

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, July 24, 2024, 6:30pm

Location: HCCPS and Zoom

Present:

In-person: Kate Saccento, Emily Boddy, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Rebecca Belcher-Timme, Andrea Hermans, Tala Elia, Neal Teague, Kathleen Szegda, Lily Newman, Kate Aleo,

By Zoom: Kelly Vogel

Regrets: Kylan Mandile, Tiffany Ross

Guests: **In-person:** Juno Orion

By Zoom:

Facilitator: Kathleen Hulton

Notetaker: Emily Boddy

List keeper: Lily Newman

Timekeeper: Kathleen S.

Mission statement read by: Kate Saccento

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>Juno came and presented that FoH would like to host a Meet and Greet social between all the leadership - BoT, FoH, Administration. Wonders if the meet and greet might happen in lieu of board meeting spot. Juno will send doodle poll around to see what availability and interest is.</p> <p>Appreciation for Alex and parents for installing the new basketball hoop.</p> <p>Agenda Check</p> <p>Thank you note check: None.</p> <p>Board Visibility:</p>	

<p>Approve minutes from previous BOT meetings</p>	<p>June 12: no changes June 26: no changes</p>	<p>Lily motioned to approve June 12 meeting minutes; Kathleen S seconded; the Board approved June 12 meeting minutes by consensus.</p> <p>Kathleen S. motioned to approve June 26 meeting minutes; Lily seconded; the Board approved June 26 meeting minutes by consensus.</p>
<p>Public Comment (Kathleen)</p>	<p>None.</p>	
<p>Domain Updates (15 mins)</p> <p>Hiring Update (Rebecca/Kate)</p> <p>Staffing Update (Rebecca/Kate)</p>	<p>Hiring Update:</p> <p>Kate Saccento will be the new k-5 special ed teacher, in the full time role.</p> <p>All TA positions filled as of today.</p> <p>Yellows teaching hiring status: Two finalists were put forth; one offer was made and it was declined. The search will continue. May move into the Emergency Hiring procedure, as/if it gets closer to the start of the year.</p> <p>Kate spoke briefly to why she decided to apply for the special ed. Role and why she is looking forward to the role.</p> <p>Staffing updates</p> <p>Chris Kusek will officially start August 5th. He has been connected with current and outgoing leadership already.</p> <p>Additional update: The roof portion is done, cost in the low \$80ks. BoT had approved up to 100k, and this is well under.</p>	
<p>Student Opportunity Act, Kate & Rebecca (Discussion, Decision)</p>	<p>Slides are included in packet. Information from the slides will be entered into a grant management system for the state.</p>	<p>Kathleen S motioned to approve the SOA with non-content related minor edits; Neal seconded; the</p>

	<p>Kate noted:</p> <ul style="list-style-type: none"> • The application was largely done by Laura Davis. • School is required to write this plan, it is not for additional grant money. It is for our basic funding. <p>Focuses of the plan are based on data that has been reviewed and HCCPS selected areas to target, as seen in the slide show included in the packet.</p> <p>Kate went through highlights derived from the slideshow.</p> <p>Question about the curriculum that is being used. Rebecca explained current use and who works with the curriculum.</p> <p>Question about MTSS. Rebecca explained that she and Jess have been discussing the way teachers can get support around managing tier one situations - how can the classroom be more accessible to more of the kids more of the time.</p> <p>Lily discusses MTSS as it pertains to the academic realm.</p> <p>Rebecca notes that there will be RTi (Response to Intervention) training for all the staff</p>	<p>Board approved by consensus.</p>
<p>Charter Renewal, Kate & Rebecca (Discussion, Decision)</p>	<p>Included in packet.</p> <p>Many people collaborated to write on this document. Much of it is the culmination of Annual reports over the past 4 years.</p> <p>Kate went through the report and noted highlights, as detailed in the report in the packet.</p> <p>This will be submitted to the department, and we will have a visit at the end of November. They will request other documentation in the meantime. They will also request meetings with board members.</p> <p>It is anticipated to go forward smoothly.</p>	<p>Tala motioned to pass the Charter Renewal application as set forth; Ben seconded; the Board approved by consensus.</p>

Teacher Member Bylaw Change, Lily & Kathleen H. (Update)	<p>We will hold off on the increase and revisit from a broader perspective of overall board membership. Possibly rewrite tighter bylaw change regarding these matters.</p> <p>Future consideration for holding annual meeting in March in order to pass bylaws during the window the Commissioner reviews bylaw changes.</p>	
HOS: transition planning; bylaw change Lily/Kathleen H./Ben (Update)	<p>Included in packet</p> <p>Lily provided an update and summary of the process to change the administrative structure.</p>	
Hiring policy and procedures proposal, Kate & Tala (Discussion, Decision)	<p>Discussion from our previous meeting around public facing media notation - language was approved by our attorney.</p> <p>Reviewed possible additional, more detailed language around this but were advised not to include additional language.</p> <p>Attorney added additional legally protected classes to the policy.</p>	Lily motioned to pass the Hiring policy as set forth; Neal seconded; the Board approved by consensus.
Committee Reports - Questions, Kathleen H.	<p>None.</p> <p>Emily noted that GABS will hold an orientation for new members the hour prior to our September meeting.</p>	
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	<p>Next Meeting: September 11, 2024 6:30pm Facilitator: Kathleen H Snacks: Kathleen H. Drinks: Kate Aleo Newsletter blurb: Emily</p> <p>New Business: Annual Report Update/Discussion Membership composition Long Range Plan - timeline adjustment. Q4 Financials to approve.</p>	

Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 7:40 pm	Kathleen S motioned to adjourn; Lily seconded; the meeting was adjourned.