

**Hilltown Cooperative Charter Public School**

Board of Trustees Final Meeting Minutes –Thursday, July 22nd, 2021, 6:30 pm

**Location:** Zoom  
**Present:** Kate Saccento, Matt Dube, Sara Schieffelin, Kathleen Szegda, Kate Ewall, Kathleen Hulton, Emily Boddy, Daniel Klatz, Margurite Durante, Chris Korczak, Rich Senecal  
**Regrets:** Joe Wyman, Lara Ramsey, Tala Elia, Dawn Reesman  
**Facilitator:** Matt  
**Notetaker:** Sara  
**Guests:** Carla Clark  
**List keeper:** N/A  
**Timekeeper:** Chris  
**Mission statement read by:** Dan

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Public Comment</b>	none	
<b>FY21 Bonuses (Discussion and Decision)</b>	<p>Discussed year-end bonus for staff due to budget surplus (around 70K).                      Explanations of why we have a surplus include: overestimation of tuition; testing costs covered by state (unanticipated); less spending in other categories because of COVID; grants; conservitative spending overall.</p> <p>Explored and discussed models for bonuses, including: percentage (e.g. 2% or 3% pro-rated for FTE); FTE bonus at set rate (e.g. 1%) then prorate based on FTE status; set rates for each tier of employees (e.g. \$3,000 for directors, \$2000 for teachers, \$1000 for TA, and \$500 for staff); same amount for everyone and prorated based on FTE status.</p> <p>Another option mentioned was to add surplus to the reserves. Clarification that money can't be used for anything else because the fiscal year is over.                      Comment about the need to update technology/materials.</p> <p>Acknowledgement of the extra hours/work the directors put in. Acknowledgement of the extra work all school employees put in.                      Comment that director salaries should be looked at in the future as they are not competitive with other</p>	<p>Chris made a proposal for \$2000 to be awarded to all regular employees with an FTE of .4 or greater who worked the entire FY21 school year (185 day minimum) prorated by FTE.</p> <p>Action Item: Bonuses will be distributed</p>

	<p>charter schools. Clarification that directors' salaries are set every three years, and that this will be on the BOT agenda this year.</p> <p>Team agreed to give a set amount for everyone, prorated based on FTE status, with benefits of this model over others including: improving morale after a challenging year; and economic benefit from a social justice perspective.</p> <p>Question and discussion about who should be included in receiving bonuses, and clarification that bonus will be prorated based on FTE status.</p> <p>Kate and Carla were officially thanked for work on this.</p>	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 7:15 p.m.	Dan motioned to adjourn; Kathleen S. seconded; the meeting was adjourned.