

HCCPS Board of Trustees
Meeting Agenda
February 9th, 2021 7:00 PM

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkJZT1NuUEVvK3lTeUNELzNMaDVmdz09>

Meeting ID: 814 2602 7291 Passcode: hilltown

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- To engage students in a school that uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Facilitator: Kathleen Szegda

7:00 Welcoming (read mission statement): (5 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

7:05 Public Comment period: (5 min)

7:10 Health + Safety Update: (Update) H+S Team (10 min)

7:20 GABS Announcements: (Update) GABS (5 min)

7:25 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (10 min)

7:35 Long Range Plan Update: (Update + Discussion) LRP Team (20 min)

- 7:55 Site Visit: (Update) Kate + Lara (5 min)**
- 8:00 Board Member Public Responsibilities: (Discussion) Kathleen/Matt (10 min)**
- 8:10 Masking Policy Waiver: (Discussion + Decision) Matt (20 min)**
- 8:30 Personnel Proposal: (Discussion + Decision) Personnel Committee (15 min)**
- 8:45 Q2 Finances: (Update) Kate (5 min)**
- 8:50 Committee Reports -- Questions Only (5 min)**
- 8:55 New Business (5 min)**
- 9:00 Meeting Wrap-up/Newsletter Blurb/Minutes Finalization (5 min)**
- 9:05 Review Action Items in this meeting's minutes (5 min)**
- 9:10 Adjournment**

Hilltown Cooperative Charter Public School

Board of Trustees FINAL Meeting Minutes – Wednesday, January 12th, 2022, 6:30 pm

Location: HCCPS and Zoom
Present: In-person: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Lara Ramsey, Tala Elia, Emily Boddy, Chris Korczak
 By Zoom: Rashida Krigger, Marguerite Durant,
Regrets: Joe Wyman, Rich Senecal
Facilitator: Kathleen S.
Notetaker: Sara
Guests: By Zoom: Emilie Woodward, James Boddy, Helen Korczak, Andrew Cote-Rosehill
List keeper: Matt
Timekeeper: Kate E.
Mission statement read by: Emily

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgements	Appreciation expressed for administration and staff for keeping kids in school and safe. Reviewed shared agreements that BOT members developed together.	
Any Thank You Notes Needed?	Question about who we thank during this time. The Baskin-Buttenwieser family gave a generous donation and have been sent a thank you card.	
BOT Visibility This Month?	The Winter Fair is Sat. Jan. 22nd from 11-2 and BOT members are encouraged to attend.	
Minutes	Kathleen H. added a comma; Matt made the edit that Kathleen S. would be facilitating the Jan. meeting not Matt	Kathleen H. moved to approve the Dec. meeting minutes as amended; Tala seconded; the Board approved the Dec. meeting minutes as amended by consensus.
Public Comment	none	

**Health + Safety
Update: (Update) H+S
Team**

Kate reports that an update was sent to caregivers via email last week, and is included in the packet. The school mask mandate extension from DESE is through Feb. 28th, and schools can still apply for waivers. The H and S team is not looking at a waiver at this time due to the high case numbers and expected peak in the next few weeks.

H and S team continues to meet regularly. Vaccination rate at school is currently 88%. This week's pool test was negative.

There have been some questions from community members/parents about if there are plans to go remote. Response to that is we don't plan to go remote and DESE has not authorized schools to go remote, but instead to close school and make up days later in the year. Currently Hilltown plans to continue with mitigation strategies and stay open.

It was shared by the team that case numbers and hospitalization are at an all-time high. The rates are still climbing and the peak is expected sometime in the next few weeks. Hospitalization lag behind peak. Mitigation measures will be used, and when numbers are lower, the mask policy could be looked at.

There have been concerns brought up multiple times about the decision making process of H and S. Team emphasized that H and S uses a process of review of the literature, looking at local metrics, guidance from the state, and extensive discussion within the team to make recommendations to the administration team.

Comment about comfort with the role H and S is playing in the school, and trust that H and S will move at the appropriate time with regards to making decisions. Comment that H and S are also taking into account other aspects of student health and safety aside from COVID (ie. social/emotional).

Question about how many people are participating in the pool testing. Response that there is a high percentage of people (student and staff) at Hilltown taking part in the pool testing.

Question to H and S committee about if they are feeling under fire from the community. Team clarified that H and S feels good about their current status and would like to be able to respond to questions and concerns from the community.

It was mentioned that there have been 30 call-outs the past 7 days due to COVID. Staff are flexing to help cover. Question about whether parents can volunteer when teachers/staff are out? Lara says that recess might be a place for that, and this idea came up in a recent staff meeting.

	<p>Question about what is the scope of the H and S team’s decision making authority? In other words, what type of decision can they make and what type of decision would need to come back to the BOT.</p> <p>Response that H and S is an advisory board, and as such advise the directors.</p> <p>Examples of things that would come to the BOT for a decision are vaccination policy, and waiver application.</p>	
<p>GABS Announcements: (Update) GABS</p>	<p>GABS and JEDI will be having a joint meeting on Jan. 31. Committees will be looking at how to make BOT more accessible.</p>	
<p>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</p>	<p>Jam Board was shared about White Supremacy Culture as it relates to how conflict is dealt with.</p> <p>Discussion about fear of conflict in certain cultures.</p> <p>Importance of finding middle ground, and that there should be an openness to difference of opinions.</p> <p>Comments about that conflict doesn’t always need to be seen as bad.</p> <p>Comment that when there is a lack of conflict, community can be seen as homogenized, and this can exclude or be painful for people that don’t agree with the majority, and they feel like they cannot express their disagreement.</p> <p>Comment about the power, privilege, and education that comes along with having conflict “the right way.”</p> <p>Not an issue with the problem, but rather how they went about handling it.</p> <p>Comment about stepping out of being nice is stepping out of gender and race roles.</p> <p>How does Hilltown do when it comes to fear of open conflict? What about the Board?</p> <p>Comment that Hilltown has felt homogenous, and therefore difficult to bring up concerns/issues. There’s a sense of gratitude or relief at being at Hilltown, then there’s a feeling like you’re being ungrateful if you push up against the norms of the school.</p> <p>Comment about appreciation of different viewpoints, and difficulty of being about to attend to conflict within the structure of a BOT meeting.</p> <p>Observations that in early years, there was a lot more conflict because the school was not yet established.</p> <p>There has been less in the last 10-15 year now that school is established.</p>	

	<p>Comment that staff struggles with conflict in an open way. There is a strong desire to get along rather than to have difficult conversations.</p> <p>Example of a conversation/conflict in a BOT meeting about what makes a good BOT members. Comment that idea driven vs ego driven conflict makes a difference.</p> <p>Comment that parents are not interfacing with each other as much this year and this is making people feel disenfranchised.</p> <p>Comment about appreciation for this discussion, anti-racism work, and decentering whiteness.</p> <p>Comment that middle class white women have difficulty with open conflict, and there are a lot of middle class white women at Hilltown.</p> <p>Antidotes were shared: don't make it personal; we're not interacting in person as much and that might make things worse; being clear about the distinction between being nice and raising concerns, we welcome concerns; we shouldn't require people to raise issues in certain ways; once a conflict has been resolved it should be revisited.</p>	
<p>Board Recruitment: (Discussion) GABS</p>	<p>Discussion about recruiting community members. Idea that there may be resources through the Council on Aging, Lathrop Community and educational organization such as Community Classroom, Learning Solutions, and area schools of higher ed.</p> <p>How do we pitch it so that people feel like it is an honor to be asked, not a burden?</p> <p>Suggestion that if school feels like it would like some expertise in confronting school culture, who are leaders in the community who could help us with that, vs finding members who affirm our current culture? What characteristics/skills set would we be looking for?</p> <p>Who is in Easthampton that we could ask?</p> <p>What are we trying to get out of community members as BOT members? What is the goal?</p> <p>Response that someone who doesn't have the same relationship to school as parents doesn't have the same perspective. Community perspectives for a community school.</p> <p>Idea about asking parents of alum who would like to see on the Hilltown Board.</p>	<p>Sara and Dan to present at Lathrop</p> <p>GABS will put this on their Feb. agenda to discuss and make a plan about</p>

	Comment/questions about age limits for BOT members. There might be some laws about this.	
Long Range Plan Update: (Update) LRP Team	Nothing from LRP because the meeting is next week.	
Committee Reports -- Questions Only	none	
New Business	LRP will be facilitating a focus group	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday February 9th, 2022 at 7 p.m. in-person and zoom Facilitator: Kathleen S. Snacks: XX Drinks: XX Newsletter blurb: Lara	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 7:59 p.m.	Kate E. motioned to adjourn; Matt seconded; the meeting was adjourned.

Tentative Agenda Topics for Feb. 9th, 2022 Board Meeting: LRP focus group; Q2 financials



February 7th, 2022.

To: The Board of Trustees

Dear Fellow Educators,

I write in my capacity as a concerned Grandparent of one of your pupils and as Chairman of an international education company and former UK headteacher.

The past two years have seen incomparable pressure on teachers, administrators and governing Boards in schools across the globe. But the real strain has been carried by our pupils.

One observable fact is that when pupils are continually masked they can retreat into a cut-off inner world of their own, damaging their confidence and enhancing their fears. Their teachers find difficulty in reaching them, not least of all because the 'visual clues' about mental and emotional welfare are literally masked from them. The longer this goes on, the more pronounced it gets, especially with the younger ones.

Here in the UK children under 12 have never been required to wear masks, and children over 12 only rarely and for brief periods. This was the case even before the arrival of vaccines. Presently, the UK have dropped the guidance on masking, both in schools and in the community. The children catching Covid are removed from school and return after isolation and negative testing. In 99.9% of cases, they suffer no more than with a common cold. The buoyancy of school life has returned to both the classroom and playground. There is a palpable increase in pupil welfare.

The vast majority of our teachers are vaccinated and we are noticing that their own level of fear and anxiety has been removed; this fresh energy and returned 'connectedness' with their pupils is restoring confidence right across our communities.

Just 12 months ago, 400 people a day were being admitted into hospital ICU units in Britain – and even then, a tiny minority were aged under 18. Today, 20 people per day are being admitted. This pandemic horror is getting behind us.

I believe it is your duty as a Board to take decisions which reflect the changing scene and which restore the quality of our grandchildren's education. Put the children and their welfare first.

Thank you.

David Boddy
Grandfather of Eloise Boddy

Chair, Anglo Schools International, London, United Kingdom.

Hi Kathleen,

My name is Neal Teague and I am a parent to Cora (Indigoes) and Finn (Purples). I had planned to come to the board meeting this evening but now don't think I will be able to so I wanted to send along my thoughts as the board considers the off-ramp for masking and social distancing.

I think the time has come to phase out the use of masks and social distancing. With the wide availability of vaccines, the risk that Covid poses to the community has been reduced to that of other respiratory viruses like the flu. The costs to learning and socialization now outweigh the benefits of masking and social distancing. Our kids should not be the last to benefit from the easing of these interventions, they should be the first. They have borne much of the burden during the pandemic for the sake of older people and I believe it is time that their needs are prioritized. I would also argue that there is very little solid evidence that masking in schools is all that effective. Studies conflict, but [this summary](#) from the Times points out that at the very least there is not strong evidence that it is effective. When the benefit is so minimal and the costs so clear, I think it is time to stop the interventions. I am not asking for an immediate end, but rather a clear path to ending them in the near future. I will close by saying how impressed I have been with the leadership of the school during the pandemic and how kids' needs were always front and center. I feel very fortunate to be a part of this community. Thank you.

Take care,

Neal

2 Baronsmead Road,
London
SW13 9RR

7th February 2022

Dear Hilltown School Board.

I am writing to you in regards of the proposal for a mask waiver making masks in your school optional for your students now that over 80% of your community have been vaccinated.

I live in London in the UK, we have four children aged 12 - 16 years old and I also work as a school librarian in a secondary school (for children aged 11-18). As well as being an educator and a parent I am also an aunt to a pupil in Hilltown school.

In the UK students under 12 years of age have not been required to wear a mask in schools at any point during the pandemic, even before vaccines were available. The reason for this is that as children are at very low risk from Covid statistically it is not judged necessary for their wellbeing and wearing masks both impedes their social and educational development as well as being very restrictive physically. Currently vaccines are only offered to children aged 12 years and above so in all UK primary schools (for ages 4-11 years old) all the children are unvaccinated and only adult staff will have had vaccines.

In the UK masks are no longer required in school at all however my school (ages 11yrs+) has asked that everyone still wear masks in shared spaces such as corridors as there are a number of covid cases in the community still. Windows are wide open and teachers aim to keep a distance from their pupils. Pupils are not required or expected to social distance from each other as this is deemed antithetical to childhood behaviour and development, (not to mention impossible to enforce). Since September all pupils and teachers have tested themselves at home using a LFT twice a week in order to detect any asymptomatic cases of covid.

I and my colleagues are comfortable with these arrangements. These measures have also been accepted by all the Teaching Unions in the UK. As Covid19 is here to stay we have learned to live with it in the same way we live with many other diseases, as teachers we have always been exposed to germs and viruses and Covid has just become one of many along with colds and stomach bugs. All teachers and pupils can choose to wear a mask at all times. Close contacts are no longer required to isolate but may choose to test. All testing kits are provided free by the school/NHS. As a system it aims to meet the need for caution but not exceed it.

While cases of Covid are still very high in London the majority are very mild or asymptomatic and incidences of severe illness are rare due to high vaccination rates and the milder Omicron variant.

I feel strongly that the physical, social and intellectual needs of our children should come first and foremost as a parent and a teacher. While the needs of the wider community and society also need to be cared for, our children should not be required to shoulder the burden of this disproportionately. We have all been through so much these last few years and the pandemic will have lasting consequences for all of us, today's children most of all. Now is the time to help return their childhood and schooling to some kind of normality and I feel that this waiver to make masks optional is a step towards that which I strongly endorse.

With best wishes,

Katharine Boddy



K-12 COVID Response Update

February 9, 2022



Today's Presentation

Department of Elementary and Secondary Education

- **Russell Johnston, Deputy Commissioner**
- **Lauren Woo, Strategic Transformation Director**

Shah Foundation

- **Ross Wilson, Executive Director**
- **Eliza Novick, Project Manager**
- **Marisa Meldonian, Associate Director**
- **Lizzie Gordon, Project Associate**

Executive Office of Health and Human Services

- **Jeremiah Hay, Deputy Chief of Staff, EoHHS**

CONTENTS

01

COVID Testing Data

02

Mask Requirement in Schools

03

Using At-Home Tests Over February Break

04

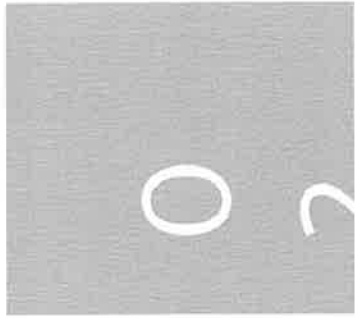
Updates on the K-12 Testing Program

01

COVID Testing Data

K-12 Testing	Last week (1/24 - 1/30)	Program total (8/30/21 - 1/30/22)
Schools testing		
# schools conducting at least one testing mode (symptomatic, test and stay, and/or routine pooled testing)	2,092	2,285
Test and Stay		
# test and stay tests conducted ^{2,3}	35,224	662,328
# in-person school days saved through test and stay (# negative tests) ⁴	34,517	650,080
Routine pooled tests		
Average swabs per pool	3.70	5.71
# pools processed	51,137	521,010
# positive pooled results	2,731	27,983
# negative pooled results	48,406	493,027
Pool positivity rate	5.30%	5.37%
Avg. turnaround time (hrs)	12.5	16.1





Mask Requirement in Schools

Mask requirement will revert to local control effective February 28

- Earlier today, Governor Baker and Commissioner Riley announced the state mask requirement in schools will be lifted effective February 28, 2022.
 - Masking policies will revert to local control.
 - Masking continues to be required on all school buses, per federal order.
- **Any individual who wishes to continue to mask, including those who face higher risk from COVID-19, should be supported in that choice.**

Mask requirement will revert to local control effective February 28

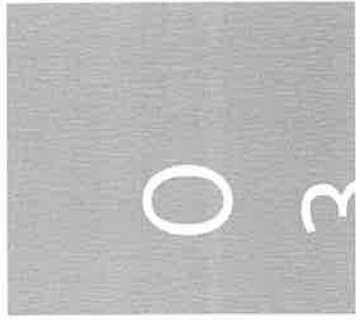
- In alignment with DESE/DPH Protocols for Responding to K-12 Scenarios, DESE and DPH guidance will continue to strongly recommend:
 - After a five-day isolation and/or quarantine period, wear a mask around others for an additional five days, except when eating, drinking, or outdoors.
 - Individuals who experience COVID-19 symptoms should stay home and obtain testing. If they receive a negative result and their symptoms improve (including remaining fever-free for a 24-hour period without fever-reducing medication), they can return to school but should also wear a mask until their symptoms fully resolve.
 - Unvaccinated individuals should continue to wear masks in school settings.

Masks and School Health Offices

Schools and districts should follow the [DPH Comprehensive PPE guidance](#) to guide the proper PPE needed to care for students and staff in the school setting. School health offices and medical waiting rooms, as the health care practice locations of licensed clinical providers, are subject to the mask requirements for certain locations.^[1] Additionally, clinical staff providing care to students with presumed or confirmed COVID-19 should wear a fit-tested N-95 respirator, eye protection, gown, and gloves.^[2]

[1] [https://www.mass.gov/info-details/covid-19-mask-requirements#mask-requirements-in-certain-locations-](https://www.mass.gov/info-details/covid-19-mask-requirements#mask-requirements-in-certain-locations)
[2]

<https://www.mass.gov/info-details/ppe-testing-and-vaccine-supply-resources-du-ring-covid-19>



Using At-Home Tests Over February Break

Testing over February break – for participating schools

- To promote a safe return to in-person learning immediately after February vacation, DESE is making at-home tests for all interested staff available next week so that they can self-test before returning from vacation.



Testing over February break – for participating schools

- Districts and schools participating in the at-home testing option must update their student and staff participation numbers by COB today (Wednesday, February 9).
 - Tests will be shipped to districts during the week of February 14 for distribution prior to February break.
 - Please estimate the number of tests you will need and consider ordering a small number of additional tests if more individuals opt in before February vacation.
 - If you have already entered updated numbers, or you have no updates to make, you do not need to take further action.

Schools not participating in the at-home testing program

- Districts and schools not participating in the at-home testing program are eligible to receive at-home tests for participating staff to be used prior to the return to school.
- **These districts and schools will receive additional information via email and must respond by noon Friday, February 11 to the survey located in the email.**
 - If you are not participating in the at-home testing option and do not receive the email by close of business today, please contact k12covid19testing@mass.gov

Testing over break – best practices

- Interested staff are recommended to use one at-home test 24 hours prior to the return to school (i.e., Sunday, February 27 if returning on Monday, February 28).
 - Staff must notify their school leaders if they test positive.
- **Testing prior to the return to school should be optional, not required.**

Delivery schedule through 3/6

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
16	17	18	19	20	21	22
23	24 Staff deliveries	25	26	27	28 <i>Last day for student delivery inputs for priority districts</i>	29
30	31 Student deliveries	1	2 <i>Deadline for staff quantity (qty.) changes</i>	3	4	5
6	7 Staff deliveries	8	9 <i>Deadline for staff + student quantity changes</i>	10	11	12
13	14 Staff + student deliveries	15	16	17	18	19
20	21 No deliveries (Feb. break)	22	23 <i>Deadline for staff + student qty. changes</i>	24	25	26
27	28 Staff + student deliveries	1	2	3	4	5
6	7 No deliveries <i>All received previous week</i>	8	9 <i>Deadline for staff+student qty. changes</i>	10	11	12

January February March Note: Staff will receive back-to-back deliveries during week of 2/6 and 2/13.

Test kit distribution

- Next week (week of February 14), participating districts and schools will receive tests for staff and students.
 - These tests are to be distributed during the week of February 14
 - Staff and students should be directed to take one test during the week of February 21 (ideally, Sunday, February 27) and one test during the week of February 28.
- During the week of February 28, participating districts and schools will receive tests for staff and students based on numbers inputted by February 23.
 - These tests are to be distributed during the week of February 28 for administration during the weeks of April 7 and April 14.

Reminders

Staff and student numbers need to be added or updated by COB today (5pm, 2/9)

If the numbers you have entered have not changed, you do not need to update them.

If your numbers have changed (increase or decrease in need), please update by the deadline

Updating participating student and staff numbers

- Navigate to the [CIC Health Supply Form](#) for your school in CIC Health's School and Consent Database
 - If you do not have access to the supply form, please email support@cic-health.com to request access
- Select the “At Home Antigen Test” button
- A popup will appear. Select “Add/Update Opt-In Numbers”
 - Complete all fields: District, Full Name, Staff Opted-In, Students Opted-In
 - Click Submit
 - You will not receive a confirmation email. Shipments occur automatically based on the numbers submitted.
- Please note, you may also update the centralized shipping location in this area

Updated iHealth information and translations on DESE website

- Some iHealth kits will have slightly different instructions for setup.
 - "Test 1" instructions have been translated here: <https://www.mass.gov/lists/covid-19-self-test-at-home-instructions-graphic>
 - "Test 2" contains an additional step (Step 1: Preparing Materials), that is not located in the translations above.
 - See full set of instructions here: <https://www.fda.gov/media/153924/download>
- We have provided additional translated instructions for *Step 1: Preparing Materials* on the DESE website.
- We recommend districts send the Step 1: Preparing Materials instructions with all tests.
 - Additional translations will be posted to our COVID-19 Testing website: <https://www.doe.mass.edu/covid19/testing/default.html>

04

Updates on the K-12 Testing Program

At-home antigen test updates

- Using at-home antigen tests for symptomatic individuals
 - All participating individuals will receive the equivalent of one test per week (reminder: each iHealth kit comes with two tests).
 - Schools may determine the distribution cycle to participating staff and students
 - Schools are encouraged to identify the day during the week that participating individuals should take the test at home.
 - Schools can also inform participating individuals that they can use their one test per week earlier than expected, if they have symptoms.

Using at-home antigen tests for symptomatic individuals

- Per Protocol C of the DPH/DESE COVID Protocols, return to school is based on symptom resolution
 - It is also *recommended* that individuals receive a negative PCR or rapid antigen test.
 - The once per week at-home antigen test may be used for this purpose, if available & desired.
- Additional tests are not available if participating individuals use their at-home test for symptoms.
 - Individuals that report positive at-home test results, should follow Protocol A for COVID positive individuals.

Important links on DESE website

- **Order supplies and update student/staff numbers:** cich-ma.zendesk.com
- **COVID-19 Testing Program:** <https://www.doe.mass.edu/covid19/testing/>
 - District Opt-in Form for At-Home Testing Option
 - Authorized School Application (for pooled and/or symptomatic testing)
 - Webinar recordings and slides
 - Template consent forms, opt-in forms, and parent/staff letters
- **On the Desktop:** <https://www.doe.mass.edu/covid19/on-desktop.html>
 - Protocols for Responding to COVID-19 Scenarios
- **General FAQs:** <https://www.doe.mass.edu/covid19/faq/>
 - Protocols and other reopening FAQs (also sent out in the [Commissioner's Weekly Update](#))

Have a question? Need help?

- Here's how to get in touch:
 - **First, contact your Program Coordinator**
 - They are your best first line of defense.
 - **If you don't hear back, contact CIC support**
 - support@cic-health.com
 - Please allow a few hours for a response during the next few weeks
 - **Still don't have what you need? Send us a note!**
 - DESE: k12covid19testing@mass.gov
 - Shah Foundation: CovidEdTesting@ShahFoundation.org

Please note:

If you need help, please reach out as early as possible. All teams are experiencing a high volume and the sooner we hear from you the better.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

LONG RANGE PLANNING QUESTIONS

The Long Range Planning Committee is in the “information gathering” stage of our process. To date, surveys have been sent out to parents/caregivers, and feedback has been received from staff with some emerging themes

At the February BOT meeting, the Committee will like to hear from the full Board your insights on the strengths and areas that require focus in the next five years.

Please take some time to consider the following:

- What is your vision for HCCPS in the next five years?
- What are the top priorities for the school?
- What are the top priorities for each committee focus area?
Specifically, beyond your annual committee goals what do you see as the long range challenges and opportunities?
- What specific thoughts do you have on the structure of school leadership? What’s working? What changes would you recommend?
- Does the current makeup of the Board meet the challenges of the school? What Board configuration will best move us into the next 5 years?
- What might be the biggest barriers or obstacles to the priorities you’ve identified?

I have prepared a short statement to read. Governor Baker and Commissioner Reilly announced this morning that there is no longer a mask mandate in MA schools. It is time that we make masking optional for ALL, effective february 28. Our kids need and deserve normalcy. Two years is long enough. I am going to make 4 primary points to support my position:

1. **DESE has shown the path forward, now is the time.** Hilltown has readily followed DESE guidance as it shifted by: removing outdoor masking, enacting test-to-stay, and adjusting testing, quarantine and contact tracing protocols . While there is no longer a minimum rate of vaccination required to go mask optional, the original rate for waivers was 80%. We have a rate of 88%. It is past time to allow ALL children and teachers to choose whether or not they wear face coverings.
2. **Vaccines are highly effective and protective and one-way masking works.** Vaccines are available to everyone at Hilltown that wants them. While we NOW know the vaccines do not have a profound impact on spread, or infection, we do know that they are highly effective in protecting the vaccinated from severe disease. Furthermore, many scientists and physicians are encouraging one way masking, whereby a well-fitted mask protects the wearer. Shira Doron, of Tufts, who sometimes advises DESE on pandemic health policy said in a recent Washington Post column, "We urge public health and school officials to educate communities on one-way masking, emphasizing personal choice regarding self-protection."
Some teachers and families may be worried about this next step. I hear that. Remember: the way families and teachers felt comfortable with returning to in-person learning was by returning to in-person learning. The same will apply here. We must practice empathy and compassion, but we cannot let fear drive our policy.
3. **Harms of masking children outweigh the perceived benefits.** Evidence for school masking effectiveness is weak. As David Leonhardt wrote in the NYTimes two days ago, "The benefits of universal masking in schools remain unclear. Studies — in [Florida](#) and in [England](#), for example — tend to find little effect on caseloads. One study that did find an effect has been [largely debunked](#)." The risk of severe disease in children from covid-19 have always been low, and the evidence does not support the claim that children are asymptomatic spreaders.
Millions of Children around the country and the world have not worn masks at school at all this year. In places like England, masking has never been required for children under 12, even when they were in school full time before vaccines were available. These places have not had worse outcomes. Dr. Tracy Hoeg et al's No Dakota masking study, comparing 2 districts - one mask optional and one

mask required - of 12,000 students and with similar community vaccination rates, shows that the mask optional district has consistently slightly lower case rates. The Cohasset, MA school board remarked similarly - their mask optional HS and MS had lower case rates than surrounding schools, even during omicron.

The negative implication of masking and other pandemic restrictions for children are, however, clear. Page or click through the NYTimes, NPR articles, Time magazine, the Boston Globe and you can read about all the ways in which masks are negatively impactful on our children. NPR's Anya Kamenetz discusses some of the costs of masking children, noting that masks can make it hard to hear and understand speech, young children unable to see faces may not be developing emotional skills, and children of all ages are having a harder time connecting with others. And certainly the list doesn't end there.

4. **We have an urgency of normal.** Children are experiencing disproportionate restrictions, and at a cost. Our children need to see each other's faces, and the faces of their teachers. They need casual chat and banter during lunch. They need to get a new message, one that doesn't convey that they are disease vectors, or a danger to others.

The doctors who created the Urgency of Normal toolkit write: "Youth depression, suspected suicide attempts, drug overdose deaths, and obesity have all risen dramatically during the pandemic. The unintended consequences of pandemic restrictions are now a greater risk to our children than COVID, and we must act on that reality."

Our children need normal now, and mask choice for ALL is a step in the right direction.

In conclusion, I'll borrow words from the Boston Globe's editorial board in yesterday's paper:

"For elementary-school-age kids, the pandemic has dominated a fifth, or a quarter, or even a third of their lives. It's time for them to breathe easier."

Thank you.

Resources:

Urgency of Normal toolkit: www.urgencyornormal.com

- “We can and should protect medically-vulnerable children and adults using focused protection strategies that protect *individuals* with risk, as we did in the years before COVID, rather than prolonging harmful restrictions on all children.”
- Covid is a flu-like risk to unvaccinated children; risk to vaccinated extremely low.
- Long covid not a significant risk to children, same as from non-covid illnesses.

UK study “Immunocompromised children and young people are at no increased risk of severe COVID-19”<https://www.sciencedirect.com/science/article/pii/S016344532100548X>

Time article: <https://time.com/6145291/end-mandatory-masks-schools/>

“As with any medical intervention, risks must be weighed versus benefits, and there is no proof that universal masking in schools is beneficial. We need to take into account the lack of evidence for mask efficacy and re-evaluate our policies and procedures. We know much more now than two years ago. The virus is likely shifting from a pandemic to endemic, and we need to shift with it. Parents should be able to follow the science, properly evaluate risk, and have the choice to unmask their children.”

NPR Article cited:

<https://www.npr.org/2022/01/28/1075842341/growing-calls-to-take-masks-off-children-in-school>

WaPo article cited:

<https://www.washingtonpost.com/opinions/2022/01/25/schools-safely-make-masks-optional-new-cdc-guidelines/>

Boston Globe article cited:

<https://www.bostonglobe.com/2022/02/08/opinion/lift-school-mask-mandate/>

Tracy Hoeg (study ongoing, published soon):

Note, these communities have similar community vax rates.

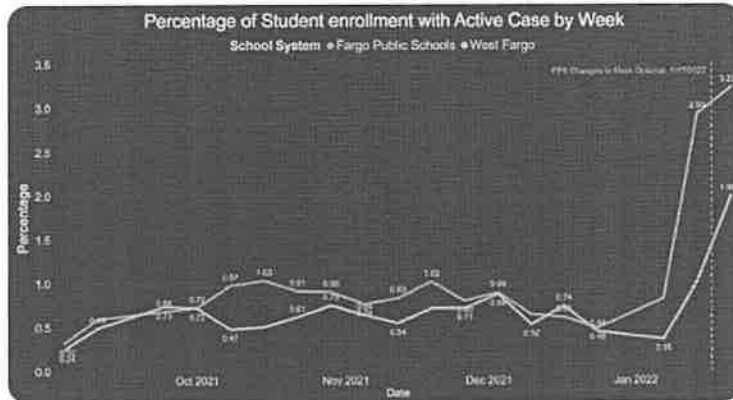
You can also listen to Tracy talk about this study in the Urgency of Normal webinar (on website listed above) at the 1:01:27 mark:

Update from the Fargo, North Dakota masking study:
Two neighboring K-12 districts (same community) both
with around 12,000 students

- Mask mandate
- Masks optional (<5% masking)

Y axis= % of students positive for covid

Green vertical line: when ● went masks optional



1:52 AM · Jan 28, 2022 · Twitter Web App

→ The norm is seeing faces. The burden of proof is - should have always been) -on the intervention.



Personnel Committee Proposal to the Board of Trustees

Date: January 26, 2022

Priority level: Medium

Approximate time needed for discussion: 10 minutes

Proposal to be presented by: Lara Ramsey

Text of proposal: If an existing teaching assistant (TA), employed by the school for one academic year or more, becomes a student teacher or an intern at Hilltown, they will continue to be paid as a teaching assistant (in lieu of the Teaching Fellowship stipend) and they can continue to receive employment benefits (e.g. health insurance). Student teachers and interns will be paid according to our teaching assistant salary scale for the number of hours allotted for the classroom in which they work, which is set on an annual basis. For reference, this year the hours are as follows:

TA position	Classroom Hours	Total Hours
Blues & Indigos	8:00-3:00 M, T, Th, F 8:00-12:30 W	32.5
Greens, Yellows, Reds, Oranges	8:15-3:00 M, T, Th, F 8:15-12:30 W	31.25
Special Education TA	8:00-3:00 M, T, Th, F 8:00-12:30 W	32.5
Purples & Prisms TAs	8:15-3:00 M-F	33.75
K-5 Atelier TA	24 hours	24

Goals to be achieved by proposal: The goals are 1) add an attractive benefit option for prospective teaching assistants; 2) encourage promising teaching assistants to further their career paths while staying at Hilltown, and 3) retain highly qualified teaching assistants.

Potential problems/dissenting views: The school currently offers a Teaching Fellowship of \$10,000 to graduate students who do their practicum at Hilltown. Offering to pay an intern as an employee is not as cost-effective for the school in the short run.

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	1,614,012	3,196,269	-1,582,257	50%
Total State Sources	1,614,012	3,196,269	-1,582,257	50%
Federal Grants-DESE Administer				
ESSER III 119	17,701			
IDEA 264	403			
IDEA 252	3,166			
ESSER 113				
ESSER II 115	8,584	85,841	-77,257	10%
SOA 117	16,749	17,210	-461	97%
SPED 262 Early Childhood	67	660	-593	10%
SPED 240	10,116	39,559	-29,443	26%
SPED 274		6,408	-6,408	
Teacher Quality 140	965	4,357	-3,392	22%
Title I 305	4,939	21,595	-16,656	23%
Title IV	2,000	10,000	-8,000	20%
Total Federal Grants-DESE Administer	64,690	185,630	-120,940	35%
Friends of HCCS Grant				
FOH Amplifying Voices Grant	630			
Total Friends of HCCS Grant	630			
Fundraising Income				
Field Trip Fund	6,577	6,540	37	101%
FOH Designated Funds	4,500	4,500		100%
Winter Fair		3,000	-3,000	
Total Fundraising Income	11,077	14,040	-2,963	79%
Other sources				
Earnings on Investments	940	3,000	-2,060	31%
School Lunch Receipts	10,441	15,000	-4,559	70%
Special Trip Receipts				
Prisms Special Trip Receipts	1,389			
Special Trip Receipts - Other		5,000	-5,000	
Total Special Trip Receipts	1,389	5,000	-3,611	28%
SPED Medicaid reimbursement	1,779	7,500	-5,721	24%
Total Other sources	14,549	30,500	-15,951	48%
Kid's Club Income	40,722	85,000	-44,278	48%
Student Activity Fees	7,272	15,000	-7,728	48%
Miscellaneous Income	2,095	2,000	95	105%
Total Income	1,755,048	3,528,439	-1,773,391	50%
Gross Profit	1,755,048	3,528,439	-1,773,391	50%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2021

Expense	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Personnel Costs				
Personnel				
Professional Educational Staff				
Teachers	2,299			
Professional Educational Staff - Other	509,758	1,505,691	-995,933	34%
Total Professional Educational Staff	512,057	1,505,691	-993,634	34%
Paraprofessional Educ. Staff	126,440	341,384	-214,944	37%
Administrative Staff	172,951	347,159	-174,208	50%
Directors	100,445	200,891	-100,446	50%
Kids' Club Staff	22,725	49,775	-27,050	46%
Stipends - Student Activities	1,676	7,000	-5,324	24%
Stipends - Program	8,500	10,000	-1,500	85%
Summer Programs(COVID Response)	10,280	25,000	-14,720	41%
Year End Bonuses				
Longevity Pay		9,550	-9,550	
Total Personnel	955,074	2,496,450	-1,541,376	38%
Payroll Taxes				
FICA	15,641	39,489	-23,848	40%
Medicare	13,102	36,199	-23,097	36%
PFML Tax	3,519	10,000	-6,481	35%
SUTA	946	2,496	-1,550	38%
UHIC	698	2,285	-1,587	31%
Total Payroll Taxes	33,905	90,469	-56,564	37%
Fringe Benefits				
College Credit Reimbursement	2,000	6,000	-4,000	33%
HRA Benefit	23,294	53,500	-30,206	44%
Health Diversion	7,429	23,000	-15,571	32%
Health insurance	168,301	293,000	-124,699	57%
Worker's Compensation Insurance	9,300	16,000	-6,700	58%
Total Fringe Benefits	210,324	391,500	-181,176	54%
Total Personnel Costs	1,199,302	2,978,419	-1,779,117	40%
Consultant & Other Svcs-Fixed				
Admin Services/Data Managemnt	11,068	8,000	3,068	138%
Annual Audit	7,860	8,000	-140	98%
FSA/HRA Service	857	2,500	-1,643	34%
Payroll Service	1,463	3,500	-2,037	42%
Prisms Electives		3,000	-3,000	
SPED Advisor		1,000	-1,000	
SPED Contractors	19,108	60,000	-40,892	32%
SPED Summer Services	3,820	5,100	-1,280	75%
Total Consultant & Other Svcs-Fixed	44,177	91,100	-46,923	48%
Consultant & Other Svcs				
Curriculum Consultants	909	4,080	-3,171	22%
Legal Fees	1,379	10,000	-8,622	14%
Staff Development	13,540	12,000	1,540	113%
Total Consultant & Other Svcs	15,827	26,080	-10,253	61%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	20,297	50,000	-29,703	41%
Copier Rental	3,067	5,300	-2,233	58%
Copier Service Contract	118	500	-382	24%
Electricity	10,177	26,000	-15,823	39%
Elevator Maintenance	6,245	3,350	2,895	186%
Fire/Sprinkler Alarm services	340	2,040	-1,700	17%
Heat	1,940	7,500	-5,560	26%
HVAC Maintenance	6,194	10,000	-3,806	62%
Insurance-Liability/Propty/Auto	31,184	30,000	1,184	104%
Interest Expense - USDA Loan	45,243	90,099	-44,856	50%
Internet	2,949	3,000	-51	98%
Landscaping	1,880	10,000	-8,120	19%
Minor Repair/Maintenance	3,076	15,000	-11,924	21%
Plowing/Snow Removal	600	8,000	-7,400	8%
Telephone	520	1,500	-980	35%
Trash Removal/Recycling	2,194	6,000	-3,806	37%
Water/Sewer	600	3,000	-2,400	20%
Total Occupancy	136,624	271,289	-134,665	50%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	1,383	2,400	-1,017	58%
*Blues Ed Supps	343	600	-257	57%
*Indigos Ed Supplies	467	600	-133	78%
*Greens Ed Supps	494	630	-136	78%
*Yellows Ed Supps	357	600	-243	60%
*Oranges Ed Supps	330	660	-330	50%
*Reds Ed Supps	351	660	-309	53%
*Purples Ed Supps				
Purples - STEM	457	465	-8	98%
Purples - ELA/HUM	112	465	-353	24%
Total *Purples Ed Supps	569	930	-361	61%
*Prisms Ed Supps				
*Prisms Humanities	104	465	-361	22%
*Prisms Science	152	465	-313	33%
*Prisms ELA	185	465	-280	40%
*Prisms Math	144	465	-321	31%
Total *Prisms Ed Supps	584	1,860	-1,276	31%
*Minicourses	241	465	-224	52%
*Music/movement supplies				
*Music Supplies - K-5		375	-375	
*Music Supplies - 6-8	297	285	12	104%
Total *Music/movement supplies	297	660	-363	45%
*Physical Education Supplies	390	875	-485	45%
*SPED Ed Supps	1,134	2,750	-1,616	41%
*Reading Specialist Supplies	230	300	-70	77%
*Other Ed Supplies/Textbooks**	17,688	13,010	4,678	136%
Total Educational Supplies/Textbooks	24,856	27,000	-2,144	92%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Food and Supplies	171	750	-579	23%
Health & Safety Supplies	1,812	1,000	812	181%
Household Supplies	2,311	4,000	-1,689	58%
Office Supplies	1,458	3,000	-1,542	49%
Playground Supplies		900	-900	
Postage	144	1,000	-856	14%
Printing and Reproduction		650	-650	
Testing & Evaluation Supplies	4,422	8,500	-4,078	52%
Total Supplies	35,175	46,800	-11,625	75%
Equipment				
Chromebook Replacement	4,972	5,000	-28	99%
Furnishings/Rugs	4,210	4,500	-290	94%
Minor Equipment	1,649	2,040	-391	81%
SPED Equipment	779	1,500	-721	52%
Tech Repair/Replacement	5,759	12,000	-6,241	48%
Vehicle Expenses	113	1,020	-907	11%
Total Equipment	17,483	26,060	-8,577	67%
Grant-funded expenses				
Friends of HCCS Grant Expense				
FOH Amplifying Voices Grant	629			
Total Friends of HCCS Grant Expense	629			
Total Grant-funded expenses	629			
Other expenses				
Advertising	1,570	1,800	-230	87%
BOT Discretionary Fund	133	500	-367	27%
Community Domain Expense	1,346	2,800	-1,454	48%
Community Service Projects		500	-500	
Graduation Expenses	14	1,020	-1,006	1%
Field trips				
Indigos Field Trips	166	600	-435	28%
Blues Field Trips	166	600	-435	28%
Greens Field Trips	23	630	-607	4%
Yellows Field Trips	23	600	-577	4%
Oranges Field Trips		660	-660	
Reds Field Trips		660	-660	
Purples Field Trips		930	-930	
Prisms Field Trips	130	1,860	-1,730	7%
Total Field trips	507	6,540	-6,033	8%
Fundraising Expenses		800	-800	
Kid's Club Food/Supplies	1,105	3,500	-2,395	32%
MCSA Dues	6,393	6,393		100%
Miscellaneous Expenses	1,849	1,020	829	181%
School Lunch Expense	12,684	20,000	-7,316	63%
SPED Contingency		15,000	-15,000	
Special Trip Expenses				
Prisms Special Trip Expense	3,600			
Purples Special Trip Expenses	1,800			
Special Trip Expenses - Other		12,308	-12,308	
Total Special Trip Expenses	5,400	12,308	-6,908	44%
Sunshine/Staff Appreciations	231	1,000	-769	23%
Student Activity Expenses	729	12,500	-11,771	6%
Travel		510	-510	
Total Other expenses	31,961	86,191	-54,230	37%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Directors' Discretionary Fund	36	2,500	-2,464	1%
Total Expense	1,481,214	3,528,439	-2,047,225	42%
Net Ordinary Income	273,834		273,834	100%
Other Income/Expense				
Other Expense				
Depreciation Expenses	53,687	107,375	-53,688	50%
Total Other Expense	53,687	107,375	-53,688	50%
Net Other Income	-53,687	-107,375	53,688	50%
Net Income	220,146	-107,375	327,521	-205%

Hilltown Cooperative Charter School

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Sep 30, 21</u>	<u>Dec 31, 20</u>
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	208,751	208,541	207,918
ESB Checking - XXXXX4269	352,614	307,300	402,385
ESB-Capital Reserve x1886	315,487	315,367	314,344
Total Easthampton Savings	<u>876,852</u>	<u>831,207</u>	<u>924,647</u>
Total Checking/Savings	876,852	831,207	924,647
Other Current Assets			
Paycheck corrections	-1,597	-1,597	0
Suspense	1,597	1,597	-918
Due from employees			
COBRA	1,128	1,128	1,016
Total Due from employees	<u>1,128</u>	<u>1,128</u>	<u>1,016</u>
Prepaid Expenses	6,880	3,992	0
Security Deposit	4,415	7,125	4,655
Total Other Current Assets	<u>12,423</u>	<u>12,244</u>	<u>4,752</u>
Total Current Assets	889,275	843,452	929,399
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	<u>3,790,726</u>	<u>3,790,726</u>	<u>3,790,726</u>
Accum. Depreciation - Building	-417,813	-398,476	-340,465
Property Improvements	151,440	151,440	151,440
Accum. Dep - Property Imprvmnts	-87,301	-81,196	-62,879
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-11,210	-10,509	-8,407
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-23,711	-23,011	-20,911
Total Property and Equipment	<u>13,599</u>	<u>15,000</u>	<u>19,202</u>
Total Fixed Assets	3,450,651	3,477,495	3,558,026
TOTAL ASSETS	<u><u>4,339,926</u></u>	<u><u>4,320,946</u></u>	<u><u>4,487,425</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	31,979	38,433	50,085
Total Accounts Payable	<u>31,979</u>	<u>38,433</u>	<u>50,085</u>
Credit Cards			
American Express	0	58	0
Capital One	1,823	838	1,580
Total Credit Cards	<u>1,823</u>	<u>896</u>	<u>1,580</u>

Hilltown Cooperative Charter School

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>	<u>Sep 30, 21</u>	<u>Dec 31, 20</u>
Other Current Liabilities			
Deferred Revenue - Grants	1,628	1,628	1,628
Payroll Liabilities			
Dental Plan Payable	-641	-433	-523
Employee Health	-5,974	-3,539	-6,427
Employee Life	226	226	181
FICA Withheld	0	0	-149
Long Term Disability	0	0	-57
MA Retirement	0	0	0
Sect 125 - FSA	-4,882	-3,416	-4,507
Payroll Liabilities - Other	0	211	0
Total Payroll Liabilities	<u>-11,271</u>	<u>-6,950</u>	<u>-11,482</u>
Total Other Current Liabilities	<u>-9,643</u>	<u>-5,322</u>	<u>-9,854</u>
Total Current Liabilities	24,159	34,007	41,811
Long Term Liabilities			
Note Payable - USDA	3,274,050	3,288,112	3,329,725
Total Long Term Liabilities	<u>3,274,050</u>	<u>3,288,112</u>	<u>3,329,725</u>
Total Liabilities	3,298,209	3,322,119	3,371,536
Equity			
General Reserve Account	208,331	208,331	206,512
Res'd for Capital Expenditures	315,088	315,088	312,884
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	202,260	202,260	254,719
Undesignated Fund Balance	45,891	45,891	3,484
Net Income	220,146	177,257	288,291
Total Equity	<u>1,041,717</u>	<u>998,827</u>	<u>1,115,889</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,339,926</u></u>	<u><u>4,320,946</u></u>	<u><u>4,487,425</u></u>



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report February 2022

1. Hilltown offered a Title 1 Information Session for parents on Thursday, February 3 (by Zoom).
2. There will be a site visit from the Charter School Office at the Department of Elementary and Secondary Education on March 8th. The Department writes: *The purpose of a site visit is to gather and document evidence about a charter school's performance in relation to the Criteria for accountability purposes. Evidence gathered during the site visit process is ultimately used to make a renewal determination or inform other authorizing actions pertaining to the school.*

This site visit, known as a "Core Criteria Site Visit" will focus on: mission and key design elements, access and equity, compliance, supports for all learners, governance, and student performance.

Visitors will observe in classrooms and will meet with some focus groups.

3. Hilltown submitted documentation to the state regarding federal programs Title I, Title IIA, and Title IVA. Documents include Hilltown's needs assessment procedures, fiscal procedures, parent/guardian communication, program design and evaluation, data collection and measurement, and opportunity & equal education access.
4. Integration, a key design element at Hilltown, is ongoing. Blues and Indigos are collaborating on a project for Family Study. Greens and Yellows are developing new material for their study of local history and the Underground Railroad. Reds and Oranges are designing an original curriculum called 'Sugar' that is interdisciplinary, inquiry-based, and aligned with social studies frameworks. Purples have been integrating geography, social studies, and music in their study of civilizations; soon the Purples will welcome Nick Kachulis, The Prisms have an ongoing integration project on race and genetics (humanities, ELA, science, Spanish, music), as well as an art-integration project centered on the novel *Animal Farm*.
5. Hilltown will be participating in the new at-home COVID-19 antigen testing program offered by the Department of Elementary and Secondary Education. Staff and caregivers who choose to opt-in will receive rapid tests to administer every Thursday. Caregivers and staff will be asked to report positive cases to the school through an electronic form provided. In addition to this new at-home antigen test option, we will continue with weekly pool testing and symptomatic testing during the week. As part of this shift in the program, Hilltown is discontinuing Test and Stay and contact tracing for in-school close contacts, but the school will continue to notify classroom



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

cohorts when there is a positive case in their group. Staff will receive their first at-home test for the week of February 7th and caregivers will receive their first kit for students the week of February 14th.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Domain Council Meeting Minutes- January 28th, 2022
12 pm Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda, Rashida Krigger, Emily Boddy, James Boddy

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for February	Agreed standing items, including committee updates and H&S and will finalize the agenda via email.	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates Following revisions were made	Kate updated us on facilities challenges with water freezing in the bathroom and shift in testing and contact tracing protocols based on new guidance and options from MA DESE. Rashida updated us on events/activities held: solstice celebration in December was successful with positive feedback; new student lottery with Spanish translation available; and MLK celebration. Winter Fair had to be canceled because not enough volunteers. Lara updated us on upcoming review required by state on how we spent our Title 1 funds, staffing updates, professional development day with staff, and decision-making model process reviewed with staff. She shared feedback received from staff and student that Board member name on zoom that was about their stance on masking was upsetting. Discussion about how we show up as Board members and what is ok as free speech.	Directors will send Domain Report for February BoT packet
FY22 Revised Budget	Looking at revisions around stipends, reimbursement for classes, and professional development (PD increased because went over line), funding for consulting	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

ESSER III Grant	Will do an amendment. Will use \$10,000 for regrading and remaining for other COVID needs	
Health and Safety Committee Role in Decision-Making	Agreement that Board agreed that H&S would make decisions in absence of DESE requirements	
Future Domain Council Meetings	Wednesdays at 4 PM the week following BoT meetings.	Added to calendar
Review action items		Done
Next meeting time/date/location		Wednesday February 16th, 4:00 p.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 1:00 p.m.



Facilities Committee Meeting Agenda – Saturday January 22nd, 2022, 9:30am

Meeting held at the school

Present: Kate Saccento, Nan Childs, Chris Korczak , and Joe Wyman

Regrets: Nicole Grinaski and Laurie Nichols

Topic	Discussion	Action (if necessary)
Fix it Friday Group	First was held January 14th, next will be January 28th. Will continue every two weeks on Fridays at 3:15 pm, or as needed.	Continue to post dates/time of Fix it Fridays in newsletter and on Hilltown calendar.
ESSER III Update and discussion	Kate shared that a grant specialist from DESE reached out about the approved 29,000+ funding of the ESSER grant. Since the approved amount for outdoor learning spaces is so close to \$30,000, the Department is requesting that Hilltown completes a capital expenditure form that would eventually include an accepted final bid or contract and a copy of the plan with all required approvals, certifications and signoffs. The original amount included multiple potential projects (tent or carport, regrading and other maintenance for outdoors spaces). The specialist said that if the school was not ready to start the project of regrading the side yard and possibly the field, then the school can amend the grant. Note:	Kate will share committee discussion at the next Domain Council.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>the money is available through FY24. However, the specialist said that because this grant is being highly monitored, they are requiring capex forms now.</p> <p>Members present at facilities agreed that the school is not ready to start the project because the ground is frozen and it is not an ideal time for contractors to look at it. Members agreed to an amendment of \$10,000 for the project (which would not require a capex form). At this time, the school was not moving forward with a carport and the committee feels that \$10,000 should be sufficient for any regrading that may need to happen.</p>	
<p>On-site walk through identifying short-term and long-term facilities needs</p>	<p>Topics included:</p> <p>Kate gave an update on the ESSER III grant. There will be an amendment written for the 29,000 funds dedicated to outdoor learning environment improvements. The amendment will include the following:</p> <ul style="list-style-type: none">10,000 for outdoor improvements19,000 to be dedicated to other identified COVID needs <p>This amendment is being done based on the recommendation of a grant specialist from the Department.</p>	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>Small leak in the sprinkler pipe located in the ceiling near the mailboxes in the main entryway. Leak is causing an occasional drip to land on the ceiling tile. A small piece of the ceiling tile was cut and replaced by a plastic container in the ceiling to catch any drips. Baystate Sprinkler was contacted and will be at school on Monday, January 24th at 8 am to assess the leak.</p> <p>Elevator (sensor on door needs repair); elevator deemed safe by elevator company to continue to be used and sensor strip should be repaired at some point, Otis provided an estimate of \$5,584 for the repair.</p> <p>Upstairs walls: walls have small holes, scrapes and stains on them. Two members noted that there is a lot of "cart" traffic from the attic that can result in walls being accidentally marked up.</p> <p>There was consensus from the attending members that wood panels (matching the ones on the first floor) should be put on the upstairs wall.</p> <p>Gutters: the gutters around the school are in need of repair and cleaning. The gutter on the corner</p>	<p>Elevator repair can be done this summer.</p> <p>Kate will look into panels being put up to determine materials and labor needed and identify when it could happen.</p> <p>Kate will look into gutters being repaired and cleaned. This will need to happen in the spring due to frozen water in gutters.</p>
--	--	---



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	of the Greens' classroom has a crack/leak.	
Adjournment	The meeting was adjourned at 10:24 am.	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes –January 19, 2022, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Kate Saccento, Maureen Mahar, Andy Tilbe, Lisa Plaza
Guests: None
Regrets: None
Agenda: Approve November’s Minutes, Q2 Financial Review, FY22 Review

Topic	Discussion	Action (if necessary)
November Minutes	Approval of November’s minutes	Rich moved to approve November’s minutes, Carla seconded. Approved by consensus
Q2 Financial Review	Reviewed staffing levels and the ability to obtain/retain substitutes and TA’s and how that changes the budget (more in FY22 budget review below) No big changes to Q2 financials worth noting	Rich moved to approve Q2 financials and send them to the BoT, Kate seconded. Approved by consensus
FY22 Budget Review	Pay rates for substitutes and TA’s should be reviewed as Hilltown’s rate is lower compared to area schools, making it difficult to find and retain staff. One staff member so far has requested leave Preliminary FY22 Tuition Report-DESE has Hilltown receiving \$3,306,871, \$110,602 over the current budget amount. Budget Revision Considerations-Legal, consultants, and special education contingencies Finance Committee plans on bringing the revised	No action needed



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	budget to the BoT meeting in March	
Tentative Agenda Topics for Next Meeting	Approve January's minutes FY22 Budget update	
Next Meeting Date/Time/Location	3/2/22; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:00 AM	

Hilltown Cooperative Charter Public School

GABS Minutes – Monday, January 31, 2022, 12:00 pm

Location: <https://us02web.zoom.us/j/83242946274?pwd=UzdyYW1iYk1YmFHTWRUQVcvZj09>

Present: Emily Boddy, Kathleen Hulton, Sara Schieffelin, Sarah Buttenwieser, Kate Saccento, Rashida Krigger, Jodi Shaw, Angelique Baker, Meg Taylor, Helen Korczak, Cinzia Pica-Smith, Kathleen Szegda, Kate Ewall

Regrets: None

Topic	Discussion	Action (if necessary)
Check in	Meeting convened and hellos.	
Meeting minutes review and approval per each committee	Meeting Minutes from last GABS meeting were approved.	
Announcements	Emily, Kathleen H. and Rashida stated the purposes of the joint meeting. This meeting was convened by Kathleen and Emily so the two committees could discuss a need to examine accessibility to/for our board.	
Discuss and review the way GABS is working on increasing JEDU on and accessibility to the Board	<p>We may change the description on the website and the application to become more welcoming and comfortable.</p> <p>Question raised: was the board obscure? Is it possible shifts could be made that would make a wider array of people believe they be valued as board members? What are salient issues that make the board intimidating? Are there specific moments that are/become barriers?</p> <p>One flagged item is the resume, which is a state requirement, but could feel hard for someone without what they consider an impressive resume (or one at all).</p> <p>Question: is there another way to collect information that would be better?</p>	

	<p>Tone: suggestion to create more engaging materials/flyer/bullet points/more appealing layout visually for board recruitment "poster" and also suggestion to advertise positions open more frequently (newsletter?).</p> <p>Some people in this meeting said they didn't know how to apply to the board. This, plus a sense because of the opacity, might lead someone to wonder if they measured up to "board standards." One parent said, "The board is another way to get involved, so I would want to know more about that."</p> <p>Challenge: how to make both the process and the commitment for serving on the board more transparent and more widely known.</p> <p>If indicated on parent volunteer survey, Deirdre would kind of squirrel that information away, which made it feel both informal and mysterious as to when/whether you might be "tapped" for service. We'd prefer a system where someone indicates interest and receives communication about this and how to proceed if desired. Informal entry points are great (I see my friend's on the board; I think, maybe I could do that too) but more formal entry points are needed for the sake of transparency and inclusion. Informal outreach can lead to replication and sameness on the board (this has, until more recently, meant class and race sameness).</p> <p>Other barriers: meeting in person could be a barrier; the 6:30-8:30 meeting time; not having childcare provided. All this leads to a question about what inclusivity means at Hilltown. And related: what does it mean to hold a minority opinion?</p>	
<p>Discuss the Board interest form and potential changes</p>	<p>Currently, there is not a statement in our recruitment materials that underscores "the board values different perspectives and experiences."</p> <p>An anti-racism perspective, if that is where the institution is headed, needs to be directly stated, too.</p> <p>The questions suggested for revision on the board application are 1, 5, 10.</p> <p>From a neurodivergent lens, the amount of unbroken text describing the board could be overwhelming.</p>	

Review Action Items	Reviewed action items.	Further work on the Board interest form will take place in GABS. Interested JEDI committee members can send feedback to GABS and/or attend GABS meeting Members of LRP will talk to LRP committee about JEDI issues and parent survey
Adjournment		Meeting adjourned at 1:05 pm



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Long Range Planning Committee Meeting Minutes – Tuesday, January 18,
2022

Location/Link: In person at 1 Industrial Parkway, Easthampton	
By Zoom; https://us02web.zoom.us/j/84914868960?pwd=WUppZmNZb3Boem9Uc1FvWjJwR3VOQT09	
Online Meeting ID: 849 1486 8960	Online Meeting Password: plan

Present: Kate Saccento, Helen Korczak, Rebecca Belcher-Timme, Rashida Krigger, Polly Normand, Gina Wyman, Lily Newman

Regrets: Kathleen

Topic	Discussion	Action (if necessary)
Approval of Minutes from December	Dan moves for approval - Minutes approved	
Set future dates	<ul style="list-style-type: none"> - Meet on date of Feb Board Mtg Focus Group? <ul style="list-style-type: none"> - Wednesday Feb 9th, 7 pm, likely 7:15-8:00 pm - On Hilltown Calendar - Hybrid online and appropriate to join remotely for this team - High quality camera makes it workable - Make this the first agenda item - Helen can't attend on Wednesdays - Set a March and April date <ul style="list-style-type: none"> - 3/15 Tuesday - 4/12 Tuesday - 5/17 Tuesday - 6/21 Tuesday (if needed) - Could use one of the later dates to share out updates or get feedback from staff, families <p>Goal of completing this work in the fall, 2022</p>	<p>Add mtg dates for spring</p> <ul style="list-style-type: none"> - 2/9 mtg date to calendars - T 3/15 - T 4/12 - T 5/17 - Hold T 6/21 schedule permitting
Review survey responses from staff	<p>Purpose/Goal:</p> <ul style="list-style-type: none"> - Identify salient themes that are relevant to long range planning; - ID what is relevant to this work specifically <p>THEME Takeaways</p>	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<ol style="list-style-type: none">1) Grade configuration and ideal organization of students and student numbers/class size2) Staffing model, roles and responsibilities (especially TAs/Interns/Etc.) and compensation; also leadership3) Impact of the pandemic on culture and implications for our work going forward4) Diversity - look more deeply into this in the near future an upcoming time <p>Themes Notes</p> <ul style="list-style-type: none">- Positivity around school climate- Issues around TAs<ul style="list-style-type: none">- Compensation and communication/structure of time and responsibilities<ul style="list-style-type: none">- Salary above Step 12- Honoring partial degrees (BA+, etc.)- What is the role? Is it a role to stay in or is it a pathway to something else?- Needs examining and clarification- From clear definition, need the appropriate training- Themes around DEI<ul style="list-style-type: none">- Diversity of student body- Eurocentric concerns- Discipline, but more around management than LRP issue- Grade Level Distribution is LRP topic<ul style="list-style-type: none">- See additional survey comments here- Class sizes - looking at smaller class size in early grades- Demands on teacher time and capacity with regards to parent communication- Theme of staff culture as an area of improvement that may not be an LRP focus itself but staff culture as an outcome over the long term is key<ul style="list-style-type: none">- Themes included staff expectations and shared accountability- Wanting shared/collaborative decision making- Efficient meetings- Co-teaching as a strength and huge piece of the heart of the experience, but also strain on the TAs <p>Cost-related themes - have to hone in on priorities around budget</p> <ul style="list-style-type: none">- Important to look at salaries - just raising that line costs \$100k and spend 75-80% on staff- High ratio of students to staff means high cost/high investment- High personal percentage but relatively low on leadership positions/admin- Goes beyond management to strategy- Is the school using resources to the best possible means - staffing, compensation, etc.- How do classroom teachers see this specifically?	
--	---	--



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<ul style="list-style-type: none">- Is there another set of input we need here from teachers and TA input on that role? <p>Staffing Themes</p> <ul style="list-style-type: none">- Seems like an area of focus for LRP- Establish goal around inquiry/investigation of optimal staffing model and grade configuration to meet learning and community needs?- What is the timeline for LRP as this will drive the level of results the goal points to (e.g., are we trying a new model or just investigating options)- Where does the recent reorganization of the leadership team fit here?- Likely may also need to be looked at - valuable to look at the entire staffing model of the school- Board decision around leadership model recently may have a timeline we should look at- Dan will find out if there are key pieces here to be mindful of <p>Themes that arise</p> <ul style="list-style-type: none">- Co-teaching/staffing model- Compensation<ul style="list-style-type: none">- Need to be clear about goals Board has set around compensation and info on personnel- Want to avoid doubling up if another Board committee is working on this- LRP - specific role here could be focused on clarifying the values and approach in line with goals of the school and clarifying the roles aligned with that<ul style="list-style-type: none">- Clear messaging would come as a relief for staff- Have opened the doors to TAs without BAs but means they may not have capacity for some aspects of the role (e.g., subbing for days in a row)- Clear roles and responsibilities around TAs specifically- Barriers to TA candidates could be misalignment to grad program timeline<ul style="list-style-type: none">- If it was student teaching, could pay a stipend that's marketable to a graduate student- Would have to be a night program/outside of school hours- Defining the TA role within HCCPS and for a person's career trajectory- Some belief that TAs make teaching better to have that teammate, support staff for students and someone who does admin work for teachers and supports instruction- But some teachers don't feel TAs help them- Can also be because the lead teacher doesn't leverage the TA in ways they could- Valuable to clarify what the shared goal is here- Could provide more effective training for TAs especially who haven't had preservice teacher training	
--	---	--



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<ul style="list-style-type: none"> - At least need some shared work with the teacher - Removing AA degree barriers is great and need to provide the support for folks with less training - Huge for students to have that person/TA consistently there as well especially when staff are out - another trusted adult that the teacher can rely on - Really important as a pipeline strategy - have we evaluated the success of TAs in becoming effective teachers or longtime staff members? - Could be a strength to cultivate a partnership with a public university - Westfield State for example - Graduate or other college students might make delegating easier since those folks need specific tasks <p>School Size</p> <ul style="list-style-type: none"> - Strong preference for smaller size classes - Has to align to staffing strategy/implications for staffing need to be examined <p>Student Culture/Behavior themes - connected in ways to TA role and lack of clarity</p> <ul style="list-style-type: none"> - Will culture need to be a focus longer term? - Hitting everyone hard now and will have effects for years to come from the pandemic - Seems like a worthwhile focal point for LRP - effects of pandemic on culture and implications for the coming years including best staffing model - Some pieces came up around lack of consistent mechanisms for holding students accountable - Specifically outside of the TA role/TAs don't have authority to hold students accountable and students know it - feels really defeating - Lack of disciplinary system to back TAs up - Comments showing frustration in how students and teachers talk to them - Yes tied to staffing - 22 new staff members AND student behavior more challenging than ever this year as it is everywhere - Has been a huge stressor this year - It's tremendous dysregulation - So overwhelming especially for newer staff or TAs - TAs on the frontline 	
<p>Development of survey questions for parents</p>	<p>Purpose/Goal: Hone questions with a final round of feedback so it's ready to go or close to complete</p> <p>CAREGIVER SURVEY TAKEAWAYS: Ready to go</p> <ul style="list-style-type: none"> - Dan will draft into google form - Admin team to review (see Action Steps) <p>Draft Questions</p>	<p>Lara will review school satisfaction survey questions and check overlaps</p> <p>Add clear framing for caregivers to get into the</p>



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>https://docs.google.com/document/d/1RzqNDxWF2D6NV2r0Re4bI5CAOxSnCneT6rULZM-aXC4/edit</p> <ul style="list-style-type: none"> - How much is this satisfaction vs visionary? <ul style="list-style-type: none"> - More focused on satisfaction but can give us some good information - How else can we do this? - Leaves open space for sharers to include things that may be of concern - This is where focus groups can come in - to fill in clarity or add insight to the questions that come from the survey - Has some overlap with the annual satisfaction survey - do a crosswalk to check alignment or alignment opportunities - What's the framing we include here to make sure survey respondents are clear about what this is for and the frame we want them in as they complete it <p>Staff Survey Framing from Dan:</p> <p>Hilltown is engaging in our third Long Range Plan, which will be shaped, in part, by stakeholder feedback. Please fill out this survey to help the committee gather information as we envision the future of Hilltown. This survey is anonymous, and we are eager to hear your honest feedback—nothing is too big or too small to share.</p>	<p>mindset/understand the purpose of the survey</p> <p>(see Dan's example from staff survey)</p> <p>Dan will create Google form for survey.</p> <p>Admin team will draft framing language. Rashida will review for edu-speak</p> <p>Admin team leads on survey blast and reminders - comes from Kate</p> <p>Survey Steps:</p> <p>Email blast to all families</p> <p>2 additional weekly reminders</p> <p>Deadline MARCH 8th</p> <p>Next Step/next meeting:</p> <p>ID how focus groups and other means can bring out more visionary feedback from caregivers</p>
<p>Develop focus group questions for BOT meeting on 2-9-22</p>	<p>Process</p> <ul style="list-style-type: none"> - We'll share meeting minutes - Give an update on where we are? <ul style="list-style-type: none"> - Surveys sent out - Feedback from staff with some emerging themes <p>Board Insights/Strengths/Focus Areas</p> <ul style="list-style-type: none"> - JEDI committee - Personnel 	<p>Dan will pull Board Committee Annual Goals and share so we have that context when we ask about longer term priorities.</p> <p>Dan will share Board information on the leadership structure</p>



**HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL**

	<ul style="list-style-type: none"> - Finance committee - Facilities <p>Have been looking at institutional health in these areas and would have insights into them</p> <p>Interesting facilities issues came up in staff input around outdoor spaces, etc.</p> <ul style="list-style-type: none"> - This implicates finance committee as well <p>Questions for BOT Focus Group</p> <ul style="list-style-type: none"> - What is their vision for HCCPS in the next five years? - What are the top priorities for the school? - What are the top priorities for each committee focus area? <ul style="list-style-type: none"> - Have annual goals but looking ahead five years – beyond the annual goals, what do you see as the key priorities for your committee over the longer term? - Specific thoughts on structure of leadership? - Is the Board configured right? How/does the makeup of the Board help us move into the next 5 years? - What might be the biggest barriers or obstacles to the priorities you’ve identified? 	<p>and plans - any specifics on timeline, evaluation of success, etc.</p> <p>ID next steps for Board focus group</p> <p>Dan will format questions into a document for the Board along with these minutes.</p> <p>Will share with this team before sending to Board for last minute input</p>
<p>Involvement of students</p>	<p>Goal: Clarify how students should be involved in this process? What is the right level of engagement and with which students?</p> <ul style="list-style-type: none"> - Important for them to have input even if we need to interpret feedback to make it operational - Can we talk to students and families who want to be at the school but can’t/aren’t? - Reach out to some alumni <ul style="list-style-type: none"> - Can respond to the same categories we’ve been thinking about - Meeting kids and engaging at other schools will help highlight aspects and give insights into the HCCPS experience - Are their things you wish you had experienced at HCCPS? - What was the impact of learning Spanish? - Consider some families who come in at middle grades - sometimes their voices are less heard or they can feel less integrated <ul style="list-style-type: none"> - Specifically ask these families - Anecdotally families have varied experiences and some feel so welcomed, others have a harder time integrating - Students have valuable input and let’s think about how we can hone in on the right group, representative 	<p>K-5 Students will share input in Morning Meeting</p> <ul style="list-style-type: none"> - Rebecca and Gina lead on this - Lily support - Completed before our Mar mtg <p>Next Meeting we will discuss older students (Alumni, 6-8 students)</p> <ul style="list-style-type: none"> - Format - Process - Questions



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<ul style="list-style-type: none">- Students would certainly have thoughts on staffing and school culture- What about a morning meeting question to elevate student voices with a question or series of questions over morning meetings?- Scaffold this from grade to grade?- Provide questions for teachers to use? <p>Questions</p> <ul style="list-style-type: none">- What makes Hilltown a great place to learn?- What would make HCCPS a better place to learn?- We can take whatever brilliance we get from this and sort out what belongs in LRP and what doesn't.- Ask students "if it weren't for TA's, what would be different?" <p>Process</p> <ul style="list-style-type: none">- We won't come together till March <p>Questions for Morning Meeting k-5 - Before March Meeting</p> <ul style="list-style-type: none">- Rebecca and Gina to lead on this- A couple targeted questions- How to get the data: Photo of whiteboard or chart paper, TA's take notes?- Lily will give feedback <p>March Meeting</p> <p>Older Students - Finetune the questions and process more</p> <ul style="list-style-type: none">- How do we want to organize the student focus group?- Lara could put together a focus group o <p>Alumni</p> <ul style="list-style-type: none">- What are the protocols for alumni contact?- Lara could put together an alumni Zoom of 9th/10th graders but would be siblings- High school seniors- Cross section of k-8 and 6-8- Rebecca can get in touch with some HS seniors- Lara <p>Think about 6-8 focus groups</p> <ul style="list-style-type: none">- Lara to ask teachers?	
--	--	--



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Review Action Items	See Action Items Column	
Tentative Agenda Topics for Next Meeting	Feb 9th: Board Focus Group - See agenda item above March 15th: - K-5 report out - How to involve students (alumni, 6-8) - Caregiver survey results - Caregiver input next steps - Focus groups, other data to gather	
Next Meeting Date/Time/Location	Wednesday Feb. 9 at the Board Meeting - both in person and remote: Meeting https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUjNELzNMdVmdz09 Meeting ID: 814 2602 7291 Passcode: hilltown	
Adjournment	Meeting was adjourned at 7:51	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes
Wed., Jan. 26th, 2022 at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szq0UlgxV1FKUVNXVFJHaXhtRzBIQT09>
Passcode: coffeetime

Present: Lara Ramsey, Carla Clark, Sara Schieffelin, Andrew Coate, Kate Saccento (from 7:35-7:40), Nicole Grinaski
Regrets: Tala Elia, Emily Lees

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara Notetaker: Sara	
Reviewing staff and TA salary scale (up-date and discussion)	Continued discussion of teacher and TA salary scale. Team shared different models they worked on over the past month. Questions: What should the starting salary be? How many steps? What is the role of a TA (differs in different classrooms, should we formalize)? Discussion about the importance of increasing entry level pay to increase recruitment and retention. We also want to make sure we're paying TAs more than subs. Discussion about how many steps, and that extending to 8-9 might not be a school priority. TAs can come in on different step levels based on experience at discretion of the Director of Teaching and Learning. Reminder that this needs to be proposed by the June meeting and ideally the team would have a proposal by March to present to the Finance Committee. Report/discussion on teacher survey/discussion. Team did not get to this last month. Comment that we have some relevant information related to this from the LRP teacher survey. Another discussion/survey can be put out at a staff meeting next tuesday. Lara, Nicole and Emily will put this together.	Action Item: Carla will write-up TA salary scale proposal to take to the Finance Committee's next meeting Action Item: Lara, Emily and Nicole will facilitate a discussion with teachers at the next staff meeting about what is important to them with regards to salary, benefits, and quality of life perks. Action Item: Bring "TA salary and benefits to existing interns/student teachers instead of Teaching Fellowship



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

	<p>Lara shared her proposal regarding offering TA salary and benefits to existing interns/student teachers instead of Teaching Fellowship stipend. Discussion about proposal. Comment about the study Kate did on the intern program, and the theme that came up was pay. Assertion that pay is important, especially now, for retainment. This would be seen as an added formal educational benefit. Team helped up-date the proposal to be presented at the next BOT meeting.</p> <p>Carla shared research she had done with comparisons with other districts regarding what percent of the budget goes to personnel. Other charter schools had around 75% of the total budget; ours is around 85%. Our current model is not sustainable. Comment that we have a higher staff/student ratio than other schools. Is it more important for teachers to have better ratios or higher salaries?</p>	<p>stipend” proposal to BOT. Lara will email proposals to Emily and Nicole for inclusion in the Feb. packet, and will email Matt to include on the agenda.</p>
Review action items	reviewed	
Tentative agenda topics for next meeting	<p>admin salary scale</p> <p>review of employee benefit sheet</p> <p>up-date and discussion about findings from teacher meeting/survey re priorities</p> <p>finalize teacher salary scale for FY 23 to be presented, along with TA salary scale, to Financial Committee</p>	
Next meeting time/date/location	<p>Wed., Feb. 16th, 7:30am via Zoom</p> <p>Zoom link found on school calendar</p>	
Adjournment	8:23 am	