

Hilltown Cooperative Charter Public School

Board of Trustees Final Meeting Minutes – Wednesday, June 9th, 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, Jill Richmond, Joe Wyman
- Regrets:** Paula Ingram
- Facilitator:** Matt
- Notetaker:** Sara
- Guests:** (As listed in the Zoom participant information) Dan Klatz, Cinzia Pica-Smith, Emily Webster [Boddy], Kathleen Hulton, Marguerite Durant, Helen Korczak
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Deidre

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<p>Matt thanked departing BOT members: Kelly, Noelle and Jill, and Paula Ingram as teacher member. He also expressed gratitude to Dawn for her work as VP this year.</p> <p>Matt thanked Deidre as outgoing director for all the work she has done for the school community.</p> <p>Sara presented thank you gifts from the BOT to Dan and Deidre--paintings by local artist Donna Estabrooks.</p> <p>Chris thanked Matt for all his work as President during this challenging year.</p> <p>Kelly formally recognized the teachers and staff and their efforts this past year.</p> <p>Deidre acknowledged Kate and Lara for their hard work this year.</p> <p>Kelly if there should be an official acknowledgement of cleaning staff. Kate clarified the cleaning staff is contracted and said that she, being in charge of operations, would do it. Kate also noted that Hilltown staff were responsible for the cleaning during the day.</p>	

Any Thank You Notes Needed?	Sabine and Leigh for leading us in JEDI training.	Matt will write notes to Sabine and Leigh.
BOT Visibility This Month?	Deidre mentioned that graduation is happening next week and this would be a good opportunity for BOT visibility.	
Minutes	none	Matt moved to approve the April meeting minutes; Kathleen seconded; the Board approved the May meeting minutes by consensus.
Public Comment	<p>Cinzia Pica spoke about her support for Helen Korczak as group leader for children of color and the need for such a group. She shared disappointment at white parents who pushed back and opposed this group. She spoke about the experience of children of color and that they need safe spaces to go in predominantly white space. She also urged transparency from the administration around their process for changing course for this group. She noted how this process reinforced the privilege of white parents/families and that it further marginalized the families/children of color. She urged continued dialogue and work to decenter whiteness at HCCPS.</p> <p>Lara thanked Helen Korczak and Seth Harwood, and others from a group of parents who worked to organize this group. Lara said she was the author of the letter announcing the playgroup, and that four parents wrote with concerns. She shared one letter from a parent who is an ACLU lawyer who said that this playgroup would be considered unconstitutional and a violation of civil rights by the Supreme Court. Lara looked to advisors to find out how other institutions create groups for BIPOC.</p>	
Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee	Jen and Kathleen spoke about the fruitfulness of recent JEDI training and the need to continue this work. Joe brought up questions about how we make sure all identities feel affirmed and included at the school. Joe noted this topic should be included in LRP.	

<p>JEDI plan for 2022: (Discussion and Decision)- Kathleen</p>	<p>Matt reminded us JEDI was in it's pilot year. Kathleen asserted the need for continued structure to move JEDI work forward, and that JEDI should remain as a standing committee moving forward. Joe spoke about coming up with ways to interrupt white privilege, and that the BOT is a place where we can think through these issues.</p> <p>Dan supported the continuance of the committee. Dan noted that he looked for minutes of JEDI meetings, and couldn't find any since January. He asserted the importance of making sure the work is documented and that the meetings are posted per OML.</p> <p>Matt clarified that this was a provisional ad hoc committee, and was not at the same status as other committees. Dan asserted any work done by the BOT needs to be in accordance with the bi-laws.</p> <p>Kate sought clarification about FY 21-22 JEDI committee and if they are looking for new members. Kelly shared her perspective that this should be a committee that is continued, and asked if there is a proposal or will be a proposal to continue the group. Matt said his recommendation is for the JEDI committee to present a formal proposal for the BOT to vote on in July.</p> <p>Tala voiced support for the continuing committee, and made the recommendation to open it to community members as well.</p> <p>Lara shared that the incoming Coordinator for Family and Community Engagement would likely coordinate the JEDI initiative across the school, and suggested that this person sit on the BOT JEDI committee.</p> <p>Jen said it would be critical to have parents, and especially diverse parents, on this committee. She noted that Cinzia's letter from last summer was a huge spark for the formation of the committee and JEDI work on the BOT. She noted that the BOT needs to be held accountable for this work.</p> <p>Dan suggested that the proposal include purpose, scope, and membership, and that it make a recommendation for numbers of people in the committee.</p>	<p>The JEDI committee will develop a proposal for the JEDI committee moving forward to be presented at July's BOT meeting.</p>
<p>Hiring Update- (Update) Lara</p>	<p>Lara spoke to the hiring process, and acknowledged the level of turnover. She noted Deidre and John are retiring, Paula I. is moving, Paula Y. is taking a sabbatical, and others are taking new positions. Lara noted there are individual stories, and there is the school story, which is still unclear. Plan to understand the school story is to do exit interviews through a google survey, and if they would like, to speak with</p>	<p>Domain counsel will research best options for "exit interviews" and begin that process as soon as possible.</p>

	<p>someone (Lara or Dawn). Lara noted figuring out this story will help inform things moving forward.</p> <p>Tori LaVerdiere has been hired for 7th/8th science position.</p> <p>Meeting a candidate early next week for K/1 one-year position.</p> <p>There are finalists for 6th grade math and science position.</p> <p>Committee for ELA 7th/8th has formed and reviewed resumes.</p> <p>4th/5th search is just commencing.</p> <p>Kate shared there was an internal candidate for a new student services position, and that parent/caregiver interview will happen soon.</p> <p>Lara shared that the Family and Community Engagement Coordinator position will commence soon pending proposal being passed at this meeting.</p> <p>Kathleen H. spoke about number of teachers/staff leaving, and strongly urged school to use information about why people are leaving to help school move forward, particularly as it applies to JEDI. She suggested that Lara not be one of the people who is a choice for parting teachers to talk in exit interviews due to her position of authority.</p> <p>Lara appreciated Kathleen’s perspective, and noted that we don’t have an HR department, or a formalized position for this. She suggested we discuss this in the LRP.</p> <p>Dawn agreed that exit interview is usually an HR task.</p> <p>Dawn also suggested “stay interviews” to find out what is going well and why people are staying.</p> <p>Tala agreed that it would be good to have a 3rd party option for exit interviews..</p> <p>Dan suggested hiring an HR firm from outside to conduct exit interviews.</p>	
<p>Coordinator Job Description: (Decision)- Kate/Lara</p>	<p>Kate noted the proposal for this position is in a meeting packet. Asked for questions. Noted position is f/t, 212 days-- teacher days plus summer days. She shared priorities and duties for the position (see full description in proposal which is included in BOT packet).</p> <p>Chris asked if there was anything new included in the position that differs from director position.</p> <p>Kate noted the job description is nothing new, but is finetuned. Lara noted that the difference is the inclusion of coordinating JEDI on a school-wide level.</p> <p>Dawn echoed what Lara said, and noted that the person should have decision-making powers to</p>	<p>Chirs moved to approve proposal to accept coordinator job description with the addition of including being part of JEDI committee in description; Noelle seconded; the Board approved the proposal by consensus.</p>

	<p>determine best ways to do the tasks.</p> <p>Kelly asked where JEDI tasks were in the job description. Kate said that it was not in the job description as all teachers should be doing this work, and she wouldn't want all JEDI tasks to fall to this person. Kelly asserted that this needs to be a professional description that reflects our values and direction we want to move.</p> <p>Lara spoke to the importance of this role not being supervisory as person in position would have a lead-role in conflict resolution and restorative justice. Dan asked Lara to clarify what sorts of conflicts this person would/wouldn't address, and noted the importance of clarifying this. Lara said this was a work in progress, and it is not solidified yet and shared the thinking thus far.</p> <p>Lara asked if BOT agreed with the job description. Matt said he deferred to administrators. Kathleen noted the number of skill sets asked for in description and noted it might be hard to find someone with all of these.</p> <p>Chris shared his understanding of description and that it might include serving on BOT JEDI committee.</p>	
<p>GABS Update OML, Orientation, etc: (Update + Discussion) GABS</p>	<p>Sara asked that Committee chairs be thinking about their needs for committee members and this will be discussed and decided at the July meeting. Emily B, and Marguerite have been attending the GABS meetings. Kathleen H, Kate E, and Dan will need to be assigned committees.</p> <p>Sara shared that Sarah Battenwiser has joined the GABs committee.</p> <p>Sara asked, as the incoming Clerk, for BOT members to consider note taking during BOT meetings. People could rotate, or someone could volunteer to take this on for the 2021-22 year.</p> <p>Sara asked for current BOT members to consider helping with the new BOT member orientation which will take place in Sept.</p> <p>Sara shared that Kelly looked into OML and shared that Governor Baker's March 12 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law is still in effect until lifted by the governor. At this point it is unknown whether any aspects of the remote meeting provisions will remain in place once the executive order is no longer in effect. Additionally, hybrid meetings are allowed, and BoT members meeting in-person with members of the public accessing remotely.</p> <p>Chris asked if we are required to have remote access.</p>	<p>Chirs motioned to approve moving meetings to in person meetings with a remote option; Tala seconded; Board approved the proposal by consensus.</p> <p>Matt and Lara will research hybrid meeting options.</p> <p>Sara will send email to committees and incoming BOT members regarding committee needs and preferences</p>

	<p>Dan and Kate said we are not. Dan noted that it would be helpful to have that option. Matt said he could find out what Easthampton does.</p> <p>Kelly acknowledged access and transparency that virtual meetings allow. She suggested researching hybrid options.</p> <p>Tala and Kathleen said they would like to resume in person meetings and that we should maintain a virtual option for accessibility.</p> <p>Lara knows someone who can consult on this. She noted the richness of accessibility, and the benefits of in person.</p>	
FY22 Budget: (Decision) Kate	Kate noted the budget is in BOT packet, and reviewed changes and important line items.	Matt moved to approve the FY22 budget; Jill seconded. Budget was approved by consensus.
Director Evaluation Proposal: (Decision) Dawn	Kelly and Dawn worked together on a proposal which is in the packet. Dawn highlighted important points and the need for Lara and Kate to get feedback. She noted feedback will come from the “Stop, start, and continue” format. Dawn noted we are behind in giving regular evaluations. She recommended further review of the evaluation process.	Kelly motioned to approve the proposal as written; Chris seconded. Proposal approved by consensus.
BoT Retreat: (Discussion): Matt	<p>Matt suggested having a retreat this summer with a focused target.</p> <p>Dawn agreed this would be a good idea. Would like to process, debrief and reflect on the year, and this is better done in retreat format.</p> <p>Tala echoed that time outside a BOT meeting would be helpful.</p> <p>Dan noted a retreat has to abide by OML. He said unless it is a social event, it needs to be posted and public. He suggested instead an extended summer meeting, to discuss LRP and to process and reflect.</p> <p>Noelle suggested calling AG’s office to ask about this.</p>	Kathleen will call AG to ask about the legality of having a retreat vs extended meeting.
Committee Reports -- Questions Only	none	
New Business	Exit interviews.	

Meeting Wrap-Up/ Evaluation	Next Meeting: July , 2021 at 6:30 p.m. Facilitator: Matt Snacks: N/A Drinks: N/A Newsletter blurb: Joe	Joe will write newsletter blurb
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:38 p.m.	Joe motioned to adjourn; Chris seconded; the meeting was adjourned.

Tentative Agenda Topics for July 14, 2021 Board Meeting:

- Review BOT goals from previous year**
- Report out on parent satisfaction survey**
- Assign new members to committees**