

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, May 10, 2023, 6:30 pm

Location: HCCPS and Zoom

Present: **In-person:** Kate Saccento, Laura Davis, Gina Wyman, Emily Boddy, Dan Klatz, Andrew Coate-Rosehill, Chris Korczak, Matt Dube, Tala Elia, Sara Schieffelin, Kate Ewall,

By Zoom: none

Regrets: Rashida Krigger, Kathleen Hulton, Kathleen Szegda, Rich Senecal

Guests: **In-person:** Ben Carlis, Kelly Vogel

By Zoom: Myssie C, Lisa Hamilton, Stacey Guifre, Tiffany Ross, Melissa Flanders

Facilitator: Tala Elia

Notetaker: Emily

List keeper: Gina

Timekeeper: Matt

Mission statement read by: Emily

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	GABS announcements: - For BoT meetings, coming early and staying to clear up, in addition to snacks and drinks. - Appreciation for the staff luncheon, Spring Festival, and for everyone who has stepped up to help through the year and especially in Rashida's absence	
Any Thank You Notes Needed?		
BOT Visibility This Month?	- Annual Meeting May 24 - 2 coffee hours May 16, May 22 - All school weekly - Il Teatro May 26	

Minutes	No changes.	Sara motioned to approve the April meeting minutes; Chris seconded; the Board approved the April meeting minutes by consensus.
Public Comment	- Lisa H. is happy to be here, looking forward to joining the board.	
New Board Member Recommendations: (Discussion and Decision) Sara	<p>Resumes are included in the Board Packet: Lily Newman, Lisa Hamilton, Stacey Guifre, Ben Carlis, Kelly Vogel all made statements of intent and interest for board membership.</p> <p>Discussion: Question for GABS about bringing BoT to 14 people - what does that mean for staff or community member showing interest? Member notes that there are 4+ people with terms ending next year, so there will be room for new members then.</p> <p>Approval of the renewal of second terms for Tala Elia and Kathleen Szegda (2 years only, as son is graduating)</p>	<p>Matt motioned to vote to approve the New board members to be voted on as a slate at the Annual Meeting; Andrew seconded; the Board approved by consensus.</p> <p>Roll Call Vote - Gina Wyman YES, Emily Boddy YES, Dan Klatz YES, Andrew Coate-Rosehill YES, Chris Korczak YES, Matt Dube YES, Tala Elia YES, Sara Schieffelin YES, Kate Ewall YES</p> <p>Matt moved to approve Tala and Kathleen for second terms, Chris seconded; the board approved by consensus.</p> <p>Roll Call Vote - Gina Wyman YES, Emily Boddy YES, Dan Klatz YES, Andrew</p>

		Coate-Rosehill YES, Chris Korczak YES, Matt Dube YES, Tala Elia YES, Sara Schieffelin YES, Kate Ewall YES
Community Domain Update (Kate S)	<ul style="list-style-type: none"> - Appreciate all the help from staff and parents to fill in all the roles of the CFEC - Seana filling in at All school, going well - Il Teatro auditions are underway, going well - Kathleen H lead parent on graduation 	
Lunch Program Update: Kate S.	<ul style="list-style-type: none"> - Easthampton has said they are not able to work with us, because it would bring a loss of about 15k to Easthampton School District (possibly not inclusive of transport of food) if they include HCCPS - It is unknown if we could reimburse the district in order to be brought in. - Kate reiterated the process for families getting help with meal assistance. It is possible that we could expand our criteria to include more families at a lower cost than having to accommodate a national lunch program due to equipment and facility cost. - We are already serving the kids that would be served under free lunch program, probably more given our criteria. - Member notes Kate's diligence and we've reached the end of the road. We meet the lunch needs of our school community currently. - Kate thinks there is scope for finance to bring a proposal to expand the scope of our current lunch program. Carla and Kate will look into this possibility. . 	
Special Education Update: Kate and Laura	<ul style="list-style-type: none"> - Have had one internal candidate and then posted externally, while keeping the internal candidate in the process. - There are a lot of Special Ed jobs right now, so it is tough competition. - Wondering if we could alter the process to make it shorter so not to lose good candidates: Kate is aware of the urgency and moving timeline along quickly. - Laura presented Professional Development topics and projects this year. - TAs received more training than in previous years. - Question about the use of ABA, how that came about. Laura described the way the BCBA and the new 	

	<p>behaviorist, Hayley, view and utilize this process as a whole child approach, a lot of awareness of the autism community.</p> <ul style="list-style-type: none"> - Member asked for clarification of Hayleys role and if it's helping. Laura explained her role is evolving - works with students and with Special Ed. teams, wearing a lot of hats and the role is being refined. - Member notes the perhaps we need a solid process to assess new roles or programs for efficacy and value. 	
Annual Meeting Update and Reminders: Sara	<ul style="list-style-type: none"> - Meeting is May 24th 6:30 - Committee Chairs need to have reports ready - short, 5 minutes total for all reports. All committee members send reports to Sara to include in the packet. - Sara will email Agenda so everyone can review and be prepared - Sign up sheet will be emailed to staff members to sign up to bring food and drink - Asking that all BoT members arrive early to set up, stay after to clear up. 	<ul style="list-style-type: none"> - Committee chairs send reports - Sara and Emily make Annual Meeting Agenda - Emily will send sign up for annual meeting food/drink.
Q3 Financials: (Discussion and Decision) Kate S.	<p>Included in the board packet.</p> <p>(Kate notes the lunch receipts item as related to earlier discussion.)</p>	Matt motioned to approve the Q3 Financials; Kate seconded; the Board approved by consensus.
FY24 Budget Planning: (Discussion) Kate S.	<ul style="list-style-type: none"> - We received another projection which brought us up another \$100k, bc accurate number of students - Notables: proposal includes teacher and TA increases (proposal passed); includes raises to admins (do not have a step scale); Kate/team does not bring matter of domain raises forward to the board. - Need to make decisions about FTE reductions in order to move forward with proposed raises, thus this budget reflects a 1.5 FTE reduction. Could be hours across TA jobs, or reduction of 1.5 positions. Ideally 1.5 reduction comes with attrition. This got us to a healthy draft, coming out at zero, over under. - Question about grants: won't know until FoH lets us know. - Question about evaluating new roles/programs to see if they are working. - Member notes that if positions are added by BoT approval, there should be an evaluation timeline included. 	

GABS: Updated By-Law Change Proposal: (Discussion and Decision) Emily	Included in packet.	Tala motioned to approve the By-Law Change; Dan seconded; the Board approved by consensus.
JEDI: Defining Inclusion: (Discussion) Tala	<ul style="list-style-type: none"> - inclusion without removing traditions or opportunities - practice is happening because Equity audit found we might not know what we mean by JEDI - Member notes that his understanding is JEDI - for this context - is for historically marginalized and underserved people (racially and economically). Doesn't mean other things are EXCLUDED, but that for this purpose our definition needs to be narrower, clearer. - Member discusses invitation vs inclusivity. 	
Long Range Plan: (Discussion and Decision) Dan	<ul style="list-style-type: none"> - Included in the packet. - This group has approved the goals. LRP committee worked through the goals and defined the rationale of said goals. - Goals are not ranked, ideally all addressed within 5 years. 	Matt motioned to approve the Long range plan; Sara seconded; the Board approved by consensus.
Grievance/Complaint Policy and Bylaw Change Proposal: (Discussion and Decision) Tala	<ul style="list-style-type: none"> - Paper copies of existing policies were distributed and will be in the final packet - Proposal is in the packet. - proposed changes are to provide clarity and accessibility - minor bylaw change to accurately reflect the school's grievance and complaint procedures. 	<p>Dan motioned to approve the Grievance/complaint policy with amendments (title of Charter School office, parent/guardian in place of caregiver); Matt seconded; the Board approved by consensus.</p> <p>Dan moves to bring proposed change to the bylaw to accurately reflect the school's grievance and complaint procedures. Andrew seconded; the Board approved by consensus.</p> <p>- Tala will amend the proposal and submit</p>

		final; will write up a specific bylaw change for the annual meeting.
Personnel: Longevity Pay Proposal: (Discussion and Decision) Matt	In packet.	Chris motioned to approve the Longevity Pay Proposal; Dan seconded; the Board approved by consensus.
Committee Reports -- Questions Only	None	
New Business	<ul style="list-style-type: none"> - Approve slate after the annual meeting - Budget - Officers 	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, June 14, 2023 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Tala Drinks: Gina Set up/take Down: Sara and Dan Newsletter blurb: Andrew	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:40 p.m.	Dan motioned to adjourn the meeting; Sara seconded; the meeting was adjourned.

Tentative Agenda Topics for the May Board Meeting:

- Approve slate after the annual meeting
- Budget
- Officers