

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes- Final – Wednesday, December 11, 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, Neal Teague, Kelly Vogel, Kathleen Szegda, Kylan Mandile, Lily Newman, Kate Aleo, Tala Elia

By Zoom:

Regrets:

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

By Zoom:

Facilitator: Kathleen Hulton

Notetaker: Emily Boddy

List keeper: Lily

Timekeeper: Kathleen S.

Mission statement read by: Kelly

Topic	Discussion	Action (if necessary)
<p>Welcoming (read mission statement) (Kathleen H.)</p> <ul style="list-style-type: none"> ● Announcements, appreciations, acknowledgements ● Agenda Check: Appoint timekeeper, list keeper ● BOT Visibility this month 	<p>Announcements, Appreciations, Acknowledgements:</p> <p>Emily announced that Kate Aleo will be collecting photos and short bios for our website and entryway board. This is in part as a result of a MCPSA training on onboarding where it was communicated as a standard practice for charter school boards.</p> <p>Appreciation for Tiffany and the winter fair. And for all the people and ways people contributed, including teachers, staff, families.</p> <p>MCPSA is sponsoring facilitated board retreats for no cost, facilitator Julia Bowen who has been supporting Chris in his transition. Kathleen will be in touch about next steps for the board.</p> <p>Agenda Check - Assigned roles, no changes.</p> <p>Board Visibility:</p>	

	Winter Solstice Coffee Hour Dec 13.	
Approve minutes from previous BOT meeting, 11/13/24	Amendments: None.	Lily motioned to approve 11/13 meeting minutes with amendments; Kathleen S. seconded; the Board approved meeting minutes by consensus.
Public Comment (Kathleen)	None.	
Teaching and Learning Updates (Rebecca) <ul style="list-style-type: none"> ● Student Council update ● Partnership with Smith College: student teaching and dissemination of practices ● General Teaching and Learning Updates 	Student Council: Prisms and Purples. Underway now with 24 committed participants; Because of high interest, students came up with committees so everyone can participate in committees and then send one rep for a whole council meeting for 11 on larger council. <ul style="list-style-type: none"> ● Social events - dances, fundraising ● Governance and policy committee (including lower grade advocacy, All School, ● JEDI/Equity Committee (inc peer mediation) Committees had to find meeting time, advisory and space. Many have met. Grade realignment is a hot topic with lots of communication happening; visited 4th/5th graders, made powerpoint, survey results. Smith College Relationship: Part of charter school's purpose is dissemination, so partnering with teaching programs is a great way to teach teachers who may utilize practices in other schools. 3 fellows in January, and another 1 later in the year. Coordinator at Smith invited Rebecca and Tiffany to speak with student teachers doing family communication, including engaging in this practice	

	<p>at Hilltown.</p> <p>Professional development with TAs, helping to support them understand roles, purpose in practice, get to know the TAs a little bit better.</p> <p>Teachers wrote reports today as well during the half day PD time</p>	
<p>Head of School Updates (Chris)</p> <ul style="list-style-type: none"> ● Grade Reconfiguration Update ● Family and Community Engagement ● General School Updates 	<p>Chris explained the purpose and practice of the Director’s report, which is included in the packet.</p> <p>Community updates on behalf of Tiffany: Winter Fair (Chris included the email Tiffany sent the community in his report). Money raised Last year net was roughly \$5,000. This year net will be closer to \$7300. Solstice on 12/20. MLK JR 1/17 Family bingo 1/31.</p> <p>General School Updates: LRP - Last spring adjustments were made to the timeline. Chris and Rebecca reviewed again with Board Leadership about further adjustments, making priorities aligned with Chris’ goals. Full description is in the Director’s report, included in the packet. Efforts to address climate/culture continue. Moving close to finalizing 1/24, 23 to finalize the TMI project coming to the school. Planning to host them for a film screening of Documentaries with panel discussion, and hoping to collaborate with Safe Passage. This is aimed at Purples and Prisms students and families, and any community member adults who want to come. This will also include a PD for all staff the day after the screenings. Have had positive meetings ‘Say Something’ to recreate what EHS is doing to support 8th graders with health affiliated curriculum centered on healthy relationships. Focusing time and energy on bullying and harmful language issues, including multiple investigations. Our Consultant supporting Jess was here to observe a full day which was helpful for her to develop supports. A parent connected us with the Construction Union</p>	

	<p>to help us with the playground demo, which will save us a lot of money. It is likely that they will need to do this in April/May. Considering a new student info system for next year to replace Rediker.</p> <p>Grade Reconfiguration: Full summary in the Director’s Report. In terms of the timeline from the LRP, this task has been delayed due to leadership changes at HCCPS. Survey to staff is in process, and individual meetings with teachers and staff are in progress. Staff meetings on 12/5 solicited feedback and considered 3 options. Recommendation will come through to the Board in January. Staff mainly split between stand alone 6th and stand alone K, with little support for stand along 8th grade. Staff meetings elicited several pros/cons for the favored outcomes. Rebecca reported that the student council reps took this matter very seriously. She read out the considerations that the older kids took into account, and gave some awesome and measured responses, much of which teachers/staff hadn’t centered in their responses. Suggestion that a special email with agenda alerting to the Grade Reconfiguration agenda item, particularly because the meeting is at an unusual time.</p>	
<p>Personnel 2024-25 Committee Goals, Tala (Update)</p>	<ol style="list-style-type: none"> 1. Evaluation of teacher prep time and related equity issues 2. Enhancing shared resources within the committee and effectively archiving 	
<p>Facilities Committee Goals, Kelly. (Report)</p>	<ol style="list-style-type: none"> 1. Evaluate the long and short term capital needs for the school to set proactive strategic priorities 2. Review ways to efficiently and sustainably address facilities issues; integrate this into plans going forward 	

	<p>3. Engage the community in the physical environment of the school for ownership and care</p> <p>Full goals included in the packet.</p>	
<p>Finance Committee Goals, Kylan (Report)</p>	<ol style="list-style-type: none"> 1. Ensure HCCPS has the funds necessary to address long term capital needs, including preventative maintenance and proactive strategies 2. Ongoing review and approval of balanced budget and audit of annual financials for Board review 3. Take specific steps to more effectively integrate JEDI into Finance Committee work 4. Recruit and onboard at least one new parent member 	
<p>New Member Onboarding, GABS Committee (Discussion, Decision)</p>	<p>GABS is proposing a midyear onboarding of new member, Steve Sell. Steve is a parent of a 6th grader and works in the Charter School space in MA. Resume included in the packet.</p> <p>Our bylaws state that we should endeavor to have not more than $\frac{2}{3}$ of our board capacity (15) be parents; however, GABS, with the support of Board and school leadership would like to onboard Steve early.</p> <p>One of our parents will have an abbreviated second term due to the graduation of her child, which was predetermined at the time of her onboarding for a second term. Therefore, there will only be 11 parents through June and then we will be back to 10.</p> <p>Steve spoke briefly about his background in education - teacher, and now in school leadership in a hybrid role at a Charter school in Eastern MA.</p>	<p>Kathleen S. motioned to approve. Roll Call taken to confirm:</p> <p>Ben Carlis - yes Kathleen Hulton -yes Kate Aleo - yes Kelly Vogel - yes Kylan Mandile - yes Neal Teague - yes Lily Newman - yes Kathleen Szegda - yes Tala Elia - yes Emily Boddy - yes</p> <p>Approved by roll.</p> <p>Emily will collaborate with Chris to send Steve's information to the state for final approval. Emily will do an orientation with Steve, and ensure his documents are completed.</p>

<p>Operationalizing and Measuring Board Goals, Lily. (Update and Discussion)</p>	<p>Lily shared a comprehensive planning document as a working document to ensure integration of all the goals. This working document will inform how we operationalize and measure board goals.</p>	
<p>Review of FY25 Q1 financials, Chris (Discussion and Decision)</p>	<p>Included in packet. Summary: Q1 is July through September, so the initial Q1 doesn't tell a big story. We are at projections and no reason to believe that we are off re budget projections.</p>	<p>Tala motioned to approve; Kylan seconded; the Board approved FY25 Q1 financials by consensus.</p>
<p>School Leadership Succession Plan , Tala (Update and Decision)</p>	<p>Included in packet. Tala reviewed the document, planning process around the different steps to succession. Broad framework is useful, but not with small details so the people in the roles have flexibility.</p>	<p>Lily motioned to approve; Emily seconded; the Board approved School Leadership Succession plan by consensus. Tala will send pdf final policy to Emily. Emily will file with policies.</p>
<p>Head of School Support and Evaluation, Kathleen H. (Update)</p>	<p>Kathleen and Chris meet once a week, and some additional communication happens as well. Working as a thought partner with Chris and Rebecca. In February/March a more formal mid year review process will happen for the Board and for Chris. Chris comments on the support from Board President, the Board and the MCPSA.</p>	
<p>Revision to HCCPS Bullying Prevention and Intervention Plan, Chris and Rebecca (Update and Possible Decision)</p>	<p>State law dictates that bullying policy needs to be revised every 2 years. Proposed policy is included in the packet. Prior policy rested entirely on the Director of T&L, which was determined to be unsustainable. The new plan broadens the scope of who can do investigations, including HOS, D of T&L, Behavior Support Coordinator. Question asked about how/if school needs to handle matters that happen out of school, particularly with cyber-bullying. If any matter is creating hostile environment at school for a student,</p>	<p>Kathleen S. motioned to approve; Neal seconded; the Board approved the update Bullying prevention and intervention plan by consensus. Emily Will file in the board policies.</p>

	<p>the school has to investigate.</p> <p>This policy doesn't touch on discipline, but Chris provides a summary about implementation of after school detentions both when related to bullying or unkind behavior, but also to other disciplinary issues. These detentions utilize restorative principles.</p>	
Committee Reports - Questions, Kathleen H.	None	
<p>Meeting Wrap-up</p> <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	<p>Next Meeting: <i>Thursday, January 16, 2025 6:30pm</i></p> <p>Facilitator: Kathleen H Snacks: Emily Drinks: Kathleen S Newsletter blurb: Emily</p> <p>New Business:</p>	
Review Action Items	<p>Reviewed action items.</p> <p>Next Meeting:</p> <p>Meeting about Grade Reconfiguration Board Goals, Lily Possible - GABS Annual Meeting Planning Possible Personnel, Remote Work policy</p>	
Adjournment	Meeting adjourned at 8:25pm	Kylan motioned to adjourn; Lily seconded; the meeting was adjourned.