

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, August 11th, 2021, 6:30 pm

Location: HCCPS and Zoom

Present: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Chris Korczak, Rich Senecal, Joe Wyman, Lara Ramsey, Tala Elia, Rashida Krigger, Marguerite Durant

Regrets: Dawn Reesman, Emily Boddy, Margurite Durante,

Facilitator: Matt

Notetaker: Kathleen S. and Sara

Guests: Seth Lepore, Pattie Mars Senecal, Rebecca Belcher Timme, Cait Browne

List keeper: Rich

Timekeeper: Chris

Mission statement read by: Kate

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	Rashida was acknowledged for her new role as Community and Family Engagement Coordinator.	
Any Thank You Notes Needed?	none	
BOT Visibility This Month?	none	
Minutes	Kate made clarification of what “full-year” meant related to the proposal for staff bonus in the July 22nd meeting minutes.	Joe moved to approve the July 14th and updated July 22nd meeting minutes; Rich seconded; the Board approved the July 14th and 22nd meeting minutes by consensus.
Public Comment	Seth Lepore shared his perspective about the importance of wearing masks in the fall and beyond based on the Delta variant (see letter submitted in BOT meeting packet).	

	<p>Matt shared a letter from Emily and James Boddy (see letter submitted in BOT meeting packet.). Their main questions included:</p> <ol style="list-style-type: none"> 1) What are the risks versus benefits for our children of extended periods of masking? 2) What are the metrics and conditions under which we declare a start and endpoint to any masking rules? 3) Can we establish a policy that allows for choice and/or circumstantial masking? 	
<p>Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee</p>	<p>Meg Taylor, Cinzia Pica (parents) and Rashida Krigger (Community and Family Engagement Coordinator) are joining the JEDI committee. Meeting being planned for next week to establish goals.</p>	
<p>GABS Announcements: (Update) GABS</p>	<p>Reminder that Thursday Sept. 9th from 5-6 is BOT New Member Orientation and BOT and BOT Committee informational session/open house. BOT members asked to spread the word to anyone interested in learning more about BOT membership or doing committee work. BOT members are welcome to come if they need a refresher.</p> <p>Committee Chairs were asked to respond to monthly email re. packet materials whether or not they have anything for the packet.</p> <p>BOT members were reminded to update proposals and policies with date and “FINAL DRAFT” ASAP after passing in BOT meetings, and send to Clerk to be organized in Google Drives.</p> <p>Committee Chairs were reminded per OML to send agenda of all meetings to Nicole and Grace to post at least 48 hours ahead of meetings, and to the state at Regulations@sec.state.ma.us</p>	
<p>Annual Report Summary: (Update) Kate</p>	<p>Reviewed the process of the annual report. This year’s report has been submitted and will be posted on website after it is approved by the Charter School Office. State provides explicit template to complete. Kate provided context/background for the report. Good reflection on year. Able to partially meet or meet all the pieces in the accountability plan in context of COVID. First year they were asked to speak to whether proportion of students who met proficiency reflected demographics of school. BOT members encouraged to read the report.</p>	

<p>ESSER II Grant: (Update) Kate</p>	<p>Submitted grant proposal, and it was accepted. (See Domain Counsel meeting minutes for details). ESSER III is due Oct. 4th. Kate will be collecting information from stakeholders for this grant, such as parents, families with disabilities, and others. There are clear guidelines about who they will solicit feedback from.</p>	
<p>Board Retreat: (Update) Kathleen</p>	<p>BOT retreat is next Tuesday from 5-9, location TBD. Agenda: reflecting on past year as a board, debriefing JEDI training with CES, and LRP. Meeting needs to be posted.</p>	
<p>Hiring Update: (Update) Lara + Kate</p>	<p>Lara shared and reviewed a handout regarding the hiring update (included in the packet). Kate acknowledged and appreciated all the volunteers who helped on hiring committees during this process.</p>	
<p>HR Knowledge Sessions: (Update) Matt + Kathleen</p>	<p>Discussed process and findings from exit and stay interviews. Shared slides re. Themes of Staff Listening Sessions. 31 people in attendance total at 3 listening sessions.</p> <p>Comment about responding to the teachers sooner rather than later as this was a very emotional process for many teachers and they need to know the BOT heard it. Matt said he and Kathleen S. would do that. Clarification that perception of BOT member selection process as discriminatory is incorrect--no one who is interested in BOT membership has ever been turned down.</p> <p>Clarification that school is not governed like a private school--is governed per the state bylaws.</p> <p>Clarification that design of school <i>is</i> that BOT is made up of mostly parents per mission of school as approved by state, with assist of community and school. Would need to change the mission and charter.</p> <p>Discussion around clarification about private school finding.</p> <p>Question raised if BOT members could get more access to the report for details/context. Matt responded that there is no report.</p> <p>Question about the utility of asking for resumes if it seems elitist. Kate responded that it is a requirement of DESE.</p> <p>Question about if resumes have to be shared with the community, as this can feel intimidating. GABS will look into this.</p>	<p>Matt and Kathleen S. will make a plan to respond to staff re. Findings from listening sessions</p> <p>GABS will explore if resumes have to be shared with the community</p>

<p>Facilities Update: (Update) Joe</p>	<p>Update about neighboring property that Hilltown was looking at (see Facilities meeting minutes in packet for details). Space issue concerns. Needs assessment/community feedback process proposed. Comment that ideas about adding space can become the focus of LRP, and has been in the past. Comments that if space becomes a task of LRP, it will likely be dominant theme again and BOT should consider this because there are competing priorities. All increased space in past was financed by increasing school enrollment (additional students). Different now because cap to have more kids is not in school's control. Comment that it is not just about the physical space of school, but outdoor space for activities as well.</p>	
<p>Long Range Plan -- Committee Composition: (Discussion + Decision) Matt</p>	<p>Question about how the committee will be constructed. Suggestion of solicitation of members per criteria that is proposed by domain counsel. Clarification that this is an intensive process--multiple meetings a month. Discussion about making the LRP committee inclusive. Question about composition- 3 admin, 2 BOT members, 2 teachers, and 2 parents. Comment that language needs to be intentional and inclusive. Appreciation of reflection on our process, and need to continue to be intentional. Are there other ways we can be flexible so that we can be more inclusive? Should be discussed at retreat. Some history from the last LRP process.</p>	
<p>Mask Policy: (Proposal + Decision) Kathleen</p>	<p>Shared mask policy proposal (proposal in packet). Not a requirement from the state currently. Conflicting recommendation from health professionals. Background shared about the Health and Safety Committee. Shared two proposals. Lara shared a decision tree re. how decisions are made. Mask policy falls under Health and Safety team purview. Discussion about the merits of the two proposals. Clarification of who is on the Health and Safety Team- 3 voting BOT members who are also health care/public health experts (Tala, Kate, Kathleen) and two non-voting members/school administrators (Lara and Kate), and Nurse Mary. Hard for the committee to bring everything to BOT in real time b/c things move quickly. Highlighting the need to be nimble in light of changing and new information and the H and S committee are the experts who are qualified to read and understand the literature. Lara shared about questions that are already coming up: e.g. quarantining, distance while eating, use of</p>	<p>Dan moved to approve the policy as amended; Chris seconded; the Board approved the amended mask policy by consensus.</p> <p>Final draft of policy will be sent to clerk (Emily and Sara) ASAP</p>

	<p>lockers, etc.</p> <p>Comment that it is important to clarify why this is better than following the Easthampton Public Schools. Questions about what decisions need to go through H and S committee. Discussion re. what is considered an emergency? Discussion about importance of transparency and good communication about why/how decisions were made. Suggestion for having a standing agenda item from the H and S committee where they provide updates to the BOT.</p> <p>Lara offered an amended proposal which states: In the absence of requirements from DESE related to masking and/or other COVID health & safety protocols, or in case of conflicting recommendations, the Board empowers the Health and Safety Committee to make decisions.</p>	
Committee Reports -- Questions Only	Request to add to minutes who was present at facilitate committee meeting	Joe will add to facilities meeting minutes who was present
New Business	Director eval report, financial information	
Meeting Wrap-Up/ Evaluation	<p>Next Meetings: Thursday Sept. 9th, 2021 at 6:30 p.m. in-person and zoom</p> <p>Facilitator: Matt</p> <p>Snacks: XX</p> <p>Drinks: XX</p> <p>Newsletter blurb: Jo</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:43 p.m.	Joe motioned to adjourn; Kathleen seconded; the meeting was adjourned.

Tentative Agenda Topics for September 9th, 2021 Board Meeting: Director eval report, financial information

