

HCCPS Board of Trustees

Meeting Agenda

May 10th, 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 Equity Team Visit: (Discussion) Equity Team (15 min)

6:55 Health + Safety Update: (Update) H+S Team (5 min)

7:00 FY23 Budget: (Update) Finance (15 min)

7:15 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)

7:35 New Board Member Recommendations: (Discussion + Decision) GABS (15 min)

7:50 Bereavement Policy: (Decision) Personnel (10 min)

8:00 Annual Meeting: (Update) GABS (10 min)

8:10 Hiring Committee: (Update) Kathleen (10 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, April 13th, 2022, 6:30pm

Location: HCCPS and Zoom

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

Regrets: Rich Senecal

Facilitator: Kathleen S.

Notetaker: Sara

Guests: Gina Wyman (joined at 7:04)

List keeper: Tala

Timekeeper: Matt

Mission statement read by: Emily

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	Matt offered appreciation to staff and admin for their efforts around the MCAS. Kate S. appreciated everyone who helped facilitate the first in-person all-school, and in particular Rashida and Marguerite. Kate noted it was a joyful event. Nan Childs was acknowledged for starting a school-yard stewards group to clean up and beautify the grounds.	
Any Thank You Notes Needed?	None noted	
BOT Visibility This Month?	Staff appreciation on May 4th, musical on May 17th, all-school will move to in-person with families invited to attend moving forward, annual meeting May 25th.	
Minutes	Minutes approved	Joe motioned to approve the March meeting minutes; Kate E. seconded; the Board approved the March meeting minutes by consensus.

Public Comment	none	
Health + Safety Update: H+S Team	<p>Kate S. shared overview from email that was sent to the community this week which noted pool testing results were negative this week; drivers for field trips no longer need proof of vaccination; and at home testing is an option.</p> <p>Kathleen S. shared state COVID statistics. Numbers are still low and there is an increase. Noted there is a lag-time in reporting. Hampshire county cases are rising. Tala shared information about wastewater reporting. BA.2 is circulating and has been for a while. Hospitalizations at Bay State medical system are low. Comment that H + S might not need to be a standing agenda item soon.</p>	
Justice Equity Diversity Inclusion (JEDI): (Update + Discussion)	<p>Kathleen H. offered an overview of JEDI's work recently. Comment about the need to start articulating in public-facing ways about what we are doing at Hilltown in this area. Question posed to BOT about if the JEDI committee is the appropriate group to be doing this work? Should JEDI be collaborating with LRP on this?</p> <p>Currently JEDI committee is looking at other schools and organizations to see what they are doing. Schools that are already doing this work have an entire part of their web-site dedicated to JEDI—the team agrees having a statement or page for our website would be a good goal. Statements from other schools were read and looked at. Easthampton has a comprehensive page on their web-sites.</p> <p>Kathleen S. noted that she agrees we should have something forward-facing. Agreement from Dan that this initiative would be a good use of JEDI's time. Assertion that the statement should include something aspirational and something concrete, and that the committee has the right voices to decide. Sara offered that the Smith School for Social Work has been doing this work for a very long time, and will share their statement with the committee as it might be useful to look at. Discussion about how and when to start this work. Kathleen S. that it would make sense for JEDI to focus on this work. Comment from Lara that this will spur some important and necessary conversations.</p>	<p>Kathleen H. will share other school's JEDI statements with BOT members</p> <p>Sara will share Smith College School for Social Works anti-racism principles with the JEDI committee</p> <p>JEDI will continue to work on this initiative with input and support from BOT and other community members/groups</p>
GABS Proposal: (Discussion + Decision)	Emily shared a proposal regarding the process for onboarding new BOT members (see proposal in BOT packet). Question from Tala about if this process is	Matt moved to approve the proposal as revised; Tala

<p>GABS</p>	<p>different from what we were doing before. Emily explained that this would clarify the process. Question and discussion about the history of voting process at Hilltown. Dan shared history—it has changed over time. Reminder that the BOT has the authority to put people on the board in between meetings. Conversation about going to a vote for individuals at the cooperative if the slate is voted down. Clarification that cooperation is a vote, not consensus. Recommendation of the slate goes to the cooperative. Vote at the cooperative based on BOT recommendation. Then the BOT votes in new members at the July meeting. Discussion about pros and cons of offering a slate vs putting individual people forward. Conversation that vote is more of a rubber stamp. Discussion about if voting could be anonymous. Comment that GABS might put someone forward without having important information that might make them not a good BOT member. Comment that this could happen and that GABS tried to thoroughly vet candidates. Comment that GABS bring the slate to the BOT who then recommend the slate. Clarification that vote in cooperative is a simple majority.</p> <p>Lara commented that a check-list is an important thing to include in terms of equity so that candidates know what they are getting into. School is using this best practice for new hires as well. Lara commented about unconscious biases, and an article that the school has used to help inform this.</p> <p>Comment about trying to avoid mid-year appointments, and is this topic addressed in the proposal? Comment that mid-year appointments are a separate issue, and we can still bring people on mid-year if needed.</p> <p>Suggested word changes to text (see final draft of proposal for text changes).</p>	<p>seconded. The proposal was approved as revised by consensus.</p> <p>Lara will send GABS article about unconscious bias.</p>
<p>Facilities Director Update: (Update) Kate</p>	<p>Kate S. shared slides of facilities update (see slides included in final meeting packet). Reviewed building compliance up-dates with regards fire regulations, health regulations, and building regulations. Elevator test revealed required maintenance. Overseeing custodial staff—we contract with a cleaning company and contract with contractors. We do not have an on-site custodian. Past two years we’ve had one person on staff two day a week for two hours to help with maintenance. This year they help with snack and recess as well. We now have maintenance volunteers and have been having “Fix it Fridays” since January</p>	

	<p>2022. This group has completed more than 20 tasks in the past three months. Chris has led this group. Thanks Chris! Hilltown School Yard Steward group was acknowledged.</p> <p>Question about up-date on gaga pit proposal. Up-date is that it was too expensive.</p>	
<p>Long Range Plan Updates: (Update) LRP Team</p>	<p>Dan shared up-date that the committee is drafting some strategic goals with the hope of having a draft for May to be presented to staff, then having a presentation ready for the fall to present to the community.</p> <p>Three major areas:</p> <ol style="list-style-type: none"> 1) Pandemic recovery—social/emotional, academic, community. 2) Realignment of academic program to meet needs of students. 3) JEDI work- is school accessible to everyone who would like to attend? Policy and curriculum work needed to address this. <p>Dan noted that there are immediate needs that will have to be addressed before the LRP is approved, such as recovery tasks, and we will see these reflected in the budget process very soon. Comment that budget projections look good.</p> <p>Clarification about length of LRP—answer that it will be about 5 years.</p> <p>Question about if there was feedback about sending districts. Dan reports there was a little feedback, especially about looking at Holyoke. Comment that changing sending districts wouldn't necessarily increase the diversity of the school. Comment that we need to look at and address why we don't reflect the communities that we currently pull from. 80% of the school community comes from Easthampton and Northampton. We are not at parity with those towns and should work to be.</p>	
<p>Annual Meeting: (Discussion + Decision) GABS</p>	<p>Discussion about and decision made that annual meeting will be May 25th at 6:30 in the all-school space. There will be singing!</p> <p>Kathleen H. and Rashida will coordinate and facilitate a 30-minute activity. Discussion about providing child-care. Question about what is generally included in the meeting? Clarification that meeting includes: voting on slate of new BOT candidates, approving minutes from last year (both legally required), committee reports, a community activity, and a performance. Question about if we also offer a virtual</p>	<p>Rashida will announce annual meeting details to the community.</p> <p>Rashida will look into finding an adult to over-see childcare.</p> <p>Look into providing food/dinner for kids.</p> <p>BOT members will encourage community members to attend the</p>

	option for the meeting? Should we offer pizza for kids? Comment about the importance of promoting attendance at the meeting. Brainstorm about having children perform.	meeting.
Committee Reports -- Questions Only	Lara put a link in chat from the Domain Administrators' Report (see report in final BOT packet) and reviewed the report. Highlighted that there are more concerns regarding bullying, and more social/emotional needs. The school has some new initiative to address these concerns.	
New Business	FY23 Budget; recommendation of new BOT members; Discussion about succession planning; Equity Team visit	Rashida and Lara will let equity team know they are invited to next BOT to present
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday May 11th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: XX Drinks: XX Newsletter blurb: Joe	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:39 p.m.	Emily motioned to adjourn; Matt seconded; the meeting was adjourned.

Tentative Agenda Topic for the May 11th Board Meeting: FY23 Budget; recommendation of new BOT members; Discussion about succession planning; Equity Team visit

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Special Meeting, Wednesday, April 27th, 2022, 6:30pm

Present: In-person: Kate Saccento, Kathleen Szegda, Daniel Klatz, Tala Elia, Rashida Krigger, Kathleen Hulton, Matt Dube, Sara Scheiffelin,

By Zoom:, Marguerite Durant, Emily Boddy, Rich Senecal

Regrets: Joe Wyman, Kate Ewall, Chris Korzcak

Facilitator: Matt

Notetaker: Bill Sweet

Guests: In person: Gina Wyman, Rebecca Belcher-Timme

By Zoom: Dawn Gracian-Moore, Alex Niemiec, Amy Chapman, Andrea Hermans, Andrew Coate, Anne Schlereth, Bill Sweet, Cait Browne, Ed Welch, Emilie Woodward, Emily Endris, Jenn Stauffer, Melissa Flanders, John Abbott, Kerri Simonelli, Landon, Lisa Mascaro, Mary Price, Melissa, Myssie Casinghino, Nan Childs, Rebecca Rose-Langston, Scott Remick, Polly Normand, Acheray, Sarah Buttenwieser, Alison Bent, Monique, Zoe Klatz, Scott Remick

List keeper: Matt

Timekeeper: n/a

Mission statement read by: Lara

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	None.	
Public Comment	None requested.	
Open Director Position (Discussion + Decision)	<p>Matt Dube opened the meeting, called especially to discuss course of action now that Lara has accepted a position from another school district. Thanked her for her service, and noted that it is an increasingly difficult job. We now face continuing discussions about the job description.</p> <p>Lara Ramsey read from a prepared statement, [full text available in the packet]. In summary, she said she was as surprised as anyone about her taking a new position, but she leaves the school with strong team in place. She thanked Rashida Krigger and Kate Saccento for making the work manageable, and</p>	A search committee will be formed, and chaired by Kathleen S.

	<p>added that the Long Range Planning Committee should be allowed to continue its work realigning the administrative roles. She expressed support for Gina Wyman and Rebecca Belcher-Timme's proposal for teacher leaders.</p> <p>Rebecca and Gina next presented their proposal [full text available in the packet], saying that the job description of Director of Teaching and Learning encompasses more than is possible for one full-time person to reasonably do. Urgent school matters involving students often get in the way of addressing big-picture structural needs, especially those having to deal with curriculum and teacher content. At the same time, there is no pathway for teacher advancement outside of moving into an administrative role. Many teachers possess deep knowledge about curriculum and best practices and are eager for leadership opportunities, but don't want to leave the classroom. As a result, teachers often informally take on administrative and leadership responsibilities, which usually aren't officially recognized or compensated without a formal structure in place, and it can be challenging to offer professional support to colleagues in a way that feels appropriate, they said.</p> <p>They proposed compensated, formalized teacher leadership positions as a creative solution to help with the retention of experienced teachers and to keep the school running most effectively. Responsibilities could include curriculum adoption, professional development, licensure renewal, etc. This would allow the new administrator to focus on day-to-day and urgent matters, knowing that long-term curriculum and personnel goals are being tended to by experienced staff.</p> <p>Kate Saccento spoke in support of the teacher leadership positions, noting that this touched on themes that the Long Range Planning Committee (on which Gina and Rebecca serve) has been already discussing. But time is of the essence, as administrative positions run through June 30.</p> <p>Dan Klatz replied that while there's been discussion by the committee, there has yet to be input from staff</p>	
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and parents about the long-range plan. He said the teacher leadership proposal is strong, but the Board's sole focus right now should be on hiring a new DTL. If we fail to have someone hired in time for summertime administrative operations, the task will either fall disproportionately to **Kate** or the school will fall out of regulatory compliance, he warned. He also said that the Board needs to decide whether to hire an interim or go into the search intending to find a permanent replacement. He noted that interim positions tend to limit the pool of qualified candidates, according to one HR professional who served on the BOT previously. He suggested advertising for the best person we can find in the short timeframe, and having a backup plan if that person isn't found.

Andrea Hermans (6th-grade teacher and parent) said that she has taught at a variety of schools for over a decade, and agreed with Dan that advertising for an interim puts a limit on the pool of candidates. She suggested it would be better to streamline the process and get a permanent hire with a stronger skill set and understanding of the school, who can dedicate themselves to the position. She said, as a teacher, it's been hard when she has worked under interim administrators. She expressed support for Gina and Rebecca's proposal, which would streamline the position and unburden the next person to hold it.

Lara also said that the teacher leadership idea has been cooking for a long time, and now is an opportunity to work on a starting draft. She said she could work on it this week because it's not something that requires a board decision to do.

Andrew Coate an Indigos parent, expressed concern that the teacher leadership proposal might confuse families, especially those in need of special services, about how to navigate the school hierarchy. In addition, he worried that teachers saddled with these new responsibilities might not have the bandwidth to engage with more nuanced issues.

Kathleen S. noted the consensus seems to be that the position as it exists now is untenable, and therefore it doesn't make sense to forge ahead and recruit for the

	<p>position as written.</p> <p>Dan responded that he doesn't think this is necessarily about the job description per se. The position needs help and delegation, but their responsibilities should be unchanged. He said this is more an issue of having the proper amount of support staff, and not the job description itself.</p> <p>Kathleen S. noted it could be about delegating, but it's hard to know, given the past year. In particular, the Domain Council was discussing just the sheer amount of time spent on behavior issues, which would indicate caution on simply proceeding with a permanent hire. In terms of delegation, how do you delegate matters that need to be done directly, such as disciplinary intervention? She said that everyone agrees that the position needs more support.</p> <p>Kathleen Hulton pointed out that the Long Range Planning Committee had talked of hiring somebody to deal with behaviors and making Lara's job more than Teaching and Learning. Restructuring the job to fit Lara's strengths doesn't make that much sense anymore, because it's not going to be Lara she said. How the job is restricted might depend on the strengths of the new person.</p> <p>Lara Ramsey said the board should decide now if this is a closing position or if it's an interim position, and then supply support.</p> <p>Sara Buttenweiser said, having been on the Governance Committee, that she has seen how time-consuming the process can be. We should just go with the job description that still exists, and notes that collaboration and improvisation are part of the job.</p> <p>Dan said any successful candidate has to be able to collaborate. We should see a new person working collaboratively with teachers, school administration, and the board to figure out whatever the next chapter is because it will have to be wholly new.</p> <p>Rebecca said that it's important that the incoming candidate know what the position entails. She was on the hiring committee when Lara was hired and did not feel involved or informed as a teacher. The process</p>	
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	<p>needs to include an accurate description of the position, she said.</p> <p>Amy Chapman, who works at a public school in Amherst, said that schools throughout the country are facing behavioral issues and kids need more support now. She suggested moving forward with the job description, but also considering drafting a new position handling and helping with student behavioral issues.</p> <p>Rashida said that she doesn't think the description matches the actual job. It makes it appear like students are a small part when they are actually most of it.</p> <p>Marguerite Durant agreed with the urgency but noted that the current job description is not accurate with what the day-to-day situation looks like. Who would go about rewriting it, she asked. [Response: the domain council and hiring committee.]</p> <p>There was a discussion about the roles that could be played by the domain counsel and the hiring committee.</p> <p>Lara shared a pie chart describing how her time was split between students, caregivers, curriculum, staff, and administration. Time for students was about half.</p> <p>Matt Dube said that the consensus appears to be that the board should have the job posted, with a revised description, and move quickly to have the search committee start the process.</p> <p>Other board members said that the support should be detailed, to not surprise the new hire.</p> <p>Dan noted that Lara's pie chart is typical of the way things have always been and it was something she didn't know coming into the job was unfortunate, he said.</p> <p>Lara said that the behavior support and teacher leadership components could and should be implemented separately from the discussion about the new candidate's responsibilities.</p> <p>Marguerite responded to Dan's comments, saying the</p>	
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	<p>time of the teaching and learning position has always been split roughly this way, but support for staff has decreased as the intensity of the student part has increased. She supported the idea of a designated position for behavioral support.</p> <p>Matt Dube, noting a consensus, said the board should move forward by forming a search committee. He said he was willing to serve, but as he only has two months left in his term, he didn't think he should. Kathleen S., as incoming president, should be. He said the intention would be to not list the position as interim.</p>	
New Business	None.	
Meeting Wrap-Up/ Evaluation	<p>Next Meetings: Wednesday May 10th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: XX Drinks: XX Newsletter blurb: Matt</p>	
Review Action Items	Motion to form a search committee, appointing Kathleen S. chair.	Motioned by Dan Klatz; seconded by Sara S.; Approved by consensus.
Adjournment	Meeting adjourned at 7:56 p.m.	Kathleen S motioned to adjourn; Tala seconded; the meeting was adjourned.

Tentative Agenda Topic for the May 10th Board Meeting:

April 27, 2022

Dear Community,

In mid March, I was not expecting to leave Hilltown when a long time friend recommended me for the position I am now taking. I was surprised by the opportunity and surprised to find myself accepting it; I am sorry to have surprised others. I did not plan to leave. In fact, I just acquired the 10,000 hours Malcom Gladwell says you need to be professionally competent in any new role, and I had been looking forward to the gift of experience in Year Six and beyond.

It is a good time to be at Hilltown, as usual, but in unique ways. Between the returning and new staff, we have a wealth and balance of terrific strengths. This staff is leading school improvements and engaging in powerful collaborations. The returning teachers have mentored six new teachers and twelve new teaching assistants, helping to build a cohesive next generation. Retention is high. Two interim teachers have been hired for permanent positions. We had thirteen new teaching assistants this year, and all but one plans to return to their same classroom placements. All four of the teachers who are leaving at the end of this year are celebrating retirements.

Processes that have needed to be spelled out are being spelled out. Policies and practices that support equity work at different levels of the school have moved from agendas to works in progress. The position I have filled became more manageable since delegating substitute teacher coordination to Nicole's position, renamed Logistics Coordinator. This position also became more manageable when Cait, the Academic Support Coordinator, took over the stewardship of 504s. Working closely with Rashida for one year and closely with Kate throughout two of the most memorable years in school history has been an incredible gift.

Right now, the Long Range Planning Committee is doing thorough work, which includes setting up the project of re-aligning the administrative roles with 1) our mission, and 2) functionality. If we can allow the Long Range Planning work to continue on its course, I believe an inclusive process will take place and a well-researched vision for fine tuning the administrative structure of the school will be the product.

I would encourage additional support for the Director of Teaching and Learning position, whether it is filled on an interim or permanent basis. Gina and Rebecca will share an idea that has many merits and I completely agree that we have the in-house expertise among teachers for their idea to be a source of support for the

In addition to spending time on the design of the job posting, I recommend putting time into thinking about the transition process for a new administrator. Whether someone is promoted internally or joins the school from outside, a clear method and process for incorporating someone new into the position will be extremely important. If I am invited to say more about what would be particularly helpful at a later date, I am happy to.

In any case, I am invested in making sure that this unexpected transition is an opportunity for growth, from actualizing teacher leadership roles to creating a promising transition experience for new leaders.

Lara Ramsey

The Director of Teaching and Learning position encompasses more than is possible for one full time person to reasonably do. Urgent school matters often get in the way of addressing big picture structural needs, especially those having to do with curriculum and teacher coaching. At the same time, there is no pathway for teacher advancement outside of moving into an administrative role. Many teachers possess deep knowledge about curriculum and best practices and are eager for leadership opportunities, but don't want to leave the classroom. As a result, teachers often informally take on administrative and leadership responsibilities. This usually isn't officially recognized or compensated. Without a formal structure in place, it can be challenging to offer professional support to colleagues in a way that feels appropriate, and yet we know that the school would benefit from teachers stepping into leadership roles to more equally share responsibilities in the education domain. We see well-compensated, formalized teacher leadership positions as a creative solution both to help with retention of experienced teachers and to keep the school running most effectively. Some of the responsibilities that might fall under a teacher leader could include:

- Facilitation of curriculum adoption
 - Choose a school-wide social/emotional framework for pandemic recovery
- Supporting teachers in curriculum implementation
- Choosing and facilitating Professional Development aligned with curricular choices
 - Illustrative Math Professional Learning Community Activities
 - Book Studies that align with curriculum we've chosen
- Keeping track of professional development initiatives and points for colleagues
- Helping colleagues with the licensure renewal process
- Overseeing a process to be sure that we are teaching all the social studies and science frameworks and that curriculum is not overlapping (or only intentionally overlapping)
- Facilitating the development of a scope and sequence for writing and grammar skills taught at each grade level
- Peer coaching or "thought partners" for teachers (non-evaluative)
- Interns
 - Meet with potential interns and college partners
 - Match interns and mentor teachers? (or just set up meetings for potential matches)
- TA trainings
- Communicating and organizing non-Sped summer programs (such as the grant-funded summer program last summer)
- Mini course communication, planning

We believe that formalized teacher leadership positions could allow the new administrator to focus on day to day and urgent matters knowing that the long-term curriculum and personnel

goals are being tended to by someone experienced, invested and ready to take on these responsibilities. We believe that there are teachers who would welcome this opportunity,

Thank you for your consideration of this proposal.

Rebecca Belcher-Timme and Gina Wyman



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report May 2022

1. Math MCAS for grades 3-8 began last week. Test administration went smoothly.
2. Mini Courses began last week. Courses include Forensics, The Great British Bake Off, Building Things, Marvelous Mobiles, Musical Theater, Checkmate, Wordplay, Elves, Fairies and Dwarfs, Mindful Drawing and more.
3. The searches for the Indigos K/1 position and the Prisms ELA position have concluded: Cecilia Darby will continue in the Indigos and Meg Reilly will continue in the Prisms. Atelier interviews are underway.
4. 12 out of 13 TAs hired this year intend to stay next year. Staff attrition among teachers is currently retirements only: Laurel Loomis, Paula Yolles, Joy Kinigstein, and Jeanne Schubmehl.
5. Nan Childs led the Climate Team in giving away White Oak saplings both at school and at River Valley Market after Earth Day. She also coordinated with parents to do a volunteer day of school yard maintenance, forming a new school committee, Schoolyard Stewards.
6. We celebrated Staff Appreciation with a luncheon on May 4th.
7. Nurse Mary is pursuing an updated, standards aligned curriculum to guide health classes at Hilltown. A curriculum committee has been formed to research and review different options.
8. We have developed a tool to help map out and analyze decision making processes for the school. It has been launched, softly, in the service of making decisions about mixed-age lunches for students and whether to maintain half days for K-5 students in the future.
9. A draft of the 22-23 school year calendar has been shared with staff. Pending review, it will be published later this week.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- April 27th, 2022

4:00 pm Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWb5XAwUXdSK0ZUc0lhZz09>

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

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for May	Agreed on standing items, including committee updates and H&S as well as adding annual meeting, hiring committee update, and FY23 budget draft	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	MCAS tests conducted smoothly; June 30th is Lara's last day; FY23 Budget draft completed; May 4th staff appreciation day; May 15th Prisms open mic; May 17th/18th HamHiltown; May 25th last Il Teatro	Directors will send Domain Report for May BoT packet
Grievance/Complaint Policy	Too much confusion and lack of definition in processes; and should they be published in the Handbook?	Further investigation is needed for best practices
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 May 18th, 4:00 p.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWb5XAwUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 5:00 p.m.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

GABS Committee Meeting Minutes – Tues, April 5 11 a.m.

Meeting Location: By Zoom

Present: Sara Scheffelin; Emily Boddy; Sarah Battenwieser; Kelly Vogel
Guests: None
Regrets: None
Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in	Birthday greetings for Emily (initiated by Sarah B)	
Meeting minutes review and approval	Reviewed and approved last month's minutes	
Announcements		
JEDI	Integrated into other discussion	
Recruitment and Succession Planning	<p>Reviewed and made minor edits to proposal, approved to send to BoT for April 13 meeting</p> <p>Recruitment - Gina Wyman as teacher? Discussed onboarding of new members, keeping space for community members, flexibility if we need to take new people on mid-year for specific skills eg facilities, candidate w/ conflict of interest</p> <p>Brainstormed community recruitment - Lathrop, Coop, Arts orgs, alums.</p>	<p>Sarah B will connect with Gina.</p> <p>Sara will reach out to Lathrop (Sarah B help w/ Owen Zaret connection)</p>



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

		Emily reach out to Tamara for possible alum ideas.
Review Checklist	Reviewed and made minor edits.	
Annual Meeting	Need to confirm graduation date and set Annual Meeting date accordingly Will delegate activity organization to Kathleen + Rashida (Members love this idea!) Discussed possible music options. Students or some version (audio)? Does GABS plan whole event? Yes.	Emily will contact Admin re dates; Aram and Marguerite possible music; find out how much time Kathleen and Rashida need for activity; contact Noelle for assistance with organizing
Next Meeting Date/Time/Location	Tuesday May 3 11am	
Adjournment	12:10 pm	

Agenda items for next month: Recruitment/discuss potential new members; Annual meeting Planning



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

GABS Committee Meeting Minutes – Tues, May 3 11 a.m.

Meeting Location: By Zoom

Present: Sara Scheffelin; Emily Boddy; Sarah Battenwieser; Kelly Vogel
Guests: None
Regrets: None
Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in	Checked in with each other	
Meeting minutes review and approval	Reviewed and approved last month's minutes	
Announcements	None	
JEDI	Integrated into other discussion	
Recruitment and Succession Planning	Discussed candidates. Angelique Baker: concerns about ability to work cooperatively with the administration, and to work in the consensus model. Conversations with stakeholders alluded to ongoing conflicts with the administration and other school staff. Committee members note that we never want people to feel they can't be involved in the school, but that there are circumstances where board membership is not	Rashida checking in with Luke, conversation. Rashida checking in with Kate S re candidate(s).



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	<p>an appropriate mode of participation - this person can still be actively engaged in the school, as she has been for many years, but the extent to the layers would make board membership fraught, difficult, inappropriate.</p> <p>Discussed overall needs of board presently and looking ahead - bylaws encourage no more than $\frac{2}{3}$ of board occupied by parents (board has a max of 15, so 10 parents). As we look towards recruiting for things we need, must consider whether we cap at the 10 or not. Want space available for community members, teacher, facilities and personnel experts.</p> <p>Luke Woodward: qualified in terms of past board experience and brings a diverse perspective to the table, as well as a demonstrated commitment to social justice work. Has experience with consensus model. Possibly suggest that he take a year on JEDI committee and put him forward next year. Mentioned he has a baby on the way, and would request time off at the start of his term, so may welcome a year of only commitment to a committee.</p> <p>Andrew Coate: Been attending Personnel meetings for most of the school year and most board meetings; has board experience, consensus model. Could succeed Sara as Personnel chair. Reports from Personnel are that he is committed and contributes.</p> <p>GABS will meet briefly Tues May 10 to finalize candidate list.</p>	



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Annual Meeting	5/25 Activity by Rashida and Kathleen (30 mins) Childcare + pizza - Rashida recruited parent volunteer and prisms will be paid to provide care. Performance - Rashida and MArguerite → member suggested this starts the meeting Vote on candidate(s) Approve minutes from last year Committee reports Question of whether we broadcast the meeting without participation option?	Emily will type up draft of agenda to share at board meeting for feedback Emily will contact matt re food and drinks Sara S contact Dan about affirming new member in absentia Emily will ask board for help with setup at 5pm
Next Meeting Date/Time/Location	Tuesday May 10 12noon	
Adjournment	12:20 pm	

Agenda items for next month:



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JEDI Committee Meeting Minutes- March 14, 2021
12:00 p.m.

Present: Kathleen Hulton, Meg Taylor, Rashida Krigger, Helen Korczak, Angelique Baker
Regrets: Cinzia Pica-Smith, Kate Saccento

Topic	Discussion	Action
Resonance Exercise	Due to technical difficulties, our meeting was delayed by 15 minutes and we skipped the Resonance this meeting	
Updates	Rashida shared the process and timing of the Equity Audit	Rashida will talk to Kate about whether it makes sense to reschedule Paul Gorski to a time after the new person is in the Director of Teaching and Learning position
Discussion: JEDI in the Long Range Plan	<p>General ideas and discussion about how Jedi should be in the Long Range Plan:</p> <p>Need to cultivate more competence that people are from different cultural backgrounds, we can all be more flexible</p> <p>Institutionalize JEDI board training</p> <p>Make JEDI a regular element of All School</p> <p>Access to school. Have a LRP goal around physical access. Such as: by the end of five years, Hilltown will reflect socioeconomic and racial profile of Easthampton and Northampton. What about other dimensions of difference? Learning disabilities? Sexuality/Gender? One member suggested getting data on percentages about learning disabilities, LGBTQ+, race, socio-economic status, etc. compared to surrounding schools.</p>	<p>Kathleen will check in with Kathleen S. to see whether JEDI is listed as part of the Director of Teaching and Learning job description</p> <p>Kathleen and Rashida will write up these ideas into draft proposal for incorporation into the Long Range Plan</p>

	<p>Need for more student voice: Include students in committees, board, etc.</p> <p>BoT JEDI engagement in school community: What does that look like?</p> <p>Ways to institutionalize JEDI in the organization: Add JEDI to all job descriptions. Be specific about what that entails. All jobs should understand this is part of Hilltown, part of their job description - should be spelled out more. It's in Rashida's job description but fairly vague "coordinate DEI work with the Director of Teaching and Learning"</p> <p>Establish and/or institutionalize JEDI into decision tree for curriculum and other processes.</p> <p>Align policies with the "3-legged stool" model?</p> <p>Rewrite community compact to reflect individual responsibility to JEDI work.</p>	
Next meeting time/date/location	<p>June 6 at noon</p> <p>https://us02web.zoom.us/j/85000386918?pwd=K1EyK3R3NDZBaVJwcWhlVXAwNzIzOT09</p>	
Adjournment	The meeting was adjourned at 1:30 p.m.	



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Personnel Committee Meeting Minutes
Wed., April 27th, 2022 at 7:30am

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

Present: Lara Ramsey, Carla Clark, Andrew Coate, Emily Lees, Sara Schieffelin
Regrets: Nicole Grinaski, Tala Elia

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara Notetaker: Lara	
Coming back to TA/Intern proposal	We discuss how the school could financially support a former TA who returns as a Teaching Fellow. Could money be directed to expenses related to being a student, other than tuition (which is often easier to cover through scholarships and grants)? Could we maintain TA health insurance?	Bring more ideas, research what is possible
Bereavement leave	How can we increase our bereavement leave time? 5 days for immediate family? Days for travel that don't count? At the discretion of the admin? Keep 3 for extended family? Personal day policies could be modified in this case? Week after returning from bereavement, can we provide (through policy) extra support (e.g. paraprofessional in the room, permission to have reduced hours). Definition of family makes this complicated	Lara will draft, Andrew will edit Bring to next Personnel meeting or to BOT meeting if ready in time
Hiring strategies Up-date and discussion on hiring process	Intern candidates for K-1 and Prisms ELA positions have been hired. Atelier hiring in process. Many TAs plan to return next year.	



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Annual report-review	Team reviewed draft of annual report and offered suggestions and edits.	
Revisit Admin Salary Scale review	Decision to continue current system of Director of Administration looking at each admin position individually (and not do scales).	
Review action items	Done	
Tentative agenda topics for next meeting	Bereavement leave policy Equity and personnel- inventory More ideas about benefits for TAs returning as Teaching Fellows	
Next meeting time/date/location	Wed., May 25th, 7:30am via Zoom Zoom link found on school calendar	
Adjournment	8:20 AM	

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