

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**March 9th, 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: Kathleen Szegda**

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

**6:50 GABS Announcements: (Update) GABS (5 min)**

**6:55 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)**

**7:15 Revised FY22 Budget: (Discussion + Decision) Finance (10 min)**

**7:25 TA Salary Increases: (Discussion + Decision) Personnel (15 min)**

**7:40 Teacher Salary Increases: (Discussion + Decision) Personnel (15 min)**

**7:55 Annual Meeting: (Discussion) GABS (10 min)**

**8:05 Committee Reports -- Questions Only (5 min)**

**8:10 New Business (5 min)**

**8:15 Meeting Wrap-up/Newsletter Blurb/Minutes Finalization (5 min)**

**8:20 Review Action Items in this meeting's minutes (5 min)**

**8:25 Adjournment**

**Hilltown Cooperative Charter Public School**

Board of Trustees DRAFT Meeting Minutes – Wednesday, February 9th, 2022, 7pm

- Location:** HCCPS and Zoom
- Present:** In-person: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Daniel Klatz, Lara Ramsey, Tala Elia, Emily Boddy, Chris Korczak, Rashida Krigger,  
By Zoom: Marguerite Durant, Rich Senecal, Kathleen Hulton
- Regrets:** Joe Wyman
- Facilitator:** Kathleen S.
- Notetaker:** Sara
- Guests:** By Zoom: Anne Schlereth, Mary Price, Tiffany Ross, Elena Ten-Kate, Deb Ross, Anne Schlereth, Caitlin Browne, Emilie Woodward, Gina Wyman, Helen Korczak, James Boddy, Jeff Dan, Kerri Simonelli, Jodi Shaw, Nicole Grinaski, Melissa Flanders, Rebecca Belcher Timme, Patti, Dawn Graichen Moore, Stephanie and Jack Mattrey, Meredith Morrison, Zoe Klatz, Missie Casinghino, Polly Norman, Patti Mars-Senecal, Andrea Hermans, Andrew Sirulnik, Tamara Kupfer  
In person: Lily Newman
- List keeper:** Lara
- Timekeeper:** Matt
- Mission statement read by:** Chris

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	Shared agreements were reviewed. Acknowledgments/gratitude for Mary and Kate S for contact tracing efforts. All staff were acknowledged for what they've been going through this year and thanked for all they have been doing for our students.	
<b>Any Thank You Notes Needed?</b>	None noted	
<b>BOT Visibility This Month?</b>	Nothing mentioned	
<b>Minutes</b>	A few spelling/grammatical errors were corrected; the year on the footer was changed from 2021 to 2022	Sara motioned to approve the January meeting minutes as amended; Matt seconded; the Board approved the January

		meeting minutes as amended by consensus.
<b>Public Comment</b>	<p>Stephanie Mattry made a statement about supporting removing masks at school. Jack Mattry shared a statement regarding the detrimental effects of masking and its impact on children's mental health. James Boddy appreciated what Stephanie and Jack said. He supports following DECE/MA governor guidance to drop the mask mandate on Feb. 28th. He spoke about England where there has never been a mask mandate for children under 12. He wondered how we can support the community in feeling safe moving forward without masks?</p> <p>Letters were read (see letters in final packet) as submitted by David Boddy, grandparent of a Hilltown student, and Katherine Boddy, aunt of a Hilltown student. Both supported ending the mask mandate. Another email, which was not read but will be included in the meeting packet, expressing the opinion that there needs to be a plan for an off-ramp for masking.</p> <p>Jodi Shaw made a comment strongly urging unmasking for a variety of reasons.</p> <p>Tiffany Ross asked for a mask-optional approach at Hilltown. Deb Moran Ross, Hilltown Grandmother, expressed her opinion that masking is detrimental to students' wellbeing. Elena, a Green's student, shared a statement about the discomfort of wearing masks and wanting to see her friend's faces.</p>	
<b>Long Range Plan Update: (Update + Discussion) LRP Team</b>	<p>Surveys have gone out to teachers/staff and parents. LRP asked BOT to share their vision of the next 5 years for the school (see questions/prompts in LRP minutes included in BOT meeting packet).</p> <p>Suggestion to look at the leadership structure which was recently changed- is it the right plan now and the right plan moving forward?</p> <p>Reminder about discussion from BOT's summer retreat regarding LRP. Topics identified included: size of school; grade-level organization; statements of principles; how long the plan should be; how we are supporting the JEDI initiative moving forward.</p> <p>Comment made about the need for community building and rebuilding due to issues that have fractured the community because of COVID.</p> <p>Reminder was made that facility, school size, grade configuration were the focus of past two LRPs.</p> <p>Comment from Lara, as Director of Teaching and</p>	

	<p>Learning, that with new focus on equity, how do we offer equity to all students through research-based core curriculum initiatives and also continue to offer arts integration—are these endeavors mutually exclusive for financial reasons? Question about if these research based initiatives are about “teaching to the test” or if they really demonstrate equity in outcomes. Lara answered that the research shows that focus on core curriculum does increase equity. Question about if the mission of the school is lost if we lose focus on arts integrated curriculum? Response that we don’t have to choose—we could continue to do both if we think creatively (for example, suggestion made that we could have a committee that focuses on increasing arts opportunities with volunteers) –and if we change focus/priorities there needs to be a clear message to the community about the direction we are taking so people are not surprised/caught off guard and feel like something is being taken away. Comment that burden is falling on the teachers to do all of this—offer arts integration and teach with equitable practice—and this is a lot. Response that teachers have always done everything, and that they now have more resources. Comment that this school is not representative of the communities we serve—we don’t serve economically diverse students– and that this is wrong. Assertion that we need a representative population from the towns we pull from. Comment that there are historical and financial reasons that we haven’t prioritized this in the past and it is time to take a new approach. Questions about the reasons we don’t have a diverse/representative student body? Transportation? Lack of summer programming that would let the community know about the school? Lack of appropriate advertising/outreach? Question about if there have been improvements in diversity since moving from Haydenville to Easthampton and offering bussing in Easthampton. Answer is not really—most recent data is that we are at ½ percent of Easthampton and less than ½ percent of Northampton with regards to economic diversity. Comment that school doesn’t seem to be advertised well compared to other charter schools. Comment that people that live in communities with good schools don’t seek out other schools because they don’t need an alternative. Comment about people who have lower socio-economic status don’t always know there are other options, are not told about them, and don’t have the resources (time, money, energy) to seek out alternatives. Comment that there is another layer</p>	
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	<p>beyond advertising that we need to look into. Question about if we need to revisit how our lottery works? Answer that the lottery is regulated by the legislature, and thus the school can't make changes to how it works. Comment that priorities are generally measured by money, and that we do not currently spend money on increasing diversity to reflect our community.</p> <p>Regarding committee priorities: comment that GABS is working with JEDI on how to increase access to and diversify the BOT; is looking at the role of non-parent community members and how to make BOT involvement attractive to them.</p> <p>Conversation about structure of school leadership: Does the current structure make sense? Or does it make more sense to have a single principle-type figure at the top? Comment that the school has grown, so there is more work, and is the current structure sustainable given the work-load? Question about when growth happened. Answer that it started 7 years ago with adding more students and the school reached maximum capacity (218 students) 5 years ago.</p> <p>Conversation about configuration of BOT: Comment that 3-year terms is a big commitment for volunteers. Comment that 3 years seems like not enough in terms of getting members up to speed, developing group cohesion, maintaining institutional knowledge, and planning for successful succession, and that one-year membership is disruptive. Comment that BOT president and VP supervise school leadership, and that this is a lot of work. Administrators have new supervisors every year or two, who are two volunteers who are never in the school and are the bosses of the directors. Is this fair to the leadership? Comment that 3 year terms are important for sustainability and could we look for more flexibility at subsequent terms (shorter, perhaps). Question about what it looks like when/if there are less hands-on presidents/vice-presidents, and if the administration would get the support they need? Comment about the level of tension in the school in general due to COVID, and this has made being a school leader and BOT president and vice president more demanding than it has been in the past. Comment that job as a leader is to nurture your employees, and for the boss to not be on-site is a loss.</p> <p>Comment that at other charter schools, often the</p>	
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	<p>executive director is supervised by BOT, and the executive director supervises the rest of the employees. Alternatively, some schools hire a leadership coach. Lara commented that having a coach this year has been immensely helpful to her, and expressed appreciation for the investment the school has made in that.</p> <p>Conversation about barriers/obstacles to priorities: comments included money, volunteer time, volunteer use. response that money has never been an issue, and that it is more about attitudes toward changes and choices. Agreement that money is there.</p> <p>Comment that we need to look at the refrain “this is how we’ve always done it.” Comment that we need to bring that message to the community that we are changing priorities, as people sometimes feel like they miss the boat when changes happen without their knowledge, don’t want things taken away, and don’t understand the value of the alternatives.</p> <p>Comment that we could look for more volunteers.</p> <p>Questions/comments about reaching out to community members who can engage by being on the BOT and in other ways. Comment about the importance fostering more community ties.</p> <p>Appreciation expressed to the LRP team for attending the meeting and for all their work.</p>	
<p><b>Health + Safety Update: (Update) H+S Team</b></p>	<p>Update that 91% of the school community is vaccinated and all staff are vaccinated, and more students are expected to be vaccinated in the coming weeks. At home testing option for staff and families is starting. School is continuing with pool testing. No positive pool tests this week. 2 positive COVID cases in the school community identified outside of pool testing. Mask mandate, as announced by the Commissioner today, dropped on state level starting Feb. 28th. The H and S team met yesterday so has not had a chance to discuss this. Update about local numbers and factors related to COVID: cases and hospitalization are declining; the school is in a highly vaccinated community; there are now medications/therapeutics available that prevent severe disease and death. Thus we have more layers in the “swiss cheese” model of mitigation strategies. Yesterday’s H and S meeting included where we were moving in terms of mitigation measures. Moving</p>	<p>H and S will continue to meet regularly.</p>

	<p>toward in-person all-school. Comment that teachers and staff need to be involved in this planning and it will be important to help kids learn to be in a large group again. Discussion about allowing parents in school again, and that from H and S perspective we could move forward with this.</p> <p>Masking was discussed and the team is optimistic we can move in that direction. H and S team will continue to make these decisions in real time based on up-to-date research and data. Comment that there is nuance about what DESE recommended which needs to be looked at and discussed, with input from staff and administrators. Mary Price shared information from the DESE webinar she attended today (see copy of slides in packet) and shared that recommendation from DESE is for <i>less</i> masking, not <i>no</i> masking. For example, masking continues to be recommended when kids are coming back from having COVID, on buses (this is a federal mandate), for unvaccinated individuals, and for other respiratory illnesses such as a cold. Clarification that schools are now decision-makers with regards to masking policy.</p> <p>Questions about how many families and staff signed up for the home testing program. Answer is 120 students signed up, some aren't eligible yet because of the 90-day waiting period post-COVID infection but many of these students/families likely will sign up after the waiting period. Almost all staff have signed up for the home testing program.</p> <p>Question about silent lunch policy and if that will continue. Answer is it will be looked at when masking policy is looked at. Question about the rationale behind silent lunch policy. Answer that the highest risk of transmission is when masks are off and people are in close contact and speaking and this information is based on research/studies.</p> <p>Question about if there are good studies about transmission rates between vaccinated vs unvaccinated children. Answer is that a deep dive into research would have to be done before answering this. Comment about general vaccine efficacy, and that people are 30-70% less likely to acquire COVID if vaccinated.</p>	
<p><b>GABS Announcements: (Update) GABS</b></p>	<p>Update on JEDI and GABS's joint meeting, and that some JEDI members were interested in attending the next GABS meeting to help revise the application process. GABS is also looking at a check-list of procedures that people will follow in order to join the BOT to make the process more uniform and</p>	

	stream-lined. GABS asked BOT members to reach out with anything that would have been helpful to them in terms of processes or knowledge when joining the BOT.	
<b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</b>	JEDI update is that committee met with GABS last week.	
<b>Site Visit: (Update) Kate + Lara</b>	Site visit from DESE is happening March 8th. BOT members are invited to a focus group with DESE on Monday March 7 sometime before noon. If there is a quorum, it would need to be a public meeting. No more than 10 participants are requested at the meeting.	Kate will send an email to BOT members to invite them to this meeting.
<b>Board Member Public Responsibilities: (Discussion) Kathleen/Matt</b>	<p>Comment about the importance of how we show up as leaders of the school and how we are perceived by the community. We need to think about how we can best support the community through our leadership.</p> <p>Comment that we are at a disadvantage due to separation from others caused by COVID. Assertion that being collaborative and positive is important. We need to communicate with each other, and offer feedback with regards to how we present and are perceived as leaders. Comment that BOT members are employees of the state just as teachers are employees of school, and we have a responsibility to act in ways that support the school community. Remember that we are in multiple roles (as parents and employees), and we need to keep that in mind that we are representing the school. Comment that there is a subtext going on that a few BOT members are not aware of. Context provided that some members of BOT were perceived as being controversial around hot-topics in the community and this feedback came back to BOT leadership. Does the BOT need to develop some policies/guidelines around what appropriate behavior is? Suggestion that GABS could integrate this into orientation. Recognition that when you are speaking as a parent you are also a leader of the school.</p> <p>Comment that this is tricky because we are in multiple roles. Comment that when we are in the BOT meeting we are here thinking about the interest of the school, not our own interests. Comment that the more we diversity the BOT, the bigger the issue of not being one-minded will become, and the more we will run into these situations. We need to recognize that we as</p>	

	<p>BOT members have power, and this comes with responsibility. Comment that everyone needs to feel heard and respected.</p>	
<p><b>Masking Policy Waiver: (Discussion + Decision) Matt</b></p>	<p>The Commissioner announced today that effective Monday, Feb. 28th, the DESE mask requirement will be lifted, and thus the mask waiver is now obsolete. Clarification that the decision around masking policy is now local, not statewide, and is based on unique circumstances of each school/district.</p> <p>Reminder that in August the BOT made the decision that “in the absence of requirements from DESE related to masking and/or other COVID health &amp; safety protocols, or in case of conflicting recommendations, the Board empowers the Health and Safety Committee to make decisions.” (from Aug. 2021 BOT meeting minutes) Clarification that H and S make recommendations to the administration, and that administration always takes the recommendation.</p> <p>Question about what the BOT is deciding on in this discussion? Discussion about if H and S should make the decision regarding masking policy or if BOT should. Recommendation that BOT should as it places undue pressure on H and S. Concerns about it coming back to the BOT is the timing of it (will be delayed if we have to wait for the next BOT meeting). Response that BOT can meet again sooner so the decision would not have to be as delayed.</p> <p>From H and S perspective it has always been a when, not if masking would be made optional.</p> <p>Comment that logistical and operational factors need to be considered when determining Hilltown’s masking policy. Comment that staff should be a part of the process in planning and that it is important to have all stake-holders involved. Comment that the end result of this process will be unmaking, and we need to do it thoughtfully. Comment that H and S should make a recommendation and that the implementation of these recommendations be considered by the wider community who have valued input on how to best operationalize the recommendations.</p> <p>Emily read a statement (included in BOT packet) in support of making masking optional as of Feb. 28th. Assertion made that most BOT members are not experts in the medical or public health field, and that we should continue to rely on the H and S team—which includes medical and public health professionals— as agreed on in the Aug meeting, to make the best decision for Hilltown.</p> <p>Question to the H and S team about what kind of</p>	<p>H and S will bring recommendations around masking to a special BOT meeting on Feb. 16 at 6:30 and requests that the BOT make a decision about masking policy based on those recommendations.</p>

	<p>support/input they would like from the BOT tonight? Point made that this is more than just about COVID/health and there are larger social/political issues at play in this conversation which would make this a BOT decision. Comment BOT needs to weigh-in and take leadership–this would be a good sign to the community that we are listening and we are strong leaders.</p> <p>Point made that decisions needs to be based on science and data. Science is continually changing. Concern about how H and S can address all claims that people make regarding masking (some are not based in science) if we have an open forum-type meeting? Would H and S have to look up every study to respond to every claim? This would be very time-consuming and not a good use of H and S’s time. Reminder there is nuance in DESE’s recommendation for mask optional (for example, that unvaccinated children continue to wear their masks at school.) Comment that H and S know most about the medical side, and mental health concerns arising from COVID are well-known. Comment that social-emotional concerns are perhaps not being taken into account as much, and suggestion made that we add a mental health professional to H and S. Response that social emotional health has been part of the conversation–looking at the science includes looking at the social/emotional impact. Comment that masking was not arbitrary and was for physical and mental health reasons: for example masking is also for protection of caretakers, and there is a huge social/emotional/mental health toll of losing a caregiver.</p> <p>Comment that decisions need to be science-based, and implementation of policy should be led by admin and staff.</p> <p>Reminder that everything takes longer at Hilltown due to the consensus model, which includes hearing everyone’s voices.</p> <p>Comment that it is important for the community to know the decision/have the information before February break.</p> <p>Comment that BOT should to meet again soon.</p> <p>Suggestion made that BOT meets again in a week, and that we make sure staff voices are included in conversation. H and S will reconvene in the meantime to discuss recommendations.</p> <p>Proposal made to meet next Wednesday at 7:30 to discuss further and make a decision then. This will give space for more people to have input.</p>	
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	<p>Clarification/discussion about if H and S are bringing recommendations to the next meeting in order for BOT to create a proposal.</p> <p>Agreement reached that H and S will bring recommendations around masking to a special BOT meeting on Feb. 16 at 6:30 and that H and S committee request that the BOT make a decision about masking policy based on those recommendations.</p>	
<p><b>Personnel Proposal: (Discussion + Decision) Personnel Committee</b></p>	<p>Personnel offered a proposal (see text in packet). Question about the financial impact of this proposal. Question about increasing pay for all interns, not just those who have been at Hilltown as TAs, and concerns raised that there might be two interns paid at different rates and this would not be fair. Question about if there is a different job description between TA and interns. Answer that yes, there is a difference. Concern that interns should not be paid different rates. It was agreed that further discussion is needed so the proposal will be revisited at the next personnel meeting and revised proposal will be brought back to BOT in March.</p>	<p>Further discussion is needed so the proposal is sent back to personnel for revision and will be brought back to BOT in March.</p>
<p><b>Q2 Finances: (Update) Kate</b></p>	<p>Kate reviewed Q2 financials (see Q2 financial information in packet). Kate reports the finance committee has approved the report.</p>	<p>Matt motioned to approve the Q2 financial report as submitted; Kathleen S seconded; Q2 financial report approved as submitted by consensus.</p>
<p><b>Committee Reports -- Questions Only</b></p>	<p>none</p>	
<p><b>New Business</b></p>	<p>Mask policy</p>	
<p><b>Meeting Wrap-Up/ Evaluation</b></p>	<p>Next Meetings: (special meeting) Wednesday Feb. 16 at 6:30p.m. in person and on Zoom; Wednesday March 9th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Matt. Snacks: XX Drinks: XX Newsletter blurb: Lara</p>	

<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 10:14 p.m.	Tala motioned to adjourn; Kate E. seconded; the meeting was adjourned.

**Agenda Topic for Feb. 16th, 2022 Board Meeting: mask policy**

**Tentative Agenda Topic for the March 9th Board Meeting: revisit Personnel proposal**

**Hilltown Cooperative Charter Public School**

Board of Trustees DRAFT Meeting Minutes – Wednesday, February 17th, 2022, 6:30 pm

- Location:** HCCPS and Zoom
- Present:** In-person: Kate Saccento, Matt Dube, Kathleen Szegda, Kate Ewall, Lara Ramsey, Chris Korczak, Rashida Krigger, Kathleen Hulton, Emily Boddy, Tala Elia  
By Zoom: Marguerite Durant, Sara Schieffelin, Daniel Klatz, Rich Senecal, Joe Wyman
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Kathleen H
- Guests:** By Zoom: Beth Adel, Cait Brown, Bill Sweet, Catherine P, Christina Collins, Dawn Reesman, Cynthia, Ben Carlis, Dawn Graichen-Moore, Ed Welch, Emilie Woodward, Kirsten Bringardner, Jenn, Gabrielle Hartley, Gina Wyman, Helen Korczak, James Boddy, Jenn, Joanna Morse, Jodi Shaw, Katherine Aleo, Kerri Simonelli, Martha Hoopes, Rosehill Family, Rebecca Rose-Langston, Seth, Meg Taylor, Melissa Flanders, Meredith M, Myssie Casinghino, Nicole Grinaski, Nina, Noelle Barrist Stern, Patti Mars-Senecal, Rebecca BelcherTimme, Sara Lunt, Sarah’s iPhone, Tiffany Ross, Stephanie’s iPhone, Tiffany and Rob Winhoven (Morgan), Valerie Gintis, Zemelsky-Bonn, Valerie Gintis, Cecilia Darby, Zoom user, Sam, Rachel Maiore, A Carter Bent, Neal Teague, jd, Sam, Michaela Litzner  
In person: Mary Price, Tom Hoogendyk
- List keeper:** Matt
- Timekeeper:** Chris
- Mission statement read by:** Emily

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	Shared agreements were reviewed, reminders that we have different opinions and should be respectful of difference, and try to be empathetic.	
<b>Public Comment</b>	Public comments were shared via zoom. A teacher shared that her partner has had COVID for six weeks and is not getting better and that many people are feeling the pandemic is over and in her house it is not, and there is a lot we don’t know about the pandemic. The coronavirus is changing quickly, data is new, we are making best guesses, she urges safety over riskiness. She urges the continuation of the mask mandate.	

	<p>A parent shared his concerns about ending the mask mandate, especially because only a month ago N95s were recommended. Appreciation for the Health and Safety committee was expressed.</p> <p>A second parent is worried about ending the mask mandate as quickly as the plan outlines, although she is pleased with the thoughtfulness of the plan. She wonders what the metric is that we will determine when it is time for the mask-optional plan.</p> <p>A third parent shared that he is concerned about his younger unvaccinated children, and expressed that masks are shown to be effective. He urged that the youngest people in the Hilltown community and Easthampton should be vaccinated first and that masks are less inconvenient than spikes in the virus.</p> <p>A fourth parent expresses extreme gratitude for the Health and Safety committee for their extra work. She noted that parents on the committee are three health experts with regards to COVID and Hilltown is getting 10,000s of dollars of free labor. She expressed that the community should show respect when we speak to them, and noted that during last week's BOT meeting there were some points where respect was not shown. She also noted that masked in-person school is a lot better than remote school, and that remote schooling was very hard for her family.</p> <p>A fifth parent is of two minds. Was excited about getting rid of the masks, and was swayed by other risks to childhood/life. If this is our last surge then she felt like the community could wait longer to unmask, but there is a part of her that believes in cyclical masking and feels horrible about the idea of children being in masks for years. She worried about the worst possible outcome of remote schooling if too many teachers are out. She reiterated she is on the fence, but it would be nice for kids to have a sense of normalcy - masks are a constant reminder of the anxiety.</p> <p>A sixth parent expressed her general sense of happiness with the proposal - this is the right and good thing to do. Fatality rates for children are low and children are not huge disease vectors. She urges the Board to allow Hilltown students to grow, learn and play unencumbered. She expressed that it is tragic that some children prefer masks now. She stressed the fear and the false sense of security that masks bring, and stressed her belief that masks harm children. Urged the BoT to accept the proposal and make masks optional.</p> <p>A seventh parent who is also a teacher knows multiple teachers who have contracted COVID while masked</p>	
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	<p>with unmasked students. She asks the Board to stay cautious, and states we do not need to be at the forefront of the change to unmask. Expressed her belief that lifting the mask mandate is “self-first” not “community-first”. COVID is still going through her school and she noted “mask-optional” is an ableist policy and is an equity issue. She sees anxiety among kids is high and thinks students know they are safer with masks. Masks help with COVID safety and anxiety. COVID is affecting students because of staffing issues. She shared that her son’s IEP is not being met because of staffing issues. Hilltown is doing its best, but if Covid makes staffing worse, it will mean Hilltown is not doing its best to meet her son’s needs. She expressed it is elitist to push ahead of local communities, and that it would be better to bring back other things like chorus ahead of mask-optional. An eighth parent says it is not the right time to remove masks. Numbers and trends are not stable enough to make this decision, and that it would be better to wait until the spring with open windows and other mitigation strategies and urged Hilltown to stay the course with masks.</p> <p>A ninth parent stated that none of us like to mask, and that her family does it for the community. It’s important to prioritize the health and safety of teachers and staff. She also supports the current proposal and appreciates its flexibility to adjust as changes occur. She thanked the H&amp;S committee for their hard work.</p> <p>A tenth parent appreciates the direction of the H&amp;S committee, and notes the recommendations are coming from medical experts and we should respect that. He states that Omicron brings different risks and that the risks that Omicron brings are on par with the flu, and stresses that this is not a fringe position but a mainstream one. He states that in the UK children have not been masked. He states that there is evidence that one-way masking works. We are in a different place in this pandemic. He is curious about the authority of the Easthampton mandate over schools. Recommends someone from HT Board advocates at 2/22 Easthampton Board of Health meeting. He states that he does not believe this is an individual-first decision to go mask optional because it will help our community and help children and address a culture of fear.</p> <p>An eleventh parent is in support of the mask optional proposal. She has prioritized wellness for her family in this pandemic. Children are not the most at risk of</p>	
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	<p>disease and not big vectors of transmission. Other districts in MA (she says 62) have mask waivers. She stated her belief we can work out a way to respect all choices regarding masks at Hilltown.</p> <p>A twelfth parent is concerned about masked vs unmasked students and the creation of two groups of students. Children of families who think masks are important might be scared. Having two groups of students may set up a situation of inequity and possible bullying.</p> <p>Matt read a letter from Prism’s student who urged going mask-optional and shared that it is hard to wear masks, and that she doesn’t want to wear masks. Life is about living, and she believes in the right to choose. Children are bearing the brunt of adult decisions.</p>	
<p><b>Masking Policy Plan from Health + Safety (Discussion + Decision)</b></p>	<p>The Health and Safety Committee shared their proposal for the masking policy plan.</p> <p>With regards to data on case numbers, there is statewide fall of the omicron surge. In Hampshire country there were 854 cases in the last week, and it was noted over 50% are likely from UMass.</p> <p>With regards to hospitalizations, the healthcare system was overwhelmed in this surge. Hospitalizations are coming down but are still quite high. Baystate Hospital has still been overcapacity, it is very hard to transfer out of Cooley Dickinson Hospital, because Baystate is still so much at capacity.</p> <p>H&amp;S has been discussing when is the best time to move to Mask Optional for quite some time, and these numbers make it clear that this is not the time to roll back masks.</p> <p>H&amp;S members have been on the frontlines of COVID and wish to state that there has been rampant misinformation that they would like to address- risk to children is not 0; risk to children is real and long-term effects are not known; CO2 levels do not rise to dangerous levels when masked. The committee has been questioned a lot and they have tried to be transparent, and have done many things including hosted forums, tried to be thorough, and looked at many studies. They have come up with this proposal not because they think what we have done in the past is wrong, but given the information we have now this is the right direction to move.</p>	<p>Matt Dube motioned to approve the plan as amended with two revisions; Chris Korczak seconded; the plan as amended was approved by consensus.</p>

	<p>They noted some exceptions to the mask optional proposal: on buses which is a federal law; in the nurse's office; and while still in quarantine period. Hilltown has a 91% vaccination rate and has different layers of mitigation: vaccines to 5-11 year olds, increased testing availability, effective treatments are more available.</p> <p>Due to increased risk of transmission, masks are recommended for unvaccinated people. In the proposal as it stands, this would be a strong recommendation but not a requirement.</p> <p>Easthampton Board of Health has a town mask mandate - H&amp;S committee has confirmed with the Director of Easthampton Dept of Health, school council and other school committees who have confirmed that local board of health mandates have jurisdiction over individual schools' decisions.</p> <p>Board member raises the question of the efficacy of one-way making. What constitutes proper one-way masking? The H and S committee answered that wearing an N95 all of the time, not taking it down, etc, helps increase efficacy. They noted that two way masking is still safer than proper one-way masking.</p> <p>Board member has questions about implementation and also wants to hear about the teacher meeting that happened yesterday. Where is the staff on this? Staffing is a huge concern, the quality of the school starts to fall apart if teachers are out.</p> <p>Administrator Kate Saccento said that 30 staff members came to the meeting and the meeting was extremely informative, H and S member Tala Elia was present and answered many questions. Kate reported she did not hear any huge concerns from any of the staff regarding the policy. Various questions were raised but Kate's impression was that prior to the meeting, there were some questions about Easthampton jurisdiction and about unvaccinated individuals, but there were not significant concerns shared at the meeting. There were people who voiced some concerns about small children and people at risk, some concerns about what lunch will look like, and concerns about implementation more than direct opposition to the policy.</p>	
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	<p>Board member Emily Boddy raised the issue of Easthampton jurisdiction - she states that in April 2021 Hilltown followed DESE on outdoor masking, not Easthampton guidelines at that time. Kate said that the school's counsel said to ask Easthampton Department of Health and Kate did, and that she said Easthampton says that they do have jurisdiction. Easthampton BOH has a meeting on 2/22. Emily asked if the school can advocate with the Board of Health to allow us to be mask optional.</p> <p>Health and Safety member Tala Elia does not advise advocating at the Board of Health in Easthampton as a Board.</p> <p>Board Member Chris asked if there have been outbreaks in schools without masks. Sara says anecdotally there was an outbreak in Longmeadow after lifting the mask mandate and masking was then reimposed.</p> <p>Board Member Joe asks if there is a specific case number that the Health and Safety committee is looking - Tala says that we are at Substantial (Low Moderate Substantial High), and we would want us to be out of substantial, 50 cases/100000, before we lift the mandate. Kathleen S. wants to see sustained decline but we need context to the numbers as well (as noted above 50% of recent cases are from UMass)..</p> <p>Board member Dan Klatz expressed discomfort in any official representative of Hilltown weighing in at the Easthampton Department of Public Health meeting. He noted last week, BOT said we wanted to hear H&amp;S committee and hear from some teachers, and he feels satisfied that those things have happened. People in our school have put in time and energy to craft recommendations, he thinks this recommended proposal is sound and should be adopted. He suggests that if there are changes, or anything happens, the H&amp;S committee should take that revision to the Board at the next Board meeting, he states his belief that policy like this is the job of the Board and he thinks it is important that the proposal goes forward. He had one proposal for a modification which the BOT team crafted to state: <i>"Time-sensitive changes in mitigation strategies/school practices that are directed by the Health and Safety Team will be revisited by the Board at the next opportunity if they impact policy (as opposed to implementation practice)."</i></p>	
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	<p>Health and Safety committee member Tala Elia asked for clarification about the extent to which Dan thinks the Board needs to be involved. Dan clarified that Board should be involved in policy and not implementation.</p> <p>Rashida Krigger points out that there is a lack of clarity about what we do if the parameters are not met and thinks the vagueness is a reflection that this is not the time to lift masks. Tala Elia says that the proposal is a projection, and that H&amp;S could delay implementation if numbers point in that direction.</p> <p>Board member Joe Wyman brought up issues of masks and bullying related issues. How possible will it be to enforce visitor masks? Admin Lara Ramsey says that she thinks it will be possible to enforce situational mask mandates. She takes the conflict between family values and difference of school culture seriously and believes in teachers' ability to navigate this. She states that variation in mask wearing outside seems a non-issue, and this is a hopeful sign. She thinks we can teach to it. Teachers want to prioritize the greater good of the community. Kate agreed. They believe that this is possible. Rashida says that we did a lot to teach students that differences are okay, but that there still can be conflicts. She remembers that school is meant to be a three legged stool and we need to make sure families do their part to make sure that the school works.</p> <p>Board member Emily Boddy raises questions about days 6-10 after symptoms of COVID. Answer: If you have symptoms, you need to mask. Emily asks why there would be masks with symptoms and what about children in the 90 day period when they would still test positive? She asks what exactly the rules of masking for symptoms are. The H and S committee states that the nurse would have discretion. Emily says she thinks there needs to be clarity. The H&amp;S committee says that the 6-10 days are positive Covid cases only, symptomatic masking is for the length of the symptoms only. Emily states she believes stop-and-start masking is destabilizing for kids. She also points out there are resources for families who need extra mitigation and wonders if there are ways to provide information to these people.</p>	
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	<p>Lara thinks we should have a discussion as a board to consider March 14th instead of March 7th as the target date for the policy to go into effect. H&amp;S agree with 3/14 as a modification.</p> <p>Dan wants to speak to process questions raised about H&amp;S committee and the Board. He thinks we need to be explicit about undercurrents that go into Board decision making, and reiterated his opinion that the Board needs to ratify big policy changes.</p> <p>Kathleen H. urges we empathize with people who hold different opinions in a strong dominant culture towards masking where differing opinions are vilified so strongly.</p> <p>Lara says that we may want to consider March 7 as the date for Special Ed. H and S committee member Kate Ewell agrees with March 7 or even earlier. Kathleen S. says the proposal is the 7th as it stands.</p> <p>Expectation is that there will be communication with the staff as there is roll out. Board members discussed the flexibility of implementation.</p> <p>The plan was amended by the BOT (changes in italics):</p> <p><i>We anticipate the implementation of this proposal to begin on 3/7/2022 if case counts and hospitalizations regionally continue to trend precipitously downward, as currently projected. The Health and Safety team may pause or revoke this policy, reverting to masking, in the event of changes in the evolution of the virus that are determined to pose a substantial increase in risk. Time-sensitive changes in mitigation strategies/school practices that are directed by the Health and Safety Team will be revisited by the Board at the next opportunity if they impact policy (as opposed to implementation practice). Additionally, as Hilltown falls under the jurisdiction of the City of Easthampton’s mask mandate, this proposal would only go into effect if the Easthampton mask mandate is lifted or otherwise modified to exclude schools.</i></p>	
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<b>Meeting Wrap-Up/ Evaluation</b>	Next Meeting: Wednesday March 9th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: XX Drinks: XX Newsletter blurb: XX	
<b>Review Action Items</b>	Reviewed action items.	Health and Safety Committee will revise the proposal.  Administration will send out revised the proposal to the community.  Clerk will file revised proposal.
<b>Adjournment</b>	Meeting adjourned at 8:38 p.m.	Kathleen Szegda motioned to adjourn; Kate Ewall seconded; the meeting was adjourned.

**Tentative Agenda Topic for the March 9th, 2022 Board Meeting: revisit Personnel proposal**

**FY 22 HCCPS Budget - Proposed Revisions**

Assumptions: State projected tuition as of 1/4/22

	FY 22 Approved by BOT 6/9/2021	FY 22 Revised 3/1/2022
<b>INCOME</b>		
1 State Per Pupil Tuition	3,196,269	3,306,871
2 Grants- Mass DOE SPED 240	39,559	41,167
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	4,357	3,654
5 Grants- Mass DOE Title I 305	21,595	19,392
6 Grants - ESSER (50% Tech, 50% PPE) ESSER II for FY22	85,841	85,841
7 Grants - CvRF/ ESSER III for FY 23/FY24	0	17,701
8 Grants- MASS DOE 262	660	673
9 Grants- Summer Learning/SOA FY22	17,210	16,749
10 Grants - IDEA 252		11,665
11 Grants - IDEA 264		1,038
12 Grants - Mass DOE SPED 274 (IDEA)	6,408	0
13 FOH Rolling Arts/Class Grants	0	630
14 Field Trip Fund	6,540	6,577
15 Fundraising - FOH Designated Funds	4,500	4,500
16 Kids Club Income	85,000	85,000
17 Student Activity Fees- sports, music	15,000	17,000
18 Medicaid/SPED Income	7,500	23,000
19 Misc Income	2,000	3,500
19a COVID Leave Reimbursement		4,800
20 Interest income	3,000	2,000
21 School Lunch receipts	15,000	18,000
22 Special Field Trip Fundraising	5,000	5,000
23 Winter Fair	3,000	0
24 <b>Total Income</b>	3,528,439	3,684,758
<b>EXPENSES</b>		
<b>Personnel</b>		
25 Educational Professionals (Teachers, OT, Counselor)	1,505,691	1,480,040
26 Educational Paraprofessionals (TA's,Interns, Substitutes)	341,384	330,098
27 Director's Salaries	200,891	200,891
28 Administrative Staff (Asst, Bookkeeper, SPED Coord, Tech, Nurse, Cmty/Fam)	347,159	342,159
29 Kids Club Coordinator/Staff	49,775	55,140
30 Summer Programs (Response to COVID learning loss)	25,000	10,280
31 Stipends- student activites (dance, mini, drama)	7,000	7,000
32 Stipends-program	10,000	19,000
33 Longevity Pay	9,550	9,800
<b>Payroll subtotal</b>	2,496,450	2,454,409
34 Medicare- everyone-.0145	36,199	35,589
35 FICA- non MTRS-.062	39,489	38,812
36 SUTA-.001- everyone	2,496	2,454
37 UHIC-.0034 everyone/capped @ 1st 14,000	2,285	2,285
38 PFML Tax	10,000	10,000
39 Health Insurance	293,000	293,000
40 HRA	53,500	53,500
41 Health Diversion Benefit	23,000	12,000
42 Workers Compensation	16,000	11,492
43 College Credit Reimbursement	6,000	3,000
<b>Total Personnel Costs</b>	2,978,419	2,916,541

**Consultants and Outside Services**

44 Administrative Data Management System/Services	8,000	12,000
45 Auditor	8,000	7,860
46 Curriculum Consultants	4,080	4,080
47 FSA/HRA Administrative Cost	2,500	2,500
48 Legal Fees	10,000	10,000
49 Payroll Service	3,500	3,500
50 Prisms Electives	3,000	3,000
51 Professional Development	12,000	17,000
52 SPED Advisor	1,000	1,000
53 SPED Contractors - PT, psychologist	60,000	65,000
54 Summer SPED services	5,100	3,820
<b>subtotal</b>	<u>117,180</u>	<u>129,760</u>

**Occupancy**

55 Cleaning Services	50,000	50,000
56 Copier Rental	5,300	5,300
57 Copier Service Contract	500	500
58 Electric	26,000	26,000
59 Elevator Maint	3,350	10,000
60 Fire/Sprinkler Alarm Services	2,040	2,040
61 Heat	7,500	7,500
62 HVAC Maint	10,000	10,000
63 Insurance	30,000	31,184
64 Interest Expense USDA	90,099	90,099
65 Internet	3,000	4,500
66 Landscaping	10,000	10,000
67 Minor Repair/Maintenance	15,000	15,000
68 Plowing	8,000	8,000
69 Telephone	1,500	1,500
70 Trash Removal	6,000	6,000
71 Water Sewer Fees	3,000	3,000
<b>subtotal</b>	<u>271,289</u>	<u>280,623</u>

**Supplies**

72 Educational Supplies	27,000	35,000
73 Food	750	750
74 Household Supplies	4,000	4,000
75 Health & Safety Supplies (NEW LINE)	1,000	3,000
76 Office Supplies	3,000	3,000
77 Playground supplies	900	900
78 Postage	1,000	1,000
79 Printing	650	650
80 Testing/Evaluation Supplies	8,500	6,500
<b>sub total</b>	<u>46,800</u>	<u>54,800</u>

**Equipment**

81 Chromebook Replacement	5,000	11,000
82 Furnishings	4,500	10,000
83 Minor Equipment<\$500 ,	2,040	2,040
84 SPED Equipment	1,500	1,500
85 Tech Repair/Replacement	12,000	50,000
86 Vehicle Expenses	1,020	1,020
<b>subtotal</b>	<u>26,060</u>	<u>75,560</u>

<b>Grant Funded Expenses</b>		
87 FOH Rolling Arts/ Class Grants	0	<b>630</b>
<b>subtotal</b>	<u>0</u>	<u>630</u>
<b>Miscellaneous</b>		
88 Advertising	1,800	<b>2,500</b>
89 BOT Discretionary Fund	500	500
90 Community Domain Expenses	2,800	2,800
91 Sunshine/Staff Appreciation NEW LINE	1,000	1,000
92 Community Service Projects	500	500
93 Director's Discretionary Fund	2,500	2,500
94 Field Trips	6,540	6,540
95 Fundraising Expenses	800	800
96 Graduation Expenses	1,020	<b>1,500</b>
97 Kids Club Program Expenses	3,500	3,500
98 MCPSA Dues (.2% of state tuition dollars)	6,393	6,393
99 Miscellaneous	1,020	<b>5,000</b>
100 School lunch expense	20,000	<b>25,000</b>
101 Special 6-8th grade Trip Expenses	12,308	12,308
102 SPED Contingency	15,000	15,000
103 Medical Contingency (Grant funded COVID Expenses)	0	0
104 Student Activity Expenses ( dances, sports, sleepover)	12,500	<b>7,500</b>
105 Travel	510	510
<b>subtotal</b>	<u>88,691</u>	<u>93,851</u>
<b>Total operating expenses</b>	<b>3,528,439</b>	<b>3,551,765</b>
<b>Over/Under</b>	<b>0</b>	<b>132,993</b>
<b>Non-cash liability-depreciation</b>	<b>107,375</b>	<b>107,375</b>
<b>Principal payment from Fund Balance</b>	<b>56,445</b>	<b>56,445</b>



**Draft Personnel Committee Proposal to the Board of Trustees  
To be approved by Finance Committee prior to Submission**

**Date:** February 8, 2022

**Priority level:** High

**Approximate time needed for discussion:** 15 minutes

**Proposal to be presented by:** Carla Clark to Finance, Kate Saccento/Lara Ramsey to BOT

**Text of Proposal:**

We recommend the following proposed Teacher Salary Scales for FY23:

Hilltown Cooperative Charter FY22			From Regular Data Analysis Leveled Median FY22 Salaries			Bachelors Increase		Masters Increase	
Step	Salary BA	Salary MA	Step	Salary BA	Salary MA	%		%	
1	44,210	49,858	1	46,008	50,222	1,798	4%	364	1%
2	45,669	51,525	2	47,630	52,015	1,961	4%	490	1%
3	47,128	53,192	3	49,251	53,807	2,123	5%	616	1%
4	48,587	54,859	4	50,873	55,600	2,286	5%	741	1%
5	50,046	56,526	5	52,495	57,392	2,449	5%	867	2%
6	51,505	58,193	6	54,117	59,185	2,612	5%	992	2%
7	52,964	59,860	7	55,738	60,977	2,774	5%	1,118	2%
8	54,423	61,527	8	57,360	62,770	2,937	5%	1,243	2%
9	55,882	63,194	9	58,982	64,562	3,100	6%	1,369	2%
10	57,341	64,861	10	60,604	66,355	3,262	6%	1,494	2%
11	58,800	66,528	11	62,225	68,148	3,425	6%	1,620	2%
12	60,262	67,924	12	63,847	69,940	3,585	6%	2,016	3%

Because the current information available from other districts was limited to the current year, we are opting to propose a single year increase based on current median rates from Easthampton, Northampton, PVPA, Four Rivers, Westhampton, Southamptn, Chesterfield/Goshen, Williamsburg, Hadley and Hatfield

**Goals to be achieved by proposal:**

- 1) Keeping our Teacher salaries in line with median rates of comparison schools
- 2) Making our rates more attractive to new hires and for retention of current employees
- 3) Setting salary rates for FY23 for Teachers (if budget allows)

**Potential problems/dissenting views:** Bachelor Scale increase is more than the Master Scale; this is where our current scales differed most from the median. Single year proposal doesn't allow for future planning. Top steps are higher increases than lower steps, but teachers still traveling the steps will get the step increase as well as the scale increase.



**Draft Personnel Committee Proposal to the Board of Trustees  
To be approved by Finance Committee prior to Submission**

**Date:** February 1, 2022

**Priority level:** High

**Approximate time needed for discussion:** 15 minutes

**Proposal to be presented by:** Carla Clark to Finance, Kate Saccento/Lara Ramsey to BOT

**Text of Proposal:**

We recommend the following proposed TA Salary Scales for FY23-25:

Hilltown Cooperative Charter (40 hr week/185 day year)			Proposed FY23-FY25 Leveled Median Hourly Rates From FY22 Data Analysis		Increase	
Step	Salary	Hourly	Step	Hourly		%
1	22,984	15.53	1	16.49	0.96	6%
2	24,005	16.22	2	17.23	1.01	6%
3	25,026	16.91	3	17.97	1.06	6%
4	26,047	17.60	4	18.72	1.12	6%
5	27,069	18.29	5	19.47	1.18	6%
6	28,090	18.98	6	20.22	1.24	7%
7	29,082	19.65	7	20.97	1.32	7%

Given inflation and tough hiring conditions due to many factors, we think it is important to establish a strong TA scale that is equivalent to the researched FY22 median of comparison district schools. The initial increase for current employees will be large, but will level out to a 3-4% increase in the following 2 years as they travel the steps.

**Goals to be achieved by proposal:**

- 1) Keeping our TA salaries in line with median rates of comparison schools
- 2) Making our rates more attractive to new hires and for retention of current employees
- 3) Allowing us to raise our Substitute rates, possibly attracting more substitutes
- 4) Setting salary rates for FY23-FY25 for Teaching Assistants (if budget allows)

**Potential problems/dissenting views:** Setting TA scale for 3 years creates a ceiling for top step in second and third years, but getting the initial large raise seems more attractive than creating annual scales that would result in the same top pay at the third year.



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

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## Domain Administrators' Report March 2021

1. Rashida met with Jean Libby, the Family and Community Engagement Coordinator for the Easthampton District, and received a tour of Easthampton's new K - 8 facility. Discussed the possibility of future collaboration and cooperation.
2. Rashida will be working with a few staff members to create a family SEL Zoom night that we hope to hold in late April or early May.
3. Il Teatro is scheduled for Wednesday, March 23rd. We already have quite a few sign ups and much enthusiasm.
4. A climate survey for 4th-8th graders will be disseminated later this week. We are moving up the date for this survey in response to elevated concerns about students' social-emotional wellbeing.
5. Job postings for the k-5 Atelier position, the Indigos position, and the Prisms ELA position will be posted at the end of the month.
6. Lara will lead an exercise on institutional decision making at the 3/8/22 teacher meeting in preparation for major decisions to be made, such as how to organize the whole school schedule and how to determine what positions need to be added/amended for the 2022-2023 school year.
7. We have scheduled our Extended Year programming (special education) and an academic summer program to recover lost learning during the pandemic.
8. Progress Reports are coming out at the end of March.
9. MCAS begins at the end of March.
10. The school has offered SEI training (endorsement courses, MTEL prep, and 15-PDP courses) to all teachers of core subjects.
11. Following the Health and Safety proposal that was approved by the Board of Trustees on February 16, 2022, Hilltown moved to "mask optional". The following information was shared by email with staff and caregivers last week before the transition:



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Hilltown will continue with pooled testing and at-home rapid tests. The pooled test results from the week of February 28th were negative.

Students should still bring at least one mask to school every day. Of course, we will continue to have an extra supply of masks for anyone who needs one.

We also want to emphasize that Health & Safety is committed to supporting staff and students who choose to continue wearing masks throughout the school day. We are using the language of "mask optional" rather than "no more masks". Some teachers have begun talking through this change with their students. Administrators will talk to classrooms tomorrow to review guidelines, answer questions, and emphasize personal choice.

### H&S Recommendations for March 7th:

Masks will be optional for caregivers, staff, and students at Hilltown with exceptions including the following:

- People returning from COVID infection on days 6-10 (regardless of vaccination status, the CDC requires 10 days of masking for those who are recovering from COVID)
- Close contacts who are required to quarantine may return on day 6 and are required to wear masks on days 6-10; guidance will be provided directly by the school nurse to caregivers
- While riding on school buses provided by the Easthampton school district and on the PVTA bus
- Any visitors in the Nurse's Office (including caregivers)
- Large school assemblies; this will be reviewed by H&S on a regular basis

Lunchrooms: Students will be allowed to talk. Students requesting to sit separately from those talking in groups will be accommodated within the classroom to the extent possible.

At this time, All School will continue to be on Zoom; we are creating a scaffolded schedule where multiple classes begin to go to the All School space to be the audience while the rest of the



## HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

*classes Zoom in. These gatherings would be considered a large assembly and masks would be required. H&S will review whether masks will be required for assemblies on a regular basis.*

*What to look forward to: Health and Safety will also begin talking about timing for caregivers to join All School in person. It is our strong desire to “return to normal” with the routines and activities that bring our community together in person. We will do so in collaboration with our community, thoughtfully and with care. We know that there is a desire from many to return to drop-off and pick-up as it was before the pandemic. First, we will move forward with the above changes and look forward to conversations about what else is possible in the remaining months of the school year.*



HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- March 4th, 2022

9:15 pm Zoom link:

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

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

**Regrets:** None

Topic	Discussion	Action
Board Meeting Agenda for March	Agreed on standing items, including committee updates and H&S as well as adding annual meeting, revised FY22 Budget and personnel proposals	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Rashida discussed Annual Meeting and new BoT candidates, which will be discussed at BoT meeting; Lara talked about open positions that will be posted soon; progress reports due end of March; MCAS begins later this month	Directors will send Domain Report for March BoT packet
BoT Meeting Minutes	We discussed and agreed on securing someone else to take notes at future BoT meetings	Domain will reach out to candidates
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Next meeting time/date/location		Wednesday March 16th, 4:00 p.m. <a href="https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09">https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09</a> Passcode: pFxN7Y
Adjournment		Meeting adjourned at 9:50 a.m.



**GABS Committee Meeting Minutes – Tues, Feb 15 2022 11 a.m.**

**Meeting Location: By Zoom**

**Present:** Rashida Krigger; Sara Scheffelin; Emily Boddy; Kate Ewall; Sarah Buttenwieser  
**Guests:** Kelly Vogel  
**Regrets:** None  
**Notetaker:** Emily

Topic	Discussion	Action (if necessary)
<b>Check-in</b>	Greetings	
<b>Meeting minutes review and approval</b>	Reviewed and approved last month's minutes	
<b>Announcements</b>	Kelly Vogel joined today, as she may join GABS as a committee member.	
<b>JEDI</b>	Integrated into other discussion	
Joining the Board - Transparency, Accessibility: Review, Discuss, propose changes to the interest form, website information; Discuss tools for streamlining process	Checklist: Discussed how to maintain transparency in terms of clear expectations and procedures, without losing flexibility; troubleshooting - how do we indicate that we bring in all or some stakeholders, so potential applicants are aware of how they will be reviewed with regards to candidacy. For example: discussed how admin can indicate a potential concern about a candidates ability to work cooperatively / collaboratively and in best interests of the school.	Emily tasked with checklist, has selected Rashida to work with. (for march meeting)  Kate E will work on the intake/website information ; Emily will google docs (for Apr meeting)



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	<p>Discussed general red flags that might cause admin to give feedback; discussed ensuring we are streamlined and following OML rules.</p> <p>Interest Form and Website info blurb: Kate E will combine the input from JEDI/GABS meeting and work with others to reformat, reword, change/add/remove questions in order to submit back to GABS and possibly the board.</p>	
<p>Recruitment + Succession Planning</p>	<p>Joe Wyman has announced this will be his last year on the board</p> <p>Tala has said she is willing to be VP when Kathleen moves to P</p> <p>Gina may be interested in joining as a teacher now that Joe will be done.</p> <p>Facilities? Chris Korzcak possibly as chair, Laurie Nichols might also be interested in Joining board</p> <p>Discussed people who have applications into the board thus far:</p> <p>Luke Woodward</p> <p>Andrew Coate</p> <p>Angelique Baker</p> <p>Jodi Shaw</p> <p>→ Discussed what to do if slate too large, or if concerns about certain candidates. Action items set forth to understand better.</p>	<p>Sara S talk to gina + Laurie Nichols</p> <p>Emily follow up with Andrew Coate</p> <p>Rashida follow with Luke Woodward</p> <p>Emily reach out to dan re too many candidates, and vetting conversation (for agenda item above)</p>
<p>Review action items</p>	<p>Yes</p>	



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<b>Next Meeting Date/Time/Location</b>	To be confirmed	
<b>Adjournment</b>	12:37	

Agenda items for next month: Recruitment slate; review checklist; planning for Annual meeting.



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Personnel Committee Meeting Minutes  
Wed., Feb. 17th, 2022 at 7:30am

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

**Present:** Lara Ramsey, Carla Clark,, Andrew Coate, Nicole Grinaski, Tala Elia, Emily Lees

**Regrets:** Sara Schieffelin

Topic	Discussion	Action
Meeting Roles	Facilitator: Lara Notetaker: Lara	
revise proposal re: TA's who become interns 5	Ideas to address the concern raised at the Board that a new teaching fellow and a TA returning as a teaching fellow would be paid differently for the same work:  Tuition reimbursement to offset the loss of income in moving from TA to Teaching Fellow  (what if the tuition is not needed because a scholarship has been earned? Is there money available?)  Pay fellowship at rate of TAs  Call the Fellowship for returning TAs an 8-hour/week addition to being a TA  Any way you look at it, TAs returning as interns would be paid better than a new fellow, as this is a benefit we are offering. If we don't want there to be a difference, then we need to raise the pay for fellows or not offer an incentive program.  What if someone was a TA, left Hilltown for a few years, and returned as a fellow? Would it apply?	Consider arguments for and against TA benefit returning as an intern



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	Make proposal stronger by being explicit about the need to apply for a Fellowship.	
review of employee benefit sheet 5	<p>We update the financial information about Health Insurance benefits.</p> <p>We move some “benefits” to a new category called “attractions”.</p> <p>We note that the “attraction” of working 192 days/year needs explanation.</p>	Adding explanation of PD attraction to benefit sheet
up-date and discussion about findings from teacher meeting/survey re priorities 10	<p>Survey results show that 75%+ employees would be content with fewer PD days at the beginning of the year.</p> <p>Noted that respondents who do not look at health insurance as part of their income or who would not mind a less robust health insurance package might not be directly benefiting from the HCCPS health insurance package (e.g. taking insurance w/ spouse).</p> <p>Survey results shared with all committee members for review- will be discussed more next time if necessary.</p>	Review survey results to be ready for future discussion
finalize teacher salary scale for FY 23 10	<p>Carla shares her proposal. This one-year proposal focuses on matching the median of our comparable schools. BA scale has higher increase than MA scale and higher steps receive higher increase than lower steps as part of calibration.</p> <p>Committee decides to move proposal to finance.</p>	Move teacher salary proposal to finance
admin salary scale 10	<p>Our admin salaries are on track with comparable schools, for the most part.</p> <p>The nurse’s position may need the most adjustment.</p> <p>Question is, does anyone feel strongly about moving forward with creating an admin salary scale?</p>	Return to the question of admin salary scale



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	<p>Does Personnel want to move forward looking at an admin scale?</p> <p>Here are the admin positions:</p> <ul style="list-style-type: none"><li>● Nurse</li><li>● Admin Assistant (Registrar duties)</li><li>● Bookkeeper/Purchaser</li><li>● Academic Support Coordinator</li><li>● Logistics &amp; Kids' Club Coordinator</li><li>● Coordinator of Community &amp; Family Engagement</li><li>● Technology Coordinator (currently combined with teaching position)</li></ul>	
Review action items	reviewed	
Tentative agenda topics for next meeting	<p>TA salary scale- review proposal, submit to Finance</p> <p>Review improved benefit sheet</p> <p>Review Personnel survey about benefits</p> <p>Return to TA/Intern proposal</p>	
Next meeting time/date/location	<p>Wed., March. 17th, 7:30am via Zoom</p> <p>Zoom link found on school calendar</p>	
Adjournment	8:45 AM	