

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes Final– Wednesday, Oct. 12th, 2022, 6:30 pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Kathleen Hulton, Sara Schieffelin, Tala Elia, Andrew Coate-Rosehill, Emily Boddy, Dan Klatz, Rashida Krigger, Kathleen Szegda, Kate Ewell, Laura Davis, Matt Dube, Gian Wyman

By Zoom: none

Regrets: Rich Senecal, Chris Korczak

Guests: In-person: Laurie Nichols

By Zoom: none

Facilitator: Kathleen S.

Notetaker: Sara/Laurie

List keeper: Matt

Timekeeper: Kate E.

Mission statement read by:. Emily

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	Laurie Nichols is here to learn how to take minutes. There is a hiring committee forming for 6-8th part-time music teacher–BOT member needed for committee.	Email Laura if you are interested in being on hiring committee for 6-8th music teacher
Any Thank You Notes Needed?	None noted	
BOT Visibility This Month?	Tuesdays for rest of October Parent Coffee Hour 8:15 - 9:30am Dance on 10/18 look for email Il Teatro Friday 10/28 at 2:10	
Minutes	none	Kate E. motioned to approve the Sept. 14th meeting minutes; Emily seconded; the Board approved the Sept. 14th meeting minutes by consensus.

Public Comment	none	
Committee Annual Goals (Update) Committee Chairs Start of Year Update: (Update) Kate and Laura	<p>Finance:</p> <ol style="list-style-type: none"> 1) balance FY 21 budget 2) initial planning for new playground <p>JEDI</p> <ol style="list-style-type: none"> 1) continue monthly BOT trainings; 2) by end of year, create shared vision of JEDI for the BOT to create living document that integrates what weve 3) write anti-racism statement 4) map out how/where JEDI happens at Hilltown 5) institutionalize survey of equity and inclusion <p>Personnel</p> <ol style="list-style-type: none"> 1) review processes/policies for updating 2) recommend staff salary scales to BOT 3) longevity compensation will be reviewed and updated; <p>GABS</p> <ol style="list-style-type: none"> 1) Continued work on BOT interest Form w JEDI 2) Continued organization of BOT drive/documents 3) Recruitment and succession planning 4) Review the By-Laws and up-date as appropriate 5) JEDI <p>Facilities</p> <ol style="list-style-type: none"> 1) Playground 2) continue with and reassess “fix it fridays” 3) looking at garden beds and if they need to be relocated/redone 	
Board Annual Goals (Update) Kathleen and Tala	<p>Tala shared three goals:</p> <ol style="list-style-type: none"> 1) Review and revise complaint and grievance policies 2) Support community engagement 3) Revise and implement performance review process for directors <p>Dan added:</p> <ol style="list-style-type: none"> 4) Pass long-range plan 	

<p>Title 1 Policies (Discussion and Decision) Laura</p>	<p>Laura shared information about Title 1 policies (see document in packet). Hilltown gets federal dollars to support programs in the school. We are required to have certain documents, which Laura shared: 1) Title 1 programs; 2) Community Compact; 3) District/School Family Engagement Policy</p>	<p>Dan made a motion to approve the Title 1 policies; Matt seconded; the motion was approved by consensus</p>
<p>MCAS Results: (Update)Laura</p>	<p>Laura shared results from MCAS (see slides in meeting packet). Hard copies are currently shared with families and we are looking into making it digital on the portal. School-wide MCAS are used to see trends over time, one data point out of many, and to compare how we are doing overall and compared to the state. Question about what year SGP is compared to: 2022 is compared to 2021. Moving forward schools have a growth target they are aiming for. Question about why a child would not take MCAS (there was 99% participation rate)- if a family opts out or if a student is absent. Or a student would take math but not ELA. Non-binary is not reported as a category. Gina asked a question about if staff will look at the data- Laura answered that if there is time, she would like for teams of teachers to do this.</p>	
<p>FY22 Audit Review: (Update) Kate</p>	<p>Kate shared the results of the audit review. (See results in packet). Nothing unusual in the audit this year. Last two years we have worked with someone new. We will look for someone else in a year or two. Carla worked with the auditor to finalize the draft before submitting to the state.</p>	<p>Tala made a motion to approve the audit; Dan seconded; the audit was approved by consensus.</p>
<p>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team</p>	<p>Kathleen shared slides about individualism as it relates to dominant culture (see slide in packet). Created a Jamboard for BOT members to discuss this concept.</p>	
<p>Long Range Plan and Administrative Structure: (Discussion) Dan</p>	<p>Dan offered history on the administrative structure of school. Dan reports shared management structure is inefficient b/c of level communication. Benefits are collaboration and decentralization. LRP is an opportunity to look at this. Could we assess this structure in the LRP? Comment that efficiency is highly valued in our culture, and that it is not necessarily the most important thing to consider.</p>	

	<p>Observation that the pandemic exacerbated the inefficiency of the structure. Comment that having a shared leadership model is more collective.</p> <p>Note that the BOT are supervisors of the admin, and it is a lot for the BOT to supervise multiple leaders.</p> <p>Comment that there is too much on the director of teaching and learning in terms of managing student behavior. Could there be an incentive for teachers to take a leadership role? This will continued to be explored in LRP.</p>	
<p>Lunch program: (Update & Discussion) Kate</p>	<p>Kate shared update about school lunch program. Northampton and Easthampton both declined to work with us this year, but offered to connect in March to discuss next year. Charter school vendor Revelation canceled the contracts for other schools. Kate is comparing notes with other schools. Space and equipment are issues for Hilltown. Vendor could bring cold meals a day in advance and would be served cold. One school has a trailer. Question about if it would be easier for a vendor if there was one lunch period for the whole school. Comment that it is important to be part of the school lunch program, and the logistics are very complicated. Kate plans to visit Four Rivers to see what their set-up is. Reminder that the state is offering the program this year, and it is not known if it will offer it next year. Important to communicate to the community that this process takes time and has a lot of complicated factors.</p>	
<p>Grade Placement Policy: (Update and Discussion) Kathleen/Kate</p>	<p>Kathleen reminded BOT that Domain Counsel met to address concern brought by a parent at last month's meeting regarding the school's grade placement policy. Domain Counsel considered that this was a thoughtful policy and does not think that it needs to be changed. DC considered if there could be exceptions to the policy– determined it might be an equity issue, because some people wouldn't know to ask for an exception. Comment that teachers and parents and admins generally agree when a child should be moved. Clarification about what the policy includes. Timing piece is inflexible. Question about why the date is inflexible–answer that there is a lot of planning that goes into class composition and that other interventions need to be tried first. Also considering the impact on other families when class composition changes.</p>	

Feedback from Annual Meeting: (Update and Discussion) Emily/Kathleen	Rashida shared that there was feedback from the annual meeting that are currently on sticky notes. What will we do with this feedback? Kate E. offered to put feedback into a word document for BOT to review in the future.	Kate E. will take notes from annual meeting and put into word doc.
Committee Reports -- Questions Only	none	
New Business	Coming up with strategy of how BOT can support community engagement	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, Nov. 9th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: Kathleen S. Drinks: Sara Newsletter blurb: Matt	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:49 p.m.	Tala motioned to move to executive session and adjourn the meeting following executive session; Sara seconded; the executive session was convened.

Tentative Agenda Topic for the Nov. 9th Board Meeting: Coming up with strategies of how BOT can support community engagement