

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes FINAL – Wednesday, Feb 8, 2023, 6:30 pm

**Location:** HCCPS and Zoom

**Present:** In-person: Kate Saccento, Sara Schieffelin, Rashida Krigger, Laura Davis, Gina Wyman, Emily Boddy, Dan Klatz, Andrew Coate-Rosehill, Rich Senecal, Chris Korczak, Matt Dube, Kathleen Hulton

**By Zoom:** None

**Regrets:** Kathleen Szegda, Tala Elia, Kate Ewall

**Guests:** **In-person:** Lisa Hamilton

**By Zoom:** Melissa Flanders, Myssie (FOH), Kelly Vogel, Carla Clark

**Facilitator:** Matt Dube

**Notetaker:** Emily

**List keeper:** Chris

**Timekeeper:** Rich

**Mission statement read by:** Kate Saccento

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgments</b>	Emily clarified committee membership (for non BoT members): interested persons can go directly to committee chair to join committee. Chairs report back to GABS if someone has joined, so we have them on the radar for possible BoT in future.	
<b>Any Thank You Notes Needed?</b>	None	
<b>BOT Visibility This Month?</b>	Il Teatro, Feb 9, normal All school time Family Movie Night, Feb 9 6:30-9	
<b>Minutes</b>	No edits or changes	Dan motioned to approve the Jan. meeting minutes; Sara seconded; the Board approved the Jan. meeting minutes by consensus.

<b>Public Comment</b>	None	
<b>Personnel Committee, Matt (Update)</b>	Postponed.	
<b>GABS Update: Sara</b>	<p>GABS is organizing Annual mtg, tentative May 17, alternative May 24. GABS has asked members to report back if May 17 doesn't work for them.</p> <p>Preview: adult annual meeting, with performances from Rock Band and Hilltown Harmonies (no younger children performances); activity to build off last year's activity; art exhibit</p>	
<b>Q2 Financials (Update + Decision): Kate S.</b>	<p>Copies of report are in the board packet. Balance sheet in board packet</p> <p>Numbers went to the finance committee and now presented to the BoT.</p> <p>Largest/significant update: tuition numbers/funding is down (across the state). This was a known possibility due to the ESSR and Student Opp Act which had increased funding the last couple of years. Impact: it is anticipated that tuition is approx \$150,000 less than expected. Also, 2 grants related to covid are not coming in. This makes for about \$170,000 needed to make up the difference. Through redistribution of funds may solve for about \$100,000, with a remaining 60,000 to cover.</p> <p>Other highlights:</p> <ul style="list-style-type: none"> <li>- Things that have or might go up include: legal fees (we have gone through half); heat, gas, electric are trending up; minor repair and maintenance; 25k contingency for special ed. and medical is being spent.</li> </ul> <p>Dan explained that tuition reimbursement is less than expected due to the formula in each district, and how funding was disrupted through grants that came and ended due to the pandemic.</p>	<p>Chris motioned to approve proposal. Emily seconded; the Board approved the Proposal by consensus.</p>

<p><b>Tuition Update and Future Budgeting:</b> (Update and Discussion) Kate S</p>	<p>Tuition numbers are down and not expected to go up next year. A new budget will need to be formulated for next year at about 160,000 less than the current budget.</p> <p>About 80% of budget = personnel.</p> <p>Question is: where do we cut back on our budget?</p> <p>Many positions have been added, and value has been added for the students through these roles.</p> <p>FTE has increased from prior, to school expansion, to 2020, and again 2022-2023.</p> <p>Budget reorganization will be very hard for the school. Need to identify what non-personnel things are truly essential and what could be put off, or cut. Possibility of eliminating positions or having layoffs.</p> <p>Next years' numbers should come around March or April.</p>	
<p><b>JEDI (Update + Discussion):</b> JEDI Team</p>	<p>Committee has had trouble retaining members, so meetings have been rescheduled to meet members' needs. Group seems reinvigorated - a clearer agenda/remit for the group has emerged from the retreat.</p> <p>Per the board retreat, JEDI will bring a term to each board meeting to explore and understand.</p> <p>JEDI presented the term 'justice'. The group brainstormed different definitions and perspectives on the meaning of 'Justice.'</p> <p>The term "Justice" will be revisited after the community has been notified with email, as discussed at the retreat.</p>	<p>Kathleen H. and Kathleen S. will write email to invite the community to weigh in on JEDI monthly agenda item exploring and defining terms as they relate to HCCPS.</p>
<p><b>Personnel Committee Longevity Proposal</b> (Discussion + Decision): Dan</p>	<p>Proposal, as presented, is included in the BoT packet.</p> <p>BoT passed a longevity scale to include an earlier step (years 5-7) in December. This proposal revises the actual amounts in the scale. The committee concluded that the right increase would be to add 50% to keep it relevant. This is a means of valuing employees with longevity in a tangible way.</p> <p>Committee notes that passing this proposal is an</p>	

	<p>indication of our values, even if the budget can't cover this. That piece will need to be worked out in budget meetings.</p> <p>Clarification needed as to whether longevity means the total number of years served, or consecutive years. Original intent and practice was consecutive years. Carla notes that it is hard to keep record of staff coming and going over the years, and that consecutive years is a more practical application for this reason.</p> <p>Personnel will take the proposal back to committee to review language of consecutive vs. cumulative.</p>	
<p><b>Consensus Decision Making</b> (Discussion): Dan</p>	<p>Dan presented the explanatory document on the Consensus process included in the board packet.</p> <p>Discussion on blocking vs. standing aside.</p> <p>Standing aside is a way of documenting a POV. Of great value and service to the institution, reflects accurate sense to the community of what happened. (As opposed to blocking, which is not always conducive to good decision making.)</p> <p>GABS will include document and enhanced discussion in the onboarding training.</p>	
<p><b>Committee Reports -- Questions Only</b></p>	<p>None.</p>	
<p><b>New Business</b></p>	<p>Approve minutes from the board retreat. Personnel proposal will be brought forward again.</p>	
<p><b>Meeting Wrap-Up/ Evaluation</b></p>	<p>Next Meetings: Wednesday, Mar 8th, 2023 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Andrew Drinks: Emily Newsletter blurb: Matt</p>	
<p><b>Review Action Items</b></p>	<p>Reviewed action items.</p>	
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 8:16 p.m.</p>	<p>Dan motioned to adjourn the meeting; Rich seconded; the</p>

		meeting was adjourned.
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**Tentative Agenda Topics for the Mar. 8th Board Meeting:**

Approve minutes from the board retreat.

Personnel proposal will be brought forward again.