

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes– Wednesday, Nov. 9th, 2022, 6:30 pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Kathleen Hulton, Sara Schieffelin, Tala Elia, Andrew Coate-Rosehill, Emily Boddy, Rashida Krigger, Kathleen Szegda, Kate Ewell, Laura Davis, Matt Dube, Gian Wyman, Chris Korczak

By Zoom: Dan Klatz, Rich Senecal

Regrets:

Guests: In-person: Laurie Nichols

By Zoom: none

Facilitator: Kathleen S.

Notetaker: Sara/Laurie

List keeper: Emily

Timekeeper: Tala

Mission statement read by: Matt

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	Laura appreciated the volunteers who comprised the search committee for the middle school music teacher position.	
Any Thank You Notes Needed?	Thank you note to Monte who came to talk about the March for the Foodbank at All School	Rashida will write a thank you card to Monte
BOT Visibility This Month?	Opportunities for BOT visibility: Winter Fair; Dec. 3rd; Winter Solstice event Dec 23rd; coffee hours	
Minutes	In the “Tentative Agenda Topic” section, change the date from “Oct. 12th” to “Nov. 9th”	Kate E. motioned to approve the October meeting minutes with edits; Matt seconded; the Board approved the October meeting minutes with edits by consensus.
Public Comment	none	

<p>Lunch program: (Update) Kate</p>	<p>Kate S. gave up-date on school lunch program options. Kate visited two schools to see how they make a lunch program work without a full working kitchen. Hilltown's "kitchen" would need to be renovated to accommodate purchased equipment (if the space is large enough). Kate will continue to look into options.</p>	
<p>Q1 Financials (Decision) Kate</p>	<p>Kate S. gave an explanation of the Q1 financials (see report in the packet), noting Chromebooks and SPED line items came in over budget. There is a plan to do a revised budget. BCBA staff will need to be paid a larger amount than current consulting fees, and will need to be incorporated into the budget .</p>	<p>Kate will ask Carla about the "fixed asset" line item.</p> <p>Emily moved to approve the Q1 financials; Chris seconded; Q1 financials were approved by consensus</p>
<p>Annual Meeting Feedback: (Discussion) Rashida</p>	<p>Rashida shared feedback (see feedback document in the packet) from the annual meeting.</p> <p>Discussion about drop-off procedures for students. Rashida brought up the question if any connectivity issues are board issues.</p> <p>Discussion about how to make "Friends of Hilltown" more robust to help support community engagement efforts. Suggestion of making the board more connected to FOH again.</p> <p>Discussion about what is management's role and what is parent volunteers' role in accomplishing goals.</p> <p>Discussion about how to encourage parents to volunteer.</p>	<p>GABS will reach out to FOH to invite them to BOT meetings moving forward.</p> <p>Rashida will look into updating the website's "Co-op section" to reflect that caregivers are no longer required to volunteer 4 hours in order to vote in the annual meeting</p>
<p>Board Inclusivity Survey: (Discussion) Kathleen</p>	<p>Kathleen H. shared results of the HCCPS Board of Trustees: Survey of Equity and Inclusion on the Board (see slides in the packet). Kathleen noted that 4 people out of 15 didn't take the survey and identified this as an issue. Agreement that having this survey annually, or even more frequently, would be helpful. Some feedback and things to think about moving forward were discussed.</p>	
<p>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team</p>	<p>Kathleen H. shared slides about Hilltown, Ritual and Individualism (see slides in the packet). Conversation about the importance of ritual and opportunities for community involvement and engagement to build the Hilltown community. Comment that the most important thing is to foster</p>	

	feelings of community among students.	
Director Annual Review Process: (Update and Discussion) Tala	<p>Tala talked about developing the director review process. The school is working with a coach who specializes in organizational development who has been advising this process.</p> <p>A large part of this process is accountability and engagement from the directors themselves because the BOT president and vice president who supervise the directors aren't working on-site and day-to-day with the directors so there is limited opportunity for observation, oversight and feedback.</p> <p>There will be focus groups/interviews with stakeholders and from the data that emerges standardized competencies and goals will be developed. The process will be formalized and shared in a future meeting.</p>	
Strategy for Engaging Community: (Discussion) Tala	<p>Awaiting the rest of the results from the family engagement survey, and preliminary results were shared and discussed.</p> <p>Comment that there is not a strong online presence, and that social media may be a good way to help connect families and increase communication.</p> <p>Comment that class parents used to be more involved pre-pandemic, and that there was something more intimate and effective from getting communication from a class parent who is specific to your child's grade.</p> <p>Are there things we can do as a BOT to help with messaging and culture around community engagement?</p> <p>Comment that there is a lack of parent involvement, and yet parents feel very entitled to reach out to teachers about their individual child/situation. Can we change this dynamic from individual focus to group focus?</p> <p>Rashida noted that there are many things that used to be done that people would like brought back but there is no formal documentation of these practices which makes them hard to recreate, and also difficult to determine who initiated and maintained them. Were these events and practices school or parent-led?</p>	

Board Retreat: (Update and Discussion) Kathleen	Winter retreat- date TBD. Tentative agenda: community engagement and results of the survey; JEDI. Question about if we should discuss more about BOT procedures as this came up on the Board survey as things people were unsure about. Comment that the BOT social went well.	
Board of Trustee Interest Form: (Update and Discussion) Emily	Emily presented updated BOT interest form as revised by JEDI and GABS (see form in meeting packet). BOT approved using the updated form moving forward.	
Committee Reports -- Questions Only	none	
New Business	FOH update.	Sara will invite FOH to BOT meetings moving forward, and ask them to offer an update of their work
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, Dec. 14th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Kate E. Drinks: Andrew/Gina Newsletter blurb: Andrew	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:45 p.m.	Matt motioned to adjourn the meeting; Emily seconded; the meeting was adjourned.

Tentative Agenda Topic for the Dec. 12th Board Meeting: strategies of how BOT can support

community engagement; FOH update