

# Notice of Public Meeting

**Hilltown Cooperative Charter Public School:  
Annual Meeting**

**Date and time:** Wednesday, May 22, 2024 at 6:30 p.m

**Location:** Hilltown Cooperative Charter Public School, 1 Industrial Pkwy, Easthampton, MA 01027

**Agenda:**

**Welcome, agenda and procedure**

**Mission Statement**

**Approval of last year's minutes**

**Chorus Performance**

**Community Activity: What does an excellent Arts-based Curriculum look like?**

**Hilltown Harmonies Performance**

**Business**

**Reports:**

- **Board President Statement**
- **GABS Committee Report**
- **JEDI Committee Report**
- **Facilities Committee Report**
- **Finance Committee Report**
- **Personnel Committee Report**
- **Friends of Hilltown Committee Report**
- **Special Education Parent Advisory Council**

**Appreciations**

**Proposals to change the by-laws**

**Proposal + Election of New and Continuing Board Members**

**Meeting Wrap up and Thank You**

**Adjourn**

**Hilltown Cooperative Charter Public School**

**Annual Meeting**

Board of Trustees Meeting Minutes – Wednesday, May 24, 2023, 6:30 pm DRAFT

**Location:** HCCPS, All School Space

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome, agenda and procedure – Kathleen S. Read Mission Statement</b>	Kathleen S. welcomed people to the meeting, and reviewed the agenda and procedure. Chris was assigned as listkeep. Sara read the mission statement.	
<b>Approval of 2022 Meeting Minutes</b>	Emily asked if anyone had changes to the 2022 annual meeting minutes included in the meeting packet. No changes noted.	Dan moved to approve the minutes; Tala seconded; the minutes were approved by consensus.
<b>Announcement about artwork display and Slide Show about FOH gift of kiln and art that has been produced from it– Laura D.</b>	Laura announced that artwork is displayed throughout the school and presented a brief slide-show about the school’s new kiln which was donated by FOH.	
<b>Chorus Performance</b>	Chorus, as led by Nick, performed two songs.	
<b>JEDI Group Activity</b>	Kathleen S. spoke about the JEDI work the school is doing and feedback the school got from the equity audit last year, noting strengths and areas of growth. Kelly Vogle facilitated a group activity regarding JEDI, which included defining the terms of justice, equity, diversity, and inclusion, and what that might look like at the school.	

<p><b>Hilltown Harmonies Performance</b></p>	<p>Hilltown Harmonies, as led by Felicia, performed two songs.</p>	
<p><b>Reports:</b>  <b>Statement from Board President (Kathleen)</b>  <b>GABS Committee Report (Sara)</b>  <b>Facilities Committee Report (Chris)</b>  <b>Finance Committee Report (Rich)</b>  <b>Personnel Committee Report (Dan)</b>  <b>LRP (Dan)</b>  <b>JEDI (Natalia K.)</b>  <b>Friends of Hilltown (Natalia K.)</b></p>	<p>Kathleen made a statement on behalf of the Board and expressed gratitude for the Hilltown staff and parents. She talked about the role of BOT. She shared the BOT’s notable accomplishments during the past year. She reminded everyone that Board and committee meetings are open to the public and encouraged people to attend.</p> <p>Sara summarized the work the GABS committee has done this year. Chris Korczak spoke about the work of the Facilities Committee. Rich Senecal shared the Finance Committee report. Dan Klatz shared work the Personnel and LRP committees have done. Helen Korczak shared the work the JEDI committee and the Friends of Hilltown has done.</p> <p>(See annual committee reports in meeting packet).</p>	
<p><b>Appreciations</b></p>	<p>Tala offered appreciation to departing BOT members Sara, Chris, and Dan noting their unique contributions to the board. Tala thanks Kathleen S. for her role as BOT president over the past year, noting her dedication and hard work. Tala thanked the entire BOT and all committees for their work.</p> <p>Kate S. appreciated Laura as the Director of Teaching and Learning. She thanked Cait Browne, former Director of Student Support. She acknowledged and sent well-wishes to Rashida who is out on medical leave. She appreciated the staff and parents who have stepped up in Rashida’s absence to help with events at the school. She thanked departing staff member Tori, as she leaves the school to pursue further education. And she thanked the entire Hilltown staff for their dedication and hard work.</p>	

<p><b>Proposal + Election of New and Continuing Board Members (GABS)</b></p>	<p>Emily presented the candidates who would be new to the Board:</p> <ol style="list-style-type: none"> <li>1. Kelly Vogel</li> <li>2. Lisa</li> <li>3. Ben Carlis</li> <li>4. Stacy Guifre</li> <li>5. Lisa Smith-Hamilton</li> </ol> <p>Each candidate made a statement about why they would like to join the BOT and what they would bring.</p> <p>A vote was taken and the slate was approved to the board by simple majority.</p> <p>Emily presented the candidates who would be serving a second term:</p> <ol style="list-style-type: none"> <li>1. Tala Elia</li> <li>2. Kathleen Szegda</li> </ol> <p>A vote was taken and the members serving a second term were approved to the board by simple majority.</p>	
<p><b>By-laws: Emily and Tala</b></p>	<p>Two by-law amendments were proposed (see full texts of by-laws in meeting packet).</p> <p>Emily proposed a change in the language of by-laws to include the team “caregiver.”</p> <p>Tala proposed a change in the by-laws regarding the grievance procedure.</p> <p>A vote was taken to approve each of the by-laws, and each passed by simple majority.</p>	
<p><b>Rock Band Performance: Nick</b></p>	<p>Rock Band, as led by Nick, performed two songs.</p>	
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 8:15 p.m.</p>	



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

**Subject:** Update to Bylaws: Increase in number of Permanent Employees eligible for Board Membership

**Date:** March 7, 2024

**Priority Level:** High

**Approximate Length of Discussion:** 10 minutes

**Presented by:** Emily Boddy

**Committee Members Drafting Proposal:** Emily Boddy, Tiffany Ross, Sara Scheiffelin, Kelly Vogel (GABS)

**Text of the Proposal:**

Regarding the number of Permanent Employees eligible for Board Membership, it is proposed that the bylaw be amended to increase eligibility from two to three permanent employees. The updated bylaw would read:

1. Using standard election process, up to three permanent employees may be elected to the Board of Trustees as non-voting, ex-officio members for two-year terms and may choose to renew for an additional one-year term. The total number of sequential years a permanent employee member may serve is three; the total number of years a permanent employee member may serve is six.

**Goals to Achieve:**

- To broaden BoT understanding of what is 'living' in the school - ex. challenges, best practices, needs.
- To ensure that staff/teacher perspectives and experiences are adequately represented in the discussion around policy and governance.

**Potential Concerns/Issues:**

- It may be a challenge to ensure that the representation includes a broad range of staff members (across grade levels, arts, SERS team, TAs, etc.). GABS would take this into account when fielding requests from staff/teachers.



## **Board of Trustees President**

Annual Meeting Report

May 22, 2024

Dear Hilltown Community,

On behalf of the HCCPS Board of Trustees, we are honored to update the school community on the work of the Board during the 2023-2024 academic year. The primary duties of the Board are to guide the school's strategic direction and governance and to ensure the school's fiscal and legal viability, and we have worked diligently to accomplish these goals.

First and foremost, the Board would like to express our appreciation for all of the incredible ongoing efforts our teachers and staff have made to educate and engage our children and support our school community. The Board has proudly worked alongside these amazing professionals throughout the year.

We would also like to acknowledge the work of our departing directors, and thank them for all of their countless hours leading Hilltown. We thank them and wish them well in their next chapters.

This year has focused on keeping true to the recently adopted long-range plan in addition to the ongoing work of our core committees: Facilities, Finance, Personnel, JEDI (Justice, Equity, Diversity, and Inclusion), and GABS (Governance and Board Sustainability).

We have much work to do in the coming months including the hiring of new leadership and evaluation of our administrative structure, but we are confident that by working closely with our incredible staff and teachers, we will emerge even stronger on the other side.

Respectfully submitted,

Matt Dube, President

Kathleen Hulton, Co-Vice President

Lily Newman, Co-Vice President

Board of Trustees, 2023-2024

Hilltown Cooperative Charter Public School



## **Governance & Board Sustainability Committee**

Annual Meeting Report

May 22, 2024

**Committee Members:** Emily Boddy (chair), Kelly Vogel, Tiffany Ross, Sara Schieffelin (Community Member)

- A. Purpose:** GABS ensures: (1) that HCCPS governance complies with state law; and (2) the sustainability of the BOT through recruitment and succession planning for officers and committee chairs.
- B. Responsibilities and Goals:**
- Provides orientation and training to new BOT members
  - Recruits BOT members and assists with recruiting committee members
  - Integrates JEDI into work of the committee
  - Ensures adherence to the HCCPS By-Laws; assesses the need for and propose changes to the By-Laws
  - Plans and facilitates the Annual Meeting of the Cooperative

Consistent with these responsibilities and overarching goals, the committee set and focused on the following goals for the year:

### **Orientation for New Board Members**

- GABS held one orientation for new Board members. The orientation covered a range of topics, including: Hilltown's mission and philosophy, obligations and responsibilities of Board members, the Open Meeting Law, and the consensus process.

### **Board Recruitment**

- Throughout the year, GABS worked to recruit new Board members. The recruitment process involves GABS speaking with potential Board members, soliciting and reviewing potential members' interest forms and resumes, arranging for potential members to attend Board meetings, and proposing candidates to the Board to put forward for a vote at the Annual Meeting.



- GABS recruited non-board members on to several committees, which has supported the board immensely in our work.
- GABS is pleased to propose the following candidates to the Board, which in turn is proposing the slate at the Annual Meeting: parents Kate Aleo and Neal Teague, and staff members, Rebecca Belcher-Timme, Grace Mrowicki and Andrea Hermans. Once elected, these members will join the board effective July 2024.

### **JEDI Integration**

- A GABS representative attended a Charter School Association workshop, "Building a Board that Represents and Reflects the Students You Serve". GABS integrates the work of JEDI around accessibility to participate and serve, and in creating a more diverse board.

### **Reviewed, assessed the need for and proposed changes to the By-Laws**

- GABS proposed a change to the by-laws to allow for an additional non-voting staff member to be elected to the Board of Trustees.

### **Planned the Annual Meeting of the Cooperative**

- GABS planned the Annual Meeting of the Cooperative.



## **Justice, Equity, Diversity, & Inclusion (JEDI) Committee**

Annual Meeting Report

May 22, 2024

**Committee Members:** Kathleen Szegda (chair), Laura Davis, Seth Harwood (Community Member), Cinzia Pica (Community Member), Garrett Washington (Community Member), Camille Washington-Ottobre (Community Member), Natalia Korczak (Community Member), Angelique Baker (Community Member)

- A. Purpose:** To ensure a JEDI lens is incorporated into Board of Trustees governance activities and functions. Research and recommend JEDI practices related to school governance.
- B. Responsibilities and Goals:**
- Advise Board of Trustees Committees on incorporating JEDI into their work
  - Recommend and coordinate ongoing JEDI related education and training for Board of Trustees
  - Support Board of Trustees JEDI engagement with school community
  - Research and recommend JEDI best practices related to governance or Board of Trustees activities
  - Coordinate JEDI activities with staff Equity Committee and administration to ensure continuity of JEDI activities across the school community at student and family, staff, administration and Board levels

Over the course of this school year, the JEDI Committee made progress on the following annual goals:

### **JEDI Statement and Definition**

- A school JEDI statement was adopted and definitions for justice, equity, diversity, and inclusion were clarified and posted on the school's website. The statement and definitions will be used to center and ground JEDI work in the school.



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

○ **Hilltown JEDI statement:**

HCCPS aspires to center justice, equity, diversity, and inclusion (JEDI) into our school's policies, practices, and culture. We strive toward being a safe and equitable school for all current and future students, staff, and families of all identities related to race, ethnicity, gender, religion, sexuality, ability, neurotype, or other aspects of identity. Hilltown seeks to center JEDI in the culture, policies, practices, and curriculum of the school at all levels. With humility, we commit to continuously evolving as individuals and as a school by critically examining how societal power and privilege dynamics play out in our own community. We also commit to evaluating our progress with JEDI efforts and taking action to improve areas of need. Finally, we commit to courageously leaning into discomfort acknowledging that it is a necessary part of dismantling inequity.

Furthermore, we believe JEDI work should go beyond the promotion of “celebration of difference” or “tolerance” and needs to critically examine and intentionally address the effects of historic and current systemic racism and other forms of institutionalized oppression. Prioritizing JEDI at Hilltown allows our community to meet our stated mission by working toward ensuring that students across identities and life experiences have access to what they need to succeed. Part of this work includes collectively creating an environment and culture where all students, families, faculty, and staff members from all backgrounds and abilities feel a sense of belonging and feel welcomed, heard, and valued in a responsive school community. By committing to these values and practices, Hilltown is better equipped to serve all of our community and to better ensure that all students can thrive.

## **Professional Development**

- The JEDI Committee worked with the Director of Teaching and Learning to arrange for a cultural humility training for staff. Cultural humility focuses on examining and mitigating the potential influence of power, privilege, the –isms, and an individual's history on relationships with students and colleagues. It is an ongoing process of self-reflection about how these factors show up and what an individual is bringing to the table in interactions and relationships. The training is practice-based with self-reflection of personal beliefs and values and how these factors influence their own behaviors. The training also provided tools on how to practice cultural humility; respectful and curious inquiry about individual and community points of view, values, and life experiences; holding the stance of “listen as if the speaker is wise;” strategies to redress power dynamics from negatively influencing or obstructing the ability to do their work; and the integration of strategies into organizational structures, policies, and activities.



### **Student Engagement around JEDI**

- The JEDI Committee worked with the Director of Teaching and Learning to arrange for students to review the 5-8th grade student climate survey data, identify areas of focus, and make a plan for action on that area. A parent, who does this type of survey work with schools across Hampshire county in her role with the Collaborative for Educational Services, is working with Emilie Woodward to work with the students.
- JEDI Committee members worked with Emilie Woodward to speak to students about what the term racism means and why it is important to understand what it means because students had been using the term incorrectly.

### **Work with the Administration and Equity Team to Create a Plan to Address Areas Identified in the Equity Audit**

- The team has discussed multiple strategies at multiple levels to address areas identified in last year's Equity Audit, including at: student level; school level - including professional development for staff and clear school wide definitions institutional policy level; and school community level. Activities this year were in alignment with the activities discussed. The JEDI Committee is still in the process of working with Equity Team teachers/staff to solidify a draft of the plan for this work.



## Facilities

Annual Meeting Report

May 22, 2024

**Committee Members:** Kate Ewall, Kate Saccento, Alex Niemiec, Nan Childs, Ben Carlis, Rick Stultz

- A. Purpose:** Works to maintain and improve the physical condition of HCCPS school buildings and grounds.
- B. Responsibilities and Goals:**
- **Oversee and manage needed repairs**
  - **Plan for capital improvements**
  - **Track and implement a maintenance schedule**
  - **Schedule and plan ongoing maintenance**
  - **Address any new ideas or suggestions in regards to how they will fit in our physical space and be maintained**
  - **Engage the wider Hilltown community to assure our decisions are in line with their goals and desires for the school.**

*Consistent with these responsibilities and overarching goals, the committee set and focused on the following goals for the FY23 year:*

### **Playground planning**

- Began a playground revamp with input from the community at many levels. However due to unforeseen circumstances with roof leaks put this planning aside, with hope to return to it in 2024-5 school year.

**Began an ongoing document to predict, plan and catalog all completed as well as needed, expected and future maintenance for the school facilities**

- This will hope to be completed in the following year as a living document to track and predict the needs of the school to avoid unexpected repair costs and plan accordingly

### **Roof repair**

- Interviewed chose and hired a roofing contractor to make needed repairs



## **Finance Committee**

### Annual Meeting Report

May 22, 2024

**Committee Members:** Kylan Mandile (chair), Kate Saccento, Carla Clark, Andrew Tilbe, Lisa Plaza, Grace Mrowicki

**Purpose:** Our mission is to help ensure the school's fiscal viability and health for the short and long term.

**Responsibilities and Goals:** The Finance Committee is tasked with monitoring the school's finances, including budgets, expenditures, capital repair and replacement initiatives, and audits. Our committee chair also serves as Treasurer.

Hilltown is in strong financial shape, and able to meet the needs of our school and its facilities. A high level description of FY '24 Finance Committee work is listed below:

#### **Quarterly Financial Review**

The committee looks at the financial budget and balance sheets quarterly to monitor the school's ongoing fiscal status. The school has the ability to adjust for new facilities concerns and changes to revenue--kids club and lunch receipts, Friends of Hilltown contributions, PPE (Per Pupil Expenditures), and more. The Finance Committee keeps our Board of Trustees informed as to any adjustments of note.

#### **Annual Budgets**

The Finance Committee reviews the annual budget prepared by the Director of Administration, Kate Saccento, and the Finance Manager, Carla Clark. The committee's role is to review line-by-line costs and revenue, and then present our recommendations to the Board of Trustees. One of the greatest challenges for the Finance Committee is forecasting next year's budget, mostly due to staff changes and tuition changes from the state. The Finance Committee will review state revenue projections and take appropriate action as needed in order to position HCCPS to continue to provide the best education for its students.

#### **Long Range Plan Monitoring**

One facet of our mission is to be mindful of the mid- and long-term plan, in addition to the current financial picture. We work closely with the Board of Trustees and other committees to build a strong fiscal foundation for our school and its students.

#### **Audit Review**



Annually we review the audit findings from an external accountant and take into consideration recommendations for future years. The Treasurer signs off on the audit, and the committee presents its findings to the Board of Trustees. Hilltown Cooperative Charter Public School had a successful audit of the 2023 fiscal year with no findings of note. For fiscal year 2024, the Finance Committee intends to use a new accountant to get a different perspective.

### **School Free Lunch Program**

Kate Saccento, Carla Clark, and a working group of caregivers and staff reviewed options for the school to participate in the state's free lunch for all students as the state is currently funding this program and may continue the funding in the future. Currently, Hilltown is unable to support this program as the facilities are inadequate. Since Hilltown is unable to participate in this program, the school's free lunch eligibility qualification guideline was expanded. A survey of Hilltown families indicated few students would regularly participate in the free lunch program if it were available. Based on these findings, no further action is planned.

### **Fiscal Year 2025**

The Finance Committee will continue to actively work on balancing the budget throughout the year. The committee hopes to have funds in the budget to add programs that staff have recommended in order to further student education and mental health during the next fiscal year. It is likely that the committee will be discussing long range planning with the Long Range Planning Committee in the event that funds are needed for any projected projects.

### **Roof Update**

During the 2023-2024 school year, it became apparent that a replacement of a large portion of the school's roof is required. The Finance Committee worked with the Facilities Committee to assess the work required, obtain bids, and make a recommendation to the Board of Trustees to hire a contractor to make the roof repairs starting in summer of 2024. This required a significant capital outlay from the capital reserve, resulting in a delay of the playground upgrade until additional funds can be raised.

### **Playground Upgrade**

The Finance Committee is working with the Facilities Committee and Friends of Hilltown to upgrade the current playground. The upgrade is expected to occur during the summer of 2025.

### **Long Range Capital Plan**

The Finance Committee is working with the Facilities Committee to identify and plan for capital improvement projects over the next 5 years.

Annual Meeting Report  
May 22, 2024

Committee Members: Stacy Giufre (chair), Carla Clark, Tala Elia, Laura Davis, Nicole Marcotte, Nicole Singer

A. Purpose: The purpose of the personnel committee is to develop and apply policies related to hiring staff and managing the conditions of employment in ways that fit with the school's charter and mission.

B. Responsibilities and goals:

1. Research relevant issues and make recommendations to the Board on possible resolution
2. Investigate ways to improve the working conditions of staff to encourage good morale and limit staff turnover, within the practical constraints that exist
3. Create standards for handling personnel matters that can be clearly and fairly applied to individual situations
4. Ensure that relevant labor law and regulatory guidelines are honored
5. Maintain committee membership such that non-parent input is available for balance and objectivity
6. Maintain minutes of proceedings so that a record is available concerning the decision-making process

Consistent with these responsibilities and overarching goals, the committee set and focused on the following goals for the FY 23-24 year:

Goal 1 - Review existing policies: The personnel committee has worked hard this year to review, streamline, and update existing policies. We revised and clarified the short-term substitution policy. We have also made significant progress towards drafting an inclusive hiring process that will include JEDI best practices and streamline how hiring is conducted for different positions around the school.

Goal 2 - Organize the archive of existing personnel materials: This goal was not completed as the archives as a whole need to be reorganized. This will happen this summer.

Goal 3 - Review or develop remote work: We have discussed remote work policies but have not made firm decisions at this point.

# **KATHERINE BRADFORD ALEO, LICSW**

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## **EDUCATION**

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**Smith College School for Social Work, Northampton, MA**

**August 2006**

Master of Social Work

**Mount Holyoke College, South Hadley, MA**

**May 2001**

Bachelor of Arts, Psychology and Sociology, *Cum Laude*

## **EXPERIENCE**

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**Circle Surrogacy, Boston, MA**

**January 2008-November 2023**

*Social Worker*

- Provided counseling, psychoeducation, case management, and crisis intervention services to women involved in the surrogacy program from the time of screening through postpartum recovery
- Conducted psychosocial assessments and screenings of women seeking to become egg donors and gestational carriers
- Conducted psychosocial assessments of partners and primary support persons
- Provided support and consultation with prescreening team
- Facilitated communication and conflict resolution between intended parents and surrogates
- Acted as a liaison to attorneys, medical facilities, and financial account managers
- Provided consultation, psychoeducation, counseling, and crisis intervention services to intended parents contemplating surrogacy and parents involved in the surrogacy program as well as support to new parents after the birth of their child

**Clinical and Support Options, Inc., Northampton, MA**

**January 2019-February 2021**

*Outpatient Clinician*

- Maintained an active caseload of 30-40 child, adolescent, and adult clients, providing individual, couples, and family therapy as well as crisis intervention services
- Diagnosed and treated clients dealing with symptoms of depression, anxiety, grief and loss, PTSD, substance use disorders, using a variety of therapeutic interventions
- Developed and implemented treatment plans based on individual client needs and mutually identified goals
- Collaborated with schools, medical providers, community agencies, and legal professionals in order to provide comprehensive care to clients
- Monitored client progress and maintained client records

**Seneca Center Community Treatment Facility, San Francisco, CA**

**October 2006 – December 2007**

*Residential Therapist*

- Conducted individual and family therapy for five to six adolescents in a residential treatment setting
- Planned and co-facilitated weekly Dialectical Behavior Therapy (DBT) skills groups
- Co-facilitated weekly “Circle” group, incorporating elements of DBT and Narrative Therapy
- Wrote weekly and monthly progress reports, treatment plans, and intake and discharge summaries
- Participated in IEP meetings and collaborated as liaison between the school district and Seneca
- Maintained collateral contacts with attorneys, social workers, probation officers, etc.
- Participated in weekly business and staff development meetings for residential and administrative teams
- Intervened with clients’ behavior modification and crisis intervention programs
- Completed ProAct physical management, Family Finding, DBT, Trauma Focused Cognitive Behavior Therapy (TF-CBT), and monthly group facilitation trainings

**South Beach Psychiatric Center, Brooklyn, NY**

**September 2005 – May 2006**

***Psychiatric Social Work Intern, Heights Hill Mental Health Service***

- Provided individual outpatient therapeutic services for 12 socioculturally diverse adult clients diagnosed with chronic major mental illness; services included verbal therapy, support, crisis intervention, symptom management, and case management
- Collaborated with an interdisciplinary team of psychiatrists, psychologists, social workers, community mental health nurses, and rehabilitation counselors in an LGBT affirmative community mental health setting
- Co-conducted intakes, completed paperwork and evaluations
- Facilitated weekly Social Skills Activities Group for men diagnosed with schizophrenia
- Co-facilitated weekly Knitting, Crocheting & Support Group at Rainbow Heights Club, a psychosocial clubhouse and advocacy program for LGBT adults
- Participated in the weekly Heights Hill Lithium Clinic working closely with supervising psychiatrist to conduct assessments and administer Hamilton Assessment Scales of Depression and Mania, to monitor and comment on progress, and to refer clients for additional medical and psychiatric evaluations

**Valley Psychiatric Service, Inc., Springfield, MA**

**September 2004 – May 2005**

***Social Work Intern***

- Provided individual therapeutic and evaluative services for ten child, adolescent, and adult clients in an outpatient setting including intakes, psychotherapy, crisis intervention, referrals and collateral contacts for mandated clients, and family outreach and therapy
- Developed curriculum for eight-week support group for survivors of domestic violence
- Provided outreach services in schools, homes, and a local jail diversion program for dual-diagnosed adults
- Observed and co-facilitated DBT group for eight adult women, participated in DBT trainings
- Participated in Trauma/Addiction Team and Child/Family Treatment Team meetings and presentations

**Holyoke Street School, Holyoke, MA**

**November 2004 – May 2005**

***Community Empowerment Project***

- Designed and implemented the “Make Yourself Heard” community activism course for a diverse body of high school students in a private therapeutic day school
- Provided curriculum on social consciousness and activism and engaged students in learning about issues affecting their communities and developing personal statements and action plans for addressing them

**Cutchins Programs for Children and Families, Northampton, MA**

**September 2001 – September 2003**

***Mathematics Teacher, New Directions School***

- Taught mathematics and other elective courses to 20 middle and high school students in a year-round therapeutic day school, with attention to students’ emotional, behavioral, and learning needs
- Provided classroom management and supportive behavior intervention
- Completed Therapeutic Crisis Intervention and DBT trainings
- Designed curriculum for academic and interdisciplinary summer session courses
- Wrote IEPs, conducted regular parent conferences, and attended related workshops
- Completed Masters level courses in Special Education

***Relief Residential Counselor***

**March 2001 – September 2001**

- Provided classroom support, milieu counseling and behavior management, and crisis intervention for 8-10 adolescents in residential and school settings
- Completed paperwork, attended team meetings and case conferences

**Western MA Training Consortium, Holyoke, MA**

**October 2000 – May 2001**

***Relief Worker***

- Provided direct care for developmentally disabled women in residential settings
- Assisted clients with daily routines, ADLS, and behavior/medication management

**Germaine Lawrence, Inc., Arlington, MA**

**May 1999 – February 2000**

***Residential Counselor Intern***

- Provided milieu counseling and behavior management for 12 adolescent girls in a residential setting, monitored and commented on their progress
- Facilitated support groups and assisted in treatment plan development
- Crisis Prevention Institute Training

# Neal Teague

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## EDUCATION

- **Harvard Graduate School of Education**, Cambridge, MA  
Master of Education in Teaching and Curriculum, June 2004
- **Kenyon College**, Gambier, OH  
Bachelor of Arts in Political Science May 2000

## LEARNING, DEVELOPMENT, AND LEADERSHIP EXPERIENCE

### **Holyoke Public Schools: Holyoke, MA**

*New Teacher Induction Coach* August 2022–Present

#### *Responsibilities:*

- Design and lead teacher induction program for all new teachers to the district.
- Train induction coaching staff on running effective simulations and giving high quality feedback.
- Provide weekly observations and coaching for 15–20 new teachers in a variety of grades and subjects.

#### *Outcomes:*

- 96% satisfaction rate for 2023 induction training of 85 teachers

### **Teach Western Mass: Springfield, MA**

*Director of Instruction, Teach Western Mass Residency* May 2018–May 2022

#### *Responsibilities:*

- Led the development of teacher candidates through a blended learning model of online coursework, professional development seminars, and coaching.
- Recruited, trained, and managed teams of coaches to ensure high quality, effective coaching.
- Analyzed and responded to performance data to improve coach and teacher effectiveness.
- Analyzed and responded to multiple data streams to ensure equitable opportunities and outcomes for BIPOC teachers

#### *Outcomes:*

- Grew cohort by +50% each year while increasing diversity and maintaining program quality
- 95% of teachers successfully completed training program including 98% of BIPOC candidates
- 100% satisfaction rate from coaches and instructional staff, leading to 85% annual staff retention rate.

### **Sposato Graduate School of Education: Boston, MA**

*Director of Humanities Training, Sposato Graduate School of Education* August 2017–May 2018

#### *Responsibilities:*

- Designed and led coursework for pre-service ELA and social studies residents.
- Managed student teaching and coaching for all Sposato residents at Match High School.

#### *Outcomes:*

- 100% of teachers I coached were rated effective and ready to teach by the end of the program year.
- 98% satisfaction rate from both teachers and principals with the training and coaching program.

### ***Director of Workshops, Match Export*** April 2016–July 2017

#### *Responsibilities:*

- Developed content for teacher coaching workshops using the Sposato Graduate School of Education coaching methodology.
- Led practice-based teacher coaching workshops that received a
- Developed and helped implement the marketing strategy for workshop series.

#### *Outcomes:*

- Achieved a 100% participant satisfaction rating with the workshops I designed and led and a 95% referral rating.

### ***Director of the Teacher Launch Project, Sposato Graduate School of Education (SGSE)*** July 2014–April 2016

#### *Responsibilities:*

- Led the design, development, and implementation of a pilot project to evaluate the effectiveness of a new teacher preparation and coaching methodology.
- Developed fundraising materials and engaged with potential funders.
- Developed and helped implement participant recruitment strategy across eastern Massachusetts.
- Designed and led four-week practice-based professional development focused on classroom management, lesson design, lesson execution, and relationship building.
- Recruited, trained, and managed a team of three full-time teaching coaches; developed coaches' delivery of professional development and coaching based on regular observation.
- Designed a scope and sequence of teaching simulations to facilitate a high dosage of real time coaching.
- Conducted weekly observation and coaching sessions for teacher cohort, monitoring progress toward instructional and classroom culture benchmarks.

#### *Outcomes:*

- 100% satisfaction rating from teachers and their principals
- 95% retention rate for teachers who completed the training and coaching program

## **TEACHING AND INSTRUCTIONAL LEADERSHIP EXPERIENCE**

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### **UP Academy Boston:** Boston MA

#### ***Cohort Leader, History Department Chair, and 7<sup>th</sup> Grade History Teacher,*** July 2012–June 2014

- *History Department Chair*
  - Led team of three history teachers to develop curriculum that aligned to the Common Core State Standards and increased the rigor of history instruction.
  - Observed and gave feedback to the team to improve instruction and classroom culture.

### **Williamsburg Collegiate Charter School:** Brooklyn, NY

#### ***History Department Chair and Seventh Grade History Teacher,*** July 2010–June 2012

- Developed and taught seventh grade U.S. history curriculum.
- Served as instructional coach for three history teachers.

#### ***Dean of Students,*** August 2007–June 2010

- Responsible for school and student culture.
- Managed school-wide behavior management system.
- Trained staff regarding school-wide behavior management system.
- Coordinated family outreach and developed initiatives to engage families in their students' learning.
- Oversaw school culture initiatives to build a structured, positive learning environment.

#### ***Sixth Grade History Teacher,*** July 2006–July 2007

- Developed and taught a new curriculum for ancient world history courses.

### **Charlestown High School:** Boston, MA

#### ***Teacher,*** September 2004–June 2006

- Developed and taught Law and Justice senior elective and US History freshman courses.
- Founded and coached the school's first debate team as part of the Boston Urban Debate League.

# Grace Mrowicki

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## EDUCATION

### **Haverford College, Haverford, PA — B.A., Linguistics & Languages**

August 2000 - May 2004

### **The Putney School, Putney, VT — High School**

August 1996 - June 2000

## EXPERIENCE

### **Hilltown Cooperative Charter Public School, Easthampton MA — *Technology Coordinator & Teacher***

July 2014 - PRESENT

Manage school computer systems and devices, advise and support teachers around curriculum technology integration, develop and implement arts-integrated Digital Literacy & Computer Science curriculum for grade 6-8 students.

### **Hilltown Cooperative Charter Public School, Easthampton MA — *Math Teacher***

September 2009 - June 2016

Plan and deliver lessons for students in grades 7/8, regularly in leveled groups, based on *Connected Math* and *Big Ideas Math* curricula.

### **Hilltown Cooperative Charter Public School, Haydenville, MA — *Teaching Assistant, Greens & Prisms***

August 2008 - June 2014

Support teachers around administrative tasks, classroom management, and individualized student support; run after school homework help program for Grade 6-8 students.

### **Wildwood School, Amherst, MA — *Therapeutic & Intensive Needs Paraprofessional***

August 2005 - June 2008

Support for students with social/emotional disabilities, grades 5-6, assistant teaching (plan/lead reading group activities, advanced math group, backup for special education in math). One-to-one support for a student with autism: modify and assist with curriculum, participate in speech and occupational therapy, facilitate socialization with peers.



# Rebecca Belcher-Timme

6 Fairfield Ave.  
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(617) 699-9099

## Experience

2008-present **Hilltown Cooperative Charter Public School** Easthampton, MA

*Laura Davis, Director of Teaching and Learning*

413 529-7178

**Second/Third Grade Teacher** (started fall 2021)

**Kindergarten/First Grade Teacher** (2008-2021)

Responsibilities include:

- Implementation of a variety of curricula based on the Massachusetts Curriculum Frameworks
- Participation in IEP meetings and developing accommodations for students
- Home visits to kindergarten students
- Coordination of our teacher intern program
- Coordination of several projects a year in areas of major study that integrate art and music
- Coordination of parent involvement
- Supervision of a full time Teaching Assistant
- Supervision of student teachers from various local colleges
- Creation of documentation about learning in major study areas
- Dissemination of our practices through a variety of platforms

July 2022-August 2022 **Hilltown Cooperative Charter Public School** Easthampton, MA

*Kate Saccento, Director of Administration*

413-529-7178

### Teacher Leader

- Responsible for developing a new whole school schedule for grades K-8
- Responsible for hiring two music teachers, and five teaching assistants
- Coordination of hiring committees, and candidate interviews
- Oversight of the summer program

2005-2008 **Williston Children's Center** Easthampton, MA

*Keira Durrett, Director*

413 529-3422

### Pre-Kindergarten Teacher

- Developed and implemented a child centered, emergent curriculum for preschoolers.
- Created in-depth written assessments with digital photo documentation for each student based on extensive classroom observation.
- Coordinated parent involvement in classroom activities and on excursions.

2002-2005 **Old South Preschool** Boston, MA

*Carolyn Davis, Director*

617-536-1970

### Pre-Kindergarten Teacher

- Developed and implemented a child centered, emergent curriculum for 4 and 5 year old children.
- Created in-depth written assessments of each student based on extensive classroom observation.
- Coordinated parent involvement in classroom activities and on excursions.
- Supervised and evaluated student teachers from the Threshold Program at Lesley College.

2001-2002 **Kids Are People Elementary School** Boston, MA



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# ANDREA HERMANS

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## EDUCATION

### **Smith College, Northampton MA**

*Master of Arts in Teaching, May 2009*

### **Smith College, Northampton MA**

*Bachelor of Arts in Architecture & Urban Design, May 2006*

## CERTIFICATION

### **Professional Teaching Licensure, State of Massachusetts**

*Elementary Education, LIC #422310*

## EXPERIENCE

### **Hilltown Cooperative Charter Public School, Easthampton MA**

*6th Grade Math & Science Teacher*

August 2021 - PRESENT

- Currently teaching 2 sections of Math & Science at an Arts-Integrated school, as well as serving on our Advisory Curriculum Committee
- Created and piloted 2 new science units of study
- Volunteer Assistant Coach for HCCPS Cross Country team
- Served on Hiring Committee for Community and Family Engagement Coordinator

### **Smith College Campus School, Northampton MA**

*6th Grade Teacher*

August 2017 - July 2021

- Taught all academic subjects (ELA, Math, Science)
- Worked on committees for Curriculum Development & Teacher Evaluation
- Volunteer Coach for Girls on The Run "Heart and Sole" middle school program (students from Campus School, JFK, & Hilltown)

### **Shutesbury Elementary School, Shutesbury MA**

*5th & 6th Grade Teacher*

August 2013 - July 2017

- Taught all academic subjects
- Created and piloted new curriculum units for Language Arts and Science
- Assisted in Coordinating Artist-in-Residence program

- Served on hiring committee for new teachers

**Prospect Hill Academy Charter School, Somerville MA**  
*5th Grade Teacher, Humanities*

August 2012 - July 2013

- Taught 2 sections of 5th Grade Humanities
- Assisted in piloting new co-taught inclusion model
- Costume Design Team Leader for school production of Beowulf

**Milton Public Schools, Milton MA**  
*4th & 5th Grade Teacher*

October 2009 - July 2012

- Taught all academic subjects at two elementary schools Cunningham (2009-2010) and Tucker Elementary (2010-2012)
- Designed and taught courses for 5-week "Summer Fun" program for Milton Public Schools in 2011 & 2012

**HOBBIES/INTERESTS**

- Membership at Easthampton Clay pottery studio since Dec 2023
- Sewing, Embroidery, Fiber Arts, and crafting in general
- Gardening