

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes– Wednesday, July 13th, 2022, 6:30 pm

Location: HCCPS and Zoom

Present: In-person: Kate Saccento, Chris Korczak, Kathleen Hulton, Matt Dube, Sara Schieffelin, Rich Senecal, Tala Elia, Andrew Rosehill-Coate

By Zoom: Emily Boddy (joined at 7pm), Dan Klatz, Rashida Krigger

Regrets: Kathleen Szegda, Kate Ewell

Guests: In-person: none

By Zoom: Gina Wyman, Rebecca Belcher-Timme (joined at 7pm)

Facilitator: Tala

Notetaker: Sara

List keeper: Chris

Timekeeper: Rich

Mission statement read by: Kate S.

Topic	Discussion	Action (if necessary)
Announcements, appreciations, acknowledgments	Kate appreciated Rebecca and Gina for their work as teacher leaders. Sara welcomed Andrew to the BOT. Sara thanked Emily for her support in clerk duties over the past year.	
Any Thank You Notes Needed?	None noted	
BOT Visibility This Month?	None noted	
Minutes	No changes noted.	Sara motioned to approve the June 8th meeting minutes; Rich seconded; the Board approved the June 8th meeting minutes by consensus. Matt motioned to approve the June 15th meeting minutes; Sara seconded; the Board approved the June 15th meeting minutes by

		consensus.
Public Comment	None	
Health + Safety Update: (Update) H+S Team	No update from H and S.	
Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team	<p>Kathleen shared that she and Rashida are working on the JEDI portion of the LRP.</p> <p>Rashida presented an activity about perfectionism related to dominant structure (see slides and definitions in packet).</p> <p>Conversation about the definition of perfectionism, and how it shows up in individuals and organizations.</p> <p>Conversation about the difference between perfectionism and excellence.</p>	
Retiring Bot Meeting Health + Safety Updates: (Discussion + Decision) Tala/Matt	<p>Tala shared a proposal to retire H and S up-dates from the BOT meeting due to COVID changing less rapidly than previously. Kate noted we were advised by the state to have less standing agenda items that are vague, and this agenda item would be consider under that category. Question about why the state made this recommendation–Kate explained that more specific agenda items help communicate to the public and BOT members what is going to be discussed at a meeting. Question asked about if the H and S team would continue to meet regularly next year. Tala and Kate answered that hasn’t been determined yet, though moving forward it would likely meet on an ad hoc basis.</p>	<p>Emily motioned to retire the regular H and S standing agenda updates; Chris seconded; the motion was approved by consensus.</p>
Staff Vaccination Policy: (Decision) H+S	<p>Kate S. read policy (see text in packet) regarding voiding of current staff vaccination policy. Tala reminded the team that the initial policy was passed by the BOT so any amendment or change would have to be approved by the BOT.</p> <p>Suggestion was made that language be included in the new policy that things could change in the future.</p> <p>Question about if Hilltown requires other vaccinations for staff. Answer that it is not a requirement in the state of MA.</p> <p>Questions about if existing staff all adhered to the initial policy to get a primary series of vaccines. Answer–yes, all staff complied.</p>	<p>Matt motioned to approve the proposal to void staff vaccination policy with amendment to include language that BOT has the right to review and change this policy; Chris seconded; policy with amendment was approved by consensus.</p>

<p>FY 22 Surplus: (Update + Decision) Kate (10 min)</p>	<p>Kate shared that at the current look at FY22 budget we have an approximately surplus of 100K after depreciation, which is larger than last year. Kate asked for the BOT to provide feedback regarding what to do with the surplus. Ideas: bonus for staff; if we don't do anything it goes into our account; we need a new play structure in a few years. Reminder that last year we awarded \$2000 bonuses per regular employee with an FTE of .5 or greater with at least a half school year of employment (93 days), prorated by FTE and prorated for days of service.</p> <p>Comment that smaller bonuses might make sense since we need to pay principal on the building.</p> <p>Question about how bonuses were received by staff last year. Kate reported there positive feedback.</p> <p>Rashida agreed that she appreciated the bonus, and that others she spoke to did as well. Reminder that it is not something that staff should expect, as we do not always have a surplus or may need to use a future surplus for others things..</p> <p>Question about things that were put off due to supply chain issues and if we expect to pay that this year?</p> <p>Kate replied it was mostly for landscaping and technology.</p> <p>Comments by many BOT members that we should give as much to staff as we can given the difficulty of the year and inflation. Idea to decide what we need to keep then divide the rest up for teachers.</p> <p>Question about what our current interest rate is—in the low 2%. Comment that we should give the bonuses now, rather than paying off the principle, given economic circumstances and impact it would have on staff.</p> <p>Reminder that we have \$400,000 in reserves—comment that this can be used for principal, in which case all the surplus should be used to pay staff bonuses</p>	<p>Matt motioned to approve the proposal that the FY22 surplus be used to give bonus of \$2,000 per regular employee with an FTE of .5 or greater with at least a half school year of employment (93 days), prorated by FTE and prorated for days of service; Chris seconded; the proposal was approved by consensus.</p> <p>Bonuses will be given.</p>
<p>Committee Roles: (Update) GABS (10 min)</p>	<p>Sara shared BOT roles for next year (see list in packet). Question about if non-BOT members are included on the list. Edit made to include Kate, Rashida and Laura on LRP committee.</p>	

<p>BOT Retreat: (Discussion)</p>	<p>Discussion about BOT retreat and if we should wait until the fall in order to include Laura, who does not start until Aug. 22nd..</p> <p>Comment that we should discuss the content of the meeting before deciding on the date as that might help us determine when to hold the retreat. Comment that it might be good to have the retreat be one of the first things Laura does in order to get to know the BOT.</p> <p>Kate noted that Laura’s first two weeks are very full, so it would be better to wait.</p> <p>Comment that August is difficult to gather due to vacations.</p> <p>Reminder about what we discussed at last year’s retreat: LRP, JEDI, and learnings from previous year.</p> <p>Suggestion that we could do a social event instead of or in addition to the retreat.</p> <p>Discussed some ideas for what should be on the retreat agenda? Setting intentions/goals for the BOT?</p> <p>Kathleen H. noted she and Emily were asked to make a survey about people’s experience of being on the BOT and this might be a good agenda item..</p> <p>Proposal to have a welcome gathering for Laura followed by a BOT retreat with agenda TBD.</p>	<p>Tala will send out doodle-poll to determine dates for social gathering and BOT retreat.</p>
<p>BOT Bylaws: (Discussion) Kate</p>	<p>Kate shared that based on feedback from the state we need to change language in by-laws from “administrators” to actual titles of roles in a few places.</p>	<p>Chris motioned to approve the change in language in by-laws from “administrators” to actual titles of roles; Matt seconded; the motion was approved by consensus.</p> <p>Kate will make the change to the by-laws and will share new document with GABS, will update in the BOT book and will submit the amendment to the state.</p>

Updating Bullying Policy: (Update + Decision) Kate	Kate shared an update to bullying policy that was recommended by state (see text in packet). Kate made a proposal that Laura, as Director of Teaching and Learning, form a committee to review and revise the policy.	Matt motioned to pass the proposal as submitted; Rich seconded; the proposal was approved by consensus. Kate will update the bullying policy per recommendation of the state. Laura will form a committee to review and revise the policy.
Committee Reports -- Questions Only	None	
New Business	None noted	
Meeting Wrap-Up/ Evaluation	Next Meetings: Wednesday, Aug. 10th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S. . Snacks: Tala Drinks: Chris Newsletter blurb: Matt	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:12 p.m.	Sara motioned to adjourn; Kathleen H. seconded; the meeting was adjourned.

Tentative Agenda Topic for the Aug. 10th Board Meeting: