

**Hilltown Cooperative Charter Public School**

Board of Trustees Final Meeting Minutes – Wednesday, July 14th, 2021, 6:30 pm

**Location:** HCCPS and via Zoom  
**Present:** Kate Saccento, Lara Ramsey, Matt Dube, Dawn Reesman, Rich Senecal, Sara Schieffelin, Kathleen Szegda, Tala Elia, Joe Wyman, Kate Ewall (via Zoom), Kathleen Hulton, Emily Boddy (via Zoom), Daniel Klatz, Margurite Durante (via Zoom),  
**Regrets:** Chris Korczak  
**Facilitator:** Matt  
**Notetaker:** Sara  
**Guests:** Gina Wyman, Kerri Simonelli, Rebecca Belcher-Timme, Cait Browne, Missy Cassignio, (As listed in the Zoom participant information), Grace Mrowicki (in person)  
**List keeper:** Dawn  
**Timekeeper:** Tala  
**Mission statement read by:** Tala

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Announcements/ Appreciations/ Acknowledgements</b>	Matt announced that Jen is leaving BOT and thanked her for her service. Sara and Kate announced that all new BOT members have been officially approved by DESE.	
<b>Any Thank You Notes Needed?</b>	Lara thanked all the volunteers--parents, teachers, BOT members-- involved in the hiring process	
<b>BOT Visibility This Month?</b>	Nothing noted	
<b>Minutes</b>	No changes.	Matt moved to approve the June meeting minutes; Kathleen H. seconded; the Board approved the June meeting minutes by consensus.
<b>Public Comment</b>	None	

<p><b>Justice Equity Diversity Inclusion (JEDI): (Update) JEDI committee</b></p>	<p>Kathleen said there is no update aside from the proposal as discussed below.</p>	
<p><b>JEDI Proposal: (Discussion + Decision) JEDI Team</b></p>	<p>Kathleen shared the proposal (see proposal in meeting packet) on JEDI committee formation. Joe and Kathleen shared ideas committee has generated about how JEDI could function. Lara talked about the importance of, and how to build, a diverse BOT and noted this is also a GABS responsibility. She also noted collecting data related to JEDI is important for the BOT to have in terms of informing governance. Dan asked if JEDI is a standing or ad hoc committee, and said we need to be clear about this, and the committee’s purpose. Dan proposed having JEDI meet with each committee at the beginning of year to set goals related to JEDI. Sara shared that each committee is responsible for JEDI work within their committees, and uses the JEDI committee to advise and guide. Matt asserted that JEDI should be a standing committee. Dan proposed amending the current proposal to state that it is a standing committee, and suggested that JEDI works with GABS to develop a description. He and Lara shared a standard format template that JEDI can use. Related to the number of BOT members that JEDI is asking for, Dawn shared concerns about the amount of work BOT members are already doing and reminded the team that the LRP committee also is being formed, and that the BOT is already stretched thin. Tala suggested taking limits off the number of parents/community members for the committee in order to decrease the number of BOT members needed. Dan shared that in the past, committees only had one BOT member a piece, and were made up of community members, parents and teachers, and recommended moving in that direction again to avoid overtaxing BOT members. Team discussed how the JEDI committee would function--separate meetings to come up with training etc or attending other committee meetings to help them with JEDI? Tala noted that we don’t need to figure out the specifics now in order to form the committee.</p>	<p>Dan moved to approve the formation of JEDI as a standing committee of the Board; Joe seconded; the Board approved the formation of JEDI as a standing committee by consensus.</p> <p>The JEDI committee will create a revised proposal based on standard format template as shared by Dan and Lara.</p>
<p><b>Hiring Update- (Update) Lara + Kate</b></p>	<p>Lara shared that we have 3 new teachers hired: Tori LaVerdiere 7th grade science; Emily Endris 4/5th grade; Mtali Banda Prisms' English Language Arts &amp; Literature. Prisms will be restructured, with each of the 4 teachers teaching a subject and all students will</p>	

	<p>have all teachers.. There are finalists for the 6th grade position. Kindergarten search is on-going.          Kate shared that Cait Browne accepted the Academic Support Coordinator position, and the team is going through resumes for the special education teacher position currently. The Family and Community Engagement position has been posted internally and externally, and there are some candidates.</p>	
<p><b>HR Knowledge Update: (Update) Matt</b></p>	<p>Matt shared about the exit and stay interview process. An external HR firm was used. Kathleen S. and Matt will present the findings of these interviews at the next BOT meeting.</p>	
<p><b>GABS Update on Committee Roles, Orientation, etc: (Update + Discussion) GABS</b></p>	<p>Sara facilitated a discussion to review current and assign new committee roles:</p> <p>Matt Dube- President, Domain Counsel          Kathleen Szegda- Vice President, Domain Counsel, JEDI Committee          Kate Saccento- Domain Counsel, Facilities Committee, Finance Committee          Lara Ramsey- Domain Counsel, Personnel Committee          Joe Wyman- Facilities Committee Chair, JEDI          Dawn Reesman- Personnel Committee Chair          Rich Senecal- Finance Committee Chair, Treasurer          Sara Schieffelin- Clerk, GABS Committee Chair          Chris Korczak- ** see action item**          Tala Elia- Personnel Committee          Emily Boddy- GABS Committee          Kate Ewall- Personnel Committee          Kathleen Hulton- LRP Committee          Daniel Klatz- LRP Committee          Margurite Durante- LRP Committee</p> <p>Discussion about how the LRP committee should be created. Dan offered the history of formation of the past two LRP committees.</p> <p>Matt noted that we need to look at recruiting more community members. Dan noted the difficulty in</p>	<p>**Sara will ask Chris about switching from finance to facilities committee</p> <p>Sara will ask Grace to update Hilltown website with new BOT members and committee roles</p>

	<p>recruiting community members and asked what would make this a compelling place to serve? Kathleen H. suggested trying to recruit parents of alums. She also suggested reaching out to community members and saying that we need help in the area of JEDI.</p> <p>Emily commented about the importance of accessibility and noted that Zoom makes it easier for more people to join/participate in meetings.</p> <p>Dawn asked about how we recruit for parents. Tala noted that it would be important to let people know that they don't need specific experience in order to serve.</p> <p>Kathleen H. noted that the volunteer questions that get sent out at the beginning of the year feel intimidating and could dissuade people from joining, and suggested these be revised. Dan noted that word of mouth is important and he and Sara noted all members of the BOT are responsible for recruiting.</p> <p>Sara announced that new member orientation will take place in Sept. and GABS plans to combine orientation with an open-house recruitment event. GABS also plans to host recruitment events during coffee hours this year.</p>	
<b>Board Retreat: (Discussion) Matt</b>	<p>Matt would like help organizing the BOT retreat in August. Will send Doodle Poll to find a date. Shared ideas for what we would discuss at retreat, including processing last year, ideas for LRP.</p>	<p>Lara will reach out to Smith to see if MacLeish Center is available.</p>
<b>Committee Reports -- Questions Only</b>	<p>none</p>	
<b>New Business</b>	<p>Director evals, HR knowledge</p>	
<b>Meeting Wrap-Up/ Evaluation</b>	<p>Next Meetings: Wednesday Aug. 11th, Thursday Sept. 9th, 2021 at 6:30 p.m. in-person and zoom  Facilitator: Matt  Snacks: Matt  Drinks: already provided  Newsletter blurb: Joe</p>	<p>Joe will write newsletter blurb</p>

<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8 p.m.	Joe motioned to adjourn; Dawn seconded; the meeting was adjourned.

**Tentative Agenda Topics for August 11th, 2021 Board Meeting:  
Director evaluations, HR knowledge**