoga, Networking + Bringing People Together, Travel, Singing, Skiing, Soccer, Running, Politics



# **Katharine E. Ewall, M.D.**

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## **Specialty Combined Internal Medicine-Pediatrics**

### **Board Eligibility**

**American Board of Internal Medicine Board Certified August, 2011**

**American Board of Pediatrics Board Certified October, 2011**

**American Board of Addiction Medicine Board Certified October, 2015**

### **Employment**

9/2016- present **Cooley Dickinson Hospital,** Northampton MA  
Medicine-Pediatrics Hospitalist

Admit and direct care for hospitalized adults, children and newborns in a 140 bed community hospital while also serving as the pediatrician for deliveries. Coordinate patient care at multidisciplinary rounds, participate on hospital opioid task force and complex care coordination team.

7/2011- present **Baystate Medical Center,** Springfield MA  
Moonlighter, Adult and Pediatric Medicine services  
Moonlighter, Pediatric Emergency Room

Typically working 1-2 shifts per month, supervising residents and students in each setting.

8/2011- 8/2016 **Health Services for the Homeless,** Springfield, MA  
Lead physician in a shelter-based community health center

Full time primary care physician overseeing the day to day care of patients in multiple adult singles shelters as well as several family shelters throughout the Pioneer Valley. Very complex patient population with high medical, mental health and addiction burden of disease.

Responsibilities include scheduled and walk-in care as well as supervising on site care by NP's and RN's, responding to frequent medical emergencies in the shelter and care team planning with multiple outside agencies, including courts, DCF, housing placement programs and DMH and other mental health service providers.

**Residency Baystate Medical Center,** Springfield, MA

7/2007-8/2011 4 year combined residency program alternating between Internal Medicine and Pediatrics

\*Adult Inpatient Experience- Baystate Medical Center is a 653-bed tertiary care hospital. It is the only level 1 Trauma center and tertiary care referral center in Western Massachusetts. Training includes 8 month inpatient experience and 4 months of ICU care experience.

\*Pediatric Inpatient Experience- Baystate Children's Hospital is the only children's hospital in Western Massachusetts serving a large catchment area creating a culturally and socio-economically diverse patient population. Experience includes a total of 12 months of inpatient pediatric experience with 3 months NICU training and significant transport experience as well as ward and PICU experience.

\*Combined Adult/Pediatric Outpatient Experience- Baystate Mason Square Health Center is home to the Medicine-Pediatrics outpatient clinic serving a primarily low-income patient population. Supervised by Med/Peds and Family physicians with both urgent care and continuity experience. Competent in a variety of common outpatient procedures.

## **Education**

7/2003-6/2007 **Tufts University School of Medicine,** Boston, MA  
Honors in Surgery, Medicine, Pediatrics and Family Medicine clerkship.  
Leader of the Family Medicine Student Association

9/1997-6/2001 **University of Pennsylvania,** Philadelphia, PA  
Bachelor of Arts in Biochemistry, graduated with honors

**Languages** Spanish- Proficient

# KATHLEEN E. HULTON

University of Massachusetts Amherst  
Department of Sociology  
Thompson Hall  
200 Hicks Way  
Amherst, MA 01003

15 Main Street  
Florence, MA 01062  
413-262-7831  
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## EDUCATION

- Ph.D. Sociology, University of Massachusetts Amherst (Defense June 2021)  
*Dissertation:* The Cultivation of the Emotionally Competent Child: Educating Feeling in American Public Schools  
*Committee:* Janice Irvine (chair)  
Donald Tomaskovic-Devey  
Sara Whitcomb
- M.A. Sociology, University of Massachusetts Amherst
- MPH Behavioral and Community Health Sciences, University of Pittsburgh
- A.B. Biology (*magna cum laude*), Bowdoin College

## RESEARCH AND TEACHING INTERESTS

Sociology of Emotion	Culture
Sociology of Knowledge	Deviance
Sex and Gender	Sexuality

## TEACHING EXPERIENCE

Lecturer, University of Massachusetts Amherst, Department of Sociology

- Sociology 103: Social Problems (2020, 2021)
- Sociology 105: Self, Society and Interpersonal Relations (2020, 2021)
- Sociology 110: Introduction to Sociology (2019, 2020, 2021)
- Sociology 242: Drugs and Society (2019, 2020)
- Sociology 313: Survey Design and Analysis (2019)
- Sociology 342: Deviance and Social Order (2020)

Teaching Associate, University of Massachusetts Amherst, Department of Sociology

- Sociology 103: Social Problems (2006)
- Sociology 106: Race, Gender, Class and Ethnicity (2005, 2018)
- Sociology 107: Contemporary American Society (2015)
- Sociology 110: Introduction to Sociology (2006, 2019)

Sociology 210: Difference and Deviance in American Society (2009)  
Sociology 242: Drugs and Society (2010, 2011)  
Sociology 283: Gender and Society (2017)  
Sociology 342: Deviance and Social Order (2007)  
Sociology 387: Sexuality and Society (2006, 2007)  
Visiting Instructor, Greenfield Community College, Social Sciences Department  
Sociology 101: Principles of Sociology (2017)  
Sociology 210: Drugs and Society (Online) (2018)  
Lecturer, Elms College, Division of Social Sciences  
Sociology 101: Introduction to Sociology (2017, 2018)  
Sociology 209: Social Deviance (2017)  
Visiting Instructor, Smith College, Department of Sociology  
Sociology 101: Introduction to Sociology (2010, 2011, 2019)  
Sociology 210: Difference and Deviance in American Society (2011)  
Sociology 219: Medical Sociology (2016)  
Sociology 229: Sex and Gender in American Society (2011)  
Visiting Lecturer, Mount Holyoke College, Department of Gender Studies  
Gender Studies 101: Introduction to Gender Studies (2013)  
Teaching Assistant, University of Massachusetts Amherst and University of Pittsburgh  
Sociology 103: Social Problems (2002)  
Sociology 106: Race, Gender, Class and Ethnicity (2005)  
Sociology 107: Contemporary American Society (2004, 2005, 2014)  
Sociology 110: Introduction to Sociology (2015)  
Sociology 212: Elementary Statistics (2010)  
Sociology 241: Criminology (2017)  
Sociology 342: Deviance and Social Order (2003)  
Sex, Science and Politics (Senior Capstone Experience) (2012)  
Social and Behavioral Aspects of Public Health Practice (2002)  
Ethnographic and Other Qualitative Methods (2000, 2001)

## **RESEARCH EXPERIENCE**

2010, 2007                      Research Assistant, Professor Janice Irvine, Sociology Department, University of Massachusetts Amherst. Collection of media and historical data for several sociology of emotion and sexuality research projects.

- 2002 Qualitative Data Analyst, School of Social Work, University of Pittsburgh. Coding and analysis of qualitative interview data for National Institute of Mental Health funded project "Social Network Influences on African American Adolescents' Use of Mental Health Services."
- 2000-2002 Research Assistant, Graduate School of Public Health and School of Social Work, University of Pittsburgh. Participated in all aspects of National Institute of Mental Health funded project "Organizational Influences on HIV Prevention Among SMI."

## **PUBLICATIONS**

- 2003 Encandela, John A, Wynne S. Korr, Kathleen E. Hulton et al. Mental Health Case Management as a Locus for HIV Prevention: Results from Case Manager Focus Groups. *Journal of Behavioral Health Services & Research* 30(4), 418-432.

## **PRESENTATIONS**

- 2012 Hulton, Kathleen. Making Modern Love: The Creation of Marital Intimacy in the Early 20th Century United States. Presented at the American Sociological Association Annual Meeting. Denver, CO.
- 2012 Hulton, Kathleen. Ties of Affection: Professional Constructions of Marital Love in the 1920s and 1930s. Presentation at *Networks, Connections, and Exchange: Historical Perspectives*, University of Massachusetts Graduate History Association Conference. Amherst, MA.

## **GRANTS AND AWARDS**

- 2021 Finalist, Distinguished Teaching Award, University of Massachusetts Amherst
- 2014 Summer Dissertation Fellowship, Sociology Department, University of Massachusetts Amherst (\$4,000)
- 2006 Andy Anderson Award for Teaching, Sociology Department, University of Massachusetts Amherst
- 2006 Department Service Award, Sociology Department, University of Massachusetts
- 2003 Delta Omega Best Masters Essay, Behavioral and Community Health Services, University of Pittsburgh Graduate School of Public Health *Microbicides: Thinking About Future HIV Prevention Tools for Women*
- 2002 Outstanding Student Award, Behavioral and Community Health Sciences, University of Pittsburgh Graduate School of Public Health
- 1999-2000 Public Health Service Maternal and Child Health Traineeship

1997 High Honors conferred in Biology, Bowdoin College

1994-1996 James Bowdoin Scholar, Bowdoin College

### **PROFESSIONAL ACTIVITIES**

2004-present Member, American Sociological Association

2002-present Member, Sociology Graduate Student Association, University of  
Massachusetts Amherst

2012-present Occasional Reviewer, *Gender & Society*

2012 Graduate Representative, Mentoring Task Force, Department of  
Sociology, University of Massachusetts Amherst

2008 Organizer, Graduate Student Recruitment Event, Department of  
Sociology, University of Massachusetts Amherst

2006 Graduate Representative, Faculty Recruitment Committee, Department  
of Sociology, University of Massachusetts Amherst

2005-2006 Co-chair, Sociology Graduate Student Association, Department of  
Sociology, University of Massachusetts

2000-2002 Founding Member, Association of Women and Public Health,  
University of Pittsburgh

2000-2002 Member, Organization of Women Graduate Students, University of  
Pittsburgh

2001-2002 Co-organizer, *Transcending Boundaries: From Empowerment to  
Activism*, Graduate Student Conference, University of Pittsburgh

2000-2002 Member, American Public Health Association, HIV/AIDS Section

### **COMPUTER SKILLS**

Quantitative analysis software: STATA, SPSS

Qualitative analysis software: Ethnograph, Atlas.ti, Nvivo

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# MARGUERITE DURANT

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## PROFESSIONAL EXPERIENCE

MUSIC TEACHER, HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL;  
EASTHAMPTON, MA – 2013-PRESENT

- Develop and implement curricula for K-5 music and movement classes, 2-5 chorus, 6-8 chorus
- Collaborate with grade-level colleagues and other specialists to create arts-integrated projects and cross-curricular connections
- Coordinate content for and lead weekly All-School meetings and special events

MUSIC TEACHER, GREENFIELD PUBLIC SCHOOLS; GREENFIELD, MA – 2011-2013

- Taught K-4 general music in two elementary schools
- Led songs and sharing at all-school meetings

MUSIC TEACHER, NORTH BOULEVARD ELEMENTARY SCHOOL – 2003-2010

- Taught K-5 general music, 5th grade chorus, adaptive music for special needs pre-K and students with autism
- Produced yearly individual grade level music performances and chorus concerts

## RELATED EXPERIENCE

SINGER, ILLUMINATI VOCAL ARTS ENSEMBLE; AMHERST, MA – 2014-PRESENT

Choral singer and soloist with semi-professional choral group

DANCE CALLER, SELF-EMPLOYED – 2008-PRESENT

Program and facilitate dances with live music for all ages in Anglo-American and international folk dance traditions

## EDUCATION

HARTT SCHOOL, UNIVERSITY OF HARTFORD – MASTER OF MUSIC IN MUSIC  
EDUCATION, 2015

WESTMINSTER CHOIR COLLEGE, RIDER UNIVERSITY – BACHELOR OF MUSIC IN  
MUSIC EDUCATION, 2003

## SKILLS AND INTERESTS

- Founding member of Hatfield Equity Alliance, a locally-organized anti-racism group
- Performer in local community theatre and opera productions
- Interested in art history, conversational French, knitting, dendrology, hiking and camping



HILLTOWN COOPERATIVE  
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## **Proposal to Realign the Community & Family Engagement Role**

Date: *Updated April 8, 2021* (March 5, 2021)

Priority level: High

Approximate time needed for discussion: 25 minutes

Proposal to be presented by: Kathleen Szegda/Jill Richmond

Proposal developed by Kathleen Szegda, Dawn Reesman, Jill Richmond, Chris Korczak

Contributors: Directors, Dan Klatz, Matt Dube, and Hilltown Community members (Parents/Guardians/Teachers/Staff - through listening sessions and emails received)

### **Background:**

Due to an expressed imbalance in workload and responsibilities at the Director level, it was identified that a complete review and analysis of the three Director roles & responsibilities needed to be included in the next Long Range Planning process to take place in the 2020-2021 school year. Due to the COVID-19 pandemic, the board decided to delay the Long Range Planning (LRP) process as it is not good practice to develop long-term strategic plans while in a crisis.

In January 2021, the Director of Family and Community Engagement tendered her resignation with a plan to retire from the leadership role at the end of the 2020-2021 school year. This action, and the continued stress from an imbalance in workload and responsibilities at the Director level, brought forth the need for an evaluation of the Director roles, in advance of the LRP efforts, to determine what position needs to be filled for the 2021-2022 school year. A subcommittee of the board of trustees was assembled. The Vice President of the board is leading the committee with three members of the board that volunteered to participate in the subcommittee.

The subcommittee determined that a deep dive analysis of the current leadership structure of HCCPS could result in significant change at a time when additional change in the school could be disruptive and counterproductive when there is already a lot of change and disruption in place due to the pandemic. We narrowed our focus to a review of the three roles with the intention of making adjustments to





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current roles and responsibilities to alleviate current workload imbalance and to further align the duties to the appropriate level that the work needs to be done.

Based on a review of current Director job descriptions and interviews with the Directors (current and former), the committee has determined that there is in fact a workload imbalance at the Director level. Further analysis of the data collected resulted in the following goals to be achieved by the proposal:

- Alleviate some workload imbalance of current Director roles and responsibilities.
- Ensure fiscal responsibility by realigning work responsibilities to the level in which the work needs to be completed and by increasing the number of hours for the identified work to be completed without significantly impacting the budget.
- Short-term role/responsibility changes to meet the current workload needs with minimal disruption and later reevaluation to meet the long-term strategic goals of the school and to address additional workload imbalance for the leadership of the school.

**Text of proposal:**

We propose that the .6 FTE (full-time employee) Director of Community and Family Engagement role be a full-time Coordinator of Community and Family Engagement to increase the number of hours worked and to realign the duties to the appropriate level.

We propose that further review and analysis of the leadership structure should take place as a part of the LRP efforts, which means all roles (to include the Coordinator of Family & Community Engagement role) will be evaluated at that time. (The LRP will map out our long-term goals of where we want to go as a school and then it is necessary and appropriate to determine the leadership structure needed to support achieving those strategic goals.)

If this proposal is approved, the Directors' next steps in outlining the duties of the role, completing compensation analysis, etc. will be determined in Domain



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Council. The board subcommittee will offer support as requested (i.e., review of data collected, additional outreach/research requests, etc.).

**Potential problems/dissenting views:**

- Hilltown is a cooperative public charter school. Community (within the school, outside the school, and connecting them both) is critical to the mission of the school
- It may be perceived that we don't value the community and family engagement work at the same level as teaching and learning and the administration of running the school.
- Historically we have had three leaders running the school and it has worked.

Based on feedback from the listening sessions and email communications we received from members of the Hilltown Community, we are amending this proposal with the following additional recommendations:

- Since this is such a critical position to the mission of our school, this position will represent the overall interests of families in governance through participation on the Domain Council, HCCPS Board of Trustees (non-voting), Governance and Board Sustainability (GABS) and appropriate committees.
- The current job description/duties will be added to and brought back to the next board meeting for approval by the board.
- If this proposal fails, a new board committee should be formed to determine the Director of Family and Community Engagement's roles and responsibilities going forward.



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## DIRECTOR OF COMMUNITY AND FAMILY ENGAGEMENT

### *Job/Role Description*

**Job Description:** The Director of Community and Family Engagement ensures that there continues to be an active, informed and engaged community supporting each student's learning experience and strengthens the cooperative membership's full participation in HCCPS. This is a leadership position that reports directly to the Board of Trustees. Responsibilities for the position include, but are not limited to the following:

### **1. Families and the Cooperative**

- Act as coordinator of the cooperative:
  - Plan meetings of the coop.
  - Educate coop members about its functioning, particularly member participation.
  - Coordinate, with staff, the implementation of the Community Compact and ensure that it is used throughout the school in meaningful ways.
  - Support documentation of volunteer hours.
- Ensure ongoing systematic communication with families.
- Ensure HCCPS compliance with state CORI regulations regarding volunteers.
- Facilitate or delegate coordination of social and informational events which foster community spirit.
- Ensure the smooth transition of new families into the school in cooperation with the Director of Administration.

### **2. Educational Program**

- Oversee database of family and community resources and facilitate its use by HCCPS staff and Friends of Hilltown.
- Serve as a resource to teachers to help meet classroom needs through volunteers.
- Coordinate Class Parents.
- Work with Director of Teaching and Learning to facilitate ongoing cooperative input to the educational program of the school.
- Coordinate appropriate enrichment programs for HCCPS students.



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- Serve as a resource for the school in creating and maintaining school traditions.

### **3. Administration**

- Work collaboratively with the Director of Teaching and Learning and Director of Administration to oversee daily educational operations.
- Counsel students and provide disciplinary intervention as back up to the Director of Teaching and Learning.
- Represent the overall interests of families in governance through participation on Domain Council, HCCPS Board of Trustees (non-voting), Governance and Board Sustainability (GABS) and appropriate committees.
- Solicit and welcome suggestions and concerns from coop members.
- Assist and support Community Team.
- Provide backup for staff as needed.

### **Admissions**

- Responsible for interpersonal aspects of admissions including outreach, open house, tours, prospective parent interviews, in collaboration with the Director of Administration

### **4. Community Outreach**

- Coordinate media contacts.
- In cooperation with other Domain Directors disseminate information about the HCCPS model and philosophy.
- Coordinate service learning and community service projects and identify funding to support these programs.
- Develop relationships with local agencies and educational institutions to bring community volunteers into the school.



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**Participates In:**

- Board of Trustees, non-voting
- Domain Council
- Governance and Board Sustainability Committee
- Community Team

**Tasks/Responsibilities and Emergency Backup** The following is a list of tasks and responsibilities for the Director of Community and Family Engagement. For those tasks identified as time-sensitive, an emergency backup has been identified.

**Task/Responsibility Emergency Backup** 8th grade graduation planning All School/II Teatro Alumni Relations Annual Meeting GABS Annual Report: contributor BOT Goal Implementation: Community Domain Calendar, school overall: contributor Charter Renewal: contributor Childcare for school events DA Class parents: recruitment and oversight Co-op meetings Community Team: oversight and support Concerns/Complaints: Community Domain Critical Issues Team: member Family Dance Family information packets for start of year: contributor Friends of Hilltown: liaison and support Grants: assorted/special Link families Music Festival Newsletter Orientation for all new staff: community focus Orientation for new families Policy development and implementation: Community Domain Public relations, media: contributor School dances (6-8) School events: coordinator (Community day, MLK day) School photos Science Fair Service learning Sleepover at school Social media (Facebook) Solstice Celebration Spirit Week Staffing: Service organizations (americorps/SCA) Student Leadership development: contributor Surveys for parents about school satisfaction Volunteers: recruitment, coordination, tracking Website content: contributor



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Dir. Of Community/Family Engagement Job Description/Tasks, July 2017 p. 3  
Winter  
Fair

DA – Director of Administration DTL – Director of  
Teaching and Learning DCFE – Director of Community  
and Family Engagement SSC – Student Services  
Coordinator BK – Bookkeeper TC – Technology  
Coordinator GABS – Governance and Board  
Sustainability Committee

Revised  
6/2017

Dir. Of Community/Family Engagement Job Description/Tasks, July 2017 p. 4

**FY 21 HCCPS Budget - Working Draft**

Assumptions: State projected tuition as of Mar 31  
 Salaries Unfrozen, Health Insurance @ current enrollment  
 Actual costs and grants added where known  
 Medicaid reduction due to no claims filed FY20

	FY 21 BOT Approved 6/10/2020	FY 21 Proposed Revision 4/14/2021
<b>INCOME</b>		
1 State Per Pupil Tuition	3,027,185	3,064,269
2 Grants- Mass DOE SPED 240	36,957	39,559
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	3,869	4,357
5 Grants- Mass DOE Title I 305	18,770	21,595
6 Grants - ESSER (50% Tech, 50% PPE)	20,000	20,000
6a Grants - CvRF		49,050
6b Grants - Remote Learning Technology		13,643
6c Grants - COVID Prevention		8,450
7 Grants- MASS DOE 262	647	660
7a Grants- Summer Learning		9,682
7b Grants - Mass DOE SPED 274 (IDEA)		6,408
8 FOH Rolling Arts/Class Grants	0	1,079
9 Field Trip Fund	0	0
10 Fundraising - FOH Designated Funds	8,000	8,000
11 Kids Club Income	60,000	0
12 Student Activity Fees- sports, music	12,500	0
13 Medicaid/SPED Income	10,000	7,500
14 Misc Income	2,000	2,000
15 Interest income	5,000	4,500
16 School Lunch receipts	15,000	5,000
17 Special Field Trip Fundraising	0	0
18 Winter Fair	0	464
<b>Total Income</b>	<b>3,229,928</b>	<b>3,276,216</b>
<b>EXPENSES</b>		
<b>Personnel</b>		
19 Educational Professionals (Teachers, OT, Counselor)	1,434,561	1,454,740
20 Educational Paraprofessionals (TA's,Interns, Substitutes)	252,097	249,548
21 Director's Salaries	238,878	243,656
22 Administrative Staff (Asst, Bookkeeper, SPED Coord, CSL, Tech, Nurse)	268,498	289,059
23 Kids Club Coordinator/Staff	33,165	0
24 Stipends- student activites (dance, mini)	2,000	0
25 Stipends-program	3,000	5,000
26 Longevity Pay	11,775	10,808
<b>Payroll subtotal</b>	<b>2,243,974</b>	<b>2,252,811</b>
27 Medicare- everyone-.0145	32,537	33,275
28 FICA- non MTRS-.062	37,239	34,223
29 SUTA-.001- everyone	2,244	2,295
30 UHIC-.0048 everyone/capped @ 1st 14,000 (change 2019 to .34)	2,285	2,285
31 PFML Tax	15,000	10,000
32 Health Insurance	259,200	245,000
33 HRA	52,000	40,000
34 Health Diversion Benefit	25,000	15,000
35 Workers Compensation	16,000	13,418
36 College Credit Reimbursement	1,000	2,000
<b>Total Personnel Costs</b>	<b>2,686,479</b>	<b>2,650,307</b>
<b>Consultants and Outside Services</b>		
37 Administrative Consultant	8,000	6,000
38 Administrative Data Management System	10,000	8,000

39 Auditor	8,466	9,500
40 Child Care Services	400	0
41 Curriculum Consultants	4,080	4,080
42 FOH Designated Artist in Residence	0	0
43 FSA/HRA Administrative Cost	2,244	2,500
44 Legal Fees	3,600	7,000
45 Payroll Service	3,121	3,500
46 Prisms Electives	3,000	3,000
47 Professional Development - FOH Designated	8,000	8,000
48 Professional Development	3,000	1,131
49 SPED Advisor	1,000	1,000
50 SPED Contractors - PT, psychologist	40,000	40,000
51 Summer SPED services	8,143	5,100
<b>subtotal</b>	<u>103,054</u>	<u>98,811</u>
<b>Occupancy</b>		
52 Cleaning Services	51,000	40,000
53 Copier Rental	5,300	5,300
54 Copier Service Contract	3,121	0
55 Electric	24,000	24,000
56 Elevator Maint	3,350	3,350
57 Fire/Sprinkler Alarm Services	2,040	2,040
58 Heat	6,630	6,630
59 HVAC Maint	9,690	9,690
60 Insurance	27,711	28,906
61 Interest Expense USDA	91,629	91,629
62 Internet	1,530	3,000
63 Landscaping	8,160	10,000
64 Minor Repair/Maintenance	30,600	15,000
65 Plowing	7,803	7,803
66 Telephone	1,248	1,248
67 Trash Removal	4,080	5,500
68 Water Sewer Fees	3,060	3,060
<b>subtotal</b>	<u>280,952</u>	<u>257,156</u>
<b>Supplies</b>		
69 Educational Supplies	23,333	28,333
69a <b>Remote Learning Programs (Grant funded)</b>		<b>26,238</b>
70 Food	743	743
71 Household Supplies	6,630	5,000
72 Office Supplies	3,714	3,714
73 Playground supplies	893	893
74 Postage	1,020	1,020
75 Printing	636	636
76 Testing/Evaluation Supplies	8,500	8,500
<b>sub total</b>	<u>45,469</u>	<u>75,077</u>
<b>Equipment</b>		
77 Chromebook Replacement	0	2,000
78 Furnishings	4,080	10,000
79 Minor Equipment<\$500 ,	2,040	2,040
80 SPED Equipment	3,060	3,060
81 Tech Repair/Replacement	17,140	32,140
82 Vehicle Expenses	1,020	1,020
<b>subtotal</b>	<u>27,340</u>	<u>50,260</u>
<b>Grant Funded Expenses</b>		
83 FOH Rolling Arts/ Class Grants	0	1,079



<b>subtotal</b>	0	<b>1,079</b>
<b>Miscellaneous</b>		
96 Advertising	1,530	<b>1,800</b>
97 BOT Discretionary Fund	500	500
98 Community Domain Expenses	2,750	2,750
99 Community Service Projects	500	500
100 Director's Discretionary Fund	1,750	1,750
101 Field Trips	0	0
102 Fundraising Expenses	0	0
103 Graduation Expenses	1,020	1,020
104 Kids Club Program Expenses	3,500	<b>200</b>
105 MCPSA Dues (.2% of state tuition dollars)	6,054	<b>6,076</b>
106 Miscellaneous	1,020	1,020
107 School lunch expense	20,000	<b>8,000</b>
108 Special 6-8th grade Trip Expenses (FY21 Amt to fix acctng error from FY20)	0	<b>5,480</b>
109 SPED Contingency	10,000	0
110 Medical Contingency (Grant funded COVID Expenses)	25,000	<b>20,000</b>
111 Student Activity Expenses ( dances, sports, sleepover)	12,500	0
112 Student Activity Expenses ( dances, sports, sleepover) - FOH Desig.	0	0
113 Travel	510	510
<b>subtotal</b>	<u>86,634</u>	<u><b>49,606</b></u>
<b>114 Total operating expenses</b>	3,229,928	<b>3,182,295</b>
<b>115 Over/Under</b>	0	<b>93,921</b>
<b>116 Non-cash liability-depreciation</b>	107,375	107,375
<b>117 Principal payment from Fund Balance</b>	54,915	54,915

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	2,301,856	3,027,185	-725,329	76%
Total State Sources	2,301,856	3,027,185	-725,329	76%
State Grants-DOE Administered				
COVID PREVENTION (2152)	4,225			
CvRF (COVID 19)	49,050		49,050	100%
ESSER 113	16,000	20,000	-4,000	80%
SPED 262 Early Childhood	660	647	13	102%
Remote Tech 118	13,643			
SPED 240	21,537	36,957	-15,420	58%
Summer Vacation Learning	9,682			
SPED 274	640			
Teacher Quality 140	4,357	3,869	488	113%
Title I 305	11,877	18,770	-6,893	63%
Title IV	6,000	10,000	-4,000	60%
Total State Grants-DOE Administered	137,671	90,243	47,428	153%
Friends of HCCS Grant				
FOH Staff Development Grant	8,000	8,000		100%
Friends of HCCS Grant - Other	1,079			
Total Friends of HCCS Grant	9,079	8,000	1,079	113%
Fundraising Income				
Winter Fair	464			
Total Fundraising Income	464			
Other sources				
Earnings on Investments	3,753	5,000	-1,247	75%
School Lunch Receipts	155	15,000	-14,845	1%
SPED Medicaid reimbursement	5,251	10,000	-4,749	53%
Total Other sources	9,159	30,000	-20,841	31%
Kid's Club Income				
		60,000	-60,000	
Student Activity Fees		12,500	-12,500	
Miscellaneous Income	1,442	2,000	-558	72%
Total Income	2,459,672	3,229,928	-770,256	76%
Gross Profit	2,459,672	3,229,928	-770,256	76%

# Hilltown Cooperative Charter School

## Report - Revenues & Expenditures vs. Budget

### July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
<b>Personnel Costs</b>				
Personnel	893,326	1,434,561	-541,235	62%
Professional Educational Staff	167,356	252,097	-84,741	66%
Paraprofessional Educ. Staff	173,947	301,663	-127,716	58%
Administrative Staff	183,752	238,878	-55,126	77%
Directors				
Stipends - Student Activities	3,300	2,000	-2,000	
Stipends - Program	10,808	3,000	300	110%
Longevity Pay		11,775	-967	92%
<b>Total Personnel</b>	<b>1,432,489</b>	<b>2,243,974</b>	<b>-811,485</b>	<b>64%</b>
<b>Payroll Taxes</b>				
FICA	22,168	37,239	-15,071	60%
Medicare	19,694	32,538	-12,844	61%
PFML Tax	5,329	15,000	-9,671	36%
SUTA	1,433	2,244	-811	64%
UHC	2,091	2,285	-194	91%
<b>Total Payroll Taxes</b>	<b>50,715</b>	<b>89,306</b>	<b>-38,591</b>	<b>57%</b>
<b>Fringe Benefits</b>				
College Credit Reimbursement	1,000	1,000		100%
HRA Benefit	24,998	52,000	-27,002	48%
Health Diversion	11,524	25,000	-13,476	46%
Health Insurance	206,558	259,200	-52,642	80%
Worker's Compensation Insurance	13,418	16,000	-2,582	84%
<b>Total Fringe Benefits</b>	<b>257,498</b>	<b>353,200</b>	<b>-95,702</b>	<b>73%</b>
<b>Total Personnel Costs</b>	<b>1,740,702</b>	<b>2,686,480</b>	<b>-945,778</b>	<b>65%</b>
<b>Consultant &amp; Other Svcs-Fixed</b>				
Administrative Consultant	3,850	8,000	-4,150	48%
Admin Services/Data Management	7,728	10,000	-2,272	77%
Annual Audit	9,500	8,466	1,034	112%
FSA/HRA Service	1,939	2,244	-305	86%
Payroll Service	2,648	3,121	-473	85%
Prisms Electives		3,000	-3,000	
SPED Advisor		1,000	-1,000	
SPED Contractors	26,362	40,000	-13,639	66%

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
SPED Summer Services	5,102	8,143	-3,041	63%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	57,128	83,974	-26,846	68%
<b>Consultant &amp; Other Svcs</b>				
Child Care		400	-400	
Curriculum Consultants		4,080	-4,080	
Legal Fees	4,828	3,600	1,228	134%
FOH Des. Staff Development	1,998	8,000	-6,002	25%
Staff Development (Not FOH)	1,101	3,000	-1,900	37%
<b>Total Consultant &amp; Other Svcs</b>	7,926	19,080	-11,154	42%
<b>Occupancy</b>				
Cleaning Services	20,412	51,000	-30,588	40%
Copier Rental	3,943	5,300	-1,357	74%
Copier Service Contract		3,121	-3,121	
Electricity	12,606	24,000	-11,394	53%
Elevator Maintenance	2,416	3,350	-934	72%
Fire/Sprinkler Alarm services	1,695	2,040	-345	83%
Heat	5,230	6,630	-1,400	79%
HVAC Maintenance	3,101	9,690	-6,589	32%
Insurance-Liability/Propty/Auto	28,906	27,711	1,195	104%
Interest Expense - USDA Loan	68,863	91,629	-22,766	75%
Internet	2,191	1,530	661	143%
Landscaping	6,086	8,160	-2,074	75%
Minor Repair/Maintenance	6,531	30,600	-24,069	21%
Plowing/Snow Removal	6,450	7,803	-1,353	83%
Telephone	704	1,248	-544	56%
Trash Removal/Recycling	4,319	4,080	239	106%
Water/Sewer	989	3,060	-2,071	32%
<b>Total Occupancy</b>	174,443	280,952	-106,509	62%
<b>Supplies</b>				
Educational Supplies/Textbooks				
*Atelier supplies	832	2,400	-1,568	35%
*Blues Ed Supps	336	600	-264	56%
*Indigos Ed Supplies	345	600	-255	57%
*Greens Ed Supps	554	630	-76	88%
*Yellows Ed Supps	574	600	-26	96%
*Oranges Ed Supps	446	660	-214	68%
*Reds Ed Supps	455	660	-205	69%

# Hilltown Cooperative Charter School

## Report - Revenues & Expenditures vs. Budget

July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
*Purples Ed Supps				
Purples - PI	241	450	-209	54%
Purples - PK	466	450	16	103%
<b>Total *Purples Ed Supps</b>	<b>707</b>	<b>900</b>	<b>-193</b>	<b>79%</b>
*Prisms Ed Supps				
*Prisms-BA	339	473	-134	72%
*Prisms-JM	368	473	-105	78%
*Prisms-RM	171	473	-302	36%
*Prisms-JVB	239	473	-233	51%
<b>Total *Prisms Ed Supps</b>	<b>1,117</b>	<b>1,890</b>	<b>-773</b>	<b>59%</b>
*Minicourses		400	-400	
*Music/movement supplies				
*Music Supplies - AR-G	291	278	13	104%
*Music Supplies - MD		382	-382	
<b>Total *Music/movement supplies</b>	<b>291</b>	<b>660</b>	<b>-370</b>	<b>44%</b>
*Physical Education Supplies	112	875	-763	13%
*SPED Ed Supps	325	2,750	-2,425	12%
*Title I Ed Supps	194	300	-106	65%
*Other Ed Supplies/Textbooks**	32,235	9,408	22,827	343%
<b>Educational Supplies/Textbooks - Other</b>				
<b>Total Educational Supplies/Textbooks</b>	<b>38,522</b>	<b>23,333</b>	<b>15,189</b>	<b>165%</b>
Food and Supplies		743	-743	
Household Supplies	1,712	6,630	-4,918	26%
Office Supplies	1,717	3,713	-1,996	46%
Playground Supplies		893	-893	
Postage	389	1,020	-632	38%
Printing and Reproduction	279	637	-358	44%
Testing & Evaluation Supplies	5,515	8,500	-2,985	65%
<b>Total Supplies</b>	<b>48,134</b>	<b>45,469</b>	<b>2,665</b>	<b>106%</b>
Equipment				
Chromebook Replacement	2,000			
Furnishings/Rugs	4,935	4,080	855	121%
Minor Equipment	395	2,040	-1,645	19%
SPED Equipment	889	3,060	-2,171	29%
Tech Repair/Replacement	26,412	17,140	9,272	154%
Vehicle Expenses	464	1,020	-556	45%
<b>Total Equipment</b>	<b>35,094</b>	<b>27,340</b>	<b>7,754</b>	<b>128%</b>

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Grant-funded expenses				
Friends of HCCS Grant Expense	736			
<b>Total Grant-funded expenses</b>	<b>736</b>			
Other expenses				
Medical Contingency - COVID	12,926	25,000	-12,074	52%
Advertising	1,441	1,530	-89	94%
BOT Discretionary Fund		500	-500	
Community Domain Expense	1,019	2,750	-1,731	
Community Service Projects		500	-500	37%
Designated Donation Expenditure	72			
Graduation Expenses		1,020	-1,020	
Kid's Club Food/Supplies	21	3,500	-3,479	1%
MCSA Dues	6,076	6,053	23	100%
Miscellaneous Expenses	41	1,020	-979	4%
School Lunch Expense	944	20,000	-19,056	5%
SPED Contingency		10,000	-10,000	
Special Trip Expenses				
Purples Special Trip Expenses	5,480			
Total Special Trip Expenses	5,480			
Student Activity Expenses		12,500	-12,500	
Travel		510	-510	
Fundraising Expenses	64			
<b>Total Other expenses</b>	<b>28,084</b>	<b>84,883</b>	<b>-56,799</b>	<b>33%</b>
<b>Directors' Discretionary Fund</b>	<b>119</b>	<b>1,750</b>	<b>-1,631</b>	<b>7%</b>
<b>Total Expense</b>	<b>2,092,365</b>	<b>3,229,928</b>	<b>-1,137,563</b>	<b>65%</b>
<b>Net Ordinary Income</b>	<b>367,306</b>		<b>367,306</b>	<b>100%</b>
Other Income/Expense				
Other Expense				
Depreciation Expenses	80,531			

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Board Designated Expenditures				
BOT Designated Field Trip Fund	200	3,958	-3,758	5%
Total Board Designated Expenditures	200	3,958	-3,758	5%
Total Other Expense	80,731	3,958	76,773	2,040%
Net Other Income	-80,731	-3,958	-76,773	2,040%
Net Income	<b>286,575</b>	<b>-3,958</b>	<b>290,533</b>	<b>-7,240%</b>

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
 As of March 31, 2021

	Mar 31, 21	Dec 31, 20	Mar 31, 20
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Easthampton Savings	208,123	207,918	205,590
ESB-General Reserve x0819	436,600	402,385	346,709
ESB Checking - XXXXX4269	314,813	314,344	310,790
ESB-Capital Reserve x1886			
Total Easthampton Savings	959,537	924,647	863,089
Total Checking/Savings	959,537	924,647	863,089
Other Current Assets			
Suspense	-967	-918	-663
Due from employees			
COBRA	508	1,016	0
Total Due from employees	508	1,016	0
Prepaid Expenses	1,042	0	6,155
Security Deposit	4,655	4,655	1,945
Total Other Current Assets	5,237	4,752	7,436
Total Current Assets	964,774	929,399	870,525
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	-359,802	-340,465	-282,453
Property Improvements	151,440	151,440	151,440
Accum. Dep - Property Imprvmnts	-68,984	-62,879	-45,136
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-9,108	-8,407	-6,305



**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of March 31, 2021

04/12/21

	Mar 31, 21	Dec 31, 20	Mar 31, 20
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-21,611	-20,911	-18,647
<b>Total Property and Equipment</b>	<b>17,802</b>	<b>19,202</b>	<b>23,567</b>
Total Fixed Assets	3,531,182	3,558,026	3,638,145
<b>TOTAL ASSETS</b>	<b>4,495,956</b>	<b>4,487,425</b>	<b>4,508,670</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	60,286	46,925	55,188
Accounts Payable	60,286	46,925	55,188
<b>Credit Cards</b>			
American Express	0	0	28
Capital One	3,886	1,580	8
<b>Total Credit Cards</b>	<b>3,886</b>	<b>1,580</b>	<b>36</b>
<b>Other Current Liabilities</b>			
Deferred Revenue - Grants	1,700	1,700	1,700
Payroll Liabilities			
403B Plan Payable	110	0	0
Dental Plan Payable	-325	-523	-539
Employee Health	-2,447	-6,427	-8,836
Employee Life	279	181	181
FICA Withheld	-149	-149	-149
Long Term Disability	-57	-57	-57
MA Retirement	6,900	0	0
Sect 125 - FSA	-4,348	-4,507	-3,021
<b>Total Payroll Liabilities</b>	<b>-38</b>	<b>-11,482</b>	<b>-12,422</b>
<b>Total Other Current Liabilities</b>	<b>1,662</b>	<b>-9,782</b>	<b>-10,722</b>
<b>Total Current Liabilities</b>	<b>65,834</b>	<b>38,723</b>	<b>44,502</b>

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
As of March 31, 2021

	Mar 31, 21	Dec 31, 20	Mar 31, 20
Long Term Liabilities			
Note Payable - USDA	3,315,949	3,329,725	3,370,489
Total Long Term Liabilities	3,315,949	3,329,725	3,370,489
Total Liabilities	3,381,783	3,368,447	3,414,991
Equity			
General Reserve Account	206,512	206,512	202,234
Res'd for Capital Expenditures	312,884	312,884	307,026
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	254,719	254,719	255,233
Undesignated Fund Balance	3,484	3,484	43,614
Net Income	286,575	291,379	235,572
Total Equity	1,114,174	1,118,978	1,093,680
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,495,956</b>	<b>4,487,425</b>	<b>4,508,670</b>



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

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## Domain Directors' Report April 2021

- 1. Pooled Testing** On March 29th, a [press release](#) regarding the Pooled Testing Initiative in Massachusetts schools was released. Pooled testing data indicate that school mitigation strategies (e.g., wearing masks, cleaning hands, physical distancing, and staying home if you are sick) are showing strong effectiveness at reducing positivity rates in schools. In addition, a recent Rockefeller Foundation [report](#) and [research](#) done by Mathematica and Rand explains that weekly testing of all students, teachers, and staff can reduce in-school infections by an estimated 50%. The report also found that implementing pooled testing dramatically increased the percentage of parents and staff that felt mostly or very comfortable returning to school. In addition, with initial state funding set to expire on April 18, the Baker-Polito Administration also announced today that it will cover the costs of the COVID-19 pooled surveillance testing through the end of the school year.
- 2. Grades K-6 were back in full as of April 5.** Of the 158 K-6 students, four kindergartners are all remote, one fourth grader, one fifth grader, and one sixth grader. These students have individualized schedules that include times to meet with teachers (classroom, specialists, and special education teachers) and time to meet with TAs for curriculum support. **Grade 7 and 8 will be back in full on Monday, April 26.**
- 3. Grades K-5 are considering adopting Illustrative Math as of next fall.** This is the curriculum that our 6-8 grade students use. The 6-8 program has the highest possible ratings among all math programs on Ed Reports; the categories evaluated include Alignment with standards (focus, coherence, rigor, and mathematical practices) and Usability. Easthampton is moving to this curriculum next year.
- 4. We submitted two grants through the Student Opportunity Act.** One grant is to fund early literacy (including summer work and academic recovery) and one grant is to fund professional development and practices dedicated to diversifying our workforce.
- 5. Progress reports for the second trimester are complete.** They will be sent out the week of April 13th. Ordinarily, teachers write narratives for each student as part of the Trimester II report. Due to the challenge of moving back into the classroom and on commenting on remote teaching/learning, teachers had the option to write narratives now or in the third trimester (when the narrative might be most useful).
- 6. New MCAS dates have been announced for 6-8 grade.** The window is May 17-June 11.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- March 26, 2021

8:00am Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDDjMk1pMHJaWUNpOXJDUFhYMUIjUT09>

**Present:** Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Dawn Reesman, Marguerite Durant

**Regrets:** None

Topic	Discussion	Action
April BoT Meeting Agenda	All agenda items reviewed and added to the April agenda.	Matt will send the agenda to Noelle and Nicole for the April BoT packet.
Director Roles	Sub-committee continues to meet and will be holding community listening sessions.	Sub-committee will present a revised proposal to BoT in April.
FY21 Budget	Finance working on revised/updated budget based on new data.	Kate will update BoT on revised FY21 Budget at April's BoT meeting.
Review action items		Done
Next meeting time/date/location		Friday, April 16, 9:00 a.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 9 a.m.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Finance Committee Meeting Minutes –March 10, 2021, Zoom, 8:30 AM**

**Present:** Carla Clark, Richard Senecal, Chris Korczak,  
Kate Saccento, Maureen Mahar

**Guests:** None

**Regrets:** Andy Tilbe, Lisa Plaza

**Agenda:** Approve February Minutes; Review Financials

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>February Minutes</b>	Approval of February minutes.	<b>Carla moved to approve February minutes, Rich seconded. Approved by consensus</b>
<b>Budget Process Review</b>	Reviewed the budget process and timeline Discussed MA Charter School Association Guiding Principles for budgets FY22 projections from DESE Budget not finalized until June Components of charter tuition are foundation rate, above foundation rate, facilities, and transportation Reviewed considerations for FY22 expenses	<b>No action needed</b>
<b>\$0 Balance Budget Policy Review</b>	Discussed that this is not a Hilltown policy, but a practice that was used Hilltown will eliminate this practice	<b>No action needed</b>
<b>Tentative Agenda Topics for Next Meeting</b>	Approve March's minutes Review updated Financials if available	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Next Meeting Date/Time/Location</b>	4/7/21; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:15 AM	



**GABS Committee Meeting Minutes – March 31, 2021, 5:00 p.m.**

**Meeting Location: By Zoom**

**Present: Members- Deirdre Arthern; Sara Schieffelin; Noelle Barrist Stern; Paula Ingram  
Guests- Sarah Bittenwiser, Marguerite Durant; Emily Boddy**

**Regrets: none**

**Roles: facilitator- Noelle Barrist Stern; note taker- Sara Schieffelin**

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>JEDI/Recruitment of new Board members</b>	<p>Kathleen Hulton, Marguerite and Emily Boddy are all set</p> <p>Jill and Kelly will be community members</p> <p>Gina is considering not taking staff position</p> <p>Four community members recommended by Jen declined and/or didn't respond to Noelle</p> <p>Sarah B spoke to Michael Ford who is interested in joining but not until he's moved</p> <p>Meredith and Chadd said no</p> <p>Kate E. and Andy T. never responded</p> <p>Christcyra, Indigos intern from last year?</p> <p>Vicky T?</p> <p>Tom Hoodikson? Bonnie Mendendez?</p> <p>Nothing back from the alum group- could we target certain alums? Clara Gardner, Norma?</p>	<p>*Noelle will f/u with Gina and Joe regarding their thoughts</p> <p>*Sarah and Sara will follow up with Michael once he's moved</p> <p>*Sara to reach out to Christcyra (resume building)</p> <p>*Sarah B to reach out to Vicky T</p> <p>*Sara to reach out to Tom; Noelle to reach out to Bonnie</p> <p>*Sara to follow up with SSW</p>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	Sara e-mailed Smith School for Social Work- no response	
<b>Succession planning</b>	<p>Members who need to be (re)proposed at annual meeting: Matt, Kathleen S, Tala, Jill, Marguerite, Gina, Emily, and Kathleen H</p> <p>Positions for next year are settled:</p> <p>Pres- Matt</p> <p>VP- Kathleen</p> <p>Clerk- Sara</p> <p>Facilities- Jo or Jill</p> <p>Personnel- Kelly or Dawn</p> <p>Finance- Rick</p> <p>GABS- Sara/Emily co-chairs</p> <p>JEDI- Jen (need to discuss status of/plan for committee moving forward as this was a one year pilot)</p>	<p>*Noelle will email DC to get Succession planning on agenda, and confirm that discussion JEDI committee status is on agenda for next BOT meeting</p>
<b>Annual meeting</b>	<p>Deidre presented results of survey</p> <p>Brainstormed what annual meeting should look like (see annual meeting planning document for details)</p>	<p>*Deidre will give committee chairs outline for presentations</p>





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	<p>Business first</p> <p>We need resumes for all new members, including three who joined mid-year, Matt needs to be re-proposed</p> <p>Art/music at annual meeting? Joy and Laurel will make a slideshow of art</p> <p>Gratitude for teachers to be highlighted at annual meeting</p> <p>Ask families to perform? We only need a few, short, up-beat songs</p>	<p>*Outlines will be due on May 1st</p> <p>*Noelle will ask DC to put Annual Meeting on agenda for April 14th meeting</p> <p>*Deidre will talk to Emilie and Helen about presenting</p> <p>*Deidre will talk to Aram, Margarite, Laurel, and Joy about art and music</p> <p>*Deidre will put an announcement in Newsletter letting people know the plan, and asking people to send their gratitude blurb ahead of time if they want into a Google Doc.</p> <p>*Deidre will ask in Newsletter if parents/families want to perform</p> <p>*Sara will reach out to Kelly V., Anada, and Jared about performing</p> <p>*Deidre will plug plan into annual meeting template</p>
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HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>Up-dating GABS talking points document</b>	Up-dated GABS talking points documents	
<b>Review Action Items</b>	Action items reviewed.	
<b>Next Meeting Date/Time/Location</b>	April 28, 2021, 5pm via Zoom	Deirdre to put on calendar
<b>Adjournment</b>	Meeting adjourned at 6:29 p.m.	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes  
Wed., March 31 at 7:30am

Zoom link:

<https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBIQT09>

Passcode: coffeetime

**Present:** Nicole Grinaski, Emily Lees, Jen Matos, Kelly Woods, Lara Ramsey, Tala Elia  
**Regrets:** Jen Matos, Carla Clark

Topic	Time	Discussion	Action
Meeting Roles	2 mins	Facilitator: Notetaker: Kelly Timekeeper:	
Progress Report		Hilltown is a leader in Charter Schools providing progress release time to draft narrative progress reports. However, the process is the same for everyone and some teachers (for example special education teachers) may need more time. Considering adding time for some roles to provide more support for staff. This is not an urgent matter.  To be clear this is not a "benefit", but it is a unique pro-teacher practice.	Lara will work out a more finely-tuned plan that reflects different teaching and reporting responsibilities.  We will add this to cover sheet on good things about working at Hilltown.
Annual Goal Checkin; Next Steps for Spring		Kelly shared a LinkedIn Learning training re identifying bias in the application process: <a href="https://www.linkedin.com/learning-login/share?account=35668980&amp;forceAccount=false&amp;redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Funcovering-unconscious-bias-in-recruiting-and-interviewing%3Ftrk%3Dshare_ent_url%26shareId%3DZBBuGDXwSXktOZAp2e0vFA%253D%253D">https://www.linkedin.com/learning-login/share?account=35668980&amp;forceAccount=false&amp;redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Funcovering-unconscious-bias-in-recruiting-and-interviewing%3Ftrk%3Dshare_ent_url%26shareId%3DZBBuGDXwSXktOZAp2e0vFA%253D%253D</a>  Longer list of related content: <a href="https://www.linkedin.com/learning/search?keywords=unconscious%20bias%20in%20recruiting&amp;u=">https://www.linkedin.com/learning/search?keywords=unconscious%20bias%20in%20recruiting&amp;u=</a>	



HILLTOWN COOPERATIVE  
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		<p><u>35668980</u></p> <p>Residents of Massachusetts may be able to access this content through their library access - Boston Public Library has offered e-access in the past to those that have an e-library card.</p> <p>Kate and Lara just submitted a grant - A Student Opportunity Act. Two elements - one was diversifying the workforce - if received will support funding for additional training, recruitment advertising. Would start July 1.</p> <p>NEMNET advertising pilot update: plan was to try 6 times. Have just posted the 2 current roles. To be posted 1 year K-1 role.</p> <p>Discussion re how Hiring Committees get formed - newsletter invitation. Two parents have volunteered. Teachers that will be working closest to the role... with a focus on staff members that have not yet participated. Discussion re how to invite a broader family involvement.</p> <p>Hiring Committee make up: "A member of the Board of Trustees whose role includes overseeing processes and ensuring compliance with hiring policy. A teacher member chosen by the Director of Teaching and Learning. A parent representative chosen by the Director of Teaching and Learning. For classroom positions, the parent will not have children entering grades in the open position."</p> <p><i>Reminders:</i></p> <ul style="list-style-type: none"> <li>● Cares Act expiring March 31.</li> <li>● April 1 Personnel time will revert to typical process.</li> <li>● When students return full-time the work from home option will cease.</li> </ul>	
New business		Time to begin the annual report summary.	Kelly to draft annual report summary.



HILLTOWN COOPERATIVE  
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Review action items	2 mins	Lara will work out a more finely-tuned plan that reflects different teaching and reporting responsibilities. Will add this to cover sheet on good things about working at Hilltown.  Kelly to draft annual report summary.	
Tentative agenda topics for next meeting	3 mins	Review initial draft of the Annual Report Summary	
Next meeting time/date/location		Wed., Apr 28 7:30am Zoom link found on school calendar	
Adjournment		8:00am	