

**Hilltown Cooperative Charter Public School**

Board of Trustees Meeting Minutes – Wednesday, May 11th, 2022, 6:30 pm

- Location:** HCCPS and Zoom
- Present:** In-person: Kate Saccento, Kathleen Szegda, Daniel Klatz, Chris Korczak, Kathleen Hulton, Matt Dube, Joe Wyman, Sara Scheiffelin, Kate Ewall  
 By Zoom: Marguerite Durant, Emily Boddy, Rashida Krigger, Tala Elia
- Regrets:** Rich Senecal
- Facilitator:** Matt
- Notetaker:** Bill Sweet
- Guests:** In-person: Kelly Vogel  
 By Zoom: Andrew Cote, Bill Sweet, Cait Browne, Myssie Casinghino, Landon,
- List keeper:** Kathleen S.
- Timekeeper:** Chris
- Mission statement read by:** Kate S.

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Announcements, appreciations, acknowledgments</b>	Joe Wyman read the mission statement.  Kate Saccento gave a shout-out to Emily and Sara for their work on the packets and notices. Matt Dube gave a shout-out to Nurse Mary for National School Nurse Appreciation Day.	
<b>Any Thank You Notes Needed?</b>	None noted	
<b>BOT Visibility This Month?</b>	Rashida Krigger noted there is an upcoming Tuesday Coffee Hour, as usual. Marguerite Durant added: 5/13 6:30 pm Prisms coffeehouse, 5/17 6 pm Hamhilltown, 5/18 9 am Hamhilltown, 5/25 8:40 am Il Teatro, Annual meeting 6:15, 6/3 musical, 6:30 pm  Also, Annual Meeting, May 25, 6:30	

<b>Minutes</b>	Minor spelling and grammatical errors corrected. Minutes approved	Sara motioned to approve the April 13th meeting minutes; Kathleen S. seconded; the Board approved the April 13th meeting minutes by consensus. Sara motioned to approve the April 27th meeting minutes; Kathleen H. seconded; the Board approved the April 27th meeting minutes by consensus.
<b>Public Comment</b>	none	
<b>Equity Team Visit: (Discussion) Equity Team</b>	Rashida reported that the meeting did not happen yet.	
<b>Health + Safety Update: H+S Team</b>	This week's and last week's pool tests were negative, and the school is continuing with a masks-optional policy. While rates are increasing in the community at large, there hasn't been an increase in hospitalization.	

<p><b>FY23 Budget: (Update) Finance</b></p>	<p>Kate Saccento reported that the Finance Committee will be back next month with a proposal for an FY23 budget. While it's early to see exactly what the state figures are, she said the current forecast looks promising.</p> <p>There will probably be a small bump up as the budget currently does not include an impending \$150 per student increase in tuition, she said.</p> <p>The third grant available over three years, we are using a small portion this year and spreading out over the next two years. This is connected to COVID relief. Also, we are budgeting conservatively concerning Medicaid, as money coming in for that is down.</p> <p>They will need to make some adjustments in the salaries line, as we are filling two Atelier positions, and will have some teaching assistant positions over the summer. Also, there's a 5 percent increase for the admin team.</p> <p>Matt mentioned that there will be a placeholder item in the budget for the director's position.</p> <p>Kate said it looks like there is a \$10,000 reduction in educational supplies because the line item was revised up last year because of a surplus. There will be other items that will be scaled back like that. The Massachusetts Charter Public School Association will be increasing its membership fee. Also, there needs to be a discussion about the line item for the class trip for older students (the DC trip has been canceled two years in a row).</p> <p>Dan Klatz asked why in line 135, FICA goes up \$90,000. No one knows, Kate replied, agreeing that it does seem like an error and will look into it.</p> <p>Dan asked if the budget reflected some of the staffing changes discussed at the previous meeting. Kate replied that there is a placeholder for the new director, and money is being set aside for the behaviorist. Money for the teacher leaders is being allocated from line 32, "program stipends," she said.</p>	<p>The budget will be brought in June</p>
<p><b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team</b></p>	<p>Kathleen H. and Rashida reported that they have been working on a JEDI component for the draft long-range plan. Kathleen said they don't have any JEDI education for the board ready at this time.</p>	<p>Different time for Equity meeting to visit</p>

<p><b>New Board Member Recommendations: (Discussion + Decision) GABS</b></p>	<p>Emily Boddy, thanking Joe Wyman for his service to the board, said GABS is recommending that the BOT appoint Andrew Coate as of July. Andrew is a parent of a kindergartner and a frequent attendee of BOT meetings and has been serving for many months on the Personnel Committee. This would maintain the two-thirds representation (10/15) of parents on the board. Andrew, speaking via Zoom, said his background in working with nonprofits should prove helpful to his work for the Board. With regret, he said he would not be able to attend the Annual Meeting.</p>	<p>Vote to appoint Andrew Coate to be held at the June meeting</p>
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<p><b>Bereavement Policy: (Decision) Personnel</b></p>	<p>Lara Ramsey presented a draft proposal to change the school’s bereavement policy. Currently, all employees have three days for bereavement leave. The Personnel Committee has determined that this is not sufficient in some cases. The committee has proposed to increase that to five, in the case of employees with a death in the immediate family (parent, sibling, spouse, child, grandchild, and comparable step-relatives). Three-day leave would remain available in the case of in-laws or comparable step-relatives, or at the discretion of the directors. Other exceptional cases may be granted at the discretion of the directors as well. She said that there have been several deaths in the past year and a half in the immediate family of individual staffers, and three days just hasn’t been enough time, so instead of regularly granting exceptions, the committee felt having a new standard would take some of the onus off of the directors.</p> <p>Dan expressed concern about the new policy having a hierarchy of relationships for which three days were given, or five. He suggested this would create an unsafe environment for bereaved employees asking for time off. He suggested having a comprehensive list, and language indicates leave time of “up to five days.” He also noted that grief is very individual, and people may need time in cases of the loss of someone not on the list (pets, for instance).</p> <p>Andrew Coate mentioned that it is standard in other communities for the director to consider exceptions to bereavement. Sara Schieffelin agreed that the situation can get murky as families are all different.</p> <p>Dan said that the director ideally should not be directly involved in the decision. However, Lara pointed out that directors are directly involved in decision-making over granting unpaid days for family emergencies. Dan countered that creating tiers of different kinds of loss would put a burden on the directors.</p> <p>Following more discussion, Matt concluded the consensus was to send the amendments back to the committee. Overall, the Board supported the changes but felt the third bullet point about the discretion of the director needed to be altered.</p>	<p>Bereavement policy going back to committee</p>
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<p><b>Annual Meeting: (Discussion + Decision) GABS</b></p>	<p>Emily opened the discussion of the Annual Meeting Schedule. Marguerite sent a detailed email about her vision for the music portion, that it would be about 30 minutes. There was a discussion about how to best fit this with a meeting that has already been announced for 6:30 pm. There was concern that it was too close to the meeting to change the start time to 6 pm, and that would cut into families’ after-school schedules, and starting with a half-hour music program at 6:30 might stretch the meeting too late. Matt said that much of the program would not take very long.</p> <p>The most involved part of the program would be at the end, the breakout groups led by Kathleen and Rashida, which Rashida described as a “debrief and reset” to envision a post-pandemic Hilltown. There was a consensus to push the end time of the meeting to 8:15.</p>	<p>Consensus to move the end time to 8:15 to accommodate the music program.</p>
<p><b>Hiring Committee: (Update) Kathleen S.</b></p>	<p>Kathleen Szegda reported that the hiring committee was formed, made of Kate Saccento, Rashida Krigger, and Tala Elia, with teacher representation by Gina Wyman and Cait Browne.</p> <p>The position was posted internally and externally, and they’ve received 14 applications and counting. Plans are to interview the week of 5/16. There were no internal applicants.</p>	
<p><b>Committee Reports -- Questions Only</b></p>	<p>none</p>	
<p><b>New Business</b></p>	<p>voting in officers; committee chair; Q3 financials; FY23 budget; director salary proposal</p>	
<p><b>Meeting Wrap-Up/ Evaluation</b></p>	<p>Next Meetings: Wednesday, June 8th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. Snacks: Matt Drinks: Kathleen Newsletter blurb: Joe</p>	
<p><b>Review Action Items</b></p>	<p>Reviewed action items.</p>	
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 7:46 p.m.</p>	<p>Kathleen S. motioned to adjourn; Kate E.</p>

		seconded; the meeting was adjourned.
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**Tentative Agenda Topic for the June 8th Board Meeting:** voting in officers; committee chair; Q3 financials; FY23 budget; director salary proposal