

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes FINAL– Wednesday, April 12, 2023, 6:30 pm

Location: HCCPS and Zoom

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

By Zoom: Kate Ewall

Regrets: Sara Schieffelin, Rashida Krigger, Rich Senecal

Guests: **In-person:** Cindy Conti, Stacey Guifre, Kelly Vogel, Nicole Singer

By Zoom: Angelique Baker, Meg Taylor, Carla Clark, Myssie Cassinghino, Kerri Pollard, Rebecca Belcher-Timme, Janice Cooper, Dawn Graichen-Moore, Emily Endris, Ben Carlis, Jill Thorsen, Tiffany Ross, Sharon Esdale, Melissa Flanders

Facilitator: Kathleen Szegda

Notetaker: Emily

List keeper: Gina Wyman

Timekeeper: Tala Elia

Mission statement read by: Andrew Coate-Rosehill

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	<ul style="list-style-type: none"> -Acknowledge Rashida’s temporary absence, Kathleen suggests we do something as a board. - Appreciation for the Community meeting, everyone who helped to make that happen - Kate S. thanks the people who have stepped up to help in Rashida’s absence 	<ul style="list-style-type: none"> - Tala will help brainstorm what would be most helpful for Rashida
Any Thank You Notes Needed?		
BOT Visibility This Month?	<ul style="list-style-type: none"> - Spring music festival April 28 at 6:30 - Parents who are able, help set up for All School (10 minutes early), Kate will send an email. 	

Minutes	Minor typos edits or changes	Tala motioned to approve the Mar. meeting minutes; Andrew seconded; the Board approved the Mar. meeting minutes by consensus.
Public Comment	<ul style="list-style-type: none"> - Cindy Conti offered comments regarding equity and special ed. (full letter in the board packet) - discusses the lack of attention on disability when we address equity as a board. - Myssie parent to current and past student, echoed Cindy's sentiments. Frustration about disability experience at HCCPS. Encourages hiring qualified academic support coordinator. - Stacey comments that her overwhelming experience and dedication/hours to advocating for her son makes it an inequitable situation for those who don't have resources or time to advocate. - Tiffany comments re the discussion about 'Diversity'. Hard to comment during public comment on something that hasn't been raised yet. Wonders if the public will be invited to speak during the discussion, as communicated in the email to the community regarding these discussions. 	
Open Meeting Law-Remote Meetings Update: Emily	Governor signed a bill to extend pandemic remote meeting provisions to March 2025.	
Lunch Program Update: Kate S.	- Easthampton's business manager and vendor rep came, said we'd need an annex/addition to accommodate the lunch program. Suggested we could try to get meals prepared and delivered. They don't currently have this option, but will put together a proposal that they can present to HCCPS. We would still require transport of food, if they were able to provide this service.	
Meeting of the Cooperative Update: Kate S. & Laura	<ul style="list-style-type: none"> - 35 caregivers and some staff present - Gave opportunity to connect in the community. Newsletter contained a summary of the breakout sessions. Many ideas were generated and will be discussed and processed at Domain Council meeting. - All K-5 teachers attended to discuss how to get parents into the building 	

Annual Meeting Update and Reminders: Emily	Annual meeting is on May 24th, 6:30. Committee chairs need to write a short summary of what they have done in the year, a brief annual report.	
FY23 Revised Budget: (Discussion and Decision) Kate S.	<ul style="list-style-type: none"> - Proposed revisions document included in the board packet. - Items in bold are known/expected revisions - Some items were adjusted based on costs we didn't incur, not by reducing services - Tech items got replenished with covid funding, so we were able to reduce allocated funds - Small tweaks by finance team managed reduce the difference needed. - We will move money from reserves to cover the deficit, but the books don't close until the middle of July, so we won't know the final numbers/how much we need to draw from the reserves until then. 	Chris motioned to approve the FY23 Revised Budget; Dan seconded; the Board approved by consensus.
FY24 Budget Planning: (Discussion) Kate S.	<ul style="list-style-type: none"> - Kate shared this information at the most recent teacher, staff meeting - Projected tuition numbers for FY24 are lower than FY23, our overall income will be lower. - HCCPS long history of budgeting conservatively, but compared to other small schools, HCCPS carries more staff. FTE ranged 44-46. This year at 46 on adding more positions for student support - Charter schools are being advised to use caution, fiscal conservatism, due to the lower foundation rates. - BC main sending districts (E/N'hampton) have not spend all ESSER funds, we may see lower tuition rates for a few years. - Last year, salary freeze (no increases, step increases) for one or more years. - Discussed at length in finance meetings, teacher meetings: we know that all areas in the budget are conservative. There isn't anywhere to trim in order to get near where we need to be. - A budget likely put forward in June. - Kate presented scenarios using a table (included in Board Packet) - Dan reference prior periods of difficulty; state funding model; negative consequences of covid funds, schools able to spend that money without factoring into sending money; suggests we consider 'guiding principles' around discussing these issues, eg equity. - Tala discusses her perspective on the scenarios, thinks first scenarios not ideal. - Matt, systemic nature of the issue means we need a sustainable solution. Asks if there will be further guidance from the state re reimbursement, to which 	

	<p>Dan says that is not typical.</p> <ul style="list-style-type: none"> - Gina asks to reflect on current model, eg could Reds and Oranges share a TA? Important to examine the model. We always have attrition, so might not even be a matter of firing someone. - Laura notes that changing staffing model based on changing needs of students year on year, being creative about how we ‘use’ staff people in the building based on student need. - If status quo is the model, anything we do will be a change. Think critically about the purpose of the help (eg support staff) and who is that help for. Priorities are students, meeting student needs (high priority on students with disabilities) when it comes to TA support 	
<p>GABS: By-Law Change Proposal: (Discussion and Decision) Kate E.</p>	<ul style="list-style-type: none"> - Proposal in the board packet. - Member would like to see a change ‘parent or legal guardian’ - Changing language to ‘parent or legal guardian’ 	<p>Tala moved to approve proposal with amendment to change the bylaw to say ‘parent or legal guardian’, Chris seconded. Approved by consensus.</p>
<p>JEDI: Defining Diversity: (Discussion) Kathleen H</p>	<ul style="list-style-type: none"> - Discussion about diversity, what does it mean at Hilltown. 	
<p>Personnel: Staff Salary Proposal: (Discussion and Decision) Matt</p>	<ul style="list-style-type: none"> - Included in the board packet. 	<p>Chris motioned to approve both teacher and staff proposals; Tala seconded; the Board approved by consensus.</p>
<p>Personnel: Longevity Pay Proposal: (Discussion and Decision) Matt</p>	<ul style="list-style-type: none"> - Included in Board packet. - Revisiting a policy passed previously. - first line says \$500, but should say \$375 - 2 cases re: consecutive service - medical leave and approved year of leave. Otherwise served consecutive years, not worked, left and returned. 	<p>Tala motioned to approve the Longevity proposal with amendment: \$375 scale; Chris seconded; the Board approved by consensus.</p>
<p>Committee Reports -- Questions Only</p>	<p>None.</p>	
<p>New Business</p>	<p>Grievance + Complaint policy proposal (including by law changes)</p>	

	FY24 budget planning LRP discussion.	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, May 10th, 2023 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Kathleen S Drinks: Chris Newsletter blurb: Andrew	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:31 p.m.	Tala motioned to adjourn the meeting; Matt seconded; the meeting was adjourned.

Tentative Agenda Topics for the April Board Meeting:

Grievance + Complaint policy proposal (including by law changes)

FY24 budget planning

LRP discussion.