

**Hilltown Cooperative Charter Public School**

Board of Trustees Final Meeting Minutes – Wednesday December 8th, 2021, 6:30 pm

**Location:** HCCPS and Zoom

**Present:** In-person: Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Daniel Klatz, Lara Ramsey, Tala Elia, Emily Boddy, Rashida Krigger, Chris Korczak  
By Zoom: Joe Wyman

**Regrets:** Rich Senecal, Marguerite Durant

**Facilitator:** Matt

**Notetaker:** Sara

**Guests:** By Zoom: Cait Browne (left early), Sarah Bittenwieser (joined at 7:15 for about 15 minutes)

**List keeper:** Chris

**Timekeeper:** Kate E.

**Mission statement read by:** Tala

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgements</b>	We are hiring teaching assistants. Please send any potential TA and/or substitute candidates to Lara.	
<b>Any Thank You Notes Needed?</b>	None noted	
<b>BOT Visibility This Month?</b>	Winter Fair Sat. Dec. 11th, 11-3, and Winter Solstice Celebration on the 23rd. BOT members should make an effort to help staff Fair and attend the Solstice Celebration.	
<b>Minutes</b>	No edits proposed.	Dan moved to approve the Nov. meeting minutes; Emily seconded; the Board approved the Nov. meeting minutes by consensus.
<b>Public Comment</b>	none	

<p><b>GABS Visit: (Update) GABS</b></p>	<p>Emily presented up-date on GABS committee work. Introduced the committee members. Gave overview of GABS duties and what the committee has done so far this year.</p> <p>Sarah B. shared her willingness to be a resource to potential committee members.</p> <p>Question about how to recruit more community members. Suggestion about bringing alums in. Comments that this has always been challenging. Comment that GABS did targeted outreach last year and it was not fruitful. Question about if the entire BOT should think through this at a meeting. Agreed that this would be a good idea. Comment that other charter schools have many more community members on their BOTs. Question about why Hilltown doesn't have this model. Answer that other schools have different structures which promote this. Does the BOT want more community members? Should we reach out to different organizations? Suggestion to reach out to the mayor, who is also the parent of an alum.</p>	<p>BOT will discuss recruiting community members at Jan. meeting. Matt will put this on the agenda.</p>
<p><b>Health + Safety Update: (Update) H+S Team</b></p>	<p>No major announcements aside from what was in the admin update (see in packet) and update sent to the community. Most recent pool test was negative. Team is still meeting regularly, and is open to questions from the community.</p> <p>Question about if H and S team has been proactively planning for change to indoor mask mandate policy which might be lifted by DESE on Jan. 15th. H and S reports they have not discussed this yet as they have had a lot of other things to address. Additionally there are a lot of as-yet unknown factors to consider with regards to this, and the team will assess in real time as more information/guidance becomes available.</p> <p>Question about how schools get data about student vaccination rate. Answer that Mary, school nurse, has access to a database which has this information, though it was noted that parents can opt-out of having this information shared. Comment that Easthampton still has indoor mask mandate, and question about if town mask mandate trumps DESE's mandate or vice-versa. Health and Safety will look into this. We need to get data about if school has hit 80%, and this won't happen until around Jan. 15th due to many students getting their second shots in the next few weeks. Discussion about what the possible outcomes from DESE decisions would be--there are many.</p> <p>Discussion about if Health and Safety make the final decision, or if it goes to BOT to decide. Answer that again it is too early to determine based on many</p>	<p>Mary will find out numbers by Jan. 12th.</p>

	unknown factors.	
<b>GABS Announcements: (Update) GABS</b>	none	
<b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Group</b>	<p>Announcement/suggestion for JEDI and GABS to have a joint meeting.</p> <p>Rashida presented a powerpoint (see slides in meeting packet) about concepts of Quantity Over Quality. Discussion about what these concepts mean to members of BOT. Reviewed list of characteristics related to dominant culture and engaged in discussion about whether, to what extent, and in what ways these traits apply to BOT and Hilltown. Reviewed antidotes to these traits and if they apply to the BOT and Hilltown. Discussion about how to measure process goals. Comment that it is very difficult to meaningfully measure qualitative data, and that it is important to do. Discussion about how we might improve in certain areas. Discussion about discomfort of addressing this topic.</p>	Kathleen H. will reach out to Emily to coordinate this meeting.
<b>Q1 Financials: (Update + Approval) Finance</b>	<p>Kare shared financial reports (see report in packet). Comment about the fiscal health of the school as demonstrated by the fact that two reserve funds are unchanged from last year, even with a hard year (COVID) and paying out bonuses.</p> <p>Thank you to Kate, Carla and the Finance Committee for their hard work.</p>	Chris motioned to approve Q1 financial report; Tala seconded; Q1 financials approved by consensus.
<b>ESSER III Update: (Update) Kate</b>	<p>Application for ESSER III was approved. Kate shared a powerpoint (see packet) which further explained this.</p> <p>Question about what an equity audit is. Explanation that an equity audit looks to see if policies of school are equitable and inclusive.</p>	
<b>Long Range Plan Update: (Update) LRP Team</b>	<p>Survey has gone out to staff and consists of open-ended questions. Parent survey is in process and will be finalized in the next LRP meeting, and will have less open-ended questions. After surveys are returned, LRP team will try to extrapolate broad themes that might emerge from surveys. The LRP team would like to come to Feb. BOT meeting and use that time for a focus group.</p>	Matt will put LRP on agenda for Feb. meeting to present to BOT as a focus group

<b>Committee Reports -- Questions Only</b>	none	
<b>New Business</b>	Discussion about recruiting community members. Kathleen S will facilitate the next meeting.	
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meetings: Wednesday Jan. 12th, 2022 at 6:30 p.m. in-person and zoom Facilitator: Kathleen S Snacks: XX Drinks: XX Newsletter blurb: Joe	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 7:54 p.m.	Dan motioned to adjourn; Sara seconded; the meeting was adjourned.

**Tentative Agenda Topics for Jan 12th, 2022 Board Meeting:** Discussion about recruiting community members.