

## Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, April 10, 2024, 6:30pm

**Location:** HCCPS and Zoom

**Present:**

**In-person:** Kate Saccento, Laura Davis, Emily Boddy, Tala Elia, Matt Dube, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Kelly Vogel,, Tiffany Ross, Lily Newman, Rebecca Belcher-Timme

**By Zoom:**

**Regrets:** Stacey Giufre, Kate Ewall, Kylan Mandile

**Guests:** **In-person:** Andrea Hermans

**By Zoom:** Neal Teague,

**Facilitator:** Matt

**Notetaker:** Emily

**List keeper:** Lily

**Timekeeper:** Tala Elia

**Mission statement read by:** Ben Carlis

Topic	Discussion	Action (if necessary)
<p><b>Welcoming (read mission statement) (Matt)</b></p> <ul style="list-style-type: none"><li>• Announcements, appreciations, acknowledgements</li><li>• Agenda Check: Appoint timekeeper, list keeper</li><li>• Thank You Note Check</li><li>• BOT Visibility this month</li></ul>	<p><b>Announcements, Appreciations, Acknowledgements:</b></p> <p>ArtSpark! Friends of Hilltown!</p> <p><b>Agenda Check:</b></p> <p><b>Thank you note check:</b></p> <p>Missy C., FoH</p> <p><b>Board Visibility:</b></p> <p>Staff Appreciation Luncheon, May 1 (Local Burger truck will also be here)</p>	

<p><b>Approve minutes from previous BOT meeting</b></p>	<p>None.</p>	<p>Kathleen H motioned to approve March meeting minutes; Kathleen S seconded; the Board approved March meeting minutes by consensus.</p>
<p><b>Public Comment (Matt)</b></p>	<p>None.</p>	
<p><b>Domain Updates (15 mins)</b></p> <ul style="list-style-type: none"> <li>● Upcoming Charter Renewal Process</li> <li>● Staffing updates</li> <li>● ArtSpark recap</li> </ul>	<p><b>Upcoming Charter Renewal Process (Kate)</b></p> <p>We will get on a call with someone from the Dept to go through the process. July and August will be the time to prepare. In the autumn we will have a site visit.</p> <p><b>Staffing updates (Laura, Kate)</b></p> <p>New Interim student behavior coordinator, Jess Williamson. A week into the role is making a big difference.</p> <p>New Academic Support Coordinator, Amy Linnell - things are going really well after only a few days.</p> <p>Seana is officially the long term sub for Nick. She is excelling in the role.</p> <p>Clara has stepped in as Greens TA role.</p> <p>New Math TA in Prisms, Cass Meade (previously been subbing)</p> <p>Sky Philips is supporting a student in the Blues when Faye departed.</p> <p>Catherine Bass, new OT, referred by a HT family. Was able to start quickly.</p> <p>Searching for a new Speech Pathologist. Kate has contacted an agency a family referred us to to aide in search. Need for speech services has diminished, so unclear whether role would be contracted or staff.</p>	

	<p><b>ArtSpark recap (Tiffany)</b></p> <p>ArtSpark went really well. Approx 88 attendees. Raffle, auction and tickets brought in approx. \$8,700. Net after expenses is approx \$5790. There weren't many sponsors this year, so there wasn't enough to offset costs. Earnings and attendance are typical of ArtSpark. Better than FoH expected in the first year back. Better advertising and more focus on sponsors are areas to develop.</p>	
<p><b>Director Mid-Year Review, Update</b> Matt</p>	<p>BoT leadership gave an overview of what the midyear reviews will look like and what we should expect next meeting. Want to keep the board abreast of how things are going in the admin and school.</p> <p>BoT Leadership have attended trainings to hone Director review process.</p>	
<p><b>FY25 Budget</b> Kate S (Discussion/Update)</p>	<p>First look for the BoT at financials. Finance has had a first look as well.</p> <p>Kate reviews some highlights:</p> <ul style="list-style-type: none"> <li>● The tuition listed on the projections will likely stay or increase, not anticipated to go any lower.</li> <li>● Special field trip line item would be through a fundraiser.</li> <li>● Line 24 notes Admin staff. BCBA is currently in that item, but there is not a plan to staff a BCBA next year. It does include the Behavior support coordinator. Includes the Speech pathologist at .4 (which could shift to contractor line, if that person isn't hired as staff.)</li> <li>● Conversations in the last few months about how to create budget so we don't go into the Red. All schools are facing this issue in MA. Optimistic because initial projected shortfall was 130k and now down to 72k. Likely to finish the year with a surplus, and the BoT can vote on what to do with that surplus. Kate encourages the BoT to move</li> </ul>	

	<p>through the budget as it is (in the deficit), rather than more towards staff cuts, with the anticipation of the surplus carrying over.</p> <ul style="list-style-type: none"> <li>• Trustee asks about the capital expense fund after the roof replacement. We will still have adequate funding after the roof.</li> <li>• Trustee asks about the health insurance increases. It will increase, and searching for ways to minimize increase.</li> </ul> <p>Budget again next month. Vote will happen in June.</p>	
<b>GABS Update</b> , Emily and Kelly	Kelly and Emily gave an update about the Annual Meeting plan, reminded members about committee updates. Emily will send reminders to Chairs.	
<b>Long Range Plan Timeline</b> Kathleen H. (Update/Discussion)	<p>Feedback has come to the leadership that we need to sit down and look at the timeline as it's laid out so that we can potentially prioritize things differently.</p> <p>Kathleen proposes forming a short-term ad hoc committee to come up with a revised timeline to be voted on at the next BoT meeting. Volunteers are: Laura, Kate, Tiffany, Kathleen H, Emily. Rebecca will ask at staff meeting to see if there is a teacher interested in participating.</p>	<p>Long Range Plan Timeline Revision Committee (Ad Hoc) will arrange to meet.</p> <p>Matt motioned to approve ad hoc committee; Tala seconded; the Board approved by consensus.</p>
<b>How Does MCAS Matter?</b> Laura. (Discussion/Decision)	<p>Powerpoint included in the packet</p> <p>Laura presented and led a discussion about MCAS.</p> <p>Discussion focused around communication with families about why it's important, how it's important, what we gain from it.</p>	
<b>Committee Reports - Questions</b> , Matt	None.	

<p><b>Meeting Wrap-up</b></p> <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>	<p>Next Meeting: May 8, 2024 6:30pm  Facilitator: Kathleen H  Snacks: Lily  Drinks: Emily  Newsletter blurb: Emily</p> <p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>● LRP timeline revision ad hoc committee</li> <li>● Grade structure revision conversation</li> <li>● GABS - Slate of new candidates; BoT leadership structure review</li> </ul>	
<p><b>Review Action Items</b></p>	<p>Reviewed action items.</p>	
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 7:51 pm</p>	<p>Kathleen S motioned to adjourn; Tala seconded; the meeting was adjourned.</p>

**Tentative Agenda Topics for the May Board Meeting:**

- FY25 review
- LRP timeline revision ad hoc committee
- Grade structure revision conversation
- GABS - Slate of new candidates; BoT leadership structure review