

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, March 10, 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) Carla Clark, Anne S., Jessica Allan, Rachel Lauder, Sara Lunt, Kerri Simonelli, Myssie & Jesse Casinghino, Gina Wyman, Cait, Emily and James Boddy, Marguerite Durant, Gabrielle Blaustein, Grace Tiso, Kathleen Hulton, Carol McMurrich, Cindy Mahoney, Helen, Kate Ewall, Meg Colenback, Nan Childs, Paula Yolles, Tamara Kupfer, Zoe Klatz
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Sara

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	Deirdre appreciated the staff sunshine committee for brightening everyone’s days with notes and gifts during this difficult year. Lara appreciated the members of the Health and Safety Team and the task force for all of their hard work.	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	There is a school meeting on Thursday evening to address the school reopening plans. It would be good for Board members to attend.	
Minutes	Noelle proposed the following changes to the February 10th meeting minutes: Under “Personal Time Use for Staff,” change the summary to read: “The Personnel Committee	Chris moved to approve the February 10, 2021 meeting minutes, as amended; Kathleen seconded;

	<p>approved a provision to use Personal Time on a regular basis to avoid teaching in person until April 1, 2021.”</p> <p>Under “In Person/Hybrid/Remote/Updates,” change the first section, about Tala’s presentation as follows:</p> <ol style="list-style-type: none"> 1. Take out the part in the parentheses with the percentages. 2. Include a sentence that says: “On slide 10 in the presentation, the student and staff rates reflect incidence rates not positivity rates.” 3. Change the sentence about the studies to read: “She summarized studies that were done in the United States and other countries that showed rates of in-school transmission was minimal and often lower than community rates when school mitigation measures were in place.” 4. Change the last line to read: “The data shows that the risk of being in school buildings is not higher than and, at times is lower than, community transmission.” <p>No changes were proposed to the March 3rd meeting minutes.</p>	<p>the Board approved the February 10, 2021 minutes, as amended, by consensus.</p> <p>Jill moved to approve the March 3, 2021 meeting minutes; Kelly seconded; the Board approved the March 3, 2021 minutes by consensus.</p>
Public Comment	None	
Justice Equity Diversity Inclusion (JEDI) (Jen)	<p>Jen said that JEDI is still working on scheduling for the Board’s JEDI training, because the provider is not available in the evenings.</p> <p>Joe talked about doing an equity audit. He said that JEDI will return to the Board with a formal proposal.</p>	JEDI will continue to work on scheduling and prepare a formal proposal for an equity audit.
Planning for Annual Meeting (GABS)	<p>Noelle reported that the annual meeting will be on May 19th at 6:30 p.m.</p> <p>There will be a presentation by the President and each committee chair and each should write a short annual report. They can email Deirdre for samples.</p> <p>The new slate of Board members will then be proposed.</p> <p>Usually, there is a topic for the annual meeting. GABS suggested: plans for next year in light of the pandemic; or JEDI initiatives across the school. Other</p>	GABS will send a poll to the Board members proposing three topics for the annual meeting.

	<p>options are to do a concert or entertainment or do a combination of these things.</p> <p>Kelly asked if we could take the time to celebrate the teachers and staff.</p> <p>GABS will come up with three ideas and then send the Board a poll. Deirdre will also talk to the other Directors about what will be possible in May.</p>	
Board Succession Planning (Sara)	<p>Sara reiterated that Matt will stay on as President, Kathleen will serve as Vice President, and Rich will serve as Treasurer. She reported that we still need a Clerk for next year. She said she would be willing to serve as Clerk if someone else would serve as GABS Chair. The issue is that everyone else currently on GABS is leaving the committee.</p> <p>We have two teacher openings and have applications from Marguerite Durant and Gina Wyman. If Gina fills the position, Joe would have to step down from the Board. Jill has agreed that, in that instance, she would serve as the Facilities Chair.</p> <p>Sara reminded those attending the meeting that there are openings on the Board if they are interested.</p> <p>Matt asked if there is anything that needs to be done to make sure Board members who are renewing are reapproved.</p>	GABS will make sure that anyone whose term is up and is staying on is proposed for renewal at the annual meeting.
Budget Process Overview (Kate)	<p>Kate gave a presentation about the budget process. She explained that the tuition for FY21 is not final yet, because we are still waiting for the Q3 numbers.</p> <p>Student Opportunity Act money is being received, but there may be decreases in tuition. There are a number of other unknowns. For example, we don't know yet whether there will be Kids' Club income or student activity fees, which have been a source of income pre-COVID.</p>	
Director Role Review Committee (Review Committee)	<p>Kathleen said the purpose of the committee was to review the Directors' roles. The committee's goals were to address an expressed imbalance of duties among the Directors; ensure fiscal responsibility; and address workload as a whole long term.</p> <p>The committee determined that there is a workload</p>	The committee will further review the Proposal to Realign the Community & Family Engagement Role in light of the concerns expressed

	<p>imbalance of current Director responsibilities. The committee proposed that the .6 FTE Director of Community and Family Engagement role be changed to a full-time Coordinator of Community and Family Engagement and that the number of hours worked and duties be realigned. The committee also proposed that a further review of the school's leadership structure take place as part of the LRP efforts. If the proposal is approved, the next steps will be determined in Domain Council and the committee will continue to provide support.</p> <p>In response to a question from Kelly, Jill explained that the Domain Council will resolve the duties and compensation for the position. Chris explained that the issue of compensation will also need to go to the Finance Committee.</p> <p>Tala and Joe asked about the uncertainty of the position when hiring, since it will be further evaluated later on as part of the LRP.</p> <p>Lara said that this feels like an interim plan, in light of COVID and because it will be addressed as part of the LRP. She said that there has been discussion about having the person who fills the role take on an equity role.</p> <p>Deirdre expressed dissenting views. She said this is a major change and disruption in the governance plan of the school, which was addressed in the last LRP. She cautioned against changing a long-term structure right before the next LRP process starts. She said that the proposal is pragmatic and is helpful during a time of financial stress, but takes an emphasis off of community and family engagement in the school. She asked whether the new person would automatically be part of the LRP, attend Board meetings and Domain Council, etc. She said the proposed change would make the school less experimental as an institution and make it more like other schools, eliminating the permeable walls with the community. She also said that although there is a discussion about revisiting it as part of the LRP, once it is changed, it is difficult to change it back. She suggested that the position remain a Director position until the LRP is complete. Paula Yolles, Gina, Paula I., and Marguerite Durant expressed concerns of such a major change in the school governance structure without fully resolving the parameters of the position and addressing it with</p>	<p>and report back at the April meeting.</p>
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	<p>the staff.</p> <p>The committee explained that the parameters of the position were not fully developed, because the Board does not have authority over the job duties of a staff member who reports to Directors, as opposed to a Director who reports to the Board. Dawn said that the committee interviewed Dan Klatz and that if the position becomes a coordinator position, it does not mean that the person would not be on the Board or part of Domain Council. He also said there are very few Boards who supervise three individuals. Most supervise a superintendent and the superintendent supervises everyone else. Dawn said that the current structure puts a lot of work on the Board and the Board has not been successful supervising three Directors (not all evaluations are timely done).</p> <p>Joe, Noelle, and Jen expressed concerns about making such a big decision in changing the Director role at this time, rather than as part of the LRP process.</p> <p>Jill said that there has been discussion about making the position a full time position and that the Directors could flesh it out more. Lara asked if it would be helpful if it was called an interim plan. She also emphasized that it is difficult to bring someone in during a crisis and heading into an LRP.</p> <p>Jill, Dawn, and Lara all asked what the committee should be looking at when they go back. Joe said he would like to know what the coordinator job would entail and would like community input and time to think about this. Tala suggested that it would be helpful to know how the importance of community engagement will be maintained.</p> <p>Jill and Chris reiterated that, if the position is switched from a Director to a Coordinator position, the job duties become the purview of the Directors and not the Board. Joe responded that it is hard to approve the change to the Director role without knowing about the new role that is being created. Lara said that in light of everything that is happening now, it would be challenging to create a job description. Kate pointed out that it would be helpful to start working on it if they could. Chris asked what the timeline is. Kate responded that we can use whatever timeline we choose. However, if we wait until later, it could impact the applicant pool.</p>	
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Revised FFCRA Proposal (Kate)	Kate asked that the FFCRA plan adopted by the Board in January be replaced by the proposed revised plan. Hilltown is a tax-exempt organization, so the school cannot apply for a tax credit. This will not change anything the school is doing, but we should not say on a public document that we are giving tax credits.	Tala moved to approve the revised proposal; Noelle seconded; the Board approved the revised proposal by consensus.
In-Person/Hybrid/Remote (Directors)	Lara reported that, in response to the Commissioner’s announcement (that K-5 should return on April 5th and 6th-8th on April 28th), every staff person has jumped in to start planning. She summarized the school’s plans to date, which are detailed in the handout she provided. This will be more fully addressed at the meeting on Thursday.	
Committee Reports - Questions Only	None	
New Business	1. Q3 Financial Update	
Meeting Wrap-Up/Evaluation	Next Meeting: April 14, 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 8:33 p.m.	Kelly moved to adjourn; Kathleen seconded; the meeting was adjourned.

Tentative Agenda Topics for April 14, 2021 Board Meeting:

JEDI
Q3 Financial Update
Director Role Review

Succession Planning
In-Person/Hybrid/Remote Update