

HCCPS Board of Trustees

Meeting Agenda

July 13th, 2022 6:30 PM

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81207825746?pwd=bFdjZGlrblZldDFhY1p5MzhqYUR4QT09>

Meeting ID: 812 0782 5746

Passcode: yeU8zJ

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: Tala Elia

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: (5 min)

6:40 Health + Safety Update: (Update) H+S Team (5 min)

6:45 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)

7:05 Retiring BoT Meeting Health + Safety Updates: (Discussion + Decision) Tala/Matt (10 min)

- 7:15 Staff Vaccination Policy: (Decision) H+S (10 min)**
- 7:25 FY 22 Surplus: (Update + Decision) Kate (10 min)**
- 7:35 Committee Roles: (Update) GABS (10 min)**
- 7:45 BoT Retreat: (Discussion) (10 min)**
- 7:55 BOT Bylaws: (Discussion) Kate (5 min)**
- 8:00 Updating Bullying Policy: (Update + Decision) Kate (10 min)**
- 8:10 Committee Reports -- Questions Only (5 min)**
- 8:15 New Business (5 min)**
- 8:20 Meeting Wrap-up/Snacks + Drinks/Newsletter Blurb/Minutes Finalization (5 min)**
- 8:25 Review Action Items in this meeting's minutes (5 min)**
- 8:30 Adjournment**

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT– Wednesday, June 8th, 2022, 6:30 pm

Location: HCCPS and Zoom

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

By Zoom: Marguerite Durant

Regrets: none

Facilitator: Matt

Notetaker: Sara

Guests: In-person: none
By Zoom: Carla Clark, Cait Browne

List keeper: Tala

Timekeeper: Emily

Mission statement read by: Lara

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	<p>Emily reminded people to complete their financial disclosure forms.</p> <p>Sara offered thanks to Joe for his time on the BOT, and presented a small gift from the board. Sara acknowledged Matt for his time as president and offered a small gift.</p> <p>Sara offered an appreciation to Lara for her work as Director of Teaching and Learning, and presented her with a gift from the board—a commissioned painting by Donna Estabrooks.</p> <p>Matt thanked Margurite for her time at Hilltown and Kate presented Joe with some pieces of wood to symbolize his work as chair of the facilities committee. Matt thanked everyone for their work on the board this year.</p>	
Any Thank You Notes Needed?	None noted	
BOT Visibility This Month?	<p>Summer celebration on the 15th at 8:30am</p> <p>Graduation on the 16th at 6pm</p> <p>Last all school the 21st at 10:30am</p>	

Minutes	Suggested edits: <ul style="list-style-type: none"> • Bill Sweet, not Sara, was the notetaker. • The month was wrong in the “tentative agenda topic” section and should say “June” not “May.” • Pat changed to Cait in the section noting members of the hiring committee. Changes made to minutes.	Kate E. motioned to approve the May meeting minutes as amended; Kathleen S. seconded; the Board approved the May meeting minutes by consensus.
Public Comment	none	
Health + Safety Update: (Update) H+S Team	Kate S thanked the H and S team for their work this year. Reported negative pool test this week and only two positive cases reported to school. Kate E. commented that we should expect in the fall that we will be back to normal. The state announced that there won't be state supported testing in the fall. The commissioner advised putting some money aside for rapid tests. Appreciation to all the staff for stepping up when there were a lot of absences due to people being sick. Question about if there will be boosters coming out, and if there will be a policy around that for staff and students? Suggestion for H and S to come up with a proposal for July so that people have time to prepare. Suggestion that H and S should meet again to come up with a plan for this. Discussion and clarification about current policy around vaccinations.	H and S will meet to discuss policy proposal to share at July meeting about vaccine boosters
Director Salary Proposal: (Decision) Matt + Kathleen	Matt presented the director salary proposal (see proposal in meeting packet). Dan raised concerns about errors in the proposal: 1) that some schools are included here that aren't comparable districts, such as Westfield. Matt responded that this was in the proposal from three years ago. Dan countered that Westfield shouldn't be due to it's large size and this was likely a mistake. 2) Dan also noted it is the median and not the average salary that should be determined. Dan also noted it is more recent to include other charter schools. He noted that for determining teacher salary scales we are looking at Easthampton and Northampton, and so these should also be included when determining the admin scale. Matt responded that in 2019 the same schools were looked at as this year. Matt says this process was affirmed by BOT in 2019 and that this should maybe be revised based on this discussion.	Tala motioned to approve the salary proposal as amended to include only FY23; Kathleen S seconded; the proposal as amended was approved by consensus. Pres and VP will convene an ad hoc committee to look at process for determining director salary for FY24 and FY25

	<p>Suggestion made to pass this proposal for next year, as we need to have a clear offer for the new incoming administrator, then we should spend next year revising the process.</p> <p>Kate clarified that this proposal was not reviewed by finance, but the \$105K number was discussed by finance and determined to be feasible. Kate noted that projected salary was posted as a range for the new Director position.</p> <p>Tala shared her opinion that having a three year plan offers some stability, especially during this hiring process.</p> <p>Should we consider a step process?</p> <p>Question about who is responsible for revising the process? Answer- President and Vice President have been the past and they can designate an ad hoc committee.</p> <p>Tala amended proposal to include only FY23.</p> <p>Lara noted that the personnel committee also made the decision to set staff salaries for only one year, then spend next year determining FY 24 and 25 and that doing this with the director salaries would be putting all salaries on the same time-line.</p>	
Teacher Leadership Summer Opportunities: (Update) Kate (5 min)	<p>Kate S. shared information about a 6-week paid summer leadership opportunity for teachers to work on tasks including: annual report, scheduling, first days of school, etc. She noted this would provide a transition team for new the director, and that Rebecca and Gina have volunteered to fill these roles.</p>	
Q3 Financials: (Decision) Kate	<p>Kate shared Q3 financials (see packet). Finance has approved them. Brought to BOT for approval.</p>	<p>Matt motioned to approve Q3 financials; Dan seconded; the Q3 financials were approved by consensus.</p>
GABS FY23 Budget: (Decision) Finance	<p>Kate share information about the FY23 budget. She noted that line 35 was edited for a \$90K mistake noticed at the last BOT meeting and with this money, the behaviorist position has been increased to full time and the professional development and stipend lines were increased.</p> <p>Line 102 for SPED/medical contingency was increased b/c of news of no more state-funded testing.</p> <p>Kate noted that there is fluctuation in the personnel line because people are retiring and we have a newer batch of teachers on different steps.</p> <p>Reminder that last year's budget was balanced.</p> <p>Kate commented about the need to prioritize social-emotional needs of students and to support staff.</p>	<p>Chris motioned to approve the FY23 budget; Emily seconded; the budget was approved by consensus.</p>

	<p>She noted we are working with a behaviorist consultant to write a job description that is specific to the school for a Board Certified Behavioral Analyst (BCBA), and there is money for a behavioral consultation and to hire a full-time BCBS.</p> <p>Discussion/clarification about what a BCBA is and what their credentials are. Clarification that the money for the BCBA is embedded in personnel salary line item, and the money for the consultant is under the SPED line.</p> <p>Question about tech line going down. Kate clarified reasons for this.</p> <p>Question about what to do with surplus. Reminder that last year we had a special meeting about what to do with the surplus. \$132K surplus projected currently. Carla clarified we had a \$200K surplus after depreciation last year and we have \$132K before depreciation this year, so it is actually closer to \$107K. Question and clarification about what depreciation is. Carla described it is a built-in way to make sure you have enough money to buy replacement materials. Carla noted our surplus this year is not as big as last year's.</p>	
<p>FY 23 Capital Expense Proposal: (Decision) Kate</p>	<p>Kate shared a proposal for a capital expense project for up-dating security/lock system (see Building System Access Proposal). Kate is getting estimates now. She noted it is important to up-date b/c currently building is not very secure. The proposal includes key card access and cameras for security reasons. Question about needing to do them simultaneously. Kate says they need to be done simultaneously, due to wiring needs. The timeline for this project would be to have it complete before the fall.</p> <p>Question about the necessity of a video system? Is this our priority? Discussion about why cameras are necessary—helps people feel more safe. Question about if there will be remote access to video. Kate answered yes, there will be remote access.</p> <p>Dan suggested increasing the budget to up to \$48K for the project to account for unexpected costs.</p>	<p>Dan motioned to approve amended Building Access System Proposal for FY23 with a budget of up to \$48K; Joe seconded; proposal as amended was approved by consensus.</p>
<p>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)</p>	<p>JEDI continues to discuss priorities and how they will fit into LRP. Rashida presented information about traits of defensiveness (see handout in packet). Engaged in nuanced discussion about if structure in organizations facilitates or prevents abuse.</p>	

<p>New BoT Officers: (Decision) GABS</p>	<p>Sara presented plan for officer roles for up-coming year:</p> <ul style="list-style-type: none"> ● President- Kathleen S ● Vice President- Tala ● Treasurer- Rich ● Clerk- Emily 	<p>Kate E motioned to approve the proposal for officers; Kathleen H. seconded; the Board approved the proposal of officers by consensus.</p>
<p>New Board Member Vote: (Decision) GABS</p>	<p>Emily shared that Andrew Cote was voted in by the cooperative at the annual meeting.</p> <p>Rich was voted on to serve a second term on the BOT.</p>	<p>BOT unanimously voted to approve Andrew Coate as new BOT member.</p> <p>BOT unanimously voted to approve Rich for a second term.</p>
<p>Annual Meeting Recap: (Update) GABS (5 min)</p>	<p>Emily shared a recap of the annual meeting, noting a very good turn-out by the community. There was a musical performance (Thank you Marguerite!), committee reports were shared, new BOT member was voted on, and Kathleen H. ran an activity -Grieve, celebrate, create.</p> <p>Suggestion that the community activity should be at the beginning. Ideas about structuring the meeting differently for accessibility reasons. Appreciation to everyone who helped out with the meeting and with childcare. Clarification that board quorum is not necessary for this meeting, as it is the meeting of the cooperative. Discussion about if it is actually important for people to show up to the meeting, and why they don't. What are the important issues for the community? Should we get the cooperative's input about what should be on the agenda for the annual meeting? Comment that this should be an issue for the admin team, not for GABS, moving forward.</p>	<p>Admin team will discuss how to best determine what topics are important to the school community to bring to the annual meeting.</p>
<p>Hiring Committee: (Update) Kathleen (10 min)</p>	<p>Kathleen S. offered up-date on the hiring process. There's a finalist being interviewed tomorrow, and another finalis interview on Monday. Kate clarified there will not be a third finalist.</p> <p>There will need to be a special BOT meeting after the committee recommends a candidate to the board and the board has to vote on the candidate.</p> <p>Question about how interview questions will work for BOT members. Can we know what questions have already been asked? Kathleen S. will send them ahead of the interview.</p>	<p>Kathleen S. will send interview questions to BOT members ahead of the interviews.</p>

	Kathleen noted the search committee has been wonderful thus far.	
Long Range Plan Update: (Update) LRP Team (5 min)	Dan updated that the LRP meeting was postponed again due to waiting for results of up-coming equity audit, scheduled for July, and hoping to include a new administrator in the process. Getting input from staff in August. Timeline to finish in late fall.	
Committee Reports -- Questions Only	Question- did people see that bereavement leave policy is not being changed? Question about revisiting intern proposal. Personnel will revise and bring back next month.	
New Business	Set committee roles for the year; discussion about BOT retreat in August; intern proposal from Personnel	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, July 13th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Tala E. Snacks: Kate Drinks: Kathleen H. Newsletter blurb: Joe	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:32 p.m.	Kate E. motioned to adjourn; Kathleen S. seconded; the meeting was adjourned.

Tentative Agenda Topic for the July 13th Board Meeting: Set committee roles for the year; discussion about BOT retreat in August; intern proposal from Personnel

Hilltown Cooperative Charter Public School

Board of Trustees Special Meeting Minutes DRAFT– Wednesday, June 15th, 2022, 6:30 pm

Location: Zoom
Present: Kate Saccento, Kathleen Szegda, Daniel Klatz, Kathleen Hulton, Matt Dube, Sara Schieffelin, Emily Boddy, Rashida Krigger, Marguerite Durant
Regrets: Tala Elia, Chris Korczak, Joe Wyman, Kate Ewall, Rich Senecal, Lara Ramsey
Facilitator: Matt
Notetaker: Sara
Guests: Cait Browne, Gina Wyman

Topic	Discussion	Action (if necessary)
Public Comment	none	
Director of Teaching and Learning Decision: (Decision) Hiring Committee	<p>Kathleen S., on behalf of the search committee, recommended that Laura Davis be offered the position of Director of Teaching and Learning (see proposal). Kathleen thanked everyone who participated in the search—the search committee, parents and teachers. She noted the committee followed the BOT approved process. She shared that the committee looked at feedback from staff and parents, and considered various criteria including communication skills, knowledge of behavioral interventions, leadership skills, management skills, and knowledge of JEDI, and that Laura emerged as the clear candidate.</p> <p>Kate S. highlighted Laura’s breadth of experience, including charter school experience, her ability to listen well, and noted during the interview that she led a staff discussion which demonstrated her exceptional facilitation skills.</p> <p>Gina shared that she was very excited to be proposing Laura as the candidate, and shared that other staff felt similarly.</p> <p>Dan congratulated the search committee for bringing forth two excellent finalists with different strengths and qualifications.</p> <p>Kate S. shared that during the interview process Laura mentioned that she has summer commitments out of the area, and that while she will be available remotely, she will not be available in-person until mid-August.</p>	<p>Dan motioned to approve the proposal that Laura Davis be offered the position of Director of Teaching and Learning; Kathleen H. seconded; the proposal passed by consensus.</p> <p>Search committee will offer Laura the position of Director of Teaching and Learning and will negotiate salary/start-date.</p>

	<p>Kate offered a reminder about the teacher-leader program, staffed by Gina and Rebecca, which was put in place to take care of many administrative tasks during the summer, and noted that the search committee agreed that they were comfortable offering Laura the position despite the delay of in-person start-date given the strength of the transition team and the strength of Laura's candidacy.</p> <p>Dan asked about how the compensation offer should be articulated if a person is missing the first six weeks of the contract. Discussion about this with various ideas suggested. Decision made that this needs to be discussed and negotiated as part of the job offer.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 6:51 p.m.</p>	<p>Kathleen S. motioned to adjourn; Emily seconded; the meeting was adjourned.</p>

Recommendation of Health and Safety Team to the BOT

Date: July 6, 2022

Estimated time for Discussion: 10 Min

Recommendation: At this time, the health and safety team recommends retiring the COVID-19 Mandatory Vaccination Policy that was previously passed by the Board on September 9th, 2021.

Rationale: At this stage in the pandemic, with the current COVID-19 vaccines having limited efficacy against symptomatic disease of currently circulating COVID-19 strains it is appropriate from a public health standpoint to lift the vaccination policy.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Proposal to Revise Hilltown's Bullying Prevention and Intervention Plan

Date: July 13, 2022

Priority level: High

Approximate time needed for discussion: 10 minutes

Proposal to be presented to to Board of Trustees by: Kate Saccento, Director of Administration

Text of proposal:

M.G.L. c. 71, s.37O requires that school districts and charter schools update their Bullying Prevention and Intervention Plans, "at least biennially." Hilltown's Bullying Prevention and Intervention Plan was last reviewed in 2019.

Recently, Hilltown received feedback from the Department that, upon receipt of an allegation that a student has been bullied, our current bullying prevention plan does not include actions taken to assess the target student's sense of safety.

The attached revised policy includes the following statement:

Before fully investigating the allegations of bullying or retaliation, the Director of Teaching and Learning will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The Director of Teaching and Learning will take additional steps to promote safety during the course of and after the investigation, if necessary.

Other proposed changes in the plan include minor edits that do not change the content of the plan.

Goals to be achieved by proposal:

To clearly communicate actions taken by the school to assess the target student's sense of safety, upon receipt of an allegation that the student has been bullied.

To meet the Department's Bullying Prevention and and Intervention Plan Requirements



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

If approved, the revised plan will be included in the family handbook, included in staff training, and published on the school website (in the family handbook). The school will also share the revised plan with the Department.

Potential Problems/Dissenting Views:

None

Recommendation for Next Steps: In the 2022-2023 school year, the Director of Teaching and Learning forms a committee to review the plan using the latest data from the school climate survey, the Department's model and checklist provided, and feedback from the following individuals defined in Hilltown's Plan:

The Director of Teaching and Learning will develop and keep updated on at least a biennial basis, as required by law, a plan to address bullying prevention and intervention. Such a plan shall, as required by law, be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians.



Hilltown Cooperative Charter Public School

BOARD OF TRUSTEES BY-LAWS

The mission of the Hilltown Cooperative Charter Public School 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, a shared respect for each other, our community, and the world around us.

ARTICLE I Name, Purpose, and Location

Sec. 1 The name by which this organization shall be known is the Hilltown Cooperative Charter Public School ("School").

Sec. 2 The purpose of the School shall be as described in the Commonwealth of Massachusetts Charter to operate a public school as executed by the Massachusetts Secretary of Education and granted to the School on December 9, 1994. This public school is chartered by the Commonwealth of Massachusetts and operates in compliance with M.G.L. c. 71, § 89.

Sec. 3 The principal office of the School in the Commonwealth of Massachusetts shall, until changed in accordance with the By-laws of the School, be located at 1 Industrial Parkway, Easthampton, MA 01027.

ARTICLE II Membership

Sec. 1 Any parent or staff member directly involved with the School community is defined as

a member of the Cooperative with full voting rights. Other adult volunteers who have contributed forty hours of work over a twelve-month period are also considered members with full voting rights.

Sec. 2 All members are welcome to attend special and annual meetings of the School and shall have the right to vote at all special and annual general meetings of the School, except where recusal is required by law.

Sec.3 The Board of Trustees shall be empowered to interpret and enforce the membership requirements described in Section 1 of this Article.

ARTICLE III Meetings of Members

Sec. 1 Annual Meeting: The School shall hold an annual meeting at which the members of the Cooperative will: elect new trustees; vote on proposed By-law amendments; hear reports from the Board of Trustees; and discuss other relevant business. The annual meeting shall be held in the spring.

Sec. 2 Special Meeting: A special meeting of the members may be called at any time by a majority of the Board of Trustees. The Clerk or some other officer shall also call a special meeting of the members, upon written application of ten percent of the members. Any such call shall state the time, place, and purposes of the meeting. Any and all By-laws can be amended at a special meeting.

Sec.3 Notice: Notice of the time, place, and purposes of any annual meeting of the members shall be given in person or in writing in accordance with Article IX of these By-laws at least seven days before such meeting.

Sec. 4 At an annual meeting or a special meeting, if notice has been properly given in accordance with Article 111, Section 3 and Article IX of these By-laws, sixty percent of the votes cast shall be necessary and sufficient for the election to any office or for the decision of any questions brought before the meeting, except as otherwise provided in these By-laws or the laws of the Commonwealth of Massachusetts.

ARTICLE IV

Board of Trustees

Sec. 1

A. The governing body of the School shall be called the Board of Trustees ("Board of Trustees" or "Board"). Said Board holds the charter from the Commonwealth and is therefore responsible for ensuring that the School and Board members comply with all applicable laws and regulations. It shall be jointly responsible for all action taken

on behalf of the School. The Board of Trustees shall be responsible for the

overall well being of the organization: fiscal management, approval of the annual budget, fundraising, organizational, and personnel policies. It shall ensure that the school is an academic success, organizationally viable, faithful to the terms of its charter, and earns charter renewal. The Board shall approve all general policy decisions. The Board of Trustees will not exercise managerial powers over the day-to-day operations of the School.

The Board of Trustees will ensure that the School operates in compliance with all applicable state and federal laws, including, but not limited to:

- Successfully completing the opening procedures process in accordance with M.G.L. c. 71, § 89; 603 CMR § 1.00; and any guidelines issued by the Department of Elementary and Secondary Education;
- Requesting the Commissioner's appointment of any new trustees and receiving that approval prior to any new trustees beginning their service as members;
- Submitting timely annual reports;
- Submitting timely annual independent audits;
- Hiring, evaluating, and removing, if necessary, personnel to manage the School's day-to-day operations and holding these ~~administrators~~ Directors accountable for meeting specified goals;
- Approving and monitoring progress towards meeting the goals of the School's Accountability Plan;
- Adopting and revising School policies, including plans for student recruitment and retention;
- Responding to complaints in writing as required by 603 CMR § 1.09; and
- Ensuring that members of the Board receive an orientation and training regarding their duties and obligations as members of a board of trustees.

The board of trustees of a charter school is a public entity, which operates independently of any school committee. The Board of Trustees is a public employer for the purposes of tort liability under M.G.L. c. 258 and for collective bargaining purposes under M.G.L. c. 150E.

- B. The Board of Trustees shall be responsible for the selection, appointment, evaluation and/or removal of the ~~administrators~~ Directors of the School.
- C. Board members must serve the School with duty, loyalty, and care, striving to miss no more than two regularly scheduled Board of Trustees meetings in a given Fiscal Year.

- D. Board members shall be responsible for determining general School policies while maintaining compliance with state and federal law.
- E. The Board of Trustees forms committees and/or task forces, either permanent or as needed. Board members shall define the purposes, duties, and particular powers for each committee and approve these by way of consensus. Committees can be composed of trustee and non-trustee members.
- F. Grievances may be brought to the Board of Trustees using the three-level Grievance Procedure ("Grievance Procedure (Staff)" or "Grievance Procedure (Students and/or Parents)," whichever is applicable).

Sec. 2

- A. The Board of Trustees is a public entity, which shall be composed of six to fifteen voting members. Parents of students shall fill at least two positions, and ideally not more than two-thirds. Membership in the Cooperative is not a prerequisite to serve on the Board of Trustees.
- B. The Board of Trustees will exercise due diligence in assessing the suitability of candidates for Board membership with respect to potential conflicts of interest and areas of skill and expertise that will be of value to the Board of Trustees, such due diligence to occur prior to a vote by the Board of Trustees to request the Commissioner appoint the proposed member(s). Prior to submitting a candidate to the Commissioner for approval, the Board of Trustees must determine that no financial interests under M.G.L. c. 268A exist that may preclude a majority of the Board of Trustees from participating in deliberations or voting on certain matters within the scope of the Board of Trustees' authority.
- C. New members of the Board of Trustees shall be elected every year as necessary

for a three-year term by a vote of sixty percent majority of the voting members of the School attending the annual meeting. Community members (non-parents) may choose instead to serve a first term of two years and may choose instead to serve one year for subsequent terms. The Board of Trustees will then hold a formal vote to accept all new members, as required by the Department of Elementary and Secondary Education. The total number of sequential years a member may serve is six; the total number of years a member may serve is twelve.

- D. Between annual meetings, the Board of Trustees shall be empowered to elect by quorum of the Board new trustees to fill any vacancies on the Board. At the next

annual meeting, the Cooperative membership will vote on whether the newly appointed trustee(s) will complete the remainder of their term(s).

- E. Permanent employees of the school shall be disqualified from serving as voting members of the Board of Trustees during their time of employment. The three Domain Directors shall attend and fully participate in Board of Trustee meetings, but not vote.
- F. Using standard election process, up to two permanent employees may be elected to the Board of Trustees as non-voting, ex-officio members for two-year terms and may choose to renew for an additional one-year term. The total number of sequential years a permanent employee member may serve is three; the total number of years a permanent employee member may serve is six.
- G. Individual members of the Board of Trustees are considered special public employees of the Commonwealth.
- H. Trustees will not participate in any decision that may result in their financial gain. They must recuse themselves from discussion about such decisions, save to provide factual information about the issue. Any trustee who gains financially from the School shall disclose this to the Board, and in accordance with Massachusetts law. Board members may not receive payment for services. Members of the Board of Trustees will comply with the Commonwealth's ethics requirements, including, but not limited to, meeting all training requirements; complying with M.G.L. c. 268A, the conflict of interest law; filing all required disclosures under M.G.L. c. 268A; and filing all statements of financial interest in a timely fashion as required by M.G.L. c. 71, § 89(u). Failure to comply with the Commonwealth's ethics requirements may result in removal of individual Board members by the Board of Trustees or by the Commissioner. See M.G.L. c. 71, § 89(u); 603 C.M.R. § 106(2)(e).
- I. No more than one partner or household member of any immediate family shall serve as a trustee of the School or a member of the same Board committee at a given time.
- J. The Board of Trustees may not discriminate against potential members on the basis of age, sex, sexual orientation, race, national origin, ancestry, religion, marital status, gender identity, or non-disqualifying handicap or mental condition.

Sec.3

- A. Board of Trustees and its committees, irrespective of what the title may be, will comply in all respects with the open meeting law, M.G.L. c. 30A, §§ 18-25, and the regulations, guidance, and directives of the Office of the Attorney General. This includes, but is not limited to, training, notice of meetings, records of meetings, and executive sessions.
- B. A member of the Board of Trustees may participate remotely in a meeting provided that such participation complies with the requirements of 940 C.M.R. § 29.10, including, but not limited to, meeting the permissible reasons for remote participation. Board member remote participation must be approved in advance by the Clerk.
- C. The Board of Trustees shall meet at least quarterly, within the Commonwealth of Massachusetts.

Sec. 4

More than fifty percent of the total number of the voting members of the Board of Trustees shall constitute a quorum.

Sec.5

- A. Decisions of the Board of Trustees shall be made by consensus. In the event that a decision cannot be reached by consensus, or when a vote is legally required, a vote will be called. A two-thirds majority will be necessary for the final decision.
- B. Decision by the Board of Trustees requires consensus by a quorum of seated members.

ARTICLE V

Sec. 1

- A. The officers shall be a President, Vice-President, Clerk, and Treasurer and such other officers as the Board of Trustees may in its discretion elect. The President, Vice-President, Treasurer, and Clerk shall be elected annually by the Board of Trustees at its first meeting after its election by the members.
- B. The responsibilities of each officer are as follows:

The role of the President of the Board of Trustees is to be a link of communication between the Board of Trustees and ~~the three Administrators~~ (the Director of Teacher and Learning, the Director of Administration, and the Coordinator of Community and Family Engagement), to oversee committee work, facilitate communication within the Board of Trustees, sit on Domain Council, and set the agenda for the Board of Trustees' meetings.

The role of the Vice President of the Board of Trustees is to assist the President in carrying out the President's responsibilities as needed. The Vice President is also responsible for facilitating the complaint procedure.

The role of the Treasurer of the Board of Trustees is to sign official documents and checks and to monitor and provide support and assistance to the Director of Administration on financial matters. The Treasurer shall chair finance committee meetings and present financial reports to the Board of Trustees.

The role of the Clerk of the Board of Trustees is to comply with the Department of Elementary and Secondary Education reporting requirements of the Board of Trustees.

- C. Any vacant officer position shall be elected by a quorum of the Board of Trustees.

ARTICLE VI **Resignations, Removals**

Sec. 1 Resignations: Any trustee or officer may resign at any time by giving written notice to the President or Clerk. Such resignation shall take effect at the time designated therein, or if no time be specified, then upon its acceptance by the Board of Trustees.

Sec.2 Removals: At any meeting called for the purpose, the members of the Cooperative may, by vote of sixty percent majority of the members of the Cooperative present, suggest removal of any trustee from office. The Board of Trustees must ratify by formal vote the suggested removal. If the removal is not ratified by the Board of

Trustees, the trustee, in question, will remain in office. The Board of Trustees may, by vote of a majority of the trustees then in office, remove from office any officer who has been elected or appointed by the Board of Trustees, with or without cause being shown, and if cause being shown, may remove a Board officer.

ARTICLE VII Liability

No member of the School, employee, or member of the Board of Trustees shall have the power to bind any other member of the School personally. All persons or corporations extending credit to, contracting with, or having any claims against the School shall look only to funds and property of the School for payment so that any of said members, employees, or members of the Board of Trustees, present or future, shall not be personally liable.

ARTICLE VIII Fiscal Year

The fiscal year of the School will begin on July 1 and end on June 30.

ARTICLE IX Notices

Notices are distributed electronically unless otherwise required. When notices are sent by mail, they shall be directed to a member, trustee, or officer at their address as it appears on the records of the School, unless such member, trustee, or officer shall have filed with the Clerk a written request that such notices intended for them be directed to some other address, in which case, it shall be directed to the address designated in such request.

ARTICLE X Amendment of By-Laws

Amendments to the By-laws may be proposed by the Board, a Board committee, or any member of the School at both the special meetings and the annual meeting. Any proposed amendment must be submitted in written form, duplicated, and circulated to the membership at least seven days in advance of the meeting. Any proposed amendments must be seconded.

Amendments to the By-laws shall be approved by a sixty percent majority of the members of the School Cooperative attending the annual meeting, subject to the approval of the Board of Trustees and the Commissioner of Elementary and Secondary Education.



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report July 2022

1. June was filled with many end-of-the-year events, including: a Prisms Dance, Field Day, Summer Celebration, Eighth Grade Graduation, Final All School, and a party for the retirees: Laurel Loomis, Paula Yolles, Joy Kinigstein, and Jeanne Schubmehl.
2. The summer deep cleaning happened over the past week, including waxing and buffing of the floors. Maintenance on the storm drain outside of the K-5 wing happened to remove at least feet of buildup that was causing water to run into the side yard on O'Neil Street.
3. Summer DoTL work is being led by Teacher Leaders Gina Wyman and Rebecca Belcher-Timme. On the last two work days of the school year, Gina and Rebecca met with Teachers to elicit feedback on the 22-23 school year schedule. Also, at the end of June, Kate, Rebecca, and Gina met with the new Director of Teaching and Learning, Laura Davis, to share the priorities for the summer work. These priorities were identified by Kate, Lara, Gina and Rebecca.

The priorities include (but are not limited to):

- Lead the hiring process for open positions in the T&L Domain (TAs, Interns, Music Teacher, Substitute Teacher List)
- Draft the school schedule for fall
- Plan for the week before student return
- Serve as primary contact for new T&L staff (TAs, Art Teachers, Music Teacher)
- With DOA, review and revise employee handbook
- With C&FEC and DOA, review and revise family handbook
- Supervise Educational Collaborator/Intern from Smith College
- Order consumable materials (such as reading, math)
- Serve as on-site contact for summer programs



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- Organize Beginning of the Year Assessments for the fall
- Assist with writing of Annual Report
- Assist DOA with reviewing and revising Bully Policy
- Attend summer Board meetings
- Attend any Domain Council meetings
- Support Kindergarten Teachers with new kindergarten events and home visits



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Domain Council Meeting Minutes- June 22nd, 2022
4:00 pm HCCPS

Present: Matt Dube, Kate Saccento, Lara Ramsey, Kathleen Szegda, Tala Elia

Regrets: Rashida Krigger

Topic	Discussion	Action
Board Meeting Agenda for July	Discussed July agenda items, including committee updates and H&S as well as Bullying Policy, Committee Roles, Retreat, LRP; Staff Vaccination Policy; Retiring H&S Updates at monthly meetings	Matt to submit agenda to Emily/Nicole for the board packet
Domain Updates	Farewell potluck lunch went well; summer program and cleaning scheduled; Kate meeting with Laura Davis and Gina and Rebecca next week, DOTL work enumerated and outlined; annual report to be completed by August 1st; Angela Thompson, BCBA (behaviorist) from ALTA spoke with staff for 1.5 hours to discuss strategy; health curriculum ordered by Mary	Directors will send Domain Report for July BoT packet
Future Domain Council Meetings	Thursday, July 21 at 8:30 AM	Added to calendar
Review action items		Done
Next meeting time/date/location		Thursday July 21th, 8:30 p.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAuUXdSK0ZUc0lhZz09 Passcode: pFxN7Y
Adjournment		Meeting adjourned at 5:00 p.m.



GABS Committee Meeting Minutes – Thur Jun 16, 2022 10am

Meeting Location: By Zoom

Present: Sara Scheffelin; Emily Boddy; Sarah Bittenwieser; Kelly Vogel; Rashida Krigger; Kate Ewall
 Guests: None
 Regrets: None
 Notetaker: Emily

Topic	Discussion	Action (if necessary)
Check-in	Gratitude/reflections on Sarah B. as she departs the committee and the school.	
Meeting minutes review and approval	Reviewed and approved last month's minutes	
Announcements	Departures	
JEDI	Integrated into other discussion	
Recruitment and Succession Planning	<p>Recruiting new teacher, mid-year onboarding: Sarah B spoke with Gina and she has taken on so many other teacher-related initiatives. Interest not gone but maybe check back in mid-year. - Rashida briefed on teachers taking on leader roles - Gina and Rebecca - so they may have too much on plates at least as they adjust. - Peter, Emily Idris, Kerry</p>	<ul style="list-style-type: none"> - Kate E will approach Peter - Sarah B will approach Meg and Tory - Rashida put out in staff update today



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	<ul style="list-style-type: none"> - Meg, Tory (alum) - Should Rashida announce in a staff meeting/bulletin? - Community Members: Do we onboard alongside teachers? - Kelly in touch with a perspective person who would like to attend some meetings first. - Sara and Sarah discussed Lathrop for recruiting community members. Sarah has been in touch with director and they were interested. - discussed value in bringing community members on who are not already connected to the school. Skills in the retired population at Lathrop <ul style="list-style-type: none"> - experience, energy, educators, fundraising. Community member may bring in perspectives that aren't as steeped in perspective of the school <ul style="list-style-type: none"> - get outside the box. -Intake Form - Kate and Cinzia met and will meet again. -Committee needs (email has been sent to committees for needs): Kate interested in Facilities committee, maybe also stay on GABS? (Chris needs another person); Dan personnel; Matt personnel (chair); Sara happy to move back to GABS, chair because Emily rising Clerk. - LRP will wrap in the late fall. 	<ul style="list-style-type: none"> - Sarah will share Lathrop email to Sara - Kelly will write notes about what benefits, Sara will send existing docs to Kelly for this. - Emily send kate word app
<p>Orientation</p>	<p>Sara, Emily, Rashida will do the orientation. Laura Davis, Dir. T+L, will be invited.</p> <p>Happens in September; last year happened before a board meeting.</p>	



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	More planning in summer.	
Next Meeting Date/Time/Location	TBD	- Emily will Contact DESE re meeting style
Adjournment	11:02.	

Agenda items for next month:



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Personnel Committee Meeting Minutes
Wed., June 22nd, 2022 at 7:30am

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

Present: Lara Ramsey, Carla Clark, Sara Schieffelin, Tala Elia, Nicole Ginaski

Regrets: Andrew Coate, Emily Lees

Topic	Discussion	Action
Meeting Roles	Facilitator: Sara Notetaker: Sara/Lara	
TA entry salaries	<p>Last year, TAs had been given up to step 3 as entry salary. Dan recommended formalizing it doesn't bring up questions from former TAs who wonder why they didn't get this.</p> <p>It would be good to honor up to 3 years experience from other schools in order to attract strong candidates. Why would we not honor up to Step 7 (top step for TA's)? Because it's not meant to be a terminal position; the school design is for the TA role to be a stepping stone.</p> <p>What experience counts? Needs to be put in writing. Committee discusses whether this needs to be passed by the Board or only documented in the employee handbook. It should be publicized.</p> <p>Discussion of what experience counts leads to the suggestion, "supervised classroom assistant experience (of any age)." Will return to this in the future.</p>	write proposal for salary scales for TAs
Up-date on teaching fellow stipend proposal	At the last BOT meeting, the committee got good feedback regarding the suggestion to follow the TA scale for teaching fellows. Needs to be put in writing as a proposal so that it's clear that being a teaching fellow and a teaching assistant are two different roles	Sara and Lara will finalize proposal.



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	(hours, responsibilities) with equal pay.. And can start practice now.	
Exit interviews	<p>There is valuable information to be gathered from talking with employees as they leave the school. This should be routine or else we risk skewed feedback.</p> <p>How about, "We'd like to have an exit interview with you, ideally an in-person conversation. Please indicate if you are willing to meet with [chair of Personnel Committee, DoTL, or CoCFE]. If you would prefer...Google Form.</p> <p>TA's- let's use a form, please check box if you'd like a conversation.</p> <p>How can we make sure people feel comfortable being honest without impacting relationships with school/reference? Give choices of people and method. Ask same questions of everyone, initially, and share in advance.</p> <p>Can we decide now? Yes- let's pilot something.</p> <p>Who holds the information? DoTL b/c they do the hiring.</p> <p>Google form with open-ended questions- What can you share about your reasons for leaving/next plans?</p> <p>For teaching staff- Is there anything else you would like to share as part of an exit/closure conversation? Yes/No, If so, Would you be willing to have a 30-45 minute exit conversation with one of these people? Check all that apply. If not, use space below</p> <p>For TAs, just use space below, and check if request a conversation.</p> <p>Send to Paula Y, Joy, Laurel, Jeanne, Marguerite, Lara, Tiffany, Ebonee, Sky</p>	Lara makes Google Form
Come up with goals	continuous review of handbook salary scales	



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for next year		
Review action items	Reviewed	
Tentative agenda topics for next meeting		
Next meeting time/date/location	Wed., July 27, 7:30am via Zoom Zoom link found on school calendar	
Adjournment	8:17 AM	