

Hilltown Cooperative Charter Public School

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

Location: HCCPS and Zoom

Present:

In-person: Kate Saccento, Laura Davis, Emily Boddy, Tala Elia, Matt Dube, Stacy Guifre, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Kelly Vogel, Kylan Mandile, Tiffany Ross

By Zoom:

Regrets: Lily Newman, Kate Ewall

Guests: **In-person:** Laurel Loomis, Rebecca Belcher-Timme, Andrea Hermans

By Zoom: Melissa Flanders

Facilitator: Matt

Notetaker: Emily

List keeper: Kathleen S.

Timekeeper: Tala Elia

Mission statement read by: Stacy Guifre

Topic	Discussion	Action (if necessary)
<p>Welcoming (read mission statement) (Matt)</p> <ul style="list-style-type: none"> ● Announcements, appreciations, acknowledgements ● Agenda Check: Appoint timekeeper, list keeper ● Thank You Note Check ● BOT Visibility this month 	<p>Announcements, Appreciations, Acknowledgements:</p> <ul style="list-style-type: none"> ● Kelly thanked Laurel Loomis for attending, and she introduced herself. <p>Agenda Check:</p> <p>Thank you note check:</p> <p>Board Visibility:</p> <ul style="list-style-type: none"> ● Family Fun Night, March 22nd 	

<p>Approve minutes from previous BOT meeting</p>	<p>None.</p>	<p>Kathleen S motioned to approve February meeting minutes; Emily seconded; the Board approved February meeting minutes by consensus.</p>
<p>Public Comment (Matt)</p>	<p>None.</p>	
<p>Domain Updates (15 mins)</p> <p>Staffing updates</p> <ul style="list-style-type: none"> ○ Oranges teacher ○ 6-8 Special Education TA ○ 7-8 Math TA ○ Interim Student Behavior Support Coordinator <p>Admissions update</p> <p>Budget update</p>	<p>Staffing Update:</p> <p>Oranges lead teacher hired, Missy Kubacka. Followed full process - initial interview, practice lesson, teacher meeting, parent interview (50ish parents present). Missy starts March 25. Zoe will stay as sub through then.</p> <p>Beth Adel is returning in timeframe expected. Jess will move into Prisms math TA position. Claire will stay on as science TA.</p> <p>Bailey Costin-Shaw is supporting TA in 6-8.</p> <p>Behavior Coordinator - nearly 30 applicants. Committee is Stacy (board), Freja Joslin (parent), Grace (staff).</p> <p>Nck Deysher on leave. Seana subbing currently. Laura and Tiffany will identify a long term sub based on current applicants. Nick plans to return end of May.</p> <p>Admissions:</p> <p>Openings - 20 Kindergarten / 8 6th</p> <p>Tiffany and Kate have been busy with tours, fun, a lot of people accepting!</p> <p>Table (included in packet) states 28 openings, but things will shift as they always do.</p> <p>Last year - 258 applications, this year 223. Hardy waitlist. Trend of low waitlists in the upper grades continues. Kate notes that when there are openings</p>	

	<p>later in the school year, the shorter waitlists are exhausted quickly.</p> <p>Budget:</p> <p>Not ready for a discussion tonight. Finance committee has decided to wait for the next projections to come out at the end of March. All schools are experiencing an expectation of less money next year. Want to proceed with more accurate projections.</p>	
<p>Friends of Hilltown Visit, Tiffany (10 mins)</p>	<p>Missy sends her regrets. Tiffany provided an update. Notes that there are many new members, many with younger children which is good for sustainability. A full update Included in packet, including list of grants.</p> <p>Art Spark! The Board can be very helpful in recruiting sponsors. Tiffany handed out paperwork for members. How much money is raised (versus spent on the event) will depend on getting sponsors.</p> <p>Kylan suggests asking our vendors for sponsorship - eg lawyers, landscapers, etc.</p> <p>Question asked about contributions from classes - art projects, baskets organized by parents. Tiffany will bring this back to next FoH meeting.</p> <p>Matt thanks the members of friends, and Myssie who has worked tirelessly for Friends over many years.</p>	
<p>GABS Proposal - New Board Member, Emily (10 mins)</p>	<p>GABS proposes midyear onboarding for Rebecca Belcher-Timme as the second staff member. Rebecca’s Resume is included in the board packet.</p> <p>Rebecca made a statement.</p> <p>Rebecca’s term would start retroactively July 2023. She will be proposed at the Annual meeting in May.</p>	<p>Matt motioned to approve; Kathleen seconded; the Board approved by consensus.</p>

<p>Proposal - Short-term Substitute Compensation Policy, Laura/Stacy. (Discussion/Decision)</p>	<p>Policy included in the packet.</p> <p>Laura explains that the proposal went through Personnel and Domain committees.</p> <p>Budget impact - there has always been an impact, eg are always people being paid for subbing, but this is just solidifying the payment strategy.</p> <p>Grace asks clarifying question about 'additional work' clause. Laura explained using kids' club as example.</p> <p>Laura notes that payment strategy should be revisited with the new budget.</p>	<p>Kathleen S motioned to approve policy; Kylan seconded; the Board approved by consensus.</p>
<p>LRP Update - JEDI Kathleen S. (Update/Discussion)</p>	<p>Reviewed a few portions of LRP - responding to the board piece.</p> <ol style="list-style-type: none"> 1. JEDI statement 2. Articulate JEDI work and board member responsibilities - have discussed JEDI members going to committee meetings 3. Communicating with the community about how the JEDI work is being integrated into the board's work <p>Personnel is reviewing materials around anti-bias hiring.</p>	
<p>Proposal - School JEDI Statement (20 mins) Kathleen S. (Discussion/Decision)</p>	<p>Statement incorporates staff feedback.</p> <p>Kylan lauds the efforts, asks if JEDI can come to finance. Asks if we open ourselves up to any implications if, in practice, we don't follow through on these items</p>	<p>Tala motioned to approve statement pending legal review; Matt seconded; the Board approved by consensus.</p> <p>Kate S will talk to legal to ensure this is acceptable.</p>

<p>School Climate Survey - Selection of Winter 2024 findings Laura. (Update)</p>	<p>PowerPoint presentation included in packet Students grade 5-8 in May 2023, and again in February 2024 - same questions and grade levels.</p> <p>Laura highlights shifts in responses over time in powerpoint.</p> <p>Rebecca suggests that we ask at what point students joined the school so we can note whether long time students feel more comfortable than those who are newer.</p>	
<p>GABS By-Law Change Proposal, Emily (Discussion/Decision)</p>	<p>Proposal included in the packet.</p> <p>Lily asks that we ensure we include intentional BOT annual discussion about Conflict of interest with our unique context and our norms/agreements.</p> <p>Tala notes that the proposed bylaw changes should be presented prior to the slate being presented.</p>	<p>Matt motioned to approve by-law change; Tala seconded; the Board approved by consensus.</p> <p>By-law change will be brought to the Annual Meeting for a vote by the Cooperative. It will be presented prior to introducing the slate of candidates.</p>
<p>GABS Updates Emily/Kelly (Discussion)</p>	<p>May 22nd for Annual Meeting</p> <p>Kelly provided an update around Annual Meeting planning, including ‘activity’ for adults (What makes a great Arts-integrated school?) and ‘art show’ at the same time.</p> <p>Committees will present short statements about what they do, who they are, and what they’ve done.</p>	
<p>Committee Reports - Questions, Matt</p>	<p>None.</p>	

<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: April 10, 2024 6:30pm Facilitator: Matt Snacks: Tiffany Drinks: Kate S Newsletter blurb: Emily</p> <p>New Business: FY25 Budget</p>	
<p>Review Action Items</p>	<p>Reviewed action items.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 8:01pm</p>	<p>Kathleen S motioned to adjourn; Tala seconded; the meeting was adjourned.</p>

Tentative Agenda Topics for the April Board Meeting: