HCCPS Board of Trustees Meeting Agenda January 10th, 2024 7:00pm

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: Matt Dube

Topic (estimated time)	Who	Action	Estimat ed Time
 Welcoming (read mission statement): Announcements, appreciations, acknowledgements Agenda Check: Appoint timekeeper, list keeper Thank You Note Check BOT Visibility this month Approve minutes from previous BOT meeting 	Matt	Decision	7:00
Public Comment	Matt		7:05
 Updates Safe and Supportive Schools team K-8 grade configuration discussion underway (more detail later in the agenda) K/1 configuration planning for 2024-2025 	Laura/ Kate	Share/Discuss	7:10

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Facilities updateAdmissions updateMLK, Jr. Day planning			
Special Education and Student Behavior Support	Laura/Kate	Update	7:25
JEDI Discussion	Kathleen S.	Discussion/Deci sio n	7:40
LRP Updates - Grade Configuration	Laura/Kate	Discussion	7:55
Facilities - Roof Proposal	Kate	Discussion/ Decision	8:05
Board Retreat - Topics of Focus	Kathleen S	Discussion	8:15
Committee Report questions	Matt		8:25
 Meeting Wrap-up Minutes Finalization Snacks + Drinks for next meeting Newsletter Blurb New business for next Board meeting Retention specificity; Review action items 	Matt		8:30
Adjournment			8:35
Executive session pursuant to M.G.L. c. 30A, Section 21. (a) (1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.	Matt		8:40
Minutes approval			
Adjournment			8:45

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes - Wednesday, Dec 13, 2023, 6:30 pm

Location:

HCCPS and Zoom

Present:

In-person: Kate Saccento, Laura Davis, Gina Wyman, Emily Boddy, Tala Elia, Matt Dube, Stacy Guifre, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Lily Newman, Kylan Mandile, Tiffany Ross,

Grace Mrowicki, Kelly Vogel

By Zoom:

Andrew Coate

Regrets:

Kate Ewall, Lisa Hamilton

Guests:

In-person: Rebecca Belcher-Timme, Nicole Singer, Andrea Hermans

By Zoom: Carla Clark, Kerri Pollard, Rani Gold, Myssie Cassinghino, Nan Childs, Gaby Blaustein , Alex Niemec, Dana Gramp, Seana Lamothe, Kate Kamins, Zoe Klatz, Dawn

Graichen-Moore

Facilitator:

Matt

Notetaker:

Emily

List keeper: Kelly

Timekeeper: Gina Wyman

Mission statement read by: Kate S.

Topic	Discussion	Action (if necessary)
Welcoming (read mission statement) (Matt) • Announcements, appreciations, acknowledgements • Agenda Check: Appoint timekeeper, list keeper • Thank You Note Check • BOT Visibility this month	Appreciations: - Tiffany thanked a number of community members who helped - Laura gave a recap of who is on the Student Support committee, and her appreciation for all the work. The first meeting was today. Agenda Check: Matt clarified that the Behavior position agenda item is a discussion only, no decisions will be made tonight. Thank you note check: Tiffany mentioned she has Thank you notes (as above) Board Visibility: Winter Solstice	

Approve minutes from previous BOT meeting	None.	Kathleen S motioned to approve November meeting minutes; Kylan seconded; the Board approved November meeting minutes by consensus.
Public Comment (Matt)	Speaker, Nan, notes that she's surprised the behavioral position is on the table when the matter hasn't been raised at any staff meetings, since the last board meeting. Notes concern when the community director was moved to coordinator - the impact on the cooperative element of the school. Position is 85k a year, while the School needs repairs, there are other needs in the school - roof, playground, school is overcrowded, lacks academic spaces, gym, cafeteria; staff lay-offs last year. Asks why we aren't working together to find creative solutions. Suggests it's time to pause and think of other solutions.	
Updates - Laura/ Kate	Lunch Advisory Team: Carla Clark, Emily Boddy (board member), Megan Sirota (parent). Met recently and decided they will send a survey about the current lunch program and possible changes. Winter Fair: Hilltown's Winter Fair that was led by the new Community and Family Engagement Coordinator was a huge success! The event raised a net amount of \$5,183.64 (last year our net was \$2,673 and this year we even exceeded the 2019 year by a few hundred dollars)! TA Feedback: gathered feedback from the staff at a teacher and staff meetings. Summary: the big change has been that class TAs go to specials with the students. Feedback is that teachers have increased workload on things TAs did, especially k-5, and 2-5 where there are more students than normal. Teachers and TAs report there isn't appropriate time for planning, discussions, and confidential conversations. Solution has been to have a TA sub twice a week so teachers have planning time with their own TA. TA in music has been especially helpful.	

Tala asks the cost difference with sub vs having the position, for example, in the Atelier. Laura explains that it is similar, but a little less costly. This feedback will help design staffing models moving forward. Anticipate the sub will stay in place for the foreseeable future, but haven't decided how long this will remain in place.

JEDI, Kathleen S. (Discussion)

Kathleen raises whether the board might have training to develop shared understanding - similar to cultural humility training (what teachers had in the fall).

Kelly wonders if adding additional training materials to board orientation may feel like too many layers at one time, and would prefer something like the cultural humility training. Kathleen notes that some combination of the two might be ideal.

Kylan suggests that many board members are receiving DE+I training already, and may feel redundant. Lily suggests that at the start of each year that there may be a review of shared definitions/concepts. Ben suggests the DEI discussions on the board would be helpful in grounding communal understanding. Grace suggests that there are concepts related to education that would be helpful for board members to understand, and that there are ways to address shared definitions without doing hours' long trainings.

Kathleen S suggests that the Cultural Humility training is unique in the way it calls for continued self reflection.

Kelly wonders if we could use a board meeting to have a training.

Kathleen S suggests annual review at the start of a new year of concepts and ideas, along with resources to have some continuity. This could be in

	addition to some sort of training. Suggests some form of JEDI discussion at the next retreat, and including some members of the JEDI committee. Kathleen H suggests some experience that could shift the dynamic away from the dominant culture.	
Committee Goals Matt D. (Discussion)	Personnel: 1) Review existing policies, 2) review personnel archives and organize, 3) review/develop remote work policy Facilities: Will report next time.	Possible next month Agenda item: Facilities' report
Student Behavior Support Coordinator, Kate, Laura (Presentation + Discussion)	Lily spoke with teachers about their ideas for solving for behavior position, and this feedback was shared at the Domain Council meeting. Kate adds that no formal session was arranged, as per the action item at the last board meeting. Lily reports that teachers/staff provided ways that a process would be inclusive, ie ways they can see a proposal, provide feedback and understand how their feedback will be held. Respondents reported that they didn't expect to be making decisions, but that they want to be part of the process in meaningful ways. Matt reports that this proposal is not in isolation, looked into what will be lost in order to institute this position. Gina notes that it was striking how surprised respondents in the conversations with Lily were that this was a proposal, and that a month has passed and there has been very little development and communication since. Laura notes that we recognize that an inclusive process is necessary. Powerpoint Presentation (included in the packet) gives more detail about the background and need for this position. Kate weighed in as well, to say that the way things are handled right now - in spite of everyone trying their best - is missing something at the core, isn't sustainable. Question is asked about whether all grade levels are eligible for suspension. All grades are eligible for	

suspension.

Kathleen H notes that the interventions that are allowed have shifted over time, making it more time consuming for staff.

Kate S notes that they want to create processes and support that are sustainable and support teachers and families. Eg creating accountability and consequences that teachers can carry out and don't take more resources.

Laura notes that we don't have anyone who can hold/manage the behavioral processes.

Lily asks if there are ways to reimagine current staff to be reorganized to address some pieces of the puzzle?

Laura notes that she feels like she has tapped into everyone's existing capacity, so it would have to be a reorganization/new structure/system. But nothing is immediately apparent where other staff could fill in, everyone giving 150%.

Kylan asks what structures may have been in place historically that might have helped with behavioral issues? Gina responds that they did use 'buddy classrooms' eg a student could go reset as a 'helper' in a former teacher's classroom. Grace explains that efforts were made in the past to have a peer mediation team in the Prisms - the struggle was in finding interested students.

Gina also notes that she doesn't think everyone is maxed out, hence why some teachers are asking for teacher leadership roles.

Stacy notes about 504 + IEPs where there are behavioral components, workload will increase as IEPs + 504 increase.

Rebecca asks - what is the skillset of the person who can help address mental health and behavioral needs, and get community and student buy-in to address this 'crisis of capacity'?

Laura notes that behavioral support is about buy-in. Notes that collaboration is needed to address it.

Kathleen H notes that she feels that suspension is necessary and an effective tool in helping curb behaviors. Asks how many suspendable instances happen that don't result in a suspension. Is minimizing suspensions when they are one of the only disciplinary tools we have, a reasonable approach? Laura notes that there are many, but it doesn't feel right suspending. Kelly asks about enrichment for families out of school hours - eg discussion groups, presentations, Tiffany asks what trade-offs there are for Laura doing nearly 30 hours on behavior. Laura notes that she doesn't have adequate time to spend on other aspects of her job. Kate S. summarizes this problem which goes back many years. Andrew asks if the current system of response works well, but there isn't enough time to hold it, or do you think another person would bring different resources and ideas - hoping for extra set of hands or to change the system? Laura would like to see more restorative practices and preventive work, including tier 2 work. Lily asks what the directors see as next steps - after seeing pain points. Kate suggests that the board looking at the Director of Teaching and Learning position and wonders what is the timeline. If the board does not want to look at the role, the directors will need to reexamine how to reorg for more support and how they can work the budget. Kate S. says next step is getting feedback from teachers/staff, but it is difficult to find time to have these conversations. Laura explains that the attendance policy approved Tala motioned to approve Attendance Policy needs to remove the statement about which the Attendance policy; **Proposal**, Laura Kathleen S seconded; the buttons to press when calling. (Discussion/Decision) Board approved the attendance policy by consensus.

Grievance Policies, Laura/Kate (Discussion/ Decision)	Kate asks that the board approve additional language be added to the staff AND the caregivers/student grievance policies regarding civil rights complaints.	Kathleen S motioned to approve the updated language in the grievance policies; Tala second; the Board approved by consensus.
Facilities - Roof / Playground, Kate S. (Presentation + Discussion)	Facilities met to review two priorities: roof and playground. Had hoped to put a playground in this summer, using capital expenditures (discussion was to suggest 150k of the 310k), however the roof needs to be redone and finance decided through consensus that monetary constraints in the capital fund - improve roof summer 2024 and move playground to 2025. Kate spoke with the President of FoH, Sarah Rosehill and this will give FoH more time to fundraise for the playground. Roof Estimates will go to facilities and then to finance, to propose capital expense for the roof, which should be around 100k. Additional updates: 1) Mapping of HVAC system - zones and methods 2) Outlets will be installed in classrooms for new projectors during break	
Board Retreat, Matt (Discussion + Decision)	Matt asking for volunteers to spearhead board retreat organizing - dates, ideas, subjects to focus on (past examples: JEDI, lockdown/pandemic debrief)	Matt and Kathleen will begin the process of organizing the retreat.
Committee Reports - Questions, Matt	None.	
Meeting Wrap-up Minutes Finalization	Next Meeting: January 10, 2024 7pm Facilitator: Matt Snacks: Stacy Drinks: Lily Newsletter blurb: Andrew	

 Snacks + Drinks for next meeting Newsletter Blurb New business for next Board meeting 	New Business: Facilities	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:23 pm	Tala motioned to move into executive session and adjourn the open meeting from executive session; Stacy seconded; the meeting was adjourned.

Tentative Agenda Topics for the November Board Meeting:

- Board Retreat
- Facilities' committee report

Hilltown's K-8 Grade Configuration Overview, Decision-making Process, and Communications

OVERVIEW - A LONG RANGE PLAN INITIATIVE

Based on Hilltown's Long Range Plan, 2023-2028, stakeholders across the school community will be engaged in an inclusive decision-making process to "Examine alternative mixed-grade classroom reconfigurations and establish a final plan and implementation steps if change is recommended."

This decision-making process will not affect the total number of enrolled students (218), or the K-8 school structure. If changes are recommended, they will be implemented beginning in <u>Fall 2025</u>.

Hilltown's current arade-level configuration:

Timitowirs current grade lever conjigurat		
Kindergarten (Temporary, 2023-2024)	Blues	1 single-grade classroom
Grade 1 (Temporary, 2023-2024)	Indigos	1 single-grade classroom
Grades 2 and 3	Yellows and Greens	2 mixed-grade classrooms
Grades 4 and 5	Reds and Oranges	2 mixed-grade classrooms
Grade 6	Purples	2 single-grade class groups
Grades 7 and 8	Prisms	4 single-grade class groups (Math, ELA, Spanish) 4 mixed-grade class groups (Science, Social Studies, Atelier, Music, PE, Tech)

WHY ARE WE HAVING THIS CONVERSATION?

Hilltown's grade-level configuration must meet students' unique developmental needs at all levels, some of which may demand different grade level groupings than currently exist.

Academic structures, strategies, and curricular materials require alignment and coherence to be effective. For example, students in the younger grades are focusing on "learning to read," while students in the older grades are focusing on "reading to learn." Purchased curricular materials are typically designed for single grade-levels, including the *Collaborative Classroom* reading and writing curriculum used in grades K-5, and the *Illustrative Math* curriculum used in grades K-8.

There are also unique demands of our assessment systems (e.g., MCAS, Fastbridge), which start in grade 3. Finally, the grade-level configuration should address the social-emotional, developmental, and academic needs of all students. This conversation provides an opportunity to examine Hilltown's current structure, determine if it meets today's needs, and make changes if necessary.

GRADE CONFIGURATION DECISION ROADMAP

See <u>Hilltown's Consensus Decision-making Process</u>

Date	Step	Format/Context	Decisions to Make	Decision-making Process
November 30, 2023	Intro and process discussion	Teacher Meeting	N/A	N/A
December 14, 2023	Review proposal development and decision roadmap	Teacher Meeting	Approve final roadmap	Consensus of teachers
January 4, 2024	Collect input from staff	Teacher Meeting, Google Form (captures TA input)	N/A	N/A
January 30, 2024	Discuss grade configurations options	Volunteer teacher group	N/A	N/A
Early February 2024 (date TBD)	Caregiver input	Zoom meeting, Google form	N/A	N/A
February 27, 2024	Start drafting proposal with caregiver and staff input	Volunteer teacher group	N/A	N/A
March 19, 2024	Work on finalizing proposal	Volunteer teacher group	Approve draft proposal	Consensus of volunteer teacher group
March 28, 2023	Review proposal and discuss/edit	Teacher Meeting	N/A	N/A
Early April (date TBD)	Caregiver review of proposal	In-person (and Zoom?) meeting, Google form	N/A	N/A
April 23, 2024	Consider and incorporate staff and caregiver input into final proposal	Volunteer teacher group	Approve final proposal	Consensus of volunteer teacher group
May 2, 2024	Final proposal review and edits	Teacher Meeting	Finalize BoT proposal	Consensus of teachers
May 8, 2024	BoT proposal presentation and discussion	Board Meeting	Approve proposal or send back for clarification and/or revisions	Delegated decision* (BoT members)

^{*} A revised proposal may need to be drafted and brought to the June BoT meeting.



Roof Capital Expenditure Proposal

Date: January 9, 2024 Priority level: High

Approximate time needed for discussion: 10 minutes

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

Administration, on behalf of the Facilities Committee

Text of proposal:

When Hilltown moved into 1 Industrial Parkway in 2014, it was estimated that the roof above the grades 6-8 wing had a life expectancy of 10-20 years. This part of the roof is now showing signs of disrepair. After multiple leaks this school year, the Director of Administration had an inspector come out to take a look at the roof. His recommendation was that the school replace the roof within 3-6 months.

Scope of estimate for replacement of asphalt shingle roofing:

- Remove existing roof shingles and underlayments down to plywood deck and properly dispose
- Refasten existing plywood as needed
- Furnish & install Certainteed Winterguard Ice & water barrier at eaves, valleys, cheek walls and penetrations (6 ft. min. at eaves)
- Furnish & install synthetic underlayment balance of roof Furnish & install .019 F-8 aluminum drip edge
- Furnish & install Certainteed Landmark shingles fastened 6 nails per shingle with electro galvanized roofing nails, color to be selected by owner
- Furnish & install Certainteed hip and ridge shingles Furnish & install Shingle Vent 2 ridge vent Remove and dispose of all roof related debris
- Shingle manufacturer's warranty
- 5-Year workmanship warranty
- Necessary permits included

Notes:

Furnish & install 6k aluminum gutters and 3x4 downspouts Unit price for plywood replacement as needed - ADD: \$3.50 SF



Cost of the project:

Replacement of Asphalt Shingle Roofing	\$72,000
Replacement of gutters	\$5,800
Total Estimated Cost	\$77,800
Request for approval of funds	Up to \$100,000*

^{*}to cover incidental work (ie plywood replacement) found during roof replacement, funds not needed will be returned to Capital Reserves account

Source of Funding:

Withdrawal of \$100,000 from Capital Reserves Account (CRA) at 6/30/2024 Maturity Date (Current Balance of CRA is \$327,000)

Goals to be achieved by proposal:

- Repair current leak that has caused damage to ceiling above the 6-8 boys' bathroom
- Prevent leaks and damage to the building
- Walkway directly in front of the building will be free from dripping water and sidewalks will no longer have ice from the dripping water

Potential Problems/Dissenting Views: Cost



Domain Administrators' Report January 2024

• Safe and Supportive Schools team

Hilltown has been awarded a \$10,000 grant from the Massachusetts Department of Elementary and Secondary Education (DESE) under the "Safe and Supportive Schools" program. This grant is supporting the work of a collaborative team that includes faculty, administrative staff, and parent representatives. The team is currently working through the first stage of a self-assessment tool to document current practices that support students' behavioral health with the goal of identifying priorities and creating an action plan. The process considers school operations, personnel, processes, policies, family connections, and community services and partnerships available to create a safer and more supportive school climate and culture.

• K-8 grade configuration discussion underway (more detail later in the agenda)
One of the objectives of the 2023-2028 Long Range Plan is to examine alternative mixed-grade classroom reconfigurations and establish a final plan and implementation steps if change is recommended. There are opportunities for staff and family input this winter and spring based on a roadmap (see this month's BoT packet) that was approved by teachers. The final proposal will be presented at the May 2024 Board meeting.
Changes, if any, will be implemented beginning in the 2025-2026 school year.

K/1 configuration planning for 2024-2025

This year's single-grade structure of Kindergarten and First Grade is temporary based on student needs. Since the school-wide conversation about Hilltown's grade configuration is focused on structures that will be in place beginning in fall 2025, we will need to make a decision about the K/1 structure for 2024-2025. This discussion will initially include Kate Saccento, Laura Davis, Kerri Pollard (K teacher), and Cecilia Darby (Grade 1 teacher), then include a wider circle of elementary teachers and staff.

Special Education and Student Behavior Support Resources
 Hilltown directors and Board of Trustees leaders are working on identifying short-term supports for special education and student behavior to address current capacity concerns. Kate Saccento and Laura Davis will be bringing a proposal to the teacher meeting on January 18 for feedback, and will present the final proposal to the Board at the February meeting.



Staffing Update

Faolain (Fae) Bobersky has officially joined the Blues team as a special education student support teaching assistant. Claire Netto has started as the long-term substitute Prisms science teaching assistant. We're excited to have them both as new members of the Hilltown team. Haleigh Delgaizo, the Behaviorist, has resigned from her position. Her last day at Hilltown will be January 19th. The vacancy of the Behaviorist position will be considered in the short-term planning for special education and student behavior supports.

Facilities Update

Over the December break, outlets were installed for the new projectors in many of the classrooms. Also, a piece of a sprinkler pipe in the attic (above the copy room) was replaced because a small leak was detected in that location during a recent sprinkler test. The HVAC mapping has been rescheduled for January 15th due to the availability of one of the contractors.

Admissions Update

The lottery for the 2024-2025 school year will be held on February 29th. Through listings in local newspapers, flyers, and Facebook advertisements, Hilltown is starting to spread the news about these admissions events:

- January 23rd 6:30 pm Zoom Information Session
- o February 8th 6:30 pm Open House

MLK, Jr. Day Planning

The Equity Team and Community and Family Engagement Coordinator began the planning for Hilltown Martin Luther King, Jr. All School that will be held on January 19th. Now grade band teaching teams are working with their classes to prepare their share that focuses on this year's theme of "Good Trouble".



DRAFT - Domain Committee Meeting Minutes - Jan 2, 2024 HCCPS - 3:15 PM

Present: Matt Dube, Kate Saccento, Laura Davis, Tiffany Ross, Kathleen Hulton, Lily Newman,

Rebecca Belcher-Timme, Gina Wyman

Regrets: None

Topic	Discussion	Action
Domain Updates	Laura: Regarding the Safe and Supportive Schools grant: self assessment will be the first priority, to collectively determine work that we need to do, action planning that will lead to June and ideally next funding round. Stipends are paying for staff participation. Launching into staff-wide discussion about grade configuration structure. Representatives from staff participating and moving forward to gather input from staff, caregivers. 25-26 school year would be the first year of implementation if a new plan is approved. Communication with the community will be key as this process unfolds. Discussions re: K-1 groupings ongoing. The short term discussion/decision on this will include Kate, Laura, Kerri and Cecilia for next year; this is a separate process from the longer term process, which will include more people/levels of input. Rebecca suggests surveying others including grade 2-3 teachers and specialists. Kate: Roofing estimates are in and will be	Laura will work on communications out to community re: ongoing work. Facilities will meet and potentially make a proposal on roof for Finance and BOT.
	discussed in facilities next meeting; outlets	

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	upgraded for projectors; HVAC mapping rescheduled; large piece of sprinkler piping replaced. Finance will review any capital expenditure proposals. Special Education continues to be busy, will be discussed in a later agenda item. Tiffany: MLK celebration is the 19th; planning in process. The theme is 'Good Trouble, Necessary Trouble.' Bingo night is January 26th, 6:30-8. Prisms dance for Feb 9th. A spring one to follow.	
Student behavior and special education resources and support	Laura frames the conversation that the Dir of Teaching and Learning position is too unwieldy, and that this is a discussion of short-term and long-term resource allocation/reallocation; also, that this is, after a lot of discussion, a director-based decision, but they have asked the Board to support facilitation of the decision-making process in order to allow them to participate fully.	Laura and Kate will synthesize where they are based on today's discussion and input so we can move the discussion and planning forward.
	There is support needed for special education and general education (behavior). One thought is that we can have a former Board president or leader lead a listening / input session with staff to generate ideas for short-term solutions.	
	Kate details the current configuration and pain points regarding special education services and reporting; too tight to get everything accomplished in the best interests of students,	

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staff, and community. One identified need is a new special education teaching assistant for grades 6-8. Not a Board but administration decision, but the Board and community should be informed.

Academic support coordinator position is very full due to IEPs and 504 work. Need for more support for special education teachers. Related Service Providers are also part of this team (OT, Speech and Language, and Counselor).

Laura immediate pain points: student behavioral support, more support needed for Tier 2 as Tier 1 is being handled effectively by teachers, and Laura will continue to manage Tier 3, deescalation, outside of class incidents, working with students to facilitate restorative discussions, family/caregiver communications.

Identified a consequence gap between basic student response work and suspension; Laura will begin the discussion with staff in grades 6-8 to design meaningful consequence options that are manageable for teachers and staff to implement.

General supervision of 6-8 graders who have more time without staff presence needs to be studied and addressed; redirection, gathering data, more proactive approaches to be considered.

Possible solutions:

- Temporary coordinator-level position to handle Tier 2 work for the remainder of

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	this school year. Stipends for current staff to use prep time during school day to support student behavior in grades 6-8	
	Rebecca says that the people who can be the most effective are the teachers and TAs who work directly with students in grades 6-8 and have the relationships; different structure in the Prisms leads to kids not feeling/being 'held' by one teacher as they are in the K-5 age groups. Gina suggests that there are differences where some staff have more flexibility in their schedules than others. Systemic issues. Can TAs accompany these smaller groups in between classes?	
	Need to dig into special education staffing and the possibility of outside resources, and continue the discussion around behavioral support resources.	
January BOT meeting agenda	Student behavior/Special ed resources; Facilities (Capital Expenditure proposal-roof);	Matt will gather agenda items for draft agenda
Review action items	Completed	
Next meeting time/date/location	February 6, 2024 3:15 PM	
Adjournment	4:30 PM	

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Finance Committee Meeting Minutes- Dec.. 6, 2023 8:30 am Zoom - Remote

Present: Kate Saccento, Carla Clark, Kylan Mandile, Lisa Plaza, Grace Mrowicki

Regrets: Andy Tilbe

Торіс	Discussion	Action
Approve Minutes	Kate moved to approve November minutes, Lisa seconded, minutes approved by consensus	November minutes will be submitted for December BoT packet
New Member	Grace Mrowicki joins the Finance Committee as a new member	
Q1 Financial Statements	Carla presented financial statements from June through September. Lisa motioned to approve, Kylan seconded, and the financial statements were approved by consensus	
Free and Reduced Lunch Program	Kate provided an update. Kate Saccento, Carla Clark, Emily Boddy, and Megan Sirota met as an advisory team to explore options available and requirements necessary to participate in the state free lunch program. During this first meeting Kate and Carla presented background information on prior discussions and steps taken. The next step will be developing a survey for community and staff to see how many people would participate in a program that provides free lunch for all students. The advisory team will meet again in January.	Continue to monitor progress of the free lunch advisory team
Capital Expenditures	Kate provided an update. The Facilities Committee met on Monday. Kate asked the Facilities Committee for their thoughts on the new roof and playground. They continue planning for the playground but Facilities Chair has been away for 2 months.	Andy to check on timing of grant determination by Easthampton Savings Bank Continue to monitor playground fundraising

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CHARTER PUBLIC SCHOOL

	Playground - There is no timeline for the playground project yet. There is no estimate of the fundraising amount for the playground project yet. If both the roof and playground project were completed, it would use all approximately \$309,000 in the school's capex savings account. Kate recommends waiting another year to start the playground construction in the summer of 2025 because (1)	efforts by Friends of Hilltown Kate to recommend to BoT at the Dec. meeting that the school move ahead with the new roof project and the new playground project is delayed until summer 2025.
	there will be more time to fundraise, (2) the capex savings account needs to be used for a new roof which is a more immediate need, (3) it will provide time for the school to manage the capex savings account so it does not fall below the minimum \$150,000 required, and (4) it will provide more time to finalize plans with the contractor.	Once final bids from roofing contractors are received, Kate will present them to the Facilities Committee and if Fac Committee agrees, a final proposal will be presented to the BoT at the February BoT meeting
	Roof - The school needs a new roof. Kate obtained bids from 3 contractors ranging from approximately \$100,000-\$130,000. Kate is working on obtaining 2 more bids. Facilities Committee agreed we should move forward with the new roof and wait until the summer of 2025 to build the new playground. The Finance Committee agreed with Kate and the Facilities Committee's recommendation by consensus.	Carla to check on maturity date of Certificates of Deposit in the capex fund so funds can be moved to checking in anticipation of roofing costs without incurring a penalty for cashing out CDs early
Budgeting for New Behavioral Specialist Position	The proposal for the new position was not approved by the BoT at the November BoT meeting. Kate stated the Domain Council decided during their 11/31/23 meeting not to place the Behavioral Specialist proposal on the BoT meeting agenda for their Dec. meeting	Finance Committee will continue to monitor
New Business	Lisa will look for the capex plan that was made 5 years ago and share	

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HILLTOWN COOPERATIVE

CHARTER PUBLIC SCHOOL

	Start planning for FY2024 budget	
Review action items	Done	
Next meeting	January 3, 2023 at 8:30 am via Zoom	
time/date/location	a a	
Adjournment	9:10am	

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JEDI Committee Meeting Minutes- January 8th, 2024 8:00 a.m.

Present: Kathleen Szegda, Andrew Coates, Seth Harwood, Cinzia Pica, Garrett Washington,

Laura Davis

Regrets: Natalia Korczak, Angelique Baker

Topic	Discussion	Action
Updates - staff training, student involvement in JEDI, working with Equity Team	Staff Training - Laura reported that they are trying to determine how they will build on the cultural humility training. For January training, need to focus on student support and some other topics; thinking about half days as possible JEDI training. Discussed considering how to engage in concepts learned in cultural humility discussions in the day to day – hard to find time given competing needs. Plan to have these discussions in the safe and supportive schools. Group also discussed possibility of training about neurodivergent learning and intersection with JEDI.	
	Student Involvement JEDI - Two groups recently started: 1) student voice group — started with Prisms and gender based groups — creating safe space for conversations where any student interested in going can go and share, 2) GSA - recently restarted. Discussed if has been outside trainer for students related to sexuality. Hasn't last couple of years with faculty. Translate gender is a great local resource who does trainings. Also discussed	

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	thinking about health curriculum and redesign and revision. Also discussed Prisms involved in examining the school climate survey. Laura stated that they will be doing another school climate survey soon. Laura mentioned a grant opportunity from DESE being considered for youth participatory action research.	
	Working with the Staff Equity Team — Don't have a standard time for the Equity Team meeting. Hard to find an inclusive time for staff. There have been two meetings this year with a couple people who regularly participate along with people who are interested depending on availability and topic.	
JEDI Definitions	Working on the short version of the definitions. Discussed putting them out to community so parents and staff can become aware of and understand the definitions and be on the same page. Also discussed the importance of sharing examples and personalizing the work.	Will share current versions and continue to discuss short definitions at the next meeting.
JEDI Retreat	Discussed having discussion about JEDI statement and incorporating into mission statement. This is important next step after definitions. Incorporating into mission would embed in school structure. May take time because would need to engage the community and also change legally. Committee discussed having meeting before the retreat to decide focus of	Kathleen will find time for JEDI meeting to discuss

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	discussion.	
JEDI Committee Goals	Discussed different levels (interpersonal, systems, structures) and audiences (students, staff, broader community) in the plan. Discussed using Western MA MOSAIC Health Equity film as a way to do so. Also discussed importance of ongoing feedback mechanism for people to share experiences that don't feel like they are inclusive or equitable as they arise in the school given some experiences/feedback some community members have described.	Kathleen will share the film with committee members.
Next meeting time/date/location	TBD. Need to change because of conflicts that have been arising	Kathleen will send poll to schedule new meeting time
Adjournment	The meeting was adjourned at 9:00 a.m.	

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Personnel Committee Meeting Minutes – December 11th meeting

Purples Humanities Classroom

Present: Stacy Giufre Nicole Singer Carla Clark Laura Davis Nicole Marcotte Tala Elia

Regrets: none

Торіс	Discussion	Action
Allocating tasks from last week's development of action items	■ Pull hiring policies (Laura) □ Hiring policy domain directors - 1/2021 □ Hiring process for teachers ■ Create a list of positions (Laura) □ Current positions ■ Share anti-bias hiring materials from last year (Laura) □ Draft inclusive hiring procedures Goal: to create an all-purpose hiring policy, then have offshoots for specific positions as needed, including anti-bias stuff, policies on publicly available information, etc. Do some positions need a committee while others don't? - need a list of yes/no, and if yes, who's on it (for each position) Currently, every admin post is gray area What about subs? References? Policy on how many references they need? What about emergency hires?	 Revise all-purpose hiring policy and process docs, separating policy from process sections. State that each covers all positions. Also state minimum qualifications. (Laura) To discuss next meeting: Add definitions of which positions require a committee vs which ones can just be hired by the supervising director, or the director can form an ad-hoc committee for engagement and buy-in. Then offshoots for each would include: Hiring directors Hiring other admin posts including coordinators, nurse, tech, logistics, etc.) Hiring teachers (gen ed, special ed, specials) Hiring TAs Hiring subs

	5.6.7.	Incorporate JEDI and anti-bias work, including recommendations from equity audit, in this document Add language about checking publicly-available information Add language about remote work policy Identify gaps in policies and positions Create procedures for wherever gaps exist
Review hiring policies to make sure JEDI and anti-bias work is integrated into these policies At UMass, if they're not hiring a qualified candidate of a protected category, they have to list a reason why. Internal review board looks at hires.		Look at equity audit to see if any of those recommendations need to be factored in here Look at hiring policies specifically to embed recommendations and best practices where needed
On checking publicly available information: Consensus was that this would happen at the time of reference checks. "When we check references, we also check" or similar, "review publicly available information" Keeping it wide open in the form of "before the offer is made"		



On remote work: working from home isn't' a thing, if you're sick be sick, if there's a special circumstance talk to the directors (eg. participating in IEP meeting via zoom). Exceptions can be made but it needs to go through directors. • When someone has to quarantine but	
feels fine and can work from home Something like not having to use sick time for the prep periods they'd be working during? About half a dozen people maxxed out sick time last year, mostly who were new When we're compensating a sub for when you're out, we're losing because you're not here, so you have to take your sick time (from admin perspective) This applies for if someone has covid, or if someone's taking sick leave for a sick child/family member, etc.	
We don't have an application to work here, it's just sending cover letter and resume If we did, we're required by our mortgage to collect demographic info when they apply Fillable PDF? Google Form? Might be ways to do this embedded in school spring? Concern about losing candidates if the process is really long, like if you're doing schoolspring in addition to another application	Carla will look into logistics and legalities of what it would take to have an application Stacy will look into who to contact at colleges to spread word about open posts



School Spring is easy for people already in that system, but it's a LOT of time up front. We don't want to deter folks who are changing careers or entering this for the first time. It's an obstacle.

On Indeed, people can upload their resume. Easy for something like subs. Generates a diverse applicant pool in part because it's accessible that way, and people beyond education field are looking at Indeed.

Minimally, where do we want to post these? Both Indeed and SchoolSpring?

Decide these things, then state our practice on where we post it in the hiring policy document. Could also write some flexibility into the policy to spread word among specific professional communities based on positions (eg specials)

Checklist of places to post positions

- SchoolSpring
- Indeed
- Colleges? UMass, Springfield College, Westfield State, Smith, Mt. Holyoke,
- Hire Western Mass?
- Facebook
- Hilltown newsletter
- Hilltown website

Standardizing job descriptions for each type of hire (Laura is already working on this)

	Update job descriptions once every two or three years, including that we need a round of update now.	
	Different processes for: Interns - we don't have the paid intern program right now, but they do come to us through colleges/universities Stipend work positions - different process	
Review Action Items		
Tentative Agenda Topics for Next Meeting		
Next Meeting Date/Time/Loca tion	February 13th at 3:15 pm Purples Humanities Classroom	
Adjournment	Meeting adjourned at 3:54pm	