

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes– Wednesday, November 13, 2024, 6:30pm

**Location:** HCCPS and Zoom

**Present:**

**In-person:** Chris Kusek, Emily Boddy, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Rebecca Belcher-Timme, Andrea Hermans, Tala Elia, Neal Teague, Kelly Vogel, Kathleen Szegda, Kylan Mandile,

**By Zoom:** Kate Aleo

**Regrets:** Lily Newman

**Guests:** **In-person:** Steve Sell

**By Zoom:**

**Facilitator:** Kathleen Hulton

**Notetaker:** Emily Boddy

**List keeper:** Kathleen S.

**Timekeeper:** Tala

**Mission statement read by:** Kathleen H

Topic	Discussion	Action (if necessary)
<p><b>Welcoming (read mission statement) (Kathleen H.)</b></p> <ul style="list-style-type: none"> <li>● Announcements, appreciations, acknowledgements</li> <li>● Agenda Check: Appoint timekeeper, list keeper</li> <li>● BOT Visibility this month</li> </ul>	<p><b>Announcements, Appreciations, Acknowledgements:</b></p> <p>January meeting will be held the 3rd Wednesday: January, 15 2025.</p> <p>Proposed dates from GABS for the Annual Meeting are 3/19, 3/26. GABS will send an email with a poll.</p> <p><b>Agenda Check -</b> Change - School Leadership Succession plan will be discussion only, no decision.</p> <p><b>Board Visibility:</b> Coffee Hour 11/14 Contra Dance 11/15 Winter Fair, many ways to be involved!</p>	

<p><b>Approve minutes from previous BOT meeting, 10/9/24</b></p>	<p>Amendments: None.</p>	<p>Tala motioned to approve 10/9 meeting minutes with amendments; Kathleen S. seconded; the Board approved meeting minutes by consensus.</p>
<p><b>Public Comment (Kathleen)</b></p>	<p>None.</p>	
<p><b>Teaching and Learning Updates (Rebecca)</b></p> <ul style="list-style-type: none"> <li>● Staffing</li> <li>● Curriculum</li> <li>● Teacher Leadership</li> <li>● Student Council</li> </ul>	<p><b>Staffing</b></p> <p>Hiring update - two parental leaves, Emily Lees and Alex. PT Special Ed long term sub is covering for Emily. Alice, former long time teacher and soccer coach, is subbing for Alex. Alex returns in January and Emily after April break.</p> <p><b>Curriculum</b></p> <p>Exploring new platform for non-fiction texts at many levels. Will be presented at faculty meeting tomorrow.</p> <p>Rebecca piloting ICIVICS curriculum in the yellows and greens - teaching about being civic-minded, generosity, perseverance. Children Discovering Justice curriculum being piloted in 4-8.</p> <p><b>Teacher Leadership</b></p> <p>Teacher leadership going well. Grace did excellent JEDI work at the last PD day with TAs around things happening in the building. It was appreciated, and seen as useful.</p> <p>Professional Learning Advisory - Met with Kelley Brown around meaningful PD days, offered to help generate a theme to go into depth on over a period of time.</p> <p>Looking at partnering on a project with TMI, more information coming at the December meeting.</p> <p>Looking at Grant funding to support this work.</p>	

	<p><b>Student Council</b></p> <p>Caroline Johnson, parent, helping to get this off the ground in 6-8. Grace helping with Tech and Emilie Woodward helping as well. Rebecca read a letter drafted by Prisms they are sending to their classmates to recruit for council.</p>	
<p><b>Head of School Updates (Chris)</b></p> <ul style="list-style-type: none"> <li>● General School Updates</li> <li>● Charter Renewal Debrief</li> <li>● JEDI update</li> <li>● Student Phone and Electronic Device Policy</li> </ul>	<p><b>General School Updates</b></p> <p>Lauded Il Teatro!</p> <p>Family Dance - promote, attend, volunteer</p> <p>Winter Fair - need more volunteers; prisms are helping again this year; fundraising target has been raised; looking for advertising venues for publicity</p> <p>Clothing swap review - low attendance, so reviewing whether we continue or if it becomes parent led or off site.</p> <p>Facilities - working on better ways to prepare for crisis mitigation. A workshop with the police happened to help adults prepare for emergencies with modern recommendations. Ensuring all the locks work, and shades are in classroom. Moved from phones to walkie talkies for communication among the Crisis Response Team.</p> <p><b>Charter Renewal Debrief</b></p> <p>October 29, went very smoothly. 2 visitors - NY and Georgia, very impressed, had a nice day, complimentary. A lot of preparation went into it - school beautification and art! Final renewal report expected in February.</p> <p><b>JEDI update</b></p> <p>Response to Hate Speech detailed in an earlier email during an October 24 XC meet. Families and staff were helpful and the coach and Longmeadow Rec Dept made swift statements, and the players were disciplined.</p> <p>Adds that there are many internal incidents that have happened. A new parent is helping via his project, Joy and Justice, at the Collaborative. Working through this will be a collaboration between teachers, families and organizations.</p>	<p>Kathleen motioned to approve the PED policy, Ben seconded. The Board approved by consensus.</p>

	<p><b>Student Phone and Electronic Device Policy</b>          Process included surveys with teachers, parents, staff, listening session with parents. Previous mention in the handbook didn't have clear policy. Policy is included in the board packet for discussion.</p> <p>Board discussed the policy. Some specifics will be dealt with on the management level, eg who will collect the devices, what constitutes an 'educational need' (largely for students with IEPS with an indication).</p>	
<p><b>GABS 2024-25 Committee Goals, Emily (Update)</b></p>	<ol style="list-style-type: none"> <li>1. Recruitment and Succession Planning</li> <li>2. Board book - finalize, determine where it 'lives', who maintains certain pieces, integrate</li> <li>3. Establish board feedback process</li> <li>4. Clarify board's role in Fundraising</li> </ol>	
<p><b>JEDI Committee Goals, Kathleen S. (Report)</b></p>	<ol style="list-style-type: none"> <li>1. Create JEDI volunteer group to support school efforts</li> <li>2. Engage families in JEDI</li> <li>3. Support school leadership in JEDI work</li> </ol>	
<p><b>New Playground Proposal, Facilities Committee (Discussion, Decision)</b></p>	<p>Full proposal included in the packet.</p> <p>Chris provided a review of the playground project prior preparations, which had to be put on hold in order to replace the roof.</p> <p>Facilities committee got back up to speed, contacted the vendor and are back on track.</p> <p>We don't have access to special low interest loans as a charter school. Tuition payments do not contribute to a project like this.</p> <p>Time sensitive - if we want the playground put in during the summer, we need to order soon.</p> <p>Finance committee explains:          \$110,000 from the capital reserve fund would bring us to \$150,000 which is the lowest we can go. General reserve has to maintain at least 50k, so up to 90k is the limit from that fund.          Neither fund would need to be replenished if we don't take more than the minimum.</p> <p>Member holds a concern that we might need to</p>	<p>Kylan motioned to approve; Tala seconded; the Board approved playground proposal by consensus.</p>

	<p>have a plan to replenish the funds so they have more than the minimum amounts. Kylan explains Carla’s diligence with managing funds.</p> <p>Swings section will stay, but area needs to be re-landscaped.</p> <p>FoH can further their fundraising campaign using images of what is actually going to be put in place.</p> <p>Discussion around doing it in phases - ends up being more costly and takes longer.</p> <p>RE questions of a surplus, there is question about how much funding we will need for special ed services. We may not have excess funds in the way we have in the past.</p> <p>Grandparent Rick Stultz has been helpful and supportive through this process, and likely to be willing to help in implementation.</p>	
<p><b>2024-5 Board Goals</b> Kathleen H. (Discussion and Decision)</p>	<p>Included in packet.</p> <p>Lily went through the brainstorming from last meeting and identified themes, and transformed them into goals.</p> <p>Board members reflected that it feels like a lot of work for a year. We will discuss operationalizing the tasks at our next meeting.</p>	<p>Tala motioned to approve; Neal seconded; the Board approved Board Goals by consensus.</p>
<p><b>School Leadership Succession Plan</b> , Tala (Discussion)</p>	<p>Tala reviewed the outline of working plan for succession planning and identified the areas Personnel is working through before finalization.</p> <p>Plan in case of emergency.</p> <p>Things Personnel is working to clarify: What parts of plan are enacted and when, compensation and when that takes effect; What responsibilities are inherited/redistributed.</p> <p>They will bring back something more concrete to the next meeting.</p>	

<b>Committee Reports - Questions, Kathleen H.</b>	None	
<b>Meeting Wrap-up</b> <ul style="list-style-type: none"> <li>● Minutes Finalization</li> <li>● Snacks + Drinks for next meeting</li> <li>● Newsletter Blurb</li> <li>● New business for next Board meeting</li> </ul>	Next Meeting: December 11, 2024 6:30pm  Facilitator: Kathleen H Snacks: Ben Drinks: Neal Newsletter blurb: Emily  <b>New Business:</b>  Meeting on January 15, 2025 may be moved to later time or later date. Kathleen will send an email with a poll.  Chris and Rebecca will bring bullying policy to review and make adjustments as applicable.  Goals for finance, facilities, personnel  Revisit school leadership succession plan  Revisit operationalizing board goals.  Review Q1 financials.	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:36pm	Kathleen S. motioned to adjourn; Tala seconded; the meeting was adjourned.