

HCCPS Board of Trustees

Meeting Agenda

Sept 13th 2023, 6:30pm

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/84955462618?pwd=cDJWWUk4VW4vWnFKSS92a3lzVG8rZz09>

passcode: boardmeet

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: Tala Elia

Topic (estimated time)	Who	Action	Estimat ed Time
Welcoming (read mission statement): <ul style="list-style-type: none">● Announcements, appreciations, acknowledgements● Agenda Check: Appoint timekeeper, list keeper● Thank You Note Check● BOT Visibility this month● Approve minutes from previous BOT meeting	Tala	Decision	6:30
Public Comment	Tala		6:35

Updates <ul style="list-style-type: none"> ● Enrollment and retention ● Exit Interviews ● Domain Updates ● JEDI update 	Kate S Kate and Tala Laura and Kate Kathleen S.	Share/Discuss	6:40
Facilities Playground Update	Kate Ewall	Share/Discuss	6:55
School Climate and Family Satisfaction Surveys and LRP SEL Goal Update	Laura and Kate	Present/Discuss	7:00
Title IX Policy	Kate	Present/Discuss /Decision	7:30
Updated Attendance Policy Proposal	Laura	Present/Discuss /Decision	7:45
Lunch Program Proposal	Kate	Present/Discuss /Decision	7:55
Committee Assignments	GABS	Present/Discuss	8:05
New member and Treasurer appointment	GABS	Present/Discuss /Decision	8:10
Q4 Financials	Kate	Present/Discuss /Decision	8:15
Committee Report questions	Tala		8:20
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting ● Review action items 	Tala		8:25
Executive Session <ul style="list-style-type: none"> ● Executive session pursuant to M.G.L. c. 30A, s. 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares. 	Tala		8:30

<ul style="list-style-type: none"> Executive session pursuant to M.G.L. c. 30A, s. 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. 			
Adjournment			9:20

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT– Wednesday, June 14, 2023, 6:30 pm

Location: HCCPS and Zoom

Present: **In-person:** Kate Saccento, Laura Davis, Gina Wyman, Emily Boddy, Dan Klatz, Andrew Coate-Rosehill, Tala Elia, Sara Schieffelin, Kate Ewall,

By Zoom: Chris Korczak

Regrets: Matt Dube, Rashida Krigger

Guests: **In-person:** None

By Zoom: Melissa Flanders, Carla Clark, Ben Carlis, Kelly Vogel

Facilitator: Kathleen Szegda

Notetaker: Emily

List keeper: Tala

Timekeeper: Kate Ewall

Mission statement read by: Kathleen H

Topic	Discussion	Action (if necessary)
<p>Welcoming (read mission statement):</p> <ul style="list-style-type: none"> ● Announcements, appreciations, acknowledgements ● Agenda Check: Appoint timekeeper, list keeper ● Thank You Note Check ● BOT Visibility this month 	<ul style="list-style-type: none"> - GABS announced that Rich Senecal has resigned as Treasurer, appreciation and recognition for his service. - Appreciation for the work done to organize the Annual Meeting - Appreciation for everything staff is doing at this especially busy time of year. - Summer Celebration 8:40am is Tuesday - Coffee Mornings Friday Jun 16; Fri June 23 - Final All School June 23 10:30 - Graduation 	
<p>Approve minutes from previous BOT meeting</p>	<p>No changes.</p>	<p>Kate E motioned to approve the May meeting minutes; Dan seconded; the Board approved the May meeting minutes by consensus.</p>

<p>Public Comment</p>	<p>No public comment; Friends of Hilltown submitted written comment to the board packet</p>	
<p>Updates</p> <ul style="list-style-type: none"> ● Annual meeting (GABS) ● Admin COL increases (Tala) ● GABS - Treasurer (GABS) ● Exit Interviews (GABS) ● Board goals (Tala) 	<ul style="list-style-type: none"> - Annual Meeting: GABS found it went well, noted that the Community Team is working to increase awareness of activities in general. Would like feedback: felt the music was spread nicely through the program; It was great how engaged people were in the activity; felt it was relatively well attended; food was great. - Admin COL increases: reviewed teacher/TA scales and admin/director staff increases. Part I: May 11 2022 proposal passed that covered FY 23-25, number derived from comparison to other directors and increases built in from there, stay aligned with comparable districts; Part II: Admin staff increase takes teacher line item and projected what the salary for those teachers would be for this coming year based on the new salary scales - step nand cost of living increase. Reflected in the budget which will be discussed later. - Exit Interviews update: GABS discussed exit interviews/surveys for: 1) Departing Board Members, 2) Departing teachers, 3) Departing families. In collaboration with VP and President, who discussed with Domain, determined GABS will hold 1, President and VP will hold 2, Domain will hold 3. GABS suggested open ended questions to be sent to Domain to survey parents/families. Member asks: should this be a proposal passed by the board? Who are the appropriate people to do the interviews - management issue? Trustees by GABS makes sense; Member answers that families are a management issue, staff with President and VP because might be easier to answer honestly, rather than to direct supervisor; Member answers that in the past a firm was hired to hold this, and not happening this 	

	<p>year; Question: teacher survey, what about other staff?; Member reiterates there isn't yet a routine for exit interviews and so we need to be clear about whether we intend to do this regularly, and if important it should happen year on year. Has concerns about BoT interviewing exiting teachers because almost all are parents. Worried about the board getting involved in this level of managerial data gathering; GABS discussed this and thought we would do it this way this year and then work to formalize and improve the process; Member recognizes concerns, but community is small. And people staying and leaving are speaking openly about concerns, complaints, etc.; All voluntary, effort to make it anonymous.; Member says, Question is not whether to do it, but WHO should be doing it? Should come from management and be shared with the board, and may help in evaluation of directors. Until a more formal proposal with community input can be adopted. Feels it is not a governance responsibility.; Member - from GABS perspective, they should handle board members. People are asking for ways to provide anon feedback.; Member disagrees that directors should handle staff exit interviews because they are direct supervisors and relied on for recommendations, etc. Would like honesty for the sake of improvement to the institution.</p> <ul style="list-style-type: none"> - Treasurer: Rich resigning. Matt agreed to be interim Treasurer and finance chair. Kylan Mandile willing to come on and take on these roles. He has to confirm with his work to ensure not a COI. - Board Goals: Reflect on goals. Goal 1 Complaint Grievance policy largely developed, with some ongoing attention. done; Goal 2 Support Community engagement (ongoing); Goal 3 Revise and implement performance plan for the directors - developed the process with an outside consultant. It is in the early stages of ongoing implementation. Surveys have been sent regarding domain and CFEC.; Goal 4 Pass the LRP. 	
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<p>FY24 Budget: Kate</p>	<ul style="list-style-type: none"> - In board packet. Reviewed. - Budget reflects reduced staffing at 1.5 FTE, 4% inflation, reduced health insurance spending - Tuition down from expected - Highlights: Income the ESSR 3 - proposed is less than we previously discussed because we used more; Line 11 fundraising, FoH let us know that the amount next year will be less than normal (2500); Longevity pay approved at a previous meeting; Consultant costs separate line item again, rather than lumped in with PD; Line 81 SPED is down based on enrolment and needs; Line 99 - sped and medical contingency is always planned for - not new, just moved back to 0 for FY23 because not used. - Member clarifies: director salary increase is COL increase and because last year it was the prorated rate of last year's Salary for Lara; Admin staff line looks like it jumped a lot, but only because of addition to BCBA (which was included elsewhere last budget). 	<p>Chris motioned to approve the FY24 budget; Tala seconded; the Board approved the FY24 Budget by consensus.</p>
<p>JEDI (Kathleen H)</p>	<ul style="list-style-type: none"> - Should the Board survey be distributed again sooner, eg July, to reflect the last fiscal year? Makes sense, wrap up the year. - Review discussion from Annual Meeting. List of feedback from the small group work in final board packet. 	
<p>Board Membership, GABS</p> <ul style="list-style-type: none"> • New BOT members • Second Term members • BOT Officers 	<p>. - Vote by roll on each individual candidate for first and second terms.</p> <p>Stacy Giufre - All trustees voted yes by roll Kelly Vogel - All trustees voted yes by roll Ben Carlis - All trustees voted yes by roll Lily Newman - All trustees voted yes by roll Lisa Hamilton - All trustees voted yes by roll</p> <p>Kathleen Szegda - All trustees voted yes by roll Tala Elia - All trustees voted yes by roll</p> <p>Candidates will be proposed to the commissioner for final approval by Kate Saccento.</p> <p>Officers: Tala Elia, President Kathleen Hulton, Vice President Emily Boddy, Clerk Matt Dube, Treasurer</p>	<p>Individual Members approved by Roll Call: Kathleen Hulton Gina Wyman Kate Ewall Kathleen Szegda Dan Klatz Tala Elia Sara Schieffelin Andrew Coate-Rosehill Chris Korczak Emily Boddy</p> <p>Officers: Kathleen S moved to approve officers,</p>

		Sara S seconded. Approved by Consensus.
Committee Reports - Questions	None.	
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting ● Review action items 	Next Meetings: to be determined after discussion in Domain Council, in-person and on Zoom Facilitator: Tala Elia Snacks: Drinks: Set up/take Down: Newsletter blurb: Andrew	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8pm	Tala motioned to adjourn the meeting; Dan seconded; the meeting was adjourned.

Tentative Agenda Topics for the July Board Meeting:



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Subject: Proposal for Board of Trustees Non Discrimination and Harassment Policy

Date: September 13, 2023

Priority Level: High

Approximate Length of Discussion: 15 minutes

Presented by: Kate Saccento

Committee Members Drafting Proposal: Laura Davis, Kate Saccento, Tala Elia, Kathleen Hulton (Domain Council)

Goals to Achieve: The Hilltown Board of Trustees will have a non-discrimination and harassment policy (proposed draft attached).

Text of the Proposal:

This draft policy will allow the Director of Administration to adopt civil rights (both Title IX and non-Title IX) grievance procedures in accordance with the revised Title IX regulations, 34 CFR Part 106, effective August 14, 2020, which established a new definition of sexual harassment under Title IX and which mandate specific procedures for responding to and investigating allegations of sexual harassment under Title IX.

The regulations for these procedures are very prescriptive and give very few options in regard to how to conduct the investigation. This proposal allows for more flexibility in quickly making any needed changes to the grievance procedures without having the Board of Trustees adopt a new policy. It is expected that sometime this fall the Biden administration will be updating the Title IX regulations, so this will allow the administration to make changes quickly.

Potential Concerns/Issues: The specific civil rights procedures would not go through the Board approval process.

NON-DISCRIMINATION AND HARASSMENT

File: AC

The Hilltown Cooperative Charter Public School does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy or pregnancy status, disability, homelessness, religion, age or immigration status. The Hilltown Cooperative Charter Public School is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age, genetic information, ethnic background, ancestry, disability, or any category protected by state or federal law. In addition, the School provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the School also does not discriminate against students on the basis of homelessness.

The Director of Administration shall designate at least one administrator to serve as the compliance officer for the School's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the School may be referred to the School's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Hilltown Cooperative Charter Public School's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to the School or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age, genetic information, ethnic background, ancestry, disability, or any category protected by state or federal law.

In addition to designating at least one administrator to handle inquiries regarding the School's non-discrimination policies, the Director of Administration shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual is interested in filing a complaint that they have been discriminated against because of race, color, national origin, sex, sexual orientation, gender identity, pregnancy or pregnancy status, disability, homelessness, religion, age or immigration status, their complaint should be filed in accordance with the School's grievance procedures for discrimination, harassment, and retaliation.

The student handbooks and grievance procedures shall identify the name, office address and telephone number for the compliance officer(s) for the above-referenced statutes and this policy and be posted on the School's website.

ADOPTED:

LEGAL REFS.: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a),(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011; MGL. c. 71, s. 370; 42 USC s. 2000c et seq.; 42 USC s. 2000d et seq.; 20 USC s. 1701 et seq.; M.G.L. c. 71, Sec. 84; MGL c. 151B; 151C.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Subject: Attendance Policy
Date: September 13, 2023
Priority Level: High
Approximate Length of Discussion: 10 minutes
Presented by: Laura Davis
Committee Members Drafting Proposal: Domain Council (Laura Davis, Kate Saccento, Tala Elia, Kathleen Hulton)

Goals to Achieve:

- Update HCCPS attendance policy per DESE guidance
- Clarify for HCCPS students and families attendance terms, procedures, supports, and administrative actions

Potential Concerns/Issues:

- Removing “excused” and “unexcused” designations from attendance tracking procedures is a significant conceptual change for the community

Text of the Proposal:

ATTENDANCE POLICY

Regular school attendance is the foundation for a student’s school success, and supports students to develop a sense of belonging, build strong relationships, and benefit from daily experiences and support in the classroom. Parents and caregivers are essential to strong attendance, and are responsible to ensure children attend school regularly and on time. Hilltown follows attendance guidelines set by the Massachusetts Department of Elementary and Secondary Education (DESE).

Definitions

- *Present:* According to DESE's Attendance and Dropout Reporting Guidance, a student must be at school, at a school-related activity, or receiving academic instruction for at least half of the regularly-scheduled school day to be counted as present. “Receiving academic instruction” includes in-person classroom learning as well as tutoring, online or distance learning.



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- *Absent*: A student who is not present (as defined above) is considered absent from school. Hilltown is not required to report absences to DESE as “excused” or “unexcused” and does not label absences as such. Hilltown recognizes that some student absences may be unavoidable due to illness, documented chronic physical or mental health problems, a significant family crisis, legal obligations such as court appearances, and religious holy days. Absences due to events such as family vacations should be avoided.
- *Tardy*: A student who arrives at school after 8:20 a.m. is considered absent until arrival. Occasional student tardiness for events such as medical appointments may be unavoidable. Chronic, unplanned tardiness affects the student’s ability to engage in morning routines, and is disruptive to classes.
- *Chronic Absence*: DESE defines chronic absenteeism as missing ten percent or more of the total days enrolled at a school (e.g., absent 18 school days when enrolled for 180 school days).
- *Habitually Truant*: Massachusetts state law (G.L. c. 119, § 21) defines as habitually truant “a school-aged child, not excused from attendance under the lawful and reasonable regulations of such child's school, who willfully fails to attend school for more than 8 school days in a quarter.”

Reporting Absences

Parents/guardians are expected to inform the school of a student absence by 8:20 a.m. either by emailing attendance@hilltowncharter.org or calling the school at 413-529-7178 and leaving a message on the attendance voice mail (option 2, or press 0 to speak to someone). Teachers are expected to communicate absences to the Hilltown administrative staff member responsible for attendance no later than 8:30 a.m.

The Hilltown administrative staff member responsible for attendance will contact caregivers at all known phone numbers if the school has not yet heard from a parent/guardian by 9:00 a.m. That staff member will communicate all known absences to teachers by 10:00 a.m. HCCPS may request documentation from a healthcare provider if a student is absent for more than five (5) consecutive days due to illness.

Home-school Communication Regarding Absences

Student absence totals for the year are always available in the Hilltown Portal, and are included on all trimester progress reports (typically distributed in December, March, and June). The director of teaching and learning will send a separate letter with fall and spring progress reports to the parents/guardians of any student who meets the definition of chronically absent (see above). In addition, the director of teaching and learning will reach out by email or telephone to



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

the parents/guardians of students who have met or exceeded this threshold, and have not sufficiently communicated with school administrators and/or teachers regarding the absences. Attendance concerns will be shared with the director of administration and the academic support coordinator in writing after each trimester.

Consequences Related to Absence

Students who are absent on a school day as defined above may not participate in after-school or extracurricular programs on the day of absence. Significant interference in a student's educational progress due primarily to absence, and not related to a documented disability, may result in grade retention.

Attendance Supports

For students with attendance concerns that are contributing to challenges in making expected educational progress, the director of teaching and learning will discuss the student's case at a Student Support Team meeting, at which time the team will identify and assign a trusted adult advocate/liaison to build a relationship with the student and their family in support of improving school attendance.

For students with medically necessary absences as documented by a signed Physician's Affirmation of Need for Temporary Home or Hospital Education for Medically Necessary Reasons, the director of teaching and learning will design a home/hospital plan to provide the opportunity to make effective educational progress.

Administrative Actions to Address Attendance Concerns

In extreme cases where attendance supports have not been successful, HCCPS may, in its sole discretion, pursue the following actions:

- Referral to a Family Resource Center or other community-based resource
- File a "Child Requiring Assistance" complaint with the District Court
- File a 51A report with Department of Children and Families



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Subject: Free/Reduced Lunch Eligibility and Reduced Afterschool Program Fees for 2023-2024 School Year

Date: 9/13/23

Priority Level: High

Approximate Length of Discussion: 10 minutes

Presented by: Kate Saccento

Committee Members Drafting Proposal: Kate Saccento, Laura Davis, Tala Elia, Kathleen Hulton (Domain Council)

Text of the Proposal: We propose to increase eligibility percentages for Free/Reduced Lunch and for the 50% reduced rate for after school program fees for the 2023-2024 school year.

Current Guidelines	Proposed Guidelines
anyone at or below 130% of the poverty level is eligible for free lunch and 50% reduced rate for after school programs	anyone 185% or below federal poverty level is eligible for free lunch and 50% reduced rate for after school programs
anyone between 130% and 185% is eligible for reduced lunch fees and 50% reduced rate for after school programs	anyone between 185% and 225% would qualify for reduced lunch fees and 50% reduced rate for after school programs

Because we also use these numbers to provide 50% discounts on Kids Club and Extra Curricular Activity fees, we don't really know what budget impact this will have, but it is important to test this out while we still have some ESSER funding available.

Goals to Achieve:

- Assist families who are currently on the cusp of being eligible for free or reduced lunch and a reduced rate to after school programs. Hilltown is not able to participate in the "Free Lunch for All" that is being offered to public school students in Massachusetts because our facility does not have the space to serve and store prepackaged meals.
- Utilize the FY 24 ESSER funding designated for reduced rate after school programs. (\$6,000)

Policy:

Proposed: Approved:



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Potential Concerns/Issues:

- We don't really know what the potential impact on the budget will be. We currently have 16 students who have been identified as eligible to receive free lunch and reduced after school program rates because they have received approval based on the current guidelines. (Eligibility is determined once a parent has submitted the federal application to the Director of Administration.)

Policy:

Proposed: Approved:

HCCPS BoT Interest Form (includes relevant questions for board consideration):

Kylan Mandile, Parent

How did you hear about and connect with HCCPS?

My two children attend HCCPS.

What interests you most about HCCPS and/or about education in general?

The school's cultural focus on community and arts/music based learning.

Why are you interested in serving on the Hilltown Board of Trustees?

To improve the school for all stakeholders, including students, caregivers, teachers, and staff.

The HCCPS Board uses the consensus process for decision-making. Are you familiar or experienced with the consensus process? If yes, please tell us where you have used it before. If not, are you open to learning and using it?

I have not used it before but I have read and learned about it. I am open to using it.

What skills/interests do you hope to bring to the BoT? (Selected):

Finance/Business

Volunteering

Leadership

Corporate experience

Community Building/Networking

KYLAN ERIC MANDILE

Easthampton, MA | (617) 515-1876 | kylan.mandile@gmail.com

SKILLS – Commercial Real Estate Investment | Structured Finance | Capital Markets | Financial Analysis

EDUCATION

University Of Massachusetts, Amherst, MA 2011 – 2013
Master of Business Administration

Northeastern University, Boston, MA 1999 – 2003
Bachelor of Science | Finance & International Business

Semester at Sea, International Autumn 2002
Study abroad program | General Studies

PROFESSIONAL EXPERIENCE

The Hartford Investment Management Company, an investment advisor owned by The Hartford (NYSE: HIG)
Vice President, Portfolio Manager, Private Real Estate, Hartford, CT 01/2022 – Current
Assistant Vice President, Assistant Portfolio Manager, Private Real Estate, Hartford, CT 12/2018 – 01/2022

- Originate commercial mortgage loans collateralized by institutional multifamily properties and commercial real estate properties with attractive risk–return metrics for The Hartford and third party clients
- Source new direct private equity investments in multifamily, industrial, and self-storage assets with experienced highly qualified partners nationwide
- Member of the Diversity, Equity, and Inclusion Council
- Served as HIMCO co-lead for the 2022 Annual Giving Campaign; organized and led events that contributed to the division exceeding its goals of total hours volunteered and charitable contributions

Barings, a global investment management firm owned by Massachusetts Mutual Life Insurance Company
Associate Director, Structured Real Estate Investments, Hartford, CT 03/2016 – 11/2018
Analyst, Structured Real Estate Investments, Hartford, CT 10/2013 – 03/2016

- Originated, structured, underwrote, negotiated and closed high yield real estate debt investments including senior and mezzanine construction loans, bridge loans, and levered loans collateralized by multifamily, office, industrial, retail, hotel, and specialty asset classes
- Responsible for modeling cash flows and returns, underwriting investments, presenting transactions to investment committee, loan documentation negotiation, and coordination loan closings

Deutsche Bank, a global financial services provider of commercial, investment, private, and retail banking products
Private Wealth Management Specialist, Boston, MA 08/2010 – 08/2011
Private Wealth Management Specialist, San Francisco, CA 12/2008 – 05/2010

- Devised and executed wealth management solutions for institutional investors and high net worth individuals; Managed sales operations for nationally acclaimed advisory team
- Analyzed client portfolios to assess risk and return outlook and create customized investment proposals

Precision Securities, a boutique execution broker specializing in inter-listed equities
Junior Equity Trader, San Diego, CA 11/2005 – 12/2008

Loomis Sayles & Company, an investment management firm offering institutional and retail products
Operations Analyst, Boston, MA 02/2004 – 09/2005

Technical Skills: Argus, Microsoft Office (Excel, PowerPoint, Word, Outlook), Bloomberg, Salesforce

Community: Youth Sports Coaching, *Various*
Hilltown Cooperative Charter Public School, *Finance Committee Member*
Amherst Survival Center, *Volunteer Board Fellow*
Boston Earned Income Tax Credit Coalition, *Volunteer Credit Advisor*



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report September 2023

- We have had a **strong, smooth start to the school year!** Students, staff, and families are in good spirits, and are happy to be back with the Hilltown community.
- A team of educators worked with the director of teaching and learning, Laura Davis, over the summer to work on **updated school discipline systems and practices**. The team included: Alex Niemiec (PE teacher), Amy Linnell (speech and language specialist), Emilie Woodward (adjustment counselor), Mary Price (school nurse), and Sam Schoenberger (special education teacher). Primary outcomes include updated Code of Cooperation language, clarified schoolwide rules and expectations, and outlining a three-tiered approach to supporting and responding to student behavior. Updates are published in the 2023-2024 Family Handbook. The team reviewed these updates with all teachers and staff members in August prior to the start of school.
- There is a **new Advisory curriculum in place for Purples and Prisms** that was developed over the summer by a collaborative team that included: Laura Davis (director of teaching and learning), Andrea Hermans (Purples math and science teacher), Grace Mrowicki (Purples and Prisms technology teacher), and Emilie Woodward (adjustment counselor). The curriculum is based on using a circle format to engage in dialogue about social and emotional learning topics. Students meet for Advisory one period each week in homeroom groups.
- **Master schedules were adjusted slightly for 2023-2024**. These changes now enable all part-time teachers to attend after-school teacher meetings, and most music and atelier teachers can attend Student Support Team meetings. Purples & Prisms schedules are now closely aligned, which allows two special education teachers to share the combined caseload. Newly-aligned Purples & Prisms lunch and recess provides an opportunity for clubs (e.g., GSA).
- Three finalists for the **Community and Family Engagement Coordinator** have been selected by the hiring committee. They will interview next week with staff and then interview with parents on the evening Monday, September 18th.

HCCPS Domain Council
Meeting Minutes
July 31st, 2023, 11am
HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Present: Kate Saccento, Tala Elia, Laura Davis, Kathleen Hulton
Regrets:

Topic	Discussion	Action
Domain Updates	<p>Education</p> <ul style="list-style-type: none"> -Work being done on master schedule -Working on PD schedule -Streamlining disciplinary guidelines for clarity and consistency <p>Admin</p> <ul style="list-style-type: none"> -State reporting and annual report in progress -Responses from family survey being reviewed <p>Community</p> <ul style="list-style-type: none"> -community team still meeting during summer and planning beginning of year events -Community coordinator position being posted 	
Exit Surveys	Low response rate overall but responses being reviewed	
Long Range Plan	Reviewed action steps Set timeline for updates to Board on goals	Laura to prepare SEL update for Sept Board meeting

September Board meeting agenda	<ul style="list-style-type: none"> -annual -family survey- Kate -school climate survey - Laura -LRP- SEL update -Laura -staff member as voting member (shelf -exit interviews- Kate and Tala -retention report out - Kate -Committee assignments- GABS 	
Next meeting time/date/location		Sept 5th, 2023 8:45am
Adjournment		Meeting adjourned at 12:30pm



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- Sept 5th, 2023, 9:30am. HCCPS

Present: Laura Davis, Kate Saccento , Kathleen Hulton, Tala Elia

Regrets:

Topic	Discussion	Action
Domain Updates	<p>Teaching and Learning</p> <ul style="list-style-type: none">● full teaching staff on board● new advisory program in place and includes 6th grade● code of cooperation updated● embarking on new process including stakeholders for community compact/agreement● working on analyzing the school climate survey● revised master schedule across school- particularly around 6-8th grade and more aligned, allows for more sharing of special ed caseload <p>Admin</p> <ul style="list-style-type: none">● busy with enrollment/admissions at end of summer● working analyzing survey results● facilities- volunteerism has been challenging● Lisa is here for academic support and getting settled in● discussion around admission in 7th/8th grade t vs younger grades	
Long range plan	SEL update will be incorporated into survey results at Board	Laura will prepare
School lunch proposal	predict around 22 kids qualify for free lunch under current federal guidelines, unsure what numbers will be if we should change threshold. Decision made to put forward proposal to decrease threshold and increase availability	Kate S will write proposal and will go to finance before the board



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Title IX policy	Discussions began last year about updating title IX policy to have a standalone policy due to changes in requirements	Kate S will follow up to clarify roles needing to be filled
Proposed update to attendance policy	Laura presented updated attendance policy and discussion around utility of defining excused vs unexcused absences	Laura will write policy to bring to Board meeting
Admin structure	The Director of Teaching and Learning role is a large workload when it encompasses behavior management. Changes both in student need and also in regulations and followup needed. Will need to have ongoing discussion	
Sept Board Meeting agenda	reviewed and revised board meeting agenda	
Review action items		Done
Next meeting time/date/location		October 3rd, 2023
Adjournment		Meeting adjourned at 11:20am



GABS Committee Meeting Minutes – Mon Sep 11 8:45 am

Meeting Location: HCCPS

Present: Sara Schieffelin; Emily Boddy; Kelly Vogel, Kate Saccento

Guests:

Regrets:

Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in	New and Good.	
JEDI	Interwoven into other discussions	
Succession planning: treasurer	Kylan has been approved by his company. He will be presented to the board on Wednesday. Upon approval, he will take on Finance as Chair and will be Treasurer. Matt and Rich will help train him.	
Confirm Committee assignments	<p>Emily will Check with Kathleen about whether she needs another board member on JEDI</p> <p>Kate will check with Personnel about who (non-board members) are staying on the committee</p> <p>Determine who with remain on finance, Matt to train Kylan</p> <p>Emily will reach out to Nicole Singer about joining GABS</p>	



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Committee Goals, SY 23-24	Will discuss at our October meeting ahead of the October board meeting.	
Review and finalize Chair Responsibilities 'crib sheet'	Finalized. Emily will send to chairs with templates and links to OML.	
Orientation: committee chairs and new members	Described the process, 5:30-6:30 at HCCPS	
Approve Minutes from previous meeting	Minutes approved by consensus	
Next Meeting Date/Time/Location	Monday October 2, 2023 8:30am HCCPS Meeting dates for the year: 11/6 8:30 12/4, 8:30 1.8 8:30 2.5 8:30 3.4 8:30 4.1 8:30 5.6 8:30 6.3 8:30	Kate put dates on school calendar
Adjournment	9:40	



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Agenda items for next month: Committee Goals, Exit interviews for board members.

GABS agenda items for next BOT meeting:



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JEDI Committee Meeting Minutes- September 8th, 2023
12:00 p.m.

Present: Kathleen Szegda, Seth Harwood, Camille Washington-Ottobre, Angelique Baker,
Freja Joslin, Laura Davis

Regrets: Natalia Korczak, Luke Woodward

Topic	Discussion	Action
Introductions	Each attendee introduced themselves and shared why they were interested in the JEDI Committee	
JEDI Committee Overview	Shared history of JEDI committee: official Board Committee the last two years, worked with other Board Committees to incorporate JEDI into their efforts, worked with administration to initiate an equity audit, worked on anti-racist statement (last year), led Board discussion about JEDI topics including thinking about Dominant culture at the school, gave feedback on ad hoc basis about JEDI issues at the school	
Equity Audit	Shared equity audit findings shared with the Board. Discussion included: though recognized that racism is everywhere in our society, particularly harmful at Hilltown because it is considered progressive environment; what kinds of PD would get at attitudes and behaviors around humility about learning from people of color and families vs. we already know this - there are many tools to address this; need to hear from students and parents of color's experiences; how do we increase diversity in our hiring – there is stated commitment on search committee to hire more diverse pool and are still using the anti-bias	Kathleen – send equity audit slides, link to Board minutes where discussed to Committee



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	<p>processes, challenges in diversifying who applies – recommended to consider how offers are drafted and who we are reaching out to.</p> <p>Also discussion items shared by consultant who performed the audit were that antiracism work is current- Hilltown does speak to historical nature; representation not the same as anti-racism.</p>	
Possible Committee Focus Areas	<p><u>Anti-Racism Statement</u> - Committed to finishing anti-racism statement.</p> <p><u>Supporting professional development trainings</u> by engaging community to see who has expertise while we wait on possible grant funding for it (Laura and Kate included it in a grant)</p> <p><u>Student involvement</u> – discussed possibility of having older students on JEDI Committee and also working with school to engage in participatory action research related to Equity Audit</p> <p><u>Facilitating staff discussion about JEDI</u> – those with experience possibly doing so</p> <p><u>Staff Equity Committee</u> – work with them to help develop goals and possible activities</p>	Kathleen will get notes from anti-racism statement and the Long-range plan to send out.
Next meeting time/date/location	Will meet the 1 st or 2 nd Friday of each month 12:30 – 1:30 p.m. – specific date TBD	
Adjournment	The meeting was adjourned at 1:00 p.m.	

Overview of Equity Audit Focus Group Analysis

Analysis conducted by Paul C. Gorski - Fall 2022
Equity Literacy Institute - EquityLiteracy.org

Outline

- 1. What's going well according to focus group participants**
- 2. What needs attention according to focus group participants**
- 3. Recommendations from Equity Literacy Institute**

What's going well

- Active and apparent work to support justice, equity, diversity, and inclusion (JEDI)
- Inclusive and welcoming LGBTQIA+ culture

What needs attention

What needs attention

Unclear and inconsistent JEDI concepts:

- Lack of a clear, shared understanding of justice, equity, diversity, and inclusion
- JEDI commitment applied inconsistently

What needs attention

Commitment to antiracism, and explicit discussion of race:

- Many teachers do not have the tools to handle issues related to racism in their classrooms
- PD and conversations tend to stray from race and class and go back to gender identity and sexual orientation
- LGBTQIA+ students enthusiastically talked about their experiences, while students of color seemed scared to talk about race

What needs attention

Interpersonal racism:

- Staff members of color have been discriminated against, mocked, and singled out around matters of race and ethnicity (e.g., native language mocked, or comments made about hair)

What needs attention

Professional development:

- Equity-related PD has centered interpersonal relationships and personal bias, and has yet to address race and class oppression at the institutional level

Curriculum:

- Uneven student experience with curriculum, described by many as white-centric or Eurocentric
- LGBTQIA+ students feel invisible in much of the curriculum (e.g., genetics is taught in a heteronormative way, LGBTQIA+ histories and fights for liberation glossed over)

What needs attention

Policies and practices that negatively affect low income families:

- School events, some of which appear to be planned by families, are often scheduled in ways that favor economically privileged families
- Several policies, practices, and aspects of institutional culture have a harsher impact on lower-income families (e.g., half-day Wednesdays in lower grades, peer pressure to volunteer, school lunch program)

Recommendations

Recommendations

Prioritize antiracism and economic justice:

- Prioritize antiracism and economic justice in all aspects of the school until there is some balance among oppression areas
- Root out racism to create a conducive environment for racially diverse community members. Despite desire to increase number of staff of color, the environment does not seem conducive
- Review practices with a special focus on how they might impact the lowest-income families. Develop strategy for planning events that prioritizes needs of those with least access

Recommendations

Increase staff and student diversity:

- Prioritize access for the people who historically have had the least amount of access
- Diversifying the staff and student body is not the antiracism work. If commit to antiracism work and culture, chances are, it will help you diversify the staff and student body

Recommendations

Define and develop shared understanding of JEDI concepts:

- Engage in visioning and planning to develop a clear, transformative shared understanding of equity and justice
- Clarify in official documents how social justice is part of, not a distraction from, academic rigor

Recommendations

Professional development:

- Leadership training on implementing deep, transformative equity and justice institutionally, and on holding people accountable to that
- Engage in ongoing professional development focused on race and class that highlights how racism and economic injustice operate at an institutional level (not just interpersonal) and how to take action
- Teacher training on how to engage students in conversations about racism, economic injustice, and other areas of oppression, and how to handle issues as they come up

Recommendations

Professional development:

- Provide professional development specific to the experiences of multiracial students
- Teacher training on antiracist and equitable curriculum development

Questions and Discussion