

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, February 12, 2020, 6:30 pm

Location: Hilltown Cooperative Charter Public School, 1 Industrial Drive, Easthampton, MA

- Present:** Tim Reynolds, Lara Ramsey, Dan Klatz, Paula Ingram, Joe Wyman, Noelle Barrist Stern, Deirdre Arthen, Liz Preston, Kelly Woods, Rich Senecal, Dawn Reesman, Matt Dube
- Regrets:** Karen Sise
- Facilitator:** Tim
- Notetaker:** Noelle
- Guests:** Kate Saccento, Amy Reesman, Alec MacLachlan, Rebecca Belcher-Timme, Gina Wyman, Marguerite Durant
- List keeper:** Matt
- Timekeeper:** Paula
- Mission statement read by:** Tim

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> None <u>Appreciations/Acknowledgements:</u> Tim acknowledged all those who contributed to the Coffee House, which was a great success and thanked the Prisms and their family members. Dawn appreciated the teachers for attending the HCCPS Open House on a weekend. It was also a success.	
Any thank you notes needed?	None	
BOT Visibility this month?	Family Bingo Night	BOT members are encouraged to attend and wear BOT buttons.

Minutes		Liz moved to approve the minutes; Joe seconded; the BOT approved the minutes by consensus.
Public Comment Period	None	
Board Recruitment (GABS)	Deirdre said that we have had some interest in the BOT, but not a lot of follow up from those interested. She asked if BOT members would reach out to people who might be interested. Lara suggested that it would be great to reach out to the community for community BOT members, but said it would be helpful to identify what type of skills we are looking for. Tim asked if we could have something in the BOT packet about when terms expire, even if that is not when BOT members are actually leaving. Deirdre said that we currently have strength on the Personnel and Finance Committees. Margeurite suggested that we approach community members from some of the groups HCCPS already has connections with, such as Arcadia. Rebecca suggested it would be helpful to have someone from the Easthampton Public Schools.	
Revised Budget	Dan presented the revised budget. He explained that the income line is up since June 2019. The expenses are mostly consistent with what was expected. One exception is a Paid Family Medical Leave Act tax that was recently enacted. Right now, the budget shows a \$25,876 surplus. The surplus will be left in place for now, rather than spent, because there are not currently unmet needs.	Tim moved to approve the proposed revised budget; Matt seconded; the revised proposed budget was approved by consensus. Joe abstained.
Hiring Process (Proposal from Personnel)	Kelly went through the Personnel Committee's proposal for revising the Hiring Process for Domain Director Positions. The revisions relate to	Tim moved that we approve the proposal with with the one

	<p>clarifications to show that a performance task could be involved in the hiring process, but is not required. Laura pointed that there was an error in #1 of the proposal, because it implied that the performance task would be part of the first interview. Kelly clarified that the performance task would just be identified prior to the interview process. It was agreed that “for the first interview” in #1 would be changed to “before the first interview.” Lara also explained that #2 was revised to clarify that there will be a BOT interview as part of the process. Gina commented that having two staff members on the hiring committee may be insufficient, because the staff members may not be representative of the entire school.</p>	<p>modification identified (changing “for” to “before” in #1; Matt seconded; the BOT approved the proposal with the one modification by consensus.</p>
<p>Administrative Director Hiring</p>	<p>Tim proposed that the BOT remove the internal search process from the Domain Director Hiring Process to improve diversity. Lara said that she had spoken with a number of staff members and the feedback she received was mixed: some people were excited about the possibility of increasing diversity at the school; others felt that there are few promotional opportunities and would not want to lose the internal search process. Dan said that, whatever the decision is tonight, it is important to give clear directions to the hiring committee, so the BOT, not the hiring committee, is making the decision about whether to search externally to increase diversity. Paula asked whether we could get data related to the last few rounds of hiring to see if there were diverse candidates. She also asked what would happen in the future if HCCPS did have internal diverse candidates (would the BOT put the internal search process back in?). Gina said that it creates a difficult situation where an internal candidate is told that the hiring committee wants to look externally, but still keep the internal candidate as an option. Rebecca agreed and said this becomes particularly problematic where the external search does not produce diverse candidates. Dan said that this demands more thought. If the</p>	<p>Tim proposed that the BOT move forward with hiring a permanent Director, not an Interim Director. No one had blocking concerns.</p> <p>Tim will send an email to the staff tomorrow announcing the Director position. He will also announce the position of being on the hiring committee with the new policy. The email will ask for volunteers from the staff.</p>



Domain Directors Report to the Board of Trustees March, 2020

1. Our annual admissions lottery was held Feb 13. We had 263 applicants at the time of the lottery for 28 openings. All openings have been filled; every slot that we initially offered accepted! We are in very good shape from the perspective of having a strong waiting list.
2. Parents and students continued to take creative initiative this month. Purple's student, Marissa Bucs enlisted staff and parent help to form an Environmental Club which took its first action in a letter written to the Gazette to encourage people to vote and consider the environment when they did so. Stephanie Mattrey and her whole family came together again to host a successful Hilltown BINGO night with prizes and a bake sale. A group of 7th and 8th grade students started a GSA alliance for the school, with Lara, Mary (school nurse) and Kelsey (TA) as staff sponsors.
3. We are monitoring public health guidance on coronavirus. We have made a few changes in routines including more regular hand washing (or using hand sanitizer), as well as keep K-6 students in their own classrooms for lunch. We have been getting regular updates from both DPH and DESE. While at this point, the closing of schools is not recommended, it is a possibility in the future depending on the spread of the virus.
4. This year we are piloting FastBridge, a screening tool with progress monitoring capabilities, with all sixth graders and selected other students. Last week sixth graders completed the winter screening (second of three) in Reading and Math. Kate and Lara are making sense of the results.
5. Lara visited the Merriam School in Acton, Massachusetts to facilitate assessment protocols for K-6th teachers looking closely at student work and to disseminate school practices including our approach to integration and RTI.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes –February 28, 2020, HCCPS, 8:30 AM

Present: Dan Klatz, Carla Clark, Maureen Mahar, Richard Senecal,
Kate Saccento, Andy Tilbe, Lisa Plaza
Guests: None
Regrets: None
Agenda: Approve January Minutes; Review budget with updated numbers

Topic	Discussion	Action (if necessary)
January Minutes	Approval of January minutes.	Carla moved o approve January minutes, Kate seconded. Approved by consenses
FY21 Draft Budget Review	Expecting increase for income Personnel is meeting to go over salaries for next year that could affect the budget. We don't have numbers at this time. Reviewed the possibility of recruiting more interns to decrease the salary line item for paraprofessionals (overall salary decrease) Reviewed potential long range plan options that would affect the budget: -class size? Finance Committee will have to conduct a financial analysis of any long term plan/expansion	Review budget at next BOT meeting
Tentative Agenda Topics for Next Meeting	Approve February minutes Further review FY '21 draft budget Capital improvements for next year	



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Next Meeting Date/Time/Location	3/18; HCCPS 8:30 AM Meeting dates: 3/18, 4/15, 5/20	
Adjournment	Meeting adjourned at 9:30 AM	



**Personnel Committee Meeting Minutes- February 26, 2020, 7:30 a.m.
Lara's office**

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

Topic	Discussion	Action
Salary Increase Formula	We affirm FY21 and FY22 salary proposals.	Recommend to Finance Committee Prepare explanatory document for Board meeting Ask Domain Council to make parallel explanatory document Codify our current salary setting system in a Personnel Google File
Internal/External Hiring Processes	Personnel sees several benefits to eliminating the internal hiring process for all positions. Having one hiring stream saves time and opens up opportunities to increase staff diversity.	Talk with staff about changing our policy and hear what staff think. Consider TA perspective, as this benefit was originally intended to be an incentive for TAs.
Next meeting time/date/location	March 25, 2020, 7:30, Lara's office	
Adjournment	8:35 a.m.	