



Long Range Planning Committee Meeting Minutes – Monday, November 1

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

Present: Lily Newman (Zoom), Helen Korczak, Polly Normand, Rashida Krigger, Kathleen Hulton, Kate Saccento, Gina Wyman, Rebecca Belcher-Timme, Dan Klatz, Lara Ramsey

Regrets:

Topic	Discussion	Action (if necessary)
Approval of October Minutes	Offered time to review October minutes	Unanimously approved
Committee membership update	Helen Korczak has joined this committee, and Kathleen Hulton will stay on this committee even though she is also the new chair of the Board subcommittee, 'JEDI'. Dan Klatz will be the chair of this committee (Kathleen will not be a co-chair given JEDI responsibilities).	N/A
Data review	We look at data to find out, in broad demographic categories, who is at Hilltown? We compared our percentage of students with special education plans to the same data point at Easthampton and Northampton public schools. We hover between 16-20% while Northampton and Easthampton hover around 20%. (In a sample size as small as Hilltown's one student makes a larger different to	Dan will share document with committee Kate will look further into the bus data to further our consideration



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	<p>the percentage, which is probably why our range is wider than our local district public schools).</p> <p>When we compared Hilltown students who fall into the state's category of economically disadvantaged, the gap between our enrollment and that of Easthampton and Northampton is wider. In 2021, Hilltown recorded 17% economic disadvantage while Easthampton recorded 27%,</p> <p>We have 24 students who ride the bus. If our (approximately) 90 students from Easthampton were mirroring EPS, we would have 32 economically disadvantaged students --how many are riding the bus?</p> <p>When we compare the percentage of students who are white at Hilltown and the percentage of students who are white at EPS, the numbers are similar.</p> <p>Compared to Northampton, we have many fewer students who identify as Hispanic. Compared to Northampton and Easthampton, we have more students that identify as mixed-race.</p> <p>We don't currently have any ELL students at Hilltown. Easthampton and Northampton have about 3% and 4%, respectively.</p>	<p>of transportation-related goals in the LRP.</p>
<p>Discussion of project plan/timeline template</p>	<p>Sample approach to LRP Project/Timeline</p> <p>Should we develop our focal points before setting a timeline? Or does the process unearth emergent focal points?</p> <p>We could start with broad categories and use interviews and surveys to unearth...</p> <p>Major issues in educational program</p> <p>Major issues in administrative structure</p>	



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	<p>Major issues with facility</p> <p>Major issues related to enrollment/student body</p> <p>Major issues related to access and equity</p>	
Development of survey questions	<p>Link to Survey https://docs.google.com/document/d/152EMJG7e1eJrH3hW986shTHzF3GG2Y1tAqKjS_6mYqw/edit</p> <p>We discuss Lily’s draft of a high-level initial survey (see link above) and discuss the format and the questions. Is there a place for a question about values? That might be hard to put into writing and work better in focus groups/discussions.</p> <p>Should we use a drop down rating scale or a sliding scale for each subcategory?</p> <p>Clarification- the LRP committee recommends structural changes that support specific goals.</p> <p>How can we progress with this document? Can we work on it now, or on private copies of this document? Must be sure not to violate Open Meeting Law.</p> <p>Should we ask if people want to participate in a follow-up focus group? No, because we want this survey to be anonymous (except for identifying role in the community).</p> <p>Should we introduce changing the mission as part of this LRP? Dan brought it to the Board last month. After discussion, it seems like changing the mission statement should not be an objective but a result of the plan the LRP comes up with <i>if</i> the mission needs to be strengthened to support the new school goals.</p>	<p>Rashida, Lara, Polly and Helen will work on the survey questions before Dec. meeting</p>



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	<p>In January, let's use the Open House to survey potential community members.</p> <p>Can we reach out to recent graduates? We don't have an alumni database. Should we get one?</p> <p>Let's commit to a student focus group.</p>	
Next steps	<p>Develop questions, work on different tiers (students, parents, staff, etc).</p>	<p>Finalize questions in December</p> <p>Use Survey Monkey to send out survey after Dec. meeting.</p>
Review Action Items	<p>Reviewed action items.</p>	
Tentative Agenda Topics for Next Meeting	<p>Finalize questions in December</p> <p>Use Survey Monkey to send out survey after Dec. meeting.</p> <p>Talk about student engagement and other focus groups at next meeting</p> <p>Is there a place to talk about advocacy (parent student, staff) and the role for a neutral person. Are there enough access points? This may fall under Administrative Structure.</p>	
Next Meeting Date/Time/Location	<p>Wednesday, December 1, 2021</p>	
Adjournment	<p>Meeting adjourned at 8:00 p.m.</p>	