

HCCPS Board of Trustees

Meeting Agenda

July 14th, 2021 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09>

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): (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

6:35 Public Comment period: (10 min)

6:45 Justice Equity Diversity Inclusion (JEDI): (Update) JEDI Group (5 min)

6:50 JEDI Proposal: (Discussion + Decision) JEDI Team (20 min)

7:10 Hiring Update: (Update) Lara + Kate (5 min)

7:15 HR Knowledge Update: (Update) Matt (5 min)

7:20 GABS Update on Committee Roles, Orientation, etc: (Update + Discussion) GABS (20 min)

7:40 Board Retreat: (Discussion) Matt (10 min)

7:50 Committee Reports -- Questions Only (5 min)

7:55 New Business (5 min)

8:00 Meeting Wrap-up/Evaluation/Newsletter Blurb/Minutes Finalization (5 min)

8:05 Review Action Items in this meeting's minutes (5 min)

8:10 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees Final Meeting Minutes – Wednesday, June 9th, 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, Chris Korczak, Kathleen Szegda, Tala Elia, Jen Matos, Jill Richmond, Joe Wyman
- Regrets:** Paula Ingram
- Facilitator:** Matt
- Notetaker:** Sara
- Guests:** (As listed in the Zoom participant information) Dan Klatz, Cinzia Pica-Smith, Emily Webster [Boddy], Kathleen Hulton, Marguerite Durant, Helen Korczak
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Deidre

Topic	Discussion	Action (if necessary)
<p>Announcements/ Appreciations/ Acknowledgements</p>	<p>Matt thanked departing BOT members: Kelly, Noelle and Jill, and Paula Ingram as teacher member. He also expressed gratitude to Dawn for her work as VP this year.</p> <p>Matt thanked Deidre as outgoing director for all the work she has done for the school community.</p> <p>Sara presented thank you gifts from the BOT to Dan and Deidre--paintings by local artist Donna Estabrooks.</p> <p>Chris thanked Matt for all his work as President during this challenging year.</p> <p>Kelly formally recognized the teachers and staff and their efforts this past year.</p> <p>Deidre acknowledged Kate and Lara for their hard work this year.</p> <p>Kelly if there should be an official acknowledgement of cleaning staff. Kate clarified the cleaning staff is contracted and said that she, being in charge of operations, would do it. Kate also noted that Hilltown staff were responsible for the cleaning during the day.</p>	

Any Thank You Notes Needed?	Sabine and Leigh for leading us in JEDI training.	Matt will write notes to Sabine and Leigh.
BOT Visibility This Month?	Deidre mentioned that graduation is happening next week and this would be a good opportunity for BOT visibility.	
Minutes	none	Matt moved to approve the April meeting minutes; Kathleen seconded; the Board approved the May meeting minutes by consensus.
Public Comment	<p>Cinzia Pica spoke about her support for Helen Korczak as group leader for children of color and the need for such a group. She shared disappointment at white parents who pushed back and opposed this group. She spoke about the experience of children of color and that they need safe spaces to go in predominantly white space. She also urged transparency from the administration around their process for changing course for this group. She noted how this process reinforced the privilege of white parents/families and that it further marginalized the families/children of color. She urged continued dialogue and work to decenter whiteness at HCCPS.</p> <p>Lara thanked Helen Korczak and Seth Harwood, and others from a group of parents who worked to organize this group. Lara said she was the author of the letter announcing the playgroup, and that four parents wrote with concerns. She shared one letter from a parent who is an ACLU lawyer who said that this playgroup would be considered unconstitutional and a violation of civil rights by the Supreme Court. Lara looked to advisors to find out how other institutions create groups for BIPOC.</p>	
Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee	Jen and Kathleen spoke about the fruitfulness of recent JEDI training and the need to continue this work. Joe brought up questions about how we make sure all identities feel affirmed and included at the school. Joe noted this topic should be included in LRP.	

<p>JEDI plan for 2022: (Discussion and Decision)- Kathleen</p>	<p>Matt reminded us JEDI was in it's pilot year. Kathleen asserted the need for continued structure to move JEDI work forward, and that JEDI should remain as a standing committee moving forward. Joe spoke about coming up with ways to interrupt white privilege, and that the BOT is a place where we can think through these issues.</p> <p>Dan supported the continuance of the committee. Dan noted that he looked for minutes of JEDI meetings, and couldn't find any since January. He asserted the importance of making sure the work is documented and that the meetings are posted per OML.</p> <p>Matt clarified that this was a provisional ad hoc committee, and was not at the same status as other committees. Dan asserted any work done by the BOT needs to be in accordance with the bi-laws.</p> <p>Kate sought clarification about FY 21-22 JEDI committee and if they are looking for new members. Kelly shared her perspective that this should be a committee that is continued, and asked if there is a proposal or will be a proposal to continue the group.</p> <p>Matt said his recommendation is for the JEDI committee to present a formal proposal for the BOT to vote on in July.</p> <p>Tala voiced support for the continuing committee, and made the recommendation to open it to community members as well.</p> <p>Lara shared that the incoming Coordinator for Family and Community Engagement would likely coordinate the JEDI initiative across the school, and suggested that this person sit on the BOT JEDI committee.</p> <p>Jen said it would be critical to have parents, and especially diverse parents, on this committee. She noted that Cinzia's letter from last summer was a huge spark for the formation of the committee and JEDI work on the BOT. She noted that the BOT needs to be held accountable for this work.</p> <p>Dan suggested that the proposal include purpose, scope, and membership, and that it make a recommendation for numbers of people in the committee.</p>	<p>The JEDI committee will develop a proposal for the JEDI committee moving forward to be presented at July's BOT meeting.</p>
<p>Hiring Update- (Update) Lara</p>	<p>Lara spoke to the hiring process, and acknowledged the level of turnover. She noted Deidre and John are retiring, Paula I. is moving, Paula Y. is taking a sabbatical, and others are taking new positions.</p> <p>Lara noted there are individual stories, and there is the school story, which is still unclear. Plan to understand the school story is to do exit interviews through a google survey, and if they would like, to speak with</p>	<p>Domain counsel will research best options for "exit interviews" and begin that process as soon as possible.</p>

	<p>someone (Lara or Dawn). Lara noted figuring out this story will help inform things moving forward.</p> <p>Tori LaVerdiere has been hired for 7th/8th science position.</p> <p>Meeting a candidate early next week for K/1 one-year position.</p> <p>There are finalists for 6th grade math and science position.</p> <p>Committee for ELA 7th/8th has formed and reviewed resumes.</p> <p>4th/5th search is just commencing.</p> <p>Kate shared there was an internal candidate for a new student services position, and that parent/caregiver interview will happen soon.</p> <p>Lara shared that the Family and Community Engagement Coordinator position will commence soon pending proposal being passed at this meeting.</p> <p>Kathleen H. spoke about number of teachers/staff leaving, and strongly urged school to use information about why people are leaving to help school move forward, particularly as it applies to JEDI. She suggested that Lara not be one of the people who is a choice for parting teachers to talk in exit interviews due to her position of authority.</p> <p>Lara appreciated Kathleen’s perspective, and noted that we don’t have an HR department, or a formalized position for this. She suggested we discuss this in the LRP.</p> <p>Dawn agreed that exit interview is usually an HR task.</p> <p>Dawn also suggested “stay interviews” to find out what is going well and why people are staying.</p> <p>Tala agreed that it would be good to have a 3rd party option for exit interviews..</p> <p>Dan suggested hiring an HR firm from outside to conduct exit interviews.</p>	
<p>Coordinator Job Description: (Decision)- Kate/Lara</p>	<p>Kate noted the proposal for this position is in a meeting packet. Asked for questions. Noted position is f/t, 212 days-- teacher days plus summer days. She shared priorities and duties for the position (see full description in proposal which is included in BOT packet).</p> <p>Chris asked if there was anything new included in the position that differs from director position.</p> <p>Kate noted the job description is nothing new, but is finetuned. Lara noted that the difference is the inclusion of coordinating JEDI on a school-wide level.</p> <p>Dawn echoed what Lara said, and noted that the person should have decision-making powers to</p>	<p>Chirs moved to approve proposal to accept coordinator job description with the addition of including being part of JEDI committee in description; Noelle seconded; the Board approved the proposal by consensus.</p>

	<p>determine best ways to do the tasks.</p> <p>Kelly asked where JEDI tasks were in the job description. Kate said that it was not in the job description as all teachers should be doing this work, and she wouldn't want all JEDI tasks to fall to this person. Kelly asserted that this needs to be a professional description that reflects our values and direction we want to move.</p> <p>Lara spoke to the importance of this role not being supervisory as person in position would have a lead-role in conflict resolution and restorative justice. Dan asked Lara to clarify what sorts of conflicts this person would/wouldn't address, and noted the importance of clarifying this. Lara said this was a work in progress, and it is not solidified yet and shared the thinking thus far.</p> <p>Lara asked if BOT agreed with the job description. Matt said he deferred to administrators. Kathleen noted the number of skill sets asked for in description and noted it might be hard to find someone with all of these.</p> <p>Chris shared his understanding of description and that it might include serving on BOT JEDI committee.</p>	
<p>GABS Update OML, Orientation, etc: (Update + Discussion) GABS</p>	<p>Sara asked that Committee chairs be thinking about their needs for committee members and this will be discussed and decided at the July meeting. Emily B, and Marguerite have been attending the GABS meetings. Kathleen H, Kate E, and Dan will need to be assigned committees.</p> <p>Sara shared that Sarah Buttenwiser has joined the GABs committee.</p> <p>Sara asked, as the incoming Clerk, for BOT members to consider note taking during BOT meetings. People could rotate, or someone could volunteer to take this on for the 2021-22 year.</p> <p>Sara asked for current BOT members to consider helping with the new BOT member orientation which will take place in Sept.</p> <p>Sara shared that Kelly looked into OML and shared that Governor Baker's March 12 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law is still in effect until lifted by the governor. At this point it is unknown whether any aspects of the remote meeting provisions will remain in place once the executive order is no longer in effect. Additionally, hybrid meetings are allowed, and BoT members meeting in-person with members of the public accessing remotely.</p> <p>Chris asked if we are required to have remote access.</p>	<p>Chirs motioned to approve moving meetings to in person meetings with a remote option; Tala seconded; Board approved the proposal by consensus.</p> <p>Matt and Lara will research hybrid meeting options.</p> <p>Sara will send email to committees and incoming BOT members regarding committee needs and preferences</p>

	<p>Dan and Kate said we are not. Dan noted that it would be helpful to have that option. Matt said he could find out what Easthampton does.</p> <p>Kelly acknowledged access and transparency that virtual meetings allow. She suggested researching hybrid options.</p> <p>Tala and Kathleen said they would like to resume in person meetings and that we should maintain a virtual option for accessibility.</p> <p>Lara knows someone who can consult on this. She noted the richness of accessibility, and the benefits of in person.</p>	
FY22 Budget: (Decision) Kate	Kate noted the budget is in BOT packet, and reviewed changes and important line items.	Matt moved to approve the FY22 budget; Jill seconded. Budget was approved by consensus.
Director Evaluation Proposal: (Decision) Dawn	Kelly and Dawn worked together on a proposal which is in the packet. Dawn highlighted important points and the need for Lara and Kate to get feedback. She noted feedback will come from the “Stop, start, and continue” format. Dawn noted we are behind in giving regular evaluations. She recommended further review of the evaluation process.	Kelly motioned to approve the proposal as written; Chris seconded. Proposal approved by consensus.
BoT Retreat: (Discussion): Matt	<p>Matt suggested having a retreat this summer with a focused target.</p> <p>Dawn agreed this would be a good idea. Would like to process, debrief and reflect on the year, and this is better done in retreat format.</p> <p>Tala echoed that time outside a BOT meeting would be helpful.</p> <p>Dan noted a retreat has to abide by OML. He said unless it is a social event, it needs to be posted and public. He suggested instead an extended summer meeting, to discuss LRP and to process and reflect.</p> <p>Noelle suggested calling AG’s office to ask about this.</p>	Kathleen will call AG to ask about the legality of having a retreat vs extended meeting.
Committee Reports -- Questions Only	none	
New Business	Exit interviews.	

Meeting Wrap-Up/ Evaluation	Next Meeting: July , 2021 at 6:30 p.m. Facilitator: Matt Snacks: N/A Drinks: N/A Newsletter blurb: Joe	Joe will write newsletter blurb
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:38 p.m.	Joe motioned to adjourn; Chris seconded; the meeting was adjourned.

Tentative Agenda Topics for July 14, 2021 Board Meeting:

- Review BOT goals from previous year**
- Report out on parent satisfaction survey**
- Assign new members to committees**



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Directors' Report July 2021

1. The last month of school included many Hilltown traditions, including Summer Celebration and Community Day, 8th Grade Graduation, the last All School with the goodbye ceremony, 8th Grade project presentations, Step Up Day for new students, and a celebration for two staff members who retired, Deirdre Arthen and John Van Beckum. It was wonderful to be able to close such a challenging year with these community-centered events.
2. In June, DESE released the following guidance regarding masks:
 - For summer programs: Masking indoors and maintaining other health and safety guidance is not required, but is encouraged. The DESE summer guidance is in alignment with state guidance encouraging unvaccinated individuals to continue to mask. The DPH mask advisory advises unvaccinated residents to continue wearing masks in indoor settings and when they can't socially distance.
 - For the fall: At this time, all health and safety guidance including masking and physical distancing will be lifted. We will collaborate with the Department of Public Health (DPH) to issue any additional health and safety recommendations over the summer should they become necessary.
3. This summer, in addition to the extended school year program provided for eligible students, Hilltown is offering an array of academic sessions to current students including: Fraction Camp, Math Fact Madness, Multiplication Magic, Informational Writing, Literacy, Opinion Writing, Jammin' Summer Reading, and Nature Writing.
4. It isn't summer if there isn't cleaning! In early July, the school floors were stripped and waxed, and the entire building was deep cleaned.



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Domain Council Meeting Minutes- June 23, 2021

9:00am Zoom link:

<https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Kathleen Szegda, Marguerite Durant

Regrets: None

Topic	Discussion	Action
Board Meeting Agenda for July 14th	Adjusting and finalizing topics for the meeting including Retreat, JEDI Proposal, Hiring Updates, Update on HR Knowledge sessions.	Matt to submit agenda to Sara for the board packet
Board Retreat	Agreement that a BoT retreat is a good idea to: 1) Debrief on the year; 2) Discuss JEDI work; 3) discuss LRP goals/process.	Matt will send out an email to the group to get support in planning.
Director Update	Hiring ongoing for open positions; Cait hired. Employment letters going out. July 12th Summer programming starts. Annual report due July 30th.	Lara to continue moving the process forward for teacher roles. Matt to write a letter for the Annual Report.
Future Domain Council Meetings	Thursday July 29, 2021 at 8am	Kate to add to the school calendar
Review action items		Done
Tentative agenda topics for next meeting	August agenda, Director Updates	
Next meeting time/date/location		Thursday July 29, 8:00 a.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 9:45 a.m.



GABS Committee Meeting Minutes – June 30, 2021, 6 p.m.

Meeting Location: By Zoom

Present: Sara Schieffelin; Marguerite Durant; Sarah Bittenwiser; Emily Boddy
Guests: Dan Klatz
Regrets: None
Notetaker: Sara

Topic	Discussion	Action (if necessary)
Meeting minutes review and approval	Approved last month's minutes	
JEDI	<p>Discussed and brainstormed ideas for how to use JEDI principles to make BOT meetings more accessible while abiding by OML and taking care of business efficiently.</p> <p>Sarah noted that in terms of JEDI we need to look critically at any aspect of our process where we say "This is just how it is" and challenge it, because it is often where there is hidden bias, or inaccessibility. She noted we need to ask "Are our structures serving our goals [to be more open, inclusive and diverse]?" Dan suggested a listening session with the wider community to ask this question and get feedback.</p> <p>Discussed idea of doing JEDI-informed icebreakers/check-ins/having informal time related to mission of school to connect at the beginning meetings, either before official meeting, or built into meeting as agenda item.</p>	<p>JEDI-informed check-ins will be on GABS meeting agendas moving forward</p> <p>Sarah B will ask JEDI committee how to make meetings more JEDI informed and this can be discussed at next BOT meeting</p> <p>Sarah B. will craft an email to Domaine Council to propose idea of JEDI-informed check-ins as part of BOT regular agenda, and will send to Sara for review before sending to DC</p>



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	<p>Dan gave background for OML to remind the team of what is allowed/appropriate.</p> <p>Discussed ideas for outreach to diverse potential BOT or committee members outside of board meetings to demystify the proceeding (see recruitment section).</p> <p>Sarah asked if instead of just looking for new members that already have the skills and abilities to serve as a BOT member, if we could be a BOT that offers something to new members in terms of learning skills they are interested in. She noted this might be a good way to recruit for diversity.</p> <p>Proposed asking JEDI committee to advise on how to make BOT and committee meetings more in line w/ JEDI principles.</p> <p>Discussed if timing of the BOT meetings is exclusive. Is there a better time that would allow more people to attend? Discussed that having a remote option in addition to in-person, makes it more accessible.</p>	
Recruitment	<p>Discussed the need to switch focus of recruitment efforts toward committees (as opposed to just the BOT) with the idea that it is a good starting place and people often join the BOT after being on a committee.</p> <p>Discussed needs of Committees for new members, and Dan noted that historically there has only been one or two BOT members on committees, and the rest are made up of parents, staff, and community members. Noted that GABS and committees themselves are responsible for recruiting.</p>	<p>Next meeting GABS will firm up plan to combine new member BOT orientation w/ open-house</p> <p>Next meeting GABS will develop plan for committee members to present at Coffee Hour to be coordinated with new Family and Community</p>



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	<p>Marguerite noted it would be good to have a teacher on each committee. Dan noted LRP will need parents and staff. Emily asked if new teachers would be interested. Sarah suggested young alums for LRP, and Dan suggested a focus group if we can't get young alums to serve.</p> <p>Discussion about creative ways to recruit this year: ideas included: Open-house/listening sessions, BOT members present at Morning Coffee Hour</p> <p>Marguerite asked about how AD HOC committees are formed. Dan responded that the BOT is responsible for this. Discussion about needing JEDI lens and diverse input on these decisions.</p>	<p>Engagement Coordinator</p> <p>When school is in session, Marguerite will announce at staff meetings that committees need teacher members</p>
New board member orientation	<p>Discussed preliminary plan for new member orientation. Dan will help Sara with presenting the more detailed content of the information. Marguerite and Emily will also help with the presentation.</p> <p>Discussed if we should invite new members to stay after the meeting and explain things if they have questions. This could be helpful.</p> <p>Marguerite liked the idea of having the meeting on the same night as the BOT meeting. We should poll other new members.</p> <p>Discussed the idea of setting up a mentoring program for new BOT members.</p>	<p>Emily will reach out to Kathleen H. and Kate E. to see if they would like a mentor/point person (a more experienced BOT member) as they come on to the BOT</p> <p>GABS will formalize the new member orientation plan at the Aug. meeting</p>
Google Drives/documenting	<p>Emily gave an update on where she is with this project. She noted that Deidre has offered to be</p>	<p>Emily will continue with this project</p>



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approved Board policies	<p>a point-person for this if needed. Dan also offered to help.</p> <p>Dan noted that there might be some decisions that didn't make it into the proper place, and would only be found in the minutes. He offered to go through the minutes to look for these.</p> <p>Dan noted that chair of committees need to send documents such as final drafts of policies and procedures to Clerk once they are approved by BOT for inclusion in the BOT Book Documents</p>	<p>with support from Dan and Deidre.</p> <p>Sara to give reminder at next BOT at meeting that Committee Chairs need to email passed proposals/final drafts of policies and procedures to the clerk and Emily to be filed</p>
Review Action Items	Action items reviewed.	
Next Meeting Date/Time/Location	Wednesday, Aug. 25th, 2021 at 5 p.m.	
Adjournment	Meeting adjourned at 7:52 p.m.	

Proposal to Continue the JEDI Committee

Date: July 14, 2021

Priority level: High

Approximate time needed for discussion: 15 minutes

Proposal to be presented by: Kathleen Szegda/Joe Wyman

Background:

The JEDI Committee was initiated last summer as a pilot for one year. During this past year, the Committee worked with the other Board Committees to institutionalize a JEDI lens and also worked to conduct a JEDI training for the Board.

Text of proposal:

We propose to continue the JEDI Committee this coming year with a focus on:

- continued learning and activity among Board related to JEDI
- engaging the community in activities to support JEDI

We propose that the membership consist of 3-4 Board members, 2 parents and 1 staff.

Potential problems/dissenting views:

- Having a separate Board Committee is siloed from Staff and Parent committees