

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, May 12, 2021, 6:30 pm

- Location:** By Zoom (pursuant to Governor Baker’s March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law)
- Present:** Kate Saccento, Lara Ramsey, Deirdre Arthen, Matt Dube, Dawn Reesman, Rich Senecal, Noelle Barrist Stern, Kelly Woods, Paula Ingram, Sara Schieffelin, Chris Korczak, Kathleen Szegda, Tala Elia, Jen Matos
- Regrets:** Jill Richmond, Joe Wyman
- Facilitator:** Matt
- Notetaker:** Noelle/Sara
- Guests:** (As listed in the Zoom participant information) Gabrielle Blaustein, Kathleen Hulton, Dan Klatz, Myssie Casinghino
- List keeper:** N/A because of “raise hand” function on Zoom
- Timekeeper:** Chris
- Mission statement read by:** Lara

Topic	Discussion	Action (if necessary)
Announcements/ Appreciations/ Acknowledgements	Lara noted that it is school nurse week and appreciated Mary for all of the work she has done this year. Jen appreciated Lara for an excellent training she recently organized.	
Any Thank You Notes Needed?	None	
BOT Visibility This Month?	The annual meeting is on May 19th. Board members should plan to attend.	
Minutes	No edits proposed	Chris moved to approve the April meeting minutes; Dawn seconded; the Board approved the April meeting minutes by consensus.

Public Comment	None	
Justice Equity Diversity Inclusion (JEDI) - (Update) JEDI committee	Jen announced that the Board JEDI training will be on May 27th and June 3rd from 6:30 p.m. to 8:30 p.m. Kathleen and Jen said that Board members are to attend both trainings.	
Hiring Update: Update (Lara)	<p>Lara thanked those who volunteered to be on the hiring committees. She said that they had surveyed parents to see who would be willing to serve on hiring committees in the future.</p> <p>There have been 30 applications for the 1-year K/1 position.</p> <p>There were three finalists for the 6th, and 7-8th grade positions. Two finalists have chosen positions closer to home.</p> <p>These positions will likely be reposted, and the 7-8th grade position might be changed to just science, instead of science and math. There is one more interview this week.</p> <p>The posting for the Humanities position is going out this week.</p> <p>Lara noted that we are posting in more places than ever before and many parents and teachers are assisting in the search.</p>	
Planning for Annual Meeting: (Update) GABS committee	<p>Noelle reminded committee chairs about the reports to be presented at the annual meeting and that they should be short-- 5 minutes total for all.</p> <p>Noelle also noted members being proposed will be asked to say why they are interested in being on the board. This includes Kathleen and Tala because they are being approved retroactively.</p> <p>Deidre reported that the agenda for the meeting is posted and the packet will go out tonight.</p> <p>Kelly asked about what is being included in the packet for the annual meeting and Deidre clarified.</p>	<p>Chairs will plan brief presentations for the annual meeting.</p> <p>Noelle will send an email to new members being proposed reminding them about making a statement about why they want to join the BOT.</p> <p>Deidre will send out the invitation and meeting packet tonight.</p>
Board Succession Planning/New Members: (Update and Discussion) (GABS)	<p>Sara shared that Jill will be leaving the board, and thanked Jill for her service.</p> <p>Sara reported that GABS is proposing Dan Klatz as a new member, and asked the BOT to vote to approve him to present at the annual meeting.</p>	<p>Tala moved to approve Dan as Board member; Noelle seconded; the</p>

	<p>Sara also reported that GABS is proposing approving Joe retroactively for his second term.</p> <p>Sara stated officer and committee chair roles are set for next year as approved at last month’s meeting, and that new BOT members will be assigned committee roles at a future meeting.</p> <p>Deidre offered a reminder that new members, members that joined mid-year last year, and Matt and Joe need to be re-approved at the annual meeting.</p> <p>Dan shared his reasons for wanting to join the board, stating he loves the school, and would like to be involved in a different way.</p> <p>Kelly asked Dan if he is comfortable shifting positions, and noted others in the community might wonder this as well. Dan spoke to the difference between the board, which is governance, and directorship, which is management, and that he will be mindful of this distinction as a board member.</p> <p>Dawn asked about when to make the transition in leadership roles. Deidre clarified that July is when the new year starts, so officially somewhere between June and July. Noelle recommended starting leadership transition now.</p>	<p>Board approved the proposal by consensus.</p> <p>Chris moved to approve Joe retroactively for a second term; Kathleen seconded; the Board approved the proposal by consensus.</p> <p>Chairs/officers will plan for transition to new leadership, and begin to work with in-coming chairs/officers.</p>
<p>FY 22 Budget: (Update) Kate</p>	<p>Kate shared part 2 of the budget process overview (see slides).</p> <p>Important notes: 2% increase projected.</p> <p>Additional grant funding:</p> <ol style="list-style-type: none"> 1) \$85,000 through ESSER II grant to cover COVID-related expenses 2) SOA (Student Opportunity Act) \$17000 grant for early literacy and teacher workforce diversification 	
<p>In-person Update: (Update) Directors</p>	<p>Deidre shared that there will be a Prism’s Dance.</p> <p>Lara shared that there are currently 8 remote students. 4 are kindergarteners. May 24th families can change their minds and come back in person.</p> <p>School is busy, and people are connected. FOH continues to bring food and treats.</p> <p>Less students than predicted by the crisis team have needed significant social/emotional support. Still have some students with very high needs who can’t be in the classroom, including some students who need 8-3pm one-on-one attention. School is getting creative with support/interventions, including: walking breaks, check-ins with Emilie and Mary, time in Lara’s office, hiring extra TA and subs, and expanding roles of hall</p>	

	<p>monitors.</p> <p>Tala asked how much of the extra support we will have to maintain for next year. Lara replied that we don't know yet as there many moving parts and things to consider. School is getting input about this from consultants.</p> <p>Dawn thanked Kate and team for work on drop-off and dismissal procedures.</p>	
Committee Reports--Questions Only	<p>Matt asked about having BOT meetings in person again. Dawn asked if we can have a blended meeting--in person and virtual option. Kelly noted that having virtual options makes meetings more accessible to families, and asked what the current rules about OML are.</p>	<p>Matt and Deidre will send out a poll to BOT members about going back to in-person meetings.</p> <p>Kelly will look into OML/guidelines regarding hybrid meetings.</p>
New Business	<ol style="list-style-type: none"> 1) JEDI committee status. 2) Fiscal '22 budget 3) Coordinator of Community and Family Engagement position 	
Meeting Wrap-Up/ Evaluation	<p>Next Meeting: June 9, 2021 at 6:30 p.m.</p> <p>Facilitator: Matt</p> <p>Snacks: N/A</p> <p>Drinks: N/A</p> <p>Newsletter blurb: Dawn,</p>	
Review Action Items	<p>Reviewed action items.</p>	
Adjournment	<p>Meeting adjourned at 7:29 p.m.</p>	<p>Dawn motioned to adjourn; Kelly seconded; the meeting was adjourned.</p>

Tentative Agenda Topics for June 9, 2021 Board Meeting:

JEDI committee status.

Fiscal '22 budget

Coordinator of Community and Family Engagement position