

HCCPS Board of Trustees

Meeting Agenda

March 8, 2023 6:30 PM

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: Tala Elia

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

Approve minutes from Board retreat

6:35 Public Comment period: (5 min)

6:40 Charter School Financing and Budget FY23 (Update) Kate (30min)

7:20 Admissions Update (Update) Kate (10 min)

7:30 JEDI-Defining "Equity" (Discussion): Kathleen H, Rashida (30 min)

8:00 Open Meeting Law Remote Participation Changes (Discussion and Decision): Emily (10min)

8:10 GABS Update (Discussion, 15 min)

8:25: Committee Reports -- Questions Only (5 min)

8:30 New Business (5 min)

8:35 Meeting Wrap-up/Snacks + Drinks/Newsletter Blurb/Minutes Finalization (5 min)

8:40 Review Action Items in this meeting's minutes (5 min)

Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT– Wednesday, Feb 8, 2023, 6:30 pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Sara Schieffelin, Rashida Krigger, Laura Davis, Gina Wyman, Emily Boddy, Dan Klatz, Andrew Coate-Rosehill, Rich Senecal, Chris Korczak, Matt Dube, Kathleen Hulton

By Zoom: None

Regrets: Kathleen Szegda, Tala Elia, Kate Ewall

Guests: **In-person:** Lisa Hamilton

By Zoom: Melissa Flanders, Myssie (FOH), Kelly Vogel, Carla Clark

Facilitator: Matt Dube

Notetaker: Emily

List keeper: Chris

Timekeeper: Rich

Mission statement read by: Kate Saccento

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	Emily clarified committee membership (for non BoT members): interested persons can go directly to committee chair to join committee. Chairs report back to GABS if someone has joined, so we have them on the radar for possible BoT in future.	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	Il Teatro, Feb 9, normal All school time Family Movie Night, Feb 9 6:30-9	
Minutes	No edits or changes	Dan motioned to approve the Jan. meeting minutes; Sara seconded; the Board approved the Jan. meeting minutes by consensus.

Public Comment	None	
Personnel Committee, Matt (Update)	Postponed.	
GABS Update: Sara	<p>GABS is organizing Annual mtg, tentative May 17, alternative May 24. GABS has asked members to report back if May 17 doesn't work for them.</p> <p>Preview: adult annual meeting, with performances from Rock Band and Hilltown Harmonies (no younger children performances); activity to build off last year's activity; art exhibit</p>	
Q2 Financials (Update + Decision): Kate S.	<p>Copies of report are in the board packet. Balance sheet in board packet</p> <p>Numbers went to the finance committee and now presented to the BoT.</p> <p>Largest/significant update: tuition numbers/funding is down (across the state). This was a known possibility due to the ESSR and Student Opp Act which had increased funding the last couple of years.</p> <p>Impact: it is anticipated that tuition is approx \$150,000 less than expected. Also, 2 grants related to covid are not coming in. This makes for about \$170,000 needed to make up the difference. Through redistribution of funds may solve for about \$100,000, with a remaining 60,000 to cover.</p> <p>Other highlights:</p> <ul style="list-style-type: none"> - Things that have or might go up include: legal fees (we have gone through half); heat, gas, electric are trending up; minor repair and maintenance; 25k contingency for special ed. and medical is being spent. <p>Dan explained that tuition reimbursement is less than expected due to the formula in each district, and how funding was disrupted through 'covid' grants.</p>	<p>Chris motioned to approve proposal. Emily seconded; the Board approved the Proposal by consensus.</p>

<p>Tuition Update and Future Budgeting: (Update and Discussion) Kate S</p>	<p>Tuition numbers are down and not expected to go up next year. A new budget will need to be formulated for next year at about 160,000 less than the current budget.</p> <p>About 80% of budget = personnel.</p> <p>Question is: where do we cut back on our budget?</p> <p>Many positions have been added, and value has been added for the students through these roles.</p> <p>FTE has increased from prior, to school expansion, to 2020, and again 2022-2023.</p> <p>Budget reorganization will be very hard for the school. Need to identify what non-personnel things are truly essential and what could be put off, or cut. Possibility of eliminating positions or having layoffs.</p> <p>Next years' numbers should come around March or April.</p>	
<p>JEDI (Update + Discussion): JEDI Team</p>	<p>Committee has had trouble retaining members, so meetings have been rescheduled to meet members' needs. Group seems reinvigorated - a clearer agenda/remit for the group has emerged from the retreat.</p> <p>Per the board retreat, JEDI will bring a term to each board meeting to explore and understand.</p> <p>JEDI presented the term 'justice'. The group brainstormed different definitions and perspectives on the meaning of 'Justice.'</p> <p>The term "Justice" will be revisited after the community has been notified with email, as discussed at the retreat.</p>	<p>Kathleen H. and Kathleen S. will write email to invite the community to weigh in on JEDI monthly agenda item exploring and defining terms as they relate to HCCPS.</p>
<p>Personnel Committee Longevity Proposal (Discussion + Decision); Dan</p>	<p>Proposal, as presented, is included in the BoT packet.</p> <p>BoT passed a longevity scale to include an earlier step (years 5-7) in December. This proposal revises the actual amounts in the scale. The committee concluded that the right increase would be to add 50% to keep it relevant. This is a means of valuing employees with longevity in a tangible way.</p> <p>Committee notes that passing this proposal is an indication of our values, even if the budget can't cover this. That piece will need to be worked out in budget</p>	

	<p>meetings.</p> <p>Clarification needed as to whether longevity means the total number of years served, or consecutive years. Original intent and practice was consecutive years. Carla notes that it is hard to keep record of staff coming and going over the years, and that consecutive years is a more practical application for this reason.</p> <p>Personnel will take the proposal back to committee to review language of consecutive vs. cumulative.</p>	
<p>Consensus Decision Making (Discussion): Dan</p>	<p>Dan presented the explanatory document on the Consensus process included in the board packet.</p> <p>Discussion on blocking vs. standing aside.</p> <p>Standing aside is a way of documenting a POV. Of great value and service to the institution, reflects accurate sense to the community of what happened. (As opposed to blocking, which is not always conducive to good decision making.)</p> <p>GABS will include document and enhanced discussion in the onboarding training.</p>	
<p>Committee Reports -- Questions Only</p>	<p>None.</p>	
<p>New Business</p>	<p>Approve minutes from the board retreat. Personnel proposal will be brought forward again.</p>	
<p>Meeting Wrap-Up/ Evaluation</p>	<p>Next Meetings: Wednesday, Mar 8th, 2023 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Andrew Drinks: Emily Newsletter blurb: Matt</p>	
<p>Review Action Items</p>	<p>Reviewed action items.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 8:16 p.m.</p>	<p>Dan motioned to adjourn the meeting; Rich seconded; the</p>

		meeting was adjourned.
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Tentative Agenda Topics for the Mar. 8th Board Meeting:

Approve minutes from the board retreat.

Personnel proposal will be brought forward again.



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Board of Trustee Retreat Minutes- Jan 19th, 2023
5:30 p.m. HCCPS

Present: Kate Saccento, Sara Schieffelin, Tala Elia, Rashida Krigger, Kathleen Szegda, Kate Ewell, Laura Davis, Gina Wyman, Kathleen Hulton, Emily Boddy, Dan Klatz, Andrew Coate-Rosehill, Rich Senecal

Regrets: Matt Dube, Chris Korczak

The Board of Trustees held a 3-hour retreat to discuss the equity audit, Board roles, and the Board survey. The retreat opened with a review of the agenda, desired outcomes, ground rules/shared agreements and an exercise on race, social class, and school awareness.

Equity Audit

Board members reviewed Equity Audit findings by reviewing the finding of interpersonal racism as a large group and then breaking up into small groups to discuss the findings as a whole. They reflected on reaction to findings; how findings were impacting students, families and staff; systemic/structural inequity and racism; consideration of levels of interpersonal, institutional, and cultural; and possible solutions/actions to be taken. Themes that arose included need for continued discussion and better understanding within the school while simultaneously taking action; supporting diversity in hiring; what it means to have an anti-racist curriculum especially for younger grades; how to add JEDI work to existing structures and meeting spaces given limited time to do PD or meet in a school setting; understanding what to do as White people to support anti-racism efforts; and need to show institutional support through an anti-racism statement, which JEDI is working on. There was discussion of the Long Range Plan including the incorporation of JEDI into school structures and taking action as part of that work. There was discussion of shifting JEDI moment at Board meetings to focus on defining what justice, equity, diversity and inclusion mean. In addition, it was discussed to send out email to school from BOT President account to let community know about the Board JEDI efforts - including JEDI committee, Equity Audit – and that the Board will be discussing what JEDI means at upcoming meetings.

Board Roles

There was a review of Board member role as being focused on Governance as the Board considered its role in supporting action from the Equity Audit. A question was raised about consensus voting and what to do when individual perspectives were not in alignment with that of the Board as a whole, such as concerns about what is included in anti-racism statement and anti-racism curriculum for young students. A suggestion was made to continue this discussion at the next Board meeting. In addition, there was discussion about how to handle when community brings concerns to Board members and mechanisms to offer to the community members so that their perspective and voice is heard.



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Board Survey

This was tabled to a future meeting.

Action Items

- Change JEDI moment to defining justice, equity, diversity and inclusion
- Send email to school community from BOT President account to inform of JEDI efforts and to let them know that definitions will be discussed at upcoming meetings.

Adjournment

Motion to adjourn meeting at 8:35 by Kate Ewall and seconded by Tala Elia.



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Domain Council Meeting Minutes- March 2nd, 2023
8:15 a.m. HCCPS

Present: Kate Saccento, Tala Elia, Laura Davis, Rashida Krigger
Regrets: Kathleen Szegda

Topic	Discussion	Action
Domain Updates	Admin -admissions lottery was done and tours now ongoing for prospective families Community Engagement -community team had been established with plan to meet- every 2 weeks, monday mornings and early evening every other week	
March Community engagement meeting	An in-person meeting of the cooperative is being scheduled in March to discuss previous and current hilltown traditions and how Hilltown can best create opportunities for caregivers to interact with the community on a regular and frequent basis.	Rashida working on email to send to the community
Board meeting agenda	JEDI definitions Charter school financing 101 and budget FY 23 update (30min) Admissions update (10min) March community engagement session (10min)	
Complaint/Grievance policy revisions	Work started on revisions to the complaint and grievance policies to align them and make them more accessible	Tala to bring accompanying proposed bylaw revisions to next meeting
Next meeting time/date/location	Monday March 27th 8:15am, Director's offices	
Adjournment		Meeting Adjourned at 9:00am



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CHARTER PUBLIC SCHOOL

1 Industrial Parkway
Easthampton, MA 01027

Phone: 413-529-7178
Fax: 413-527-1530

website: www.hilltowncharter.org
e-mail: info@hilltowncharter.org



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Domain Administrators' Report March 2023

1. Professional Development Update

February 8, 2023 was a staff professional development day from 12:30-3:00 pm with a focus on Student Behavior Support. Hilltown's behaviorist, Haleigh DelGaizo, facilitated an "ABA 101" workshop (ABA stands for Applied Behavior Analysis.) In addition to this workshop, the mentor teacher team met, and Grace Mrowicki and Rashida Krigger facilitated focus group sessions on educational technology.

Staffing Updates:

- Cait Browne has decided to extend her leave through the end of the school year. Peter Garbus will be staying on through the end of the year as our long-term substitute Academic Support Coordinator.
- Johana Hoogendyk has started a new position as a painting teacher at the college level. Welcome to Leo Sands, who is our new Reds TA.
- Jess Williamson will be on a short-term leave of absence through late April. Paul Armstrong will be subbing as the TA in Prisms science through March 10, and we are looking for another consistent sub.

MCAS testing is starting April 2

Students in grades 3-8 will be taking required MCAS tests in reading, writing, math, and science/technology/engineering (5 and 8 only). April testing is focused on ELA, and May testing is focused on math and science/technology/engineering.

2. Admissions Season Update

The Hilltown lottery was held on February 9th. Thanks to Monique Bourgeois who makes sure that all submitted applications are completed and ready for the system to work its randomizing magic and assign lottery numbers. Since the lottery, eight tour groups have traveled through the school, and we anticipate more families who have been offered spots to visit in the coming weeks. Kate will provide an admissions update at the March Board meeting with how many applications were received overall and how many spots are being offered for SY 23-24.

3. Community

The Community Team has been created and started meeting on a biweekly basis. Participation will be open to all caregivers and staff once our meeting schedule is finalized. The goals the Team has identified for itself are evaluating current events and



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traditions to make sure they are equitable, effective, and meeting the needs of the community as well as forming ideas for new events and traditions to bring back the value and community building formally derived from discontinued events and traditions.

On February 10th, we had Il Teatro and Family Movie Night. Both were well attended and greatly enjoyed. This month we are looking forward to a meeting of the cooperative to discuss creating more opportunities for caregivers to come into the building.



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Finance Committee Meeting Minutes –February 1, 2023, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Kate Saccento, Lisa Plaza, Andy Tilbe
Guests: None
Regrets: None
Agenda: Approve February’s Minutes, FY23 Q2 Financial Review

Topic	Discussion	Action (if necessary)
February Minutes	-Approval of February’s minutes	Rich moved to approve February’s minutes, Andy seconded. Approved by consensus
FY23 Q2 Financial Review/Budget Review	Balance Sheet: -No major changes Revenue & Expenditures: -Tuition is down approximately \$25,000 from previous months -This could lead to a shortfall of approximately \$168,000 by the end of the fiscal year -March’s budget revision will reflect this shortfall -Attorney’s fees line item has mostly been used up -Natural gas prices for heating have drastically increased -Maintenance line item has increased due to work that was completed last fiscal year but not billed until recently -Paper goods have drastically increased (100%-200%)	



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	-Medical/SPED funds have already been used up	
Tentative Agenda Topics for Next Meeting	Approve March's Minutes Proposal for administrative consultant Lunch program review Playground capital expenditure review	
Next Meeting Date/Time/Location	3/1/23; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:00 AM	



GABS Committee Meeting Minutes – Friday March 3rd st 8:20 am

Meeting Location: HCCPS and Zoom

Present: Sara Schieffelin; Emily Boddy; Rashida Krigger; Kelly Vogel; Kate Ewall
Guests: None
Regrets: None
Notetaker: Sara

Topic	Discussion	Action (if necessary)
Check-in	Vacations!	
JEDI	Interwoven into other discussions	
By-laws-review and discussion	Began to review.	<p>Will continue to review at the next meeting</p> <p>Sara will ask BOT at the next meeting about willingness for BOT to review by-laws annually.</p>
Annual meeting planning- discussion	<p>Continued to plan for the annual meeting, which will be May 24th at 6:30. Discussion about tone and intentions for the meeting.</p> <p>Rashida and Kelly are working on an activity related to JEDI.</p>	<p>Rashida to reach out to Nicole and Cindy to coordinate art</p> <p>Rashida will ask Chorus to perform</p>



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	<p>Harmonies, Rock Band, and Nick and Felicia will perform. Rashida will ask the Chorus to perform as well.</p> <p>Art teachers will be asked about displaying student artwork</p>	<p>Rashida will reach out to TAs re about supervision during annual meeting</p> <p>Sara to announce date/time at next BOT meeting</p> <p>GABS to ask BOT about their thoughts on meeting—everyone included w babysitting, or more adult-focused? Emily will bring a draft of blurb for the newsletter to share with BOT for comment/input.</p> <p>Rashida and Kelly will continue to plan activity for the meeting</p>
<p>Recruitment and succession planning-discussion</p>	<p><u>Leadership</u></p> <p><u>Officers:</u> Pres- Tala; VP- Kathleen H; Clerk- Emily; Treasure- Rich</p> <p><u>Committee Chairs:</u> JEDI- Kathleen S.; Personnel- Andrew ; Finance- Rich; Facilities- Kate; GABS- Emily</p> <p><u>New Members</u></p> <p><u>Parents:</u> Lily N. and Ben C. have both applied (still need Lily’s resume); Kelly plans to submit</p>	<p>Kate will follow up with Tala re Dan’s intentions</p> <p>Rashida will follow up with Lily</p> <p>Sara will follow up with Ben</p>



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	<p>interest form and resume; Emily in contact with Patrick—he may decide to apply</p> <p><u>Committee Interest:</u></p> <p>Stacey Guifry- professor at UMass- plans to come to next GABS meeting, and may transition to Personnel if meeting time changes</p> <p>Seth Harwood- interest in JEDI- Kelly contact</p> <p><u>Community:</u></p> <p>Lisa Smith Hamelton—Sara has email and text out to her.</p> <p><u>Staff:</u></p> <p>We still have space for 1 more staff</p>	<p>Kelly will submit her interest form</p> <p>Emily will follow up with Patrick</p> <p>Rashida will follow up with targeted staff</p> <p>Kelly will follow up with Seth re. JEDI</p>
<p>Next Meeting Date/Time/Location</p>	<p>Tuesday April 4th, 8:20am at Hilltown and Zoom</p>	
<p>Adjournment</p>	<p>9:49 pm</p>	

Agenda items for next month: annual meeting planning; recruitment and succession planning; JEDI; by-laws review



**HILLTOWN COOPERATIVE
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JEDI Committee Meeting Minutes- February 27, 2023
12:00 p.m.

<https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09>

Present: Kathleen Hulton, Rashida Krigger, Meg Taylor, Natalia Korczak
Regrets: Angelique Baker, Cinzia Pica

Topic	Discussion	Action
Updates and (re) introductions	Rashida and Kathleen updated other members about JEDI related developments including the results of the equity audie	
Discussion of JEDI terms: Equity	The larger discussion of an anti-racism statement and the equity audit took more of the meeting time than intended and the committee did not have time to talk about equity in an in -depth way.	Kathleen and Rashida will prepare to lead a discussion focused on equity at the March 8 Board Meeting.
Ideas for race-focused Board education and discussion	Committee members expressed frustration with the pace of working toward an anti racism statement for Hilltown. Members talked about hurdles such as the fact that people are pressed for time. Kathleen welcomed work at a first draft of an anti-racism statement by JEDI committee members. The larger discussion of an anti-racism statement and the equity audit took more of the meeting time than intended and the committee did not have time to talk about Board education in an in -depth way.	Natalia and Meg will meet before the next meeting to begin drafting an anti-racism statement.
Next meeting time/date/location	March 27, 2023 12:00 pm https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09	
Adjournment	The meeting was adjourned at 1:07 p.m.	