

DRAFT - HCCPS Board of Trustees

Meeting Agenda

February 10th, 2020 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09>

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): (10 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:40 Public Comment period: (10 min)

6:50 Justice Equity Diversity Inclusion (JEDI): Jen (10 min)

7:00 Friends of Hilltown Update: Myssie (10 min)

7:10 Q2 Financial Update/Goals Update: Rich (10 min)

7:20 GABS Guidance on BoT Communications: (Clarification) Paula (5 min)

7:25 Board Succession Planning: (Discussion) Noelle (10 min)

7:35 Personal Time Use for Staff: (Personnel Committee Update) Lara (5 min)

7:40 Pool Testing: (Update) Mary (10 min)

7:50 In-Person/Hybrid/Remote Updates: (Update & Discussion) Kate/Lara/Deirdre/Tala (35 min)

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

8:30 New Business (5 min)

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

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

8:45 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, January 13, 2021, 6:30 pm

- Location:** By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)
- Present:** Kate Saccento, Lara Ramsey, Deirdre Arthen, Matt Dube, Dawn Reesman, Rich Senecal, Noelle Barrist Stern, Kelly Woods, Paula Ingram, Sara Schieffelin, Jen Matos, Chris Korczak, Joe Wyman, Kathleen Szegda, Jill Richmond, Tala Elia
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** (As listed in the Zoom participant information) Rebecca Belcher-Timme, Alec MacLachlan, Alex Niemiec, Mary Price, Llsa Mascaro, Kate Ramsey, Beth, Cait, Cindy Mahoney, Emily Lees, Gaby Blaustein, Gina Wyman, Grace Tiso, Helen Korczak, Joanna Morse, Kerri Simonelli, Marguerite Durant, Meg Taylor, Andrea Hearn, James Saccento, Myssie Casinghino, Peter Kennedy, Sarah Buttensieser, Anne Schlereth, Paula Yolles, Emilie Woodward, Lisa Mascaro, Mariah Mitchell, Mike Robinson, Stefanie Krantz, Aram
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Sara

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p>Matt announced that Karen will be leaving the Board. As a community member, she felt distanced from the school community. She will be missed.</p> <p>Kate appreciated Mary for getting the symptomatic COVID testing for the school community.</p> <p>Lara appreciated Cindy Mahoney for running SEPAC throughout the pandemic. She also appreciated Deirdre, Aram, Marguerite, and Grace for putting on a wonderful and well-attended solstice celebration.</p> <p>Deirdre appreciated everyone who participated in the clothing swap.</p> <p>Kelly appreciated the Friends of Hilltown for donating the money for the JEDI training for the Board (see below).</p>	

	<p>Deirdre announced that she will be retiring at the end of this year.</p> <p>Lara thanked Emily Lees and Nicole for all of their work on the Personnel Committee putting its proposals together (see below).</p> <p>Chris thanked Matt for running the meeting.</p>	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	The MLK All School will be on Wednesday and it would be very nice for Board members to be present and participate.	
Minutes		Chris moved to approve the December meeting minutes; Kelly seconded; the Board approved the minutes by consensus.
Public Comment	<p>Gina Wyman read a statement to the Board. She said that a large percent of students are not coming to school for in-person time. There is no on-line learning available to them when students are in person. She said that she is able to provide the best quality instruction when all students are remote. She noted her concern for children's mental health and recognized the need for students to have socialization at school and for parents to have childcare. She noted, however, that she is not a mental health professional or childcare provider.</p> <p>Peter Kennedy read a statement to the Board and raised similar issues. He pointed out that he is able to provide only very limited instruction during the in-person time and the proposed Remote + 2 Plan will result in even more challenges in providing instruction and disparity between the hybrid and fully remote learners. He also noted that he has not received any specific information as to when the additional in-person hours are to occur</p> <p>Rachel Merrell pointed out that more families are keeping their children home in light of the increasing COVID numbers. However, teachers are not provided</p>	

	<p>a similar opportunity to remain at home. She said that in-person time should not be added until the weather is warmer and there can be more outdoor learning and more people have received vaccines.</p> <p>Nan Childs said that, yesterday, she had four students, which meant that sixteen students were doing remote learning. This led her to question where she was supposed to devote her time. She said that, while the numbers are this high, she does not think we should be trying to increase the amount of in-person instruction.</p> <p>Sarah Bittenwieser appreciated everything the staff has done to have in-person time and said she also understood teachers' concerns about increasing in-person time. She advocated the importance of holding the community together and said that she would support waiting to increase in-person time.</p> <p>Beth Adel said that teachers are currently spread very thin. Preparing the remote-learning lessons takes a lot of extra work. Hilltown teachers are very committed, but it feels really hard to be asked to reconfigure everything again. This is in addition to the risk of possible infection from going into the building. She said the feeling in the building now is really hard and it is difficult to be asked to work more hours with a frozen salary, while also absorbing the cost of using internet from home.</p>	
<p>Justice Equity Diversity Inclusion (JEDI) (Jen)</p>	<p>Jen told the Board that the Friends of Hilltown have generously offered to fund the JEDI training for the Board. Five hundred dollars will need to come from the discretionary fund and the remainder will be paid by the Friends of Hilltown.</p> <p>Deirdre and Dawn pointed out that this left the Board with no funds to do anything else this year. There was a discussion about what else the Board would need the money for. Deirdre explained that, in the past, it has been used for programming or meals or location if there is a retreat.</p> <p>Jill asked if we should have the training at the beginning of next year, since we will have new members on the Board. Matt said that we had committed to having the training this year.</p>	<p>Chris moved to authorize the \$500 from the Board's discretionary fund for the training; Tala seconded; the motion was approved by consensus.</p> <p>Matt will speak with JEDI about moving forward now that Karen is no longer on the Board.</p>

<p>Director Hiring Proposal (Kelly)</p>	<p>Kelly referred to the proposal in the packet and summarized it. Lara pointed out that the hiring committee will interview all internal candidates who meet the minimum qualifications.</p>	<p>Kelly moved to approve the proposal; Kathleen seconded; the Board approved the proposal by consensus.</p>
<p>Extending Tax Credit for COVID Leave (Tala)</p>	<p>Tala referred to the proposal in the packet and summarized it.</p>	<p>Kelly moved to approve the proposal, Joe seconded; the Board approved the proposal by consensus.</p>
<p>Student Opportunity Act (SOA) Plan (Directors)</p>	<p>Lara explained that the goal of the SOA Plan is to identify consistent disparities between student sub-groups and make a three-year plan to address them. The three areas identified are: (1) economically disadvantaged students have lower ELA proficiency scores; (2) female students have lower math proficiency scores; and (3) the school's educator workforce is not representative of the student population.</p> <p>Lara summarized what the school is doing to address each of these: (1) adopting a science-based reading program (Being a Reader through Collaborative Classroom); (2) already replacing the 6th-8th math curriculum and reviewing the K-5th math curriculum; and (3) diversifying staff through recruitment and retention.</p> <p>Kate explained that the Directors are asking the Board to approve the short form. If approved, it will be sent to the Commissioner and then will be posted. In response to a question from Chris, she explained that there is no downside to the plan.</p>	<p>Chris moved to approve the plan; Jen seconded; the Board approved the plan by consensus.</p>
<p>Committee Goals Update (Matt)</p>	<p>Sara went over the status of the GABS Committee's goals. GABS resolved the committee roles for the current year, developed a policy for selecting teachers and staff members to serve on Board committees, and conducted two orientation programs for new members. The following goals are in progress: reorganizing the shared Google drives; and Board recruitment and succession planning.</p> <p>Rich said that the Finance Committee will report on their goals next month.</p>	

	<p>Kelly reported that two of the Personnel Committee’s goals--the Hiring Policy for School Directors and Extending the Tax Credit for COVID Sick Leave--were approved.</p> <p>Joe reported on the Facilities Committee’s goals. They are working on improvements to the HVAC units and in getting mini-splits. Nan did research on barriers around parking spaces by the flower beds. They have discussed extending the sidewalk to that part of the building. Jill joined the committee and identified a self-assessment tool that can be used to increase accessibility to the building.</p> <p>Dawn went over the Board goals for the year. The Board has established the JEDI Committee and will be moving forward with the JEDI training. The Board is also moving forward with the Directors’ performance reviews: Dawn has put together a committee for that purpose. There has been improvement on the availability of Board documents and materials on the web site.</p>	
<p>Standardized Testing Update (Lara)</p>	<p>Testing is different this year. MCAS will be abbreviated. The IOWA test was replaced by the SAT 10. Usually, Hilltown scores above average. The school aims to be in the 75th percentile. With COVID, the school has been average, in the 50th percentile. It is also unclear if the SAT 10 is more difficult than the IOWA. There was less familiarity with it. The conditions under which students took the test were also more difficult this year. Reading scores were higher than math scores.</p>	
<p>In-Person/Hybrid/Remote Updates (Kate/Lara/Deirdre)</p>	<p>Lara read a statement. She explained that a decision not to support the proposal will result in the school staying with the current model. At this time, with the current guidelines, the school’s health and safety team has determined that the most the school can offer for in-person time is the Remote +2 Plan.</p> <p>Kate shared the increase in absences and students who went remote following winter break.</p> <p>In response to questions from Chris, Lara and Kate responded that the goal is to get back outside for in-person instruction as soon as possible (once snowfall/plowing is done) and that they have not surveyed staff as to how many intend to get the vaccine.</p>	

	<p>Dawn raised a question about what happens if the in-person learning is shifted to outdoors and the weather is bad (<i>i.e.</i>, whether school would be canceled). Kate said that she did not know of a reason why they would cancel. They would want to use the building if it was pouring or if there were high winds.</p> <p>In response to a question from Kathleen, Lara responded that whenever something is gained, another thing is lost. If there is more in-person time, it can negatively impact the quality of the remote instruction.</p> <p>Rich asked if the Directors support the plan and think it is the right thing to do, since they have all of the data. He asked if they think it is better than the way things are now. Lara responded that it is her job to bring the plan forward, but that she fully trusts the process. She discussed equity concerns and said that she thinks some students are being underserved by not having enough time in the building. At the same time, some fully remote learners are not having as robust of an experience.</p> <p>A number of Board members thanked the Directors for putting the proposal together.</p> <p>Jill asked how teacher absences will be addressed with the Remote +2 Plan. Lara said that it is not a good policy to build a program that is based on substitute teachers. But if we need to have teachers off site for quarantine or health reasons, there should be adequate staffing.</p> <p>Paula asked when the Work-From-Home Plan would be shared with the staff. Lara explained that the Remote +2 Plan and the Work-From-Home Plan are separate. The school will resolve the Remote +2 Plan and then address Work-From-Home Plan.</p> <p>Chris asked, if the Board approves Remote +2, would review of the Work-From-Home Plan need to come back before the Board. Kate and Lara clarified that each individual work-from-home arrangement was always subject to change based on programmatic changes and would not need to come back before the Board.</p> <p>Tala commented that she does not see the risk-benefit</p>	
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	<p>analysis of the Remote +2 Plan as a public health issue (because of the mitigation strategies in place in school), but rather the risk-benefit to students of increasing in-person vs. remote learning.</p> <p>Rich said that he could not vote for the Remote +2 Plan in good conscience, because the teachers are already stretched too thin. He doesn't think the extra hours will be sufficiently beneficial.</p> <p>Chris echoed Rich's comments and said that he would have a blocking concern about reassessing the Work-From-Home Plan if teachers are not able to work remotely if that is their preference.</p> <p>Sara said how compelling she found what the teachers said during the public comments. She said that the two hours is not worth the risk. She noted that parents who are asking for more time would like full days, not two hours, so the plan does not address this concern. She asked if there was another or better way to make the social connections for kids happen.</p> <p>Jill echoed what Rich, Chris, and Sara said. She asked if we could delay the implementation to the springtime. Jen also expressed a blocking concern.</p> <p>Kathleen asked if it was possible to delay implementation of the plan, because of the COVID numbers right now.</p> <p>Tala stated that she agrees with a lot of the sentiments expressed. She asked if the teachers could be involved in the planning so that mitigation strategies could be included that would address some of their concerns.</p> <p>Dawn noted that some parents who are asking for more in-person time are looking for full days, but others are seeing the benefit to having two hours in person and would like to increase that. She also noted that, if there is a delay, it means implementation does not begin until March or April.</p> <p>Joe said he supported the idea of the Directors meeting with the teaching teams about what the Remote +2 Plan would look like.</p> <p>Chris asked if we should take the burden that is already in place off of the teachers (<i>i.e.</i>, reducing the</p>	
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	current in-person time). Because there were six blocking concerns, there was no forward movement on the plan.	
Committee Reports - Questions Only	None	
New Business	<ol style="list-style-type: none"> 1. Clarifying the process for setting teacher salary scales 2. Board succession planning 3. Q2 financial update 4. Friends of Hilltown update 	
Meeting Wrap-Up/ Evaluation	Next Meeting: February 10, 2021 at 6:30 p.m. Facilitator: Matt Snacks: N/A Drinks: N/A Newsletter blurb: Joe	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 9:08 p.m.	

Tentative Agenda Topics for February 10, 2021 Board Meeting:

JEDI

Clarifying the process for setting teacher salary scales

Board succession planning

Q2 financial update

Friends of Hilltown update

February 5, 2021

Dear HCCPS Board of Trustees,

We are saddened, frustrated and concerned about the Board's recent decision to put the second day of in-person learning on hold for 4th-8th graders. This follows the board meeting in December in which the Directors said they were ready to roll out the second 2-hour in-person learning session, which was approved by the board back in August and was part of its plan submitted to the State. Parents were originally told that the second day would be rolled out after a few weeks of school, and then told that plans were underway to roll out in January. Now it sounds like the board decided to put off adding the second day indefinitely. Parents deserve to know the rationale for this decision and families should not be left out of these crucial decisions.

We understand that many teachers are opposed to adding a second day, and we are sorry that some teachers are perceiving parent advocacy for more in-person schooling for our children as adversarial. That is not our intention in any way. We want to support the teachers and believe that our school is safe for teachers and children (please read this important article). We are concerned that some teachers still do not feel safe in the building despite the stringent infection control mitigation measures taken by HCCPS. We ask you to work with the Admin Team and the public health experts on the board to provide support to teachers and to fully explain why the schools' efforts, which go far beyond DESE recommendations, are effective at preventing COVID-19 transmission. A community meeting for parents that provides this information would also be very helpful.

Losing progress in the curriculum is another reason given for not adding the second 2-hour slot of in-person time. Yet at the last community meeting, parents overwhelmingly reported that, at this difficult time, they value their children's social-emotional wellbeing and having their children attend more in-person time over meeting educational goals. Parents (and children's) perspectives must not be ignored.

While we understand the rationale and support more in-person learning for children of all ages, middle-school aged children are more at risk emotionally and should also be prioritized. A clinical social worker working with children in our community recently made this point.

Some schools in our area are full-time in-person, while Northampton, Hilltown's public health jurisdiction, has begun 2 full in-person days for elementary and middle school students. Easthampton has also just announced its plans to return to in-person school. (Please note that while the teachers' union had presented a plan for 2 half days instead of 2 full days, the Northampton School Committee made the difficult decision to adopt the plan for 2 full days precisely because of some of the issues raised in this letter.) Please also take a moment to read this article by Baystate pediatric chiefs: "Our Children are Not OK: Students should be back in school, despite COVID."

We suggest that moving forward, there be dedicated, transparent communications from the Board to families specifically about COVID planning, including an update about these recent choices and a clear timeline for decision-making about next year. Parents should be informed in advance of board meetings at which critical decisions are being discussed (and voted on) and invited to attend. In addition, the school should host COVID planning forums with families and board members.

We are worried that Hilltown is unnecessarily stagnating and falling behind. Our kids will suffer, as will our school's reputation and reach into the communities we serve. As a school, we should be moving forward with planning – for this year and next, for multiple possibilities – not pausing. The pandemic is not going away. Teachers and most adults in our community will be vaccinated in the coming months. But children are unlikely to receive the vaccine in 2021. Other schools around the world and in the US have already adapted to the pandemic, and it is absolutely urgent that HCCPS follows suit. More of the

same is not acceptable. Already, some families are looking elsewhere for schooling given this lack of progress.

We understand that a focus on what is referred to as “equity for remote learners” (perhaps better described as parity to give students a comparable educational experience) is a core issue that thwarts Hilltown’s ability to plan for and offer more in-person learning. It should be noted, however, that a majority of families have chosen to send their children to school and we must consider not this one issue alone, but the many issues families are facing: children who cannot fully access a remote curriculum due to learning differences, attention issues, or other reasons; the adverse effects of excessive screen time on all of our children; the many families who cannot afford to pay for childcare or participate in learning pods; and finally, the disparity between families who can afford private schools that are open full-time, 5 days per week, and those of us who cannot.

We ask you to consider the following:

- 1) Do we understand the reasons that families are opting for all-remote? Might it be that some parents simply do not have the capacity to implement logistics for only 2 hours/day of in-person, and if more were offered, more students might participate on-site?
- 2) If more in-person days are not currently feasible, what might be implemented to offer more hours on existing days? Earlier starts? Later pick-up?
- 3) If space is a barrier, have we explored every inch that might be used for teaching? Could we better use Atelier, the music room, and the All-School space?
- 4) Have we explored all possible models to address remote learners' needs while preserving teacher sanity and promoting maximum in-person learning? Some schools are sharing teachers across classrooms, using TAs creatively, and developing dedicated teaching teams for remote-only students. The Admin team has said that these are not options at Hilltown, but 11 months into remote schooling, we need to think outside the box to create new models. The status quo is simply not sustainable.
- 5) Families need to be able to plan for the rest of the school year and for next year. We ask you to set a firm timeline that indicates when decisions will be made about what school will look like in the coming months. Please share this timeline with families as soon as possible.
- 6) We understand that developing an educational plan that works well for the majority of students, teachers and parents will be exceedingly difficult. To this end, we ask you to create a dedicated taskforce whose sole purpose is to explore and develop a hybrid or full-time in-person model for HCCPC that offers both significantly more in-person learning while preserving a robust remote program. This taskforce should be composed of the education and administrative directors, teacher representatives, members of the parent community with specific expertise or experience in this area, and 1 or 2 external consultants (such as Dan Klatz) if possible.

We continue to be profoundly grateful for the time, effort, courage and dedication of the entire Hilltown team, and to the Board for tackling such difficult matters. We implore you: please improve school-wide communication around COVID planning, and continue to work with Lara, Kate, and the teachers to move our children back into school as soon as possible.

Thank you,

Katie Krauskopf
Scott Myers
Tamara Kupfer
Andrew Sirulnik
Carol McMurrich

Greg Reynolds
Meg Colenback
Polly Normand
Peter Normand
Cinzia Pica
Tiffany Ross
Erick Ten Kate
Jess Allen
Jen Kefer
Chris Hayhurst
Maggie Dietrich
Chris Dietrich
Alison Bent
A. Carter Bent
Emily Boddy
James Boddy
Jess Berrien
Dan Berrien
Nora Kennedy
Ned Rudnitzky
Rachel Lauder
Ian Lauder
Steph Mattrey
Sharon Rudnitzky
Patti Mars-Senecal
Tim Senecal
David Hamilton
Lisa Hamilton
Rachel Maiore
Timothy Reynolds
Dan Bonham
Sara Lunt
Jennifer Stauffer
David Stauffer
Nina Foley



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Directors' Report February 2021

- 1. Students and staffing in the building:** Currently, 27 students are scheduled for on-site time in addition to their regular class time on site. For these students, on-site time includes attending remote classes and participating in special education & related services. Participating in on-site time is offered based on recommendations from the Mental Health team, IEPs, and transportation challenges for families with three or more students. Support and supervision for this group of students comes from classroom teachers, office staff, TAs, administrators, our social work intern, and four substitute TAs. We plan to grow our in-person capacity to meet more student needs.
- 2. Standardized Testing:** We are preparing for MCAS testing in grades 3-8. The first testing window opens April 5. Commissioner Riley shortened MCAS testing time; each student will take only a portion of each MCAS assessment in each subject. *"This modified MCAS administration will preserve the validity and reliability of the test at the school, district, and state levels. When combined with other data points, this approach will provide meaningful diagnostic data at the individual student level."*
- 3. In the works:** two small after school programs aimed at providing stable cohorts the chance to do art (6th grade pilot) and math (5th & 6th grade pilot). The art program will be offered by an intern from Springfield College and the math program is offered by teacher(s).
- 4. Professional Development:** Six teachers (classroom and special education) participated in the MCPSCA workshop, *The Learning Brain, Equity, and Culturally Responsive Teaching*. The Director of Teaching and Learning participated in an AISNE workshop, *Build an Inclusive Hiring Process*.
- 5. Admissions:** On January 23rd, a virtual information session was held for prospective parents and caretakers. Over 40 individuals attended the session that included an overview of the school's mission and curriculum, a photo tour of the school, and an opportunity to hear from four classroom teachers from Hilltown's largest entry points (K and grade 6). The Admissions lottery is next Wednesday, February 11th. At this time, we've received 228 applications. We expect to receive an influx of applications next week before the lottery as we have in the past.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Sibling Enrolled?	KF	01	02	03	04	05	06	07	08	Total
Yes	10		1		2	2	3			18
No	54	23	26	21	21	16	19	26	4	210
Total	64	23	27	21	23	18	22	26	4	228

6. **Facilities:** All classrooms now have a stand-alone air purifier. In November, a study from Harvard University was released that highlighted the benefit of using air purifiers as an added mitigation measure in classrooms. In addition to having a HEPA filter, the air purifier should have a high clean air delivery rate, and it does not need additional add-ons such as ionizers or ultraviolet lights. The air purifiers that were purchased for Hilltown were carefully chosen by using the Harvard-CU Boulder Portable Air Cleaner Calculator for Schools. The model is for classrooms sized such as ours, 500-700 square feet. Also in January, the filters in our HVAC units were changed as part of regular maintenance.
7. **Vaccines for K-12 Staff:** Clinical and non-clinical health care workers doing direct and COVID-facing care (school nurses, counselors, speech therapists, occupational therapists, physical therapists) were part of phase 1 and are eligible to receive the vaccine at this time. K-12 workers are part of Phase 2, Group 3 which are scheduled to be vaccinated February-March 2021. Here is where the phases are outlined on the state website:
<https://www.mass.gov/info-details/massachusetts-covid-19-vaccination-phases#phase-2>
8. **Pool Testing:** The Department of Elementary and Secondary Education (DESE) is launching a six week, free Pool Testing program for all school districts. Pool testing is an opportunity to "batch" individual COVID-19 swabs together and test them as a group, dramatically lowering testing costs. DESE recommends 80% or greater consent to test to optimize the program's benefits. The School Nurse has sent out a survey to Hilltown parents to determine interest. FAQs about pool testing can be read here on the DESE website: <https://www.doe.mass.edu/covid19/pooled-testing/>
9. **Communication Working Group:** A staff communication working group has formed including 6 teachers, 1 non teaching staff member, and a director. Their goal of the group is to seek a vehicle for staff voices to be heard, and a systematic way for issues to be addressed. Next week, the working group will seek feedback from all staff about possible models for a communication committee.
10. **Tuition:** Hilltown's FY 21 approved budget in June has tuition at: \$3,027,185. Q2 FY21 Tuition has now been posted on DESE's website as: \$3,067,117. Normally, we expect to see these two updates to the tuition data in the December release:



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

1. actual **current-year enrollment and demographics** are applied (Q1 uses spring pre-enrollment), and
2. current year **above foundation rates (AFR)** calculated from budgeted district net school spending (Q1 uses prior year).

For Hilltown, #1 has been updated, but #2 has not been updated for Northampton and still reflects FY20 AFR. Hilltown currently has 96 students enrolled from Northampton. Last year's AFR was \$3,000 per student. At this time, there is no way of figuring out whether tuition numbers will eventually be up or down (there's a wide range among schools whose districts who ARE reporting a new AFR). The next time we would receive any information when Q3 tuition numbers get released is in March (or Q4 in June).



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- January 15, 2021

1:00 pm Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUljUT09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Dawn Reesman,

Regrets: None

Topic	Discussion	Action
Domain Council Meetings for Jan - March	To meet the same week as the BOT: - February 12 at 9am - March 12 at 1pm	Kate to add the meetings to the school calendar.
February BOT meeting Agenda	Items that will need to be covered at February's BoT meeting were discussed.	Agenda will be send to Noelle and Nicole for Board packet by Friday, Feb. 5th.
Communication to the community	The BOT President and VP to compose and send an email communication from the board to the school community about Deirdre's retirement announcement.	Matt to draft and send it to Dawn for review.
Budgeting for School Year 2021-2022	Kate expressed that Northampton has not published their per pupil rate. There may need to be changes to the budget once they are published.	None needed.
Posting Deirdre's position	The Domain Council will revisit this conversation in February when the special subcommittee has had a chance to meet and start discussing the Director role review.	Add to Feb Domain Council agenda.
Remote/In-person/Hybrid Plan	DESE's requirement for all students to have access to 35 live hours of synchronous learning every 10 days. The question is whether the offering of in person learning counts for all students even if they opt for remote learning. What are next steps for moving the plan forward to the February Board of Trustees meeting?	Lara to gain clarification on access versus delivery. Lara to update the plan based on blocking concerns that were identified at the board meeting. She will work with the teachers at those grade levels to coauthor updates/possible solutions for concerns. Bring the



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

		revised plan to the Feb Board Meeting.
Review action items		Done
Tentative agenda topics for next meeting	March agenda, In-person/remote/hybrid	
Next meeting time/date/location		Friday, Feb. 12, 9:00 a.m. https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUljUT09 Passcode: Domain
Adjournment		Meeting adjourned at 10 a.m.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes –January 20, 2021, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Chris Korczak,
Kate Saccento, Lisa Plaza, Andy Tilbe
Guests: Dan Klatz
Regrets: Maureen Mahar
Agenda: Approve December Minutes; Review Financials

Topic	Discussion	Action (if necessary)
December Minutes	Approval of December minutes.	Rich moved to approve December minutes, Carla seconded. Approved by consensus
Tuition Update	<p>The above foundation rate for students living in Northampton is not known yet</p> <p>There are currently 96 students from Northampton at Hilltown</p> <p>Last years above foundation rate for Northampton students was \$3,000 per student</p> <p>Historically we've known Above Foundation Rates by Q2, however it is possible for these rates to be posted as late as Q3 or Q4</p> <p>Original budget includes these funds so we should be cautious with spending at this time</p>	No action needed
Budget Revision Timeline	Most likely will not have revised budget by the next BOT meeting on 2/10/21 due to lack of accurate tuition numbers	No action needed



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Staff Salary Unfreezes and/or Bonuses Discussion	A decision will likely have to wait until the end of the fiscal year when budget numbers are more accurate The Finance Committee will review for possible bonuses	No action needed
\$0 Balance Budget Policy Review	Tabled until the next meeting	No action needed
Committee Goals Update	Goals are fluid and the Finance Committee is in a good position to achieve its goals by the end of the fiscal year	No action needed
Tentative Agenda Topics for Next Meeting	Update for choosing a new school auditor Review Q2 Financials Continue reviewing \$0 balance budget policy	
Next Meeting Date/Time/Location	2/10/21; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:15 AM	



GABS Committee Meeting Minutes – January 20, 2021, 6:00 p.m.

Meeting Location: By Zoom

Present: Deirdre Arthern; Sara Schieffelin; Noelle Barrist Stern; Paula Ingram

Regrets: None

Topic	Discussion	Action (if necessary)
JEDI	Discussed succession planning and recruitment with regards to diversity, and brainstormed how we might do this. Ideas included reaching out to local colleges, advertising on Idealist, and asking JEDI and consultants for input.	Noelle will invite Jen (or a member of JEDI) to part of the next GABS meeting to give us ideas/suggestions for recruitment strategies.
Organization of BOT Documents in Google Drives	Jared has sign-in info for drives to BOT documents.	Sara will invite Jared to part of the Feb. meeting to provide an up-date on this project.
Succession Planning	<p>Paula’s term is up, so we need a new teacher (or up to two) on the BOT.</p> <p>Marguerite is interested in the teacher position and has submitted an interest form and resume to Deidre.</p> <p>Karen and Liz have both resigned from the BOT.</p>	<p>Paula will talk to Marguerite about the role.</p> <p>Deidre will share Marguerite’s resume and interest form with GABs</p>



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	<p>Matt will stay on as President for next year but not the following year. We need a new VP for next year as Dawn doesn't want to be president.</p> <p>Rich will stay on as treasure.</p> <p>Noelle's term is up and she will not be doing another, so BOT will need a Clerk, and GABs chair.</p> <p>Kelly is not sure about her plans for next year as her daughter is graduating. Dawn might go back to chairing Personnel if Kelly leaves.</p> <p>Jill plans to stay as a community member.</p> <p>BOT will need 2-3 more people for next year, with a focus on community members.</p> <p>GABs will need more people since Noelle, Deirdre and Paula are leaving.</p> <p>Discussed that some teachers understand the BOT role as a "teacher voice" as opposed to the current model where all board members are asked to put their own role/agenda aside and instead consider</p>	<p>Noelle will talk to Tala and Kathleen individually about being VP next year</p> <p>Sara will reach out to Jill, then Dawn, about being clerk</p> <p>Sara is willing to chair GABs.</p> <p>GABs will announce at the next Board meeting we are looking for new BOT members, and we will ask each board member to identify one person that they think might be good, and either ask that person, or have a GABs member reach out to identified people.</p> <p>GABs will ask at the next board meeting if anyone wants to start coming to GABs meetings.</p>
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	<p>what is best for the school. Diedre mentioned if that is the case, then the teacher in the role should be elected by the teachers. Noelle noted that we would have to amend the bylaws in that case. Diedre noted there are reasons why the role was created this way--not all teachers agree on things so there shouldn't be just one spokes-person</p> <p>Discussed level of stress for all school personnel right now, and how BOT can best support school moving forward.</p>	<p>GABs will meet on the 10th, directly before the next BOT meeting, to check in about how GABs and BOT can support the school during this time.</p>
<p>Communications with Board Members</p>	<p>Discussion of board interactions with outside people, and how to offer guidelines for communication so we are in line with our role as board members.</p>	<p>GABs will include guidelines around communication/ interactions with outside people in orientation for next year.</p> <p>Paula will make an announcement regarding the Board's role in communicating</p>



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		<p>with people outside of meetings at the next board meeting. Noelle will write up a script for this.</p> <p>Deirdre and Noelle will talk to Matt about him and Dawn making a public statement at the next BOT meeting in support of the administration .</p>
Review Action Items	Action items reviewed.	
Next Meeting Date/Time/Location	February 10, 2021 at 5:00 p.m.	
Adjournment	Meeting adjourned at 7:34 p.m.	



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Personnel Committee Meeting Minutes
Wed., Jan 27 at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBIQT09>
Passcode: coffeetime

Present: Nicole Grinaski, Emily Lees, Jen Matos, Kelly Woods, Lara Ramsey, Kelly Woods, Beth Adel, Lara Ramey

Regrets: Jen Matos

Topic	Time	Discussion	Action
Meeting Roles		Facilitator: Kelly/ Lara Note taker: Kelly Timekeeper: Emily	
Personal time for staff - proposal to expand policy until vaccine is available to teachers		<p>Things considered in past: Extending time and number of people that could take leaves of absence - challenges included settling on a number, balance between program and teacher needs - potentially unstable. Discussion was had regarding reassignment options - not all reassignments are equitable. Attorney did not recommend changing policies in mid-crisis, and other Charters were not changing policies to solve for these challenges. Executive Committee reviewed options for changes to policy beyond FMLA, Policy, etc. and did not recommend action at that time.</p> <p>Request from staff - is more flexibility possible beyond existing policies during COVID?</p> <p>Existing policy has been interpreted more liberally and flexibly during this time. Current use of personal time policy - regular use of time to avoid expectations of position - is not the intent of the current policy design. However this is not sustainable in the long term. How can we establish an "end" to the current flexibility. Change would not change existing personal time policy re limitations/ impact on school program parameters for future.</p> <p>Important to note that the CDC, DESE, Health Board,</p>	Tala will work to draft letter to share with larger Board for their reference. Lara will share notes with Tala prior.



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	<p>etc. identify Hilltown as an environment safe for operations. However there are still personnel who would like to see more continued flexibility.</p> <p>New idea - April 1 is the current deadline for vaccines to be made available to teachers, will also be warmer out. Could this be an option?</p> <p>Discussion - noted vaccine is a double dose and that extends the window up to 6 weeks after first shot. Change/ exception at this time should not be tied to a "date for the vaccine" as timing may not be confirmed. Though group agreed April 1 did seem like a good time re weather etc.</p> <p>Awareness of equity between those working in person vs. those working remotely - there are financial implications regarding costs associated, use of personal time at different rates.</p> <p>Lara shared several diverse comments collected from teachers, aids, etc. about their perspectives.</p> <p>Live streaming idea - offers consistency to programming, but would have different challenges. Could be tested.</p> <p>Reflection on perception by some of being "forced" to work. The current climate could appear to be the "only" option.</p> <p>Clarity noted regarding importance to note what the data shows currently vs. individual perception/ comfort level. What we are doing currently is not broadly recommended for a variety of reasons. How do we frame continued flexibility to allow for the support needed at this unique time? Can we set a deadline? April 1? Group agreed setting a date to return to regular policy of personal time use could be helpful - offer support to staff and teachers both for flexibility and consistency to program.</p> <p>Tala will work to draft letter to share with larger Board</p>	
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		for their reference. Lara will share notes with Tala prior.	
Annual Goal Check-in & Next Steps for Spring		Lara is attending a diversity in hiring conference with AISNE January 28 and February 3. Lara shared details regarding the web review by MHC student and their family - they noted translations worked well in both languages (Spanish and Portuguese), community compact could speak more directly to anti-racism and no tolerance to micro aggressions, diversity of images. (Lara had shared at a prior meeting as well.)	Lara will attend conference and share back highlights.
Review action items	2 mins	Tala to draft a letter updating the Staff on the Personal Time exception deadline of April 1; update will also be shared at Board meeting.	
Tentative agenda topics for next meeting	3 mins	Annual Goal Check-in & Next Steps for Spring New Business?	
Next meeting time/date/location		Wed., Feb 24 7:30am Zoom link found on school calendar	
Adjournment		8:29am	