

**HCCPS Board of Trustees  
Meeting Agenda**

**April 13th, 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: Kathleen Szegda**

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

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

**6:35 Public Comment period: (5 min)**

**6:40 Health + Safety Update: (Update) H+S Team (10 min)**

**6:50 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)**

**7:10 GABS Proposal: (Discussion + Decision) GABS (15 min)**

**7:25 Facilities Director Update: (Update) Kate (10 min)**

**7:35 Long Range Plan Updates: (Update) LRP Team (15 min)**

**7:50 Annual Meeting: (Discussion + Decision) GABS (10 min)**

**8:00 Committee Reports -- Questions Only (5 min)**

**8:05 New Business (5 min)**

**8:10 Meeting Wrap-up/Newsletter Blurb/Minutes Finalization (5 min)**

**8:15 Review Action Items in this meeting's minutes (5 min)**

**8:20 Adjournment**

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, March 9th, 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  
 By Zoom: Matt Dube, Marguerite Durant, Rich Senecal, Lara Ramsey  
**Regrets:** Joe Wyman, Sara Schieffelin, Kate Ewall  
**Facilitator:** Kathleen S.  
**Notetaker:** Kathleen H.  
**Guests:** Cait Browne, Andrew Rosehill, Myssie Casinghino  
**List keeper:** Chris Korczak  
**Timekeeper:** Emily Boddy  
**Mission statement read by:** Marguerite Durant

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	None	
<b>Any Thank You Notes Needed?</b>	None	
<b>BOT Visibility This Month?</b>	No - but coffee hours are coming soon	
<b>Minutes</b>	<p>The Listkeeper was Chris and the Timekeeper was Matt on February 16 - this should be changed.</p> <p>Dan is checking if his changes were made to Feb 9 minutes.</p> <p>The date on the second minutes (Feb 16) should be changed to February 16.</p>	<p>Chris motioned to approve the February 9 meeting minutes as amended; Emily motioned to approve the February 16 minutes as amended; Tala seconded; the Board approved the February 9 and February 16 meeting minutes as amended by consensus.</p>

<b>Public Comment</b>	None	
<b>Health + Safety Update: H+S Team</b>	<p>Kate gave an update. Pooled testing was negative this week. From her perspective, things have gone very smoothly in school with the transition to mask optional. H+S did not meet this week but will meet next week and a big topic is continuing to return to normal as much as possible in terms of big gatherings and visitors. The transition seems to be going well. Emily asked about signs around school asking kids to keep spacing. Kate noted she removed mask signage and will look into spacing signage. Emily requested if there is a way for H&amp;S to communicate more about what is being discussed in those meetings. The Health and Safety Committee clarified how some of these issues are management and practice issues that are not from the H&amp;S Committee.</p> <p>A parent commented that his child is getting a lot of questions about why she is still masking and asked that teachers reiterate that it is a family/personal choice.</p> <p>Lara and Kate gave some updates about how unmasking has gone on the ground.</p>	H+S Committee will continue to meet regularly.
<b>GABS Announcements: (Update) GABS</b>	Emily does not have an update outside of what she will discuss below during the Agenda item about the Annual Meeting.	
<b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</b>	No update from the committee, Rashida talked about defensiveness, read about defensiveness, the components of defensiveness. The Board did a jamboard about aspects of defensiveness and discussed which aspects were prevalent at Hilltown.	JEDI will send any materials for the JEDI Moment ahead of time in the future. Rashida will send jamboard and document to board members and to Emily for inclusion in the board packet.
<b>Revised FY22 Budget: (Discussion + Decision) Finance</b>	Good news about the budget. Kate pointed out some highlights. The school's budget is healthy. HT increased stipend line, program stipend line for a lot of different things, for example staff working outside of usual job responsibilities. Lara reiterated the need for this for many reasons these stipends are necessary. Professional development is another line to attend to - Lara mentioned professional development around anti-racism, and other curricula for writing and	Dan moved to approve revised budget, Tala seconded, amended budget approved by consensus.

	<p>reading, consultants on the Grade 4 and 5 sugar curriculum are some of the ways in which professional development fund are being used. Educational supplies line increased giving teachers \$250 extra to buy classroom supplies; purchasing chromebooks for Grade 3 students because third graders take MCAS on them. Looking to increase furnishings line, and tech repair and replacement. Many of the other adjustments are based on what Hilltown has spent so far. Adjustments still leave us in a surplus and in a good place. Adjustments will lead to improvements but it is still a conservative budget.</p>	
<p><b>TA Salary Increases: (Discussion + Decision) Personnel</b></p>	<p>Personnel committee has met to discuss salaries. We are below median TA salaries compared to other schools. This proposal brings salaries up to the median of sending districts. Discussion about whether to approve this for three years or one year. After Kathleen and Chris K asked questions about the comparison group. Lara clarified the history of this comparison group. Lara gave some of the personnel committees reasoning, and we are far outliers in how much we spend on personnel (we spend more). Dan suggested that we pass this proposal for one year instead of three.</p>	<p>Emily moved to pass the policy for the TA Salary Increases with the amendment to make it for one year instead of three, Chris K. seconded. PASSED by consensus.</p>
<p><b>Teacher Salary Increases: (Discussion + Decision) Personnel</b></p>	<p>The Personnel committee proposes this change for one year, the proposal would bring Hilltown teacher salaries to the median of comparison districts.</p>	<p>Chris K. motions to accept Teacher Salary Increase proposal, Emily seconded, passed by consensus.</p>
<p><b>Annual Meeting: (Discussion) GABS</b></p>	<p>Emily asks for suggestions for the annual meeting. Kathleen suggested some kind of exercise similar to a meeting from the past where people talked about what to bring to the new building. Chris asked if there were more people vying for the Board than there was room and Emily said no. Emily talked about recruitment from the community. There are four spaces on the Board. We discussed timing for the annual meeting.</p>	<p>People should email Emily/GABS ideas they have for the Annual meeting.</p>
<p><b>Committee Reports -- Questions Only</b></p>	<p>none</p>	
<p><b>New Business</b></p>	<p>none</p>	

<b>Meeting Wrap-Up/ Evaluation</b>	Next Meetings: Wednesday April 13th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: Kathleen H. Drinks: Kathleen H. Newsletter blurb: Matt D.	
<b>Review Action Items</b>	Reviewed action items.	Send Emily ideas for the annual meeting.
<b>Adjournment</b>	Meeting adjourned at 8:16 p.m.	Dan motioned to adjourn; Chris K. seconded; the meeting was adjourned.

**Tentative Agenda Topic for the April 13th Board Meeting:**



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Subject: Process of Onboarding new Board members

Date: April 5, 2022

Priority Level: High

Approximate Length of Discussion: 15 minutes

Presented by: Emily Boddy

Committee Members Drafting Proposal: Emily Boddy (Trustee, GABS Chair), Sara Scheiffelin (Trustee, GABS Member), Kate Ewall (Trustee, GABS Member), Sarah Buttenwieser (Parent, GABS Committee Member), Rashida Krigger (Family + Community Engagement Coordinator, GABS Member), Kelly Vogel (Parent, GABS Committee Member)

Text of the Proposal:

- GABS will determine candidate(s) to present to the BoT.
- Candidate(s) and recommendations will be presented to the BoT at BoT meeting, to be voted on individually.
- Approved candidates will be presented to the Cooperative at the Annual Meeting as a slate and the slate will be voted on by the cooperative.

Goals to Achieve:

- To solidify the process of bringing candidates from GABS to the BoT. Coupled with the exhaustive checklist, GABS can put forth the best candidates based on the changing needs of the board.
- To enable GABS to set forth candidates that serve the overall sustainability needs of the board - both present and with regards to succession planning and recruitment.
- To help GABS maintain balance between parents/caregivers, staff/teachers and community members
- To enable GABS to prioritize skills and expertise required for certain roles on the BoT, and ensure that candidate(s) will contribute towards the effective functioning of the board.
- To allow GABS to ensure that candidates who are elected are suitable for the state approval process. (There are examples of members who are elected and are not then approved by the state, due to conflicts or concerns not addressed previously by the Board.)

Policy: Process of Onboarding new BoT members

Proposed: April 13, 2022      Approved:



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Potential Problems:

- GABS has discretion to withhold candidates before the full board can consider them; however, GABS holds open meetings, so this process isn't happening privately.
- Risk of unconscious biases at play.

Additional Notes:

- The new checklist, which includes a detailed list of the process for candidates, will ensure that candidates are aware of the process from start to finish, including the role of GABS and the entire board, as well as other stakeholders.
- GABS can have conversations with candidates about when candidacy may be best observed, for example, "We have 2 lawyers currently on the board, and so it would be great if you could wait another year or two, or if you can be on standby should we have an unexpected space for someone with law experience."



## **Joining the Board: What to Expect from Start to Finish**

### **1. Interest in Joining the Board**

Interest is typically sparked by visiting the school's website, speaking to a trustee of the board or staff member, or while attending a board or committee meeting. Some Trustees may be recruited or prioritized for specific skills that are needed on the board, including finance, law, or personnel experience. Some trustees may be prioritized for their diverse experiences and perspectives, representing the breadth of our Hilltown community.

### **2. Contact the Community and Family Engagement Coordinator (CFEC) to Learn More**

The CFEC will have an initial meeting with the prospective candidate for a general overview to address what the board does, what the consensus model is, what the commitment is for a Trustee and to review required paperwork (Board interest form + Resume requirement). The CFEC may recommend a prospective candidate join a committee for a period prior to joining the board.

### **3. Submit Board Interest Form + Resume**

Application forms are available on the school website, or can be provided by the CFEC. A resume is required per state law.

### **4. Meeting with Members of the GABS (Governance and Board Sustainability) Committee**

Prospective candidate meets with 1 or more GABS members to go into depth about board expectations (including the importance of the consensus model), procedures, commitment, timeline, and other pertinent information.

### **5. Attend a Board Meeting(s)**

For those who have not yet attended a board meeting, this should happen as soon as possible around the time the documents are submitted. We encourage candidates to continue to attend meetings as they are able to become familiar with the board and its work.

### **6. GABS Reviews Candidates**

GABS reviews applications, and discusses candidate meetings with GABS members. GABS also considers any feedback from committee chairs, board members, administration and other stakeholders. GABS considers particular needs of the board, the balance of parents, teachers/staff members, community members (per By-laws), conflicts of interest and other pertinent matters.

### **7. GABS finalizes Candidate list to bring to BoT**

GABS determines a list of candidates to present to the BoT, based upon comprehensive review.

**8. GABS presents Candidate(s) to the BoT**

GABS brings candidate(s) to the BoT at a BoT meeting. Candidates are voted on individually. Resulting list of candidate(s) make up a slate to bring to the Cooperative at the Annual Meeting.

**9. Annual Meeting: Candidates are voted on by BoT and Cooperative**

Slate of candidate(s) are put forth to the Cooperative and the slate is voted on by the cooperative.

**10. New Trustee Term begins in July**

Official period as a Trustee starts in July following the Annual meeting. Members are expected to attend all board meetings, 2nd Wednesday of the month at 6:30pm. Until July 2022, will have a remote option per Open Meeting law amendments. It is unknown whether this option will continue, based on changes to OML. Regardless, board members are strongly encouraged to attend meetings in person as much as possible. The By-laws, regardless of current pandemic accommodations, do allow for occasional remote attendance on a case by case basis.

**11. Committee Assignment**

GABS balances the needs of the various committees with the interests of new members. Committees meet once monthly, barring any pressing matters that may require additional meetings. Some committees have standing monthly meeting schedules, others may vary.

**12. Attend Board Orientation in late August/September**

Orientation takes about 90 minutes. GABS members take new Trustees through the various aspects of the board, bylaws, expectations and requirements.

**13. Complete trainings and paperwork as required by the state**

The state requires training that is completed online. Training and paperwork must be completed in the timeframe set forth by the state.

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# Facilities Update


Kate Saccento  
Director of Administration  
April 2022



1

## Facilities at Hilltown

- Building compliance with fire, health and building regulations
- Address non-regulatory health issues
- Oversee maintenance, renovations/ construction projects and the custodial staff
- Facilities Committee



2

## Ensure Building Compliance with Fire Regulations

- Facilitated annual maintenance of alarm systems, sprinkler system, and fire extinguishers
- Installed better signage inside and outside of building



3

## In Addition...

- 1 Three successful fire drills with Easthampton Fire Department, one more practice drill this year!
- 2 Continued Area for Improvement: Cleaning out the attic

4

## Ensure Building Compliance with Health Regulations

COVID procedures & protocols

Goal for 22-23

- ↳ In collaboration with the Nurse and Logistics Coordinator, review protocol for servings snack at Kids' Club

5

## Ensure Building Compliance with Building Regulations

- Walk- through with Easthampton's new Building Inspector
- Annual elevator test revealed required maintenance (completed and elevator retested)

6

## Oversee Custodial Staff



- Hilltown does not currently employ a custodian or maintenance person.
- Hilltown contracts with a cleaning company who comes 5x a week to clean the school.

Who handles emergency maintenance or custodial work during the school day?

Contractors (HVAC, electrician)

Director or other Hilltown staff (clogged or leaking plumbing)

7

## Maintenance- Indoors



Ensure that regular maintenance of HVAC equipment is conducted

- Changing of air filters in air exchange system
- Maintenance of boiler and other heating equipment

8

## Maintenance- Indoors and Outdoors- additional staffing?



This year and last year: one person on staff two days a week for two hours



Helps with recess supervision and assists with minor maintenance: Sweeping sidewalks, moving furniture, changing classroom air purifier filters

9

## Maintenance- Volunteers



- "Fix It Fridays" group was established in January 2022 by the Facilities Committee
  - Meet, as needed, on Fridays after school to tackle maintenance tasks
    - Hang whiteboards, repair furniture, repair play structure
- The group has tackled more than 20 tasks in the last three months!

10

## Facilities Committee

### Fix It Group

- > Established "Fix It Group"
- > Looked into Outdoor Structures
- > On Site Walk through: drainage, gutters, 2nd floor walls

11

## Other Outdoor Maintenance FY 2022

Back of building cleaned and prepared for outdoor teaching space- Fall 2021

Plowing, salting, and lawn care by Four Seasons- ongoing

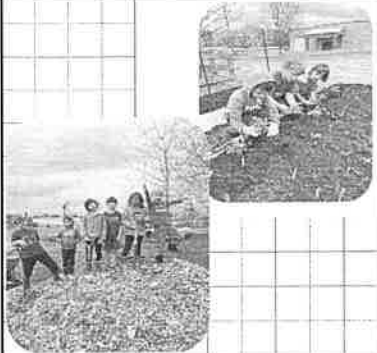
Gutters- cleaned and secured in February

Wood chips- delivered and spread- April

Parking lot lines & arrows repainted- estimated May

Looking ahead! Re-seeding of field and side yard- Summer 2022

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**Hilltown Schoolyard  
Stewards-  
established**

April 2022

Created by Teacher and  
Facilities Committee Member,  
Nan Childs

19

### Looking Ahead- Priorities



Summer 2022	Summer 2023 or 2024
Interior painting	New Play Structure
New Access	
Control System	

20

THE END



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## Domain Administrators' Report April 2022

1. ELA MCAS for grades 3-8 finishes this week. Test administration went smoothly. Math and Science MCAS are scheduled to begin in early May.
2. The administrative team has met with the Equity Literacy Institute and started the process for an equity audit. The audit will consist of a policy assessment workshop for our three administrators and a day of focus groups for the community. They will take place in July and October respectively. The Institute will then provide a written report of findings and recommended actions.
3. Progress Reports for Trimester 2 have been sent home to caregivers.
4. Hiring: we have started interviewing for the Prisms ELA position, the K-5 Atelier position, and the Indigos position.
5. Ebonee Smith joined the school as a teaching assistant for the Reds (additional staff)).
6. The Climate Survey sent to students had a 50% return rate. This is significantly lower than previous years when the survey went to all students during class time. This year, because of legal guidance, we obtained consent from parents and sent the survey to students individually as permitted. The results were by and large positive and affirming. Exceptions to this pointed our attention to two areas of shared concern: language and bullying behavior, including bullying behavior that happens online (outside of school). The school recently formed a task force to address concerns about bullying and to pull in additional professional development.
7. Teachers participated in a 2-hour professional development workshop on social justice practices in schools with facilitators from the Collaborate for Educational Services.
8. Summer Sessions for grades K-3, to support reading (and math games and play) are scheduled for five weeks this summer. We are fully staffed and students with higher needs as indicated by the FastBridge screening tool have been invited to attend (no cost, ESSER 3 grant).

### Community Update on SEL Support at Hilltown (update included in newsletter week of April 4th)

- Like schools across the state and country, Hilltown is now meeting new social-emotional challenges that face our students as a result of the pandemic.



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- A snapshot of any Hilltown classroom now looks much like pre-pandemic times. What is hard to see in a photograph is a perceptible rise in student anxiety. Some social skills, such as problem solving, have been delayed by interruptions over the last two years. There has been a rise in reports of bullying behavior. Our response has been to organize additional support for the school, for classrooms, teachers, and for individual students.
- As of this school year, Hilltown launched a social-emotional learning space, the Skylab, to support students who need a place to be outside of the main classroom for some part of the day. At times, the Skylab functions as a place to re-regulate (have a snack, play a game, visit with a volunteer therapy dog). The lead teacher for Skylab, Gaby Blaustein, also provides a place for students to engage in academic work with support.
- We are fortunate to have recently formed a consulting group with parent volunteers who are mental health specialists: Sarah Schieffelin, Rani Gould, and Meg Taylor. Along with Emilie (School Counselor) and Lara (Director of Teaching and Learning), we are talking through current needs and longer term needs related to the design of an expanded mental and behavioral health support system.
- The results of a climate survey recently distributed to 4th-8th graders pointed our attention to two areas of shared concern: language and bullying behavior, particularly bullying behavior that happens online. The school recently formed a task force to address concerns about bullying and to pull in additional professional development.
- Emilie (school counselor) and Mary (school nurse) are beginning a series of lessons with fourth and fifth graders about bullying and cyberbullying. Rachel Simmons, a local author, educator, and executive consultant, is providing a set of workshops about social dynamics and healthy friendships to the Purples (sixth graders).
- Emilie, Amy (speech & language), and Jeanne (occupational therapist), have offered additional curricula in classrooms. Jeanne has been teaching sixth graders how to use the Zones of Regulation all year; Amy taught fourth and fifth graders a series of lessons about big problems versus little problems and how to approach problem solving. Emilie is running a number of focused support groups for students with shared experiences.
- Teaching Assistants are front line workers in the domain of social, emotional, and behavioral support. We added two teaching assistant positions this year, bringing a second TA to the Purples team and a special education TA to the K-5 wing. A third position, a new teaching assistant expressly to support behavioral interventions, has been filled by Ebonee Smith, who began on April 4th.



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- Professional development on the horizon includes anti-bullying training, positive behavior supports, and co-regulation exercises (initially for staff, then to trickle into classrooms). A recent professional development workshop for teachers (March 17th) featured the difference between zero tolerance policies (can be punitive and overlook important aspects of behaviors such as the role of disability) and zero indifference policies (a community-wide commitment to address problematic behavior with the goal of teaching, learning, and facilitating repair).
- We are highly engaged by the task of building school practices and support systems that are robust and sustainable. We will share more as our work evolves.





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Domain Council Meeting Minutes- March 16th, 2022

4:00 pm Zoom link:

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

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

**Regrets:** None

Topic	Discussion	Action
Board Meeting Agenda for March	Agreed on standing items, including committee updates and H&S as well as adding annual meeting, GABs proposal, and facilities update	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Annual meeting planning ramping up; retirement party for departing staff will be planned; working on behavioral support efforts for rest of school; Rashida organizing SEL zoom event for community; MCAS starts in a week and a half, teachers getting trained; trimester ending, reports to follow	Directors will send Domain Report for April BoT packet
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Next meeting time/date/location		Wednesday April 27th, 4:00 p.m. <a href="https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09">https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09</a> Passcode: pFxN7Y
Adjournment		Meeting adjourned at 4:30 p.m.



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Facilities Committee Meeting Notes – Tuesday April 5th, 2022

Members: Kate Saccento, Nan Childs, Chris Korczak, Nicole Grinaski, and Joe Wyman

Topic	Discussion	Action (if necessary)
Fix it Friday Group	<p>Has been going very well. Small group but continue to put the call out. Chris usually emails people who sign up to get the work done. It is done on an as needed basis.</p> <p>Sometimes we go two weeks with nothing and then we will have a bunch come up. If we are looking to do larger projects like painting we will need to do something a little different.</p> <p>May need to re-paint the lines and arrows in the big parking lots. The school has a tool to do that, we just need to get the paint.</p> <p>Wondering if we can move the chairs and tarps out of the side yard since we are not using them anymore.</p>	
School Yard Stewards	<p>A parent asked Nan if she could replant the beds near the compost. Nan has always had the idea of having a parent group that could help take care of the playground. They are doing the first work day this Saturday from 10-12. They are going to be working on the beds. Right now there are only two</p>	



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	<p>families. Hopefully it will grow over time. If we do re-seed we will need to water over the summer.</p> <p>We have contacted the conservation committee. We are filing to cut back invasive species and put down boards. We need to do this because most of the school land is in a wetland.</p>	
Gutter/Drain Work	<p>Our landscapes went up and cleaned the gutters and hammered all the nails that were sticking out, The one next to Nan's room</p> <p>Right now the water comes out of the gutter and just goes across the yard. We could order a barrel to store the water. They would need to have a hose for run off. They also need to be taken care of in the winter.</p> <p>We also need to unclog the storm drain.</p>	
Seeding Playfields	<p>We need to regrade and re-seed the playing fields. Will have to be done over the summer because otherwise kids can't use it.</p>	
<b>Adjournment</b>	<p>Next Month:</p> <ul style="list-style-type: none"><li>● Play structure - can we fix it or does it need to be replaced. Lots of parts of it are unsafe</li><li>● Also want to talk about wood chips. Do we want to find alternatives?</li></ul>	



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**Finance Committee Meeting Minutes –March 2, 2022, Zoom, 8:30 AM**

**Present:** Carla Clark, Richard Senecal, Kate Saccento, Maureen Mahar, Andy Tilbe, Lisa Plaza  
**Guests:** None  
**Regrets:** None  
**Agenda:** Approve January Minutes, FY '22 Budget Revisions

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>January Minutes</b>	Approval of January’s minutes	<b>Rich moved to approve January’s minutes, Carla seconded. Approved by consensus</b>
<b>FY22 Budget Revisions for Submission to BoT</b>	Income-minor adjustments Using \$17K-\$20K of Esser III Grant funds Expenses-minor adjustments	<b>Rich moved to send revised budget to BoT for approval. Lisa seconded. Approved by consensus</b>
<b>Discussion and vote on Personnel Committee’s proposal for teaching assistant salaries</b>	Hilltown TA salaries were below the median for similar schools Proposal is to increase salaries to the median as it is difficult to find TA’s 3 year proposal with salary increases each year	<b>Rich moved to approve Personnel’s proposal to bring to the BoT. Lisa seconded. Approved by consensus</b>
<b>Discussion and vote on Personnel Committee’s proposal for teacher salaries</b>	Hilltown teacher salaries were below the median for similar schools Proposal is to increase salaries to the median as it will make it easier to attract and retain teachers	<b>Rich moved to approve Personnel’s proposal to bring to the BoT.</b>



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	One year proposal	<b>Maureen seconded. Approved by consensus</b>
<b>Tentative Agenda Topics for Next Meeting</b>	Approve March's minutes FY22 Budget update FY23 proposed budget	
<b>Next Meeting Date/Time/Location</b>	5/4/22; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:15 AM	



**GABS Committee Meeting Minutes – Thurs Marc 17 11 a.m.**

**Meeting Location: By Zoom**

**Present:** Rashida Krigger; Sara Scheffelin; Emily Boddy; Kate Ewall; Sarah Bittenwieser; Kelly Vogel  
**Guests:** Kate Saccento  
**Regrets:** None  
**Notetaker:** Emily

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check-in</b>	No formal check-in	
<b>Meeting minutes review and approval</b>	Reviewed and approved last month’s minutes	
<b>Announcements</b>	Emily Asked that the order of agenda items be shifted (reflected in minutes), all approved.	
<b>JEDI</b>	Integrated into other discussion	
<b>Recruitment and Succession Planning</b>	Emily presented proposal to clarify the role of GABS in the process of recommending candidates to the board.  Member expressed concerns over extent to the power of GABS; other member expressed that GABS should have some ability to not bring candidates that have major red flags.	Rashida and Emily will amend based on recommendations, and bring forward at next GABS meeting.



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	<p>Member says that this affirms that GABS has power to vet members, but not in a vacuum eg discuss with others, collaborate, have meetings with the candidate. Asked if we have a legal perspective on this? Answer was yes - that a policy should be set.</p> <p>Member likes the idea of using 'align' in the criteria in the goals to be achieved section.</p> <p>Guest stated that this is an important proposal. Stated that in the past some decisions could have been made about who to put forward in GABS/behind the scenes so this is a needed solidified process. This combined with the checklist (+ interview questions ex can you work collaboratively with the admin?) will ensure that GABS is presenting the best candidates. Reminder that candidates put forward and elected go to the state, and can be declined there so it's important GABS does due diligence beforehand. Also emphasized parent balance in the by-laws, reminded us it's okay to not put forth additional parents if we are putting emphasis on teachers/community members.</p> <p>Members concerned about GABS only putting forward what is essentially a slate? Can GABS put more candidates forward and explain what GABS is looking for, eg put forth candidates but make recommendations, eg with caveats?</p> <p>Member asked - what criteria is prioritized.</p> <p>Member reminds us that this is a proposal that we bring to the board, so they will weigh in and help think through it.</p> <p>Discussed the importance of the 'checklist', working with candidates, clear expectations and having difficult conversations with people: ie</p>	<p>Kate will continue to develop the board interest form.</p>
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	<p>would you wait to go for election because we have this need now, but other needs down the road? What then with people who want to go forward anyway - put them forward but with a caveat or decide not to put them forward?</p> <p>Member emphasizing the formalizing of the process in the way the board is presented online/checklist/board interest form.</p> <p>Committee agrees that chair will amend the proposal based on recommendations and bring to the next meeting.</p>	
<b>Review Checklist</b>	<p>Worked through some minor changes.</p> <p>Members emphasized the 'consensus' model. We discussed how the checklist and the 'blurb' online/with the board interest form</p> <p>Committee agrees that chair will amend based on recommendations and bring to the next meeting</p>	<p>Rashida and Emily will amend based on recommendations, and bring forward at next GABS meeting.</p>
<b>Annual Meeting</b>	<p>Discussed date - all agree June a good time to hold it. One member that she doesn't feel it will be tricky with graduation around the same time.</p> <p>Activity Kathleen H proposed at BoT meeting was well received. Rashida willing to co-lead.</p> <p>Discussion will continue at April meeting where we will solidify some details.</p>	<p>Members will bring ideas to next meeting</p>
<b>Next Meeting Date/Time/Location</b>	Tuesday April 5 11am	
<b>Adjournment</b>	12:18	

Agenda items for next month: Review proposal and checklist, planning for Annual meeting.



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

**Present:** Kathleen Hulton, Meg Taylor, Rashida Krigger, Cinzia Pica-Smith, Jodi Shaw, Kate Saccento

**Regrets:** Helen Korczak, Angelique Baker

Topic	Discussion	Action
Resonance Exercise (Rashida and Kathleen)	Rashida gave an overview of the process of resonance, and explained how it worked. Kathleen and Rashida shared personal stories based on the prompt Rashida provided.	
Update on Equity Assessment	Rashida and Kate shared the status of the Equity Assessment for Hilltown. Kate clarified that we have \$10,000 through ESSR3 grant, which can be used this year or either of the next two following years	Rashida and Kate will reach out to Paul Groski at the Equity Literacy Institute to schedule a meeting
Joint Meeting with GABS Debrief	We discussed our recent joint meeting with GABS.	
Discussion: Defining Diverse Community at Hilltown	What is diverse community at Hilltown? To what extent does political ideology or opinions about choices or behaviors fit in with this notion of diversity. Important to not confuse with historically marginalized and oppressed people who continue to experience that and the ways that that inequality is institutionalized and often not recognized when creating policy. When Cinzia thinks about justice and equity work at HT she is concerned with these historical groups – Rashida agrees but there is a lot of damage done by other kinds of different kinds of difference. Conversations about what does and does not fit in terms of the focus of JEDI. Broad agreement that JEDI at Hilltown should address issues of social class.	
Tentative Agenda Topics for Next Meeting	We will discuss a JEDI Statement for Hilltown	All members will bring examples of JEDI statements

		from schools or other organizations.
Next meeting time/date/location	April 4 at noon <a href="https://us02web.zoom.us/j/85000386918?pwd=K1EyK3R3NDZBaVJweWh1VXAwnzIzQT09">https://us02web.zoom.us/j/85000386918?pwd=K1EyK3R3NDZBaVJweWh1VXAwnzIzQT09</a>	
Adjournment	The meeting was adjourned at 1:10 p.m.	



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Long Range Planning Committee Meeting Minutes – Tuesday, March 15, 2022

Location/Link: In person at 1 Industrial Parkway, Easthampton	
By Zoom; <a href="https://us02web.zoom.us/j/84914868960?pwd=WUppZmNZb3Boem9Uc1FvWjJwR3VQQT09">https://us02web.zoom.us/j/84914868960?pwd=WUppZmNZb3Boem9Uc1FvWjJwR3VQQT09</a>	
Online Meeting ID: 849 1486 8960	Online Meeting Password: plan

**Present:** Kate Saccento, Helen Korczak, Rebecca Belcher-Timme, Rashida Krigger, Gina Wyman, Lily Newman, Kathleen Hulton

**Regrets:** Polly Normand,

Topic	Discussion	Action (if necessary)
Approval of Minutes from January	Lara moves to approve January minutes.  January minutes approved by consensus.	
Progress Check-in	<ul style="list-style-type: none"> <li>• In May, LRP Committee will have time for staff feedback based on draft LRP priorities.</li> <li>• Take summer off.</li> <li>• Meet with parents in early fall (September or October) about draft LRP focus/priorities</li> <li>• Plan to conclude in November</li> <li>• Annual Meeting might be an opportunity to gather more data or share progress of project.</li> </ul> <p>Remembering from another LRP, we could ask, what to leave, what to bring, what to create anew? Annual Meeting of the Cooperative could be both an update and a chance to get visionary.</p>	
Discussion and analysis of survey responses from parents	<ul style="list-style-type: none"> <li>• Majority of people seem to think we are doing an effective job in many areas (pie charts)</li> <li>• Diversity and Inclusion was below 70% effective/very effective</li> <li>• Several comments about whether progress reports paint a true picture of the student</li> </ul>	



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	<ul style="list-style-type: none"> <li>• One comment about whether mixed grades are still working?</li> <li>• Pattern of people feeling like more advanced learners are not challenged enough. Is this pandemic related?</li> <li>• Many comments about behavior– the load on the school has been heavy (pandemic related?)</li> <li>• Administrative model came up several times in the parent surveys</li> <li>• Hampden County was mentioned several times in the parent surveys– priority expressed was that the school should do all it can to become more diverse</li> <li>• Feedback suggested that how decisions are made at Hilltown is confusing (board vs. administration...)</li> <li>• Many JEDI concerns in the parent feedback (transportation, KC free on Wednesdays, increase accessibility, Hampden County)</li> <li>• Accessibility– before school program</li> <li>• Staff retention</li> <li>• Staff development</li> </ul>	<p>Possible Strategic Initiatives:</p> <ul style="list-style-type: none"> <li>• Realigning grades</li> <li>• Recovery– what is the right strategy moving forward on how to recover from pandemic related problems?</li> <li>• Teacher training, follow-up coaching, retention</li> <li>• Access, equity and diversity</li> </ul>
<p>Discussion of BOT focus group</p>	<ul style="list-style-type: none"> <li>• Strategic goal is recovery– what is the right strategy moving forward on how to recover? (related to staffing for the needs of students; behavior; academics; structure of classes)</li> <li>• Moving to be closer to parity with our sending districts in terms of diversity</li> <li>• Structure of school leadership</li> <li>• Increasing diversity</li> <li>• Preserving integration while also focusing on foundational skills</li> <li>• Configuration of the BOT– should we be concerned about the amount of parental influence? Should staff be voting members of the board? How can there be more community members on the board?</li> <li>• Stand alone grades?</li> </ul>	<p>See above</p>



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	<ul style="list-style-type: none"><li>• More intentional about school culture</li><li>• Length of LRP</li></ul>	
Feedback from students.	<ul style="list-style-type: none"><li>• Relationships (with teachers and friends) was a highlight</li><li>• Spaces: Library, breakout/quiet spaces, outdoor spaces, gymnasium, cafeteria</li><li>•</li></ul>	
Next steps	<ul style="list-style-type: none"><li>• LRP Committee commits to developing priorities that include intentionally examining existing assumptions around how things have been done that may or may not be advancing the priorities we have</li><li>• An LRP should prioritize literacy and math in scheduling as an equity issue</li></ul> <p>Possible Strategic Initiatives (from feedback from all stakeholders surveyed thus far):</p> <ul style="list-style-type: none"><li>• Realigning grades</li><li>• Recovery– what is the right strategy moving forward on how to recover from pandemic related problems?</li><li>• Teacher training, follow-up coaching, retention</li><li>• Access, equity and diversity</li></ul>	



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<b>Review Action Items</b>	<ul style="list-style-type: none"><li>● April Meeting: Each LRP Committee member come with a couple of emerging priorities from our data and conversations to date (<i>your understanding of what our LRP priorities should be based on stakeholder feedback so far</i>)<ul style="list-style-type: none"><li>○ Immediate and urgent vs. longer range</li></ul></li><li>● April Meeting: Identify Strategic Initiatives to take to future focus groups</li><li>● In May, LRP Committee will have time for staff feedback based on draft LRP priorities.</li><li>● Take summer off.</li><li>● Meet with parents in early fall (September or October) about draft LRP focus/priorities</li><li>● Plan to conclude in November</li><li>● Annual Meeting might be an opportunity to gather more data or share progress of project.</li></ul>	
<b>Topics for Next Meeting</b>	Identify Strategic Initiatives to take to future focus groups (staff; parents)	
<b>Next Meeting Date/Time/Location</b>	April 12, 2022	
<b>Adjournment</b>	Meeting was adjourned at 7:45 PM	



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Personnel Committee Meeting Minutes  
Wed., March 23rd, 2022 at 7:30am

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

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

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara Notetaker: Sara	
TA salary scale-review proposal, submit to Finance	Went to finance and BOT, and was approved.	
Review improved benefit sheet	Reviewed benefit sheet. Employees only have to pay a portion of the deductible (only \$1000 out of \$400). Suggestion to highlight this b/c it is an unusual benefit. Employees are grateful for this benefit according to the survey. Discussion about why neighboring schools work less days (less professional PD). Argument that PD is a benefit, and that orientation is standard practice. Should we look at increasing steps instead of longevity bonuses? Or can we afford both? Should be looked at next year. Can we add a 5-year longevity bonus? Does this need to go to finance or be approved by BOT? Small enough amount that's not necessary, but should be looked at annually to make sure we can afford it.	Lara will look into if 5-year longevity bonus addition needs to be approved by BOT
Review Personnel survey about benefits	Lara shared results of staff survey. Discussed that childcare is an issue for some during PD. Could PD days be condensed and child-care offered? Most places do not offer childcare. Could we ask people to pay for part of the childcare? This is a	





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	<p>financial burden to some and not others. Shorter days might not be preferable for some. Could we have more flexibility? All staff together in the mornings then flexible times to set up classrooms?</p> <p>Predominantly people want to keep TA model the same. We should look at this in the LRP as this might be a school design rather than personnel question. Needs to be studied more.</p> <p>Overall people want to retain current health insurance benefits.</p>	
Return to TA/Intern proposal	This went to BOT and was rejected. Tabled for next month.	
Review action items	reviewed	
Tentative agenda topics for next meeting	<p>Coming back to TA/Intern proposal</p> <p>Hiring strategies</p> <p>Up-date and discussion on hiring process</p> <p>Search committees are being convened for following positions: K-5 Atelier K-1 teacher ELA in Prisms</p>	
Next meeting time/date/location	Wed., April 27th, 7:30am via Zoom Zoom link found on school calendar	
Adjournment	8:21 AM	