

HCCPS Board of Trustees
Meeting Agenda
November 18th, 2020 6:30 PM

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 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) (15 min)

Announcements, appreciations, acknowledgements
Agenda Check: Appoint timekeeper, list keeper
Thank You Note Check
BOT Visibility this month
Approve minutes from previous BOT meeting

6:45 Public Comment period: (10 min)

6:55 Committee Goals (Finance/Facilities): (5 min)

7:00 Revised GABS Proposals: (10 min)

7:10 New Board Members Committee Placement: GABS (10 min)

7:20 Q1 Financial Update: Kate/Rich (10 min)

7:30 Justice Equity Diversity Inclusion (JEDI): Jen/Karen (10 min)

7:40 Community COVID Update: Kathleen (10 min)

7:50 In-Person/Hybrid/Remote Updates: Kate/Lara/Deirdre (25 min)

8:15 Committee Reports -- Questions Only (5 min)

8:20 New Business (5 min)

8:25 Meeting Wrap-up/Evaluation/Minutes Finalization (5 min)

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, October 14, 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, Matt Dube, Noelle Barrist Stern, Rich Senecal, Kelly Woods, Karen Sise, Paula Ingram, Jen Matos, Sara Schieffelin, Chris Korczak, Dawn Reesman, Joe Wyman, Liz Preston

Regrets: None

Facilitator: Matt

Notetaker: Noelle

Guests: Kathleen Szegda; Jill Richmond; Tala Elia; Emily Webster; Nancy Childs; Tiffany Ross; D. Bonham; Normands; Allan-Charron; James Boddy; Grace Mrowicki; Jessica Allan; Meg and Jared Colenback; Gina Wyman; Dietrich; Emily Lees; Anne Schlereth; Rebecca Belcher-Timme; Tamara Kupfer; Joanna’s iPhone; Helen Korczak; Emily West; Cait Browne; Laurel Loomis; Marguerite Durant; Alex Niemiec; Sam Schoenberger

List keeper: N/A because of “raise hand” function on Zoom

Timekeeper: Chris

Mission statement read by: Sara

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	<u>Announcements:</u> <u>Appreciations/Acknowledgements:</u> Chris thanked the staff for all of their hard work and noted how well everything is going.	
Any thank you notes needed?	None	
BOT Visibility this month?	None	

Minutes	Noelle noted that there was a comment to revise the sentence under “Announcements/Appreciations/Acknowledgments,” that starts: “Kelly recognized all that the staff has done” to “Kelly recognized all that the staff and family/community volunteers have done.” She suggested making this change.	Chris moved to approve the September meeting minutes, as amended; Dawn seconded; the Board approved the minutes, as amended, by consensus.
Public Comment Period	James Boddy spoke on behalf of approximately twenty-four parents and requested that Hilltown substantially increase the amount of in-person schooling. He referred to the letter that was sent to the Board and asked that: (1) the letter be included with the Board packet; (2) the topic of increased in-person learning be included in the agenda for the next Board meeting; and (3) the school conduct another parent survey about interest in in-person learning. He advocated that remote learning is no substitute for in-person learning; the local epidemiological data does not support keeping children out of school; and there are sufficient precautions that can be taken to protect staff and children. He asked that students be offered two to three days per week in school.	
Equity Group (Grace)	Grace spoke on behalf of the Equity Group. She said that the group is trying to determine what its role in the school should be.	
Committee Goals (Matt)	Noelle presented the following GABS Committee goals: (1) resolve committee roles for the upcoming year and develop a policy for selecting teachers and staff members to serve on committees; (2) Board orientation; (3) Board recruitment; (4) access for Board members to shared drives/Hilltown Gmail accounts; (5) documenting Board approvals (policies/proposals); and (6) By-laws language clean-up. Kelly presented the following Personnel Committee goals: (1) research assessment; (2) review all policies	

	<p>and procedures to address JEDI issues; and (3) complete the on-boarding packets.</p> <p>The Facilities and Finance Committees will present their goals at the next Board meeting.</p>	
<p>Technology Update (Grace)</p>	<p>Grace explained that there have been the following challenges: many high-demand items and services are backordered; devices aimed at students are not optimized for video conferencing; and there are learning curves for everyone involved.</p> <p>With respect to devices, there are Android tablets for 83 K-3 students. There have been challenges in obtaining the licenses, but the tablets will be distributed soon. There are Chromebooks for 135 4-8 students. Prior to COVID, two students were assigned to each Chromebook. Now it is a 1:1 ratio. The school has also given mobile hotspots to some families.</p> <p>With respect to platforms, there is a centralized Google site for each classroom. Students in grades 4-8 are using Google Classroom. Grades K-3 will use Seesaw. It is easier for younger users. Videoconferencing is being done through Google Meet and Zoom. Google Meet works better with the Chromebooks and the older students. Zoom has more features.</p> <p>Dawn asked if families are taking advantage of the technology drop-in hours. Grace responded that it is pretty quiet. Usually one to two people show up; they have a range of questions. This may increase once the tablets are distributed.</p>	
<p>Justice Equity Diversity Inclusion (JEDI) (Jen/Karen)</p>	<p>Karen went over the JEDI report and proposal to the Board that is in the packet. She explained what JEDI is not: a disciplinary committee. Anything that would require disciplinary action would go through the structures already in place. Jen added the importance</p>	<p>Kelly moved to approve JEDI as a pilot program; Liz seconded; the Board approved the proposal</p>

	<p>of making sure the Board and all committees are using the same vocabulary around JEDI issues. This would be connected to the suggested training by the Collaborative for Educational Services. Jen and Karen would handle any responses to JEDI inquiries, although they would check with Matt and the Directors first to make sure that is most appropriate. Jen explained that a goal is for JEDI to be more proactive, rather than reactive. One thing they are looking at is being proactive with respect to reaching out to the community with a letter prior to the election.</p> <p>Joe asked if Karen and Jen will be expanding to include others in the committee. He stated that he would like to join. Jen noted that, when this was addressed at a prior Board meeting, there were a lot of questions about how they would go about the recruitment and selection process. They responded that they are currently planning to spread the work out among the other Board committees and then, in July, determine how they should proceed from there.</p> <p>Deirdre noted that any letter that goes out addressing the election should reflect that we are a public school with community members who have a range of political opinions.</p> <p>Dawn emphasized the importance of making sure the different groups working on equity issues are coordinating and collaborating.</p> <p>Kelly clarified that each committee will be expected to set aside time at every meeting to make sure it is addressing JEDI issues.</p> <p>There was a discussion about putting out a letter from JEDI. There was also a discussion regarding the OML and the requirements for giving notice of JEDI meetings.</p>	<p>by consensus.</p> <p>JEDI will work on a letter to the Hilltown community about the program. JEDI will run the letter by the Directors before sending.</p> <p>Noelle will follow up with JEDI about the OML requirements.</p>
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<p>Long Range + Strategic Planning (Liz)</p>	<p>Liz said that, with COVID, it is not the best time to begin a full strategic-planning process. It will be influenced largely by our current circumstances. She asked if there are any current issues that need to be addressed now and noted that succession planning has been raised as an issue. Matt explained that, if the Board tabled the LRP, it would be for only a few months.</p> <p>Dawn echoed Liz’s sentiments that strategic and long-range planning should generally not be done in a time of crisis. She also suggested that we look at what the appropriate amount of time for the LRP should be and suggested that ten years is too long.</p> <p>Deirdre noted that the current LRP goes into 2023. The Board is not behind if this is tabled for now. She also noted that planning for administrative succession is part of the last LRP and the Board could move forward with that.</p> <p>Joe noted that it will be important that the LRP be working in connection with the JEDI committee.</p>	

<p>GABS Proposals (Sara, Paula, Noelle, and Deirdre)</p>	<p>Sara presented the proposal in the packet for selecting teachers and staff for Board committee positions. If multiple people are interested, the committee chair will notify them and see if they can resolve it among themselves. If they cannot resolve it, the committee chair will make the decision and will be encouraged to seek input from other committee members and/or conduct interviews. Deirdre noted that the committee roles are to be filled as individuals, not as representatives of a particular group in the school.</p> <p>Lara, Kelly, and Karen noted that it might be difficult for committee chairs to make the final decision (<i>e.g.</i>, if they had a child in one applicant’s class). They said it would be helpful to have others involved in the decision-making. It was proposed that the decision be made jointly between the committee chair and GABS chair.</p> <p>Paula presented the second proposal to add three new Board members. Each addressed their interest in joining the Board. Jill noted that she would like to devote her time to the Hilltown community and feels like she can make a contribution in addressing how to incorporate families who come into the school in the upper grades. Tala noted that she has three kids in the school and COVID has made her want to prioritize what she thinks is most important and impactful, such as the school community. Kathleen said how appreciative she has been of the Hilltown community and her son’s experience and wants to contribute and support those efforts.</p>	<p>GABS will work on revising the first proposal to state that, if there is a conflict, the final decision will be made by the committee chair in coordination with the GABS chair. GABS will bring the revised proposal to the next Board meeting.</p> <p>Chris moved to approve the proposal to add the three new Board members; Joe seconded; the Board approved the new members by consensus. Noelle will follow up with the new members about the next steps.</p>
<p>Annual Report (Kate)</p>	<p>Kate referred to the report in the packet.</p>	
<p>Audit (Kate/Rich)</p>	<p>Kate reported that everything went smoothly with the audit. Rich and Karen noted that the auditor has retired, but will recommend a new auditor.</p>	

New Business	<ol style="list-style-type: none"> 1. The next steps in in-person, remote, and hybrid learning. This will include opinions expressed by teachers, staff, and parents (including those in the letter from the parents raised during the public comment period). Lara will gather information from teachers and staff to present. Kathleen will present local epidemiological data. 2. The communication structure about any potential COVID spread 3. COVID testing in schools 	
Committee Reports - Questions only		
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: November 18, 2020 at 6:30 p.m.</p> <p>Facilitator: Matt</p> <p>Snacks: N/A</p> <p>Drinks: N/A</p> <p>Newsletter blurb: Not assigned</p>	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:31 p.m.	

Tentative Agenda Topics for November 18, 2020 Board Meeting:

JEDI

Revised GABS proposal on selecting staff members for committees

Committee reports from Facilities and Finance Committees

Next steps for in-person, remote, and hybrid learning

COVID testing

Communication structure about potential COVID outbreak and spread

Q1 Financial Update

Facilities Committee Goals 2020-2021

- Complete an energy audit to determine how/if the systems should be improved
- Analyze the cost and need for mini-splits in the classrooms in the 6-8 wing
- Build a barrier or sidewalk on the end of the building to protect the plants
- Research possibility of an audit related to accessibility of the building

Hilltown Cooperative Charter School

Balance Sheet

As of September 30, 2020

	Sep 30, 20	Jun 30, 20	Sep 30, 19
ASSETS			
Current Assets			
Checking/Savings			
Easthampton Savings			
ESB-General Reserve x0819	207,447	206,512	203,424
ESB Checking - XXXXX4269	378,598	307,559	363,505
ESB-Capital Reserve x1886	313,476	312,884	308,325
Total Easthampton Savings	899,522	826,955	875,254
Florence Savings			
Money Market-FSB	0	0	304
Total Florence Savings	0	0	304
Total Checking/Savings	899,522	826,955	875,558
Other Current Assets			
Suspense			
Due from employees	-648	-663	0
COBRA	1,016	0	3,501
Total Due from employees	1,016	0	3,501
Prepaid Expenses	0	17,662	0
Security Deposit	4,655	1,945	3,395
Total Other Current Assets	5,022	18,944	6,896
Total Current Assets	904,544	845,898	882,453
Fixed Assets			
Property 1-3 Industrial Pkwy			
Building	3,317,751	3,317,751	3,317,751
Land	472,975	472,975	472,975
Total Property 1-3 Industrial Pkwy	3,790,726	3,790,726	3,790,726
Accum. Depreciation - Building	-301,790	-301,790	-243,778
Property Improvements	151,440	151,440	138,058
Accum. Dep - Property Imprvmnts	-50,667	-50,667	-34,074
Property and Equipment			
2011 Toyota Sienna Minivan	14,012	14,012	14,012
Accum Depreciation - Vehicles	-7,006	-7,006	-4,904
Classroom Equip./Furnishings	34,508	34,508	34,508
Accumulated Depreciation - F&E	-19,510	-19,510	-16,922
Total Property and Equipment	22,004	22,004	26,694
Total Fixed Assets	3,611,713	3,611,713	3,677,626
TOTAL ASSETS	4,516,257	4,457,612	4,560,079
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	73,965	22,651	75,556
Total Accounts Payable	73,965	22,651	75,556
Credit Cards			
American Express	431	0	232
Capital One	4,311	1,181	1,236
Total Credit Cards	4,743	1,181	1,469
Other Current Liabilities			
Accrued Expenses			
Accrued Payroll	0	5,579	0
Deferred Revenue - Grants	0	241,301	0
Payroll Liabilities	1,700	1,700	0
Dental Plan Payable	-514	345	-509
Employee Health	-6,896	747	-6,437
Employee Life	181	181	181
Federal Withholding	-5,487	0	0
FICA Company	-1,276	0	0
FICA Withheld	-1,426	-149	-149
Long Term Disability	-57	-57	-57
MA Retirement	0	0	0
MA Withholding	-3,575	0	0
Medicare Company	-1,159	0	0
Medicare Withheld	-1,159	0	0
Sect 125 - FSA	-3,919	-459	-3,903

11/02/20

Hilltown Cooperative Charter School
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>	<u>Jun 30, 20</u>	<u>Sep 30, 19</u>
Long Term Liabilities			
Note Payable - USDA	3,343,406	3,356,994	3,397,202
Total Long Term Liabilities	<u>3,343,406</u>	<u>3,356,994</u>	<u>3,397,202</u>
Total Liabilities	3,397,806	3,630,013	3,463,352
Equity			
General Reserve Account	206,512	0	202,234
Res'd for Capital Expenditures	312,884	0	307,026
Contingency Fund	50,000	50,000	50,000
Investments in Fixed Assets	254,719	254,719	255,233
Undesignated Fund Balance	3,484	553,388	43,614
Net Income	<u>290,852</u>	<u>-30,509</u>	<u>238,620</u>
Total Equity	<u>1,118,451</u>	<u>827,599</u>	<u>1,096,727</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,516,257</u></u>	<u><u>4,457,612</u></u>	<u><u>4,560,079</u></u>

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through September 2020

11/02/20

Accrual Basis

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
State Sources				
Per-Pupil Revenue	765,865	3,027,185	-2,261,320	25%
Total State Sources	765,865	3,027,185	-2,261,320	25%
State Grants-DOE Administered				
CvRF (COVID 19)				
ESSER 113	2,000	20,000	-18,000	10%
SPED 262 Early Childhood		647	-647	
SPED 240		36,957	-36,957	
Summer Vacation Learning	9,682			
Teacher Quality 140		3,869	-3,869	
Title I 305		18,770	-18,770	
Title IV		10,000	-10,000	
Total State Grants-DOE Administered	11,682	90,243	-78,561	13%
Friends of HCCS Grant				
FOH Staff Development Grant	8,000	8,000		100%
Total Friends of HCCS Grant	8,000	8,000		100%
Other sources				
Earnings on Investments	1,587	5,000	-3,413	32%
School Lunch Receipts		15,000	-15,000	
SPED Medicaid reimbursement	1,952	10,000	-8,048	20%
Total Other sources	3,538	30,000	-26,462	12%
Kid's Club Income		60,000	-60,000	
Student Activity Fees		12,500	-12,500	
Miscellaneous Income	831	2,000	-1,169	42%
Total Income	789,916	3,229,928	-2,440,012	24%
Gross Profit	789,916	3,229,928	-2,440,012	24%
Expense				
Personnel Costs				
Personnel				
Professional Educational Staff				
Summer Teaching Salaries	4,260			
Professional Educational Staff - Other	109,908	1,434,561	-1,324,653	8%
Total Professional Educational Staff	114,168	1,434,561	-1,320,393	8%
Paraprofessional Educ. Staff	7,882	252,097	-244,215	3%
Administrative Staff				
CSL Teacher/Program Support	1,361			
Administrative Staff - Other	33,555	301,663	-268,108	11%
Total Administrative Staff	34,916	301,663	-266,747	12%
Directors	55,126	238,878	-183,752	23%
Stipends - Student Activities		2,000	-2,000	
Stipends - Program	1,300	3,000	-1,700	43%
Longevity Pay		11,775	-11,775	
Total Personnel	213,392	2,243,974	-2,030,582	10%
Payroll Taxes				
FICA	3,059	37,239	-34,180	8%
Medicare	2,767	32,538	-29,771	9%
PFML Tax	752	15,000	-14,248	5%
SUTA	202	2,244	-2,042	9%
UHC	83	2,285	-2,202	4%
Total Payroll Taxes	6,863	89,306	-82,443	8%
Fringe Benefits				
College Credit Reimbursement		1,000	-1,000	
HRA Benefit	5,995	52,000	-46,005	12%
Health Diversion		25,000	-25,000	
Health insurance	80,300	259,200	-178,900	31%
Worker's Compensation Insurance	7,107	16,000	-8,893	44%
Total Fringe Benefits	93,402	353,200	-259,798	26%
Total Personnel Costs	313,657	2,686,480	-2,372,823	12%
Consultant & Other Svcs-Fixed				
Administrative Consultant	1,600	8,000	-6,400	20%
Admin Services/Data Managemnt	6,826	10,000	-3,174	68%
Annual Audit	3,150	8,466	-5,316	37%
FSA/HRA Service	907	2,244	-1,337	40%
Payroll Service	676	3,121	-2,445	22%
Prisms Electives		3,000	-3,000	
SPED Advisor		1,000	-1,000	
SPED Contractors	2,449	40,000	-37,551	6%

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
 July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Occupancy				
Cleaning Services	3,213	51,000	-47,787	6%
Copier Rental	1,314	5,300	-3,986	25%
Copier Service Contract		3,121	-3,121	
Electricity	3,239	24,000	-20,761	13%
Elevator Maintenance	719	3,350	-2,631	21%
Fire/Sprinkler Alarm services	1,195	2,040	-845	59%
Heat	303	6,630	-6,327	5%
HVAC Maintenance	1,854	9,690	-7,836	19%
Insurance-Liability/Propty/Auto	28,906	27,711	1,195	104%
Interest Expense - USDA Loan	23,048	91,629	-68,581	25%
Internet	686	1,530	-844	45%
Landscaping	4,930	8,160	-3,230	60%
Minor Repair/Maintenance	5,175	30,600	-25,425	17%
Plowing/Snow Removal		7,803	-7,803	
Telephone	233	1,248	-1,015	19%
Trash Removal/Recycling	2,265	4,080	-1,815	56%
Water/Sewer	150	3,060	-2,910	5%
Total Occupancy	77,231	280,952	-203,721	27%
Supplies				
Educational Supplies/Textbooks				
*Atelier supplies	371	2,400	-2,029	15%
*Blues Ed Supps	319	600	-281	53%
*Indigos Ed Supplies	343	600	-257	57%
*Greens Ed Supps	435	630	-195	69%
*Yellows Ed Supps	388	600	-212	65%
*Oranges Ed Supps	227	660	-433	34%
*Reds Ed Supps	242	660	-418	37%
*Purples Ed Supps				
Purples - PI	164	450	-286	36%
Purples - PK	363	450	-87	81%
Total *Purples Ed Supps	527	900	-373	59%
*Prisms Ed Supps				
*Prisms-BA		473	-473	
*Prisms-JM		473	-473	
*Prisms-RM	31	473	-442	7%
*Prisms-JVB	99	473	-373	21%
Total *Prisms Ed Supps	130	1,890	-1,760	7%
*Minicourses		400	-400	
*Music/movement supplies				
*Music Supplies - AR-G		278	-278	
*Music Supplies - MD		382	-382	
Total *Music/movement supplies		660	-660	
*Physical Education Supplies		875	-875	
*SPED Ed Supps	40	2,750	-2,710	1%
*Title I Ed Supps	194	300	-106	65%
*Other Ed Supplies/Textbooks**	31,735	9,408	22,327	337%
Educational Supplies/Textbooks - Other				
Total Educational Supplies/Textbooks	34,952	23,333	11,619	150%
Food and Supplies		743	-743	
Household Supplies	980	6,630	-5,650	15%
Office Supplies	676	3,713	-3,037	18%
Playground Supplies		893	-893	
Postage	128	1,020	-892	13%
Printing and Reproduction	20	637	-617	3%
Testing & Evaluation Supplies	3,106	8,500	-5,394	37%
Total Supplies	39,862	45,469	-5,607	88%
Equipment				
Chromebook Replacement	2,000			
Furnishings/Rugs	625	4,080	-3,455	15%
Minor Equipment	34	2,040	-2,006	2%
SPED Equipment	743	3,060	-2,317	24%
Tech Repair/Replacement	20,794	17,140	3,654	121%
Vehicle Expenses		1,020	-1,020	
Total Equipment	24,196	27,340	-3,144	89%
Other expenses				
Medical Contingency - COVID	7,435	25,000	-17,565	30%
Advertising	25	1,530	-1,505	2%
BOT Discretionary Fund		500	-500	
Community Domain Expense	709	2,750	-2,041	26%
Community Service Projects		500	-500	
Graduation Expenses		1,020	-1,020	
Kid's Club Food/Supplies	21	3,500	-3,479	1%
MCSA Dues	6,076	6,053	23	100%
Miscellaneous Expenses	41	1,020	-979	4%
School Lunch Expense	128	20,000	-19,872	1%

3:09 PM

11/02/20

Accrual Basis

Hilltown Cooperative Charter School
Report - Revenues & Expenditures vs. Budget
July through September 2020

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
Board Designated Expenditures				
BOT Designated Field Trip Fund		3,958	-3,958	
Total Board Designated Expenditures		3,958	-3,958	
Total Other Expense		3,958	-3,958	
Net Other Income		-3,958	3,958	
Net Income	<u>290,852</u>	<u>-3,958</u>	<u>294,810</u>	<u>-7,348%</u>



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Director's Report November, 2020

- 1) Per our new accountability plan, Lara and Grace are setting up the SAT10 Abbreviated Battery for 3rd-8th graders to take in December. This is a computer-based standardized test that was normed in 2019 and it replaces our IOWA tests. Students will test in the areas of mathematics and reading.
- 2) We have hired a teaching assistant specifically to work on site, supervising Tier III students who are accessing the building for remote learning support. This is the second staff person we have added to accommodate COVID-related needs. We also have a facilities assistant who helps with hourly cleaning, hallway monitoring, and back-up student support.
- 3) On-site and remote school attendance from September 14, 2020 to October 30, 2020 has been strong:
 - 93% of our 218 students have been present 90-100% of school days
 - 69 students were present 90% to 96% of school days
 - 133 students were present 100% of school days
- 4) On November 6, 2020, new guidance was released by the Commissioner and Governor on interpreting DPH COVID-19 Health Metrics. The guidance can be found here: <https://www.doe.mass.edu/covid19/on-desktop/interpreting-dph-metrics.html?eType=EmailBlastContent&eld=2a81ffc0-b4a9-48a5-bd01-98dbbef4584b>
- 5) Kathleen Szegda, Director of Community Research and Evaluation at the Public Health Institute of Western Massachusetts and newly appointed Hilltown Board member, presented *Western MA COVID Data and State Risk Metrics Where Do We Stand?* to Hilltown staff on November 10, 2020.
- 6) Plans are underway to bring kindergarten and first grade students into the building four mornings and four afternoons a week. This affects 2-5 grade class schedules and special education services as we attempt to keep transportation coordinated for Cohorts A and B. Target date for implementation is the week of December 6th.



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- 7) Plans are underway to bring 7th and 8th grade students indoors to learn on site when the weather is too cold/windy/wet according to the child safety guidelines. Up to this point, the weekly in-person program for Prisms students has taken place outdoors only.
- 8) By the end of November, the school will have held twenty-two team meetings, averaging two a week since the start of school. The student support team successfully prioritized meetings that were not able to happen during the spring school closure as well as meetings that needed to happen during the first two months of school.
- 9) As Hilltown continues to operate in a hybrid model, the school is making every effort to continue to provide in person instruction for students with disabilities, particularly those with who have been prioritized for in-person instruction. If in-person instruction cannot be provided, students are receiving special education instruction and related services necessary to provide FAPE through an Instruction and Services model of delivery (e.g., structured lessons, tele-therapy, video-based lessons, etc.).

Hilltown's remote special educations services include:

- A regular and consistent schedule of classes, interventions, services, and therapies as required by the student's IEP, offered synchronously and/or asynchronously;
- Structured learning time designed so that the student can access state standards; and
- Frequent interactions with teachers and other staff members to ensure participation and engagement.

10) Community events:

- a) The school hosted a Family Costume Dance on Friday, October 30th.
- b) Hilltown has a Hot Chocolate Challenge Team- link is in the newsletter and anyone can join the effort.
- c) Hilltown is participating in Monte's March again this year, with an online team - also linked in the newsletter, and our own mini-march for families on Monday, November 23 departing from Hilltown and moving through our neighborhood.
- d) High Five Books is offering an online book talk for students and caregivers on November 19th to kick off the Book Fair (see below)



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11) Winter Fair during COVID!

- Volunteers are creating **craft-making videos** that we will include in a Winter Fair playlist for families to do at home.
- We will hold an in person, outdoors, volunteer-staffed **Wreath-making event** on December 5.
- We are organizing a **winter-gear clothing swap** for Hilltown families that day as well, to make sure that every student has warm clothing for spending time outside this winter.
- We are holding an online **Book Fair** with High Five Books from Nov. 19 - Dec. 7.

12) All School will move from Friday afternoons to Wednesday mornings in response to evidence that Friday afternoons are a hard time for tired students (and parents).

13) Social justice educators Dr. Romina Pacheco and Dr. Safire DeJong facilitated a student-centered conversation about race and racial justice at Hilltown. The framing question was, **What does Hilltown need to know, learn, and do about race and racism to make our school stronger and to support our students to participate in a diverse democracy?** The event was poorly attended (four students).

14) Initial parent-teacher conferences took place at the end of October.



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Domain Council Meeting Minutes

October 23, 2020 7:45 am

Zoom link:

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

Meeting ID: 864 2637 8361 Passcode: e9e8Q8

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

Regrets: None

Topic	Discussion	Action
November BoT Meeting Agenda	Reviewed the proposed November Board of Trustees Meeting Agenda proposed by Matt Dube. Adding an item to the agenda (at the beginning of the meeting) for the school nurse, Mary Price, to update the board on COVID testing at the school.	Matt will update the agenda accordingly and submit it to Noelle.
Increasing communications to the community on remote & in person learning	Lara emailed the community an update on in person learning and next steps for moving the kids indoors for the winter based on feedback from the parents and teachers. She received several emails from parents of support and thanks for the thorough explanation on how the decisions have been made regarding in person learning. Matt and Dawn offered to review any communications and provide feedback prior to the distribution, as needed.	Directors will let Matt & Dawn know when they would prefer a review of a communication and will provide an expectation of the type of review needed and turn-around time. Directors will continue to communicate to the community. Deirdre will continue to offer office hours to listen to parents/caretakers and provide clarity, as needed.
Community Listening Sessions	Between the school calendar and holidays in the next several weeks, December 2nd is the first open date for the next Community Listening Session. This date is also one month after moving the in person instruction indoors and will be a good time for feedback.	Deirdre, Kate, & Lara will determine topic and agenda for December 2nd meeting.



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Review action items		Done
Tentative agenda topics for next meeting	Update on remote & in person learning Determine agenda for next Community Listening Session Discuss timing and process for Director Evaluations	
Tentative Future Agenda Items	Outlining how Director salaries are evaluated Succession planning for Director roles and role/duties evaluation	
Next meeting time/date/location		Friday, November 6th 9:00am Zoom Link found on Hilltown Calendar
Adjournment		Meeting adjourned at 8:25 a.m.



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Domain Council Meeting Minutes- November 6, 2020

9:00 am Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUljUT09>

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

Regrets: None

Topic	Discussion	Action
Transition indoors for K - 6	<p>It has gone well this week. Taking slow is a good methodology and has allowed us to ramp up in thoughtful ways.</p> <p>An additional Teacher Assistant was hired to cover in-person support. This position will cover staffing shortages due to staff who have work-from-home arrangements at this time.</p>	More students will be invited to attend online classes from the building.
BoT Member to attend Teacher/Staff Meeting to educate on COVID-19 and Public Health Data	Kathleen Szegda is planning to attend the teacher meeting on November 10th to talk to the teachers & staff about how towns are coded, what it means to be in red, how it correlates to total population, etc.	Kate coordinating Kathleen's presentation at the meeting.
Decision to move indoors for 7th & 8th grade	<p>Goal: To bring the 7th & 8th grade students into the building.</p> <p>Due to various circumstances the 7th & 8th grade teachers and TAs are working remotely or only comfortable with outdoor instruction - so in order to bring students indoors there is a need to be creative in staffing the classroom with the students.</p> <p>Teachers/TAs who do not want/are not able to work on site, and who can't trade duties with someone else, have three options:</p> <ol style="list-style-type: none"> 1) medical time off (required documentation) 2) personal leave 3) flexing the hours by working on a school need outside regular teaching duties (e.g, another school related task) 	Lara is taking this proposal to the Personnel Committee. The Personnel Committee will have an emergency meeting on Tuesday, 11/10.



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Teacher and Staff Appreciation in November	The Sunshine Committee recognized the teachers and staff in October, so the Board will work on recognizing and appreciating our HCCPS teachers and staff.	Matt to take the lead on organizing
Review action items		Done
Tentative agenda topics for next meeting	Discuss plan to address administrative structure and succession planning Parent meeting on December 2nd Personnel Committee Proposal Topics for the December Board Meeting Discuss timing and process for Director Evaluations	
Next meeting time/date/location		Friday, Nov. 20, 9:00 a.m. https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUIjUT09 Passcode: Domain
Adjournment		Meeting adjourned at 10 a.m.



Facilities Committee Meeting Minutes – October 21, 2020, 6:45pm

Meeting Location: <https://zoom.us/j/92494484997>

Present: Joe Wyman, Kate Saccento, Nan Childs, Karen Sise

Regrets: none

Topic	Discussion	Action (if necessary)
<p>Committee Goals for FY21</p>	<p>Discussed current state of HVAC and air circulation in the building. Kate reports that based on a recent review we are in compliance and the fresh air exchange is more than adequate for the number of people in the building (even at full capacity).</p> <p>The HVAC system is many systems put together and we discussed that we should get more information on the system with an assessment by a professional and have an energy audit done to determine how/if the systems should be improved.</p> <p>We also discussed the need for mini-splits in the classrooms in the 6-8 wing and costs will need to be explored for that.</p> <p>Nan suggested that a sidewalk should be made on the short end of the parking lot to create a barrier between the parking lot and building. A sidewalk would create a safe means of egress from that side of the building. There was also discussion of a sidewalk around the entire building. A sidewalk would not necessarily be cement, it may be a more natural barrier. We discussed doing a spring walk around of the building to see how a sidewalk could best be implemented.</p>	



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JEDI Work for our Committee	Discussed that building accessibility should be reviewed. Will look into seeing if there is someone who can do an accessibility audit of the building.	
Facilities role for potential re-opening	Discussed that it is up to the directors and full board regarding any changes to the current learning plan. Or, if need be like spring, the crisis team to determine full remote. The facilities committee would only need to be involved in full reopening if there are building needs that should be addressed because of COVID/CDC protocols.	
Set meeting schedule for the year	No set schedule. Next meeting date set for December 1, 2020	
Review Action Items	None	
Tentative Agenda Topics for Next Meeting	Discussion on energy audit, accessibility audit, and HVAC assessment.	
Next Meeting Date/Time/Location	Tuesday, December 1, 2020, 6:45pm https://zoom.us/j/91534400394	
Adjournment	Meeting adjourned at 7:30pm	



JEDI Committee Meeting Minutes – October 22, 2020 7:30pm

<https://mtholyoke.zoom.us/j/4738820083>

Present: Karen Sise, Jen Matos, Joe Wyman

Regrets: none

Topic	Discussion	Action (if necessary)
Letter to HCCPS community	<p>Jen drafted a letter to the HCCPS community introducing the JEDI committee and its purpose. The letter will also include useful resources for families about difficult conversations regarding racial justice. We discussed whether the letter should be from JEDI only or collaborative with the directors. Jen will reach out to the directors for input on the letter and resources.</p> <p>Target send date for letter, October 29, 2020</p>	Jen will send the draft to the directors for review tonight.
Board JEDI Training	<p>The goal of BoT training is for a common vocabulary and understanding of JEDI to consider when doing committee work.</p> <p>We need to determine cost and training feasibility with the Collaborative for Educational Services.</p>	Karen will email Deirdre to find out about budget and schedule
Review Action Items	Reviewed action items.	
Tentative Agenda Topics for Next Meeting	<p>Equity audit.</p> <p>Action items from BoT from November meeting.</p> <p>JEDI training.</p>	



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Next Meeting Date/Time/Location	Thurs Nov 19 7:30pm https://smith.zoom.us/j/98183352665	
Adjournment	Meeting adjourned at 7:50pm	



GABS Committee Meeting Minutes – October 28, 2020

Meeting Location: By Zoom

Present: Deirdre Arthern; Sara Schieffelin; Noelle Barrist Stern

Regrets: Paula Ingram

Topic	Discussion	Action (if necessary)
Policy for Selecting Staff Members and Teachers to Serve on BOT Committees	GABS revised the proposed policy so that, if multiple people are interested in the same spot and are unable to resolve among themselves who will fill the slot, the Committee Chair and GABS Chair will work together to decide who will fill the slot.	Sara will email the proposal to be included in the November Board packet. Deirdre will ask Domain Council to put this on the agenda for the November Board meeting.
Committee Assignments for New BOT Members	GABS reviewed the new Board members' interest forms. Jill's background is most aligned with Finance. She would also be interested in Personnel or GABS. Kathleen said she would be most interested in Personnel or GABS. Tala said she would be interested in Personnel, Facilities, or GABS. Deirdre said, even though the LRP is on hiatus, it would make sense to address some LRP issues, such as administrative succession, which is included in the current LRP.	Sara will email the new Board members and ask again about their interest and let them know we will discuss this at the November Board meeting. Noelle will email the Committee Chairs, including the LRP Chair and JEDI Co-Chairs, and ask for where the needs are. Noelle will see if Liz would be willing to work on LRP with the



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		three Directors on some aspects of the LRP and suggest that she work with Tala on this. Deirdre will ask Domain Council to put this on the agenda for the November Board meeting.
Orientation for New BOT Members	GABS will try to do an orientation for new Board members on November 18th at 5:30, directly before the Board meeting. If the new Board members are not available, the orientation will be on December 9th.	Sara will email the new Board members to see if they are available. If we are going to have the orientation that day, Sara will let us know and Noelle will share the orientation materials with the new members in advance.
Access to BOT/GABS Google Drives; Organization of BOT/GABS Google Drives	GABS discussed having the old hard copy Board Book turned into a digital version in the Board Google Drives. Some of the documents will be only in hard copy and will need to be uploaded as PDFs. Other documents are out of date. Some of the documents may already be in the Board Google Drives.	Sara will speak with Jared about whether he would be able to help. Noelle will ask Penny. If Jared and Penny are not available, Deirdre will put something in the newsletter asking for parent volunteers.
Review Action Items	Action items reviewed.	
Next Meeting Date/Time/Location	November 18, 2020 at 5:00 p.m.	



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Adjournment	Meeting adjourned at 6:00 p.m.	
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Personnel Committee Meeting Minutes
Wed., Oct. 28, 2020 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
Regrets:

Topic	Time	Discussion	Action
Meeting Roles		Facilitator: Kelly Notetaker: Lara Timekeeper: Jen	
Annual goals check-in - including JEDI goal check-in: Director hiring proposal. Review of research gathered to date regarding bias, assessment and best practice.		Director hiring proposal: is it the right time to raise the proposal to the board to move from an internal/ external structure to open combined process? Considerations: benefits - increase diversity, broaden search to strengthen positionality, challenges, streamline process - loyalty would not be rewarded or recognized, limits opportunity for promotion. Review and discussion re timing, history, proposal. Lara has proposal drafted. Discussion re ideas explored: Insight gained regarding behavioral questions -tell me about vs. what would you do if? Interview question to include self awareness. Example of MHC LITS had a worksheet for reference during the interview - identifying the list of questions combined with a list of targeted skills or competencies.	Lara will send the director hiring proposal to Noelle for the December Board Meeting Agenda. Lara will research data available for sharing with candidates; check in with Grace re website. Committee will take time to review and consider ideas/ articles.



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<p>Onboarding packet update.</p>	<p>Suggestion to begin building now allies to promote search... who and where can we connect?</p> <p>Idea of starting or building a network to create and develop mentors for candidates- people with an awareness of relevant resources - ideally internally, identifying external options could be important as well for example starting a regional group. For example are resources available to support my personal life, being clear who in the organization and community who could support me - someone conscious of social justice and unique need of diverse candidates.</p> <p>Drafting job descriptions and seeking input from mentors/ community to ensure are open and supportive to diverse candidates.</p> <p>Reference diversity audit data and other relevant statements/content is available in the job description or during the process? Candidate packets, on website?</p> <p>Inclusive hiring/ removing bias for teacher hiring article: https://www.teachaway.com/blog/inclusive-hiring-removing-bias-teacher-hiring</p> <p>Bias interrupters article: https://biasinterrupters.org/wp-content/uploads/Identifying-Bias-in-Hiring-Worksheet.pdf</p> <p>Increase Diversity Newsletter: https://www.linkedin.com/newsletters/increase-diversity-6676459672414756864/</p> <p>Onboarding packet is currently on hold for the moment due to Covid. Edits under consideration due to Covid changes for the year?</p>	<p>Lara and Nicole will review and discuss together the onboarding packet.</p>
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Standing agenda proposal.		Not going to pursue this. Not needed at this time.	N/A
If more in-person teaching becomes necessary, what will constitute an exception for a staff person.		<p>When government and data require a return to increased time in school what will be an acceptable exception or acceptable option be for a teacher or staff person who is not able to be in the building?</p> <p>Attorney guidance was sought last year regarding this discussion. Caution at that time to limit exceptions. Noted there are resources available - including medical leave, CARES act. Discussion re interest in balancing needs of individuals with needs of the community - importance of clarity regarding this issue going forward.</p> <p>Do job descriptions need to include "in-person" support as essential to the role? Updated in the current teaching assistant role that is posted.</p>	Bring to agenda at next meeting for further discussion.
New Business Review action items		<p>N/A</p> <p>Lara will send the director hiring proposal to Noelle for the December Board Meeting Agenda.</p> <p>Lara will research data available for sharing with candidates; check in with Grace re website.</p> <p>Committee will take time to review and consider ideas/ articles shared re diversity/ anti-bias in recruitment.</p> <p>Lara and Nicole will review and discuss together the onboarding packet.</p>	
Tentative agenda topics for next meeting	3 mins	<p>Policy regarding in-person staffing during Covid</p> <p>Annual goals check-in - including JEDI goal check-in:</p> <p>Review of research gathered to date regarding bias, assessment and best practice.</p>	



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		Consideration of next steps and actions to begin? Onboarding packet update.	
Next meeting time/date/location		Wed., Nov. 18, 2020 7:30am (holiday on 11/25) Zoom link found on school calendar	
Adjournment		8:38am	



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Personnel Committee Meeting Minutes
Wed., Nov. 10, 2020 at 7:30am

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

Present: Nicole Grinaski, Emily Lees, Jen Matos, Lara Ramse, Kate Saccento, Kelly Woods
(late)

Regrets:

Topic	Time	Discussion	Action
Meeting Roles	2 mins	Facilitator: N/A Notetaker: Lara Timekeeper: N/A	
Leave options for staff who are unable/do not want to be with students in the building	50 min.	<p>As students are brought into the building, what options do staff have for not coming in? In place are sick leave, personal leave, and FMLA.</p> <p>Do we want to create a flex option for staff as an alternative to personal leave?</p> <p>Who decides if a situation is sick leave or personal leave?</p> <p>Discussion led to the following points:</p> <ul style="list-style-type: none"> • Creating flex options may not be equitable. • Students having subs instead of their teachers is not optimal. • Personal, medical, and FMLA cover all necessary leaves • Being clear on how this will work will help staff figure out their options. • Using a lawyer on a case by case basis to determine whether a leave request is sick or personal takes it out of managements' hands- we do not have an HR department and supervisors should not be making these determinations. 	<p>Present COVID metrics and school-based transmission updates to staff at meeting today.</p> <p>Acknowledge that the fall was a pilot- there was no school data on transmissions. In the last two months the data is promising.</p> <p>Present directive to be in school more from the Governor.</p> <p>Explain sick leave, FMLA, and personal leave options.</p> <p>Explain how lawyer will determine leave clause.</p> <p>Ask staff what they</p>



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			need for morale. Meet where we can.
Review action items	2 mins		
Tentative agenda topics for next meeting	3 mins	N/A as this was an extra meeting and a regular agenda is set.	
Next meeting time/date/location		Wed., November 18, 2020 - 7:30am (*holiday on 12/30) Zoom link found on school calendar	
Adjournment		8:30am	