

HCCPS Board of Trustees

Meeting Agenda

June 9th, 2021 6:30 PM

Join Zoom Meeting

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

Meeting ID: 814 2602 7291 Passcode: hilltown

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

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

Facilitator: Matt Dube

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

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:35 Public Comment period: (10 min)

6:45 Justice Equity Diversity Inclusion (JEDI): (Update) JEDI Group (10 min)

6:55 JEDI Plan For FY22: (Discussion + Decision) Kathleen (10 min)

7:05 Hiring Update: (Update) Lara (5 min)

7:10 Coordinator Job Description: (Decision) Kate/Lara (10 min)

7:20 GABS Update OML, Orientation, etc: (Update + Discussion) GABS (10 min)

7:30 FY22 Budget: (Decision) Kate (15 min)

7:45 Director Evaluation Proposal: (Decision) Directors (10 min)

7:55 BoT Retreat: (Discussion): Matt (5 min)

8:00 Committee Reports -- Questions Only (5 min)

8:05 New Business (5 min)

8:10 Meeting Wrap-up/Evaluation/Newsletter Blurb/Minutes Finalization (5 min)

8:15 Review Action Items in this meeting's minutes (5 min)

8:20 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, May 12, 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, Chris Korczak, Kathleen Szegda, Tala Elia, Jen Matos
- Regrets:** Jill Richmond, Joe Wyman
- Facilitator:** Matt
- Notetaker:** Noelle/Sara
- Guests:** (As listed in the Zoom participant information) Gabrielle Blaustein, Kathleen Hulton, Dan Klatz, Myssie Casinghino
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Lara

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	Lara noted that it is school nurse week and appreciated Mary for all of the work she has done this year. Jen appreciated Lara for an excellent training she recently organized.	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	The annual meeting is on May 19th. Board members should plan to attend.	
Minutes	No edits proposed	Chris moved to approve the April meeting minutes; Dawn seconded; the Board approved the April meeting minutes by consensus.

Public Comment	None	
Justice Equity Diversity Inclusion (JEDI) - (Update) JEDI committee	Jen announced that the Board JEDI training will be on May 27th and June 3rd from 6:30 p.m. to 8:30 p.m. Kathleen and Jen said that Board members are to attend both trainings.	
Hiring Update: Update (Lara)	<p>Lara thanked those who volunteered to be on the hiring committees. She said that they had surveyed parents to see who would be willing to serve on hiring committees in the future.</p> <p>There have been 30 applications for the 1-year K/1 position.</p> <p>There were three finalists for the 6th, and 7-8th grade positions. Two finalists have chosen positions closer to home.</p> <p>These positions will likely be reposted, and the 7-8th grade position might be changed to just science, instead of science and math. There is one more interview this week.</p> <p>The posting for the Humanities position is going out this week.</p> <p>Lara noted that we are posting in more places than ever before and many parents and teachers are assisting in the search.</p>	
Planning for Annual Meeting: (Update) GABS committee	<p>Noelle reminded committee chairs about the reports to be presented at the annual meeting and that they should be short-- 5 minutes total for all.</p> <p>Noelle also noted members being proposed will be asked to say why they are interested in being on the board. This includes Kathleen and Tala because they are being approved retroactively.</p> <p>Deidre reported that the agenda for the meeting is posted and the packet will go out tonight.</p> <p>Kelly asked about what is being included in the packet for the annual meeting and Deidre clarified.</p>	<p>Chairs will plan brief presentations for the annual meeting.</p> <p>Noelle will send an email to new members being proposed reminding them about making a statement about why they want to join the BOT.</p> <p>Deidre will send out the invitation and meeting packet tonight.</p>
Board Succession Planning/New Members: (Update and Discussion) (GABS)	<p>Sara shared that Jill will be leaving the board, and thanked Jill for her service.</p> <p>Sara reported that GABS is proposing Dan Klatz as a new member, and asked the BOT to vote to approve him to present at the annual meeting.</p>	<p>Tala moved to approve Dan as Board member; Noelle seconded; the</p>

	<p>Sara also reported that GABS is proposing approving Joe retroactively for his second term.</p> <p>Sara stated officer and committee chair roles are set for next year as approved at last month’s meeting, and that new BOT members will be assigned committee roles at a future meeting.</p> <p>Deidre offered a reminder that new members, members that joined mid-year last year, and Matt and Joe need to be re-approved at the annual meeting.</p> <p>Dan shared his reasons for wanting to join the board, stating he loves the school, and would like to be involved in a different way.</p> <p>Kelly asked Dan if he is comfortable shifting positions, and noted others in the community might wonder this as well. Dan spoke to the difference between the board, which is governance, and directorship, which is management, and that he will be mindful of this distinction as a board member.</p> <p>Dawn asked about when to make the transition in leadership roles. Deidre clarified that July is when the new year starts, so officially somewhere between June and July. Noelle recommended starting leadership transition now.</p>	<p>Board approved the proposal by consensus.</p> <p>Chris moved to approve Joe retroactively for a second term; Kathleen seconded; the Board approved the proposal by consensus.</p> <p>Chairs/officers will plan for transition to new leadership, and begin to work with in-coming chairs/officers.</p>
<p>FY 22 Budget: (Update) Kate</p>	<p>Kate shared part 2 of the budget process overview (see slides).</p> <p>Important notes: 2% increase projected.</p> <p>Additional grant funding:</p> <ol style="list-style-type: none"> 1) \$85,000 through ESSER II grant to cover COVID-related expenses 2) SOA (Student Opportunity Act) \$17000 grant for early literacy and teacher workforce diversification 	
<p>In-person Update: (Update) Directors</p>	<p>Deidre shared that there will be a Prism’s Dance.</p> <p>Lara shared that there are currently 8 remote students. 4 are kindergarteners. May 24th families can change their minds and come back in person.</p> <p>School is busy, and people are connected. FOH continues to bring food and treats.</p> <p>Less students than predicted by the crisis team have needed significant social/emotional support. Still have some students with very high needs who can’t be in the classroom, including some students who need 8-3pm one-on-one attention. School is getting creative with support/interventions, including: walking breaks, check-ins with Emilie and Mary, time in Lara’s office, hiring extra TA and subs, and expanding roles of hall</p>	

	<p>monitors.</p> <p>Tala asked how much of the extra support we will have to maintain for next year. Lara replied that we don't know yet as there many moving parts and things to consider. School is getting input about this from consultants.</p> <p>Dawn thanked Kate and team for work on drop-off and dismissal procedures.</p>	
Committee Reports--Questions Only	<p>Matt asked about having BOT meetings in person again. Dawn asked if we can have a blended meeting--in person and virtual option. Kelly noted that having virtual options makes meetings more accessible to families, and asked what the current rules about OML are.</p>	<p>Matt and Deidre will send out a poll to BOT members about going back to in-person meetings.</p> <p>Kelly will look into OML/guidelines regarding hybrid meetings.</p>
New Business	<ol style="list-style-type: none"> 1) JEDI committee status. 2) Fiscal '22 budget 3) Coordinator of Community and Family Engagement position 	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: June 9, 2021 at 6:30 p.m.</p> <p>Facilitator: Matt</p> <p>Snacks: N/A</p> <p>Drinks: N/A</p> <p>Newsletter blurb: Dawn,</p>	
Review Action Items	<p>Reviewed action items.</p>	
Adjournment	<p>Meeting adjourned at 7:29 p.m.</p>	<p>Dawn motioned to adjourn; Kelly seconded; the meeting was adjourned.</p>

Tentative Agenda Topics for June 9, 2021 Board Meeting:

JEDI committee status.

Fiscal '22 budget

Coordinator of Community and Family Engagement position



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Overview of Coordinator of Community and Family Engagement Position

The Coordinator of Community and Family Engagement is a mission-driven, leadership role at Hilltown Cooperative Charter Public School, an innovative K-8 public school in Easthampton, Massachusetts.

The Coordinator welcomes new families and staff members to the school, ensures that there continues to be an active, informed, and engaged community supporting each student's learning experience, and strengthens the cooperative membership's full participation in Hilltown. This position is responsible for connecting classrooms with the broader community for service learning projects, for coordinating collaborations with guest artists, and for supporting student leadership and affinity groups among Hilltown students.

The Coordinator examines the intent and content of school traditions, family events, and fundraisers. This position is responsible for communicating the reasons for our traditions and events and for fostering the emergence of new expressions of school culture as our community evolves. The role requires collaborating with teachers and both organizing and hosting events such as weekly assemblies, the Spring music festival, and other annual celebrations.

The Coordinator must be skilled in public speaking, conflict resolution, restorative practices, and able to lead DEI work at the community level of the institution. The person in this role will be a communications specialist. The school's media presence and weekly communication is maintained by the Coordinator.

The Coordinator attends all Board meetings and Domain Council meetings, liaises with Friends of Hilltown, and serves on the Governance and Sustainability Committee (GABS), the Crisis Team, and the Sunshine Committee.

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HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

**Coordinator of Community and Family Engagement
(FTE 1.0)**

Job/Role Description

Job Description The Coordinator of Community and Family Engagement ensures that there continues to be an active, informed and engaged community supporting each student's learning experience and strengthens the cooperative membership's full participation in HCCPS. This is a leadership position that reports to the Director of Administration. Responsibilities for the position include, but are not limited to the following:

1. Families and the Cooperative

- Act as coordinator of the cooperative:
 - Plan meetings of the coop.
 - Educate cooperative members about its functioning, particularly member participation.
 - Coordinate, with staff, the implementation of the Community Compact and ensure that it is used throughout the school in meaningful ways.
 - Support documentation of volunteer opportunities and volunteer hours.
- Ensure ongoing systematic communication with families.
- Ensure HCCPS compliance with state CORI regulations regarding volunteers.
- Facilitate or delegate coordination of social and informational events which foster community spirit.
- Ensure the smooth transition of new families into the school in cooperation with the Director of Administration.
 - Manage the execution of and schoolwide response to the annual Student and Family Surveys.
 - Occasionally support with operational tasks such as covering the Front Desk.
 - Work with families to ensure they are able to access community resources, public assistance programs and other opportunities for which they are eligible

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2. Educational Program

- Oversee database of family and community resources and facilitate its use by HCCPS staff and Friends of Hilltown.
- Serve as a resource to teachers to help meet classroom needs through volunteers.
- Coordinate Class Parents.
- Coordinate and facilitate All School.
- Work with the Director of Teaching and Learning to facilitate ongoing cooperative input to the educational program of the school.
- Coordinate parent or student-initiated special interest groups.
- Serve as a resource for the school in creating and maintaining school traditions.

3. Administration

- Work collaboratively with the Director of Teaching and Learning and Director of Administration to oversee daily educational operations.
- Facilitate restorative justice practices for students as needed.
- Represent the overall interests of families in governance through participation on Domain Council, HCCPS Board of Trustees (non-voting), Governance and Board Sustainability (GABS) and appropriate committees.
- Solicit and welcome suggestions and concerns from members of the school cooperative.
- Facilitate and provide administrative support to the Community Team.
- Provide backup for staff as needed.

4. Admissions

- Manage the student recruitment process, creating marketing materials for prospective families, conducting annual information session/open house, work collaboratively with the Director of Administration in enrolling and welcoming new families, and facilitating tours of the school.
- Coordinate new student visiting days.



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5. Communication

- Analyze current communication tools used by the school and determine the best platform to reach Hilltown families and the wider community.
- Write and distribute frequent and regular communication to families.
- Maintain updated content on school social media accounts and website.

6. Community Outreach

- Coordinate media contacts.
- In cooperation with other Domain Directors, disseminate information about the HCCPS model and philosophy.
- Coordinate service learning and community service projects and identify funding to support these programs.
- Develop relationships with local agencies and educational institutions to bring community volunteers into the school.

Participates In:

- Board of Trustees, non-voting
- Domain Council
- Governance and Board Sustainability Committee (GABS)
- Crisis Team
- Sunshine Committee

Liaison To:

- Community Team
- Friends of Hilltown

ADDITIONAL QUALIFICATIONS

- Bachelor's degree required

212 days

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FY 22 HCCPS Budget - Presented for BOT approval 6/9/2021

Assumptions: State projected tuition as of Apr 14

Salary and step increases, Health Insurance @ current enrollment

Static SpEd Grants, Other grants as known

	FY 21 BOT Approved 6/10/2020	Mid Year Revision FY 21 BOT Approved 4/14/2021	FY 22 Present to BOT 6/9/2021
INCOME			
1 State Per Pupil Tuition	3,027,185	3,064,269	3,196,269
2 Grants- Mass DOE SPED 240	36,957	39,559	39,559
3 Grants- Mass DOE Title IVa	10,000	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	3,869	4,357	4,357
5 Grants- Mass DOE Title I 305	18,770	21,595	21,595
6 Grants - ESSER (50% Tech, 50% PPE) ESSER II for FY22	20,000	20,000	85,841
6a Grants - CvRF/ ESSER III for FY 23/FY24		49,050	0
6b Grants - Remote Learning Technology		13,643	0
6c Grants - COVID Prevention		8,450	0
7 Grants- MASS DOE 262	647	660	660
7a Grants- Summer Learning/SOA FY22		9,682	17,210
7b Grants - Mass DOE SPED 274 (IDEA)		6,408	6,408
8 FOH Rolling Arts/Class Grants	0	1,079	0
9 Field Trip Fund	0	0	6,540
10 Fundraising - FOH Designated Funds	8,000	8,000	4,500
11 Kids Club Income	60,000	0	85,000
12 Student Activity Fees- sports, music	12,500	0	15,000
13 Medicaid/SPED Income	10,000	7,500	7,500
14 Misc Income	2,000	2,000	2,000
15 Interest income	5,000	4,500	3,000
16 School Lunch receipts	15,000	5,000	15,000
17 Special Field Trip Fundraising	0	0	5,000
18 Winter Fair	0	464	3,000
Total Income	3,229,928	3,276,216	3,528,439
EXPENSES			
Personnel			
19 Educational Professionals (Teachers, OT, Counselor)	1,434,561	1,454,740	1,505,691
20 Educational Paraprofessionals (TA's, Interns, Substitutes)	252,097	249,548	341,384
21 Director's Salaries	238,878	243,656	200,891
22 Administrative Staff (Asst, Bookkeeper, SPED Coord, CSL, Tech, Nurse, Cmty/Fam)	268,498	289,059	347,159
23 Kids Club Coordinator/Staff	33,165	0	49,775
23a Summer Programs (Response to COVID learning loss)			25,000
24 Stipends- student activities (dance, mini, drama)	2,000	0	7,000
25 Stipends-program	3,000	5,000	10,000
26 Bonuses FTE	0	0	0
26a Longevity Pay	11,775	10,808	9,550
Payroll subtotal	2,243,974	2,252,811	2,496,450
27 Medicare- everyone-.0145	32,537	33,275	36,199
28 FICA- non MTRS-.062	37,239	34,223	39,489
29 SUTA-.001- everyone	2,244	2,295	2,496
30 UHIC-.0034 everyone/capped @ 1st 14,000	2,285	2,285	2,285
31 PFML Tax	15,000	10,000	10,000
32 Health Insurance	259,200	245,000	293,000
33 HRA	52,000	40,000	53,500
34 Health Diversion Benefit	25,000	15,000	23,000
35 Workers Compensation	16,000	13,418	16,000
36 College Credit Reimbursement	1,000	2,000	6,000
Total Personnel Costs	2,686,479	2,650,307	2,978,419

Consultants and Outside Services

37 Administrative Consultant	8,000	6,000	0
38 Administrative Data Management System	10,000	8,000	8,000
39 Auditor	8,466	9,500	8,000
40 Child Care Services	400	0	0
41 Curriculum Consultants	4,080	4,080	4,080
42 FOH Designated Artist in Residence	0	0	0
43 FSA/HRA Administrative Cost	2,244	2,500	2,500
44 Legal Fees	3,600	7,000	10,000
45 Payroll Service	3,121	3,500	3,500
46 Prisms Electives	3,000	3,000	3,000
47 Professional Development - FOH Designated	8,000	8,000	0
48 Professional Development	3,000	1,131	12,000
49 SPED Advisor	1,000	1,000	1,000
50 SPED Contractors - PT, psychologist	40,000	40,000	60,000
51 Summer SPED services	8,143	5,100	5,100
subtotal	103,054	98,811	117,180

Occupancy

52 Cleaning Services	51,000	40,000	50,000
53 Copier Rental	5,300	5,300	5,300
54 Copier Service Contract	3,121	0	500
55 Electric	24,000	24,000	26,000
56 Elevator Maint	3,350	3,350	3,350
57 Fire/Sprinkler Alarm Services	2,040	2,040	2,040
58 Heat	6,630	6,630	7,500
59 HVAC Maint	9,690	9,690	10,000
60 Insurance	27,711	28,906	30,000
61 Interest Expense USDA	91,629	91,629	90,099
62 Internet	1,530	3,000	3,000
63 Landscaping	8,160	10,000	10,000
64 Minor Repair/Maintenance	30,600	15,000	15,000
65 Plowing	7,803	7,803	8,000
66 Telephone	1,248	1,248	1,500
67 Trash Removal	4,080	5,500	6,000
68 Water Sewer Fees	3,060	3,060	3,000
subtotal	280,952	257,156	271,289

Supplies

69 Educational Supplies	23,333	28,333	27,000
69a Remote Learning Programs (Grant funded)		26,238	0
70 Food	743	743	750
71 Household Supplies	6,630	5,000	4,000
71a Health & Safety Supplies (NEW LINE)	6,630	0	1,000
72 Office Supplies	3,714	3,714	3,000
73 Playground supplies	893	893	900
74 Postage	1,020	1,020	1,000
75 Printing	636	636	650
76 Testing/Evaluation Supplies	8,500	8,500	8,500
sub total	52,099	75,077	46,800

Equipment

77 Chromebook Replacement	0	2,000	5,000
78 Furnishings - FOH Funded	4,080	10,000	4,500
79 Minor Equipment<\$500 ,	2,040	2,040	2,040
80 SPED Equipment	3,060	3,060	1,500
81 Tech Repair/Replacement	17,140	32,140	12,000
82 Vehicle Expenses	1,020	1,020	1,020
subtotal	27,340	50,260	26,060

Grant Funded Expenses			
83 FOH Rolling Arts/ Class Grants	0	1,079	0
subtotal	<u>0</u>	<u>1,079</u>	<u>0</u>
Miscellaneous			
96 Advertising	1,530	1,800	1,800
97 BOT Discretionary Fund	500	500	500
98 Community Domain Expenses	2,750	2,750	2,800
98a Sunshine/Staff Appreciation NEW LINE			1,000
99 Community Service Projects	500	500	500
100 Director's Discretionary Fund	1,750	1,750	2,500
101 Field Trips	0	0	6,540
102 Fundraising Expenses	0	0	800
103 Graduation Expenses	1,020	1,020	1,020
104 Kids Club Program Expenses	3,500	200	3,500
105 MCPSA Dues (.2% of state tuition dollars)	6,054	6,076	6,393
106 Miscellaneous	1,020	1,020	1,020
107 School lunch expense	20,000	8,000	20,000
108 Special 6-8th grade Trip Expenses	0	5,480	12,308
109 SPED Contingency	10,000	0	15,000
110 Medical Contingency (Grant funded COVID Expenses)	25,000	20,000	0
111 Student Activity Expenses (dances, sports, sleepover)	12,500	0	12,500
112 Travel	510	510	510
subtotal	<u>86,634</u>	<u>49,606</u>	<u>88,691</u>
113 Total operating expenses	3,236,558	3,182,295	3,528,439
114 Over/Under	-6,630	93,921	0
115 Non-cash liability-depreciation	107,375	107,375	107,375
116 Principal payment from Fund Balance	54,915	54,915	56,445



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Proposal for a Temporary Revision to the Director Evaluation Process

Date: June 9, 2021

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Dawn Reesman

Proposal developed by Dawn Reesman & Kelly Woods

Topic of Proposal:

A revision to the Director Supervision and Evaluation Process approved by the Board of Trustees on January 11, 2017 and revised and approved again on July 11, 2018.

Background:

The previously approved evaluation process is a 14-month process starting with the setting of goals by the Directors for the school year in July/August. The survey process for the feedback loop starts in February and concludes with the sharing of the evaluation report with the Hilltown community the following October. The evaluation process is to be completed once every year for the first three years for new Directors and then once every three years after.

The current evaluation process involves data from the School Satisfaction Survey (typically administered in Feb-Mar), BOT survey (typically administered in May), and Staff Survey (typically administered in May). Since we had a year+ of crisis, the surveys were not administered as outlined. Furthermore, the HCCPS Board of Trustees has been negligent in completing an evaluation for Lara Ramsey, Director of Teaching & Learning, since her first year of employment.

One of the goals of the BOT was to ensure that the Director evaluations were completed this year and we are now in a very shortened time frame to complete the gathering of feedback from the audiences and summarizing and delivering the evaluations.



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Goals to be achieved by proposal:

- Ensure the Director of Teaching and Learning and the Director of Administration receive an annual evaluation for the 2020-2021 school year.
- Administer a survey for feedback that will be distributed to all audiences identified in the original proposal: Staff, Parents/Guardians, and BOT members (to include BOT committee members).
- Streamlining of process and survey questions will allow for a manageable amount of feedback to be delivered by the BOT President & Vice President to the Directors in a timely manner while identifying themes on their performance in their roles this year.

Text of proposal:

We propose that we use the Start, Stop, and Continue model to gather feedback on the performance of our HCCPS Directors for the 2020-2021 school year. The same feedback survey will be administered to staff, parents/guardians, and Board of Trustees members (to include committee members). A summary identifying themes from the feedback will be presented to each Director in a meeting with the Vice President and President of the BOT and then shared with the BOT and the community following.

Please review questions for survey on page 3 of this document.

If this proposal is approved, the Vice President will create the surveys and administer them to the audiences identified. The feedback window will be two-weeks from launch of survey. The President and VP will have one month to review the data and create a performance evaluation to deliver to each Director. An executive summary of the evaluations will be submitted to the board and published in the board meeting minutes for distribution to the community.

We also recommend that a further review of the evaluation process be completed in 2021-2022. An initial assessment of the process shows that it is cumbersome for a volunteer board to administer and manage. More timely feedback has been requested by the Directors and is important to one's performance.



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Proposed Questions

Name:

Role (check all that apply):

Staff member

Parent/Guardian

Board of Trustees Member

What is one thing you would like to see Kate **start** doing?

[Open Text Field]

What is one thing you would like to see Kate **stop** doing?

[Open Text Field]

What is one thing you would like to see Kate **continue** doing?

[Open Text Field]

What is one thing you would like to see Lara **start** doing?

[Open Text Field]

What is one thing you would like to see Lara **stop** doing?

[Open Text Field]

What is one thing you would like to see Lara **continue** doing?

[Open Text Field]

Potential problems/dissenting views:

- We should follow the previously outlined Director Evaluation Process.
- We should not evaluate the Directors this year because it has not been a typical year.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Directors' Report June 2021

1. On Thursday, May 27, DESE released updated the following COVID-19 guidance:
 - For the remainder of the school year, the health and safety requirements for K-12 schools will remain in effect, with the exception of outdoor masking. Students and staff are no longer required to wear masks during outdoor activities, including recess.
 - The State of Emergency ends on June 15.
 - DESE will not issue separate guidance for summer school programs. For summer programs, districts are encouraged to follow the health and safety guidance from DESE currently in place for in-person learning this spring.
 - For the 2021-22 school year, all schools will be required to be in-person, full-time, five days a week, and DESE health and safety requirements will be lifted, including distancing requirements.
 - DESE will collaborate with the Department of Public Health (DPH) to issue any additional health and safety recommendations over the summer (e.g., masks for elementary school students). DESE will provide updates to districts and schools as it receives them.
 - Districts will no longer be able to offer remote learning as a standard learning model in the fall.

2. On Friday, June 4th, Hilltown submitted the Self-Assessment Component of the English Learner Review. Part of the self-assessment included creating procedures that detail how our English Learner Policy is to be carried out programmatically, including screening, assessing, and monitoring students as well as effectively communicating with parents of EL students. At this time, Hilltown does not have any students who have been identified as English Learners.

3. June is a very busy month at school. Hilltown will honor the end of the school year by having its annual summer celebration with students and staff that includes an afternoon of games outside. We will also host an outdoor graduation for the 8th grade class, a step-up day for current and new students, and a final All School on June 18th.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- June 4, 2021

9:00am Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwaUJxdSK0ZUc0lhZz09>

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

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for June 9th	Adjusting and finalizing topics for the meeting	Matt to submit agenda to Noelle & Kate for the board packet
Next School Year logistics impacted by guidance from the State	Awaiting guidance from the state that impacts: <ul style="list-style-type: none"> • Eating • Kids Club • Dropoff/Dismissal • Etc. 	Kate to follow State updates on requirements for the fall
Hiring Update	Will start interviewing for the Academic Support Coordinator next week. Will post the F&C Engagement Coordinator position after board approval next week. Have filled one of the teaching positions and continuing the hiring process for other teaching roles. Discussion about perceptions and assumptions made about attrition of staff at the school.	Kate to continue moving the process forward for both roles. Lara to continue moving the process forward for teacher roles. Matt to share thoughts with the board during the hiring update.
Director Salaries	The Board President reviews the salaries and completes analysis to determine the salaries of the Directors. This is done every three years.	Carla to review when the last time the Director salary review was completed.
Future Domain Council Meetings	Wednesday June 23, 2020 at 9am	Kate to add to the school calendar
Review action items		Done



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Tentative agenda topics for next meeting		
Next meeting time/date/location		Wednesday June 23, 9:00 a.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 9:45 a.m.

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GABS Committee Meeting Minutes – June 2, 2021, 5:30 p.m.

Meeting Location: By Zoom

Present: Deirdre Arthern; Sara Schieffelin; Noelle Barrist Stern; Paula Ingram; Marguerite Durant; Sarah Bittenwiser; Emily Boddy

Regrets: None

Notetaker: Noelle

Topic	Discussion	Action (if necessary)
JEDI	<p>Sara discussed how we currently conduct our meetings (very business oriented) and asked whether, when looking at it through a JEDI lens, things should be done differently (<i>e.g.</i>, more of a focus on relationship building). Sarah echoed that the meetings and communication styles might not feel welcoming to all attendees.</p> <p>Emily noted that it might be difficult for people to join the Board and/or attend Board and/or committee meetings if they are not able to afford childcare. Paula noted that we need to look at socio-economic issues generally in relation to joining the Board and feeling comfortable. Emily suggested that meetings would be more accessible if they continued to be on Zoom.</p> <p>There was a discussion about the current process of seeking resumes for new Board members and making those public and how that can be intimidating for people. There was also a discussion about flipping the questions, so it was not just “What do you bring to the Board?” but “What are you looking for out of being a Board member?” Deirdre suggested that a combination of both is important. Paula agreed that we need a</p>	<p>During the JEDI training tomorrow, GABS members can ask about how to make a meeting more accessible. GABS will also continue to discuss and pursue these issues.</p>



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	<p>balance, because we want the Board to be inclusive and representative, but we also want people who can do the job.</p> <p>Sara said she liked the ideas of an open house and a mentor. Noelle noted that setting up a mentoring program for new Board members would be a really good GABS project for next year.</p>	
Next Steps for New Board Members	<p>Noelle reported that committee assignments will be discussed at the July Board meeting. GABS will be formed at this time and can set up meetings and start to plan for the new Board member orientation, which is usually in September.</p> <p>Noelle explained the DESE approval process for new members.</p>	<p>The Board Clerk has to make sure everyone is officially approved by DESE.</p> <p>Noelle will follow up with Kate about entering the new Board members into the BMMS so that they receive their financial disclosure forms.</p>
Google Drives/Documenting Approved Board Policies	<p>Sara and Deirdre explained the project to the new committee members. Emily said she was willing to take on the project, but asked to see the Google Drives so she has a better sense of what the project entails.</p>	<p>Deirdre will share the Google Drives with Emily and Marguerite. Noelle shared with them the Google sheet</p>



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		that lists the approved Board policies over the last few years. She will save a copy of the document in the Board Google Drive.
Transition Planning for Next Year	There was a discussion about the composition of GABS for next year.	
Review Action Items	Action items reviewed.	
Next Meeting Date/Time/Location	Wednesday, June 30, 2021 at 5:30 p.m. Wednesday, August 25, 2021 at 5:30 p.m.	
Adjournment	Meeting adjourned at 6:38 p.m.	



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Personnel Committee Meeting Minutes
Wed., May 26 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, Tala Elia, Carla Clark

Regrets: None

Topic	Time	Discussion	Action
Meeting Roles		Facilitator/ Notetaker/Time: Kelly	
Wrap up for year and notes for next year/ planning		<p>Develop and begin review process of employee handbook during Summer/ Fall 2021:</p> <ul style="list-style-type: none"> Next Step: New hire for the Community and Family Engagement will be invited to begin this process with the Directors - this role has traditionally reviewed the Family Handbook. Grant from Student Opportunity - Lara will consider using some of this grant for this project to partner with the new Coordinator. <p>Identify additional Personnel policies that may need review as well in future:</p> <ul style="list-style-type: none"> During the Employee Handbook Review process this summer by the Community and Family Engagement Coordinator gather notes re policies that may need to be reviewed with JEDI lens. <p>Complete hiring/ onboarding packet for applicants during Summer 2021:</p> <ul style="list-style-type: none"> Nicole is planning to gather and prep for new hires this spring; folder will be placed into new Hilltown Bags from Friends of HT in prep for new hires. From new hire packet elements related to calendar, benefits sheet/ one page 	<p>During the Employee Handbook Review process this summer by the Community and Family Engagement Coordinator gather notes re policies that may need to be reviewed with JEDI lens.</p> <p>Nicole will gather and prep for new hire bags. She will also create benefited and non-benefited informational folders that can be used for finalists and substitute teacher candidates.</p> <p>Kelly will share this document and goal notes with the</p>



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		<p>summary, informational flyers, new flyer summary of mission, sample classroom schedule, salary scale, FAQ will be gathered in a gloss folder with HT sticker for use with finalists.</p> <ul style="list-style-type: none">○ Lara has been sending electronic forms to virtual interviews.● Create a separate folder for substitutes when hired without unrelated items.<ul style="list-style-type: none">○ Benefited vs. Non-Benefited Roles● All will be reviewed with eye to JEDI as created or gathered. <p>Identify additional areas for goals/ work in 2021-2022:</p> <ul style="list-style-type: none">● Continue to consider best practices in hiring with a JEDI lens - Lara shared much has been learned through this year's searches currently underway. Notes for reference include:<ul style="list-style-type: none">○ Mentorship and networking is key.○ Investment in supporting development with internal candidates - including substitute teachers. Building capacity and relationships yield much!○ NEMNET - we've done 2-3 searches and gotten nothing back.○ School Spring, College teaching programs, and word of mouth have yielded○ For teaching assistant roles consider posting hanger flyers with numbers... for example through new co-op, coffee shops, local connections● Clarify the Salary Scale Development/ Recalibration process for staff - next year this will be done. This is done every 3 years.<ul style="list-style-type: none">○ The President and VP are encouraged to do the same for the Director Salary Scale process.○ Lara shared the Teacher Scale	<p>incoming Chair for their reference and consideration.</p>
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		<p>Process Review document that was shared with the Board for background/ information for new committee members.</p> <ul style="list-style-type: none"> ■ We don't have a scale for directors... instead we had a particular number and goal to achieve (which it has been) and now need a scale created for Directors, also noted need to consider development of a scale or similar research for administrative staff roles. ○ It was noted that Carla completes the research each cycle for the salary scales. (Thank you Carla!) 	
New Business		None at this time.	
Review action items		<p>During the Employee Handbook Review process this summer by the Community and Family Engagement Coordinator gather notes re policies that may need to be reviewed with JEDI lens.</p> <p>Nicole will gather and prep for new hire bags. She will also create benefited and non-benefited informational folders that can be used for finalists and substitute teacher candidates.</p> <p>Kelly will share this document and goal notes with the incoming Chair for their reference and consideration.</p>	
Tentative agenda topics for next meeting		<p>Introduction of new committee chair?</p> <p>Review status of Onboarding Packets project.</p> <p>Review status of current searches.</p> <p>Additional discussion re goals for next year - consider next steps.</p> <p>New Business</p>	
Next meeting time/date/location		<p>Wed., Jun 30 7:30am</p> <p>Zoom link found on school calendar</p>	
Adjournment		8:07am	