

HCCPS Board of Trustees

Meeting Agenda

August 11th, 2021 6:30 PM

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkJZT1NuUEVvK3lTeUNELzNMaDVmdz09>

Meeting ID: 814 2602 7291 Passcode: hilltown

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- To engage students in a school that uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Facilitator: Matt Dube

6:30 Welcoming (read mission statement): (5 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:35 Public Comment period: (5 min)

6:40 Justice Equity Diversity Inclusion (JEDI): (Update) JEDI Group (5 min)

6:45 GABS Announcements: (Update) GABS (5 min)

6:50 Annual Report Summary: (Update) Kate (10 min)

7:00 ESSER II Grant: (Update) Kate (10 min)

- 7:10 Board Retreat: (Update) Kathleen (5 min)**
- 7:15 Hiring Update: (Update) Lara + Kate (10 min)**
- 7:25 HR Knowledge Sessions: (Update) Matt + Kathleen (10 min)**
- 7:35 Facilities Update: (Update) Joe (10 min)**
- 7:45 Long Range Plan -- Committee Composition: (Discussion + Decision) Matt (10 min)**
- 7:55 Mask Policy: (Proposal + Decision) Kathleen (15 min)**
- 8:10 Committee Reports -- Questions Only (5 min)**
- 8:15 New Business (5 min)**
- 8:20 Meeting Wrap-up/Evaluation/Newsletter Blurb/Minutes Finalization (5 min)**
- 8:25 Review Action Items in this meeting's minutes (5 min)**
- 8:30 Adjournment**

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, July 14th, 2021, 6:30 pm

Location: HCCPS and via Zoom

Present: Kate Saccento, Lara Ramsey, Matt Dube, Dawn Reesman, Rich Senecal, Sara Schieffelin, Kathleen Szegda, Tala Elia, Joe Wyman, Kate Ewall (via Zoom), Kathleen Hulton, Emily Boddy (via Zoom), Daniel Klatz, Margurite Durante (via Zoom),

Regrets: Chris Korczak

Facilitator: Matt

Notetaker: Sara

Guests: Gina Wyman, Kerri Simonelli, Rebecca Belcher-Timme, Cait Browne, Missy Cassignio, (As listed in the Zoom participant information), Grace Mrowicki (in person)

List keeper: Dawn

Timekeeper: Tala

Mission statement read by: Tala

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	Matt announced that Jen is leaving BOT and thanked her for her service. Sara and Kate announced that all new BOT members have been officially approved by DECE.	
Any Thank You Notes Needed?	Lara thanked all the volunteers--parents, teachers, BOT members-- involved in the hiring process	
BOT Visibility This Month?	Nothing noted	
Minutes	No changes.	Matt moved to approve the June meeting minutes; Kathleen H. seconded; the Board approved the June meeting minutes by consensus.
Public Comment	None	

<p>Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee</p>	<p>Kathleen said there is no update aside from the proposal as discussed below.</p>	
<p>JEDI Proposal: (Discussion + Decision) JEDI Team</p>	<p>Kathleen shared the proposal (see proposal in meeting packet) on JEDI committee formation. Joe and Kathleen shared ideas committee has generated about how JEDI could function. Lara talked about the importance of, and how to build, a diverse BOT and noted this is also a GABS responsibility. She also noted collecting data related to JEDI is important for the BOT to have in terms of informing governance. Dan asked if JEDI is a standing or ad hoc committee, and said we need to be clear about this, and the committee’s purpose. Dan proposed having JEDI meet with each committee at the beginning of year to set goals related to JEDI. Sara shared that each committee is responsible for JEDI work within their committees, and uses the JEDI committee to advise and guide. Matt asserted that JEDI should be a standing committee. Dan proposed amending the current proposal to state that it is a standing committee, and suggested that JEDI works with GABS to develop a description. He and Lara shared a standard format template that JEDI can use. Related to the number of BOT members that JEDI is asking for, Dawn shared concerns about the amount of work BOT members are already doing and reminded the team that the LRP committee also is being formed, and that the BOT is already stretched thin. Tala suggested taking limits off the number of parents/community members for the committee in order to decrease the number of BOT members needed. Dan shared that in the past, committees only had one BOT member a piece, and were made up of community members, parents and teachers, and recommended moving in that direction again to avoid overtaxing BOT members. Team discussed how the JEDI committee would function--separate meetings to come up with training etc or attending other committee meetings to help them with JEDI? Tala noted that we don’t need to figure out the specifics now in order to form the committee.</p>	<p>Dan moved to approve the formation of JEDI as a standing committee of the Board; Joe seconded; the Board approved the formation of JEDI as a standing committee by consensus.</p> <p>The JEDI committee will create a revised proposal based on standard format template as shared by Dan and Lara.</p>
<p>Hiring Update- (Update) Lara + Kate</p>	<p>Lara shared that we have 3 new teachers hired: Tori LaVerdiere 7th grade science; Emily Endris 4/5th grade; Mtali Banda Prisms' English Language Arts & Literature. Prisms will be restructured, with each of the 4 teachers teaching a subject and all students will</p>	

	<p>have all teachers.. There are finalists for the 6th grade position. Kindergarten search is on-going. Kate shared that Cait Brown accepted the Academic Support Coordinator position, and the team is going through resumes for the special education teacher position currently. The Family and Community Engagement position has been posted internally and externally, and there are some candidates.</p>	
<p>HR Knowledge Update: (Update) Matt</p>	<p>Matt shared about the exit and stay interview process. An external HR firm was used. Kathleen S. and Matt will present the findings of these interviews at the next BOT meeting.</p>	
<p>GABS Update on Committee Roles, Orientation, etc: (Update + Discussion) GABS</p>	<p>Sara facilitated a discussion to review current and assign new committee roles:</p> <p>Matt Dube- President, Domain Counsel Kathleen Szegda- Vice President, Domain Counsel, JEDI Committee Kate Saccento- Domain Counsel, Facilities Committee, Finance Committee Lara Ramsey- Domain Counsel, Personnel Committee Joe Wyman- Facilities Committee Chair, JEDI Dawn Reesman- Personnel Committee Chair Rich Senecal- Finance Committee Chair, Treasurer Sara Schieffelin- Clerk, GABS Committee Chair Chris Korczak- ** see action item** Tala Elia- Personnel Committee Emily Boddy- GABS Committee Kate Ewall- Personnel Committee Kathleen Hulton- LRP Committee Daniel Klatz- LRP Committee Margurite Durante- LRP Committee</p> <p>Discussion about how the LRP committee should be created. Dan offered the history of formation of the past two LRP committees.</p> <p>Matt noted that we need to look at recruiting more community members. Dan noted the difficulty in</p>	<p>**Sara will ask Chris about switching from finance to facilities committee</p> <p>Sara will ask Grace to update Hilltown website with new BOT members and committee roles</p>

	<p>recruiting community members and asked what would make this a compelling place to serve? Kathleen H. suggested trying to recruit parents of alums. She also suggested reaching out to community members and saying that we need help in the area of JEDI.</p> <p>Emily commented about the importance of accessibility and noted that Zoom makes it easier for more people to join/participate in meetings.</p> <p>Dawn asked about how we recruit for parents. Tala noted that it would be important to let people know that they don't need specific experience in order to serve.</p> <p>Kathleen H. noted that the volunteer questions that get sent out at the beginning of the year feel intimidating and could dissuade people from joining, and suggested these be revised. Dan noted that word of mouth is important and he and Sara noted all members of the BOT are responsible for recruiting.</p> <p>Sara announced that new member orientation will take place in Sept. and GABS plans to combine orientation with an open-house recruitment event. GABS also plans to host recruitment events during coffee hours this year.</p>	
Board Retreat: (Discussion) Matt	<p>Matt would like help organizing the BOT retreat in August. Will send Doodle Poll to find a date. Shared ideas for what we would discuss at retreat, including processing last year, ideas for LRP.</p>	<p>Lara will reach out to Smith to see if MacLeish Center is available.</p>
Committee Reports -- Questions Only	<p>none</p>	
New Business	<p>Director evals, HR knowledge</p>	
Meeting Wrap-Up/ Evaluation	<p>Next Meetings: Wednesday Aug. 11th, Thursday Sept. 9th, 2021 at 6:30 p.m. in-person and zoom Facilitator: Matt Snacks: Matt Drinks: already provided Newsletter blurb: Joe</p>	<p>Joe will write newsletter blurb</p>

Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8 p.m.	Joe motioned to adjourn; Dawn seconded; the meeting was adjourned.

**Tentative Agenda Topics for August 11th, 2021 Board Meeting:
Director evaluations, HR knowledge**

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes –Thursday, July 22nd, 2021, 6:30 pm

Location: Zoom
Present: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Emily Boddy, Daniel Klatz, Margurite Durante, Chris Korczak, Rich Senecal
Regrets: Joe Wyman, Lara Ramsey, Tala Elia, Dawn Reesman
Facilitator: Matt
Notetaker: Sara
Guests: Carla Clark
List keeper: N/A
Timekeeper: Chris
Mission statement read by: Dan

Topic	Discussion	Action (if necessary)
Public Comment	none	
FY21 Bonuses (Discussion and Decision)	<p>Discussed year-end bonus for staff due to budget surplus (around 70K). Explanations of why we have a surplus include: overestimation of tuition; testing costs covered by state (unanticipated); less spending in other categories because of COVID; grants; conservitative spending overall. Explored and discussed models for bonuses, including: percentage (e.g. 2% or 3% pro-rated for FTE); FTE bonus at set rate (e.g. 1%) then prorate based on FTE status; set rates for each tier of employees (e.g. \$3,000 for directors, \$2000 for teachers, \$1000 for TA, and \$500 for staff); same amount for everyone and prorated based on FTE status. Another option mentioned was to add surplus to the reserves. Clarification that money can't be used for anything else because the fiscal year is over. Comment about the need to update technology/materials. Acknowledgement of the extra hours/work the directors put in. Acknowledgement of the extra work all school employees put in. Comment that director salaries should be looked at in the future as they are not competitive with other</p>	<p>Chris made a proposal to give \$2000 per 1 FTE, prorated based on FTE status, for all those who worked .4 FTE or greater for the full year; Kate E. seconded; the decision was approved by consensus.</p> <p>Action Item: Bonuses will be distributed</p>

	<p>charter schools. Clarification that directors' salaries are set every three years, and that this will be on the BOT agenda this year.</p> <p>Team agreed to give a set amount for everyone, prorated based on FTE status, with benefits of this model over others including: improving morale after a challenging year; and economic benefit from a social justice perspective.</p> <p>Question and discussion about who should be included in receiving bonuses, and clarification that bonus will be prorated based on FTE status.</p> <p>Kate and Carla were officially thanked for work on this.</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 7:15 p.m.	Dan motioned to adjourn; Kathleen S. seconded; the meeting was adjourned.



Proposal to the Board of Trustees

Subject: Decision-Making About Mask Guidance and Other COVID Health and Safety-Related Mitigation Measures

Date: 8/11/21

Priority level: high

Approximate time needed for discussion: 15 minutes

Proposal to be presented by: Domain Council

Background:

With the recent increase of COVID-19 cases occurring as a result of the Delta variant, there has been a renewed discussion of needed mitigation measures in k-12 schools. Similar to the past year, evidence and understanding of the novel variant is rapidly emerging and there are conflicting recommendations from national, state and expert groups about mitigation measures in k-12 schools, particularly related to masking. The Massachusetts Department of Elementary and Secondary Education (DESE) has issued recommendations, but are leaving decision-making to local school systems based on local context.

Last school year, a Health and Safety Committee was established to provide guidance on COVID-19 related school policy and practice to the administration. The Health and Safety Committee consists of individuals with expertise in medicine, public health/epidemiology, and school health. The Committee uses best available science, data, and expert recommendations to make decisions that balance the overall health and safety of students (both physical and mental health) and staff and Hilltown community as a whole.

Text of proposal:

In the absence of requirements from DESE related to masking, we propose that the Health and Safety Committee make decisions about masking policy. In addition, the Committee will make health and safety decisions about additional practices/policies as the science evolves in the absence of clear requirements from DESE.



OR

In the absence of requirements from DESE related to masking, we propose that the Health and Safety Committee make recommendations to the Board about masking policy. In addition, the Committee will make health and safety recommendations about additional practices/policies as the science evolves in the absence of clear requirements from DESE. The Board will make the final decision.

Goals to be achieved by proposal:

A clear decision-making process about masking and other COVID-19 health and safety related mitigation measures that is based on science, data, and expert recommendation.

Potential problems/dissenting views:

Not everyone will agree with a decision.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Directors' Report August 2021

1. Literacy Update: Classroom teachers K-5, the reading specialist, and the new special education teacher for grades 2-5 are receiving small (\$200) grant-funded stipends for early literacy work over the summer. Summer initiatives include integrating replacement books into the curriculum to increase the cultural responsiveness of the program, attending a virtual conference, and attending webinars related to Being a Writer, Being a Reader, and SIPPS (three branches of our Collaborative Classroom literacy curriculum).
2. Workforce Diversification Update: Small stipends (\$300) are available for three-five staff members who will form a team to pilot the use of an assessment tool, the Culturally Responsive Curriculum Scorecard (an assessment tool offered by The Metropolitan Center for Research on Equity and the Transformation of Schools). A team will be assembled by August 25th.
3. Extended Year Services Update: Nine students who receive extended year services will be wrapping up on Thursday, August 12th.
4. Summer Sessions (ESSER grant) Update: Thanks to an ESSER grant and teacher initiative, we offered three weeks of summer sessions in reading, writing and math. Per grant requirements, we first reached out to students who suffered disproportionate regression in one or more of the target areas, and ultimately had room for any student who was interested and available. Altogether 22 students participated. Five teachers provided classes such as Literacy Camp with Andrea & Rebecca, Nature Writing with Nan and Tonya, and Fraction Camp with Gina).
5. Hiring Update: We have filled all six teaching positions and one administrative position. We have hired six out of 12 teaching assistant and program support positions. See hiring update for details.



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Domain Council Meeting Minutes- June 23, 2021

9:00am Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for August 11th	Adjusting and finalizing topics for the meeting including Retreat, Hiring Updates, Mask Policy, Update on HR Knowledge sessions, Annual Report summary.	Matt to submit agenda to Sara/Nicole for the board packet
Mask Update	CDC, AAP has recommended full masks, and the State is considering new information from the federal government. We are awaiting DESE guidance.	DC will present a decision-making process proposal.
Hiring Update	Three finalists for community coordinator position. Special Ed position interview happening today. All teaching positions filled other than grade 6.	Lara and Kate will update the Board at the August meeting.
ESSER II Grant Update	ESSER II Fastbridge (assessment program), Summer academic programming, cleaning, Soc/Emo Spec Ed Teacher (partially funded), Spec. Ed Teaching Assistant, Chromebook replacements, Math Curr., Afterschool Program Subsidy for Low Income Families Total: \$85,841	Kate will update BoT on ESSER II Grant.
Annual Report	Directors completed the report and are submitting it this week. Matt submitting the President's letter.	Directors will update Annual Report at August or September BoT meeting.



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Board Retreat	Possible mid-week meeting; topics: JEDI training; LRP; FY21 debrief. Working backwards from desired outcomes.	Will present dates for BoT retreat and outline schedule.
Future Domain Council Meetings	Friday August 13th, 2021 at 9am	Kate to add to the school calendar
Review action items		Done
Tentative agenda topics for next meeting	Director Updates	
Next meeting time/date/location		Thursday August 13, 9:00 a.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 8:55 a.m.



Facilities Committee Meeting Agenda – August 2nd, 2021, 6:30pm

<https://zoom.us/j/99823191869>

Topic	Discussion	Action (if necessary)
<p>Neighboring Property for sale</p>	<p>The neighboring property to Hilltown is for sale, but there is an agreement for purchase. The price for the property is over \$1 million dollars. We are probably not going to be able to buy this property both because of timing and because of the price.</p> <p>This did lead to a larger conversation about space issues at Hilltown though. There seems to be some concern about both internal and external space at the school. In particular the concern is about crowded classrooms inside and insufficient outdoor play space (in particular green space). It is unclear how widespread these concerns are among staff and community members though. The committee decided to survey staff and other community members to better understand concerns about space issues at Hilltown. We will look to create and implement that survey this coming school year.</p>	



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	<p>Additionally, we are going to keep in contact with the current property owner so that if the sale falls apart the board can decide if it wants to pursue the property.</p> <p>Finally, the committee wants to recommend that the long range planning committee considers space issues as they develop the long range plan.</p>	
Adjournment		