

HCCPS Board of Trustees
Meeting Agenda
March 10th, 2021 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMdVmdz09>

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: Matt Dube

6:30 Welcoming (read mission statement): (10 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:40 Public Comment period: (10 min)

6:50 Justice Equity Diversity Inclusion (JEDI): Jen (10 min)

7:00 Planning for Annual Meeting: (Update) GABS (5 min)

7:05 Board Succession Planning: (Update) Noelle (5 min)

7:10 Budget Process Overview: (Update) Kate (10 min)

7:20 Director Role Review Committee: (Proposal + Decision) Review Committee (20 min)

7:40 Revised FFCRA Proposal: (Update + Decision) Kate (5 min)

7:45 In-Person/Hybrid/Remote: (Update & Discussion) Directors (15 min)

8:00 Committee Reports -- Questions Only (5 min)

8:05 New Business (5 min)

8:10 Meeting Wrap-up/Evaluation/Newsletter Blurb/Minutes Finalization (5 min)

8:15 Review Action Items in this meeting's minutes (5 min)

8:20 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, February 10, 2021, 6:30 pm

- Location:** By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)
- Present:** Kate Saccento, Lara Ramsey, Deirdre Arthen, Matt Dube, Dawn Reesman, Rich Senecal, Noelle Barrist Stern, Kelly Woods, Paula Ingram, Sara Schieffelin, Jen Matos, Chris Korczak, Joe Wyman, Kathleen Szegda, Jill Richmond, Tala Elia
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** (As listed in the Zoom participant information) Chris Dietrich, Laurel Loomis, Anne Schlereth, Greg Reynolds, Gina Wyman, Vicky Tilbe, Emilie Woodward, Myssie Casinghino, Dawn Graichen-Moore, Chadd Meerbergan, Rachel Lauder, Lily Newman, Jeff, Katie Krauskopf and Scott Meyers, Emily & James Boddy, Alec MacLachlan, Alex Niemiec, Grace Tiso, Jennifer Stauffer, Nan Childs, Tamara Kupfer, Mary Price, Sara Lunt, Kerri Simonelli, Sarah’s iPhone, Kate’s iPhone, Paula Yolles, Meg Colenback, Helen Korczak, Carol McMurrich, Ian Lauder, Casey, Cindy Mahoney, Cinzia Pica-Smith, Dan Bonham, James Saccento, Jeff P., Kate Ewall, Marguerite Durant, Meredith, Rachel Maiore, Renee Greenfield, Sarah Bittenwieser, Tiffany Ross, Jeff Dan, Alison Bent, Carla Clark, Chandler Klose, Kate Aleo, Tim Reynolds
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Sara Schieffelin

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p>Deirdre made an announcement reminding people about the consensus process and the spirit of the Hilltown mission statement. She explained how blocking concerns work.</p> <p>Noelle thanked the Health and Safety Team for all of the work they do to keep the students and staff safe: Kate, Lara, Tala, Kathleen, Mary Price, and Kate Ewal.</p> <p>Chris thanked Carol McMurrich for running the ski club again this year.</p> <p>Lara thanked the teachers who came to the Open</p>	

	<p>House in February to speak to prospective parents: Kerri Simonelli, Rebecca Belcher-Timme, Paula Ingram, and Peter Kennedy.</p> <p>At the end of the meeting, Deirdre thanked everyone who spoke for being honest about their positions and concerns.</p>	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	None	
Minutes	<p>Lara noted that, under “New Business,” “teachers’ salary scales” should be changed to “Directors’ salary scales.”</p> <p>Noelle noted three suggestions that had been given to her:</p> <ol style="list-style-type: none"> 1. Under Board committee goals (Facilities): change last sentence to end after “tool.” Add another sentence that says: “The goal of the self assessment is to identify any areas for improvement to the accessibility in the building to come up with a future action plan.” 2. Under Board committee goals (Board): Insert a sentence (which would be the third sentence) that says: “Dawn has put together two subcommittees and they are in the process of setting up meetings.” 3. Under In person/hybrid/remote learning: the paragraph that says: “Jill echoed what Rich, Chris, and Sara said. She asked if we could delay the implementation to the springtime.” Change to: “Jill echoed what Rich, Chris, and Sara said. She asked if we could delay the implementation to the springtime, but continue with the planning process.” 	<p>Jill moved to approve the January meeting minutes, as amended; Kelly seconded; the Board approved the amended minutes, as amended, by consensus.</p>
Public Comment	<p>Noelle summarized how the Board process works: when meetings are held; when and how notice is posted; when and how agenda topics are posted; and when meeting minutes and Board packets are posted.</p>	

	<p>Scott Meyers summarized portions of the parent letter, submitted to the Board and included in the Board packet, advocating for in-person learning.</p> <p>Paula Yolles explained what it looks like when students are in the building (<i>e.g.</i>, how students at home are being instructed remotely at the same time by a teaching assistant). She said that she is in favor of increasing in-person learning, although she does not know how it will work to have students eating in the building, because there is no cafeteria.</p> <p>Greg Reynolds also advocated for increased in-person learning and discussed how hybrid learning is working in the school where he works. He asked Hilltown to be creative and explore all possible options.</p> <p>Meg Colenback advocated for more in-person learning and talked about the mental health needs of children during the pandemic and managing anxiety and fear.</p> <p>Chadd Meerbergan talked about his positive experience teaching at Smith Voc in-person during the pandemic and suggested that the school could be used as a model.</p> <p>Jennifer Stauffer advocated for increased in-person learning and asked that, if there will not be increased in-person learning (either a fully in-person program or a robust hybrid program), parents be notified as soon as possible.</p> <p>James Boddy asked that, as a community, we set our intention that our kids be back in school safely in the fall. He said this would result in the school community leaning in to help make that possible.</p> <p>Tamara Kupfer said that she fears Hilltown is lagging behind other schools in the area with the amount of in-person learning.</p> <p>Chris Dietrich shared an anecdote for why he thinks there needs to be greater in-person time. One of his son's friends decided to try in-person learning (the student had been fully remote). Chris's son had such joy because the friend was at school. Chris spoke with his friend's dad that evening and the student had the same experience.</p>	
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<p>Justice Equity Diversity Inclusion (JEDI) (Jen)</p>	<p>Jen gave an update on the status of the Board’s JEDI training.</p>	<p>JEDI will send a Doodle Poll to schedule the JEDI training.</p>
<p>Friends of Hilltown Update (Myssie)</p>	<p>Myssie thanked all of the donors to Friends of Hilltown. Friends has set up a way to order Dean’s Beans coffee. The anniversary party and fundraiser last spring was canceled. The funds were initially kept restricted in the hopes that they could be used this spring. When that was not an option, most of the donors generously changed the purpose for the funds so that they could be used for other things. Myssie spoke about grants that Friends has awarded to staff (e.g., Alex was awarded grant funds for yoga mats).</p>	<p>Myssie will send a note to Deirdre of the businesses that donated to Friends, so that the school can thank them.</p>
<p>Q2 Financial Update/Goals Update (Rich)</p>	<p>Rich summarized the Finance Committee’s four goals: (1) balancing the budget (this is a fluid year-round goal that they have been able to achieve to date); (2) to use the COVID grant funds appropriately (these funds have been used); (3) review of Hilltown’s zero-balance budget policy; and (4) review the frozen staff salaries.</p> <p>Kate said that the reimbursement numbers for Northampton students have not been released yet. Those numbers will not be released until Q3 or Q4, which means we need to hold off in looking at a revised budget and the current frozen staff salaries.</p> <p>Kate spoke about grant funds that are available in the amount of \$85,000.00 to be used for COVID-related reasons. She and Lara will be working on the grant application.</p>	
<p>GABs Guidance on BOT Communications (Clarification) (Paula)</p>	<p>Paula gave guidelines to Board members for when they are approached by members of the school community. This includes listening, suggesting that the person contact the President and Vice President or appropriate committee chair, or forwarding the comments to the President and Vice President or appropriate committee chair. The goal is to have effective and transparent communications.</p>	
<p>Board Succession Planning (Noelle)</p>	<p>Matt has agreed to stay on as President next year, Kathleen has agreed to serve as Vice President, and Rich has agreed to stay on as Treasurer. There is a need for a Clerk. Noelle asked if anyone is interested to please let her know and emphasized that the Clerk</p>	<p>GABS will continue to work on recruiting new members and trying to fill the Clerk position and openings</p>

	<p>can delegate duties to others.</p> <p>Sara will serve as GABS Chair, Rich will serve as Finance Chair, and Joe will serve as Facilities Chair. Kelly will not know until the fall whether she will remain on the Board as a community member. If she does not, Dawn will serve as Personnel Chair.</p> <p>The bylaws allow for two positions for permanent employees (non-voting). Paula's term is ending, so both spots are open. Marguerite Durant has taken all of the steps to be on a ballot. Anyone else who is interested should submit an interest form and resume to Deirdre. GABS will follow up and speak with them. The person then needs to attend a Board meeting.</p> <p>Ten voting Board members are confirmed for next year. The By-laws allow for six to fifteen voting members. We have had two community members leave mid-year (Liz and Karen) and now have no community members. We are looking for approximately three new members and are interested in community members. Jen joined GABS for its meeting and gave some great ideas. GABS is hoping that each Board member will contact GABS to suggest one potential Board member.</p> <p>Next year, GABS will be down to just Sara as a returning member. Anyone who is interested in joining GABS this year to help with continuity should contact GABS.</p> <p>Dawn noted that Jill and possibly Kelly will be community members next year and we hope they will give us guidance as to keeping community Board members engaged. She also noted that, with the addition of another committee, it feels like there are not enough people on the Board to fill the committees and do all of the work.</p>	<p>on GABS and will report at the next meeting.</p>
<p>Personal Time Use for Staff (Personnel Committee Update (Lara))</p>	<p>The Personnel Committee approved a provision to use Personal Time on a regular basis to avoid teaching in person until April 1, 2021.</p>	
<p>Pool Testing (Update) (Mary)</p>	<p>Mary explained that Hilltown has been approved for funds for pool testing. The testing will identify asymptomatic kids, which will prevent or slow</p>	

	<p>transmission. It is done by putting a Q-tip on the inside of a child's nostril. The children will do it themselves. Mary will test the K-1s and any second grader who does not feel comfortable doing it. If there is a positive, each individual will be tested separately using a rapid test, which they have at school. The individual identified will then be kept home for the quarantine period and their close contacts will be notified.</p> <p>Mary said we are having no transmission in school, but as we are increasing time in the building, this will help continue to keep everyone safe. The school will still use all of the same mitigation measures (masks, handwashing), but this will be an additional tool in the toolkit.</p> <p>The state will cover the cost for the first six weeks and then the school will pay for it. Parents will need to consent. Mary will send out the consent form after the meeting. The pool will be taken weekly. Since there are two cohorts, she will do it on Mondays and Tuesdays. She will then be able to do rapid testing on Wednesdays if there are positive tests.</p> <p>In response to a question from Chris, Mary said that most people who responded to the survey she had sent out are interested in having their children participate. She also answered other logistical questions.</p>	
<p>In-Person/Hybrid/Remote Updates (Kate/Lara/Deirdre/Tala)</p>	<p>Tala gave a presentation on COVID transmission in schools. On slide 10 in the presentation, the student and staff rates reflect incidence rates not positivity rates. She said that we have learned a lot over the last year about COVID and COVID in schools. She summarized studies that were done in the United States and other countries that showed rates of in-school transmission was minimal and often lower than community rates when school mitigation measures were in place. She also pointed to information on the DESE website and summarized how many students and staff have tested positive in the state. She explained that she took a very balanced view when examining the data. However, the data shows that there is very minimal transmission in schools and investigations of transmissions shows that it is usually related to failure to use mitigation methods, such as masking and proper ventilation. The data shows that the risk of being in school buildings is not higher than and, at times is lower than, community</p>	<p>Jill moved for the Board to create a task force, as proposed, with an emphasis on creating a timeline to increase in-person learning for the spring; Chris seconded; the Board approved the proposal by consensus.</p> <p>Matt will send an email to the community,</p>

	<p>transmission.</p> <p>Kate presented the results of the recent parent survey: 98.6% of respondents said they planned to get the vaccine when available. 72.3% of respondents reported that they would like more on-site time. She broke down the reasons given in favor and against increasing in-person time.</p> <p>Deirdre summarized the responses from the student surveys. Most students responded that what was going well for them was the in-person time and what was not going well was not seeing their friends. The main response to what would make their school experience better was seeing friends. 64.2% of students said they would like to have more in-person time (19.8% said they were learning remotely). She noted that the students' responses were very similar to the parents' responses.</p> <p>Lara summarized the responses from the staff surveys. 100% of staff intend to get the vaccine. 57.7% said that they do not want to see more on-site time offered for 4th-8th graders. A number of people felt that the school would not be able to offer more on-site time without impact on the curriculum for remote learners. The main things teachers expressed needing before implementing more in-person time would be getting vaccinated, others getting vaccinated, and teaching outside.</p> <p>Kate said that timing is critical. The Directors are recommending that the school establish a task force, chaired by the Board President, to address these issues. It would be made up of three Directors, the Board President, one other Board member, two parents who are not members, and two teachers.</p> <p>Dawn said that she supported forming a task force so that blocking concerns to moving forward can be worked out and then a plan can be presented to the Board.</p> <p>Jen proposed that a student be on the task force. Kelly commented that this be done in such a way so that it is emotionally appropriate for the student.</p> <p>Joe suggested that the task force set clear benchmarks and a timeline for decisions.</p>	<p>informing them of the task force and asking for those who are interested to contact him. He will then speak with them and select members.</p>
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	<p>Deirdre and Matt explained that the task force would be an advisory committee that would report to the Directors who would ultimately present the plan to the Board.</p> <p>Matt responded that the task force would need to address two things: (1) more in-person time in the spring; and (2) more in-person time in the fall. Kathleen and Noelle pointed out that there is an issue as to timing and the creation of the task force will delay decisions about increasing in-person time in the spring.</p> <p>Matt asked that anyone interested in serving on the task force contact him and he will speak with them. He will also send an email to the community by the end of the weekend asking for interest. Matt and the task force will determine how to incorporate a student member or a student working group.</p>	
Committee Reports - Questions Only	None	
New Business	<ol style="list-style-type: none"> 1. Planning for annual meeting (GABS) 2. Review capital budget 3. Finance Committee update 4. SAT10 update 	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: March 10, 2021 at 6:30 p.m. Facilitator: Matt Snacks: N/A Drinks: N/A Newsletter blurb: Joe</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 9:50 p.m.	

Tentative Agenda Topics for March 10, 2021 Board Meeting:

JEDI
Planning for annual meeting
Review capital budget
Finance Committee update
SAT10 update

Succession planning update
Task force report

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, March 3, 2021, 6:30 pm

- Location:** By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)
- Present:** Kate Saccento, Lara Ramsey, Deirdre Arthen, Matt Dube, Dawn Reesman, Rich Senecal, Noelle Barrist Stern, Kelly Woods, Paula Ingram, Sara Schieffelin, Jen Matos, Chris Korczak, Joe Wyman, Kathleen Szegda, Jill Richmond, Tala Elia
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** (As listed in the Zoom participant information) Emilie Woodward, Dawn Graichen-Moore, James Boddy, Helen, Amy’s iPhone, Rachel Lauder, Chris Dietrich, Jess Berrien, Cindy Mahoney, Cait, Ian Lauder, Jessica Morris, Andrea Hearn, Ellen O’Neil, Jennifer Hayhurst, Kathleen Hulton, Katie and Scott, Kerri Simonelli, Lily Newman, Marguerite Duran, Mary Price, Meg Colenback, Melysa Friedman, Michaela Litzner, Myssie & Jessie Casinghino, Nina F., Polly Normand, Rachel Maoire, Rebecca Rose-Langston, Tamara Kupfer, Tom, Zoe Klatz, Rebecca Belcher-Timme, Sara Lunt, Ben’s iPhone, Carol McMurrich, Sarah Buppenwieser, Gaby Blaustein, Gina, Tom, J Blue, Winnie Family, Joanna, Jenn, Anne Remick, Tamara Kupfer
- List keeper:** N/A because of “raise hand” function on Zoom

Topic	Discussion	Action (if necessary)
Directors’ Plan for In-Person Learning	<p>Lara presented the proposal dated March 3, 2021 for adding in-person time to the hybrid school schedule.</p> <p>Kelly asked whether the plan addresses the DESE requirement that there be 35 hours of live instruction every 10 school days. Lara confirmed that it does.</p> <p>Joe asked whether the plan will increase on-line learning time. Lara said it will not. In response to a question from Kelly, Lara stated that the plan will not impact the curriculum as imagined during a pandemic year. In response to a question in the chat as to whether this will mean more on-line classes are being taught by teaching assistants, Lara said it has not been resolved.</p> <p>In response to a question from Chris as to whether this is the most in-person time we can provide this year,</p>	Chris moved to approve the proposal as presented; Kelly seconded; the Board approved the proposal by consensus.

Deirdre stated that this proposal meets the most needs of the greatest number of people at this time. Lara said we will not be able to have more people in the building while maintaining the 6-foot distance and also provide the on-line instruction necessary to meet the required instruction hours.

In response to a question from Noelle, Matt clarified that the committee that created the plan will continue to meet to plan for moving forward.

There was a question in the chat about what will happen to 6th-8th students if DESE requires more in-person time in April for elementary students. Lara noted that there may be many changes and adjustments between now and the end of the year.

Jessica Morris made a statement about how limited in-person time has been for Prisms. She thanked everyone who put the plan together for their hard work. She said that she recognizes the problem has not been caused by Hilltown, but by where society has targeted its resources. Kathleen Hulton agreed with this and said that none of the issues we are currently struggling with have been caused by anyone at Hilltown. She said that there are so many details that Hilltown needs to address, such as making sure there is sufficient time in the day for students to eat.

Kate responded to a question in the chat about moving to a 3-foot distance protocol and said that there is always a chance the school will do it, but only in consultation with the Health and Safety Team. Kate said the team is also working on plans for what will happen if students need to be eating lunch at school. Lara said that, at some point, there might be instruction on Wednesdays, but staff is currently very full with planning on Wednesdays.

The Directors explained that there is a meeting of the Board of Education on Friday, where the Commissioner will ask for permission to have elementary students return to school full time in April.

	<p>There was a question in the chat about whether it would make sense to wait for the Hilltown Board to vote until the Board of Education has its meeting. Lara responded that it would not, because we do not know what the Board of Education will do.</p> <p>Kelly asked if there is anything we need to address to make sure this plan will not be stalled because of lack of resources. Matt and the Directors said there is not. In response to a question of how vaccinations will impact the plan, Matt responded that we do not know when everyone will be vaccinated and it is important to move forward with the current plan based on the information we have at this time. He reiterated that the committee will continue to meet to address these issues.</p>	
Adjournment	Meeting adjourned at 7:20 p.m.	Dawn moved to adjourn the meeting; Joe seconded; the meeting was adjourned.

Dear Board of Trustee Members and School Administration,

After doing some research and listening to the Board Meeting of the DOE this morning, we have some questions about how Hilltown is going to make changes to the amount of "live learning" time and when it is going to happen. Although there should have already been a change, as the DOE had voted on this back in December and the implementation date was January 19, 2021, on an emergency basis.

According to the new guidelines, that were voted in permanently this morning, the DOE is requiring districts that are operating in a Hybrid learning model to provide AT LEAST **35** hours over a 10-day period, averaged across all grades, of "live learning" time.

According to the guidelines, "live learning" means the combination of in-person and remote synchronous instruction, where synchronous instruction is defined as "learning that is directed by a teacher and that happens in real time with other students, such as during live, whole-class instruction and small group work."

We do understand that there some districts that applied to have a waiver, but according to the board meeting this morning, only 24 districts applied for a waiver, 16 were granted and 9 of those were just to extend the start date to February 1, 2021. There were very few waivers granted and none of them were for "live learning" time less than 32.5 hours. I don't know if Hilltown had applied for a waiver or if so, was granted.

We have calculated out what our children (Ian and Rachel) are receiving for "live learning" at this time. One is an example for 4th grade and the other is for 8th grade.

4th grader -

Mondays – None for the morning, as the other half of class is in-person.

12:30 - 1:20 = 50 minutes

1:30 - 2:20 = 50 minutes

Tuesdays - 9:15 - 11:15 = 120 minutes (although some of this is snack, recess and transition time)

12:30 - 1:20 = 50 minutes

1:30 - 2:20 = 50 minutes

Wednesday - None (assemblies and optional things do not count, like all-school and mini courses)

Thursday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:20 = 50 minutes

1:30 - 2:20. = 50 minutes

Friday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:20 = 50 minutes

1:30 - 2:20. = 50 minutes

Total for one week - 720 minutes = 12 hours

Total 10 day - 24 hours.

8th Grader

Monday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:20 = 50 minutes

1:30 - 2:20 = 50 minutes

Tuesday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

1:00 - 3:00 = 120 minutes (although some time here wouldn't count)

Wednesday - none

Thursday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:40 = 70 minutes

1:50 - 2:20 = 30 minutes

Friday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:40 = 70 minutes

1:50 - 2:10 = 20 minutes (although this is games so it really doesn't count as live instruction time)

Total for one week - 810 minutes - 13.5 hours

Total 10 day - 27

These examples show that Hilltown is falling short of the required 35 hours and must be in compliance and make up any hours that not been done from 1/19/21, prior to the end of the school year.

Please understand that we don't want our children to have more computer time, we would rather have our children be learning in-person, however, they are not getting enough hours of "live learning" and this is becoming detrimental to their education.

We would like to also note, at the DOE meeting this morning, they are going to allow the Commissioner of Education the authority to instruct districts statewide to open their classrooms full time five days a week, at least for Elementary grades first and then to the older students. The Commissioner stated that he would be seeking to end the temporary regulations that have allowed districts to be remote or hybrid. This essentially will force districts to be in-person full time.

We hope that Hilltown is planning on rectifying the "live learning" time hour requirement as soon as possible so that they can be in compliance with the DOE. More importantly, we want to know exactly when that will be happening and how it will be done. Perhaps adding "live learning" during the 11:00 hour and adding Wednesdays back in with "live learning".

Respectfully,

Rachel Lauder

Ian Lauder



Proposal to Realign the Community & Family Engagement Role

Date: March 5, 2021

Priority level: High

Approximate time needed for discussion: 20 minutes

Proposal to be presented by: Dawn Reesman/Kathleen Szegda

Proposal developed by Kathleen Szegda, Dawn Reesman, Jill Richmond, Chris Korczak

Background:

Due to an expressed imbalance in workload and responsibilities at the Director level, it was identified that a complete review and analysis of the three Director roles & responsibilities needed to be included in the next Long Range Planning process to take place in the 2020-2021 school year. Due to the COVID-19 pandemic, the board decided to delay the Long Range Planning (LRP) process as it is not good practice to develop long-term strategic plans while in a crisis.

In January 2021, the Director of Family and Community Engagement tendered her resignation with a plan to retire from the leadership role at the end of the 2020-2021 school year. This action, and the continued stress from an imbalance in workload and responsibilities at the Director level, brought forth the need for an evaluation of the Director roles, in advance of the LRP efforts, to determine what position needs to be filled for the 2021-2022 school year. A subcommittee of the board of trustees was assembled. The Vice President of the board is leading the committee with three members of the board that volunteered to participate in the subcommittee.

The subcommittee determined that a deep dive analysis of the current leadership structure of HCCPS could result in significant change at a time when additional change in the school could be disruptive and counterproductive when there is already a lot of change and disruption in place due to the pandemic. We narrowed our focus to a review of the three roles with the intention of making adjustments to current roles and responsibilities to alleviate current workload imbalance and to further align the duties to the appropriate level that the work needs to be done.



Based on a review of current Director job descriptions and interviews with the Directors (current and former), the committee has determined that there is in fact a workload imbalance at the Director level. Further analysis of the data collected resulted in the following goals to be achieved by the proposal:

- Alleviate some workload imbalance of current Director roles and responsibilities.
- Ensure fiscal responsibility by realigning work responsibilities to the level in which the work needs to be completed and by increasing the number of hours for the identified work to be completed without significantly impacting the budget.
- Short-term role/responsibility changes to meet the current workload needs with minimal disruption and later reevaluation to meet the long-term strategic goals of the school and to address additional workload imbalance for the leadership of the school.

Text of proposal:

We propose that the .6 FTE (full-time employee) Director of Community and Family Engagement role be a full-time Coordinator of Community and Family Engagement to increase the number of hours worked and to realign the duties to the appropriate level.

We propose that further review and analysis of the leadership structure should take place as a part of the LRP efforts, which means all roles (to include the Coordinator of Family & Community Engagement role) will be evaluated at that time. (The LRP will map out our long-term goals of where we want to go as a school and then it is necessary and appropriate to determine the leadership structure needed to support achieving those strategic goals.)

If this proposal is approved, the Directors' next steps in outlining the duties of the role, completing compensation analysis, etc. will be determined in Domain Council. The board subcommittee will offer support as requested (i.e., review of data collected, additional outreach/research requests, etc.).



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Potential problems/dissenting views:

- Hilltown is a cooperative public charter school. Community (within the school, outside the school, and connecting them both) is critical to the mission of the school. It may be perceived that we don't value the community and family engagement work at the same level as teaching and learning and the administration of running the school.
- Historically we have had three leaders running the school and it has worked.

Response from Deirdre Arthen to the Proposal to Realign the Community and Family Engagement Role. 3-10-21

I appreciate all the work of the committee and I understand the proposal but it makes me both concerned and very sad.

My concern is that this represents a major and disruptive change in the governance structure of the school - one that was considered and recommended against in the long range plan that is currently in place. I feel like all of the work that this committee has done would be best used by realigning responsibilities within the current structure and then informing the next long range plan around any potential for major structural shifts, not changing a long-time and stable structure right before that process begins.

My sadness comes from the fact that this proposal shifts the job that focuses on Family and Community from being in a visionary and directive position at the school to being a more functional one and I think that is a big loss for Hilltown.

I think that the proposal suggests a pragmatic move in some ways - which is especially attractive in a time of pandemic and financial stress. It takes the burden of supervision of the position off of the board and it creates a written, structural rationale for the difference in salary scale - which is how we have compensated, thus far, for the difference in the level of responsibility among the three director roles. But while it does that, it takes a major voice out of the center and decision-making core of the school.

Will the person in this new role automatically be included in the long range planning team, on Domain Council, on the Board? Will they be in the meetings where policies and priorities are being decided? I can't imagine that they will be if they have a Coordinator title and are supervised by the Director of Admin. Disagreements between peers are very different from disagreements between an employee and their supervisor.

If the Board wants a focus on Families and Community to be at the center of guiding what the school does then I think that the position in charge of that should report directly to the Board and not be one of many the priorities that the Director of Admin has to balance.

This proposed change would make us less experimental as an institution and would move us closer to every other public school's structure, where family engagement is sought in order to help students' performance, not because there is a different underlying philosophy and a different way of looking at the world and at education that is inclusive, and holistic, and that really values the permeable walls and collaborative community that we have tried to create at Hilltown.

This proposal says that it is temporary and that it will be discussed again with the long range plan, but I don't think that once you have moved this job to that different level, you will ever raise it back up again - that is not the culture that we live in and it isn't the practical answer, and I also think the change in title and role will mean a change in the people who are attracted to apply for the position.

There are imbalances in the responsibilities, but why not adjust those and leave this as a Director position for now -- until that Long Range Plan happens. Keep the salary proportionately lower than the other Directors, as it has been - even make it an 11 month, full-time position so that the hours better match the other Directors and the finances remain manageable at the same time.

A three-legged stool is strong and three voices are more likely to build consensus than two when challenges and differences arise. I feel like with this proposal we are losing some of who we are, and that makes me really sad.



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Revision of Proposal to the Board of Trustees

Subject: Rescind Approved proposal (Extending Tax Credit for Covid Sick Leave to 3/31) from January meeting and replace it with the following document to eliminate erroneous and potentially confusing language.

Date: February 4, 2021

Priority level: High

Approximate time needed for discussion: 10

Proposal to be presented by: Kate Saccento

Text of proposal: HCCPS proposes to extend the benefits granted by the Families First Coronavirus Response Act (FFCRA) through 3/31/2021. These benefits were mandated until 12/31/2020, employers now have the option to extend this program and must elect to do this voluntarily.

Goals to be achieved by proposal:

1. Ensure that regular sick-time is not used for COVID-related absences that qualify under the extension of the Families First Coronavirus Response Act (FFCRA). (Medical documentation is required.)
2. Remove an inequity that comes into play when an on-site employee is required to quarantine (and take a day or days away from work) but a remote teacher does not.

Potential problems/dissenting views:

1. Financial burden placed on the school, given that it doesn't qualify for tax credits
2. Generous sick leave policy negates the need for this, FFCRA only requires employer paid sick leave, not that it be separate from regular sick leave
3. We have the option of choosing a class of employees to offer this to (e.g. classroom teachers vs. specialists or TAs). We aren't recommending differentiating employees for this benefit, but some may believe this would provide useful flexibility.

Update for the Board on In-Person Learning
March 10, 2021

In light of the state directive to return to school in full by April 5 for grades K-5 and by April 28 for grades 6-8, we have made some adjustments to the plan for adding more in person time.

The basic outline is below and more information will be coming out soon.

Return to school schedules

Please note that the week before April 5th, grades K-5 have planned to have all students back at certain times to acclimate to the new space.

Full days for K-5 are 8:15-3:00 M, T, Th, F and 8:15-12:30 on W)

Full days for 6-8 are 8:15-3:00 every day

- K/1 (Blues & Indigos)
 - All students in person from 9:00-11:15 the week of March 29th on M, T, Th, F.
 - Full days begin the week of April 5.

- 2-3 (Greens & Yellows)
 - All students in person from 9:00-11:15 on Thursday, April 1 and Friday, April 2.
 - Full days begin the week of April 5th.

- 4-5 (Reds and Oranges)
 - All students in person from 9:00-11:15 on Monday, March 29 and Tuesday, March 30.
 - Full days begin the week of April 5

- The 6th grade (Purples)
 - Full days begin the week of April 5th.

- The 7th & 8th graders (Prisms)
 - As of 3/29, Prisms West will be on site Monday and Thursday afternoons from 12:15-3:00
 - As of 3/30, Prisms East will be on site Tuesday and Friday afternoons from 12:15-3:00.
 - Full days begin the week of April 28th.

There are a lot of questions to answer in the next few weeks. Many questions will be addressed at tonight's 6:30 p.m. co-op meeting centered on Health and Safety. Here is the Zoom link (also on the school calendar):

Join Zoom Meeting

<https://us02web.zoom.us/j/88900829047?pwd=VS8wdjhGRlFFMlpGZzY4c0s1bEVXdz09>

Meeting ID: 889 0082 9047

Passcode: hilltown

On Friday, we will send families a survey asking whether you plan to send your child back to school or stay remote.

We are not ready to answer questions about what remote programming will look like in the new schedule, but it will look significantly different than it does right now. Knowing the number of students we are planning for will help us plan the remote program.

Currently, families have the option of changing plans at any time. This spring, we will have less flexibility with space and programming so there will be one opportunity to change from all-remote to in-person: Tuesday, June 1. There is no hybrid option.

More information will be released as we have it.

Warm regards,
Lara



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Domain Directors' Report March 2021

- 1. Vaccines for K-12 Staff** On March 3, Governor Baker announced that K-12 staff will be eligible to receive vaccinations on March 11th. We are hearing that this adds around 300,000 individuals who recently become eligible on March 11th, and that even before this new eligibility round, there were far more people eligible to make vaccine appointments than available appointments. We know that making appointments has been difficult and frustrating for most so far. Since the announcement, a few staff have been able to make appointments through CVS, as CVS is part of the federal pharmacy program, and receive their own vaccine distribution from the federal government separate from the allocation that the Commonwealth of Massachusetts controls. Officials are estimating that it will take a number of weeks for everyone who is eligible and who wants a vaccine appointment to get one.
- 2. Health and Safety Team Update** The school's Health and Safety Team continues to meet regularly to review the most up-to-date research and advise the Directors on on-site health and safety. There will be a co-op meeting this Thursday, March 11th at 6:30 pm for the community that will include information and discussion about health and safety protocols. The meeting will be recorded.
- 3. Special MA BESE Meeting Scheduled** The Massachusetts Board of Elementary and Secondary Education held a special meeting on March 5 at 2 pm. At the meeting, the Board approved the Commissioner's request to "adopt amendments to the Student Learning Time regulations on an emergency basis to provide [him] with the authority to determine when hybrid and remote models will no longer count towards meeting the required student learning time hours." This approval grants Commissioner Riley the authority to require full in-person learning for K-5 students in early April. We expect more detail to come in written guidance this week.
- 4. Basic Rights Workshop** SEPAC Chair Cindy Mahoney organized a Basic Rights Workshop Tuesday, March 9th. Area schools were invited to invite parents to attend.
- 5. Staffing updates:** John Van Beckum and Paula Ingram announced that this is their last year at Hilltown. Paula Yolles will be taking a one year leave of absence. Positions will be posted internally and hiring committees will be formed.
- 6. MCAS update:** MCAS tests have been postponed. For grades 3-5, the new dates are May 10-June 11. Dates for grades 6-8 are TBD.



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Domain Council Meeting Minutes- February 12, 2021

9:00 am Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUIjUT09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Dawn Reesman, Gina Wyman

Regrets: None

Topic	Discussion	Action
Problem-solving Task Force Update	The communication went out to the community and Matt has received emails from teachers and parents of interest. Discussion on the make-up of the group. We need a group willing to come to the table and be problem solvers and willing to listen and work collaboratively toward solution.	Matt will reach out and talk with the people that have raised their hands and talk about interest and availability. The group plans to meet the week of February 15th.
Schedule upcoming Domain Council Mtgs.	Adjusting the March meeting to move it earlier in the month to create the agenda for Domain Council. Upcoming Domain Council meetings: <ul style="list-style-type: none"> • Friday, March 5 at 9:00am • Friday, March 26 at 1:00pm 	Lara updated the school calendar with the dates and Zoom link.
Subcommittee Updates	Director Evaluations - Kelly and Dawn are still working on defining the process for this year. will have it mapped out for the next board meeting to share as an update. Director role reviews - The team has met as a group and with Dan Klatz.	Dawn & Kelly to provide update at March board meeting or include info in the packet. Dawn, Chris, Jill & Kathleen to interview the Directors.
MCAS update	Third graders will take the MCAS test via paper since they have not mastered keyboarding skills this year.	
DESE requirements on instructional time	Review of synchronous learning time and some adjustments will need to be made to ensure students are receiving 35 hours of synchronous learning happening every two-week period.	Lara to continue to strategize and create solutions to ensure we meet the requirements.



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	This will need to be front of mind as the Task Force works together	
Health & Safety Team Update	The team is waiting for CDC guidance on 3 ft distancing guidance.	
Lottery Update	~235 applications received The letters went out to the parents that have siblings joining Hilltown. Other families were notified of their number on the waitlist.	Next, send out letters to the families getting non-sibling spots.
Annual Meeting	Upcoming Annual Meeting planning. The meeting needs to include: annual reports from Chairs of Committees, election of new members, by-law changes, as applicable, and possible community discussion or performance. It can take place as early as April or as late as June.	Deirdre to talk to GaBS about planning for the 2020-2021 Annual Board Meeting
Review action items		Done
Tentative agenda topics for next meeting	March BOT agenda In-person/remote/hybrid Hiring for the Community Director position	Upcoming meeting: Domain Council needs to determine what are the programmatic and staffing needs for the budget for 21-22 School Year
Next meeting time/date/location		Friday, March 5, 9:00 a.m. https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUljUT09 Passcode: Domain
Adjournment		Meeting adjourned at 10 a.m.



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Domain Council Meeting Minutes- February 26, 2021

1:00pm Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUIjUT09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Dawn Reesman

Regrets: None

Topic	Discussion	Action
FY22 Budget	Budget process starting for FY22 planning. Considerations: <ul style="list-style-type: none"> ● Is the budget planning process working? ● Staffing needs 	Kate to provide a budget planning process update at 3/10 BOT meeting. Kate & Lara assess staffing needs and bring to Domain Council on March 5th
Calendar Questions	Professional Development Days on Friday, March 26th - should we move the day to the 19th for more planning for the upcoming schedule changes? It was determined that it is too late to change the schedule for parents/guardians/families. Can we instead adjust the progress report deadline to accommodate all the planning needs? Do we know if the Easthampton Public Schools has published their 21-22 School Year calendar?	Lara to discuss with teachers changing up planning and progress report writing days in exchange with Wed meetings/plannings. Kate to reach out to the contact at Easthampton Public School.
DESE requirements SLT (student learning time)	It is up to the management of the school to determine what counts as student learning time: <ul style="list-style-type: none"> ● Include morning meeting ● All School ● Etc. We need consistent definitions for what counts as student learning time and calculate appropriately.	Lara to make a proposal about what counts as learning time and run it by Deirdre & Kate.
Subcommittee Updates	Director Evaluations - Kelly and Dawn are meeting today.	Dawn & Kelly to provide update at March board



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	Director role reviews - Completed interviews with Kate, Deirdre, and Lara. Next steps to write up our analysis.	meeting or include info in the packet. Dawn, Chris, Jill & Kathleen to draft proposal for BOT meeting.
March 3rd Board Meeting	Agenda is on the calendar and link to Zoom.	Grace to add the meeting to the website.
Suggested agenda items for 3/10 BOT Meeting	Planning for Annual Meeting - GaBS Director Role Review - Committee Update Budget Process Overview - Kate In-Person/Remote Update - if needed JEDI Update	Matt will finalize the agenda in the coming week.
Review action items		Done
Tentative agenda topics for next meeting	Discuss staffing needs for FY22 budget development Finalize March 10th BOT agenda Debrief March 3rd BOT meeting about in person learning In-person/remote/hybrid	
Next meeting time/date/location		Friday, March 5, 9:00 a.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09 Passcode: pFxn7Y
Adjournment		Meeting adjourned at 2 p.m.



GABS Committee Meeting Minutes – February 10, 2021, 5:00 p.m.

Meeting Location: By Zoom

Present: Deirdre Arthern; Sara Schieffelin; Noelle Barrist Stern; Paula Ingram,
Guests: Jared Libby (during Organization discussion), Jen Matos (during JEDI/Recruitment section)

Regrets: None

Roles: facilitator- Noelle Barrist Stern; note taker- Sara Schieffelin

Topic	Discussion	Action (if necessary)
Communications with Board Members	<p>Discussion about how/when to present clarification around communication with board members during BOT meeting tonight.</p> <p>Discussion about recent parents’ meeting and letter regarding concerns about board process and transparency</p>	<p>Paula will make statement at BOT meeting tonight based on points that Noelle wrote up.</p> <p>These points will be formalized and put into BOT orientation materials moving forward</p> <p>Noelle will give summary of the board process during public comments at meeting tonight to clarify</p>
Succession planning	<p>Matt will stay on as Pres.</p> <p>Kathleen will come on as VP (as long nothing major comes up in her life) with the intention to transition to Pres the following year</p>	



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	<p>Jill, Dawn, Tala, and Sara have declined the Clerk position, though Jill says she would re-consider if no one else is willing, and her circumstances in the fall allow. Sara would also re-consider if someone else was Chair of GABs</p> <p>Rich will stay on Treasurer and Chair of Finance</p> <p>Personnel Chair- Kelly if she stays on. Who if she doesn't? Tala or Dawn</p> <p>Joe Chair of Facilities (needs to be confirmed)</p> <p>There are two staff positions open for next year. Margarite has applied, and is interested in GABs.</p> <p>We are looking for 3 or so more board members for next year. Emily Boddy has reached out to Deirdre and Matt to express interest. Andrew Tilbe is on Finance Committee again this year and was maybe interested last year? Sara Buppenwieser is willing to participate with GABS as a non-board member in whatever capacity would be helpful</p>	<p>Noelle will put out message during the BOT meeting tonight that we need a Clerk for next year.</p> <p>Noelle will ask who would be willing to chair personnel in the event that Kelley leaves the board</p> <p>Noelle will ask Joe if he will continue to Chair Facilities next year</p> <p>Noelle will announce this at BOT meeting, and it has gone out in staff notes, and will go out again in staff notes. Paula will invite Margarite to the next GABS meeting.</p> <p>Noelle will announce at BOT mtg. tonight our need to recruit more BOT members for next year, and ask BOT members to identify folks they think might be good.</p> <p>Sara to reach out to Andy Tilbe</p>
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		<p>Sara will reach out to Sarah B to discuss her interest further.</p> <p>Noelle will make an announcement tonight that GABS will need new committee members--perhaps they could start sooner than next year?</p>
<p>Organization of BOT documents in Google Drives</p>	<p>Jared has looked at the files in the google drive and doesn't think there is anything too problematic. Noelle mentioned that some documents are used more--how do we best organize to make them easily accessible? Star important documents? Re-name important documents? Put important documents in more than one place? Diedre remarked that sometimes we need to go back and figure out how/when we made decisions-hard to do this without going through all meeting minutes.</p> <p>Jared noted it is easy to find things in Google Drive by typing in key terms.</p> <p>It was noted that orientation to Board documents should be part of Board orientation- (e.g. here is what is in the google drive and how to find it)</p> <p>Should we rename/retitle things?</p> <p>What are the categories of things that we want to pull out from the larger whole? How do we want to start/label things so that they can be found?</p> <p>We can organize files by labels</p>	<p>Deidre to give Jared a hard-copy of board book so he get a sense of what that looked like like and how it was organized</p> <p>Jared will continue to work on this project with input from GABs</p>



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<p>JEDI/Recruitment of new Board members</p>	<p>Noelle gave Jen overview of recruitment needs/efforts, and asked how to go about recruiting through a JEDI lens. Jen asked how do we usually recruit? Deidre and Noelle responded, people reach out to people they know, we've gone to recruitment events but those have not (yet) been fruitful. Generally community members have been friends of directors.</p> <p>Jen made the suggestion of tapping into the 5 College Consortium network.</p> <p>Graduate students? Smith School for Social Work student?</p> <p>Could we look at the Consortium, where Sapphire and Romina (consultants) work?</p> <p>Jen suggested courting certain people and sending a letter of interest to them.</p> <p>Look at retirees with appropriate credentials.</p> <p>Discussion of what characteristics we are looking for in new board members: Legal, personnel, financial knowledge, energy, enthusiasm.</p>	<p>Sara to reach out Smith School for Social Work re a community board member.</p> <p>Sara to ask Lara if Sapphire and Romina are staying on as consultants.</p> <p>Jen knows a few people that she could tap/ask.</p> <p>Noelle to draft a letter that might go out to identified people that we might want to recruit for the board. Jen will revise.</p> <p>Sara to reach out Michael Ford.</p>
<p>Review Action Items</p>	<p>Action items reviewed.</p>	
<p>Next Meeting Date/Time/Location</p>	<p>To be determined</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 6:29 p.m.</p>	



GABS Committee Meeting Minutes – March 3, 2021, 5:00 p.m.

Meeting Location: By Zoom

**Present: Members- Deirdre Arthern; Sara Schieffelin; Noelle Barrist Stern
Guests- Sarah Buttenwiser, Marguerite Durant**

Regrets: Paula Ingram

Roles: facilitator- Noelle Barrist Stern; note taker- Sara Schieffelin

Topic	Discussion	Action (if necessary)
<p>JEDI/Recruitment of new Board members</p>	<p>Community members- Jen M gave Noelle 4 people to reach out to: Karen Jacobus, Dr. Rani Varghese, Dr. Sally Campbell Galman, Dr. Marta Sarabiego</p> <p>Sara and Sarah both know Michael Ford and think he would be a good potential community member</p> <p>Staff members- Gina and Margarite are both interested</p> <p>Andy T. and Emily B. have indicated interest in applying, but have not handed in their resumes or letters of intent yet</p>	<p>Noelle will ask Jen about co-signing the letter Noelle drafted to send to these people</p> <p>Sara and Sarah B to co-sign the letter to send to Michael Ford</p> <p>Deidre will announce again at staff meeting to see if anyone else is interested</p> <p>Sara to reach out to Emily and Andy to see where they're at in the process</p> <p>Deidre to reach out to Bonnie; Sara to reach out Chadd; Sarah B</p>



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	<p>Mike Alleo? Tom Hodikson? Chadd Meerbergan? Bonnie Mendendez? Merideth Morrison?</p> <p>Discussion about asking at the Parent Diversity and Equity Group about interest</p> <p>Discussion that economic diversity is lacking on the board</p>	<p>and/or Noelle to reach out to Merideth</p> <p>Deidre to ask at the Parent Equity Group</p> <p>Deidre will put out notice in the newsletter again that BOT is looking for members</p> <p>Deidre will put an announcement on the alum FB page</p>
Succession planning	<p>We still need to fill the Clerk role</p> <p>If Gina is on BOT then Joe would have to step down from BOT, and that would leave a vacancy for Chair of Facilities. Would Jill be willing to be chair? And would Joe stay on as a committee member?</p>	<p>Noelle to reach out Chris about being Clerk</p> <p>Sara to reach out to Jill and Joe</p>



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Annual meeting	<p>Deidre summarized what happens at the Annual Meeting.</p> <p>Discussed the best date for meeting. Settled on May 19th, at 6:30</p> <p>Meeting includes board business: Presentation by the Pres., reports by each committee chair, and new slate of BOT members are proposed</p> <p>What does the board want as the topic for the annual meeting? Next year's plan? JEDI initiatives across the school? Concert/entertainment?</p>	<p>GABS will announce this at next BOT meeting</p> <p>Deidre can send samples to committee chairs of what they need to present</p> <p>GABS will ask at the next BOT meeting what members would like to be the topic for the annual meeting, and will ask the directors if they want to present reopening plans at the annual meeting, or if it is too early</p>
Organizing Board Book and Files	<p>Deidre mentioned that Carla is interested in taking over the organization of the board book and files.</p>	<p>Deidre to give Carla the project, and Sara will tell Jared he is off the hook</p>



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Review Action Items	Action items reviewed.	
Next Meeting Date/Time/Location	April 31, 2021, 5pm via Zoom	Deidre to put on calendar
Adjournment	Meeting adjourned at 6:03 p.m.	



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Finance Committee Meeting Minutes –February 10, 2021, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Chris Korczak,
Kate Saccento, Lisa Plaza, Andy Tilbe
Guests: None
Regrets: Maureen Mahar
Agenda: Approve January Minutes; Review Financials

Topic	Discussion	Action (if necessary)
January Minutes	Approval of January minutes.	Rich moved to approve January minutes, Chris seconded. Approved by consensus
2nd Quarter Financial Review/Approval	Hilltown will apply for Esser Two Grant Apply by 3/31/21 \$85,000 total, \$10,000 to be used for social welfare/mental health Funds received can be used through the next fiscal year Hilltown is likely to use some of the funds for summer programs Northampton's above foundation rate is still unknown at this time	Rich moved to approve Q2 financials, Andy seconded. Approved by consensus
\$0 Balance Budget Policy Review	No charter schools use this policy per Erica Brown of the Charter School Association Kate & Carla will draft a proposal to eliminate this policy If eliminated, depreciation can be added back into the budget	No action needed



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School Auditor Update	Hilltown will hire Bernice Lord, local CPA Reasonable cost and great reviews	
Tentative Agenda Topics for Next Meeting	Approve January's minutes Review updated Financials if available Continue reviewing \$0 balance budget policy	
Next Meeting Date/Time/Location	3/10/21; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:15 AM	



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Personnel Committee Meeting Minutes
Wed., Feb 24 at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBIQT09>
Passcode: coffeetime

Present: Nicole Grinaski, Emily Lees, Jen Matos, Kelly Woods, Lara Ramsey, Carla Clark, Tala Elia

Regrets:

Topic	Time	Discussion	Action
Meeting Roles	2 mins	Facilitator: Kelly Notetaker: Jen/ Kelly Timekeeper: All	
Highlights from Inclusive Hiring Process Workshop- suggestions for hiring processes moving forward		<p>Lara shared notes and thoughts from the recent Inclusive Hiring Process Workshop (“Building an Inclusive Hiring Process”, a workshop with Dr. Liza Talusan through AISNE.) Highlights for future reference included:</p> <p>When a hiring committee is formed an orientation meeting is held. Leverage catalyst questions to create focus on goals. Consider use of an inclusive hiring article for the Committee to read and discuss.</p> <p>Hiring Rubric developed for collective reference</p> <p>Review inclusive interviewing practices, should JEDI be involve?</p> <p>Prepare to answer “What steps do you have in place to ensure I will be successful?”</p> <p>Job Description/ Posting: signal identity and commitment to diverse candidates; requirements vs. preferred qualifications.</p> <p>How are we more inclusive? What kind of diversity and inclusion are we looking for?</p>	Create a google resource folder to support an “Orientation to building an inclusive hiring process”



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		<p>Question for consideration: are you hiring for diversity, inclusion, equity, justice? How do we look past the number alone?</p> <p>Interview questions - prepare in advance, questions should be tied to the job description - mindful of questions for “culture” vs. qualifications, consider sharing questions ahead of time?</p> <p>Separate what the candidate said vs. your feeling about what they said.</p> <p>Does the hiring committee get to consider what a failed search is? What are the options/ restrictions?</p> <p>Consider what of this content to share with the handbook for future reference.</p> <p>Create a dynamic resource folder to support an “Orientation to building an inclusive hiring process” with references to the resources and recommendations.</p>	
Annual Goal Checkin; Next Steps for Spring		<p>Discussion re what we can do to advance our JEDI goals in our next hiring process - knowing we will have roles to fill in the new year. Creation of resource file for hiring committees.</p> <p>Salary, timeline, benefits will be important to have ready and explicit upfront to the hiring process. Addresses both transparency and opportunity for advancement/ retention. (Example New Hire packets will be useful here. We can take these into consideration as we prep for posting new roles - Prospective Hiring Packet.)</p> <p>Making scales transparent and available - also need to be clear about how one is placed on the scale.</p>	Nicole will make a note on the Prospective Hire packet check list to include salary scale information in future.
New Business		Carla will be joining Personnel Committee meetings going forward as a resource. Thank you!	
Review action items	2 mins	Nicole will create the Inclusive Orientation Resource File in google - and move Lara’s notes for reference. (<u>Lara Ramsey</u> may choose to edit prior?)	



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		Nicole will make a note on the Prospective Hire packet check list to include salary scale information in future.	
Tentative agenda topics for next meeting	3 mins	Annual Goal Check-in New Business	
Next meeting time/date/location		Wed., March 31 at 7:30am Zoom link found on school calendar	
Adjournment		8:22am	

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