

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes– Wednesday, Sept 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, Tala Elia, Neal Teague, Lily Newman, Kate Aleo, Kylan Mandile, Kelly Vogel

By Zoom:

Regrets: Kathleen Szegda

Guests: **In-person:** Emily Negard, Melissa Flanders

By Zoom: Cayla Doran, Carla Clark

Facilitator: Kathleen Hulton

Notetaker: Emily Boddy

List keeper: Ben

Timekeeper: Tala

Mission statement read by: Tala

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>Kathleen and Lily express thanks and appreciation to Rebecca and Chris for all the work they have done so far. They started in the summer dealing with the Charter Renewal, Fire inspection, rewrite of the handbooks, hired staff, new Teacher Leadership structure, and launched a new school year!</p> <p>Rebecca shows appreciation to Board leadership and admin team for doing the onboarding to support Rebecca and Chris coming into their roles.</p> <p>Chris expresses appreciation for the welcome, support he received during his transition.</p> <p>Kathleen expresses appreciation for Emily (Clerk) for managing the tasks to ensure we are in compliance.</p> <p>Friends of Hilltown for all the work they are doing,</p>	

	<p>and in looping the BoT in as partners in their work.</p> <p>Overall appreciation for the community, setting off this new school year.</p> <p>Agenda Check</p> <p>Board Visibility:</p> <p>Orientations</p> <p>Coffee Hours</p>	
<p>Approve minutes from previous BOT meeting, 7/24/24</p>	<p>Amendments: Added a last name to an attendee; spelled out an acronym for RTi</p>	<p>Lily motioned to approve 7/24 meeting minutes with amendments; Tala seconded; the Board approved meeting minutes by consensus.</p>
<p>Public Comment (Kathleen)</p>	<p>None.</p>	
<p>Domain Updates (15 mins)</p> <p>Staffing Updates</p> <p>Teacher Leadership</p> <p>Family Handbook updates</p>	<p>Overview:</p> <p>Charter renewal -Site visit is scheduled ; Board focus group is scheduled. Minor changes to the Annual Report approved by the committee, next step is to go through paperwork from the committee as we get nearer to the inspection.</p> <p>Fire Inspection happened, which included clearing out the attic in order to be up to code. Recommendations around the sprinkler system</p> <p>Staffing Update:</p> <p>Yellow's teacher.</p> <p>Several TAS, including some through the reestablished Smith partnership (graduate students).</p> <p>Teacher Leadership:</p>	

	<p>Established a structure with 4 staff members. 5 people expressed interest and 4 went through the whole process. This group will meet as a team - will be part of the professional learning advisory team and data team.</p> <p>Nicole Singer (specials), Kerri (lower grades), Grace (Prisms), Andrea Hearn (support services)</p> <p>Family Handbook:</p> <p>Handbook was revised, changes as recommended by the attorneys and for better alignment with state law. This included Title 9 changes.</p> <p>Staff Handbook was altered to reflect change in leadership structure, as well as Title 9 changes.</p> <p>Grant Updates:</p> <p>Almost all are submitted, or nearly ready to be submitted. Have not yet received Safe and Supportive Schools grant.</p> <p>Community:</p> <p>There has been engagement around calls for community engagement.</p> <p>Looking at ways to streamline information, redefine the ways people can contribute to the school.</p> <p>Looking at ways to collaborate more with FoH.</p> <p>Field Trip fundraising - doesn't want anyone to feel pressured to give more than comfortable, but if families are able, it supports the families who cannot.</p> <p>MA Charter Association launching advocacy program to engage parents in the advantages and benefits of charter schools. 3 parents have signed on to do this training.</p> <p>Leadership changes have presented opportunity to re-examine what roles staff members are playing. Reviewed Tiffany's out of school hours responsibilities and she will come to BoT meetings occasionally, but not regularly.</p>	
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<p>Behavior Support and Special Education, Chris & Rebecca (update, Discussion)</p>	<p>Rebecca and Chris are looking at moving from responses to behavior to better systems, supporting Jess in working on this.</p> <p>Helping define distinction between time spent reviewing/troubleshooting around behavior and special ed. and how these things are addressed in meetings and in practice. Weds meeting structure has been shifted dramatically by building in a lot more consult time with SERS team members, rather than whole team meetings dominating the time. Will keep reassessing, but so far it is working, response has been positive from teachers and staff.</p> <p>State implementing new IEP for the first time in 20 years. Chris has decided to allocate some of the stipends available to leadership transition to hire short term admin to support Amy in the transition and also in the overall Special Ed. load.</p> <p>Member asks about how we are ensuring behavior systems are having an impact. Chris responds that he is helping Jess to develop a data system for tracking behaviors over a Tier 1 in order to see if the systems in place are actually helping.</p> <p>Climate survey will be run by the data team.</p>	
<p>Review of FY24 Q4 financials, Chris (Discussion, Decision)</p>	<p>Included in the Packet.</p> <p>A deficit was projected in the budget. Ended up with no deficit, a minor surplus.</p> <p>Kylan described fluctuations with deficit/surplus over the years.</p>	<p>Kylan motioned to approve the FY24 Q4 Financials as set forth; Ben seconded; the Board approved by consensus.</p>
<p>Charter Renewal, Chris, Rebecca & Kathleen H. (Update)</p>	<p>A tremendous amount of work has gone into it so far, from the prior administration, new administration and board leadership - a lot of it focus on governance to ensure we have a strong governing body. At the school level, tremendous amount of reporting to ensure we are in compliance and true to our mission and that we are doing what we say we are doing.</p> <p>Next step is interviews, focus groups, school site</p>	

	<p>visit. Much of this work was done by Kate Saccento and Laura Davis, with appreciation.</p> <p>Preparation and support to be best prepared for the site visit.</p> <p>BoT Roles in the process: Focus group of 4-5 members of the board (cannot be quorum). Kathleen sent some materials for preparation and will send more guidance as we get nearer. Kathleen wrote the section regarding the BoT at Hiltown for the renewal application.</p>	
<p>GABS Update - Annual Meeting and Recruitment Emily(Update)</p>	<p>Annual meeting will be in March, in order to comply with request for by law changes earlier in the year. GABS asks for help with recruitment - community member and school members.</p> <p>Discussion and brainstorming around recruitment of community members and parents who hold specific skills (eg finance, trades for facilities, etc.)</p> <p>Member asked how many we need to recruit. Emily explained that it is always a puzzle to ensure we have a diverse board and expertise in specific matters, as well as succession planning so we ensure strong governance year on year.</p>	
<p>Head of School Supervision and Support Kathleen (Update)</p>	<p>Kathleen explained the process she and Chris are going through to create the structure by which supervision and evaluation will happen. Looking at rubrics and resources to develop a final plan and rubric which will be shared in October.</p> <p>Chris and Kathleen will attend a Charter School Assoc. workshop to support this work.</p> <p>Kathleen is registered to be part of the Board Leadership Academy, where she will learn about all the different topics faced by charter school boards, including supporting school leadership.</p>	
<p>HOS: transition planning; bylaw change Kathleen, Lily, Ben (Update)</p>	<p>The bylaws regarding change in leadership structure have officially been approved by the state.</p>	

<p>The role of the Board in School Fundraising Emily (Discussion)</p>	<p>Emily attended a MCSA workshop ‘Creating a more diverse board’ where the topic of fundraising was discussed. Important that board members are involved in fundraising, but this isn’t always in the way of giving personal funds. Equity lens - by supporting fundraising, through giving or recruiting donors, for example, we can make available incredible programming and opportunities for all students.</p> <p>Ideas were discussed: BoT + FoH possibly organize a grandparents/community/close friends event for fundraising - eg open house/tours, slideshows to show what happens in the school Board marching during fundraising drive Board members asking local businesses and organizations to be financial supporters of our school.</p>	
<p>Long Range Plan - Timeline and Next Steps Lily (Update)</p>	<p>Lily went through and coded where we are and what we want to expedite or push out. Will bring forth a revised timeline to look at for our next meeting.</p>	
<p>Committee Reports - Questions, Kathleen H.</p>	<p>None</p> <p>Discussion about committee minutes, and digital storage. (Grace and Emily will meet to discuss strategies and systems.)</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: October 9, 2024 6:30pm Facilitator: Kathleen H Snacks: Kylan Drinks: Kathleen H. Newsletter blurb: Emily</p> <p>New Business: LRP Revision Goal Setting for the BoT this year</p>	
<p>Review Action Items</p>	<p>Reviewed action items.</p>	

Adjournment	Meeting adjourned at 8:30pm	Lily motioned to adjourn; Emily seconded; the meeting was adjourned.
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