

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**January 12th, 2021 6:30 PM**

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

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

Meeting ID: 814 2602 7291 Passcode: hilltown

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

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

**Facilitator: Matt Dube**

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

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

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

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

**6:50 GABS Announcements: (Update) GABS (5 min)**

**6:55 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)**

**7:15 Board Recruitment: (Discussion) GABS (20 min)**

**7:35 Long Range Plan Update: (Update) LRP Team (10 min)**

**7:45 Committee Reports -- Questions Only (5 min)**

**7:50 New Business (5 min)**

**7:55 Meeting Wrap-up/Newsletter Blurb/Minutes Finalization (5 min)**

**8:00 Review Action Items in this meeting's minutes (5 min)**

**8:05 Adjournment**

## Hilltown Cooperative Charter Public School

Board of Trustees Final Meeting Minutes – Wednesday December 8th, 2021, 6:30 pm

**Location:** HCCPS and Zoom

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

**Regrets:** Rich Senecal, Marguerite Durant

**Facilitator:** Matt

**Notetaker:** Sara

**Guests:** By Zoom: Cait Browne (left early), Sarah Bittenwieser (joined at 7:15 for about 15 minutes)

**List keeper:** Chris

**Timekeeper:** Kate E.

**Mission statement read by:** Tala

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	We are hiring teaching assistants. Please send any potential TA and/or substitute candidates to Lara.	
<b>Any Thank You Notes Needed?</b>	None noted	
<b>BOT Visibility This Month?</b>	Winter Fair Sat. Dec. 11th, 11-3, and Winter Solstice Celebration on the 23rd. BOT members should make an effort to help staff Fair and attend the Solstice Celebration.	
<b>Minutes</b>	No edits proposed.	Dan moved to approve the Nov. meeting minutes; Emily seconded; the Board approved the Nov. meeting minutes by consensus.
<b>Public Comment</b>	none	

<p><b>GABS Visit: (Update) GABS</b></p>	<p>Emily presented up-date on GABS committee work. Introduced the committee members. Gave overview of GABS duties and what the committee has done so far this year.</p> <p>Sarah B. shared her willingness to be a resource to potential committee members.</p> <p>Question about how to recruit more community members. Suggestion about bringing alums in. Comments that this has always been challenging. Comment that GABS did targeted outreach last year and it was not fruitful. Question about if the entire BOT should think through this at a meeting. Agreed that this would be a good idea. Comment that other charter schools have many more community members on their BOTs. Question about why Hilltown doesn't have this model. Answer that other schools have different structures which promote this. Does the BOT want more community members? Should we reach out to different organizations? Suggestion to reach out to the mayor, who is also the parent of an alum.</p>	<p>BOT will discuss recruiting community members at Jan. meeting. Matt will put this on the agenda.</p>
<p><b>Health + Safety Update: (Update) H+S Team</b></p>	<p>No major announcements aside from what was in the admin update (see in packet) and update sent to the community. Most recent pool test was negative. Team is still meeting regularly, and is open to questions from the community.</p> <p>Question about if H and S team has been proactively planning for change to indoor mask mandate policy which might be lifted by DESE on Jan. 15th. H and S reports they have not discussed this yet as they have had a lot of other things to address. Additionally there are a lot of as-yet unknown factors to consider with regards to this, and the team will assess in real time as more information/guidance becomes available.</p> <p>Question about how schools get data about student vaccination rate. Answer that Mary, school nurse, has access to a database which has this information, though it was noted that parents can opt-out of having this information shared. Comment that Easthampton still has indoor mask mandate, and question about if town mask mandate trumps DESE's mandate or vice-versa. Health and Safety will look into this. We need to get data about if school has hit 80%, and this won't happen until around Jan. 15th due to many students getting their second shots in the next few weeks. Discussion about what the possible outcomes from DESE decisions would be--there are many. Discussion about if Health and Safety make the final decision, or if it goes to BOT to decide. Answer that again it is too early to determine based on many</p>	<p>Mary will find out numbers by Jan. 12th.</p>

	unknown factors.	
<b>GABS Announcements: (Update) GABS</b>	none	
<b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</b>	<p>Announcement/suggestion for JEDI and GABS to have a joint meeting.</p> <p>Rashida presented a powerpoint (see slides in meeting packet) about concepts of Quantity Over Quality. Discussion about what these concepts mean to members of BOT. Reviewed list of characteristics related to dominant culture and engaged in discussion about whether, to what extent, and in what ways these traits apply to BOT and Hilltown. Reviewed antidotes to these traits and if they apply to the BOT and Hilltown. Discussion about how to measure process goals. Comment that it is very difficult to meaningfully measure qualitative data, and that it is important to do. Discussion about how we might improve in certain areas. Discussion about discomfort of addressing this topic.</p>	Kathleen H. will reach out to Emily to coordinate this meeting.
<b>Q1 Financials: (Update + Approval) Finance</b>	<p>Kare shared financial reports (see report in packet). Comment about the fiscal health of the school as demonstrated by the fact that two reserve funds are unchanged from last year, even with a hard year (COVID) and paying out bonuses.</p> <p>Thank you to Kate, Carla and the Finance Committee for their hard work.</p>	Chris motioned to approve Q1 financial report; Tala seconded; Q1 financials approved by consensus.
<b>ESSER III Update: (Update) Kate</b>	<p>Application for ESSER III was approved. Kate shared a powerpoint (see packet) which further explained this.</p> <p>Question about what an equity audit is. Explanation that an equity audit looks to see if policies of school are equitable and inclusive.</p>	
<b>Long Range Plan Update: (Update) LRP Team</b>	<p>Survey has gone out to staff and consists of open-ended questions. Parent survey is in process and will be finalized in the next LRP meeting, and will have less open-ended questions. After surveys are returned, LRP team will try to extrapolate broad themes that might emerge from surveys. The LRP team would like to come to Feb. BOT meeting and use that time for a focus group.</p>	Matt will put LRP on agenda for Feb. meeting to present to BOT as a focus group

<b>Committee Reports -- Questions Only</b>	none	
<b>New Business</b>	Discussion about recruiting community members. Kathleen S will facilitate the next meeting.	
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meetings: Wednesday Jan. 12th, 2022 at 6:30 p.m. in-person and zoom Facilitator: Kathleen S Snacks: XX Drinks: XX Newsletter blurb: Joe	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 7:54 p.m.	Dan motioned to adjourn; Sara seconded; the meeting was adjourned.

**Tentative Agenda Topics for Jan 12th, 2022 Board Meeting:** Discussion about recruiting community members.

"One of the purposes of listing characteristics of white supremacy culture is to point out how organizations which unconsciously use these characteristics as their norms and standards make it difficult, if not impossible, to open the door to other cultural norms and standards. As a result, many of our organizations, while saying we want to be multi-cultural, really only allow other people and cultures to come in if they adapt or conform to already existing cultural norms." (Tema Okun, White Supremacy Culture)

Fear of open conflict: people in power are scared of expressed conflict and try to ignore it or run from it

There is power and privilege in having to have conflict the "RIGHT" way.

When someone raises an issue that causes discomfort, the response is to blame the person for raising the issue

Conflict (and how people do it) is cultural.

Emphasis on being nice/polite

Gender, women expected to be "nice" - different pressures on women.

People are demonized for not having conflict in the proper way.

Consequence: never work through things

Can pretend everyone thinks the same way "we" do.

Equating raising of difficult issues with being mean, impolite, emotional, rude, out of line

People left thinking they are in a homogenous community, makes it difficult for people to belong bc dominant norms held up as everyone's.

Good things: no fist fights

Good sides to this? When or how is this quality useful?

What are some of the consequences?



# How does Hilltown do when it comes to fe open conflict? What about the Board?

Staff  
struggles with  
conflict in an  
open way.

Disagreement may  
make parents seem  
"ungrateful" for  
raising issues.

Established  
organizational/culture  
may lead to less  
conflict?

Idea that self  
selected to this  
culture maybe  
promotes idea that  
we are more similar  
than we are.

Reopening school  
conflict; felt hard,  
but also  
context/structure of  
Board meeting  
makes it hard.

White middle  
class women  
especially may  
especially  
have trouble  
doing this.

Desire to get along  
and take care of one  
another greater  
than have open  
conflict.

# Antidotes?

Keep it to the issues, don't make it personal

Distinguish: being nice and raising hard issues.

Don't require those raising hard issues to raise them in "Acceptable" ways.

Once conflict has resolved, take the opportunity to revisit it, how it could have been handled differently.

NEVER use ways in which issues are raised as an excuse to not address the issues they are raised.

More interaction would be good.



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

---

## Domain Administrators' Report January 2021

1. Recently, Hilltown participated in a Tiered Focused Monitoring Review with the Massachusetts Department of Elementary and Secondary Education. Each school district, charter school, vocational school, and virtual school undergoes a Tiered Focused Monitoring Review every three years. The statewide Tiered Focused Monitoring cycle is posted at:  
<https://www.doe.mass.edu/psm/tfm/6yrcycle.html>.

Regularly monitored standards are divided into two groups, known as Group A Universal Standards and Group B Universal Standards. Districts and schools are monitored on an alternate set of Universal Standards every three years; in this review, Hilltown was reviewed on the Group A Universal standards that include:

- Student identification
- IEP development
- Programming and support services
- Equal opportunity

On January 3, 2022, Hilltown received a final report that stated: ***The Department is pleased to report that the school was found to be in compliance with all criteria reviewed; no corrective action is required at this time.***

2. We welcomed Meg Reilly as the new Prisms ELA teacher, Sky Heller as the new Indigos TA, and Emily Boynton as the new Prisms ELA TA. We are building our substitute teacher pool and preparing for more staff absences than usual for the next month (due to COVID). We had 55 staff absences over 17 work days in December (average of 3+ teachers/day).
3. We had our annual Solstice Celebration on December 23rd. The hybrid model of partially Zoom, partially outside in person allowed for singing together as a community with family and friends. December saw the first meeting of our Students of Color Alliance (SoCA), and we are hoping to accommodate future Alliance meetings and projects to support our BIPOC students here at Hilltown.
4. Our annual Winter Fair was postponed from its original December date, and will be held on Saturday, January 22nd from 11 a.m. to 2 p.m. We will also be holding our MLK Day Celebration



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

that week. It will be Friday, January 21st at 2:05 p.m. The theme will be “Stayed on Freedom” with an emphasis on tireless work (past, present and future) towards racial justice.

5. There is a professional development day for all staff on Tuesday, 1/18. Topics include school safety, mentoring new teachers, meeting with teaching assistants, curriculum work and a workshop on Diversity, Equity and Inclusion.
6. There was an admissions lottery information session held on Saturday, January 8th via Zoom. The information session included an overview of the school mission and program, a photo tour of the school, breakout rooms led by some of the Hilltown teachers, and general information about how to apply and the upcoming lottery that will be held February 10, 2022. In an effort to attract EL students, postcards were printed in English and Spanish, the virtual tour included Spanish text, and a Spanish interpreter was made available during the session.
7. The following Health and Safety updates were shared in an email to Hilltown Families and Staff last week:

### **Change in Isolation Period**

On December 30th, the Department of Elementary and Secondary Education (DESE) updated the protocols for responding to COVID-19 Scenarios, following The MA Department of Public Health and the CDC updates.

The change in guidance includes a reduction of the required isolation period for COVID-19 positive individuals in K-12 schools to 5 days (from 10 days in current guidance), effective immediately. DESE is currently working with their medical advisors and state health officials to further update the DESE/DPH Guidance on Protocols for Responding to COVID-19 Scenarios. *Hilltown is following these updated protocols. If your child tests positive, please contact Nurse Mary.*

### **Pooled Testing Continues**

Pooled testing will continue at Hilltown every Monday; results usually come in on Tuesdays.



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

### **Masking Indoors at School Continues**

The Health and Safety Team strongly encourages staff and students to wear surgical or KN95 masks. We have a supply of surgical and nongrade medical KN95s available for staff. If your child needs a mask at any time, the school can provide a surgical one. Our school has kid-size and adult-size masks in the front entryway, and every morning, staff are available to help students who may need a mask. Also, if a student needs a new mask at any time during the school day, Mary has a supply in her office.

### **School Closures due to COVID**

Based on DESE guidance, there is no plan at this time for remote learning or closing school for remote learning. If necessary, we will follow DESE's incremental approach that may include actions such as increased testing and quarantining groups of students or classrooms.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- December 15th, 2021

4 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 December	Adjusting and finalizing topics for the meeting including Board Recruitment, Health & Safety, JEDI, LRP Update	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Lara updated us on the high number of absences among staff, and the challenge of finding subs. Standardized tests are in process, progress reports week of Dec 20th. Kate updated us on the Special Ed review under way. Rashida let us know new student recruitment efforts are underway, zoom session January 8.	Directors will send Domain Report for December BoT packet
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Tentative agenda topics for next meeting	Director Updates, Agenda	
Next meeting time/date/location		Wednesday January 15th, 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 4:45 p.m.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Finance Committee Meeting Minutes –November 3, 2021, Zoom, 8:30 AM**

**Present:** Carla Clark, Richard Senecal, Kate Saccento, Maureen Mahar, Andy Tilbe  
**Guests:** None  
**Regrets:** Lisa Plaza  
**Agenda:** Approve October Minutes, Review Budget, USDA Lunch Program

Topic	Discussion	Action (if necessary)
<b>October Minutes</b>	Approval of October’s minutes	<b>Rich moved to approve October’s minutes, Maureen seconded. Approved by consensus</b>
<b>1st Quarter Financial Review</b>	No significant changes Bringing to the BOT at next meeting for approval	<b>Rich moved to approve the 1st quarter financials. Kate seconded. Approved by consensus</b>
<b>FY22 Budget Updates</b>	Finance Committee intends to bring the revised budget to the BOT in February or March Professional development: Approved executive coach for the Director of Teaching and Learning (\$5,000) Elevator maintenance line item increase Health insurance line item increase Esser III funds are not in the budget yet as it has not yet been officially approved Potential capital improvement: Installing an outdoor pavilion (not covered under ESSER III)	<b>No action needed</b>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

<b>USDA Lunch Program Review</b>	Nutritional review with the school nurse Gathering start up costs for the program Kate reviewed with an administrator from a charter school in Adams Need a sponsor to contract with. They would make and deliver the food Kate will continue to review this Not a lot of space for the equipment at Hilltown Long range plan can possibly review this if more space is needed in the future Training on food safety is needed Nutrition would likely be better	<b>No action needed</b>
<b>Tentative Agenda Topics for Next Meeting</b>	Approve November's minutes FY22 Budget update USDA lunch program review	
<b>Next Meeting Date/Time/Location</b>	12/1/21; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:15 AM	





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

GABS Committee Meeting Minutes – Tues, Dec 14, 2021, 9:30 a.m.

Meeting Location: By Zoom

**Present:** Rashida Krigger; Sarah Bittenwiser; Emily Boddy; Kate Ewall  
**Guests:** None  
**Regrets:** None  
**Notetaker:** Emily

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check-in</b>	What are you looking forward to about the break?	
<b>Meeting minutes review and approval</b>	Reviewed and approved last month's minutes	
<b>Announcements</b>	<ol style="list-style-type: none"><li>1. When discussing possible candidates for the board, keep comments limited to qualities or concerns relevant to a person's fitness for the board. Keep personal feelings out.</li><li>2. Notetaking: concern raised that notes were too detailed. Will be specific about what is said, not always specifying who said it.</li><li>3. We will strive to keep meetings to 1 hour, unless there is a pressing issue that needs resolution right away.</li></ol>	
<b>JEDI</b>	JEDI has requested joint meeting with GABS. We have a quorum from GABS that can attend the next JEDI meeting - Jan 21 at noon.	Emily will reach out to Kathleen H to confirm that Jan 21st



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

		at noon works for her team.
<b>Recruitment</b>	<p>Emily began with statement of her own intention/thinking behind the more inclusive message in the newsletter - not to remove the necessity of candidates being qualified, but rather to reach people who may not think they are qualified b/c they don't hold HR/finance/law etc qualifications. Feels resume and interest form important in the process of assessing a person's suitability.</p> <p>Member Counterpoint: if we want to change culture to reflect everyone, we might have to change culture of the board and that begins with what's considered acceptable to be on it. It's true there are roles to play, but also we need a guidance voice in steering the school. How do we open it so that more people can garner those skills, more perspectives included in how we think about the school. Otherwise, how it's always been done. Middle ground/both/and. Opening without smashing everything we had before. If we really want to do the JEDI work, we have to challenge beyond comfort zone.</p> <p>Other member: some of this can sound shocking, like we want to take a sledgehammer to the function of the board. Let's examine resume issue - what constitutes a resume?</p> <p>What is intimidating about the resume? Example of someone who found it intimidating, even though they had skills. Something's not right.</p> <p>Member - not too much to ask to submit a resume, complete a form. BoT is employment with the state.</p>	<p>Emily reach out to Ben Carlis re board membership.</p> <p>Emily will send Rashida board inquiry questions; log in info for google drives</p> <p>Sara S - look into personnel meeting times. (Possible non-board member can't do current timing.)</p>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	<p>Member - Volunteer of the state, but state trying to vault it to being an 'employee' ; resume is a barrier? We can help with the barrier to encourage full cooperative, full community.</p> <p>Member - less intimidating to apply for job at HCCPS; board would have been more intimidating</p> <p>Member - aren't specific qualifications, feels like popularity contest, putting resume out to the peers to judge. Maybe laying out stated things that are needed.</p> <p>Member - Is it really about the resume? Or is it the mystery of what the board does? Do we work to help people to understand what we do? Process for approving candidates?</p> <p>Board awareness, uncover mystery - new family orientation (in addition to class meetings) OR board member does a 5 min spiel at parents orientation - what it is, what it does, how you become a member... Zoom meeting - family orientation, August or October.</p> <p>Seed planting - board visibility, face to a name of a board member, someone to refer to with questions</p> <p>Annual meeting as a 'school activity' to bring people in so people can see a meeting in action.</p>	
<b>Review Action Items</b>	yes	
<b>Next Meeting Date/Time/Location</b>	January 31st at noon with JEDI joint meeting	
<b>Adjournment</b>	10:50 am	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Agenda items for next month: JEDI, Recruitment - how to make the board a welcoming/accessible place joint meeting



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

JEDI Committee Meeting Minutes- December 20, 2021  
12:00 p.m.

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

**Regrets:** Helen Korczak

Topic	Discussion	Action
Update on Board Education	Rashida gave an overview of the JEDI education she did at the last Board Meeting. She discussed the concept of quantity over quality using Jamboard, with interactive discussion Everyone seemed like they were on same page, though difference of opinion We discussed what we did well as a Board and at Hilltown and what we do not so well - a good framework for future JEDI education?	
Teacher Mtali Banda's departure	Kathleen had 1:1 meeting with him and Lara met with him. Kathleen specifically asked about experiences at Hilltown. Left for personal reasons. Hilltown is not worse than other place in the Valley he has been, Common School was worse, but still White supremacy culture is the same. Also, he shared perspective of coming from Atlanta where it was more diverse, so differences there. Described culture as white, female, New England culture - Described several aspects of the culture at Hilltown- feel like students not being respectful – don't quiet down when asked first time, make fun of the Spanish teacher and Spanish language, he addressed and created a different culture in his classroom. Feeling of privilege - Unclear for one committee participant how this was culture, group explained.	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	- Raises importance of Board education and discussing harder White supremacy/dominant culture issues at Board meetings	
Dominant Culture and Vaccine Status	Discussed how children who are unvaccinated are being made fun of at school. The school has responded and sent an email. Discussed how an article discussed in Prisms that was critical of unvaccinated people. It had not been thoroughly vetted and if it had been, would not have been used.	
Planning for Joint Meeting with GABS	We discussed topics for upcoming meeting with GABS including how to make the resume requirement less intimidating and the language we use when discussing skills needed in Board Members	
Planning for Next Board Meeting		Kathleen H. will plan education for the next Board meeting
Tentative Agenda Topics for Next Meeting	The next meeting will be a joint meeting with GABS, we will discuss ways to address JEDI concerns in Board recruitment	Kathleen H. will plan a joint meeting with Emily.
Next meeting time/date/location	January 31, 2022 at noon <a href="https://us02web.zoom.us/j/83242946274?pwd=UzdYdY1YU280bk1YmFHTWRUQVcvZz09">https://us02web.zoom.us/j/83242946274?pwd=UzdYdY1YU280bk1YmFHTWRUQVcvZz09</a>	This will be a joint meeting between GABS and JEDI
Adjournment	The meeting was adjourned at 1:40 p.m.	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes  
Wed., December 15th at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBIQT09>  
Passcode: coffeetime

**Present:** Lara Ramsey, Carla Clark, Sara Schieffelin, Tala Elia, Emily Lees, Andrew Coate, Kate Saccento

**Regrets:** Nicole Grinaski

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara/Lara Notetaker: Sara/Lara	
Reviewing staff and TA salary scale (up-date and discussion)	Lara clarified goals of the committee: to make sure we are setting salaries that are competitive and fair. Comment that it is hard to compare apples to apples with other schools due to the whole package which includes salary, benefits/assets and quality of life perks. Idea proposed that we should find out what is working and not working for staff with regards to salary and benefits. Lara noted we have a closed system of money. We want the quality of life for staff to be good and there are ways to do this other than through salary increases. e.g. fewer days. Carla explained the salary comparison spreadsheet she made. Comment that we are further off the median if we do apples to apples. And the budget for personnel would not be sustainable if we adjusted for this. Comment that it is good to have apples to apples comparison (# of days), and there are so many other factors to consider as well. Comment that it would be interesting to know what percent of our budget goes to personnel as compared to other districts. Kate encouraged us to look at more than apples to apples. She said Hilltown is really small in comparison to other charters. Personnel cost is	<b>Action Item:</b> Committee members will look at different models of increasing TA scales and how that impacts the budget.  <b>Action Item:</b> Carla will look at what % of the budget we spend on personnel as compared to other districts.  <b>Action Item:</b> Lara, Emily and Nicole, with help/input of rest of committee, will put together a survey and/or discussion with teachers about what is important to them



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	<p>important. We have a sizable staff compared to other schools. An increase in salary increases the budget. Kate noted that Admin salaries also need to be looked for increases. Kate mentioned that Personnel should be consulting with Finance around these discussions to make sure the ideas proposed are feasible. Tala expressed concern that excluding the higher end of salary scales makes our ceiling less competitive and thus might affect retention. Question about longevity bonus, and if these are given annually. Answer is yes, and clarification made that it is longevity at Hilltown, not longevity as a teacher. Comment that we are not competitive for TA salaries. Comment that we need more subs and TAs, and are not getting responses, even compared to last year. Higher salary in job posting would be helpful. If we changed TA salaries to median, it increases line item by 17%. Question about what dollar amount this is and do we know what would be a sustainable increase for the budget to absorb? Comment that we never intended to retain TAs going up the steps. The hope would be that they would go on to get a teaching degree. Should we articulate this intention to the TAs? Should we frame it differently? Comment that people don't see it that way currently. In that case, suggestions were made that we should increase entry level, and not higher levels in order to focus on recruitment. Comment that historically TAs had the goal of becoming teachers but the landscape has changed. Should this be looked at as part of the LRP, or shorter-range plan? Comment that some of our TAs are over-qualified, and are thus asking/being asked to do a higher level of work without being compensated. We also changed our requirements to be a TA to attract a more diverse group, which has happened. Carla agreed it would be good to look at first three steps of TA salary scales for recruitment purposes. Comment that a few years ago we had more interns, which helped ease the burden. This year we only have</p>	<p>with regards to salary, benefits, and quality of life perks.</p>
--	--	---





HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	<p>one due to lower enrollment in the graduate education program.</p> <p>Kate mentioned that other schools use models that first few steps are bumped up at first, then not in the middle, then again at the end.</p> <p>Emily shared that length of work day, and number of school days is on teacher's minds. Could we look at this as a way to improve quality of life vs increasing salaries?</p> <p>Comment that schedule is flexible (technically the end of day is 4pm, but no one is mandated to stay that late unless there is an IEP meeting). IEP meetings used to be during school, but this is hard to schedule/navigate. Comment that it might be important for the flexibility to be more explicit as a quality of life benefit.</p> <p>Question about TA hours—are they working 40 hours, or 32 hours like other schools? Answer is 33 classroom hours is the most, with the option of working at Kids' Club for extra money and \$1 more an hour. Comment that TA pay is hourly, not salaried.</p> <p>It was noted that we offer better health insurance benefits than other schools/districts. Discussion about looking closer at this. We are one of only schools offering HRA benefits. Questions about if the HRA is valued by staff? Or would they rather have a higher salary?</p> <p>Comment that PVTAs had extra days for new staff orientation. Should we look at that model? And pay differently for those extra days if you're new (i.e. a stipend?)</p> <p>Discussion about how best to get feedback from staff about what is important to them—discussion(s), survey, both?</p>	
Review employee benefit sheet	Reviewed and discussed as noted in section above.	
Review action items	reviewed	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Tentative agenda topics for next meeting	Continued discussion of teacher and TA salary scale Admin salary scale Continued review employee benefit sheet Report/discussion on teacher survey/discussion	
Next meeting time/date/location	Wed., Jan. 26th, 7:30am via Zoom Zoom link found on school calendar	
Adjournment	8:29 am	