

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, June 12, 2024, 6:30pm

Location: HCCPS and Zoom

Present:

In-person: Kate Saccento, Laura Davis, Emily Boddy, Matt Dube, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Tiffany Ross, Lily Newman, Rebecca Belcher-Timme, Kylan Mandile

By Zoom: Kelly Vogel, Stacy Guifre

Regrets: Tala Elia, Kate Ewall

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

By Zoom: Kate Aleo, Beili Yang

Facilitator: Kathleen Hulton

Notetaker: Emily Boddy

List keeper: Lily Newman

Timekeeper: Ben Carlis

Mission statement read by: Andrea Hermans

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 ● Thank You Note Check ● BOT Visibility this month 	<p>Announcements, Appreciations, Acknowledgements:</p> <p>Appreciation for all the work Lily and Kathleen are doing in the hiring process.</p> <p>Acknowledge departing board members, Matt, Kate E and Stacy</p> <p>Appreciation for 8th grade students, and departing families graduating.</p> <p>Acknowledge staff and departing directors.</p> <p>Appreciation for Facilities member, grandparent Rick Stultz who recently repaired sandbox and picnic table, and helped with a capital expense spreadsheet for the school.</p> <p>Agenda Check</p> <p>Thank you note check:</p>	

	<p>Tiffany and Kate will coordinate a Thank you note for Rick Stultz</p> <p>Board Visibility:</p> <p>Summer celebration Graduation Goodbye Ceremony</p>	
Approve minutes from previous BOT meetings	<p>May 8: Amended the date to read 2024 in the footer</p> <p>May 14: Amended the date to read 2024 in the footer</p>	<p>Matt motioned to approve May 8 meeting minutes; Lily seconded; the Board approved May 8 meeting minutes by consensus.</p> <p>Lily motioned to approve May 14 meeting minutes; Matt seconded; the Board approved May 14 meeting minutes by consensus.</p>
Public Comment (Kathleen)	None.	
<p>Domain Updates (15 mins)</p> <p>Staffing Update (Laura)</p> <p>Safe and Supportive Schools Update (Laura)</p> <p>Charter Renewal Visit (Kate)</p> <p>Director Hiring Update (Kathleen, Lily)</p>	<p>Staffing updates</p> <p>Appreciation to the hiring committee who hired Jess Williamson into a permanent role as Student Behavior Coordinator.</p> <p>Safe and Supportive Schools</p> <p>Final official last meeting. Appreciation for the committee . Completed a self reflection tool, from which 3 major things emerged: (1) Want to focus on belonging and inclusion among (2) how to be a more safe and supportive school (3) Gap in structures was a way to view and analyze and make recommendations around data. (4) PD planning team to ensure ideas from PD days are carried through.</p> <p>Tools are in place, but the action plan will propose creating a data team to focus on school climate and social-emotional climate in the school. This will include a broad range of stakeholders, and uplifting student voices. Laura and Jess taking the lead on the</p>	

	<p>action plan. Able to apply for a grant as part of part 2 of this process, which can support a full version of the work.</p> <p>Lily describes a resource that is being built for the new leaders to include contacts, progress, etc.</p> <p>Charter Renewal Visit</p> <p>Site visit will be late October, early November.</p> <p>Board will be presented with renewal application for approval at a meeting in July. Due start of August.</p> <p>Director Hiring Update</p> <p>HOS - 13 applicants, 3 moving to next stage and determining 3-4 maybes at Friday's meeting. Next steps: continue screening. Task interviews next week. Thinking through how to have these visits when staff are in the building.</p> <p>DOTL - 20 applications, one internal candidate. Committee has met twice. Internal candidate will do task interview early next week. Two other candidates will be going to screening interviews so far.</p>	
<p>Student Opportunity Act, Kate & Laura (Discussion, Decision)</p>	<p>Every public school district in the state is required to do a SOA outline that ids groups in the school that we target for achievement in some way.</p> <p>Step 1: Choose subgroup to target with interventions, based on data sources provided. HCCPS will target student with disabilities around absenteeism and lower achievement growth in ELA and Math.</p> <p>Step 2: DESE provides scripted options for focus areas.</p> <p>HCCPS will focus on (1) promoting students' physical and mental health and ensure that students are here and available to learn. (2) MTTTS that helps student make academic progress and achieve.</p> <p>Step 3: Evidence-based programs of choice Enhanced support for SEL and mental health.</p>	<p>No Decision.</p>

	<p>Kate has helped to ensure we have the funding for this work. Funding comes through our tuition funds, so budget accounts for this.</p> <p>No decision on SOA made at this time. Proposal forthcoming.</p>	
<p>FY25 Budget, Kate (Discussion, Decision)</p>	<p>Included in packet.</p> <p>Proposed budget is with a deficit. (unusual)</p> <p>Kate reviewed some of the increases and decreases as included in the budget.</p> <p>Kate explains that we are in a better place than many other school districts. Deficit is lower than we anticipated and we didn't have to cut positions or raises.</p> <p>Kylan explains that there could be a surplus that can carry over. Uncertainty around hiring changes may shift the budget as well. Explains that we are in good shape, on good footing.</p> <p>Appreciation expressed for Carla for her work on the budget.</p>	<p>Matt motioned to pass the FY25 budget; Kathering Szegda seconded; the Board approved by consensus.</p>
<p>GABS Annual Meeting Debrief , Emily and Kelly (discussion)</p>	<p>Over 65 people attended, over 45 voted (Thanks to Monique for keeping track!).</p> <p>Ended right on time.</p> <p>Discussed the feedback around the Arts-integration discussion - positive way to bring out voices from parents around the topic.</p> <p>Plan to bring these perspectives to the work of assessing our Art-Integration, and hope to have more discussions like these. People were excited and enthusiastic talking through this.</p>	

<p>GABS - Board Membership, Officers Emily (Proposal and Decision)</p>	<p>Vote by roll on each individual candidate for first and second terms.</p> <p>Kate Aleo - All trustees voted yes by roll Neal Teague - All trustees voted yes by roll Rebecca Belcher-Timme - All trustees voted yes by roll Grace Mrowicki - All trustees voted yes by roll Andrea Hermans- All trustees voted yes by roll</p> <p>Kathleen Hulton - All trustees voted yes by roll Emily Boddy - All trustees voted yes by roll</p> <p>Officers: Kathleen Hulton, President Lily Newman and Ben Carlis, Co-Vice Presidents Emily Boddy, Clerk Kylan Mandile, Treasurer</p>	<p>Individual Members approved by Roll Call:</p> <p>Matt Dube Kathleen Hulton Kelly Vogel - not present Stacey Guifre Tala Elia - not present Lily Newman Kathleen Szegda Ben Carlis Kylan Mandile Emily Boddy Kate Ewall - not present</p> <p>Officers:</p> <p>Matt moved to approve officers, Kathleen Szegda seconded. Approved by consensus.</p>
<p>School Leadership Hiring - Committee Chair designation Matt. (Discussion/Decision)</p>	<p>Matt, as current president, officially designates Kathleen Hulton and Lily Newman as chairs of leadership hiring committees.</p>	<p>Emily motioned to approve the designation; Kylan seconded; the Board approved by consensus.</p>
<p>Updated hiring policy and procedures proposal, Stacy (Discussion, Decision)</p>	<p>Included in Packet.</p> <p>Stacy highlighted the primary changes, as laid out in the proposal.</p> <p>Concerns were presented around the review of public facing media. Legal concerns, bias concerns. Stacy explains that the committee reviewed all of these concerns and ultimately decided to include it. With the considerations of Equity issues, the policy builds in anti-bias issues.</p> <p>Kate suggests that Russ reviews the media piece to ensure that there is clarity around the media piece. Stacy agrees that that can happen.</p> <p>Kate will take the policy to Russ for review. Matt recommends having Tala present during the phone</p>	<p>No decision.</p> <p>Proposal will return to Personnel.</p> <p>Kate and Tala will meet with Russ about the legal aspect of the hiring policy re: media review.</p>

	call with Russ.	
July Meeting(s), Kathleen H (Discussion)	<p>Priorities:</p> <ul style="list-style-type: none"> ● Charter Renewal process, late July ● D of T&L and HOS board interviews. ● Approve Director of T&L and HOS, poss exec session to discuss salary. 	
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: July 24, 2024 6:30pm Facilitator: Kathleen H Snacks: Grace Drinks: Rebecca Newsletter blurb: Emily</p> <p>New Business:</p> <ul style="list-style-type: none"> ● Charter Renewal ● SOA ● New HOS, Dir T & L ● Personnel Hiring Policy 	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:13 pm	Kathleen S motioned to adjourn; Matt seconded; the meeting was adjourned.