

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**February 9th, 2021 7:00 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: Kathleen Szegda**

**7:00 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

**7:05 Public Comment period: (5 min)**

**7:10 Health + Safety Update: (Update) H+S Team (10 min)**

**7:20 GABS Announcements: (Update) GABS (5 min)**

**7:25 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (10 min)**

**7:35 Long Range Plan Update: (Update + Discussion) LRP Team (20 min)**

- 7:55 Site Visit: (Update) Kate + Lara (5 min)**
- 8:00 Board Member Public Responsibilities: (Discussion) Kathleen/Matt (10 min)**
- 8:10 Masking Policy Waiver: (Discussion + Decision) Matt (20 min)**
- 8:30 Personnel Proposal: (Discussion + Decision) Personnel Committee (15 min)**
- 8:45 Q2 Finances: (Update) Kate (5 min)**
- 8:50 Committee Reports -- Questions Only (5 min)**
- 8:55 New Business (5 min)**
- 9:00 Meeting Wrap-up/Newsletter Blurb/Minutes Finalization (5 min)**
- 9:05 Review Action Items in this meeting's minutes (5 min)**
- 9:10 Adjournment**

## Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, January 12th, 2022, 6:30 pm

**Location:** HCCPS and Zoom

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

**Regrets:** Joe Wyman, Rich Senecal

**Facilitator:** Kathleen S.

**Notetaker:** Sara

**Guests:** By Zoom: Emilie Woodward, James Boddy, Helen Korczak, Andrew Cote-Rosehill

**List keeper:** Matt

**Timekeeper:** Kate E.

**Mission statement read by:** Emily

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	Appreciation expressed for administration and staff for keeping kids in school and safe. Reviewed shared agreements that BOT members developed together.	
<b>Any Thank You Notes Needed?</b>	Question about who we thank during this time. The Baskin-Buttenwieser family gave a generous donation and have been sent a thank you card.	
<b>BOT Visibility This Month?</b>	The Winter Fair is Sat. Jan. 22nd from 11-2 and BOT members are encouraged to attend.	
<b>Minutes</b>	Kathleen H. added a comma; Matt made the edit that Kathleen S. would be facilitating the Jan. meeting not Matt	Kathleen H. moved to approve the Dec. meeting minutes as amended; Tala seconded; the Board approved the Dec. meeting minutes as amended by consensus.
<b>Public Comment</b>	none	

<p><b>Health + Safety Update: (Update) H+S Team</b></p>	<p>Kate reports that an update was sent to caregivers via email last week, and is included in the packet. The school mask mandate extension from DESE is through Feb. 28th, and schools can still apply for waivers. The H and S team is not looking at a waiver at this time due to the high case numbers and expected peak in the next few weeks.</p> <p>H and S team continues to meet regularly.</p>	
	<p>Vaccination rate at school is currently 88%.  This week's pool test was negative.  There have been some questions from community members/parents about if there are plans to go remote. Response to that is we don't plan to go remote and DESE has not authorized schools to go remote, but instead to close school and make up days later in the year. Currently Hilltown plans to continue with mitigation strategies and stay open.  It was shared by the team that case numbers and hospitalization are at an all-time high. The rates are still climbing and the peak is expected sometime in the next few weeks. Hospitalization lag behind peak. Mitigation measures will be used, and when numbers are lower, the mask policy could be looked at.  There have been concerns brought up multiple times about the decision making process of H and S. Team emphasized that H and S uses a process of review of the literature, looking at local metrics, guidance from the state, and extensive discussion within the team to make recommendations to the administration team.  Comment about comfort with the role H and S is playing in the school, and trust that H and S will move at the appropriate time with regards to making decisions. Comment that H and S are also taking into account other aspects of student health and safety aside from COVID (ie. social/emotional).  Question about how many people are participating in the pool testing. Response that there is a high percentage of people (student and staff) at Hilltown taking part in the pool testing.  Question to H and S committee about if they are feeling under fire from the community. Team clarified that H and S feels good about their current status and would like to be able to respond to questions and concerns from the community.  It was mentioned that there have been 30 call-outs the past 7 days due to COVID. Staff are flexing to help cover. Question about whether parents can volunteer when teachers/staff are out? Lara says that recess might be a place for that, and this idea came up in a recent staff meeting.</p>	

	<p>Question about what is the scope of the H and S team’s decision making authority? In other words, what type of decision can they make and what type of decision would need to come back to the BOT.</p> <p>Response that H and S is an advisory board, and as such advise the directors.</p> <p>Examples of things that would come to the BOT for a decision are vaccination policy, and waiver application.</p>	
<p><b>GABS Announcements: (Update) GABS</b></p>	<p>GABS and JEDI will be having a joint meeting on Jan. 31. Committees will be looking at how to make BOT more accessible.</p>	
<p><b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</b></p>	<p>Jam Board was shared about White Supremacy Culture as it relates to how conflict is dealt with.</p> <p>Discussion about fear of conflict in certain cultures.</p> <p>Importance of finding middle ground, and that there should be an openness to difference of opinions.</p> <p>Comments about that conflict doesn’t always need to be seen as bad.</p> <p>Comment that when there is a lack of conflict, community can be seen as homogenized, and this can exclude or be painful for people that don’t agree with the majority, and they feel like they cannot express their disagreement.</p> <p>Comment about the power, privilege, and education that comes along with having conflict “the right way.”</p> <p>Not an issue with the problem, but rather how they went about handling it.</p> <p>Comment about stepping out of being nice is stepping out of gender and race roles.</p> <p>How does Hilltown do when it comes to fear of open conflict? What about the Board?</p> <p>Comment that Hilltown has felt homogenous, and therefore difficult to bring up concerns/issues. There's a sense of gratitude or relief at being at Hilltown, then there’s a feeling like you’re being ungrateful if you push up against the norms of the school.</p> <p>Comment about appreciation of different viewpoints, and difficulty of being about to attend to conflict within the structure of a BOT meeting.</p> <p>Observations that in early years, there was a lot more conflict because the school was not yet established.</p> <p>There has been less in the last 10-15 year now that school is established.</p>	

	<p>Comment that staff struggles with conflict in an open way. There is a strong desire to get along rather than to have difficult conversations.</p> <p>Example of a conversation/conflict in a BOT meeting about what makes a good BOT members. Comment that idea driven vs ego driven conflict makes a difference.</p> <p>Comment that parents are not interfacing with each other as much this year and this is making people feel disenfranchised.</p>	
	<p>Comment about appreciation for this discussion, anti-racism work, and decentering whiteness.</p> <p>Comment that middle class white women have difficulty with open conflict, and there are a lot of middle class white women at Hilltown.</p> <p>Antidotes were shared: don't make it personal; we're not interacting in person as much and that might make things worse; being clear about the distinction between being nice and raising concerns, we welcome concerns; we shouldn't require people to raise issues in certain ways; once a conflict has been resolved it should be revisited.</p>	
<p><b>Board Recruitment: (Discussion) GABS</b></p>	<p>Discussion about recruiting community members. Idea that there may be resources through the Council on Aging, Lathrop Community and educational organization such as Community Classroom, Learning Solutions, and area schools of higher ed.</p> <p>How do we pitch it so that people feel like it is an honor to be asked, not a burden?</p> <p>Suggestion that if school feels like it would like some expertise in confronting school culture, who are leaders in the community who could help us with that, vs finding members who affirm our current culture? What characteristics/skills set would we be looking for?</p> <p>Who is in Easthampton that we could ask?</p> <p>What are we trying to get out of community members as BOT members? What is the goal?</p> <p>Response that someone who doesn't have the same relationship to school as parents doesn't have the same perspective. Community perspectives for a community school.</p> <p>Idea about asking parents of alum who would like to see on the Hilltown Board.</p>	<p>Sara and Dan to present at Lathrop</p> <p>GABS will put this on their Feb. agenda to discuss and make a plan about</p>

	Comment/questions about age limits for BOT members There might be some laws about this.	
<b>Long Range Plan Update: (Update) LRP Team</b>	Nothing from LRP because the meeting is next week.	
<b>Committee Reports -- Questions Only</b>	none	
<b>New Business</b>	LRP will be facilitating a focus group	
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meetings: Wednesday February 9th, 2022 at 7 p.m. in-person and zoom Facilitator: Kathleen S. Snacks: XX Drinks: XX Newsletter blurb: Lara	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 7:59 p.m.	Kate E. motioned to adjourn; Matt seconded; the meeting was adjourned.

**Tentative Agenda Topics for Feb. 9th, 2022 Board Meeting: LRP focus group; Q2 financials**



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## LONG RANGE PLANNING QUESTIONS

The Long Range Planning Committee is in the “information gathering” stage of our process. To date, surveys have been sent out to parents/caregivers, and feedback has been received from staff with some emerging themes

At the February BOT meeting, the Committee will like to hear from the full Board your insights on the strengths and areas that require focus in the next five years.

Please take some time to consider the following:

- What is your vision for HCCPS in the next five years?
- What are the top priorities for the school?
- What are the top priorities for each committee focus area?  
Specifically, beyond your annual committee goals what do you see as the long range challenges and opportunities?
- What specific thoughts do you have on the structure of school leadership? What’s working? What changes would you recommend?
- Does the current makeup of the Board meet the challenges of the school? What Board configuration will best move us into the next 5 years?
- What might be the biggest barriers or obstacles to the priorities you’ve identified?

## Hilltown Cooperative Charter School

## Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Sep 30, 21</u>	<u>Dec 31, 20</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	208,751	208,541	207,918
ESB Checking - XXXXX4269	352,614	307,300	402,385
ESB-Capital Reserve x1886	315,487	315,367	314,344
<b>Total Easthampton Savings</b>	<u>876,852</u>	<u>831,207</u>	<u>924,647</u>
<b>Total Checking/Savings</b>	876,852	831,207	924,647
<b>Other Current Assets</b>			
Paycheck corrections	-1,597	-1,597	0
Suspense	1,597	1,597	-918
Due from employees			
COBRA	1,128	1,128	1,016
<b>Total Due from employees</b>	<u>1,128</u>	<u>1,128</u>	<u>1,016</u>
Prepaid Expenses	6,880	3,992	0
Security Deposit	4,415	7,125	4,655
<b>Total Other Current Assets</b>	<u>12,423</u>	<u>12,244</u>	<u>4,752</u>
<b>Total Current Assets</b>	889,275	843,452	929,399
<b>Fixed Assets</b>			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
<b>Total Property 1-3 Industrial Pkwy</b>	<u>3,790,726</u>	<u>3,790,726</u>	<u>3,790,726</u>
Accum. Depreciation - Building	-417,813	-398,476	-340,465
Property Improvements	151,440	151,440	151,440
Accum. Dep - Property Imprvmnts	-87,301	-81,196	-62,879
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-11,210	-10,509	-8,407
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-23,711	-23,011	-20,911
<b>Total Property and Equipment</b>	<u>13,599</u>	<u>15,000</u>	<u>19,202</u>
<b>Total Fixed Assets</b>	<u>3,450,651</u>	<u>3,477,495</u>	<u>3,558,026</u>
<b>TOTAL ASSETS</b>	<u><b>4,339,926</b></u>	<u><b>4,320,946</b></u>	<u><b>4,487,425</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
Accounts Payable	31,979	38,433	50,085
<b>Total Accounts Payable</b>	<u>31,979</u>	<u>38,433</u>	<u>50,085</u>
<b>Credit Cards</b>			
American Express	0	58	0
Capital One	1,823	838	1,580
<b>Total Credit Cards</b>	<u>1,823</u>	<u>896</u>	<u>1,580</u>

## Hilltown Cooperative Charter School

## Balance Sheet

As of December 31, 2021

	Dec 31, 21	Sep 30, 21	Dec 31, 20
<b>Other Current Liabilities</b>			
Deferred Revenue - Grants	1,628	1,628	1,628
<b>Payroll Liabilities</b>			
Dental Plan Payable	-641	-433	-523
Employee Health	-5,974	-3,539	-6,427
Employee Life	226	226	181
FICA Withheld	0	0	-149
Long Term Disability	0	0	-57
MA Retirement	0	0	0
Sect 125 - FSA	-4,882	-3,416	-4,507
Payroll Liabilities - Other	0	211	0
<b>Total Payroll Liabilities</b>	-11,271	-6,950	-11,482
<b>Total Other Current Liabilities</b>	-9,643	-5,322	-9,854
<b>Total Current Liabilities</b>	24,159	34,007	41,811
<b>Long Term Liabilities</b>			
Note Payable - USDA	3,274,050	3,288,112	3,329,725
<b>Total Long Term Liabilities</b>	3,274,050	3,288,112	3,329,725
<b>Total Liabilities</b>	3,298,209	3,322,119	3,371,536
<b>Equity</b>			
General Reserve Account	208,331	208,331	206,512
Res'd for Capital Expenditures	315,088	315,088	312,884
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	202,260	202,260	254,719
Undesignated Fund Balance	45,891	45,891	3,484
Net Income	220,146	177,257	288,291
<b>Total Equity</b>	1,041,717	998,827	1,115,889
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,339,926</b>	<b>4,320,946</b>	<b>4,487,425</b>



## Personnel Committee Proposal to the Board of Trustees

**Date:** January 26, 2022

**Priority level:** Medium

**Approximate time needed for discussion:** 10 minutes

**Proposal to be presented by:** Lara Ramsey

**Text of proposal:** If an existing teaching assistant (TA), employed by the school for one academic year or more, becomes a student teacher or an intern at Hilltown, they will continue to be paid as a teaching assistant (in lieu of the Teaching Fellowship stipend) and they can continue to receive employment benefits (e.g. health insurance). Student teachers and interns will be paid according to our teaching assistant salary scale for the number of hours allotted for the classroom in which they work, which is set on an annual basis. For reference, this year the hours are as follows:

TA position	Classroom Hours	Total Hours
Blues & Indigos	8:00-3:00 M, T, Th, F      8:00-12:30 W	32.5
Greens, Yellows, Reds, Oranges	8:15-3:00 M, T, Th, F      8:15-12:30 W	31.25
Special Education TA	8:00-3:00 M, T, Th, F      8:00-12:30 W	32.5
Purples & Prisms TAs	8:15-3:00 M-F	33.75
K-5 Atelier TA	24 hours	24

**Goals to be achieved by proposal:** The goals are 1) add an attractive benefit option for prospective teaching assistants; 2) encourage promising teaching assistants to further their career paths while staying at Hilltown, and 3) retain highly qualified teaching assistants.

**Potential problems/dissenting views:** The school currently offers a Teaching Fellowship of \$10,000 to graduate students who do their practicum at Hilltown. Offering to pay an intern as an employee is not as cost-effective for the school in the short run.



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

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## Domain Administrators' Report February 2022

1. Hilltown offered a Title 1 Information Session for parents on Thursday, February 3 (by Zoom).
2. There will be a site visit from the Charter School Office at the Department of Elementary and Secondary Education on March 8th. The Department writes: *The purpose of a site visit is to gather and document evidence about a charter school's performance in relation to the Criteria for accountability purposes. Evidence gathered during the site visit process is ultimately used to make a renewal determination or inform other authorizing actions pertaining to the school.*

This site visit, known as a "Core Criteria Site Visit" will focus on: mission and key design elements, access and equity, compliance, supports for all learners, governance, and student performance.

Visitors will observe in classrooms and will meet with some focus groups.

3. Hilltown submitted documentation to the state regarding federal programs Title I, Title IIA, and Title IVA. Documents include Hilltown's needs assessment procedures, fiscal procedures, parent/guardian communication, program design and evaluation, data collection and measurement, and opportunity & equal education access.
4. Integration, a key design element at Hilltown, is ongoing. Blues and Indigos are collaborating on a project for Family Study. Greens and Yellows are developing new material for their study of local history and the Underground Railroad. Reds and Oranges are designing an original curriculum called 'Sugar' that is interdisciplinary, inquiry-based, and aligned with social studies frameworks. Purples have been integrating geography, social studies, and music in their study of civilizations; soon the Purples will welcome Nick Kachulis, The Prisms have an ongoing integration project on race and genetics (humanities, ELA, science, Spanish, music), as well as an art-integration project centered on the novel *Animal Farm*.
5. Hilltown will be participating in the new at-home COVID-19 antigen testing program offered by the Department of Elementary and Secondary Education. Staff and caregivers who choose to opt-in will receive rapid tests to administer every Thursday. Caregivers and staff will be asked to report positive cases to the school through an electronic form provided. In addition to this new at-home antigen test option, we will continue with weekly pool testing and symptomatic testing during the week. As part of this shift in the program, Hilltown is discontinuing Test and Stay and contact tracing for in-school close contacts, but the school will continue to notify classroom



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

cohorts when there is a positive case in their group. Staff will receive their first at-home test for the week of February 7th and caregivers will receive their first kit for students the week of February 14th.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- January 28th, 2022  
12 pm Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09>

**Present:** Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda, Rashida Krigger, Emily Boddy, James Boddy

**Regrets:** None

Topic	Discussion	Action
Board Meeting Agenda for February	Agreed standing items, including committee updates and H&S and will finalize the agenda via email.	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates Following revisions were made	Kate updated us on facilities challenges with water freezing in the bathroom and shift in testing and contact tracing protocols based on new guidance and options from MA DESE. Rashida updated us on events/activities held: solstice celebration in December was successful with positive feedback; new student lottery with Spanish translation available; and MLK celebration. Winter Fair had to be canceled because not enough volunteers. Lara updated us on upcoming review required by state on how we spent our Title 1 funds, staffing updates, professional development day with staff, and decision-making model process reviewed with staff. She shared feedback received from staff and student that Board member name on zoom that was about their stance on masking was upsetting. Discussion about how we show up as Board members and what is ok as free speech.	Directors will send Domain Report for February BoT packet
FY22 Revised Budget	Looking at revisions around stipends, reimbursement for classes, and professional development (PD increased because went over line), funding for consulting	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

ESSER III Grant	Will do an amendment. Will use \$10,000 for regrading and remaining for other COVID needs	
Health and Safety Committee Role in Decision-Making	Agreement that Board agreed that H&S would make decisions in absence of DESE requirements	
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Next meeting time/date/location		Wednesday February 16th, 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 1:00 p.m.



Facilities Committee Meeting Agenda – Saturday January 22nd, 2022, 9:30am

Meeting held at the school

Present: Kate Saccento, Nan Childs, Chris Korczak, and Joe Wyman

Regrets: Nicole Grinaski and Laurie Nichols

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
Fix it Friday Group	First was held January 14th, next will be January 28th. Will continue every two weeks on Fridays at 3:15 pm, or as needed.	Continue to post dates/time of Fix it Fridays in newsletter and on Hilltown calendar.
ESSER III Update and discussion	Kate shared that a grant specialist from DESE reached out about the approved 29,000+ funding of the ESSER grant. Since the approved amount for outdoor learning spaces is so close to \$30,000, the Department is requesting that Hilltown completes a capital expenditure form that would eventually include an accepted final bid or contract and a copy of the plan with all required approvals, certifications and signoffs. The original amount included multiple potential projects (tent or carport, regrading and other maintenance for outdoors spaces). The specialist said that if the school was not ready to start the project of regrading the side yard and possibly the field, then the school can amend the grant. Note:	Kate will share committee discussion at the next Domain Council.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	<p>the money is available through FY24. However, the specialist said that because this grant is being highly monitored, they are requiring capex forms now.</p> <p>Members present at facilities agreed that the school is not ready to start the project because the ground is frozen and it is not an ideal time for contractors to look at it. Members agreed to an amendment of \$10,000 for the project (which would not require a capex form). At this time, the school was not moving forward with a carport and the committee feels that \$10,000 should be sufficient for any regrading that may need to happen.</p>	
<p>On-site walk through identifying short-term and long-term facilities needs</p>	<p>Topics included:</p> <p>Kate gave an update on the ESSER III grant. There will be an amendment written for the 29,000 funds dedicated to outdoor learning environment improvements. The amendment will include the following:</p> <p>10,000 for outdoor improvements</p> <p>19,000 to be dedicated to other identified COVID needs</p> <p>This amendment is being done based on the recommendation of a grant specialist from the Department.</p>	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	<p>Small leak in the sprinkler pipe located in the ceiling near the mailboxes in the main entryway.</p> <p>Leak is causing an occasional drip to land on the ceiling tile. A small piece of the ceiling tile was cut and replaced by a plastic container in the ceiling to catch any drips. Baystate Sprinkler was contacted and will be at school on Monday, January 24th at 8 am to assess the leak.</p> <p>Elevator (sensor on door needs repair); elevator deemed safe by elevator company to continue to be used and sensor strip should be repaired at some point, Otis provided an estimate of \$5,584 for the repair.</p> <p>Upstairs walls: walls have small holes, scrapes and stains on them. Two members noted that there is a lot of "cart" traffic from the attic that can result in walls being accidentally marked up.</p> <p>There was consensus from the attending members that wood panels (matching the ones on the first floor) should be put on the upstairs wall.</p> <p>Gutters: the gutters around the school are in need of repair and cleaning. The gutter on the corner</p>	<p>Elevator repair can be done this summer.</p> <p>Kate will look into panels being put up to determine materials and labor needed and identify when it could happen.</p> <p>Kate will look into gutters being repaired and cleaned. This will need to happen in the spring due to frozen water in gutters.</p>
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HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	of the Greens' classroom has a crack/leak.	
<b>Adjournment</b>	The meeting was adjourned at 10:24 am.	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Finance Committee Meeting Minutes –January 19, 2022, Zoom, 8:30 AM**

**Present:** Carla Clark, Richard Senecal, Kate Saccento, Maureen Mahar, Andy Tilbe, Lisa Plaza  
**Guests:** None  
**Regrets:** None  
**Agenda:** Approve November’s Minutes, Q2 Financial Review, FY22 Review

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>November Minutes</b>	Approval of November’s minutes	<b>Rich moved to approve November’s minutes, Carla seconded. Approved by consensus</b>
<b>Q2 Financial Review</b>	Reviewed staffing levels and the ability to obtain/retain substitutes and TA’s and how that changes the budget (more in FY22 budget review below)  No big changes to Q2 financials worth noting	<b>Rich moved to approve Q2 financials and send them to the BoT, Kate seconded. Approved by consensus</b>
<b>FY22 Budget Review</b>	Pay rates for substitutes and TA’s should be reviewed as Hilltown’s rate is lower compared to area schools, making it difficult to find and retain staff.  One staff member so far has requested leave  Preliminary FY22 Tuition Report-DESE has Hilltown receiving \$3,306,871, \$110,602 over the current budget amount.  Budget Revision Considerations-Legal, consultants, and special education contingencies  Finance Committee plans on bringing the revised	<b>No action needed</b>



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

	budget to the BoT meeting in March	
<b>Tentative Agenda Topics for Next Meeting</b>	Approve January's minutes FY22 Budget update	
<b>Next Meeting Date/Time/Location</b>	3/2/22; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:00 AM	

**Hilltown Cooperative Charter Public School**

GABS Minutes – Monday, January 31, 2022, 12:00 pm

**Location:** <https://us02web.zoom.us/j/83242946274?pwd=UzdyYW1iYUJmFHTWRUQVcvZz09>

Present: Emily Boddy, Kathleen Hulton, Sara Schieffelin, Sarah Buttenwieser, Kate Saccento, Rashida Krigger, Jodi Shaw, Angelique Baker, Meg Taylor, Helen Korczak, Cinzia Pica-Smith, Kathleen Szegda, Kate Ewall

**Regrets:** None

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check in</b>	Meeting convened and hellos.	
<b>Meeting minutes review and approval per each committee</b>	Meeting Minutes from last GABS meeting were approved.	
<b>Announcements</b>	Emily, Kathleen H. and Rashida stated the purposes of the joint meeting. This meeting was convened by Kathleen and Emily so the two committees could discuss a need to examine accessibility to/for our board.	
<b>Discuss and review the way GABS is working on increasing JEDU on and accessibility to the Board</b>	<p>We may change the description on the website and the application to become more welcoming and comfortable.</p> <p>Question raised: was the board obscure? Is it possible shifts could be made that would make a wider array of people believe they be valued as board members? What are salient issues that make the board intimidating? Are there specific moments that are/become barriers?</p> <p>One flagged item is the resume, which is a state requirement, but could feel hard for someone without what they consider an impressive resume (or one at all).</p> <p>Question: is there another way to collect information that would be better?</p>	

	<p>Tone: suggestion to create more engaging materials/flyer/bullet points/more appealing layout visually for board recruitment "poster" and also suggestion to advertise positions open more frequently (newsletter?).</p>	
	<p>Some people in this meeting said they didn't know how to apply to the board. This, plus a sense because of the opacity, might lead someone to wonder if they measured up to "board standards." One parent said, "The board is another way to get involved, so I would want to know more about that."</p> <p>Challenge: how to make both the process and the commitment for serving on the board more transparent and more widely known.</p> <p>If indicated on parent volunteer survey, Deirdre would kind of squirrel that information away, which made it feel both informal and mysterious as to when/whether you might be "tapped" for service. We'd prefer a system where someone indicates interest and receives communication about this and how to proceed if desired. Informal entry points are great (I see my friend's on the board; I think, maybe I could do that too) but more formal entry points are needed for the sake of transparency and inclusion. Informal outreach can lead to replication and sameness on the board (this has, until more recently, meant class and race sameness).</p> <p>Other barriers: meeting in person could be a barrier; the 6:30-8:30 meeting time; not having childcare provided. All this leads to a question about what inclusivity means at Hilltown. And related: what does it mean to hold a minority opinion?</p>	
<p><b>Discuss the Board interest form and potential changes</b></p>	<p>Currently, there is not a statement in our recruitment materials that underscores "the board values different perspectives and experiences."</p> <p>An anti-racism perspective, if that is where the institution is headed, needs to be directly stated, too.</p> <p>The questions suggested for revision on the board application are 1, 5, 10.</p> <p>From a neurodivergent lens, the amount of unbroken text describing the board could be overwhelming.</p>	

<p><b>Review Action Items</b></p>	<p>Reviewed action items.</p>	<p>Further work on the Board interest form will take place in GABS. Interested JEDI committee</p>
		<p>members can send feedback to GABS and/or attend GABS meeting Members of LRP will talk to LRP committee about JEDI issues and parent survey</p>
<p><b>Adjournment</b></p>		<p>Meeting adjourned at 1:05 pm</p>



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Long Range Planning Committee Meeting Minutes – Tuesday, January 18.  
2022

Location/Link: In person at 1 Industrial Parkway, Easthampton	
By Zoom; <a href="https://us02web.zoom.us/j/84914868960?pwd=WUppZmNZb3Boem9Uc1FvWjJwR3VOQT09">https://us02web.zoom.us/j/84914868960?pwd=WUppZmNZb3Boem9Uc1FvWjJwR3VOQT09</a>	
Online Meeting ID: 849 1486 8960	Online Meeting Password: plan

**Present:** Kate Saccento, Helen Korczak, Rebecca Belcher-Timme, Rashida Krigger, Polly Normand, Gina Wyman, Lily Newman

**Regrets:** Kathleen

Topic	Discussion	Action (if necessary)
Approval of Minutes from December	Dan moves for approval - Minutes approved	
Set future dates	<ul style="list-style-type: none"> <li>- Meet on date of Feb Board Mtg Focus Group?               <ul style="list-style-type: none"> <li>- <b>Wednesday Feb 9th, 7 pm, likely 7:15-8:00 pm</b></li> <li>- On Hilltown Calendar</li> <li>- Hybrid online and appropriate to join remotely for this team</li> <li>- High quality camera makes it workable</li> <li>- Make this the first agenda item</li> <li>- Helen can't attend on Wednesdays</li> </ul> </li> <li>- Set a March and April date               <ul style="list-style-type: none"> <li>- 3/15 Tuesday</li> <li>- 4/12 Tuesday</li> <li>- 5/17 Tuesday</li> <li>- 6/21 Tuesday (if needed)</li> <li>- Could use one of the later dates to share out updates or get feedback from staff, families</li> </ul> </li> </ul> <p>Goal of completing this work in the fall, 2022</p>	<p><b>Add mtg dates for spring</b></p> <ul style="list-style-type: none"> <li>- 2/9 mtg date to calendars</li> <li>- T 3/15</li> <li>- T 4/12</li> <li>- T 5/17</li> <li>- Hold T 6/21 schedule permitting</li> </ul>
Review survey responses from staff	<p>Purpose/Goal:</p> <ul style="list-style-type: none"> <li>- Identify salient themes that are relevant to long range planning;</li> <li>- ID what is relevant to this work specifically</li> </ul> <p><b>THEME Takeaways</b></p>	



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	<ol style="list-style-type: none"><li>1) Grade configuration and ideal organization of students and student numbers/class size</li><li>2) Staffing model, roles and responsibilities (especially TAs/Interns/Etc.) and compensation; also leadership</li><li>3) Impact of the pandemic on culture and implications for our work going forward</li><li>4) Diversity - look more deeply into this in the near future an upcoming time</li></ol> <p>Themes Notes</p> <ul style="list-style-type: none"><li>- Positivity around school climate</li><li>- Issues around TAs<ul style="list-style-type: none"><li>- Compensation and communication/structure of time and responsibilities<ul style="list-style-type: none"><li>- Salary above Step 12</li><li>- Honoring partial degrees (BA+, etc.)</li></ul></li><li>- What is the role? Is it a role to stay in or is it a pathway to something else?</li><li>- Needs examining and clarification</li><li>- From clear definition, need the appropriate training</li></ul></li><li>- Themes around DEI<ul style="list-style-type: none"><li>- Diversity of student body</li><li>- Eurocentric concerns</li></ul></li><li>- Discipline, but more around management than LRP issue</li><li>- Grade Level Distribution is LRP topic<ul style="list-style-type: none"><li>- See additional survey comments <a href="#">here</a></li></ul></li><li>- Class sizes - looking at smaller class size in early grades</li><li>- Demands on teacher time and capacity with regards to parent communication</li><li>- Theme of staff culture as an area of improvement that may not be an LRP focus itself but staff culture as an outcome over the long term is key<ul style="list-style-type: none"><li>- Themes included staff expectations and shared accountability</li><li>- Wanting shared/collaborative decision making</li><li>- Efficient meetings</li></ul></li><li>- Co-teaching as a strength and huge piece of the heart of the experience, but also strain on the TAs</li></ul> <p>Cost-related themes - have to hone in on priorities around budget</p> <ul style="list-style-type: none"><li>- Important to look at salaries - just raising that line costs \$100k and spend 75-80% on staff</li><li>- High ratio of students to staff means high cost/high investment</li><li>- High personal percentage but relatively low on leadership positions/admin</li><li>- Goes beyond management to strategy</li><li>- <b>Is the school using resources to the best possible means - staffing, compensation, etc.</b></li><li>- How do classroom teachers see this specifically?</li></ul>	
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	<ul style="list-style-type: none"><li>- Is there another set of input we need here from teachers and TA input on that role?</li></ul> <p>Staffing Themes</p> <ul style="list-style-type: none"><li>- Seems like an area of focus for LRP</li></ul>	
	<ul style="list-style-type: none"><li>- Establish goal around inquiry/investigation of optimal staffing model and grade configuration to meet learning and community needs?</li><li>- What is the timeline for LRP as this will drive the level of results the goal points to (e.g., are we trying a new model or just investigating options)</li><li>- Where does the recent reorganization of the leadership team fit here?</li><li>- Likely may also need to be looked at - valuable to look at the entire staffing model of the school</li><li>- Board decision around leadership model recently may have a timeline we should look at</li><li>- Dan will find out if there are key pieces here to be mindful of</li></ul> <p>Themes that arise</p> <ul style="list-style-type: none"><li>- Co-teaching/staffing model</li><li>- Compensation<ul style="list-style-type: none"><li>- Need to be clear about goals Board has set around compensation and info on personnel</li><li>- Want to avoid doubling up if another Board committee is working on this</li></ul></li><li>- LRP - specific role here could be focused on clarifying the values and approach in line with goals of the school and clarifying the roles aligned with that<ul style="list-style-type: none"><li>- Clear messaging would come as a relief for staff</li><li>- Have opened the doors to TAs without BAs but means they may not have capacity for some aspects of the role (e.g., subbing for days in a row)</li></ul></li><li>- Clear roles and responsibilities around TAs specifically</li><li>- Barriers to TA candidates could be misalignment to grad program timeline<ul style="list-style-type: none"><li>- If it was student teaching, could pay a stipend that's marketable to a graduate student</li><li>- Would have to be a night program/outside of school hours</li></ul></li><li>- Defining the TA role within HCCPS and for a person's career trajectory</li><li>- Some belief that TAs make teaching better to have that teammate, support staff for students and someone who does admin work for teachers and supports instruction</li><li>- But some teachers don't feel TAs help them</li><li>- Can also be because the lead teacher doesn't leverage the TA in ways they could</li><li>- Valuable to clarify what the shared goal is here</li><li>- Could provide more effective training for TAs especially who haven't had preservice teacher training</li></ul>	



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	<ul style="list-style-type: none"> <li>- At least need some shared work with the teacher</li> <li>- Removing AA degree barriers is great and need to provide the support for folks with less training</li> <li>- Huge for students to have that person/TA consistently there as well especially when staff are out - another trusted adult that the teacher can rely on</li> <li>- Really important as a pipeline strategy - have we evaluated the success of TAs in becoming effective teachers or longtime staff members?</li> <li>- Could be a strength to cultivate a partnership with a public university - Westfield State for example</li> <li>- Graduate or other college students might make delegating easier since those folks need specific tasks</li> </ul> <p>School Size</p> <ul style="list-style-type: none"> <li>- Strong preference for smaller size classes</li> <li>- Has to align to staffing strategy/implications for staffing need to be examined</li> </ul> <p>Student Culture/Behavior themes - connected in ways to TA role and lack of clarity</p> <ul style="list-style-type: none"> <li>- Will culture need to be a focus longer term?</li> <li>- Hitting everyone hard now and will have effects for years to come from the pandemic</li> <li>- Seems like a worthwhile focal point for LRP - effects of pandemic on culture and implications for the coming years including best staffing model</li> <li>- Some pieces came up around lack of consistent mechanisms for holding students accountable</li> <li>- Specifically outside of the TA role/TAs don't have authority to hold students accountable and students know it - feels really defeating</li> <li>- Lack of disciplinary system to back TAs up</li> <li>- Comments showing frustration in how students and teachers talk to them</li> <li>- Yes tied to staffing</li> <li>- 22 new staff members AND student behavior more challenging than ever this year as it is everywhere</li> <li>- Has been a huge stressor this year</li> <li>- It's tremendous dysregulation</li> <li>- So overwhelming especially for newer staff or TAs</li> <li>- TAs on the frontline</li> </ul>	
<p>Development of survey questions for parents</p>	<p>Purpose/Goal: Hone questions with a final round of feedback so it's ready to go or close to complete</p> <p>CAREGIVER SURVEY TAKEAWAYS: Ready to go</p> <ul style="list-style-type: none"> <li>- Dan will draft into google form</li> <li>- Admin team to review (see Action Steps)</li> </ul> <p>Draft Questions</p>	<p><b>Lara will review</b> school satisfaction survey questions and check overlaps</p> <p><b>Add clear framing for caregivers</b> to get into the</p>



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	<p><a href="https://docs.google.com/document/d/1RzqNDxWF2D6NV2r0Re4bI5CAOxSnCneT6rULZM-aXC4/edit">https://docs.google.com/document/d/1RzqNDxWF2D6NV2r0Re4bI5CAOxSnCneT6rULZM-aXC4/edit</a></p> <ul style="list-style-type: none"> <li>- How much is this satisfaction vs visionary?             <ul style="list-style-type: none"> <li>- More focused on satisfaction but can give us some good information</li> <li>- How else can we do this?</li> <li>- Leaves open space for sharers to include things that may be of concern</li> <li>- This is where focus groups can come in - to fill in clarity or add insight to the questions that come from the survey</li> <li>- Has some overlap with the annual satisfaction survey - do a crosswalk to check alignment or alignment opportunities</li> <li>- What's the framing we include here to make sure survey respondents are clear about what this is for and the frame we want them in as they complete it</li> </ul> </li> </ul> <p>Staff Survey Framing from Dan:</p> <p>Hilltown is engaging in our third Long Range Plan, which will be shaped, in part, by stakeholder feedback. Please fill out this survey to help the committee gather information as we envision the future of Hilltown. This survey is anonymous, and we are eager to hear your honest feedback—nothing is too big or too small to share.</p>	<p>mindset/understand the purpose of the survey</p> <p>(see Dan's example from staff survey)</p> <p><b>Dan will create Google form for survey.</b></p> <p><b>Admin team will draft framing language.</b> Rashida will review for edu-speak</p> <p><b>Admin team leads on survey blast and reminders - comes from Kate</b></p> <p><b>Survey Steps:</b></p> <p>Email blast to all families</p> <p>2 additional weekly reminders</p> <p><b>Deadline MARCH 8th</b></p> <p><b>Next Step/next meeting:</b></p> <p>ID how focus groups and other means can bring out more visionary feedback from caregivers</p>
<p>Develop focus group questions for BOT meeting on 2-9-22</p>	<p>Process</p> <ul style="list-style-type: none"> <li>- We'll share meeting minutes</li> <li>- Give an update on where we are?             <ul style="list-style-type: none"> <li>- Surveys sent out</li> <li>- Feedback from staff with some emerging themes</li> </ul> </li> </ul> <p>Board Insights/Strengths/Focus Areas</p> <ul style="list-style-type: none"> <li>- JEDI committee</li> <li>- Personnel</li> </ul>	<p><b>Dan will pull Board Committee Annual Goals</b> and share so we have that context when we ask about longer term priorities.</p> <p><b>Dan will share Board information</b> on the leadership structure</p>



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	<ul style="list-style-type: none"> <li>- Finance committee</li> <li>- Facilities</li> </ul> <p>Have been looking at institutional health in these areas and would have insights into them</p> <p>Interesting facilities issues came up in staff input around outdoor spaces, etc.</p> <ul style="list-style-type: none"> <li>- This implicates finance committee as well</li> </ul> <p><b>Questions for BOT Focus Group</b></p> <ul style="list-style-type: none"> <li>- What is their vision for HCCPS in the next five years?</li> <li>- What are the top priorities for the school?</li> <li>- What are the top priorities for each committee focus area?             <ul style="list-style-type: none"> <li>- Have annual goals but looking ahead five years – beyond the annual goals, what do you see as the key priorities for your committee over the longer term?</li> <li>- Specific thoughts on structure of leadership?</li> </ul> </li> <li>- Is the Board configured right? How/does the makeup of the Board help us move into the next 5 years?</li> <li>- What might be the biggest barriers or obstacles to the priorities you’ve identified?</li> </ul>	<p>and plans - any specifics on timeline, evaluation of success, etc.</p> <p><b>ID next steps for Board focus group</b></p> <p><b>Dan will</b> format questions into a document for the Board along with these minutes.</p> <p>Will share with this team before sending to Board for last minute input</p>
<p>Involvement of students</p>	<p>Goal: Clarify how students should be involved in this process? What is the right level of engagement and with which students?</p> <ul style="list-style-type: none"> <li>- Important for them to have input even if we need to interpret feedback to make it operational</li> <li>- Can we talk to students and families who want to be at the school but can’t/aren’t?</li> <li>- Reach out to some alumni             <ul style="list-style-type: none"> <li>- Can respond to the same categories we’ve been thinking about</li> <li>- Meeting kids and engaging at other schools will help highlight aspects and give insights into the HCCPS experience</li> <li>- Are their things you wish you had experienced at HCCPS?</li> <li>- What was the impact of learning Spanish?</li> </ul> </li> <li>- Consider some families who come in at middle grades - sometimes their voices are less heard or they can feel less integrated             <ul style="list-style-type: none"> <li>- Specifically ask these families</li> <li>- Anecdotally families have varied experiences and some feel so welcomed, others have a harder time integrating</li> </ul> </li> <li>- Students have valuable input and let’s think about how we can hone in on the right group, representative</li> </ul>	<p>K-5 Students will share input in Morning Meeting</p> <ul style="list-style-type: none"> <li>- Rebecca and Gina lead on this</li> <li>- Lily support</li> <li>- Completed before our Mar mtg</li> </ul> <p>Next Meeting we will discuss older students (Alumni, 6-8 students)</p> <ul style="list-style-type: none"> <li>- Format</li> <li>- Process</li> <li>- Questions</li> </ul>



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	<ul style="list-style-type: none"><li>- Students would certainly have thoughts on staffing and school culture</li><li>- What about a morning meeting question to elevate student voices with a question or series of questions over morning meetings?</li></ul>	
	<ul style="list-style-type: none"><li>- Scaffold this from grade to grade?</li><li>- Provide questions for teachers to use?</li></ul>	
	<p>Questions</p> <ul style="list-style-type: none"><li>- What makes Hilltown a great place to learn?</li><li>- What would make HCCPS a better place to learn?</li><li>- We can take whatever brilliance we get from this and sort out what belongs in LRP and what doesn't.</li><li>- Ask students "if it weren't for TA's, what would be different?"</li></ul>	
	<p>Process</p> <ul style="list-style-type: none"><li>- We won't come together till March</li></ul>	
	<p>Questions for Morning Meeting k-5 - Before March Meeting</p> <ul style="list-style-type: none"><li>- <b>Rebecca and Gina to lead on this</b></li><li>- A couple targeted questions</li><li>- How to get the data: Photo of whiteboard or chart paper, <b>TA's take notes?</b></li><li>- <b>Lily will give feedback</b></li></ul>	
	<p><b>March Meeting</b></p> <p>Older Students - Finetune the questions and process more</p> <ul style="list-style-type: none"><li>- How do we want to organize the student focus group?</li><li>- Lara could put together a focus group o</li></ul>	
	<p>Alumni</p> <ul style="list-style-type: none"><li>- What are the protocols for alumni contact?</li><li>- Lara could put together an alumni Zoom of 9th/10th graders but would be siblings</li><li>- High school seniors</li><li>- Cross section of k-8 and 6-8</li><li>- Rebecca can get in touch with some HS seniors</li><li>- Lara</li></ul>	
	<p>Think about 6-8 focus groups</p> <ul style="list-style-type: none"><li>- Lara to ask teachers?</li></ul>	



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<b>Review Action Items</b>	See Action Items Column	
<b>Tentative Agenda Topics for Next Meeting</b>	Feb 9th: Board Focus Group - See agenda item above March 15th: - K-5 report out - How to involve students (alumni, 6-8) - Caregiver survey results - Caregiver input next steps - Focus groups, other data to gather	
<b>Next Meeting Date/Time/Location</b>	Wednesday Feb. 9 at the Board Meeting - both in person and remote: Meeting <a href="https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09">https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09</a> Meeting ID: 814 2602 7291 Passcode: hilltown	
<b>Adjournment</b>	Meeting was adjourned at 7:51	



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Personnel Committee Meeting Minutes  
Wed., Jan. 26th, 2022 at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szq0UlgxV1FKUVNXVFJHaXhtRzBIQT09>  
Passcode: coffeetime

**Present:** Lara Ramsey, Carla Clark, Sara Schieffelin, Andrew Coate, Kate Saccento (from 7:35-7:40), Nicole Grinaski

**Regrets:** Tala Elia, Emily Lees

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara Notetaker: Sara	
Reviewing staff and TA salary scale (up-date and discussion)	<p>Continued discussion of teacher and TA salary scale. Team shared different models they worked on over the past month. Questions: What should the starting salary be? How many steps? What is the role of a TA (differs in different classrooms, should we formalize)?</p> <p>Discussion about the importance of increasing entry level pay to increase recruitment and retention. We also want to make sure we're paying TAs more than subs.</p> <p>Discussion about how many steps, and that extending to 8-9 might not be a school priority. TAs can come in on different step levels based on experience at discretion of the Director of Teaching and Learning. Reminder that this needs to be proposed by the June meeting and ideally the team would have a proposal by March to present to the Finance Committee.</p> <p>Report/discussion on teacher survey/discussion. Team did not get to this last month. Comment that we have some relevant information related to this from the LRP teacher survey. Another discussion/survey can be put out at a staff meeting next tuesday. Lara, Nicole and Emily will put this together.</p>	<p><b>Action Item:</b> Carla will write-up TA salary scale proposal to take to the Finance Committee's next meeting</p> <p><b>Action Item:</b> Lara, Emily and Nicole will facilitate a discussion with teachers at the next staff meeting about what is important to them with regards to salary, benefits, and quality of life perks.</p> <p><b>Action Item:</b> Bring "TA salary and benefits to existing interns/student teachers instead of Teaching Fellowship</p>



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	<p>Lara shared her proposal regarding offering TA salary and benefits to existing interns/student teachers instead of Teaching Fellowship stipend. Discussion about proposal. Comment about the study Kate did on the intern program, and the theme that came up was pay. Assertion that pay is important, especially now, for retainment. This would be seen as an added formal educational benefit. Team helped up-date the proposal to be presented at the next BOT meeting.</p> <p>Carla shared research she had done with comparisons with other districts regarding what percent of the budget goes to personnel. Other charter schools had around 75% of the total budget; ours is around 85%. Our current model is not sustainable. Comment that we have a higher staff/student ratio than other schools. Is it more important for teachers to have better ratios or higher salaries?</p>	<p>stipend” proposal to BOT. Lara will email proposals to Emily and Nicole for inclusion in the Feb. packet, and will email Matt to include on the agenda.</p>
Review action items	reviewed	
Tentative agenda topics for next meeting	<p>admin salary scale</p> <p>review of employee benefit sheet</p> <p>up-date and discussion about findings from teacher meeting/survey re priorities</p> <p>finalize teacher salary scale for FY 23 to be presented, along with TA salary scale, to Financial Committee</p>	
Next meeting time/date/location	<p>Wed., Feb. 16th, 7:30am via Zoom</p> <p>Zoom link found on school calendar</p>	
Adjournment	8:23 am	