

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, April 13th, 2022, 6:30pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Kathleen Szegda, Daniel Klatz, Tala Elia, Emily Boddy, Chris Korczak, Rashida Krigger, Kathleen Hulton, Matt Dube, Joe Wyman, Sara Scheiffelin, Kate Ewall
By Zoom: Marguerite Durant

Regrets: Rich Senecal

Facilitator: Kathleen S.

Notetaker: Sara

Guests: Gina Wyman (joined at 7:04)

List keeper: Tala

Timekeeper: Matt

Mission statement read by: Emily

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	Matt offered appreciation to staff and admin for their efforts around the MCAS. Kate S. appreciated everyone who helped facilitate the first in-person all-school, and in particular Rashida and Marguerite. Kate noted it was a joyful event. Nan Childs was acknowledged for starting a school-yard stewards group to clean up and beautify the grounds.	
Any Thank You Notes Needed?	None noted	
BOT Visibility This Month?	Staff appreciation on May 4th, musical on May 17th, all-school will move to in-person with families invited to attend moving forward, annual meeting May 25th.	
Minutes	Minutes approved	Joe motioned to approve the March meeting minutes; Kate E. seconded; the Board approved the March meeting minutes by consensus.

Public Comment	none	
Health + Safety Update: H+S Team	<p>Kate S. shared overview from email that was sent to the community this week which noted pool testing results were negative this week; drivers for field trips no longer need proof of vaccination; and at home testing is an option.</p> <p>Kathleen S. shared state COVID statistics. Numbers are still low and there is an increase. Noted there is a lag-time in reporting. Hampshire county cases are rising. Tala shared information about wastewater reporting. BA.2 is circulating and has been for a while. Hospitalizations at Bay State medical system are low. Comment that H + S might not need to be a standing agenda item soon.</p>	
Justice Equity Diversity Inclusion (JEDI): (Update + Discussion)	<p>Kathleen H. offered an overview of JEDI’s work recently. Comment about the need to start articulating in public-facing ways about what we are doing at Hilltown in this area. Question posed to BOT about if the JEDI committee is the appropriate group to be doing this work? Should JEDI be collaborating with LRP on this?</p> <p>Currently JEDI committee is looking at other schools and organizations to see what they are doing. Schools that are already doing this work have an entire part of their web-site dedicated to JEDI—the team agrees having a statement or page for our website would be a good goal. Statements from other schools were read and looked at. Easthampton has a comprehensive page on their web-sites.</p> <p>Kathleen S. noted that she agrees we should have something forward-facing. Agreement from Dan that this initiative would be a good use of JEDI’s time. Assertion that the statement should include something aspirational and something concrete, and that the committee has the right voices to decide. Sara offered that the Smith School for Social Work has been doing this work for a very long time, and will share their statement with the committee as it might be useful to look at. Discussion about how and when to start this work. Kathleen S. that it would make sense for JEDI to focus on this work. Comment from Lara that this will spur some important and necessary conversations.</p>	<p>Kathleen H. will share other school’s JEDI statements with BOT members</p> <p>Sara will share Smith College School for Social Works anti-racism principles with the JEDI committee</p> <p>JEDI will continue to work on this initiative with input and support from BOT and other community members/groups</p>
GABS Proposal: (Discussion + Decision)	Emily shared a proposal regarding the process for onboarding new BOT members (see proposal in BOT packet). Question from Tala about if this process is	Matt moved to approve the proposal as revised; Tala

<p>GABS</p>	<p>different from what we were doing before. Emily explained that this would clarify the process. Question and discussion about the history of voting process at Hilltown. Dan shared history—it has changed over time. Reminder that the BOT has the authority to put people on the board in between meetings. Conversation about going to a vote for individuals at the cooperative if the slate is voted down. Clarification that cooperation is a vote, not consensus. Recommendation of the slate goes to the cooperative. Vote at the cooperative based on BOT recommendation. Then the BOT votes in new members at the July meeting. Discussion about pros and cons of offering a slate vs putting individual people forward. Conversation that vote is more of a rubber stamp. Discussion about if voting could be anonymous. Comment that GABS might put someone forward without having important information that might make them not a good BOT member. Comment that this could happen and that GABS tried to thoroughly vet candidates. Comment that GABS bring the slate to the BOT who then recommend the slate. Clarification that vote in cooperative is a simple majority.</p> <p>Lara commented that a check-list is an important thing to include in terms of equity so that candidates know what they are getting into. School is using this best practice for new hires as well. Lara commented about unconscious biases, and an article that the school has used to help inform this.</p> <p>Comment about trying to avoid mid-year appointments, and is this topic addressed in the proposal? Comment that mid-year appointments are a separate issue, and we can still bring people on mid-year if needed.</p> <p>Suggested word changes to text (see final draft of proposal for text changes).</p>	<p>seconded. The proposal was approved as revised by consensus.</p> <p>Lara will send GABS article about unconscious bias.</p>
<p>Facilities Director Update: (Update) Kate</p>	<p>Kate S. shared slides of facilities update (see slides included in final meeting packet). Reviewed building compliance up-dates with regards fire regulations, health regulations, and building regulations. Elevator test revealed required maintenance. Overseeing custodial staff—we contract with a cleaning company and contract with contractors. We do not have an on-site custodian. Past two years we’ve had one person on staff two day a week for two hours to help with maintenance. This year they help with snack and recess as well. We now have maintenance volunteers and have been having “Fix it Fridays” since January</p>	

	<p>2022. This group has completed more than 20 tasks in the past three months. Chris has led this group. Thanks Chris! Hilltown School Yard Steward group was acknowledged.</p> <p>Question about up-date on gaga pit proposal. Up-date is that it was too expensive.</p>	
<p>Long Range Plan Updates: (Update) LRP Team</p>	<p>Dan shared up-date that the committee is drafting some strategic goals with the hope of having a draft for May to be presented to staff, then having a presentation ready for the fall to present to the community.</p> <p>Three major areas:</p> <ol style="list-style-type: none"> 1) Pandemic recovery–social/emotional, academic, community. 2) Realignment of academic program to meet needs of students. 3) JEDI work- is school accessible to everyone who would like to attend? Policy and curriculum work needed to address this. <p>Dan noted that there are immediate needs that will have to be addressed before the LRP is approved, such as recovery tasks, and we will see these reflected in the budget process very soon. Comment that budget projections look good.</p> <p>Clarification about length of LRP–answer that it will be about 5 years.</p> <p>Question about if there was feedback about sending districts. Dan reports there was a little feedback, especially about looking at Holyoke. Comment that changing sending districts wouldn't necessarily increase the diversity of the school. Comment that we need to look at and address why we don't reflect the communities that we currently pull from. 80% of the school community comes from Easthampton and Northampton. We are not at parity with those towns and should work to be.</p>	
<p>Annual Meeting: (Discussion + Decision) GABS</p>	<p>Discussion about and decision made that annual meeting will be May 25th at 6:30 in the all-school space. There will be singing!</p> <p>Kathleen H. and Rashida will coordinate and facilitate a 30-minute activity. Discussion about providing child-care. Question about what is generally included in the meeting? Clarification that meeting includes: voting on slate of new BOT candidates, approving minutes from last year (both legally required), committee reports, a community activity, and a performance. Question about if we also offer a virtual</p>	<p>Rashida will announce annual meeting details to the community.</p> <p>Rashida will look into finding an adult to over-see childcare.</p> <p>Look into providing food/dinner for kids.</p> <p>BOT members will encourage community members to attend the</p>

	option for the meeting? Should we offer pizza for kids? Comment about the importance of promoting attendance at the meeting. Brainstorm about having children perform.	meeting.
Committee Reports -- Questions Only	Lara put a link in chat from the Domain Administrators' Report (see report in final BOT packet) and reviewed the report. Highlighted that there are more concerns regarding bullying, and more social/emotional needs. The school has some new initiative to address these concerns.	
New Business	FY23 Budget; recommendation of new BOT members; Discussion about succession planning; Equity Team visit	Rashida and Lara will let equity team know they are invited to next BOT to present
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday May 11th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: XX Drinks: XX Newsletter blurb: Joe	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:39 p.m.	Emily motioned to adjourn; Matt seconded; the meeting was adjourned.

Tentative Agenda Topic for the May 11th Board Meeting: FY23 Budget; recommendation of new BOT members; Discussion about succession planning; Equity Team visit