

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, Jan 10, 2024, 7 pm

Location: HCCPS and Zoom

Present: **In-person:** Kate Saccento, Laura Davis, Gina Wyman, Emily Boddy, Tala Elia, Matt Dube, Stacy Guifre, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Lily Newman, Kylan Mandile, Tiffany Ross, Andrew Coate, Grace Mrowicki

By Zoom: Kelly Vogel, Stacey Giufre

Regrets: Kate Ewall (present for a portion via Zoom)

Guests: **In-person:**

By Zoom: Freja Joslin, Myssie Cassinghino, Dana Grump, A Carter Bent

Facilitator: Matt

Notetaker: Emily

List keeper: Kelly

Timekeeper: Tala Elia

Mission statement read by: Andrew

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> <p>Winter Solstice was lovely and went really well!</p> <p>Ski Club - we ask for scholarship and all families who asked for assistance were 100% covered</p> <p>Agenda Check:</p> <p>Thank you note check:</p> <p>Board Visibility:</p> <p>Jan 26 - Family Bingo Night, run by Steph Mattrey, Bake Sale</p>	

<p>Approve minutes from previous BOT meeting</p>	<p>None.</p>	<p>Lily motioned to approve December meeting minutes; Kathleen H. seconded; the Board approved December meeting minutes by consensus.</p>
<p>Public Comment (Matt)</p>		
<p>Updates - Laura/ Kate</p> <ul style="list-style-type: none"> ● Safe and Supportive Schools team ● K-8 grade configuration discussion underway (more detail later in the agenda) ● K/1 configuration planning for 2024-2025 ● Staffing update ● Facilities update ● Admissions update ● MLK, Jr. Day planning 	<p>S&SS: Team is assembled; Cecilia is replacing Gina on the team. Group is looking at elements towards whether we have a safe and supportive school. Group is collaborating, having great conversations about our school.</p> <p>K-8 Configuration: Discussion about k-8 configuration (more later in the meeting). Any larger shifts will happen 25-26; this year need to sort out what happens with K-1 in the meantime - looks like K and 1 will remain in temporary scenario of keeping them separate. Further conversations will happen with other staff who work with this group to ensure that's the right thing at this moment.</p> <p>Staffing update: Hired Faye as special ed TA; Claire Neto long term sub as Science TA; Haleigh (behaviorist) has resigned - more on this in agenda item further along in the meeting; We have posted for a special ed TA in 6-8, based on outcomes of recent IEP meetings.</p> <p>Facilities Meeting: outlets for new projectors were installed over break; piece of sprinkler pipe replaced over break; recently noticed irregularities with the pump, and Baystate Sprinkler came and found leak and patched (will return to replace in the summer - patch will suffice); HVAC mapping is delayed to later in the month due to contractor availability; roof will be discussed later in the meeting.</p> <p>Admissions Update: Kate has flyers for posting in order to engage families and promote awareness of admissions.</p>	

	<p>MLK Jr. Day Planning (Tiffany): Planning started a few months back - Equity Team to Teacher Meeting to figure out. Teachers were tasked with having their Color Band present. Music Teachers are preparing 4-5 songs. All School will start at 1:45 to allow enough time. January 19th.</p>	
<p>Special Education and Student Behavior Support: Laura/Kate (Update)</p>	<p>Addressing both general behavioral needs in General Ed. and in the context of Special Ed. Identifying what's been challenging - what requires more support or guidance.</p> <p>Special Education (Kate): Supporting students in Special Ed. - how can we meet kids' needs based on the staff we have. We can have a problem of Scale given that we are such a small school. 1.) Need to think about how we deliver the services while we have: ex Set schedules we are working around. We are trying to align services to match what subject is happening in the classroom (eg pull out for math, should happen during math class). We need to look at whether we need outside support. 2.) Behaviorist has given notice, last day is the 19th. Need to discuss with teachers to get feedback in order to hold support through the rest of the year. We have 2 consultants, and will discuss to ensure our team feels supported. 3.) Based on feedback this year and last - Special Ed. role is so large and involves so much paperwork so there may be scope for support person in this capacity. Special Ed. coordinator can better serve students and teachers.</p> <p>General Ed (Laura): 1.) Support for the Director of TEaching and learning. In the process of creating a proposal - possibly a short term/part time role - to manage Tier 2 supports/Behavior, supporting teachers, taking on some of Laura and Kate's load. 2.) Teacher leaders - offering support to manage challenges. Plan as we work on ideas/input - January 18 staff meeting will see a proposal. Kathleen (?) will facilitate to Kate and Laura can participate. Proposal would be brought to the Feb meeting.</p> <p>Lily wonders if we need to post the job earlier than the February board meeting, and therefore might we have an emergency meeting, so we can get the</p>	

	<p>person in place earlier.</p> <p>Gina asks about the role, who would be suitable for the role. Laura explains that they are hoping to have someone to take on Tier 2 role (rather than director level/all things discipline). Unclear what the exact title would be, but would not be director level.</p> <p>Kate explains that feedback about the initial proposed role was that it was too high level, too admin heavy. Thinking through a role that supports Tier 2 Behavioral issues.</p> <p>Lily says that the proposal will mainly address Tier 2 Behavioral issues, but that it will likely bring in some academic support as well.</p> <p>Laura is also working with existing staff in the upper grades (6-8) to figure out ways they can work with behavioral concerns in the meantime.</p>	
<p>JEDI Discussion: Kathleen S. (Discussion)</p>	<p>Reviewed what is happening in JEDI meetings:</p> <ul style="list-style-type: none"> - working on shared definitions to engage the community, as well as other ways to engage the community - discussed having a statement moving forward and embedding it into our mission statement (would involve applying for changes to our charter, would take time) - thinking about having JEDI members coming to board meetings to share/discuss - discussed who/how we are bringing the JEDI mission forward, how to engage broader community and students in the JEDI work 	
<p>LRP Updates - Grade Configuration, Kate, Laura (Discussion)</p>	<p>We will be addressing progress of points on the LRP at each board meeting.</p> <p>Grade Configuration is 2-parted.</p> <ol style="list-style-type: none"> 1. Permanent reconfiguration will start 2025/26. 2. Decide on the configuration for K/1 for next year. <p>Kate and Laura took us through the timeline/process (in packet).</p> <p>Teacher meeting came up with ideas for what the process could look like - inclusive, opportunities for all stakeholder groups; created the road map Laura created a cover page for the road map to describe the context for this process.</p>	

	<p>Main goal is to have a configuration that best serves academic and social emotional needs of the whole community.</p> <p>Full plan is outlined on the Road Map.</p>	
<p>Facilities - Roof Proposal, Kate S (Discussion/Decision)</p>	<p>Proposal included in the packet</p> <p>Has gone through Facilities and Finance Committees</p> <p>Capital Expenditure</p> <p>Lily asks what would be affected by using this \$100,000</p> <ul style="list-style-type: none"> - Playground is on hold, and we will need to look for additional grants and fundraising. - Capital Expenditure spreadsheet will be updated/revised to reflect all possible expenditures. This will help to make plans about replenishing the fund, and see what's on the horizon. <p>Kathleen asks how it is replenished</p> <ul style="list-style-type: none"> - Some money may have ended up due to excess at the end of a school year - If the fund goes under 150k, the budget needs to address the shortfalls (currently over \$300,000) 	<p>Tala motioned to approve; Kathleen S seconded; the Board approved by consensus.</p>
<p>Board Retreat - Topics of Focus, Kathleen S. (Discussion)</p>	<ul style="list-style-type: none"> - Kathleen explained that we would be addressing JEDI and asked for feedback about other possible topics. - Kathleen H suggests way to be weaving JEDI based on the LRP. - Suggestion of Culture/Community as a topic - Topic of creating better understanding of the behavioral situation - Discussion of how both LRP goals can be held - Lily suggests that behavioral support is useful to discuss; possibly also a question about the board makeup, need to examine who is overseeing the admin team - Kathleen suggests discussing Community/Culture; restructuring of board role; context of JEDI as per LRP 	<p>Kathleen will send revised dates for the Board Retreat.</p>

Committee Reports - Questions, Matt	None.	
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	Next Meeting: February 14, 2024 7pm Facilitator: Matt Snacks: Andrew Drinks: Kathleen S. Newsletter blurb: Andrew New Business:	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:22 pm	Tala motioned to move into executive session and adjourn the open meeting from executive session; Matt seconded; the meeting was adjourned.

Tentative Agenda Topics for the February Board Meeting:

- LRP Topic - Kate + Tiffany, some aspect of community goals.
- Next month meeting will be at 7pm
- New role proposal and/or update