HCCPS Board of Trustees Meeting Agenda April 9, 2025 6:30pm

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027
Also: Join Zoom Meeting

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

Meeting ID: 836 7929 3502 Passcode: 7dvsWu

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

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

Facilitator: Kathleen Hulton

Topic (estimated time)	Who	Action	Estimated Time
 Welcoming (read mission statement): (5 min) Announcements, appreciations, acknowledgements Agenda Check: Appoint timekeeper, list keeper BOT Visibility this month Approve minutes from previous BOT meeting 	Kathleen	Decision	6:30
Public Comment (5 min)	Kathleen		6:35
Teaching and Learning Updates (10 min) ■ Staffing Updates ■ Professional Development ■ General Teaching and Learning Updates	Rebecca	Update	6:40
Head of School Updates (10 min) Family and Community EngagementGeneral School Updates	Chris	Update	6:50

Student Behavioral Support Systems Update (15 min)	Chris and Jess	Update	7:00
Board Self Evaluation: Committee Reflections on Progress toward Goals (10 min)	Lilly	Discussion	7:15
Administrative and Coordinator Staff Salary Scale proposal (15 min)	Personnel Committee	Discussion and Decision	7:25
HoS Evaluation Committee Proposal (10 min)	Kathleen	Update and Discussion Decision	7:40
HoS Evaluation Committee Member Selection (5 min)	Kathleen	Decision	7:50
Charter School Funding/MCPSA Call to Action Update (15 min)	Chris and Lily	Update and Discussion	7:55
Wednesday Dismissal Time Proposal(15 min)	Chris and Rebecca	Update, Discussion. DEcision	8:10
New member approval (5 min)	Emily	Decision	8:25
Stipend Policy Proposal (10 min)	Personnel Committee	Update, Discussion and Decision	8:30
Committee Report questions (5 min)	Kathleen H.		8:40
 Meeting Wrap-up (5 min) Minutes Finalization Snacks + Drinks for next meeting Newsletter Blurb New business for next Board meeting Review action items 	Kathleen H.		8:45
Adjournment			8:50

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT – Wednesday, March 12, 2025, 6:30pm

Location: Hilltown Cooperative Charter Public School, 1 Industrial Pkwy, Easthampton, MA 01027;

Also by zoom

Present:

By Zoom: Chris Kusek, Emily Boddy, Kathleen Hulton, Grace Mrowicki, Rebecca Belcher-Timme, Neal

Teague, Kylan Mandile, Kate Aleo, Steve Sell, Ben Carlis, Lily Newman, Tala Elia

Regrets: Kelly Vogel, Kathleen Szegda, Andrea Hermans

Guests: By Zoom:

Facilitator: Kathleen Hulton **Notetaker**: Emily Boddy

List keeper: Lily
Timekeeper: Kate

Mission statement read by: Ben

Topic Discussion		Action (if necessary)
Welcoming (read mission statement) (Kathleen H.) • Announcements, appreciations, acknowledgements • Agenda Check: Appoint timekeeper, list keeper • BOT Visibility this month	Announcements, Appreciations, Acknowledgements: Lily acknowledges that the BoT had 100% board participation on the Mass Charter survey School lottery - everyone who makes that work, and especially Monique who works hard to make sure it is done correctly, promptly. Agenda Check - Hos Agenda item will also include a Decision. Board Visibility: Coffee Hour 3/13 Annual Meeting 3/26	

Approve minutes from previous BOT meeting, 2/6/25	None.	Kylanmotioned to approve 2/6 meeting minutes; Kate seconded; the Board approved meeting minutes by consensus.
Public Comment (Kathleen)	None.	
Teaching and Learning Updates (Rebecca)	Staffing Updates: Drama teacher opening - hiring committee had an internal applicant who is going through the process. Caregiver interview is coming up, and has been shared with the community. Math Interventionist job is at the Teacher Level-Emily Endris applied for a job switch (different process for a directional shift than typical interviewing process) and was approved to hold this new role. General Updates: Grade reconfiguration - upcoming PD days for teams to work together to determine what support is needed for a successful transition. Working on how the classes and schedule will be divided and how teachers will be supported through the process. Member asks when letters go to staff to confirm whether they will be with us next year. Usually the letters come later in the year due to budget finalization, but the reconfiguration may alter the timeline on this. Student Council - highlight was meeting with Governance and Policy committee where an 8th grader said he wanted to come back next year because of all this great progress. Looking at the student handbook and particularly interested in language around trans and non-binary students.	

School dance went well, with rave reviews from the students.

Student JEDI committee met with Seth Harwood to create a survey around slurs; Grace supporting around education.

Grace and Rebecca doing a lot of prep for MCAS testing. The new platform is underway, training of teachers and materials available for students and staff to explore.

Chris adds that we are still "deficient" in the percentage of students with disabilities who take MCAS. It is everybody's individual choice to opt out of these tests, that said, we are still watched by the state about how many people we have not taking the test. The MCAS is supposed to be inclusive. Schools get dinged for not having participating students because state doesn't want schools to deter kids with disabilities to NOT take the test.

Recognizes Steve Sell for supporting Rebecca to get a DESE Civics grant. Priority for K-5 students. Rebecca and Steve want the grant to support TMI storytelling for social justice.

Head of School Updates (Chris)

- Family and Community Engagement
- General School Updates

Details included in the Domain Director Report.

Community and Family Engagement Updates:

Chris reiterates how successful the dance was. Estimates about 70% of 6-8 graders attended. No major issues or behavior problems. Students were involved in all aspects of planning - cupcakes, playlist, decor. 'Dance was fire'

ArtSpark April 11 - Alumni outreach underway; class parents working on baskets; board supporting sponsor

April 2 - fundraiser from Kate and Tala - half day at Allsport. Kids will be fed and will run around.

Annual Meeting - March 26. Comm Question: What does an exceptional cooperative look like

April 14-18 Spirit week.

General Updates:

Sprinkler issues are continuing. We really need a more proactive approach with all facilities. WE are in talks with 3 companies who do long term facilities planning for schools. Ongoing project to get a quote and reality about this building and what it will need over time.

Civil Rights Audit - every 3 years. Very much about our schools policies - do they align with the law and civil rights policies? This will be addressed later in this meeting.

Successful Charter Renewal! Little ding on the MCAS, but good report overall, which will be shared with the full community.

MTSS - (used to be called RTI) - systems in schools that direct different levels of support for kids with different needs - social-emotional, behavioral and academic. Jess is piloting changing to a tracking system that is uniform across the school, and can be integrated into our forthcoming new student info service.

Redesigned the way the mental health team works - create a better link to classroom teachers and more of a system for tracking.

Weds afternoon release - listening session on March 18. BoT will discuss tonight.

Friends of Hilltown, ArtSpark Sponsorship, Emily (Update)

Emily spoke to the efforts for the BoT to be more involved in fundraising. The opportunity that Lori will describe is a great way to be involved in fundraising by asking businesses and organizations to support our ArtSpark Fundraiser.

Guest from FoH, Lori Pellucia, came and requested BoT Members solicit sponsorship for ArtSpark, April 11. She laid out the request and follow up email with sponsorship tracker, outline of details and sample letter to prospective sponsors will be sent following the BoT meeting.

Emily will send ArtSpark sponsorship info to the BoT.

Political Climate and Hilltown, Kathleen. (Discussion)	Kathleen opens up discussion for concerns around the political climate and how it may impact our school:	
	Chris explains that this is unprecedented territory; unclear what will be impacted - funding, policies, etc. We are fortunate that we are in the MCPSA and DESE - they are sorting through the noise and bringing tangible issues to the attention of our directors. Current information is that no funding streams that Hilltown relies on are not affected. Possible sanctions on schools around DEI, but DESE has reconfirmed its commitment to those values.	
	Member asks about how staff may support students, particularly older students, who may be seeking understanding and support around what they perceive is going on.	
	Rebecca and Chris are thinking through how they support empowerment for kids through projects like TMI. Affirming the values for students that are part of Hilltown and in our mission. Rebecca suggests that teachers may discuss whether they are making space for conversations around these issues.	
	Member flags that there can be pitfalls in institutions where it appears that everyone agrees. We need to think through these things also through the lens of a group of people who may not agree.	
	A member responds that basic facts about the situation can help, particularly when there may be political differences.	
Update to Civil Rights' Policies at HCCPS, Chris (Discussion and Decision)	This is a continuation of bolstering our policies and reevaluating our systems in a positive way.	Emily motioned to approve Civil Rights policies and procedures as presented;
	Policies are included in the packet.	, ,

	Some of these policies don't reflect students or scenarios we currently have, but it's valuable to have these policies in the case we have, for example, an ELL student arrive. Member asks about suspensions/ISS and how those come about. Chris explains the clear progression of how to reach that level.	Neal seconded; The Board approved by consensus.
Board Self-Evaluation, Kathleen and Lily (Update)	Lily will email reflection prompts to all members for the next time we look at this item.	
Head of School Evaluation, Chris and Kathleen (Update and Discussion)	Chris included his notes in the board packet. He went through this in detail Chris notes that all of what he is working on is in conjunction/shared with Rebecca. Kathleen presented a midyear check-in/feedback, and full evaluation on a good amount of data - including from all stakeholders - will happen at the end of the year presentation included in the packet We will vote on this at the end of the presentation/discussion.	Kylan motioned to approve the evaluation; Kate seconded; The Board approved by consensus .
Wednesday Dismissal Time, Chris and Rebecca (Update and Discussion)	Update from Chris: We are moving forward with the assumption of a modified Weds dismissal time. Both lower and upper grades would be impacted by the change, and some teachers have questions about what that looks like. Unstructured learning time does not contribute to total hours of learning - there is a lot of	

	unstructured learning time as you go up in the grades, and this will be addressed in order to make up for the reduced time with the new departure time for all grades. Arrival times also need to be addressed, because there is a long arrival time window - both stated times and when people actually arrive. It is challenging for teachers to have students coming in at all different times. There is confusion about official start time of school. Proposal is to change to 2pm dismissal k-8. 8:15 start time. Flex time will be cut to accommodate the early departure for the upper grades. Teachers will collaborate 2-4pm to accommodate meetings.	
New member approval and Annual Meeting Slate approval, Emily (Discussion and Decision)	GABS proposes the following Slate to be moved forward to the Annual meeting for approval by the cooperative. Steve Sell was approved at a prior meeting and will part of the slate at the annual meeting. His term is retroactive, with a start of FY24. Lauren will be proposed for approval for an FY25 start (July). Lauren was unable to attend and provided a statement to be read. Her resume was distributed for this meeting and will be included in the final packet.	Kathleen motioned to approve Slate to bring to the Annual Meeting; Tala seconded; The Board approved by consensus.
Annual Meeting, Emily (Update)	Emily reminded members to submit committee reports for the meeting packet by Friday, March 21 Arrive early to help set up March 26 at 6:30p	

Committee Reports - Questions, Kathleen H.	None.	
Meeting Wrap-up Minutes Finalization Snacks + Drinks for next meeting Newsletter Blurb New business for next Board meeting	Next Meeting: Wednesday, April 9 at 6:30pm Facilitator: Kathleen H Snacks: Lily Drinks: Ben Newsletter blurb: Emily New Business: Final Approval of new member(s) by roll call.	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:49pm	Lily motioned to adjourn; Neal seconded; the meeting was adjourned.



Proposal to the Board of Trustees From Personnel Committee & Head of School

Date: April 9th, 2025 Priority Level: High

Proposal to be presented by: Tala Elia and Chris Kusek

The Personnel Committee, in collaboration with the Head of School, proposes a transparent, structured salary scale for non-instructional staff to promote equity and consistency across administrative roles. This new system addresses the current lack of a formal review process by standardizing compensation for positions such as Administrative Assistants, Community and Family Engagement Coordinator, Director of Teaching and Learning, and Finance Manager.

New hires will be placed on an appropriate salary step determined by administration, based on the individual's relevant work experience and the level of education or training as specified in the job description. This approach ensures that compensation is better aligned with professional qualifications and regional benchmarks. Detailed salary scales and step increments are provided in an addendum.

Goals to be Achieved:

- Promote equity and transparency in compensation practices.
- Support recruitment and retention through competitive, structured salary scales.
- Establish consistent, fair guidelines for initial step placement.

Potential Issues / Dissenting Views:

- Potential budgetary concerns about the long-term cost of implementing new scales.
- Differing views on how prior experience and training should be valued.

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	Tea	cher Scales						TA Scales	
A	pproved	for FY26 (190	days)			Aŗ	prove	d for FY26 (18	35 days)
Step		Salary	Salary	Salary (195 days)	Salary (195 days)	Step			
		BA	MA	BA	MA				
	1	49,631	54,437	50,937	55,870		1	27,528	
	2	51,434	56,355	52,788	57,838		2	28,816	
	3	53,237	58,273	54,638	59,807		3	30,103	
	4	55,040	60,191	56,488	61,775		4	31,391	
	5	56,843	62,109	58,339	63,743		5	32,678	
	6	58,646	64,027	60,189	65,712		6	33,966	
	7	60,449	65,945	62,040	67,680		7	35,298	
	8	62,252	67,863	63,890	69,649				
	9	64,055	69,781	65,741	71,617				
	10	65,858	71,699	67,591	73,586				
	11	67,661	73,617	69,442	75,554				
	12	69,461	75,536	71,289	77,524				
Duonagad A	dminist	uativa Assistant	Scale (220 vs 195 da)					
Step Step	_	rative Assistant ry (220 days)	Salary (195 days)	ys)					
эсер	1	\$45,000	\$39,886						
	2	\$46,350	\$41,083						
	3	\$47,741	\$42,315						
	4	\$49,173	\$43,585						
	5	\$50,648	\$44,892						
	6	\$52,167	\$46,239						
	7	\$53,732	\$47,626						
	8	\$55,344	\$49,055						
	9	\$57,005	\$50,527						
	10	\$58,715	\$52,043						
	11	\$60,476	\$53,604						
	12	\$62,291	\$55,212						
	12	Ψ02,271	ψ33,212						
Proposed F	inancial	Manager Scale	(220 days)						
Step	Sala	ry (220 days)							
	1	\$75,000							
	2	\$77,250							
	3	\$79,568							
	4	\$81,955							
	5	\$84,413							
	6	\$86,946							
			earning Scale (220 d	lays)					
Step		ry (220 days)							
	1	\$105,000							
	2	\$108,150							
	3	\$111,395							
	4	\$114,736							
	5	\$118,178							
	6	\$121,724							



Proposal to the Board of Trustees

From

Head of School and Director of Teaching and Learning

Date: April 9th, 2025 Priority Level: High

Proposal to be presented by: Chris Kusek and Rebecca Belcher-Timme

Text of proposal:

We are proposing a universal, staggered release time of 2:45pm (K-4)/3:00pm (5-8) on M, T, Th, F and 1:45pm (K-4)/2:00 (5-8) on Wednesdays for the 2025-26 school year.

Currently the staggered dismissal/pick-up as described in the Family Handbook is 2:50pm (K,1); 2:55pm (2-5); 3:00pm (6-8) on M, T, Th, F and 12:30pm (K-5); 3:00 (6-8) on Wednesdays. Anecdotally, these staggered times are rarely adhered to since they are so close together and HCCPS doesn't use bells.

Goals to be achieved by proposal:

The goals achieved by this proposal are:

- Increased time on learning for our elementary students
- Reduction of duration of fee-based after school care necessary for K-5 families
- Supports the potential for a full subsidy of Wednesday after-school care for families that qualify. Currently, families that qualify receive ½ discount on all after school activities, including Wednesday Kids Club.
- The clearer staggered dismissal will help alleviate congestion in the parking lot that causes unsafe conditions

Potential issues/dissenting views:

- Some stakeholders indicated that they would like to consider a uniform 3:00 release time throughout the week (e.g. no early Wednesday dismissal). This, however, would have a distinct impact on integration and student support planning time).
- Time on learning impacts on students in the upper grades. Administration plans to address this concern by reducing frequency and duration of unstructured learning times (aka "flex times") throughout the week in the proposed 25-26 schedule

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Impact on K-4 teacher planning time.





Personnel Committee Proposal to the Board of Trustees

Date: Jan 9, 2016 Priority level: Medium

Approximate time needed for discussion: 20 mins

Proposal to be presented by: Steve Hoyt, Dan Klatz

Committee members drafting proposal: Steve Hoyt, Dan Klatz, Rebecca Belcher-

Timme, Carla Clark

Text of proposal:

Inherent in many of the positions in our school are complex and sometimes open-ended duties and responsibilities. Teaching is in fact a profession that requires different kinds of focus from year to year depending on the students, the parents, the state regulations, as well as each individual teacher's development. This is the nature of the work. However, in a small number of cases, there are extra duties for some teachers and teaching assistants that go beyond the typical responsibilities shared by all teachers and teaching assistants. This proposal seeks to articulate those areas and associated payments.

Category 1: Overnight Duties:

For example, Teachers and Teaching Assistants who chaperone school approved, overnight trips.

\$75-\$100/night based on level of responsibility.

Category 2: Summer work:

All teachers are expected to use their time in the summer for planning and preparation for the next school year. In specific cases, there are notable differences when the commitment of time is beyond the scope of regular teaching responsibilities. For example, teachers who have the responsibility of organizing and performing home visits to Kindergarten families.

\$200-500 for time, travel expenses, etc.

Note: There is an existing summer work area with a different compensation format. Teachers who provide summer IEP services to students are paid \$35/hour. Teaching Assistants who provide summer services are paid \$25/hour.

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Category 3: Specific jobs, with a finite commitment of time resources.

Some staff members have evening duties, weekend duties, or lead special events which occur over a periods of several weeks. For example, chaperoning a dance, chaperoning the All School Sleepover, coaching a weekend meet or tournament, or organizing and directing of the Mummers Play.

\$75-100/evening or weekend day, based on specific duties.

\$150-400 for longer term assignments such as the play, based on specific duties.

ALL STIPENDS MUST COME FROM ONE OF THE THREE AREAS ABOVE AND BE APPROVED IN ADVANCE. COORIDNATORS WILL USE THE ABOVE IN DETERMINING ADDITIONAL STIPENDS NOT ENNUMERATED IN THE PROPOSAL.

Implementation: A line item for "Stipends" will be developed during the budget process each spring. Once approved, these stipends, if known at the time, will be written into letters of employment.

Goals to be achieved by proposal:

We have paid some of these stipends in the past, but haven't looked school wide at exactly what determines extra compensation. In many cases, these started as unpaid teacher initiatives and they matured into formal school programs. This proposal gives clarity and definition, and provides a framework for consideration of future stipends.

Potential problems/dissenting views:

As noted in the beginning, the nature of teaching is that it is complex work that inherently requires additional time resources. There is a small risk that going forward, every additional responsibility may be subject to consideration for extra compensation, and possible resentment if compensation is not offered.

Implementation Review:

The Personnel Committee will reevaluate the proposal after two years of implementation.

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Date: April 9th, 2025

Proposal to be presented by: Tala Elia, Rebecca Belcher-Timme

Text of Proposal:

Stipend Policy

Hilltown Cooperative Charter Public School

Purpose:

This policy outlines stipend categories and compensation rates for additional work performed by school staff outside of regular contractual duties.

Stipend Categories:

Category 1: Additional Teaching Duties

Stipends in this category apply to teaching duties performed outside of contractual school hours, including but not limited to:

- Curriculum development outside of contract hours
- Leading professional development workshops
- Instructional support or tutoring beyond contractual obligations

These stipend payments will be based on a **stipend hourly rate** determined every three years during the salary scale review process.

*For 2025/26 the rate will be \$42/hr (based on step 6 masters rate) as the rates have not yet included in the salary scale review process

Category 2: TA Duties & Chaperones

This category includes stipends for staff performing temporary assistant (TA) duties and chaperoning school events. Examples include:

- Chaperoning dances or overnight trips
- Supervising students at special events or competitions

These stipends will be fixed amounts, not hourly rates. They will be set annually during the budget process and published in the staff handbook.

Category 3: Extracurricular Stipends

Staff involved in extracurricular activities beyond standard teaching responsibilities will be compensated under this category. Examples include:

- Coaching school sports teams
- Directing school plays or performances
- Leading clubs, academic teams, or special interest groups

These stipends will be fixed amounts, not hourly rates. They will be set annually during the budget process and published in the staff handbook.

Category 4: Paraeducator Stipends

This category covers stipends for therapeutic paraprofessionals providing specialized and individualized student behavioral support services in accordance with IEPs that require additional training beyond that of a standard TA role

 Individuals filling these stipended roles will be expected to attend pre service training for 2 days on de-escalation techniques and crisis management. Additionally, these staff members will receive additional training and support from the SERS team and administration throughout the school year. If these trainings are scheduled outside of typical work hours, staff will be paid their agreed upon hourly rate.

These stipends will be fixed amounts, not hourly rates. They will be set annually during the budget process and published in the staff handbook.

Approval & Budgeting:

- Stipends must be pre-approved by the administration
- A designated budget line for stipends will be established annually.
- Written notice of stipend amounts and expectations will be documented and shared between administration and the employee before initiation of the work.

Review & Implementation:

• The Personnel Committee will review stipend policies every two years to ensure alignment with school needs and financial sustainability.

This policy aims to ensure fair and transparent compensation for additional responsibilities while maintaining fiscal responsibility for the school.

Goal of Proposal:

To update current stipend policy to accurately reflect current needs and to foster transparency

Possible Dissenting Views:

Some stipends are already in practice but there are budgetary implications for some newer stipended roles.



Domain Committee Meeting Minutes - March 3, 2025 8:30 am FINAL

Meeting Location: HCCPS

Present: Kathleen Hulton, Chris Kusek, Rebecca Belcher-Timme, Tiffany Ross, Lily

Newman (by phone)

Guests:

Regrets: Ben Carlis

Notetaker: Emily Boddy

Topic	Discussion	Action (if necessary)
Approve Last month's Minutes	No changes.	Chris moved to approve 2/3/25 minutes. Tiffany seconded. Minutes Approved by Consensus.
Head of School Updates	\$8,000 work on Sprinkler system on Friday; fire department called that our system was overflowing on Sunday. Chris and Rebecca were in the building until 11pm. The system is patched in multiple places. We need an independent party to come assess our system. There is a potential for significant damage if this isn't attended to. Focus on upcoming Civil Rights and Special Ed. Audit (every 5 years). Similar to charter renewal, primarily self assessment that gets checked at state level. It is focused on policy and procedures. Rebecca and Chris investigated; clear there have been gaps in policies in the past, difficult to find policies, so Chris wrote updated policies to hit all the criteria from the audit. Visit will happen in May, and would like Board approval ahead of that meeting.	



Relates to agenda item around - reflections on political climate and how that may affect Hilltown. What came out of JEDI - how to react in an uncertain political climate when some values at Hilltown seem under threat. Lean into actions, not our words.

Garner stakeholder input around changing Wednesday end time - Teachers, BoT, Parents.

Community Updates:

Dance was great (6-8th graders). Tiffany, Rebecca and Chris and Jess attended. Administrator presence was appreciated, felt more cohesive. Fun and positive. Small, but minor behavioral things, but nothing major. 60-70 kids attended. Perhaps reduce to 90 minutes.

Art Spark April 11. Big event. Alumni participation - Dan, Amy Arens, Laurel - working on this. Class parents are doing fundraising baskets. Board members will be asked to get sponsors. FoH will present at meeting about this. We will be selling our own alcohol and Tiffany working through logistics of this.

April 2 Allsport event planned by Kate and Tala. Fundraiser - drop kid, pizza provided.

Annual Meeting coming up, GABS working with Tiff on this.

Parents' night out, TBA

Spirit Week will happen again this spring.

Seth Gregory helping with branding and identity work for Hilltown. Meeting in the next week or two.

Director of T & L Updates

Drama teacher position anticipated opening for next year at .8 time. Posted internally, committee has been assembled. Internal candidate will be interviewed.

Math interventionist has been posted. At teacher level, so anyone qualified can request change of assignment. One teacher has come forward.



Reviewing sustainable practice around one to one roles, due to high burnout. Considering training and compensation structure. Considering structure changes in light of restructuring next year. Personnel will be reviewing policy. Personnel only gets involved around salary scales, but not around the creation or addition of new roles in the school (admin decision).

Discussed the role Chris may play in the hiring process based on the current structure.

MCAS Proctor Training is coming up

Student Council-

Dance committee planned a successful dance. Great student effort.

Governance policy committee is interested in looking in the handbook re protection of trans and non binary students; met with Seth from JEDI about language, slurs. With support from Grace and Kathleen willing to help with the resource.

MCAS is a brand new platform. Some initial Teacher training has happened. Thinking parent through communication with regards to the new system and school report card. Lily recommends bundling this into a message to families this much - think through what Chris and Rebecca think are relevant and important to share.

Over Feb vacation Rebecca worked with Steve Sell to write a big Civics grant related to TMI work. Developing cultural competence, listening. The grant could support training, curriculum development, service learning - possible partnerships. Whether or not the grant happens, this process has helped think through this as a priority.

Health education partnerships - Say Something with Safe passage had a very warm reception from 8th graders. Should be a successful partnership for years to come. Working with April Igneri around her offerings - possibly offering Selfie project to 6th graders.



	Rolling SPIFFY survey out to older kids around substance use. As a partner school, we will get a report back.	
Community and Family Engagement Updates	ArtSpark, April 11 Tours happening for prospective students School Dance happened and went well	
JEDI check-in	Integrated into other discussions around access and equity.	
BoT Meeting Agenda Check	Kathleen went through items to be included on agenda.	
Agenda items for next month	Annual Meeting (GABS) Art Spark - BoT participation in getting sponsors. Civil Rights policies and procedures from Chris. March/April Meeting - update about DESE/adding TK	
Next Meeting Date	Meetings start at 8:30. Upcoming Meetings: Monday, March 31 Monday, May 5 Monday, June 2	
Adjournment	9:45am	



Finance Committee Meeting Minutes- March 5, 2025 8:30 am Zoom - Remote

Present: Chris Kusek, Carla Clark, Kylan Mandile, Grace Mrowicki, Lisa Plaza, Alex Porter,

Ben Carlis

Regrets: Andy Tilbe

Topic	Discussion	Action
Approve Minutes	Chris motioned to approve February minutes, Carla seconded, minutes approved by consensus	Kylan will submit Feb. minutes for Mar. BoT packet
Facilities Update	Chris requested quotes from two companies for a property condition assessment report. The need for a building systems analysis was underscored by another incident with the school's sprinkler system. Chris is also going to ask sprinkler companies to conduct a more comprehensive review of the sprinkler systems to avoid future emergencies. The committee discussed the idea of hiring a full or part-time/hybrid maintenance or janitorial position.	Chris to obtain and share PCA quotes at next Finance Committee meeting
New Finance Committee Member	Alex Porter joined the Finance Committee from the Facilities Committee. Members welcomed Alex and provided introductions.	
JEDI	JEDI alignment with school finances when planning the budget for the Fiscal year 2026. The majority of budget expenses are staff. Two new roles are being created: drama teacher and math specialist.	
New Business	Draft budget for FY2026	To be added to next meeting agenda
Review action items	Done	
Next meeting time/date/location	April 2, 2025 at 8:30 am via Zoom	
Adjournment	9:15am	

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GABS Committee Meeting Minutes DRAFT – Tues February 27, 2025, 8:30 am

Meeting Location: HCCPS

Present: Emily Boddy; Tiffany Ross; Sara Scheiffelin

Guests:

Regrets: Lindsay Fogg-Willits; Kate Aleo

Notetaker: Emily

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Topic	Discussion	Action (if necessary)			
Check-in/ Announcements	Checked in.				
JEDI	Woven into other discussions				
Approve Jan 2025 Minutes	Approved by consensus.	Emily will send final minutes from Dec and January to the board packet for February.			
Annual Meeting Date and Event plan - Discussion and Decision	March 26, 2025 Review last year's agenda and minutes. Hone Community Question: What does it mean to be part of a cooperative? Slate for the Feb Board meeting - Steve Sell, possibly Lauren Ames. Emily due to speak with her today or tomorrow. Asks committee if we can approve two slates - one that is just Steve and one that is Steve and Lauren. If Lauren isn't ready to come on board just yet, we will keep it to Steve. Discussed rationale for another parent - educator, sat on hiring committee for Rebecca, has younger kids and we really need to be thinking about parents of younger kids coming on board for	Assigned tasks for Annual meeting prep: Tiff will work with Kelly on the explanation behind the question. Emily will request that all committees prepare goals/accomplishme nts for the annual meeting. Tiff will ask Carla for snack budget and			



	sustainability. She may also be in a position to succeed in an officer role. Snack budget Blurbs from committees, as last year to be read by Clerk or other designee	ask Milo to get a mix of savory and sweet fun snacks from TJs, and drinks. Tiffany will confirm performers with Nick and Felicia. Emily and Tiffany will refine and confirm agenda. Tiff will confirm child care. Communications: Tiff will include a blurb in the newsletter. Will ask Chris to include in a message to the school.
Succession Planning + Recruitment, Discussion	Review alum network - status of tasks. Emily looped in with Alum parents re ArtSpark and general alum engagement, Sarah Buttenweiser and Hosie Baskin (and another parent); Tiffany looped in with Dan Board recruitment: Emily spoke with Adam Szymolwicz, parent to a 1st and toddler. He teaches civics/social studies at Mountain View. We discussed joining a committee with a view to join the board in June 2026. Lauren Ames, as above.	



Review Board Goals, Discussion	Need to ensure there are submitted for Annual Meeting Packet	Emily will do this.
Board book Organizational Plan Discussion	Discussed with Crhis about a plan around the book, policies and procedures. Emily and Kathleen will address spreadsheet regarding board book reorganization.	
Update on Potential Bylaw changes	Bylaw change for TK/K, possible committee change proposals - exploration won't start until March, so this is not a bylaw change. Bylaw change not needed for the dissolution of the facilities committee. Noone else has come forth with changes.	
New Business	Board Book Organizational Plan Review Board Goals Update on Succession Planning action steps	
Next Meeting Date/Time/Location	Meeting dates for the year, 8:30am: Mar 18 April TBD; May 6; June 3	
Adjournment	ent 9:35 am	

Agenda items for next month:

GABS agenda items for next BOT meeting: Annual Meeting.



JEDI Committee Meeting Minutes- March 28th, 2025 9:30 - 10:30 a.m.

Present: Kathleen Szegda, Garrett Washington, Seth Harwood, Rebecca-Belcher Timme, Chris

Kusek

Guests: Emilie Woodward, Ben Spooner

Regrets:

Topic	Discussion	Action
Approve February Minutes	Minutes approved	
Updates	 Student council - Went to teacher meeting to discuss discipline system and consequences for identity based targeting. Students raised social justice education at earlier age. Student council feeling that most harms are unintentional and education could help. Governance committee going through handbook with suggestions Translate gender coming in to work with students and will attend student council meeting. Our students will work with high school students from across the region. Hoping will be for younger students also. Important to also focus on areas that we know are issues, such as racial equity. Focusing on civic action block next year that would help to lift up what civic action means and focus on area. Climate survey - Went out. Will discuss how to share it out JEDI Committee Chair Next School Year—Seth would be willing to help support new chair 	Grace will share school survey data Kathleen will help analyze school climate survey data

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Survey Project	Student council JEDI team finalizing bi-weekly survey. Discussed point it can move forward with support. Balance of empowering students with supports. Will pilot next week and then move forward.	
JEDI Committee Goals SY24-25	Discussed how we prevent against silo'ing the work if there are separate structures, e.g. JEDI committee	
Next Steps	Grace will share school survey data Kathleen will run frequency reports	
Next meeting time/date/location	TBD from 9:30 – 10:30 a.m.	
Adjournment	The meeting was adjourned at 10:30 a.m.	

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Personnel Committee Meeting Minutes Date: March 11, 2025 3:15pm

Present: Rebecca Belcher-Timme, Neal Teague, Nicole Marcotte, Carla Clark, Chris Kusek, Cecilia Darby, Tala Elia

Regrets:none

Topic	Discussion	Action	
January minutes review			
TA/1:1 job descriptions/compensati on	-Currently some special ed TA positions have transitioned to 1:1 positions based on need. Training and burnout can be different in these positions when compared to special ed TA position -discussion of roles of RBT vs paraeducator -discussion of creating a behavioral paraeducator role and what training requirements would asked for -stipend for these roles discussed - does it makes sense to set a threshold of how much of the day is spend in this role	Job description role to be written by leadership	
Personnel Committee composition	Discussed adding a TA representative. Decision made to add TA rep.	Rebecca will open to staff to recruit TA rep	
Stipend Policy review and update	Stipend policy reviewed and revisions discussed. Discussed making 4 categories: 1.teaching durings outside of regular responsibilities, 2. Chaperoning, 3, extrcurriculars, 4. 1:1 TA roles	Tala will revise language as discussed and bring to next meeting for decision	
Salary admin/coordinator scales- discussion regarding scope and process	Prelim discussion re: how these salaries have been set and adjusted historically. Will plan to review current state at next meeting, ideally prior to next finance meeting		
Job Description Archive	Deferred		
Tentative agenda topics for next meeting	Stipend policy Salary admin/coordinator scales		
Next meeting time/date/location	April 1st, 2025. 3:15pm		
Adjournment	4:30pm		