

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, September 9, 2020, 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, Noelle Barrist Stern, Rich Senecal, Kelly Woods, Karen Sise, Paula Ingram, Jen Matos, Sara Schieffelin, Chris Korczak, Dawn Reesman, Joe Wyman, Liz Preston
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** Tim Reynolds, Rachel Maiore, Myssie Casinghino, Jill Richmond, Marguerite Durant
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Karen
- Mission statement read by:** Chris

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> <u>Appreciations/Acknowledgements:</u> Lara recognized Kate and all that she has been able to accomplish in such a short time as Director. Kelly recognized all that the staff and family/community volunteers have done to get ready for the start of school, including setting up the tents for outdoor learning. Matt thanked the Executive Committee for their work on the remote work plan for teachers and staff. Deirdre recognized Lara and all that she has done to problem-solve while planning for school reopening.	
Any thank you notes needed?	Joe asked if there was a way the Board could thank all of the teachers and staff for all of the work they have done. Matt asked if Lara would divide up the staff members and distribute the names among the Board	Lara will provide the names to the Board members. The Board members will send

	members who will write individual thank you notes.	handwritten notes to the teachers/staff.
BOT Visibility this month?	<p>N/A.</p> <p>However, Deirdre pointed out that when the school has community Zoom meetings, it would be helpful to have the Board members participate. There will be a community meeting in two weeks. She also suggested that Board members participate in the school Facebook group.</p> <p>Kelly suggested that a public welcome might be helpful this year in light of the current circumstances.</p>	Matt will draft a welcome back letter. It will be included in the newsletter and/or emailed to the school community.
Minutes		Matt moved to approve the August meeting minutes; Chris seconded; the Board approved the minutes by consensus.
Public Comment Period	<p>Tim addressed the comments Noelle made at the August Board meeting about his Presidency. He asked why this had not been dealt with in an executive, rather than a public, session. He also asserted that any concerns about his Presidency should have been raised with him earlier. He asked that the Board take action to remedy this, so that things are handled differently in the future. Tim submitted a written statement to include with the meeting packet.</p> <p>Rachel Maoire proposed related questions, including whether the Board practiced compassion in the way it addressed concerns about Tim’s presidency and whether it provided a model for how we want our children to behave. She said that the Board has done great harm to her family and encouraged the Board to ask if it has handled this in an equitable manner and, if not, how to rectify it.</p>	

<p>BOT Email Accounts/DESE Reporting (Noelle)</p>	<p>Noelle discussed the Hilltown gmail accounts that Grace has set up for each Board member. The Board agreed to start using them exclusively for Board business by October 1st. As of that date, all Board correspondence will be sent to the Board gmail accounts. If any Board members have problems logging into their gmail accounts, they will let Noelle know. If they need password resets, they will email Grace. Dawn pointed out that if the entire Board receives an email, there should be a protocol for who will respond and how.</p>	<p>The Board will start using their Board gmail accounts by October 1st. Noelle will talk to Grace about setting up a Board group email. GABS will follow up with a protocol for who will respond to communications to a Board group email.</p>
<p>BOT Leadership Roles (Noelle)</p>	<p>The Board had a discussion of how to fill the role of President and Vice President. A proposal was made to affirm Matt as President, Dawn as Vice President, and Kelly as Chair of the Personnel Committee.</p>	<p>Chris moved to approve the proposal; Joe seconded; the Board approved the proposal by consensus. The Board will revisit the issue at the end of the winter/beginning of the spring regarding succession planning and officer positions for next year.</p>
<p>BOT Correspondence and Responses (Matt)</p>	<p>The Board addressed the letter in the meeting packet from Rachel. Noelle discussed the process she used in bringing the issue of Tim’s presidency to the Board at the August meeting. Joe, Karen, and Kelly commented that it would be helpful to have a more formalized process to address such issues in the future. There was a discussion about community, restorative justice, and healing. Dawn and Chris commented that there was a process in place and that process was used, albeit at an accelerated pace in light of the circumstances.</p>	<p>Matt will write a response to Rachel’s letter and distribute it.</p>
<p>Accountability Plan (Lara/Kate)</p>	<p>The Board has to approve the school’s accountability plan. It is filed with DESE and is amended every five</p>	<p>Kelly moved to approve the</p>

	<p>years. Lara went over the plan included in the Board packet. Lara recognized the group that developed the plan: Laurel, Marguerite, Gina, Kerri, Rebecca, Nan, Paula Y., and Alec. Joe suggested that we have on our annual calendar a time to look at whether the school is meeting all criteria in the accountability plan. He also suggested that different pieces such as the accountability plan and other strategic planning be connected and thought about in a holistic way.</p>	<p>accountability plan as drafted; Liz seconded; the Board approved the plan by consensus.</p>
<p>Attendance Policy (Lara/Kate)</p>	<p>Kate explained that DESE has not changed the guidance on attendance, but rather the process by which attendance will be taken. Attendance will be taken Monday, Tuesday, Thursday, and Friday at designated times for both in-person and on-line learning. If students will not be attending, parents are to contact the school. There will be a designated process for doing this. There will also be a protocol for the school, including the school nurse, to follow up with families if their children are absent. The instruction on Wednesdays will be mini-courses overseen by Alex and Nicole. Attendance on Wednesdays will be tracked by the work the students are required to complete. However, this work does not necessarily have to be done on Wednesdays; it can be done throughout the week. Absences for religious holidays or medical appointments will be treated as excused absences, as usual.</p>	
<p>BOT Goals (Matt)</p>	<p>Matt presented the following three goals:</p> <ol style="list-style-type: none"> 1. Establishing the Justice, Equality, Diversity, and Inclusion (“JEDI”) plan 2. Conduct Directors’ performance reviews 3. Review committee practices and documents 	
<p>JEDI Discussion (Matt)</p>	<p>There was a discussion about the scope and longevity of a JEDI committee. Deirdre discussed work that is already being done at the school to help inform the discussion. There is an equity group at the school that has been working on these issues for several years. Dawn emphasized that if several groups are working</p>	<p>Jen and Karen will pilot a JEDI committee as co-chairs. GABS will follow up with those who have expressed</p>

	<p>on equity issues, there should be coordination between the groups. Concerns were raised about the delay between receiving communications from the community about equity at Hilltown and taking action. Kelly proposed having a JEDI pilot committee to determine the committee’s scope and goals. Jen and Karen agreed to co-chair a pilot JEDI committee. A concern was expressed about Board members leaving their current committees for the JEDI committee or not having as much time to devote to their current committees. Noelle said people have expressed interest in joining the Board mid-year and that will help with the amount of committee work. Jill expressed interest in joining the Board.</p>	<p>interest in joining the Board mid-year. Deirdre will follow up with Jill.</p>
New Business	<p>There was a discussion about old business. There was a quick summary of the remote work plan developed by the Executive Committee.</p>	
Committee Reports - Questions only	<p>None</p>	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: October 14, 2020 at 6:30 p.m. Facilitator: Matt Snacks: N/A Drinks: N/A Newsletter blurb:</p>	
Review Action Items	<p>Reviewed action items.</p>	
Adjournment	<p>Meeting adjourned at 8:45 p.m.</p>	

Tentative Agenda Topics for October 14, 2020 Board Meeting:

- Long-range and strategic planning
- Review committee goals
- JEDI