

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**October 13th, 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 (10 min)**

**7:00 Financial Audit: (Update) Kate/Finance (5 min)**

**7:05 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group (20 min)**

**7:25 Committee Goals: (Update) BoT Committees (10 min)**

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

**7:45 Director Evaluations: (Update) Matt (15 min)**

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

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

**8:10 Meeting Wrap-up/Evaluation/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 Final Meeting Minutes – Thursday September 9th, 2021, 6:30 pm

**Location:** HCCPS and Zoom

**Present:** Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Margurite Durante, Chris Korczak, Joe Wyman, Lara Ramsey, Tala Elia, Marguerite Durant, Emily Boddy

**Regrets:** Rashida Krigger, Rich Senecal

**Facilitator:** Matt

**Notetaker:** Sara

**Guests:** Caite Browne, Katherine and Michael Aleo, Mary Price, Myssie Casinghino, Polly Fiveash, Jacob Fine, Melissa Flanders, Gina Wyman, Tiffany Ross

**List keeper:** Chris

**Timekeeper:** Lara

**Mission statement read by:** Joe

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	Matt announced that Dawn is leaving the BOT. He thanked her for all of her work and dedication. Joe appreciated administrators and staff for all the hard work starting the school year off.	
<b>Any Thank You Notes Needed?</b>	none	
<b>BOT Visibility This Month?</b>	GABS held an open-house tonight. One person attended and a few others reached out who are interested in learning more about BOT or committee membership.	
<b>Minutes</b>	Notes amended to include that Marguerite was not present at the Aug. meeting	Matt moved to approve the Aug. meeting minutes as amended; Kathleen S seconded; the Board approved the Aug. meeting minutes by consensus.
<b>Public Comment</b>	Jacob Fine introduced himself as a new parent. He thanked everyone for an exceptional start to the year noting his family feels very welcomed. He offered	*Kate and Matt will ask Nina and Jason if

	<p>appreciation for communications from school and especially for COVID vaccination policy up for vote. He stated his support for the policy.</p> <p>Michael Aleo echoed what Jacob said. He also supports the policy, and stated as a disability attorney he sees no issues from a disability standpoint.</p> <p>Polly Fivish expressed an opinion in support of the vaccination proposal for staff, and also for eligible children.</p> <p>Kate read a letter from Nina Gordon, TA in the Reds, and parent of a young child. She too is in support of vaccination policy. See full letter in final packet.</p> <p>Matt read a letter from Jason Mark, parent, also in support of vaccination policy. See full letter in final packet.</p>	<p>we can include their letters in the final BOT packet</p>
<p><b>Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee</b></p>	<p>Committee description was shared (see document in packet).</p> <p>Discussion about if we should make a proposal to formalize goals and responsibilities. This was agreed on</p>	<p>*JEDI will submit a proposal to approve goals and responsibilities of the committee, to be presented at the next BOT meeting.</p>
<p><b>Health + Safety Update: (Update) H+S Team</b></p>	<p>Kate presented findings from the Health and Safety committee related to numbers of vaccination among staff and eligible students based on polls. This information was shared with the school in an email.</p> <p>The Health and Safety team is meeting weekly. They were thanked and acknowledged for their work.</p> <p>Mary reported pool testing is stalled due to state delays. It will hopefully start next week.</p> <p>Question and answer session with Health and Safety team is being planned for Sept. 21 at 6:30</p>	
<p><b>GABS Announcements: (Update) GABS</b></p>	<p>Orientation/open house just happened. One person came to the open-house to learn more about BOT and committee membership. GABS plans to continue to find creative ways to recruit. Reminder for all BOT members to review orientation materials.</p> <p>Discussion about hybrid meetings and if BOT members logging on remotely lose out, and the meeting is thus diminished. Should the BOT make any decision to meet fully on-line so that access to the meeting is equitable for everyone? Decision was made that Health and Safety would advise on relative safety of in-person meetings moving forward, and that meetings would be in person unless Health and Safety</p>	<p>*Improve set-up in meeting room so remote attendees can see in-person attendees better</p> <p>*At their next meeting, Committees should set their goals for the upcoming year to be presented at the Oct. BOT meeting per.</p>

	<p>advises otherwise. Reminder that committee goals need to be established to be reviewed at Oct. BOT meeting.</p>	Annual calendar
<p><b>Teacher Work Week Update: (Update) Lara</b></p>	<p>Lara shared the “Week Before Children Document” (see document in packet) and described the PD and planning that went on for staff.</p>	
<p><b>ESSER III Grant: (Update) Kate</b></p>	<p>Kate presented on ESSER III grant. Provided background on grants. ESSER II FY22 (\$85, 841 total) Summer academic programming, cleaning, Soc/Emo Spec Ed Teacher (partially funded), Spec. Ed Teaching Assistant, Chromebook replacements, Math Curr., Afterschool Program Subsidy for Low Income Families ESSER III FY 23 &amp; FY 24 (\$88,447 each year, total) Over the next two weeks, Kate will collect feedback from targeted groups with the assistance of the administrative domain leaders and the academic support coordinator to identify school priorities for this grant. Targeted Groups: Special Education students Students of color Low income students Local outside organizations who support these students</p>	
<p><b>Board Retreat Review: (Update) Kathleen S</b></p>	<p>Kathleen S presented overview of BOT retreat. 11 people attended. Processed/debriefed past year with focus on bringing community (back) together after a difficult year. Questions that came up included: how can our process be inclusive? What are our guiding principles? How do we make decisions at the school? Team also looked at successes, including that school was at least partially in person for the entire year. Looked at JEDI initiatives, debriefed training from the spring, did resonance exercise, and there was recognition that we need to continue to engage in JEDI work despite limited time, resources, etc.. Discussed the LRP and possible focus/themes. Areas explored included JEDI, statements of principles, size of the school. Discussed the process of creating a plan to be inclusive. Explored if the plan should be shorter than in the past (i.e. 5 years instead of 10). Discussed look at</p>	

	school leadership structure, and where the stand alone grade should be. Noted that we need to make BOT culture more inclusive.	
<b>Q4 Financials: (Update + Decision) Kate S</b>	Kate S presented Q4 financials (see document in meeting packet). Surplus at the end of year. BOT voted in July to award bonuses for staff with surplus.	Chris motioned to approve Q4 financials; Tala seconded. The BOT approved Q4 financials by consensus.
<b>Long Range Plan Update: (Update) LRP Team</b>	Kate S has received letters of interest from teachers, and Matt has received letters of interest from parents. Domaine Council will put together the team. Dan suggested a mission statement be looked at for possible revision. Clarification that LRP is not empowered to make any changes, only to make recommendations to the BOT.	
<b>Employee Vaccine Proposal: (Discussion) Kate/Health &amp; Safety</b>	Tala presented the vaccination proposal (see policy in packet) as put together by the Health and Safety Committee. Question about who gives a document stating the need for medical or religious exemption. It was clarified that this policy was on agenda and that anyone who needed to speak at the meeting could have. Discussion about implications if any staff leaves the school, or if there would be an impact on contractors, etc. would we have trouble filling positions? Comment that this is the direction that many organizations are going in, even on federal level. It was stated that there is a history of racism in medical interventions, and broad trauma for some groups related to mandated vaccines from the government. Discussion about who would be included in this policy (i.e. level of volunteering).	Dan motioned to approve the vaccination policy; Chris seconded; the BOT approved the vaccination policy by consensus.
<b>Committee Reports -- Questions Only</b>	none	
<b>New Business</b>	none	

<b>Meeting Wrap-Up/ Evaluation</b>	Next Meetings: Wednesday October 13th, 2021 at 6:30 p.m. in-person and zoom Facilitator: Matt Snacks: XX Drinks: XX Newsletter blurb: Joe	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:06 p.m.	Matt motioned to adjourn; Kate E seconded; the meeting was adjourned.

**Tentative Agenda Topics for October 13th, 2021 Board Meeting:** committee goals, director evals

# Performance Feedback for Directors

2020 – 2021 School Year

It should be noted that the 2020-2021 School Year was during the COVID-19 pandemic and a year like no other. While many schools/districts were remote for much (or all) of the year, HCCPS provided blended learning (remote and in person instruction) throughout the entire school year. There was an intentional focus on maintaining a high-quality academic experience and keeping everyone safe.



# Process

A Google Form was launched on June 15, 2021, to the Hilltown Community asking three questions about the performance of Lara Ramsey.

- What is one thing you would like to see Lara Ramsey/Kate Saccento START doing in her Director of Teaching & Learning role?
- What is one thing you would like to see Lara Ramsey/Kate Saccento STOP doing in her Director of Teaching & Learning role?
- What is one thing you would like to see Lara Ramsey/Kate Saccento CONTINUE doing in her Director of Teaching & Learning role?

The survey closed on June 28, 2021, and the demographics of respondents was:

- 32 Total (3 people were in dual roles - 1 Teacher/Parent and 2 Parent/BOT)
  - 15 (46.9%) Teacher/Staff Member
  - 18 (56.3%) Parent/Guardian/Caretaker
  - 2 (6.3%) HCCPS BOT Member

Themes from the responses were presented to Lara & Kate on 8/27/21, prior to a summary of the evaluation going to the board on 10/13/21.

# Highlights from FY21

- Managed \$183,404 in state and federal grant funds - completed applications, oversaw expenses
- Wrote and implemented a safe return to school plan, including the COVID-19 protocols that allowed students to attend school in a hybrid or full remote model for the entire school year with zero COVID transmission within the school
- Oversaw and managed \$3.2 million budget
- After a mid-year budget analysis, was able to implement retroactive salary increases during a salary freeze
- Ended FY21 with a \$70,000 surplus after depreciation, then awarded staff end-of-the year bonuses in July from this surplus
- Developed and led the HCCPS Health & Safety Team that continues to meet weekly to review the most up-to-date research and school safety protocols
- Oversaw facility changes that were responsive to meet COVID-19 guidelines; created and managed outdoor and indoor spaces (acquired furniture, set-up & maintained outdoor classrooms/tents, HEPA air purifiers and air exchange units to optimize ventilation)
- Developed school operations that met COVID-19 guidelines including arrival, dismissal and lunch routines to ensure a safe school environment within a pandemic.
- In addition to serving as the Director of Administration, acted as the school's special education administrator during the 2019-2020 school year, attending all TEAM meetings for students on IEPs and ensured documentation compliance
- Created and held regularly scheduled meetings with individual administrative team members to set weekly goals during an ever-changing pandemic year
- Created two additional positions based on priorities identified from COVID: Logistics Coordinator and Special Education Teacher with a social and emotional focus
- Initiated the Staff Communication Working Group. This group led to the development of a staff council whose goal is to facilitate open communication and collaboration between staff and Directors in order to support the mission of the Cooperative.

# Kate Saccento

## Themes for strengths:

- Efficient, organized, capable, hard-working, reliable, clear and steady leadership skills.
- Thoughtful, clear and effective communications to keep all audiences informed.
- Steady and calm in the face of a very hectic and ever-shifting environment.

## Themes for areas of improvement:

- Adapt responses to questions and challenges to meet the needs of the school community, balancing social and emotional needs of individuals while guiding them through better defined decision-making processes
- Continue to build and maintain relationships and rapport with staff

*It should be noted that this was Kate's first year in this role and we were in a global pandemic. Her leadership role was responsible for the health & safety of the school community and to ensure we had the funding needed to adjust to a new way of operating this school year. She managed the finances effectively (to include staying abreast of all grant opportunities, applications, and spending) and we did not have one school related COVID diagnosis.*

# Lara Ramsey

## Themes for strengths:

- Compassionate, hardworking, dedicated, invested, smart, and capable.
- Leads with enthusiasm, flexibility, and warmth.
- Maintains warm and upbeat attitude in the face of whatever challenges the school is facing.
- Focused on JEDI work with an intentional focus on diversifying the staff and supporting students of color.

## Themes for areas of improvement:

- Define scope of role to ensure proper focus of time and energy
- Develop a plan that identifies all initiatives and prioritize
- Identify what can be delegated and to whom

# Feedback for the Board

- Performance feedback for the Directors needs to be a priority (Lara went three years without an evaluation.)
- An evaluation of the current performance evaluation process needs to be completed – if it is deemed too cumbersome for a volunteer board to administer than a new plan needs to be created starting in fall 2021
- Future performance evaluations should be balanced in “what work has been done” and “how it was done”



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## Domain Administrators' Report October 2021

- 1) MCAS results have been returned and are currently being organized for mailing. A report will be presented at the next Board meeting (November). Broadly speaking, Hilltown student achievement percentiles are higher than state averages.
- 2) The Health and Safety Team continues to meet weekly and send regular email updates to the Hilltown community. Some of recent highlights of updates include:
  - a) 87% of individuals (students and staff) are participating in pool testing
  - b) 28 separate pools have been sent to the lab each week
  - c) We continue to use rapid antigen tests as needed; all results have come back negative
  - d) Outdoor signing with masks on can resume; students can continue to participate in outdoor signing without masks but with distancing

The Health and Safety team will send monthly updates at the end of each month with testing results and any other new information or guidance. If a positive case is identified within the school community, close contacts are notified first; then a letter is emailed to Hilltown staff and caregivers with no identifying information about the person who tested positive.

- 3) The Elementary and Secondary School Emergency Relief (ESSER) III grant application was submitted to the Department of Elementary and Secondary Education. ESSER III is a new federal grant that is to support the safe reopening and sustaining safe operations of schools while meeting students' academic, social, emotional and mental health needs resulting from the COVID-19 pandemic. Hilltown's allocation of ESSER III is \$177,017. The application was written based on stakeholders feedback that was gathered from surveys and focus groups. The following areas were identified as priorities for funding by stakeholders: summer school for students; an equity audit that will review internal documents, procedures and curriculum; response to the equity audit, including professional development for staff; a Special Education Teaching Assistant position; an after school subsidy; a Special Education Teacher that focuses on social-emotional needs (partially funded); technology; and maintenance of outdoor learning spaces. The money from the grant will be able to be used through FY 24.
- 4) Staffing changes: we hired a new teaching assistant for the Oranges and Recess & Kids' Club teaching assistant. We have also hired a new Teaching Assistant for the Reds classroom.



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- 5) We have successfully hosted a jazz concert to benefit the Prisms' field trip fund. Ticket and concession sales totalled about \$13,000. Friends of Hilltown provided the money to pay the band, so all proceeds go to the Prisms.
- 6) We are working with select caregivers and The Collaborative for Educational Services to plan effective ways to support students of color. We have also surveyed older students to gauge their interest in participating in some sort of student of color alliance.
- 7) We are working with High Five Books for this year's Book Fair, which is scheduled for Nov 22 - Dec 6. The Book Fair will be virtual.



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Domain Council Meeting Minutes- August 15th, 2021  
6:30pm Zoom link:

<https://us02web.zoom.us/j/856608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09>

**Present:** Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda, Rashida Krigger  
**Regrets:** None

Topic	Discussion	Action
Board Meeting Agenda for October	Adjusting and finalizing topics for the meeting including Director Reviews Summary, Health & Safety, JEDI, LRP Update, Committee Goals	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Working on outdoor spaces; possible carport acquisition; working with teachers on ideas/needs Title I apps have been submitted Welcoming ceremony and Friday party went very well, along with first All School Prisms fundraising concert coming up next New classroom observation system underway Working with teachers on practice for students who are quarantining New curriculum adjustments and webinars in process	Directors will send Domain Report for October BoT packet
LRP Team	Two teachers, two parents to join Dan Klatz, Kathleen Hulton and the Admin team	Matt will send names to Dan and Kathleen to begin organizing meetings
JEDI	JEDI team discussed an Equity Audit that is collaborative: BoT, Admin, Equity Team Will look at cost and funding 5 Minute reflections each BoT meeting, led by the committees	Kathleen and JEDI will work towards these goals
Future Domain Council Meetings	Wednesday, September 15th, 2021 at 6:30 p.m.	Kate to add to the school calendar
Review action items		Done





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Tentative agenda topics for next meeting	Director Updates, Agenda	
Next meeting time/date/location		Wednesday October 20th, 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 7:30 p.m.



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Facilities Committee Meeting Agenda –September 23rd, 2021, 6:30pm

Zoom link:

<https://us02web.zoom.us/j/85376488422?pwd=dzVraEdJNWp3UEVzQkkyZ3RxbHU4UT09>

Present: Kate Saccento, Joe Wyman, Chris Korczak, Nicole Grinaski, Nan Childs, Laurie Nichols

Guest: Tom Hoogendyk

Topic	Discussion	Action (if necessary)
<b>Outdoor Spaces</b>	<p>Aram led a discussion at a teachers meeting. He also sent out a survey and got 12 responses. These were supplemental to the discussion. School applied for ESSER III and included \$27,000 for some kind of outdoor spaces.</p> <p>Next steps would be if we go the route of a pavilion that would be more expensive than the grant can support. If we don't go that way we can look at smaller options.</p>	
<b>Facility Goals 21-22</b>	<ol style="list-style-type: none"><li>1. Look into building a permanent outdoor structure</li><li>2. Look into a facilities staff person (a maintenance person)</li><li>3. Complete the survey of building accessibility issues</li></ol>	
<b>Gaga Pit</b>	<p>A student is interested in taking the lead on building a gaga ball pit for Hilltown. The pit would cost about \$2700. Built one at Leeds</p>	



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	elementary and put it on grass. They are looking for us to say they can move forward. They are also looking for a place to put it. The committee approved pursuing a gaga pit for the school.	
<b>Neighboring property</b>		
<b>Survey of facility needs</b>		
<b>Climate Resilience Findings</b>		
<b>Building Access Issues</b>		
<b>Adjournment</b>		



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**Finance Committee Meeting Minutes –September 1, 2021, Zoom, 8:30 AM**

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

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>June Minutes</b>	Approval of June's minutes	<b>Rich moved to approve June's minutes, Andy seconded. Approved by consensus</b>
<b>FY22 Budget Update &amp; Review</b>	No income changes Personnel changes-18 new hires Salary line decreased-new staff hired at lower steps Elevator expenses increased as it didn't pass inspection. Had to repair it. Sprinkler expenses increased as there was a leak. More thorough fix forthcoming (increase in future expense)	<b>No action needed</b>
<b>FY21 4th Quarter/Year End Financials</b>	Reviewed for submission to the BOT \$70,000 year end excess to be used for staff bonuses approved by the BOT	<b>Rich moved to approve submission to BOT. Lisa seconded.</b>
<b>Audit Update</b>	All information was submitted. Waiting for the auditor to respond	



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<b>Committee Goals</b>	<ol style="list-style-type: none"><li>1. Balance the budget</li><li>2. Review for possible admission to the USDA lunch program. Free/reduced lunch is currently paid out of the budget</li></ol>	
<b>Tentative Agenda Topics for Next Meeting</b>	Approve October's minutes Continue budget review Esser III Grant review Review audit draft	
<b>Next Meeting Date/Time/Location</b>	10/6/21; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:15 AM	



**GABS Committee Meeting Minutes – Sept. 29, 2021, 5 p.m.**

**Meeting Location: By Zoom**

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

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check-in</b>	Check-in: share an aspect of our identity that people don't know about that informs who we are	
<b>Meeting minutes review and approval</b>	Reviewed and approved last month's minutes	
<b>Announcement re committee assignments</b>	Due to Dawn's resignation, Sara is taking over as chair of personnel, Emily is taking over as chair of GABS, and Kate is moving from personnel to GABS.	
<b>JEDI</b>	Discussion about being more mindful of how we use language to encourage a diversity of people to feel welcome	
<b>Recruitment</b>	Brainstormed ideas for recruitment. Brainstormed ideas for newsletter blurb, plan to speak to people during coffee hour, brainstormed specific people to reach out to.	Rashida will coordinate with Kathleen S. to see if Cinza or Meg would be willing to join the BOT  Emily will reach out to Dan K to ask why



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		<p>teachers are non-voting members</p> <p>Sarah B. will reach out to LiMing re BOT membership</p> <p>Sarah B. to reach out to Mike Ford again</p> <p>Team to look at outline for newsletter blurb and edit/tweak to be ready to put in newsletter for next Tuesday</p> <p>Sara S. to follow up with Andrea H re teacher representation on BOT</p> <p>Emily to reach out to Marguerite about what committee she would like to be on if she is not on LRP</p> <p>Team members will go to coffee hours and recruit</p> <p>Kate will reach to Merideth M. re personnel/BOT membership</p> <p>Emily will reach out Jenny re facilities</p> <p>Kate will reach out Ben Carlis, Travis</p>
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		Dean (will get contact info from Rashida)
<b>Annual Goals</b>	<ol style="list-style-type: none"><li>1) Recruits BOT members and assist with recruiting committee members</li><li>2) Provides orientation and training to new BOT members</li><li>3) Ensures adherence to the HCCPS By-Laws; assess the need for and propose changes to the By-Laws</li><li>4) Ensures that BOT members and committees are known to the school community and that their roles and responsibilities are clear</li><li>5) GABS will use a JEDI lens</li></ol>	
<b>Proposal</b>	We don't need a proposal to expand the number of BOT members as we would have to change the by-laws to do this, we just need to add more members. Right now we can add 4 voting members (parents or community members) and 1 teacher (non-voting).	
<b>Review Action Items</b>	Action items reviewed.	
<b>Next Meeting Date/Time/Location</b>	Wednesday Oct. 27, at 4pm by Zoom	
<b>Adjournment</b>	Meeting adjourned at 6:25 p.m.	

Agenda items for next month: recruitment, JEDI





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JEDI Committee Meeting Minutes- September 13th, 2021  
12:00 p.m.

**Present:** Kathleen Szegda, Meg Taylor, Lara Ramsey  
**Regrets:** Joe Wyman, Rashida Krigger, Cinzia Pica-Smith

Topic	Discussion	Action
Current JEDI work taking place at HCCPS	Lara shared document she has been using to track the JEDI work taking place at the school since she has been here. Activities were focused on the areas of Professional Development, Board, Administration, Teaching and Learning, Equity Team	
Focus of JEDI Committee Activities/Annual Goals	Annual goals were identified that will be shared with team. <ol style="list-style-type: none"><li>1. Conduct an equity audit/assessment in collaboration with the Administration and Equity Committee that wholistically looks across all domains and and includes the culture of the community as a whole<ul style="list-style-type: none"><li>o Discussed that as part of this, important to share information with community in ongoing way, important to gather information from different stakeholders (including parents, staff, administration, students) in different ways because not everyone will answer a survey, or has time to go to a focus group or listening session</li></ul></li><li>2. Support ongoing learning and examination of Board structures/culture through a JEDI lens by building ongoing JEDI learning/reflection</li></ol>	Obtain feedback from all Committee members and finalize for next Board mtg



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	activities into Board mtgs and hold one JEDI specific Board training <ul style="list-style-type: none"><li>o Discussed important to create space for vulnerability and be willing to look at selves and Board, creation of Guiding Principles helps to create the space</li></ul>	
Next meeting time/date/location	10/25 at noon	
Adjournment	The meeting was adjourned at 1:10 p.m.	



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Long Range Planning Committee Meeting Minutes – Wednesday, October 6  
2021 at 5:30 p.m.

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:** Dan Klatz, Kate Saccento, Lara Ramsey, Lily Newman, Kathleen Hulton, Gina Wyman, Rebecca Belcher-Timme, Polly Normand

**Regrets:** Helen Korczak

Topic	Discussion	Action (if necessary)
What is important in our meetings/for this process?	<ul style="list-style-type: none"> <li>● Being ambitious in looking ahead ten years--anticipating potential needs</li> <li>● Being aware of internal/external variables that can impact what does and doesn't get done</li> <li>● Hilltown has done a good job being faithful to their last long range plan--so pressure is on to make a plan we can enact!</li> <li>● Ensure that this process is thoughtful and isn't hampered by preconceived ideas.</li> <li>● Do we need a scripted process of some kind to help facilitate our brainstorming?</li> <li>● Checking in with the general state of the school--finances, staffing, etc.</li> <li>● The ability to hold multiple truths</li> <li>● Shared accountability</li> </ul>	



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	<ul style="list-style-type: none"><li>• Hard decisions will have to be made--clear processes can make it less personal</li><li>• Communication with the school community about our process--circulate minutes, maybe embed link in the newsletter</li></ul>	
History of Long Range Planning at Hilltown	<ul style="list-style-type: none"><li>• First plan in 2002 took 18 months to complete. School had expanded to add the Prisms just prior to the plan. The mission statement was amended in this plan. Standards for classroom practice were developed by teachers and incorporated into this plan. Grades were reorganized at this time--at the time there was a K/1, 1/2, 2/3, 3/4, etc. The overlapping grades meant kids were often repeating something. No one had a grade level partner and the curriculum wasn't sequenced. Also, state curriculum standards and statewide testing (MCAS) had all become mandatory in the years prior to 2002. Class size and support staff were also discussed as well as expanding the size of the school. The physical space at the time, the Brassworks, was also a concern.</li><li>• In the second plan, (2011) the physical space was the major issue. Adding more students was the only way to finance more space. HCCPS looked at several buildings throughout the years. Lots of ancillary goals around the expansion.</li></ul>	
Accessibility	<ul style="list-style-type: none"><li>• How do we reach the community at large and give more families access?</li></ul>	<b>Kate will find out how our</b>



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	<ul style="list-style-type: none"><li>• Will community members want to be involved in our process?</li><li>• Future stakeholders may more widely reflect our community and should have a voice.</li><li>• Who wants access and doesn't have it?</li><li>• If our school population can't grow, how do we welcome more families?</li><li>• Changes may have to be made at a state level to allow charter schools to prioritize various subgroups in the lottery.</li><li>• Transportation is a major impediment. Students who ride the bus in Easthampton represent a larger percentage of our "economically disadvantaged" population.</li><li>• Talking to other charter schools may be helpful.</li><li>• Can we do a better job in Easthampton? Transportation isn't an issue for Easthampton students.</li><li>• Does our Easthampton population at Hilltown more closely represent the diversity of the Easthampton public schools vs our other sending communities?</li></ul>	<p><b>Easthampton population at Hilltown compares to the population of kids in the Easthampton public schools demographically.</b></p>
<p>What makes Hilltown, <b>HILLTOWN?</b></p>	<ul style="list-style-type: none"><li>• Are all of the "extra" things we do at Hilltown necessary to the identity of the school? (Mini-courses, buddies, All School)</li><li>• We have needed to adopt curricula that will be most effective in closing academic gaps--they all take time to learn and time to implement. It leaves less time for teachers to do other things.</li><li>• Original "standards of practice" document from 2002 includes teacher</li></ul>	<p><b>Us these 4 areas as a general structure: Academic program, culture and community, leadership and talent, operations</b></p> <p><b>Lily will work on survey questions to</b></p>



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	<p>flexibility--is that still something we value?</p> <ul style="list-style-type: none"> <li>• Have a process that allows us to see what's most important to different stakeholders and go from there.</li> <li>• Prioritizing the voices of children can be an important part of the road map for thinking about who we are. Older children have perspective.</li> <li>• What's the tone for this plan?</li> <li>• We want to show humility, that we're still learning who we are.</li> <li>• Previous iterations of the long range plan excluded some voices, both those outside the school without access and some voices that are already part of our community. There are issues of who is at the table to help make decisions.</li> <li>• <b>4 areas: Academic program, culture and community, leadership and talent, operations</b></li> <li>• How can we better support families who don't feel a part of the community?</li> <li>• <b>Board concerns:</b> culture of the school, <b>JEDI</b>, attention to the mission statement, leadership structure, composition of the board, length of long range plan, space, land, environmental impact,</li> </ul>	<p><b>gather data (with support from Rashida and Gina) and propose approaches to input gathering.</b></p> <p><b>Propose how to tackle the mission statement of the school (Dan and Kathleen with support from Polly)</b></p> <p><b>What is a long range plan (and what isn't it)? (Lara and Rebecca)</b></p> <p><b>Lily Added: high level timeline of LRP tasks to track to key deadlines</b></p> <p><b>(E.g., intake and data gathering Oct-Dec; data review and draft focus areas with feedback Jan-Mar; draft goals and action steps Mar-Jun)</b></p>
<p><b>Review Action Items</b></p>	<p>Reviewed action items.</p>	



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<b>Tentative Agenda Topics for Next Meeting</b>		
<b>Next Meeting Date/Time/Location</b>		
<b>Adjournment</b>	Meeting adjourned at	



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Personnel Committee Meeting Minutes  
Wed., Spt. 29th at 7:30am

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

**Present:** Nicole Grinaski, Lara Ramsey, Carla Clark, Sara Schieffelin, Tala Elia

**Regrets:** Emily Lees

Topic	Time	Discussion	Action
Meeting Roles		Facilitator: Sara/ Lara Notetaker: Sara Timekeeper: N/A	
JEDI		Discussed salary scale with a JEDI lens. All of our work should be through an equity and JEDI lens. Look at hiring practices that can diversify, grow and retain our staff .	
Annual Goals		1) Reviewing staff salary scale 2) JEDI 3) Decisions about reimbursing Continuing Education benefit	
Reviewing staff salary scale:		Review of salaries happens every three years. Compared to similar schools, sending districts and similar schools. We try to keep in the middle of the pack. Long process. Different schools do it differently. The finance committee has to approve. Carla does the comps. (See <b>Transparent Practice Regarding Salary Recommendations</b> document for details). Discussion about adding an admin salary scale which we don't have now.  1) Are we looking at the right comparison school? (The Charter School Association has a survey, but it is not helpful) 2) Is the 90%-110% range correct? We are currently at 100%, should we change it to be 100%-110%? 3) Should we look at increasing steps (we	





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		currently go to 12). What would the financial ramifications be of increasing? Or do we look at masters plus 15? What is the deadline that finance needs to know by? We should aim for January/February so we have time in case it doesn't pass to change for March deadline.	
Review action items		Lara will research what it means to have a plus 15 and plus 30  Carla will send questions regarding steps to MCSA	
Tentative agenda topics for next meeting		Review of staff salary scale  JEDI  New Business?	
Next meeting time/date/location		Wed., October 27, 7:30am via Zoom Zoom link found on school calendar	
Adjournment		8:21am	

## Transparent Practice Regarding Salary Recommendations

3/11/20

Every three years, the Personnel Committee researches the teacher and paraprofessional salary scales at comparable schools and considers what adjustments are in order for Hilltown. Our goal is to be within 90%-110% of median salaries. The schools we used for comps include Westhampton, Hatfield, Williamsburg, Hadley, Chesterfield-Goshen, Four Rivers, Northampton, and Easthampton.

What is a comparable school?	Size and proximity determine the schools we use for comps. We included Westhampton, Hatfield, Williamsburg, Hadley and Chesterfield-Goshen because they are similar in size and from neighboring areas. We included Four Rivers because it is a charter school in our area that has the same number of students we do. We included Easthampton Public Schools and Northampton Public Schools because of proximity.
Why median and not average?	If we used averages as data points for calibrating our salaries, we would be unduly influenced by outliers. Using the median assures that we are calibrating our salaries in comparison to the middle of the pack.
Why 90%-110%	This range describes the school's intention numerically: we want to be attractive to teachers and staff, and we need to be flexible as our school finances depend on income from a variety of districts.
Why every three years?	Every three years allows staff to look ahead while also offering opportunities to "course correct" at regular intervals. If necessary, a course correction could be paced over a three year period.
How do we make sure that everyone gets an equal raise, and not an equal <i>percent</i> raise?	We adjust Step 1 and Step 12 salaries to where we want them to be and then prorate the change by dividing the difference between Step 1 and Step 12 by eleven. One-eleventh of the difference is added to each step.



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Board Retreat Minutes- August 16th, 2021  
5:00 p.m.

**Present:** Emily Boddy, Matt Dube, Kathleen Hulton, Chris Korczak, Rashida Kriegger, Lara Ramsey, Dawn Reeseman, Kate Saccento, Sara Schieffelin, Kathleen Szegda, Joe Wyman

On Tuesday August 17<sup>th</sup> the board of HCCPS held a four-hour retreat to prepare for the coming school year. There were four items on the agenda for the meeting:

- Welcome, Overview and ice breaker
- Learning from this past year
- Justice Equity Diversity and Inclusion (JEDI) Committee
- Long Range Planning Process

### **Overview of Retreat and Ice Breaker**

Matt welcomes everyone to the retreat and began the meeting after introductions and an ice breaker.

### **Learning from this past year**

The meeting began by processing last year and the challenges it presented. Board members talked about the way that last year felt like it pitted board versus teacher or admin versus teachers which challenged our identity as a collaborative. There was a particular concern that at some board meetings the loudest voices tended to win the argument. Another concern is defining who makes which decisions, what is in the remit of the board versus administrators and what is the role of input from staff and families. We were able to celebrate many successes during the year while also acknowledging many challenges. The board identified several questions that need to be addressed:

- What is our process for decision making? Who gets to decide? How can we be transparent?
- What are our guiding principles for decision making?
- How can the board support administrators this coming school year with what may be a very fluid situation?
- What are the roles and responsibilities of the board, admin, staff or other groups?

### **JEDI**

The board debriefed the Justice Equity Diversity and Inclusion training from last spring. We talked about the role of the committee. Board members appreciated the training we had but recognized we need to do more. Specifically, how do we have difficult conversations that gives the school opportunities for growth. Another area of conversation was about how we align the various pieces of equity work happening in the school.

### **Long Range Planning**



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The final agenda item was to discuss the long-range planning process. The focus of the discussion was how to determine a theme for the plan to coalesce around. The last plan was focused on space and the new building. Some potential focus area includes JEDI, statements of principles, school grade level organization, and the size of the school. The process for creating the plan needs to be inclusive. Some thought the length of the plan should be less than 10 years.