

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**December 11, 2024 6:30pm**

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/83679293502?pwd=bjZya3FvVTFmd216WlkvZDVPLzhjZz09>

Meeting ID: 836 7929 3502

Passcode: 7dvsWu

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 Hulton**

<b>Topic (estimated time)</b>	<b>Who</b>	<b>Action</b>	<b>Estimated Time</b>
<b>Welcoming (read mission statement): (5 min)</b> <ul style="list-style-type: none"> <li>● Announcements, appreciations, acknowledgements</li> <li>● Agenda Check: Appoint timekeeper, list keeper</li> <li>● BOT Visibility this month</li> <li>● Approve minutes from previous BOT meeting</li> </ul>	Kathleen H.	Decision	6:30
<b>Public Comment (5 min)</b>	Kathleen H.		6:35
<b>Teaching and Learning Updates (10 min)</b> <ul style="list-style-type: none"> <li>● Student Council update</li> <li>● Partnership with Smith College: student teaching and dissemination of practices</li> <li>● General Teaching and Learning Updates</li> </ul>	Rebecca	Update	6:40

<b>Head of School Updates (15 min)</b> <ul style="list-style-type: none"> <li>● Grade Reconfiguration Update</li> <li>● Family and Community Engagement</li> <li>● General School Updates</li> </ul>	Chris	Update	6:50
<b>Personnel 2024-25 Committee Goals (10 min)</b>	Tala	Update	7:05
<b>Facilities 2024-25 Committee Goals (10 min)</b>	Kelly	Update	7:15
<b>Finance 2024-25 Committee Goals (10 min)</b>	Kylan	Update	7:25
<b>New Member Onboarding (10 min)</b>	Emily/GABS	Discussion and Decision	7:35
<b>Operationalizing and Measuring Board Goals (10 min)</b>	Lily	Update and Discussion	7:45
<b>Review of FY25 Q1 financials (10 min)</b>	Chris	Discussion and Decision	7:55
<b>School Leader Succession Plan (10 min)</b>	Tala	Update and Decision	8:05
<b>Head of School Support and Evaluation (5 min)</b>	Kathleen	Update	8:15
<b>Revision to HCCPS Bullying Prevention and Intervention Plan (10 min)</b>	Chris and Rebecca	Update and Decision?	8:20
<b>Committee Report questions (5 min)</b>	Kathleen H.		8:30
<b>Meeting Wrap-up (5 min)</b> <ul style="list-style-type: none"> <li>● Minutes Finalization</li> <li>● Snacks + Drinks for next meeting</li> <li>● Newsletter Blurb</li> <li>● New business for next Board meeting</li> <li>● Review action items</li> </ul>	Kathleen H.		8:35
<b>Adjournment</b>			8:40

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes **DRAFT**– Wednesday, November 13, 2024, 6:30pm

**Location:** HCCPS and Zoom

**Present:**

**In-person:** Chris Kusek, Emily Boddy, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Rebecca Belcher-Timme, Andrea Hermans, Tala Elia, Neal Teague, Kelly Vogel, Kathleen Szegda, Kylan Mandile,

**By Zoom:** Kate Aleo

**Regrets:** Lily Newman

**Guests:** **In-person:** Steve Sell

**By Zoom:**

**Facilitator:** Kathleen Hulton

**Notetaker:** Emily Boddy

**List keeper:** Kathleen S.

**Timekeeper:** Tala

**Mission statement read by:** Kathleen H

Topic	Discussion	Action (if necessary)
<p><b>Welcoming (read mission statement) (Kathleen H.)</b></p> <ul style="list-style-type: none"> <li>• Announcements, appreciations, acknowledgements</li> <li>• Agenda Check: Appoint timekeeper, list keeper</li> <li>• BOT Visibility this month</li> </ul>	<p><b>Announcements, Appreciations, Acknowledgements:</b></p> <p>January meeting will be held the 3rd Wednesday: January, 15 2025.</p> <p>Proposed dates from GABS for the Annual Meeting are 3/19, 3/26. GABS will send an email with a poll.</p> <p><b>Agenda Check -</b> Change - School Leadership Succession plan will be discussion only, no decision.</p> <p><b>Board Visibility:</b> Coffee Hour 11/14 Contra Dance 11/15 Winter Fair, many ways to be involved!</p>	

<p><b>Approve minutes from previous BOT meeting, 10/9/24</b></p>	<p>Amendments: None.</p>	<p>Tala motioned to approve 10/9 meeting minutes with amendments; Kathleen S. seconded; the Board approved meeting minutes by consensus.</p>
<p><b>Public Comment</b> (Kathleen)</p>	<p>None.</p>	
<p><b>Teaching and Learning Updates (Rebecca)</b></p> <ul style="list-style-type: none"> <li>● Staffing</li> <li>● Curriculum</li> <li>● Teacher Leadership</li> <li>● Student Council</li> </ul>	<p><b>Staffing</b></p> <p>Hiring update - two parental leaves, Emily Lees and Alex. PT Special Ed long term sub is covering for Emily. Alice, former long time teacher and soccer coach, is subbing for Alex. Alex returns in January and Emily after April break.</p> <p><b>Curriculum</b></p> <p>Exploring new platform for non-fiction texts at many levels. Will be presented at faculty meeting tomorrow.</p> <p>Rebecca piloting ICIVICS curriculum in the yellows and greens - teaching about being civic-minded, generosity, perseverance. Children Discovering Justice curriculum being piloted in 4-8.</p> <p><b>Teacher Leadership</b></p> <p>Teacher leadership going well. Grace did excellent JEDI work at the last PD day with TAs around things happening in the building. It was appreciated, and seen as useful.</p> <p>Professional Learning Advisory - Met with Kelley Brown around meaningful PD days, offered to help generate a theme to go into depth on over a period of time.</p> <p>Looking at partnering on a project with TMI, more information coming at the December meeting.</p> <p>Looking at Grant funding to support this work.</p>	

	<p><b>Student Council</b></p> <p>Caroline Johnson, parent, helping to get this off the ground in 6-8. Grace helping with Tech and Emilie Woodward helping as well. Rebecca read a letter drafted by Prisms they are sending to their classmates to recruit for council.</p>	
<p><b>Head of School Updates (Chris)</b></p> <ul style="list-style-type: none"> <li>● General School Updates</li> <li>● Charter Renewal Debrief</li> <li>● JEDI update</li> <li>● Student Phone and Electronic Device Policy</li> </ul>	<p><b>General School Updates</b></p> <p>Lauded Il Teatro!</p> <p>Family Dance - promote, attend, volunteer</p> <p>Winter Fair - need more volunteers; prisms are helping again this year; fundraising target has been raised; looking for advertising venues for publicity</p> <p>Clothing swap review - low attendance, so reviewing whether we continue or if it becomes parent led or off site.</p> <p>Facilities - working on better ways to prepare for crisis mitigation. A workshop with the police happened to help adults prepare for emergencies with modern recommendations. Ensuring all the locks work, and shades are in classroom. Moved from phones to walkie talkies for communication among the Crisis Response Team.</p> <p><b>Charter Renewal Debrief</b></p> <p>October 29, went very smoothly. 2 visitors - NY and Georgia, very impressed, had a nice day, complimentary. A lot of preparation went into it - school beautification and art! Final renewal report expected in February.</p> <p><b>JEDI update</b></p> <p>Response to Hate Speech detailed in an earlier email during an October 24 XC meet. Families and staff were helpful and the coach and Longmeadow Rec Dept made swift statements, and the players were disciplined.</p> <p>Adds that there are many internal incidents that have happened. A new parent is helping via his project, Joy and Justice, at the Collaborative. Working through this will be a collaboration between teachers, families and organizations.</p>	<p>Kathleen motioned to approve the PED policy, Ben seconded. The Board approved by consensus.</p>

	<p><b>Student Phone and Electronic Device Policy</b>          Process included surveys with teachers, parents, staff, listening session with parents. Previous mention in the handbook didn't have clear policy. Policy is included in the board packet for discussion.</p> <p>Board discussed the policy. Some specifics will be dealt with on the management level, eg who will collect the devices, what constitutes an 'educational need' (largely for students with IEPs with an indication).</p>	
<p><b>GABS 2024-25 Committee Goals, Emily (Update)</b></p>	<ol style="list-style-type: none"> <li>1. Recruitment and Succession Planning</li> <li>2. Board book - finalize, determine where it 'lives', who maintains certain pieces, integrate</li> <li>3. Establish board feedback process</li> <li>4. Clarify board's role in Fundraising</li> </ol>	
<p><b>JEDI Committee Goals, Kathleen S. (Report)</b></p>	<ol style="list-style-type: none"> <li>1. Create JEDI volunteer group to support school efforts</li> <li>2. Engage families in JEDI</li> <li>3. Support school leadership in JEDI work</li> </ol>	
<p><b>New Playground Proposal, Facilities Committee (Discussion, Decision)</b></p>	<p>Full proposal included in the packet.</p> <p>Chris provided a review of the playground project prior preparations, which had to be put on hold in order to replace the roof.</p> <p>Facilities committee got back up to speed, contacted the vendor and are back on track.</p> <p>We don't have access to special low interest loans as a charter school. Tuition payments do not contribute to a project like this.</p> <p>Time sensitive - if we want the playground put in during the summer, we need to order soon.</p> <p>Finance committee explains:          110,000 from the capital reserve fund would bring us to 115,000 which is the lowest we can go.          General reserve has to maintain at least 50k, so up to 90k is the limit from that fund.          Neither fund would need to be replenished if we don't take more than the minimum.</p> <p>Member holds a concern that we might need to</p>	<p>Kylan motioned to approve; Tala seconded; the Board approved playground proposal by consensus.</p>

	<p>have a plan to replenish the funds so they have more than the minimum amounts. Kylan explains Carla's diligence with managing funds.</p> <p>Swings section will stay, but area needs to be re-landscaped.</p> <p>FoH can further their fundraising campaign using images of what is actually going to be put in place.</p> <p>Discussion around doing it in phases - ends up being more costly and takes longer.</p> <p>RE questions of a surplus, there is question about how much funding we will need for special ed services. We may not have excess funds in the way we have in the past.</p> <p>Grandparent Rick Stultz has been helpful and supportive through this process, and likely to be willing to help in implementation.</p>	
<p><b>2024-5 Board Goals</b> Kathleen H. (Discussion and Decision)</p>	<p>Included in packet.</p> <p>Lily went through the brainstorming from last meeting and identified themes, and transformed them into goals.</p> <p>Board members reflected that it feels like a lot of work for a year. We will discuss operationalizing the tasks at our next meeting.</p>	<p>Tala motioned to approve; Neal seconded; the Board approved Board Goals by consensus.</p>
<p><b>School Leadership Succession Plan</b>, Tala (Discussion)</p>	<p>Tala reviewed the outline of working plan for succession planning and identified the areas Personnel is working through before finalization.</p> <p>Plan in case of emergency.</p> <p>Things Personnel is working to clarify: What parts of plan are enacted and when, compensation and when that takes effect; What responsibilities are inherited/redistributed.</p> <p>They will bring back something more concrete to the next meeting.</p>	

<b>Committee Reports - Questions, Kathleen H.</b>	None	
<b>Meeting Wrap-up</b> <ul style="list-style-type: none"> <li>● Minutes Finalization</li> <li>● Snacks + Drinks for next meeting</li> <li>● Newsletter Blurb</li> <li>● New business for next Board meeting</li> </ul>	Next Meeting: December 11, 2024 6:30pm  Facilitator: Kathleen H Snacks: Ben Drinks: Neal Newsletter blurb: Emily  <b>New Business:</b>  Meeting on January 15, 2025 may be moved to later time or later date. Kathleen will send an email with a poll.  Chris and Rebecca will bring bullying policy to review and make adjustments as applicable.  Goals for finance, facilities, personnel  Revisit school leadership succession plan  Revisit operationalizing board goals.  Review Q1 financials.	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:36pm	Kathleen S. motioned to adjourn; Tala seconded; the meeting was adjourned.



## **Annual Goals for the Personnel Committee- 2024/25**

The Personnel Committee has established two primary goals for the upcoming year:

1. **Evaluation of Teacher Preparation Time and Equity:** The committee will assess current teacher preparation time to evaluate for equitable allocation and alignment with expectations. This evaluation will aim to evaluate the current state with a data-based approach and if appropriate, make recommendations on guidelines.
2. **Enhancement of Shared Resources and Archiving Practices:** The committee will focus on maintaining and improving shared drives containing job descriptions, personnel policies, and best practices. Special emphasis will be placed on implementing an effective and sustainable archiving method to ensure these resources are organized, accessible, and up-to-date.



Dec 6, 2024

Facilities Committee Members:

Chair: Kelly Vogel

Members: Alex Porter, Chris Kusek, Nan Childs, Rick Stultz, David Stauffer,  
Alex Niemiec

Facilities Committee Goals 2024-2025

1. Review ways to sustainably address facilities issues
2. Produce a document with long-term capital/component replacement needs
3. Use the created document to inform future capital spending priorities

<p><b>Themes: 11/13/24</b></p> <p><i>Accurate Financial Statements, Budgetary Planning, JEDI, Fiscal Responsibility, Leadership Support</i></p>	
<p><b>Goals</b></p> <ol style="list-style-type: none"> <li>1. Continue to review and present the annual budget:                     <ol style="list-style-type: none"> <li>a. Maintain a balanced budget over the long term to ensure stability</li> <li>b. Plan and adjust for ongoing changes to revenue and costs</li> <li>c. Maintain necessary reserves in case capital expenditures or other expenses arise</li> <li>d. Review surpluses/shortfalls</li> <li>e. Recommend an annual budget to the BoT</li> </ol> </li> <li>2. Financial Statements                     <ol style="list-style-type: none"> <li>a. Ensure accurate financial statements so school leadership can make informed fiscal decisions</li> <li>b. Review and understand changes to revenues and costs</li> <li>c. Present financials to the BoT on a quarterly, annual, and ad hoc basis</li> </ol> </li> <li>3. Advance JEDI work at all levels of HCCPS                     <ol style="list-style-type: none"> <li>a. Work together with the JEDI committee to ensure fiscal actions aligns with long term and immediate JEDI goals</li> </ol> </li> <li>4. Capital Projects                     <ol style="list-style-type: none"> <li>a. Work with the Facilities Committee and fundraising groups to plan for capital improvement projects</li> <li>b. Establish and monitor a 5-year budgetary plan for facility maintenance and improvements</li> </ol> </li> <li>5. Maintain membership                     <ol style="list-style-type: none"> <li>a. Work with GABS committee to maintain parent, staff, and community membership on the finance committee</li> <li>b. Plan for succession; maintain consistency and continuity in governance structure</li> </ol> </li> </ol>	
<p><b>Priorities</b></p>	<ul style="list-style-type: none"> <li>- Work with Head of School, Facilities Committee, and Friends of Hilltown to fundraise, hire a contractor, and build a new playground</li> <li>- Add another parent to the Finance Committee</li> <li>- Integrate JEDI principles</li> <li>- Finalize 5-year capital expenditures plan to prevent deficit to budget and/or reserves</li> <li>- Engage auditor; review and approve audit report</li> <li>- Recommend annual budget to BoT</li> <li>- Maintain accurate financials and communicate financial position to BoT</li> </ul>

Steve Sell  
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## EDUCATION & CERTIFICATION

**MAT (5/05) Secondary Education: English**, Brown University, RI  
**BFA (5/98) Writing and Literature**, Emerson College, MA Magna Cum Laude  
**New York State Professional Teaching Certificate** Secondary Education: English

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## PROFESSIONAL EXPERIENCE

### **MAP ACADEMY** Plymouth, MA

08/20-Present

#### *Assistant Director*

- Supervise and coach instructional staff at an alternative charter high school
- Support co-directors in strategic planning, charter renewal process, dissemination of model to the field, and implementing and sustaining the school's mission
- Lead the design and development of asynchronous, competency-based curricula across the content areas
- Design and facilitate professional learning for all staff
- Regularly attend and participate in board meetings

### **GREAT SCHOOLS PARTNERSHIP** Portland, ME

03/16-08/20

#### *Senior Associate*

- Provided coaching for educators, school and district leaders to support implementation of proficiency-based learning and authentic family, community engagement practices
- Design and led PLC facilitator training for school and teacher leaders
- Facilitated action and strategic planning sessions with school and district leaders
- Planned and conducted professional development sessions on varied of topics, including: designing authentic assessment; DEI; fostering student agency; project-based learning; proficiency-based learning
- Regularly attended and presented at regional and national conferences focused on educational equity, student-centered learning and project-based learning

### **TEACHERS COLLEGE COLUMBIA UNIVERSITY** New York, NY 06/14-03/16

#### *Staff Developer/Consultant*

- Planned and conducted professional development for K-12 teachers and school leaders to support implementation of the reading and writing workshop model
- Supported teachers, school and district leaders in developing literacy curricula and instruction aligned with Common Core State Standards
- Utilized the Danielson Framework to support school leaders in establishing measures of teacher effectiveness in their buildings and districts
- Supported teachers and school leaders in using authentic, performance based assessments, project-based learning and learning progressions

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*(Professional Experience Continued)*

**EAST SIDE COMMUNITY SCHOOL New York, NY****08/09-06/14*****English Teacher/Team Leader***

- Utilized *Understanding by Design* and backwards planning to develop curriculum and instruction
- Utilized student-centered and workshop style teaching methods such as: Socratic seminar discussions; peer editing/revising; small group instruction; book clubs; read aloud; independent reading, and conferring
- Designed authentic summative, project-based assessment
- Regularly used formative assessment to inform instruction, foster independence and growth in students
- Used school-wide and system-wide data to assess student growth
- Participated in and presented at various professional development workshops at Teachers College and NCTE
- Mentored student teachers from Columbia University, NYU and Bard

**The BROOKLYN SCHOOL for GLOBAL STUDIES Brooklyn, N.Y. 08/06-06/09*****Teacher/Advisory Coordinator***

- Designed and implemented lessons for 8<sup>th</sup> and 9<sup>th</sup> grade reading and writing workshop classes
- Coordinated the development of school-wide Student-led Parent Conferences
- Coordinated school-wide Advisory Program
- Designed advisory curricula focused on academic, social, and emotional support for students
- Collaborated with Special Education teachers to differentiate instruction
- Participated in leadership groups with faculty at Teachers College

**COMMUNITY PREPARATORY SCHOOL Providence, R.I.****8/04-06/06*****Teacher***

- Taught 7<sup>th</sup> Grade Social Studies (American History) and English Language Arts
- History curricula integrated visual & performing arts to teach thematic history units
- Organized and led weekly community service projects
- Participated in academic/social goal-setting conference each trimester with students and parents

**INSTITUTE OF READING DEVELOPMENT Boston, MA****5/02-9/03*****Teacher***

- Taught reading enrichment programs to children and adults
- Developed and reinforced basic phonetic, word attack, and comprehension skills with elementary students
- Increased reading efficiency and comprehension skills with secondary and adult students

*(Professional Experience Continued)***EMERSON COLLEGE Boston, MA****8/98-6/99****Teaching Assistant**

- Served as a teaching assistant for two literature courses in Freshman Academic Studies Program
- Provided note taking and organizational support for learning disabled students
- Held mandatory writing conferences for all students
- Delivered small group instruction and support for students

**ADDITIONAL EXPERIENCE****Presentations**

Sell, Steve (2019) "Personalizing Beyond Pace--Valuing Depth of Learning and Student Agency." Presented at iNACOL Symposium, Palm Springs, CA.

Sell, Steve (2019) "Engaging for Equity: How Collective Ownership Can Seed and Sustain Innovation" Presented at iNACOL Symposium, Palm Springs, CA.

Sell, Steve (2015) "Teaching Argumentation Across the Curriculum to Raise the Level of Discourse, Debate and Text-Analysis." Presented at Queen Rania Teacher Skills Forum, Sweimeh, Jordan.

Sell, Steve (2015) "Teaching Students to be Talk Partners: Discourse, Feedback and the Invisible Habits of Academic Success." Presented at Queen Rania Teacher Skills Forum, Sweimeh, Jordan.

Sell, Steve (2015) "Methods for Teaching Grammar as a Joyful Part of Becoming a Writer." Presented at Queen Rania Teacher Skills Forum, Sweimeh, Jordan.

Sell, Steve (2009) "Methods for Writing about Reading." Presented at National Council of Teachers of English Conference, Philadelphia, PA.

**Conferences**

Leading for Equity Institute (NEP)	2019
Coaching for Equity Institute (NEP)	2018
School Redesign in Action Conference	2016-2019
NCTE Fall Conference Presenter	2009-2010
NCTE Fall Conference Attendee	2006-2012
Teachers College Reading & Writing Summer Institute	2006-2012
Coalition of Essential Schools Fall Forum	2007-2008

Varsity Baseball Coach	East Side Community High School	2009-2014
Co-Ed Soccer Coach	Community Preparatory School	2004-2005
Guitar Instructor	Community Preparatory School	2004-2005

## Hilltown Cooperative Charter School Balance Sheet

As of September 30, 2024

	Sep 30, 24	Jun 30, 24	Sep 30, 23
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Easthampton Savings	223,095	220,254	213,579
ESB-General Reserve x0819	394,652	450,913	367,666
ESB Checking - XXXXX4269	257,114	335,354	323,047
ESB-Capital Reserve x1886	874,860	1,006,520	904,293
Total Easthampton Savings	874,860	1,006,520	904,293
Total Checking/Savings	874,860	1,006,520	904,293
Other Current Assets			
Due from employees	-261	0	0
COBRA	-261	0	0
Total Due from employees	-261	0	0
Prepaid Expenses	0	29,857	849
Security Deposit	7,579	7,579	7,201
Total Other Current Assets	7,318	37,436	8,050
Total Current Assets	882,178	1,043,955	912,342
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	3,790,726	3,790,726	3,790,726
Accum. Depreciation - Building	-630,523	-611,186	-553,174
Property Improvements	273,220	191,806	191,806
Accum. Dep - Property Imprvmts	-159,344	-152,585	-131,826
Property and Equipment			
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-31,213	-30,713	-28,613
Total Property and Equipment	3,295	3,795	5,895
Total Fixed Assets	3,277,374	3,222,556	3,303,427
<b>TOTAL ASSETS</b>	<b>4,159,552</b>	<b>4,266,511</b>	<b>4,215,769</b>

**Hilltown Cooperative Charter School**  
**Balance Sheet**  
 As of September 30, 2024

	Sep 30, 24	Jun 30, 24	Sep 30, 23
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	29,242	35,603	34,065
Accounts Payable	29,242	35,603	34,065
<b>Total Accounts Payable</b>	<u>29,242</u>	<u>35,603</u>	<u>34,065</u>
<b>Credit Cards</b>			
American Express	2,466	0	2,800
Capital One	996	1,216	5,277
<b>Total Credit Cards</b>	<u>3,463</u>	<u>1,216</u>	<u>8,077</u>
<b>Other Current Liabilities</b>			
Unearned Revenue	0	38,894	0
Accrued Expenses	0	5,549	0
Accrued Payroll	0	234,683	0
Deferred Revenue - Grants	742	1,058	1,323
<b>Payroll Liabilities</b>			
403B Plan Payable	0	0	1,264
Dental Plan Payable	-411	-318	-451
Employee Health	-4,547	-1,958	-3,388
Employee Life	226	226	226
MA Retirement	-32	-32	-32
Sect 125 - FSA	-4,140	-4,263	-6,170
<b>Total Payroll Liabilities</b>	<u>-8,904</u>	<u>-6,345</u>	<u>-8,551</u>
<b>Total Other Current Liabilities</b>	<u>-8,162</u>	<u>273,839</u>	<u>-7,229</u>
<b>Total Current Liabilities</b>	<u>24,542</u>	<u>310,658</u>	<u>34,913</u>
<b>Long Term Liabilities</b>			
Note Payable - USDA	3,112,819	3,127,985	3,172,862
<b>Total Long Term Liabilities</b>	<u>3,112,819</u>	<u>3,127,985</u>	<u>3,172,862</u>
<b>Total Liabilities</b>	<u>3,137,361</u>	<u>3,438,643</u>	<u>3,207,775</u>



**Hilltown Cooperative Charter School  
Balance Sheet**

As of September 30, 2024

	Sep 30, 24	Jun 30, 24	Sep 30, 23
<b>Equity</b>			
General Reserve Account	220,254	0	212,227
Res'd for Capital Expenditures	335,354	0	319,053
Contingency Fund	50,000	0	50,000
Investments in Fixed Assets	94,571	94,571	142,767
Undesignated Fund Balance	127,690	698,310	68,834
Net Income	194,322	34,988	215,113
<b>Total Equity</b>	<b>1,022,191</b>	<b>827,869</b>	<b>1,007,994</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,159,552</b>	<b>4,266,511</b>	<b>4,215,769</b>

3:01 PM

11/04/24

Accrual Basis

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources	908,723	3,634,901	-2,726,178	25%
Per-Pupil Revenue				
Total State Sources	908,723	3,634,901	-2,726,178	25%
Federal Grants-DESE Administer				
ESSER III 119	1,440			
SPED 262 Early Childhood		783	-783	
SPED 240		45,672	-45,672	
SPED 274		6,517	-6,517	
Teacher Quality 140		4,071	-4,071	
Title I 305		23,949	-23,949	
Title IV		10,000	-10,000	
Total Federal Grants-DESE Administer	1,440	90,992	-89,552	2%
Fundraising Income				
Field Trip Fund	10,360	5,500	4,860	188%
Winter Fair		5,000	-5,000	
Total Fundraising Income	10,360	10,500	-140	99%
Other sources				
Earnings on Investments	6,790	10,000	-3,210	68%
School Lunch Receipts	2,720	15,000	-12,280	18%
Special Trip Receipts				
Purples Special Trip Receipts	-23	5,000	-5,000	
Special Trip Receipts - Other				
Total Special Trip Receipts	-23	5,000	-5,023	-0%
SPED Medicaid reimbursement		7,500	-7,500	
Total Other sources	9,487	37,500	-28,013	25%
Kid's Club Income	19,186	90,000	-70,815	21%
Student Activity Fees	6,790	25,000	-18,210	27%
Miscellaneous Income	876	3,000	-2,124	29%
Total Income	956,862	3,891,893	-2,935,031	25%
Gross Profit	956,862	3,891,893	-2,935,031	25%

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11/04/24

Accrual Basis

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
<b>Personnel Costs</b>				
<b>Personnel</b>				
Professional Educational Staff	175,596	1,613,031	-1,437,435	11%
Paraprofessional Educ. Staff	40,964	468,312	-427,348	9%
Administrative Staff	98,226	378,311	-280,085	26%
Directors	58,553	222,279	-163,726	26%
Kids' Club Staff	10,340	68,204	-57,864	15%
Stipends - Student Activities	419	7,000	-6,581	6%
Stipends - Program	7,430	30,000	-22,570	25%
Longevity Pay		16,450	-16,450	
<b>Total Personnel</b>	<b>391,527</b>	<b>2,803,587</b>	<b>-2,412,060</b>	<b>14%</b>
<b>Payroll Taxes</b>				
FICA	7,632	54,245	-46,613	14%
Medicare	5,551	40,652	-35,101	14%
PFML Tax	1,666	10,000	-8,334	17%
SUTA	1,189	8,411	-7,222	14%
UHIC	176	2,713	-2,537	7%
<b>Total Payroll Taxes</b>	<b>16,215</b>	<b>116,021</b>	<b>-99,806</b>	<b>14%</b>
<b>Fringe Benefits</b>				
College Credit Reimbursement		3,000	-3,000	
HRA Benefit	33,826	51,000	-17,174	66%
Health Diversion		14,000	-14,000	
Health Insurance	84,191	310,000	-225,809	27%
Worker's Compensation Insurance	9,080	15,727	-6,647	58%
<b>Total Fringe Benefits</b>	<b>127,097</b>	<b>393,727</b>	<b>-266,630</b>	<b>32%</b>
<b>Total Personnel Costs</b>	<b>534,840</b>	<b>3,313,335</b>	<b>-2,778,495</b>	<b>16%</b>
<b>Consultant &amp; Other Svcs-Fixed</b>				
Administrative Consultant	6,215	11,000	-4,785	89%
Admin Services/Data Managemnt	16,500	7,000	9,500	100%
Annual Audit	836	16,500	-15,664	32%
FSA/HRA Service	777	2,600	-1,823	18%
Payroll Service	13,112	4,223	8,889	13%
SPED Contractors		100,000	-100,000	
SPED Summer Services	4,760	5,000	-240	95%
<b>Total Consultant &amp; Other Svcs-Fixed</b>	<b>42,200</b>	<b>146,323</b>	<b>-104,123</b>	<b>29%</b>

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
<b>Consultant &amp; Other Svcs</b>				
Legal Fees	3,469	10,000	-6,531	35%
Staff Development	300	5,000	-4,700	6%
<b>Total Consultant &amp; Other Svcs</b>	<b>3,769</b>	<b>15,000</b>	<b>-11,231</b>	<b>25%</b>
<b>Occupancy</b>				
Cleaning Services	12,737	55,702	-42,965	23%
Copier Rental	1,461	6,000	-4,539	24%
Electricity	5,778	26,000	-20,222	22%
Elevator Maintenance	1,383	5,000	-3,617	28%
Fire/Sprinkler Alarm services	1,528	3,000	-1,472	51%
Heat	341	10,000	-9,659	3%
HVAC Maintenance	5,570	10,000	-4,430	56%
Insurance-Liability/Propty/Auto	39,983	39,983		100%
Interest Expense - USDA Loan	21,470	85,251	-63,781	25%
Internet	660	4,500	-3,840	15%
Landscaping	2,301	8,000	-5,699	29%
Minor Repair/Maintenance	4,277	19,000	-14,723	23%
Plowing/Snow Removal		8,500	-8,500	
Telephone	236	1,200	-964	20%
Trash Removal/Recycling	1,906	6,684	-4,778	29%
Water/Sewer	200	3,500	-3,300	6%
<b>Total Occupancy</b>	<b>99,830</b>	<b>292,320</b>	<b>-192,490</b>	<b>34%</b>
<b>Supplies</b>				
Educational Supplies/Textbooks				
*Atelier supplies	2,014	2,500	-486	81%
*Blues Ed Supps	318	600	-282	53%
*Indigos Ed Supplies	271	600	-329	45%
*Greens Ed Supps	457	630	-173	73%
*Yellows Ed Supps	403	600	-197	67%
*Oranges Ed Supps	195	660	-465	30%
*Reds Ed Supps	17	660	-643	3%
*Purples Ed Supps				
Purples - STEM	493	510	-17	97%
Purples - ELA/HUM	53	510	-457	10%
<b>Total *Purples Ed Supps</b>	<b>546</b>	<b>1,020</b>	<b>-474</b>	<b>54%</b>

## Hilltown Cooperative Charter School Report - Revenues & Expenditures vs. Budget July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
<b>*Prisms Ed Supps</b>				
*Prisms ELA	240	443	-202	54%
*Prisms Math	90	443	-352	20%
*Prisms Science	70	443	-372	16%
*Prisms Social Studies	29	443	-413	7%
<b>Total *Prisms Ed Supps</b>	<b>430</b>	<b>1,770</b>	<b>-1,340</b>	<b>24%</b>
<b>*Minicourses</b>				
*Music/movement supplies		400	-400	
*Music Supplies - K-5	16	375	-359	4%
*Music Supplies - 6-8	53	285	-232	18%
<b>Total *Music/movement supplies</b>	<b>69</b>	<b>660</b>	<b>-591</b>	<b>10%</b>
<b>*Physical Education Supplies</b>				
*SPED Ed Supps	148	875	-727	17%
*Reading Specialist Supplies	2,182	3,000	-818	73%
*Other Ed Supplies/Textbooks**	300	300	-300	
<b>Educational Supplies/Textbooks - Other</b>	<b>11,247</b>	<b>15,725</b>	<b>-4,478</b>	<b>72%</b>
<b>Total Educational Supplies/Textbooks</b>	<b>18,296</b>	<b>30,000</b>	<b>-11,704</b>	<b>61%</b>
<b>Food and Supplies</b>				
Health & Safety Supplies	999	1,000	-1,000	
Household Supplies	971	3,600	-2,601	28%
Office Supplies	1,466	5,750	-4,779	17%
Playground Supplies	267	4,750	-3,284	31%
Postage	17	1,000	-733	27%
Printing and Reproduction	17	500	-483	3%
Testing & Evaluation Supplies	1,500	500	-500	
Testing & Evaluation Supplies	1,500	6,760	-5,260	22%
<b>Total Supplies</b>	<b>23,518</b>	<b>53,860</b>	<b>-30,342</b>	<b>44%</b>
<b>Equipment</b>				
Chromebook Replacement	7,269	8,000	-731	91%
Furnishings/Rugs	340	1,500	-1,160	23%
Minor Equipment	66	1,500	-1,434	4%
SPED Equipment	1,816	3,000	-1,184	61%
Tech Repair/Replacement	3,332	10,000	-6,668	33%
<b>Total Equipment</b>	<b>12,823</b>	<b>24,000</b>	<b>-11,177</b>	<b>53%</b>
<b>Other expenses</b>				
Advertising	280	3,000	-2,720	9%

**Hilltown Cooperative Charter School**  
**Report - Revenues & Expenditures vs. Budget**  
 July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
BOT Discretionary Fund		500	-500	
Community Domain Expense	848	2,900	-1,952	30%
Community Service Projects		500	-500	
Graduation Expenses		1,500	-1,500	
Field trips		5,500	-5,500	
Fundraising Expenses		1,400	-1,400	
Kid's Club Food/Supplies	47	3,500	-3,453	1%
MCSA Dues	10,905	10,905		100%
Miscellaneous Expenses	1,483	7,000	-5,517	21%
School Lunch Expense	2,685	20,000	-17,315	13%
SPED Contingency		5,000	-5,000	
Special Trip Expenses				
Purples Special Trip Expenses	2,080	5,000	-5,000	
Special Trip Expenses - Other				
<b>Total Special Trip Expenses</b>	<b>2,080</b>	<b>5,000</b>	<b>-2,920</b>	<b>42%</b>
Sunshine/Staff Appreciations		1,000	-1,000	
Student Activity Expenses	636	5,000	-4,364	13%
<b>Total Other expenses</b>	<b>18,964</b>	<b>72,605</b>	<b>-53,641</b>	<b>26%</b>
<b>Directors' Discretionary Fund</b>		<b>2,500</b>	<b>-2,500</b>	
<b>Total Expense</b>	<b>735,944</b>	<b>3,919,943</b>	<b>-3,183,999</b>	<b>19%</b>
<b>Net Ordinary Income</b>	<b>220,918</b>	<b>-28,050</b>	<b>248,968</b>	<b>-788%</b>
<b>Other Income/Expense</b>				
Other Expense	26,596	104,350	-77,754	25%
Depreciation Expenses	26,596	104,350	-77,754	25%
<b>Total Other Expense</b>	<b>-26,596</b>	<b>-104,350</b>	<b>77,754</b>	<b>25%</b>
<b>Net Other Income</b>	<b>194,322</b>	<b>-132,400</b>	<b>326,722</b>	<b>-147%</b>
<b>Net Income</b>				



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

## School Leader Succession Plan

### Purpose

Ongoing, strategic succession planning is critical to successful organizational transitions, planned or unplanned. To ensure efficacy and smooth transitions, procedures and practices have been codified and the links below provide easy access to essential documents and tools. The **Domain Council and the Personnel Committee** oversee succession planning, which includes an annual set of tasks to ensure preparation for transition, as well as a longer term strategy for succession and sustainability..

**Annual Tasks:** Every year as part of this work, the Board of Trustees [BOT]

1. Ensures operational and financial information is centralized and updated
2. Updates job descriptions for the School Leader and leadership team members
3. Confirms the details of the Emergency Succession Plan outlined below

### Leadership Succession and Sustainability Strategy

- Shared and distributed leadership: HCCPS leverages an intentional shared and distributed leadership strategy with four strategic, stipended teacher leader roles. This work engages interested and ready staff in understanding the inner workings of the school and prepares a potential bench of leaders who are both informed as to the work and with essential leadership skills under their belt to realistically explore opportunities.
- Clear roles and responsibilities: HCCPS is in the process of updating job descriptions and documenting clear and detailed roles and responsibilities for all staff members to facilitate role adjustments or reallocations of tasks during transitions.
- Accessible, logical organizational systems and knowledge management: HCCPS is in the process of updating knowledge management systems and tools to ensure all team members have quick and easy access to the documents and resources they need, and those taking on new assignments due to a transition can easily access pertinent information.

### Information and Contact Inventory

Nonprofit Status Information	Person Who Has Access & Owns Updates	Location (link when appropriate)
IRS Determination Letter	Finance Manager	Finance Office
Bylaws	Clerk, GABS	<a href="#">HCCPS Bylaws</a>
Board Minutes	Clerk, Website	<a href="#">Board Archive</a>

Financial Information	Person Who Has Access (* for who	Location (link when
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	<b>owns Updates)</b>	<b>appropriate)</b>
Employee Identification Number (EIN)	*Finance Manager, HOS	Finance Office
Current and previous audited financial statements	*Finance Manager, HOS	Finance Office
Tax Exempt Certificate	*Finance Manager, HOS	Finance Office
Donor Records	Friends of Hilltown	Contact friends@hilltowncharter.org
Vendor Records	*Finance Manager, HOS	Finance Office
Bank Account Passwords	*Finance Manager, HOS	Finance Office
Loan or Lease Documents	*Copier only- Finance Manager, HOS	Finance Office
Insurance Information	Finance Manager, HOS	Finance Office
HR System	None	N/A
Payroll System	None- outsourced Checkwriters Finance Manager is the contact	Finance Office

<b>Other Critical Information</b>	<b>Person Who Has Access &amp; Owns Updates</b>	<b>Location (link when appropriate)</b>
Building Keys	HOS, Logistics Coordinator	Head of School office; Main office
Email System Admin Access	*Technology Coordinator, HOS	Contact <a href="#">Technology coordinator</a>
Website and Social Media Admin	*Technology Coordinator, HOS	Contact <a href="#">Technology coordinator</a>
Student Information System	Administrative Assistant, Technology Coordinator	Contact <a href="#">Technology coordinator</a>
Charter	HOS	<a href="#">Original Charter</a>
Accountability Plan	HOS, DoTL	<a href="#">Accountability Plan</a>

**Head of School and Head of School Reports**

Job Descriptions for these roles can be found [here](#) in this folder maintained by Personnel Committee.

<b>Role</b>
Head of School
Family and Community Engagement Coordinator



Technology Coordinator and Teacher
Logistics and Kids Club Coordinator
School Nurse
Academic Support Coordinator
Director of Teaching and Learning
Behavior Support Coordinator
Admin Assistant/Registrar
Finance Manager

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**Points of Contact**

Bank Name and Representative  
 Auditor  
 Lendder  
 Legal Counsel

*Contact info maintained in shared document with Finance Manager, DoTL, and HOS*

**Directors' Folder**

A shared folder between the Directors has been shared with the new DoTL and HOS.

**Emergency Succession Plan**

**WHO:** Each year the BOT President and the Head of School work together to identify an internal person who will serve as Interim School Leader in case of sudden leader departure. This team ensures a clear understanding of whether this person is likely to want to fill the leader position in the long term should the current leader not return.

<b>The person who will take over as School Leader in case of emergency</b>	Rebecca Belcher-Timme (and typically the Director of Teaching and Learning unless otherwise specified)
<b>Their current role</b>	Director of Teaching and Learning
<b>The last time they had a conversation about being the pre-approved interim leader</b>	9/25/24

**WHAT:** Below is an outline of the interim leader's responsibilities and related reporting lines, as well as how additional responsibilities will be reallocated and how the interim leader will be supported. Each year these details are reviewed and updated by BOT and school leaders.

<b>Which leader responsibilities would the interim leader inherit? Who will take on any responsibilities they do not inherit?</b>	Interim leader will inherit: <ul style="list-style-type: none"> <li>• Supervision and oversight of the HOS direct reports</li> <li>• Schoolwide goals, strategies and progress monitoring</li> <li>• Operations, finance and facilities oversights</li> </ul> Responsibilities to be redistributed: <ul style="list-style-type: none"> <li>• HOS student supervisory duties will be redistributed to available staff</li> <li>• Special Education oversight capacity will be added via consulting director if needed</li> <li>• Operational and facilities support to be redistributed to admin staff</li> </ul>
<b>How will the former responsibilities of the interim leader be redistributed?</b>	<ul style="list-style-type: none"> <li>• Redistribute student supervisory duties to available staff</li> <li>• Add Finance Committee support as needed</li> <li>• Add Board Leadership/Domain Council support for schoolwide</li> </ul>

	goals, strategies and progress monitoring
<b>What are the reporting lines?</b>	<ul style="list-style-type: none"> <li>• Interim Leader will be supervised by the BOT President</li> <li>• Interim Leader will take over supervision of HOS direct reports</li> </ul>
<b>How will the board support the interim leader?</b>	<p>The BOT will support the interim leader through</p> <ul style="list-style-type: none"> <li>• Regular check-ins</li> <li>• Capacity planning and refining the emergency succession plan, specific roles, compensation and other implications</li> <li>• Added capacity and support through committees, including Domain Council and Finance</li> <li>• Communications to staff, caregivers and community members</li> <li>• Allocating resources to leader development and support as needed</li> </ul>
<b>How will the interim leader be compensated? (e.g., pre-defined stipend for the interim period, temporary salary increase by 5% or entry-level school leader salary)</b>	Prorated salary increase for the interim period that is the average of the current Director of Teacher & Learning (DoTL) and Head of School (Hos) salaries. Prorated salary will go into effect at the time that time of the Interim appointment by the BOT

**COMMUNICATION PLAN:** HCCPS ensures clear and timely communication about leadership and other changes. The communication plan below emphasizes in-person or spoken communication with staff and other critical stakeholders, and a timely flow of information to all community members. Opportunities for Q & A and open meetings are also included to provide community members with space to address their nuanced questions and concerns.

<b>Audience</b>	<b>Messenger</b>	<b>Timeline</b>	<b>Method of Communication</b>
Board members	BOT Leadership (President and VPs)	Group 1: Immediate	Written communication with emergency Board meetings scheduled (typically on Zoom to facilitate maximum participation).
Senior staff	BOT President	Group 1: Immediate	Phone call or in-person check in
All staff	BOT Leadership & Interim Leader	Group 2: Following Group 1	Emergency Staff Meeting, followed by email and open office hours for discussion/Q & A. Notice of upcoming BOT meeting addressing the topic with public comment.
Families	BOT President, Interim Leader, Family Engagement Coordinator	Group 3: Immediately following Group 2	Email communication with office hours for discussion and Q & A identified. Talking points to share with students also included. Notice of upcoming BOT meeting addressing the topic with public comment.
Students	Teachers & Interim Leader	Group 4: First in-person opportunity following Group 3 in close succession	Classroom discussion; Possible All School Meeting depending on the context of the emergency change.

General Public	BOT President, Interim Leader	Group 5: Following communication with all other stakeholders	Written communication as appropriate given the circumstances.
<b>Key external stakeholders and/or other audiences (list below)</b>			
DESE	BOT President	Group 3	Written notice with Succession Plan information (email); Option to schedule a check in.
MCPSA	BOT President & Interim Leader	Group 3	Written notice (email)

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# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

## SY24-25 Bullying Prevention Policy Update

Date: December 11, 2024

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented to Board of Trustees by: Chris Kusek, Head of School

### Text of proposal:

#### **BULLYING PREVENTION AND INTERVENTION PLAN**

HCCPS is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying, including without limitation, cyberbullying, of any of its students by anyone and also strictly enforces a prohibition against retaliation on any person who reports bullying, provides information during an investigation of bullying or witnesses, or has reliable information about bullying. Site-based initiatives, developed collaboratively between school administration and personnel, students, families, and community members will seek to: (1) help students of all ages and abilities stay safe, act wisely, and believe in themselves; and (2) help adults respond effectively to students' reports and their own observations.

#### 1. Definitions

**Bullying** is defined as the **repeated use** by one or more students or by a member of school staff (including, but not limited to, an educator, administrator, school nurse, athletic coach, advisor to an extracurricular activity or teaching assistant) of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target/victim that:

- (i) causes physical or emotional harm to the target/victim or damage to the target/victim's property;
- (ii) places the target/victim in reasonable fear of harm to himself or herself or damage to their property;
- (iii) creates a hostile environment at school for the target/victim;
- (iv) infringes on the rights of the target/victim at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. For purposes of this policy, bullying shall include cyberbullying.

**Cyberbullying** is further defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

**Aggressor or Perpetrator** is defined as a student or a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, school volunteer or a vendor, contractor or other person working under a contract with the school who engages in bullying, cyberbullying, or retaliation.

**Hostile environment** is defined as a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is defined as any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Staff** is defined to include, but is not limited to, educators, administrators, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, clerical staff, or teaching assistants/paraprofessionals.

**School** is defined to include the school, school grounds, travel to and from school and/or school-sponsored events or functions, property immediately adjacent to school grounds, school-sponsored or school-related activities, functions, programs whether on or off school grounds (such as social events, trips, sports events, or similar school-sponsored events and functions), at a school bus stop, on a school bus or other vehicle owned, leased or used by the school, on the way to and from school or through the use of technology or an electronic device owned, leased or used by the school and at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the act creates a hostile environment at school for the target/victim or witnesses, infringes on the rights of the victim or witnesses at school or materially and substantially disrupts the education process or the orderly operation of a school.

**Target or Victim** is defined as a student or an adult against whom bullying, cyberbullying, or retaliation has been perpetrated.

## 2. Prohibition



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Bullying of students occurring in schools is prohibited by law and will not be tolerated by HCCPS.

Bullying can take many forms and can occur in any setting. Bullying can include but is not limited to, intimidation such as name-calling or threatening, social alienation such as shunning or spreading rumors, or physical aggression such as assaults on a student or attacks on a student's property.

Bullying can create an atmosphere of fear for all members of the school community. It also can create unnecessary and unwarranted anxiety that affects the ability of a student to attend school, learn in school, walk in school corridors, eat in the school cafeteria, play in the schoolyard or recreation areas, participate in or attend special or extracurricular activities or travel to and from school.

Bullying behaviors that are not addressed can lead to devastating consequences for young people, including depression, and drops in school performance and attendance. The failure to address bullying behaviors also gives other students the message that it is permissible to engage in negative behaviors.

Consistent with state law, HCCPS recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including: race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one (1) or more of these characteristics.

### 3. Process and Response

HCCPS takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying. Additionally, allegations of retaliation against a person who reports bullying provides information during an investigation of bullying or witnesses; or has reliable information about bullying also shall be taken seriously and HCCPS will respond promptly to such complaints and allegations.

If any student, caregiver/guardian of a student, staff member, or other community member believes that a student has been subjected to bullying, or to retaliation for reporting bullying, providing information during an investigation of bullying or witnessing or having reliable information about bullying, they should bring the matter to the attention of the Head of School, Director of Teaching and Learning, or Behavior Support Coordinator. This may be done verbally, electronically, or in writing.

Reports of bullying and/or reports of retaliation for reporting bullying, providing information during an investigation of bullying, or witnessing or having reliable information about bullying also may be made anonymously to the Head of School, Director of Teaching and Learning, or Behavior Support Coordinator. Please note; however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report having been received.

Before fully investigating the allegations of bullying or retaliation, the Head of School, Director of Teaching and Learning, and/or Behavior Support Coordinator will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The Head of School, Director of Teaching and Learning, and/or Behavior Support Coordinator will take additional steps to promote safety during the course of and after the investigation, if necessary.

Where it is determined that inappropriate conduct has occurred, HCCPS will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the aggressor to work with school personnel on better behavior, the recommendation for the provision of counseling or other therapeutic services and/or disciplinary action where appropriate, up to and including suspension, expulsion and/or court involvement.

Additionally, consistent with state law, if it is determined that bullying or retaliation has occurred, the Head of School or Director of Teaching and Learning shall:

- (i) notify local law enforcement if school administration believes that criminal charges may be pursued against the aggressor
- (ii) take appropriate disciplinary action
- (iii) notify the caregivers/guardians of the aggressor; and
- (iv) notify the caregivers/guardians of the target/victim, to the extent consistent with state and federal law, of the action taken to prevent any further acts of bullying or retaliation.

Furthermore, if it is determined that a student has knowingly made a false accusation of bullying or retaliation, they shall be subject to discipline, up to and including suspension, expulsion and/or court involvement.

All students shall be afforded the same protection regardless of their status under the law.

In notifying the caregivers/guardians of the target and the aggressor, the Head of School, Director of Teaching and Learning, and Behavioral Support Coordinator must comply with the confidentiality requirements of the Massachusetts Student Record law and regulations and the Federal Family Education Rights and Privacy Act and corresponding regulations.

More specifically, school administration may not disclose information from a student record of a target or aggressor to a caregiver/guardian unless the information is about the caregiver/guardian’s own child.

The Head of School or Director of Teaching and Learning may disclose a determination of bullying or retaliation to a local law enforcement agency without consent of a student or their parent/guardian, but the school administration shall communicate with law enforcement officials in a manner that protects the privacy of targets, student witnesses and aggressors to the extent practicable under the circumstances.





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Additionally, if the Head of School, Director of Teaching and Learning, and/or Behavioral Coordinator has determined that there is an immediate and significant threat to the health or safety of the student or individuals, school administration may disclose student record information about a target or aggressor to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In this latter situation, the disclosure is limited to the period of the emergency and the Head of School and/or the Director of Teaching and Learning must document the disclosure and the reasons that the Head of School and/or Director of Teaching and Learning determined that a health and safety emergency exists.

#### **4. Bullying Prevention and Intervention Plan**

The Head of School and/or Director of Teaching and Learning will develop and keep updated on at least a biennial basis, as required by law, a plan to address bullying prevention and intervention. Such a plan shall, as required by law, be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians.

The HCCPS' Bullying Prevention and Intervention Plan will address training and professional development for staff and will also address sharing information with parents/guardians and students about bullying, including information on prevention of bullying, reporting of bullying, and the potential legal consequences of engaging in bullying. Additionally, the Bullying Prevention and Intervention Plan will include specific steps that schools will take to support vulnerable students and to provide all students with the skills, knowledge, and strategies needed to prevent or respond to bullying and harassment.

**Directors Report**  
**December 2024 BoT meeting**

**I. Community updates (Chris on behalf of Tiff)**

- A. Winter Fair on 12/7 - *There was an abundance of beautiful, heartening, and joyful moments all throughout the day. Older kids helping younger ones, families building or furthering connections with one another, many, many offers of help, and witnessing truly generous acts of kindness at the fair. The ability of this community to give even when it's not easy, and to show up even when it's complicated, and to fulfill the ask, whatever it may be, even when you're low on energy, and to be there for one another even when it's not convenient brings me such a sense of reverence and awe for this special place we call Hilltown. It's the best in people, in each of you, that makes it all worth it.*

*Thank you for bringing out the best in each other and in this community, not to mention the giant thank you that is in order for all of your contributions of time, food, supplies, expertise, resources and skills. My hope is that each and every one of you felt proud to be part of this Hilltown community at Winter Fair. What a gift we have in one another; in these connections and shared, rejuvenating experiences. Thank you for being a part of it.*

**II. General school updates**

- A. The HCCPS Long Range Plan was recently reviewed by school and board leadership to ensure that progress is being made on all goals and objectives according to the revised timeline set out by the BoT in Spring '24. Key points that were discussed include developing and refining a whole school schedule that provides consistency and predictability for students and staff and supports efficiencies and equity.
1. We also discussed supporting both SEL and Special Education efforts through scheduling and forward planning. We are currently prioritizing JEDI objectives of leveraging community resources, infusing JEDI principles into all committee and leadership goals, and will be auditing our curriculum next year to ensure inclusion of marginalized voices across the grade spans in all subject areas.
  2. To do all of this, we are prioritizing Goal 3B of the LRP: "Examine alternative mixed-grade classroom reconfigurations and establish a final plan and implementation steps if change is recommended" that we'll be discussing further later this evening.
- B. Efforts to address deeper climate-culture concerns continue.
1. Rebecca and Chris have been in continued dialogue with the TMI Project and Call to Men about the possibility of hosting a staff training, community screening and panel discussion of *The Locker Room Talk* and possibly *One Story at a Time: Celeste Lecesne*. Teacher leaders are in support of this professional development initiative and efforts to finalize possible grant opportunities to support costs are underway. We are tentatively considering **January 23-24** as a potential date for a community screening and panel

discussion as well as a staff training session on storytelling as a means to break cycles of trauma. We hope we can fill the room with families and begin an important conversation.

2. Rebecca and Chris also had a very positive initial planning meeting with Say Something You Initiative, a division of Safe Passage. The Say Something Youth Initiative is Safe Passage's violence prevention program for teens and offers opportunities for all students, faculty, and caregivers to get involved in culture change to support healthy relationships.
  3. At the same time, efforts to quickly and effectively respond to reports of bullying continue with multiple investigations taking place in November.
  4. Vandalism concerns have risen and have been addressed by administration and staff in the upper grade bathroom.
  5. School culture/ Behavioral MTSS support planning continues with consultant Heather Reis visiting this week. Roles and responsibilities will continue to be refined.
- C. Initial meetings with Carla have taken place to evaluate the current status of long term capital planning and prioritization of facilities needs. The Facilities committee considered this in its goal setting work.
- D. The Administrative Team is reconsidering Rediker as a Student Information Systems (SIS) vendor and has met with a couple of competitors in that space (Powerschool, Infinite Campus). A recommendation will be made and possible purchase for FY26 will be made by January.

### **III. Grade realignment**

Guided by recommendations from the HCCPS LRP, a committee was established to study grade realignment options in Fall 2023. The committee met at length, input was solicited from families in Spring 2024, but no explicit recommendations were made at the conclusion of the school year.

Administration is in process of facilitating a revisiting of this issue with plans to present a recommendation for BoT consideration at the upcoming January meeting.

Survey to staff in process and individual meetings encouraged. A faculty meeting on 12/5 allowed opportunities for facilitated staff consideration of options.

Administration feels that multigrade education serves the mission and vision of the school and this unique design feature supports a community-focused cooperative charter public school. It allows teachers to "loop" with many students for 2 years and deepen relationships with students and families. It also facilitates relationships across single age groupings. With this in

mind, considering there are 9 grade bands, administration presented grade configuration options that include:

- a. K standalone
- b. 6 standalone
- c. 8 standalone

Staff survey results and follow up discussions indicate that there is considerable preference for either K standalone or 6 standalone with little interest from staff in the 8 standalone consideration. That being said, several pros and cons of each side have been raised and no clear consensus has been achieved.

The Board should feel free to request any data that might inform response to the anticipated recommendation in January.

#### **IV Teaching and Learning Updates (Rebecca)**

- A. Student council is underway, with 24 students committed to participate. Because of the high interest, we decided at the first meeting to brainstorm various committees. The students came up with many excellent ideas for committees including: Social Events, Governance/Policy, JEDI/Equity, Fundraising, All School, Extracurriculars, Lower Grade Advocacy, Conflict Resolution/Peer mediation, and more! Students have chosen committees, have established goals, and have chosen representatives to attend the Student Council to make that group a more manageable size. This structure allows more students to participate, and harness the high level of engagement.
- B. Our relationship with Smith College continues to thrive. We will be hosting 3 Mindich Fellows from Smith College in the month of January, in kindergarten, first grade, and 7-8 ELA. We will also have a (different) Smith student teacher in Prisms ELA from the end of January through May. Additionally, Tiffany and I will visit a seminar of pre-service teachers at Smith College on January 23 to disseminate our practices around communication with families. One of the new standards for student teachers is to engage in family communication, so we will share about how teachers and administrators share information with families.
- C. On our professional development afternoon, teachers wrote progress reports, and TAs met with Rebecca and Chris. Progress reports are due 12/16/24, and the new trimester is underway.



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DRAFT: Facilities Committee Meeting Minutes – Monday, Nov 4, 2024 3:15pm

Meeting Location: HCCPS

**Present:** Alex Niemiec, Alex Porter, Chris Kusek, David Stauffer, Kelly Vogel, Nan Childs, Rick Stultz

**Guests:** Matt Verson

**Regrets:**

**Notetaker:** Kelly Vogel, Chair

Topic	Discussion	Action (if necessary)
Check-in/ Announcements	All checked in	
JEDI	Woven into all discussions	
Approve October Minutes	Approved by consensus	
	Finance: We have up to \$110k approved by finance Fall appeal for FOH this Nov/Dec for additional funding Playground structure had recent breaks Using Hilltown's approved vendor could mean a reduced cost Rick got several quotes for site prep issues: border & installing wood chips Quotes: include expansion of swings	Chris: meeting Weds: w finance Then meeting w FOH  To present updates in Nov meeting



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	<p>4 seasons has provided the best quote (at 19k), as opposed to 31k &amp; 41k.</p> <p>Conservation commission: Matt to reach out to Ava at Easthampton Conservation Commission.</p> <p>Discussed need for custodian/janitor</p> <p>Alex going on leave; no replacement for him re facilities</p>	
<b>Installation of blinds</b>	Need to be installed	Several volunteers to install
<b>Bathroom maintenance</b>	Ongoing	
<b>Review action items</b>	Done	
<b>Agenda Items for Next Month</b>	<p>Discuss committee goals for 24-25</p> <p>Share at Dec Board meeting</p> <p>Fix-it/punch list</p> <p>How to sustainably address facilities issues</p>	
<b>Next Meeting Date/Time/Location</b>	<p>12.2.24 – 3:15</p> <p>1/6/25 – 3:15</p> <p>2/3/25 – 3:15</p> <p>3/3 – 3:15</p> <p>4/7– 3:15</p> <p>5/5 – 3:15</p> <p>6/2 – 3:15</p>	
<b>Adjournment</b>	4:30	

**Facilities agenda items for this month's BOT meeting:** Chris to provide playground update in HOS report



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Finance Committee Meeting Minutes- November 6, 2024  
8:30 am Zoom - Remote

**Present:** Chris Kusek, Ben Carlis, Carla Clark, Kylan Mandile, Lisa Plaza, Grace Mrowicki  
**Regrets:** Andy Tilbe

Topic	Discussion	Action
Approve Minutes	Carla motioned to approve September minutes, Kylan seconded, minutes approved by consensus	Kylan will submit Oct. minutes for Nov. BoT packet
Playground Renovation	<p>Chris presented the playground bids received. Total cost is expected to be \$190,000-\$200,000 for a 2-piece project.</p> <p>Chris met with Friends of Hilltown to discuss fundraising efforts. FoH needs to improve its fundraising capabilities (records, lists, strategy), but that is a multi-year project.</p> <p>HCCPS needs to put in deposits by January/February in order to secure a spot on a contractor's schedule for the project to be done in summer 2025.</p> <p>The Finance Committee had a long discussion on financing options and agreed to recommend up to \$110,000 from the capital reserve and up to \$90,000 from general reserve for a total of \$200,000 to complete the project. Hopefully fundraising efforts will partially offset some of the school's expenditure. Kylan motions to approve the capital expenditure and Grace seconds, which was approved by consensus.</p>	Chris to draft a proposal to spend up to \$110,000 from the capital reserve and up to \$90,000 from the general reserve and present it BoT



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Q1 Financials	Carla notes little change to Q1 financials vs prior meeting discussions. Kylan motions to present Q1 financials to the BoT and Grace seconds, approved by consensus	Chris to present Q1 financials to BoT
Goals for next year	Kylan proposed goals and other finance committee members added suggestions. Goals include -Add another caregiver or community member to the finance committee -Annual budget review and approval -Ongoing review of budget -Finalize 5-year capital plan with input from facilities committee -Playground project -Integrate JEDI principles into committee processes and considerations	Kylan to present goals to BoT
New Business	None	None
Review action items	Done	
Next meeting time/date/location	Dec. 4, 2024 at 8:30 am via Zoom	
Adjournment	9:30am	





**GABS Committee Meeting Minutes DRAFT – Weds Nov 6, 8:30 am**

**Meeting Location: HCCPS**

**Present:** Emily Boddy; Tiffany Ross; Sara Scheffelin; Kate Aleo

**Guests:**

**Regrets:**

**Notetaker:** Emily

Topic	Discussion	Action (if necessary)
<b>Check-in/ Announcements</b>	Check-in	
<b>JEDI</b>	Woven into other discussions	
<b>Approve Oct 2024 Minutes</b>	Approved by consensus.	
<b>Succession Planning + Recruitment, Discussion</b>	<p>Brandee keen to join and is interested in finance committee. Steve hoping to attend a meeting soon, and thinking through committees to join. Emily will follow up with both.</p> <p>Tala has asked that we help recruit a teacher to the Personnel committee. Ideas: Kate S, Andrea Hermans, Julieanne, Missy, Tiffany will ask.</p> <p>Lathrop conversation, thinking through ways to reinvigorate the connection. Thought through the Easthampton and Northampton, and whether we can partner with both. Sara explained the March for Foodbank collaboration.</p> <p>Tiffany will reach out to Owen Zaret - possible committee member, or may have ideas for committee members to join our board.</p>	<p>Tiffany will ask Teachers about joining Personnel committee.</p> <p>Emily will follow up with Steve and Brandee.</p>



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	<p>New parent Michael Gove interested in helping with recruitment and fundraising brainstorming.</p> <p>Facilities, Matt Verson has gone to a meeting. Will check back in to see if Facilities</p> <p>Sara will ask Dan Scheiffelin if would like to join Facilities.</p>	
<b>Committee Goals - Discussion</b>	<ol style="list-style-type: none"><li>1. Recruitment and Succession Planning</li><li>2. Board book - finalize, determine where it 'lives', who maintains certain pieces, integrate</li><li>3. Establish board feedback process</li><li>4. Clarify board's role in Fundraising / JEDI (inclusion, access, opportunity)</li></ol>	
<b>Onboarding Workshop - Summary and Discussion</b>	<p>Emily described the workshop, what we are doing really well and tools we should implement. Showed the tools provided. Asks that the committee think through key people and things we might add/omit, timeline for our own process as a part of the process of updating the board book.</p>	
<b>Board Book Updates</b>	<p>Emily explained the progress of updating the board book and why that's an important goal for our committee. Kathleen and Emily working on a spreadsheet of tasks for items to update and replace, and GABS will be asked to hold some of these tasks.</p>	
<b>New Business</b>	<p>Annual Meeting - set date. Propose Annual Meeting dates 3/19, 26 at November board meeting.</p>	<p>Emily will propose dates to the BoT at November meeting.</p>
<b>Next Meeting Date/Time/Location</b>	<p>Dec 3 8:30am HCCPS Meeting dates for the year:</p>	



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	Jan 7 ; Feb 4; Mar 4; April 1; May 6; June 3 @8:30am	
<b>Adjournment</b>	9:50 am	

**Agenda items for next month:**

**GABS agenda items for next BOT meeting:** Annual meeting dates proposals. GABS committee goals.



**GABS Committee Meeting Minutes DRAFT – Tues Dec 3, 8:30 am DRAFT**

**Meeting Location: HCCPS**

**Present:** Emily Boddy; Tiffany Ross; Lindsay Fogg-Willits, Kate Aleo  
**Guests:** Tara Brewster  
**Regrets:** Sara Scheiffelin  
**Notetaker:** Emily

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check-in/ Announcements</b>	<p>Check-in</p> <p>Discussed Goal about fundraising as an overview for our guest, Tara Brewster. Tara notes that fundraising needs to be a priority as a throughline on the board, but recognizes that not everyone has this skill. Finding ways to engage people who aren't comfortable asking for money, eg sharing contacts with someone who is comfortable asking.</p>	<p>Emily will announce to BoT at Wednesday's meeting.</p>
<b>JEDI</b>	<p>Woven into other discussions</p>	
<b>Approve Nov 2024 Minutes</b>	<p>Approved by consensus.</p>	
<b>Onboarding new member proposal for the BoT - Discussion and Decision.</b>	<p>Steve Sell will be onboarded at our December meeting per the recommendation of GABS and with support from school leadership and board leadership.</p>	
<b>Succession Planning + Recruitment, Discussion</b>	<p>Tara asks: what is the dream list of who would be ideal community members. Has offered to help make introductions. Would like to see lists of</p>	<p>Tiffany will do parent/grandparent, staff lists for Tara.</p>



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	<p>people with relationships to the school: families, vendors, prior sponsors of events we've done.</p> <p>Tara contacted Owen Zaret regarding Lathrop.</p> <p>Start to compile an alum network and send a letter about needs - money, board, involvement.</p> <p>Emily will connect back with Jake Hooker re interest in joining our board as a community member.</p> <p>Tara asks about whether we host tours, eg to community members as prospective board involvement or funding. Highest success rate in terms of board members, committee members, donations has been through tours. Dates are set, and people populate the tours (eg about 10 people).</p>	<p>Tiffany will ask FoH provide previous sponsors to Tara.</p> <p>Emily will check with Carla about a vendor list to show to Tara.</p> <p>Tiffany will look into tour idea with school leadership.</p>
<b>Annual Meeting Date and Event plan - Discussion and Decision</b>	<p>Annual Meeting date poll went out and March 26 is the chosen date. Emily will announce at Dec board meeting.</p>	<p>Tiffany will connect with Nicole, Nick and Felicia about engagement.</p>
<b>Board Book Organizational Plan, Discussion</b>	<p>Table this until next month. Emily will connect with Kathleen about progress.</p> <p>Adjacent to this, Kate will get photos and bios and work with Grace to get onto the website.</p>	<p>Emily will connect about progress with KH on this.</p>
<b>New Business</b>	<p>Board Book Organizational Plan</p> <p>Update on Succession Planning action steps</p> <p>Annual Meeting Planning</p>	
<b>Next Meeting Date/Time/Location</b>	<p>Meeting dates for the year: Jan 7 ; Feb 4; Mar 4; April 1; May 6; June 3 @8:30am</p>	
<b>Adjournment</b>	<p>9:54 am</p>	



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**Agenda items for next month:**

**GABS agenda items for next BOT meeting:**



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JEDI Committee Meeting Minutes- Oct 25th, 2024  
9:30 - 10:30 a.m.

**Present:** Kathleen Szegda, Garrett Washington, Rebecca Belcher-Timme, Chris Korczak  
**Regrets:** Seth Harwood

Topic	Discussion	Action
Approve October Minutes	Minutes approved	
Updates	Equity team – did PD related to JEDI for TAs this month Climate survey – Chris sent out climate survey to community. Will be used to understand how we are doing with our efforts.	
Addressing discriminatory and racist comments	Committee discussed racial slurs that had occurred at a cross-country meet the previous day. Chris has followed up and he and Rebecca are planning an immediate response. Group discussed the importance of ongoing work to address racism and how to put in more supportive program for ongoing education for students as part of scope and sequence. They will look for existing curricula.  Discussed addressing verbal violence more broadly. There is also ongoing sexualized language that is highly inappropriate. Chris is reaching out to nonprofits about how to address it – TMI and A Call to Men. Important to be able to talk about all forms of verbal violence in the classroom and to loop parents in.  JEDI Committee can help support leadership by sharing any community feedback to responses and communication	Kathleen will connect Chris and Rebecca to Safe Passage for their prevention curriculum



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JEDI Committee Goals – SY 24-25	<b>Create JEDI volunteer group to support school efforts</b> – reach out to Tiffany about how best to recruit; make it more open about coming in to talk to students – sexism, racism, etc. <b>Engage families in JEDI</b> <b>Support school leadership in JEDI work</b>	Kathleen will reach out to Tiffany about how we get the word out about a volunteer group
Coordinating JEDI activities across school	Tabled discussion	
Next meeting time/date/location	Will meet 10/22 (4 <sup>th</sup> Friday) from 9:30 – 10:30 a.m.	
Adjournment	The meeting was adjourned at 10:30 a.m.	

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JEDI Committee Meeting Minutes- Nov 22nd, 2024  
9:30 - 10:30 a.m.

**Present:** Kathleen Szegda, Garrett Washington, Seth Harwood, Tom Chang, Rebecca Belcher-Timme

**Regrets:** Chris Korczak

Topic	Discussion	Action
Approve October Minutes	Minutes approved	
Updates	<ul style="list-style-type: none"><li>• Ongoing teacher and staff education/practice JEDI – Equity team; another half day of TA trainings – equity team pulled in to do it</li><li>• Student council – moving forward; first meeting had over 30 kids; came up with idea of forming committees, including JEDI committee – at least 4 kids signed up to be on it</li><li>• Education for Students - Safe Passage – partner with them this year; will come in and do an educational series with 8<sup>th</sup> graders that includes using manbox frame; would help facilitate screening of “Locker Room Talk; will cross-reference with health curriculum; have them come in January or February; Will continue to talk to TMI – cost high; looking for grant funding</li><li>• Student climate group – asked to role out a student concern portal; did at Easthampton HS and it has been very useful</li></ul>	
Planning JEDI activities for the school – immediate and longer term	<p>Immediate - 2 question survey, weekly student data</p> <ul style="list-style-type: none"><li>• Would require weekly data from students – “In last week...”, have the 2 questions- in</li></ul>	



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	<p>last week, I heard identity based slurs xx times; in last week, identity based slurs were directed at me xxx times (range of response options for frequency); if reported would follow-up with student, optional line – would you like someone to follow-up with you; protocol for someone talks to student; ideally on device- could be racist, genderist, ableist</p> <ul style="list-style-type: none"> <li>• Would require some education to know what counts as a slur; Tom would be happy to come in and do, especially for adults to know how to deal with it; helpful to have cheat sheets for teachers to refer back to about how to respond to identity based slurs</li> <li>• Coordinate with student complaint portal and potentially link to that</li> <li>• Perhaps also listening sessions with students about why happening</li> </ul>	
JEDI Committee Goals – SY 24-25	<p><b>JEDI volunteers</b> – help connect to resources; direct engagement with classrooms; engaging community</p> <p><b>Engage community</b></p> <p><b>Support school leadership in JEDI work -</b></p> <p>Might be helpful to do book study – Street Data</p> <ul style="list-style-type: none"> <li>• Could have students interrupting what they see</li> </ul>	Seth will reach out to Tiffany about how we get the word out about a volunteer group
Next meeting time/date/location	Will meet 12/5 from 8:00 – 9:00 a.m. to discuss planning for the weekly student question initiative	
Adjournment	The meeting was adjourned at 10:30 a.m.	

DRAFT- Personnel Committee Meeting Minutes

Date: Nov 12th, 3:15pm

Location: Purples classroom

**Present:** Tala Elia, Nicole Marcotte, Nicole Singer, Carla Clark, Rebecca Belcher-Timme, Neal Tegue, Chris Kusek

**Regrets:**none

Topic	Discussion	Action
<b>Teacher prep time discussion</b>	- <i>What is the scope of personnel.. Defining minimum amount of prep time. Defining work hours will also need to be defined. Have Rebecca present at the next meeting current state.</i>	Rebecca will present ranges of current state prep time at next meeting
<b>Succession plan policy discussion</b>	<i>Discussion re: current proposed plan and redistribution of responsibilities.. What would have to happen and what things could wait. What would be the role of teacher leaders. Compensation.</i>	Tala will work on edits to policy and represent at next meeting
<b>Remote work policy discussion</b>	<i>Difference between flex time and remote sick time.. Some positions have built in flex time if they are not forward facing</i>	Tala will draft policy to be discussed at next meeting
<b>Teacher Staff rep</b>	<i>GABS exploring options</i>	
<b>Annual goals</b>	Discussion of goals included teacher prep time equity and reviewing staff grievance policy	
Next meeting time/date/location	December 11th at 3:15pm	
Adjournment	4:20pm	

DRAFT- Personnel Committee Meeting Minutes

Date: Dec 10th, 3:15pm

Location: Purples classroom

**Present:** Tala Elia, Nicole Marcotte, Cecilia Darby , Carla Clark, Rebecca Belcher-Timme,,  
Chris Kusek

**Regrets:** Neal Teague

Topic	Discussion	Action
<b>Teacher prep time data and discussion</b>	<ul style="list-style-type: none"> <li>-discussion of what counts as prep time or not</li> <li>-looked at the range of hours spent teaching in categories- Specialists K-8, classroom K-6, 7-8 and Special Ed.</li> <li>-looked at range of prep time per group</li> <li>-wide ranges with significant differences between groups</li> <li>-other districts have set prep time</li> <li>-redoing the master schedule for next year can help bridge some of these gaps but would be helpful to have some guidelines of what constitutes minimum preptime</li> <li>-room for a policy from personnel to define minimum prep time for a workday</li> <li>-discussion about what constitutes a workday- how many hours, which hours</li> </ul>	<ul style="list-style-type: none"> <li>-Carla to pull CBAs from neighboring districts for comparison for next meeting</li> </ul>
<b>Succession plan policy discussion and decision</b>	<ul style="list-style-type: none"> <li>-Proposed succession plan was discussed</li> <li>-Concerns were raised re: contact information/financial in the document and decision made to move that into a shared living document, owned by HoS that could be updated</li> <li>-Concerns were discussed weather the document to be dynamic and changed as responsibilities changes</li> <li>-Consensus that plan could move forward to be presented to BoT with edits from prior draft</li> </ul>	<ul style="list-style-type: none"> <li>-Plan to be presented at next BoT meeting</li> </ul>
<b>Annual goals</b>	<ul style="list-style-type: none"> <li>-Teacher prep time equity</li> <li>-Maintaining shared drives of job description/ shared polices/personnel practices - best practice for archiving method</li> </ul>	<ul style="list-style-type: none"> <li>-Tala will present at next BoT meeting</li> </ul>
<b>Remote work policy discussion and decision</b>	<ul style="list-style-type: none"> <li>Preliminary discussion on need to more granularly define non-student facing roles but further discussion and steps deferred to next meeting</li> </ul>	
Adjourned	4:25pm	
Next meeting	Tuesday Jan 7th, 3:15pm	