

**HCCPS Board of
Trustees Meeting Agenda
August 5, 2020, 6:30pm**

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 which 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) (20 min)

Announcements, appreciations, acknowledgments
Agenda check; Appoint timekeeper, list keeper
Thank You Note check BOT Visibility this month
Approve Minutes from previous BOT meeting
Welcome new folks

6:50 Public Comment period: (10 min)

7:00 Review of Consensus Process (10 min) Dierdre - Discussion

7:10 Approve Renewing Board Member (5 min) Matt -

Decision

7:15 Work from Home/Remote Work Policy (15 min) Lara - Discussion

7:30 School Reopening Schedule (45 min) Matt - Decision

8:15 New business (5 min)

8:20 Committee Reports (5 min – questions only)

8:25 Meeting Wrap-up/ Evaluation/Minutes Finalization (5 min) Confirm date/facilitator, snack bringer, newsletter blurb, agenda check for next meeting

8:30 Review Action Items in this meeting's minutes (5 min)

8:35 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, July 8, 2020, 6:30 pm

Location: By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)

Present: Kate Saccento, Lara Ramsey, Deirdre Arthen, Noelle Barrist Stern, Liz Preston, Kelly Woods, Matt Dube, Karen Sise, Paula Ingram, Rich Senecal, Tim Reynolds, Jen Matos, Sara Schieffelin, Chris Korczak, Myssie Casinghino, Dawn Reesman

Regrets: Joe Wyman

Facilitator: Tim

Notetaker: Noelle

Guests: Natasha Matos, Cinzia Pica, Rebecca Belcher-Timme, Casey Daigle, Gina Wyman, Helen Korczak, Kerri Simonelli

List keeper: Matt

Timekeeper: Paula

Mission statement read by: Deirdre

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> <u>Appreciations/Acknowledgements:</u> Deirdre thanked parents for sending end-of-the-year gifts to the teachers and staff.	
Any thank you notes needed?	None	
BOT Visibility this month?	N/A	

<p>Minutes</p>		<p>Tim moved to approve the minutes; Kelly seconded; the BOT approved the minutes by consensus.</p>
<p>Public Comment Period</p>	<p>Gina addressed the DESE guidelines for reopening. She urged the BOT and Directors to submit a plan for reopening that involves six feet of distance between people, as opposed to DESE’s allowance of three feet. She said that if students are only three feet apart, it will not allow teachers to walk between desks to assist students. She advocated that, if there is insufficient space, the school consider a schedule where not everyone is in the building at one time.</p> <p>Cinzia referred to the June 17, 2020 letter submitted by parents to the BOT and Directors (the letter is included in the July 2020 BOT meeting packet). She asked that the letter be shared with the Hilltown community, rather than solely addressed at the meeting. She also urged the school to reframe the education of students about racism, particularly the education of younger children.</p>	
<p>Ratify New Members (Tim)</p>	<p>Three new BOT members were proposed for ratification: Jen, Sara, and Chris.</p>	<p>Tim moved to ratify the new members; Matt seconded; the Board ratified the new members by consensus.</p>
<p>School Opening Update (Kate and Lara)</p>	<p>Kate explained that the school is required to submit three plans to DESE in August: (1) an in-person learning plan; (2) a hybrid learning plan (in-person and remote); and (3) a remote-learning plan. The school is looking into things such as the amount of unused space it can utilize, ventilation, ordering PPE,</p>	

	<p>cleaning, handwashing and sanitizing, ways to limit travel within the school, and after-school programs.</p> <p>Deirdre stated that the school had sent parents a survey last week about returning to school. They are still collecting data. More than half of the parents are in favor of their children returning to school with safety precautions. There was a substantially smaller group that advocated for students not returning to school until there is a vaccine. More information will be shared as more data is collected and reviewed.</p> <p>Lara stated that teachers have volunteered to work this summer on a number of committees related to returning to school. Groups are looking at: hybrid models; a social/emotional curriculum; equity under these circumstances; communication about remote learning; whether the school should become a Google school (using Google Meet, rather than Zoom); and “passing up” information from one teacher to another as students move up in classrooms.</p>	
<p>August Meeting (Tim)</p>	<p>Tim proposed that the BOT have an August meeting in light of the uncertainty about the fall.</p>	<p>Tim moved that we have a meeting on August 12, 2020; Matt seconded; the Board approved the decision by consensus.</p>
<p>Equity Work at Hilltown (Lara)</p>	<p>Lara summarized the <i>Anti-Bias Education and Anti-Racism Work 2017-2020</i> (included in the July BOT meeting packet). She discussed the work of the Equity Committee and the Personnel Committee. She noted that the BOT had changed the requirements for Teaching Assistants from having a bachelor’s degree to having an associate’s degree to increase diversity. She also noted that the BOT has been looking at the preference given to internal candidates for job openings, since the school’s current staff is primarily white. She also discussed ongoing teacher training.</p>	

<p>Holding Equity and Justice as a Board (Personnel)</p>	<p>Dawn read the Personnel Committee’s document <i>How Do We Hold Equity and Justice at Hilltown</i> (included in the July BOT meeting packet) to facilitate a discussion.</p> <p>BOT members agreed with the importance of addressing diversity, inclusion, equity, and justice (“JEDI”) at the BOT and committee levels. Dawn noted that it is important to have someone overseeing these efforts to ensure that the work is done. Jen suggested that it would make sense to have it become part of every meeting to touch base about this. Matt noted that it would be the Domain Council’s responsibility to make sure this remains on the agenda.</p>	
<p>Board and Committee Roles (GABS)</p>	<p>The BOT agreed to the following placements for Board and committee roles:</p> <p>Tim: President; Domain Council</p> <p>Matt: Vice-President; Domain Council</p> <p>Rich: Treasurer; Chair of Finance</p> <p>Noelle: Clerk; Chair of GABS</p> <p>Dawn: Chair of Personnel</p> <p>Liz: Chair of LRP</p> <p>Joe: Chair of Facilities</p> <p>Kelly: Personnel</p> <p>Karen: Facilities</p> <p>Paula: GABS</p> <p>Deirdre: Domain Council; GABS; LRP</p> <p>Lara: Domain Council; Personnel; LRP</p> <p>Kate: Domain Council; Finance; Facilities; LRP</p> <p>Chris: Finance</p> <p>Jen: Personnel</p>	

	Sara: GABS	
New Business	The formation of a J.E.D.I. Committee BOT Response to parents' June 17, 2020 Letter	
Committee Reports - Questions only	None	
Meeting Wrap-Up/ Evaluation	Next Meeting: August 12, 2020 at 6:30 p.m. Facilitator: Tim Snacks: N/A Drinks: N/A Newsletter blurb: Matt	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:54 p.m.	

Tentative Agenda Topics for August 12, 2020 Board Meeting:

- School Opening Update
- Holding Equity and Justice as a Board
- Formation of a J.E.D.I. Committee
- BOT Response to June 17, 2020 Letter
- Long-Range Planning

For the Board:

In advance of this important Board Meeting on August 5, please take a look at the attached documents which are part of our Board Book. We have not had a chance to review consensus decision making yet this year, so especially for new Board members, this will be important information to have going into a meeting where a big decision is being made.

We will review all of this at the meeting and answer any questions you might have.

Thank you for your time

Deirdre

Hilltown By laws:

<https://docs.google.com/document/d/1ZctCid4YZWhrvmmMNBLfWWPOKoYBx76JYEn12KCHWZ0/edit?usp=sharing> (see Article 5 section 5)

Description of Consensus Decision-making process at Hilltown

https://docs.google.com/document/d/19bR8N3FVBgo_VUIzY62-zcmjyEroHu4V5rtX7yS2LpM/edit?usp=sharing

Flow chart illustrating that consensus process:

<https://drive.google.com/drive/u/1/search?q=consensus>



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Domain Directors Report to the Board of Trustees

August, 2020

1. Two surveys were sent to teachers to collect information pertaining to return-to-school plans. Questions included matters of health/safety/comfort, scheduling, and flexibility with location and position. Questions also aimed to identify a few shared values around which to build our program this year. In addition to the two surveys, we held a listening session for any teaching staff who wanted to attend. The survey and the listening sessions are helping to inform our process and our plans. Another optional meeting for teaching staff was held on Tuesday, July 28th at 10:00 a.m. for anyone who wanted to hear updates and provide feedback.
2. Two surveys were sent to parents to determine family preferences and inclinations about returning to school in person, and to assess needs around technology, transportation, educational support and any other kinds of support needs parents anticipated. We also inquired about ways that parents would be willing to volunteer to create and lead supplementary programs in the coming year. We had an excellent rate of response to both surveys. In addition, between the surveys, a listening session was held for parents and guardians, followed by distribution of a FAQ sheet based on questions that arose during the meeting. The surveys and the listening session are helping to inform our process and our plans.
3. Hilltown contracted with social justice educators from the Collaborative for Educational Services (Drs. Safire DeJong and Romina Pacheco). A letter from parents had requested a community meeting and the support of DeJong and Pacheco. More than 50 people (teachers and parents) logged into this session. The facilitators debriefed the community meeting with Deirdre and Lara on Thursday. The debrief will lead to new action steps furthering the social justice work around race, racism, and anti-racism happening at Hilltown.
4. Lara attended Dr. Liza Talusan's "Master Class in Equity and Inclusion" in early July. The course built on the professional development training Dr. Talusan brought to Hilltown in January. It added professional development around leadership styles and how to leverage different leadership styles in equity work in schools.
5. The Building Safety Committee has met five times since mid-July to apply the safety, facility and operations state guidance to the school site. The committee includes the nurse, the consulting school physician, four teachers and the Director of Administration. The committee's agendas have included: indoor space (classroom arrangements and capacity), outdoor space (tents- types, locations, and capacities), masks, ventilation, hand washing, hand sanitizing, eating and bathroom use. Our future meeting agendas include drop off and pick up, student and staff movement in the building, and other safety topics for the reopening of school. Based on DESE safety



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requirements, we have ordered necessary PPE for teachers and staff. We also ordered six 18 x 20 canopy tents.

6. The scheduling committee has identified the pros and cons of no fewer than ten hybrid learning scenarios. The top two choices were shared with teaching staff during Tuesday's optional meeting. Parents are invited to a community meeting to review the schedules on Thursday, July 30th. Feedback from the meetings will help the administration finalize plans for the state that are due on July 31.

7. Social Emotional Learning Committee (formed for Summer 2020) met to organize and prioritize steps we need to take to return to school with supports and skills in this area. Members of this committee accessed sessions from the annual MTSS Trauma Conference. This group will be recommending professional development for our staff regarding trauma-informed practices in schools.

8. Equity Committee for Summer 2020 met to organize and prioritize steps we need to take to return to school with as much pro-active equity work in place as possible. Will be a 1:1 device school in the fall. Our first meeting focused mainly on how to fairly and responsibly meet the needs of students with serious obstacles to accessing learning online.

9. Passing Up Committee met to organize the materials we will share with teachers of students who are new to them in order to help them anticipate academic and participation needs.

10. Kate, Lara and Deirdre are revising our Accountability Plan in response to suggestions from the state. With new guidelines in place, we have revised the description of our Key Design Elements, which in turn shape our objectives and measurement tools. From now on, each objective can refer to only one KDE and each objective requires two forms of measurement.

11. Summer Learning Program Grant: we were awarded a \$10,000 dollar grant to support summer learning opportunities for students. We will have offerings for students working on reading, writing, and math in all grades K-8.

12. Tech update: we applied for a technology grant that is available for student devices and internet. Our application included requesting the reimbursement for the 70 student Chromebooks purchased this past spring and funding for Chromebooks and Tablets (K-2) so that all students in K-8 would have their own device to use at school and home. Also included in the grant application was a request for funding for headphones for all students, a subscription to an online reading program for special education instruction. We hope to know about the status of our application by August 7th.

In addition, we are looking into the technology needs of teachers and staff for remote learning and in school learning based on a recent tech survey. Finally, but equally exciting, the school



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internet package was updated on July 21st. This upgrade improves both download and upload speeds.



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Personnel Committee Meeting Minutes
July 22, 2020 7:30 am

Zoom link: <https://us02web.zoom.us/j/2922643413?pwd=LzBBVFJtSmJLaVo3OUN0Y2VvaUdlQT09>
Passcode: breathe

Present: Nicole Grinaski, Gaby Blaustein, Kelly Woods, Dawn Reesman, Lara Ramsey
Regrets: Liz Preston

Topic	Time	Discussion	Action
Review Personnel Committee Purpose & Current Membership	10 mins	Gaby and Liz are leaving the Personnel Committee. Thank you for your service to our committee! We have applications for two teachers to replace Gaby's one seat. GaBS is determining how to select the teacher that will sit on the Personnel Committee. Jen Matos will be our new board member joining the committee. Dawn saved the Personnel Committee purpose document on the Shared Drive to guide in discussions.	Dawn to invite Jen to August meeting and to follow-up with Deirdre on selecting the teacher that will join the committee.
Determine meeting structure for FY21	5 mins	We need to determine meeting cadence and time for FY21 meetings. We will keep the August at 7:30am and determine schedule moving forward.	Lara volunteered to survey current and new committee members about timing for meeting.
Review FY20 Personnel Committee Goals	10 mins	<ol style="list-style-type: none">1. Increasing and supporting staff diversity (advanced this work)2. Completing a comprehensive benefit document (advanced this work)3. Reviewing and documenting the process for making teacher and paraprofessional salary recommendations (completed)	Determine FY21 goals for Personnel Committee in September 2020.
Goal 1. Increasing and supporting staff diversity	15 mins	Lara encouraged committee members to attend the Racial Equity discussion being held tonight. Dawn, Gaby, and Kelly are planning to attend to be a part of the conversation.	Add meeting agenda item to next committee meeting to continue work on this goal.



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		It was determined that we need to complete the review of the internal/external hiring process. Consider more ways to communicate efforts made on this goal with parents besides committee meeting minutes.	
Transparency of committee work	5 mins	Committee discussed that we need to consider more ways to communicate efforts made on <i>increasing and supporting staff diversity</i> goal with parents besides committee meeting minutes. We are concerned that transparency is compromised by outdated notes/meeting times on the Board webpage.	Lara to raise concern to Domain Council.
Goal 2. Update on Benefit Document	15 mins	No time to discuss.	Will move agenda item to next meeting.
Review action items	2 mins	Action items reviewed.	
Tentative agenda topics for next meeting	3 mins	<ol style="list-style-type: none">1. Introduce new members2. Review FY20 goals and update on status of each goal to prepare for FY21 goal planning3. Confirm meeting schedule for FY21 meetings	
Next meeting time/date/location		Wednesday, August 26th, 2020 7:30 a.m. Zoom link found on school calendar	
Adjournment		8:40am	