

**Hilltown Cooperative Charter Public School**

Board of Trustees FINAL Meeting Minutes – Wednesday October 13th, 2021, 6:30 pm

**Location:** HCCPS and Zoom  
**Present:** Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Margurite Durante, Joe Wyman, Lara Ramsey, Tala Elia, Marguerite Durant, Emily Boddy, Rashida Krigger, Rich Senecal, Ch  
**Regrets:** Chris Korczak  
**Facilitator:** Matt  
**Notetaker:** Sara  
**Guests:** Cait Browne, Myssie Cassiginio, Pattie Mars Senecal, Stephanie Mattrey, Jodi Shaw  
**List keeper:** Tala  
**Timekeeper:** Dan  
**Mission statement read by:** Tala

| <b>Topic</b>  | <b>Discussion</b>  | <b>Action<br/>(if necessary)</b> |
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| <b>Announcements,<br/>appreciations,<br/>acknowledgements</b> | <p>As Co-Clerk, Emily gave some reminders about the process for submitting materials for the BOT meetings packets and approved proposals. She she also shared this information via email (content of email below):</p> <p>Subject: Streamlining Board Packet process</p> <p>What: Nicole and the clerks are hoping to improve the process of collecting and collating documents for the board packet each month.</p> <p>Why: Currently, we are spending a lot of time checking to see what we've each received, ensuring each of us have access to google documents, and chasing up various documents. We want to improve the process so it is more straightforward for us, and to ensure the board packet is consistently done correctly and in a timely manner.</p> <p>Reminders, and some new things, too:</p> <p>Please send all items for the packet to:<br/>           Emily (eboddy@hilltowncharter.org) AND Nicole (ngrinaski@hilltowncharter.org)</p> <p>note: Hilltown email addresses</p> <p>Please ensure any google docs you send have enabled access for parties to open/view/edit</p> <p>Please send your items in a separate email, and NOT as a reply to a reminder email</p> |                                  |

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|  | <p>Please put in the subject line: BoT [committee name, or relevant descriptor word if not committee-related] [meeting month]<br/> examples: BoT GABS October; BoT Domain October<br/> Please send an email to me AND Nicole if your committee has nothing to submit for the packet, using the aforementioned details in the email's subject line.<br/> Please send any items that are NOT included in the board packet in a separate email to just Emily, for example, an approved policy for the board book.<br/> After the board meeting:<br/> Approved Proposals: If a proposal has been approved, please make any changes that were part of the approval, edit the footer to add: "Approved on: DATE", and send the approved version to Emily. This will take place after the BOT meeting, when proposals are approved.<br/> We are updating the database that holds all of the board decisions to be user-friendly, up-to-date and comprehensive. We need the official policy as soon as possible in order to maintain this.</p> |   |
| <b>Any Thank You Notes Needed?</b>               | <p>None.<br/> There was a question/discussion about who writes thank you notes.</p>  |   |
| <b>BOT Visibility This Month?</b>                | <p>Emily and Sara spoke about BOT and committee membership at the Greens and Yellows Parents' Night. BOT members have been and are encouraged to come to coffee hours and talk about BOT and committee membership opportunities.</p>   |   |
| <b>Minutes</b>                                   |  | <p>Tala moved to approve the Sept. meeting minutes as amended; Kathleen S. seconded; the Board approved the Sept. meeting minutes by consensus.</p> |
| <b>Public Comment</b>                            | <p>Jodi Shaw introduced herself. Her children are in the Prisms.</p>   |   |
| <b>Health + Safety Update: (Update) H+S Team</b> | <p>Update from H and S team. Pool testing is happening with negative results so far; rapid antigen testing for symptomatic individuals have all been negative. The</p>   |   |

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|   | <p>H and S team will be sending out updates at the end of each month unless more frequent communication is needed. When positive cases are identified members of the school community will be notified per protocol. H and S team will continue to meet weekly.</p>  |   |
| <p><b>GABS Announcements: (Update) GABS</b></p>   | <p>Announcement that due to an increase in the number of BOT committees this year (LRP and JEDI) and with three BOT members on the H and S committee, the BOT could use a few new members to help with the increased workload.</p> <p>For recruiting purposes, GABS has put together a flier and announcement that will go out in the school newsletter regarding BOT and committee membership. BOT members are encouraged to hand out the flier to anyone they think might be interested in learning more or volunteering.</p> <p>There has been more interest in committees, with new parents joining a few committees recently.</p> <p>Announcement that Sara is now Chair of Personnel; Emily is now Chair of GABS; and Kathleen H is now Chair of JEDI.</p> |   |
| <p><b>Financial Audit: (Update) Kate/Finance</b></p>                                      | <p>Kate updated the team on audit. Findings have come back. Nothing unusual or unexpected. There is a new auditor this year who followed a similar format as the past auditor.</p> <p>Discussion about having the treasurer/finance chair authorized to accept on behalf of BOT for future audits due to time constraints around when audit findings come out and when they have to be accepted.</p>   | <p>Dan moved to accept the motion of having the Treasurer/Chair of Finance Committee authorised to accept audit finding on behalf of BOT as proposed; Kate E. seconded; the motion passed by consensus.</p> |
| <p><b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</b></p> | <p>Goals:</p> <ol style="list-style-type: none"> <li>1) Conduct an equity audit/assessment in collaboration with the Administration and Equity Committee that wholistically looks across all domains and includes the culture of the community as a whole</li> <li>2) Support ongoing learning and examination of Board structures/culture through a JEDI lens by building ongoing JEDI learning/reflection activities into Board mtgs and hold one JEDI specific Board training</li> </ol> <p>Discussion about how to promote an inclusive space. Ideas of shared agreements:</p> <ul style="list-style-type: none"> <li>● Take space / make space</li> </ul>   | <p>JEDI will come up with assignments for the BOT to help us think about and engage with these ideas</p>  |

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|  | <ul style="list-style-type: none"> <li>● Speak from the “I”</li> <li>● Have compassion -- we will probably all mess up at some point!</li> <li>● Listen to understand</li> <li>● Be open-minded and understand different perspectives</li> <li>● Be patient, take your time in understanding</li> <li>● Be mindful of access and ability</li> <li>● Use accessible language (i.e. stating acronyms)</li> <li>● Lean into discomfort</li> <li>● Challenge the idea, belief, or behavior not the person</li> <li>● Be mindful of one another’s lived experiences</li> <li>● Ask clarifying questions, AND own your impact</li> </ul> <p>Discussion about how these agreements will be visible to BOT members.</p> <p>Discussion about the need for commitment from BOT members for on-going learning and thinking about how JEDI is applicable to our work, in a way that doesn’t feel too overwhelming.</p> <p>Shared some ideas about what that might look like, including the suggestion for JEDI to give BOT members prompts around how to engage with this in manageable ways.</p> |  |
| <p><b>Committee Goals:<br/>(Update) BoT<br/>Committees</b></p> | <p>Committees presented goals:</p> <p><u>JEDI:</u></p> <ol style="list-style-type: none"> <li>1) Conduct an equity audit/assessment in collaboration with the Administration and Equity Committee that wholistically looks across all domains and includes the culture of the community as a whole</li> <li>2) Support ongoing learning and examination of Board structures/culture through a JEDI lens by building ongoing JEDI learning/reflection activities into Board mtgs and hold one JEDI specific Board training</li> </ol> <p><u>Finance:</u></p> <ol style="list-style-type: none"> <li>1) Balance budget</li> <li>2) Review for possible admission to USDA lunch program. Free/reduced lunch is currently paid</li> </ol>   |  |

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|   | <p>out of the budget</p> <p><u>Facilities:</u></p> <ol style="list-style-type: none"> <li>1) Look into building a permanent outdoor structure</li> <li>2) Look into facilities staff person/maintenance person</li> <li>3) Complete the survey of building accessibility issues</li> </ol> <p><u>GABS:</u></p> <ol style="list-style-type: none"> <li>1) Recruits BOT members and assist with recruiting committee members</li> <li>2) Provides orientation and training to new BOT members</li> <li>3) Ensures adherence to the HCCPS By-Laws; assess the need for and propose changes to the By-Laws</li> <li>4) Ensures that BOT members and committees are known to the school community and that their roles and responsibilities are clear</li> <li>5) GABS will use a JEDI lens</li> </ol> <p><u>Personnel:</u></p> <ol style="list-style-type: none"> <li>1) Review staff salary scale</li> <li>2) Use a JEDI lens</li> <li>3) Make decisions about reimbursing for Continuing Education benefits</li> </ol> |  |
| <p><b>Long Range Plan Update: (Update) LRP Team</b></p> | <p>Dan gave an update on LRP. So far made up of 3 parents, 3 administrators, 2 teachers, 1 BOT member. It would be great to have 1 more BOT member and a community member.</p> <p>LRP committee would like input/guidance from BOT about if the committee should look at the mission statement. Do we want to include something more specific or direct about JEDI? Discussion/clarification around this. Comment about mission as visionary and aspirational. Comment about using the energy/time of the LRP committee to explore taking more direct steps to increase access (i.e. work on transportation issues, address issues of access re. half-days, lottery, etc.). Comment about doing more concrete steps first, then</p>  |  |

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|  | looking at the mission statement based on these steps. Comment about accessibility being not just enrolling but also can families participate/feel belonging to the school.  |   |
| <b>Director Evaluations:<br/>(Update) Matt</b> | <p>Dawn spearheaded evaluations. Matt thanked Dawn for all this work. Matt shared slides of <b>Performance Feedback for Directors, 2020-2021 School Year</b> (see slides in final BOT packet)</p> <p>Start, Stop, Continue Survey was used.</p> <p>Matt and Dawn met with Directors to review findings, and Matt and Kathleen S. are working with them on an on-going basis.</p> <p>There was a recommendation for coaching for directors since the President and Vice President are not present on a day to day basis to directly evaluate performance and provide feedback. A consultant has been identified and has met with Lara a few times.</p> <p>The next step is asking the finance committee if there is funding for this.</p> <p>Kate noted that working with Dan as a consultant last year was very helpful. Kate is also working with a consultant through the Charter School Association this year through a New Leaders program.</p> <p>Comment/question about when/how to look at director salaries and where that fits into this discussion.</p> <p>Comment that director’s salaries are much lower than comparable schools.</p> <p>Discussion that teachers salaries and administrators salaries need to be determined through the same process, which has historically not been the case and has caused some mistrust of the process.</p> <p>Discussion about looking at different models of evaluations and how to give feedback.</p> <p>Comment that the evaluation process doesn’t need to be complicated. Comment that yearly parent and teacher satisfaction surveys provide a lot of useful information in this realm, and could be used in the evaluation process.</p> | <p>Matt will research director salaries.</p> <p>Finance to determine if coaching expense fits into the budget. Kathleen or Matt will write something up to send to finance.</p> |
| <b>Committee Reports --<br/>Questions Only</b> | none   |   |
| <b>New Business</b>                            | Review of MCAS scores  |   |

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| <b>Meeting Wrap-Up/<br/>Evaluation</b> | Next Meetings: Wednesday Nov. 10th, 2021 at 6:30 p.m. in-person and zoom<br>Facilitator: Matt<br>Snacks: XX<br>Drinks: XX<br>Newsletter blurb: Jo |  |
| <b>Review Action Items</b>             | Reviewed action items.  |  |
| <b>Adjournment</b>                     | Meeting adjourned at 8:07 p.m.  | Dan motioned to adjourn; Kathleen S seconded; the meeting was adjourned. |

**Tentative Agenda Topics for November 10th, 2021 Board Meeting:** Review of MCAS scores