

HCCPS Board of Trustees
Meeting Agenda
March 10th, 2021 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81426027291?pwd=ZkZJT1NuUEVvK3lTeUNELzNMaDVmdz09>

Meeting ID: 814 2602 7291 Passcode: hilltown

The Hilltown Cooperative Charter Public School was founded in 1995 as a Massachusetts Public Charter School. Our mission is:

- To engage students in a school that uses experiential, hands-on activities, the arts, and interdisciplinary studies to foster critical thinking skills and a joy of learning.
- To sustain a cooperative, intimate community of students, staff, families and local community members, which guides and supports the school and its educational program.
- To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Facilitator: Matt Dube

6:30 Welcoming (read mission statement): (10 min)

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

6:40 Public Comment period: (10 min)

6:50 Justice Equity Diversity Inclusion (JEDI): Jen (10 min)

7:00 Planning for Annual Meeting: (Update) GABS (5 min)

7:05 Board Succession Planning: (Update) Noelle (5 min)

7:10 Budget Process Overview: (Update) Kate (10 min)

7:20 Director Role Review Committee: (Proposal + Decision) Review Committee (20 min)

7:40 Revised FFCRA Proposal: (Update + Decision) Kate (5 min)

7:45 In-Person/Hybrid/Remote: (Update & Discussion) Directors (15 min)

8:00 Committee Reports -- Questions Only (5 min)

8:05 New Business (5 min)

8:10 Meeting Wrap-up/Evaluation/Newsletter Blurb/Minutes Finalization (5 min)

8:15 Review Action Items in this meeting's minutes (5 min)

8:20 Adjournment

Hilltown Cooperative Charter Public School

Board of Trustees DRAFT Meeting Minutes – Wednesday, March 3, 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, Jen Matos, Chris Korczak, Joe Wyman, Kathleen Szegda, Jill Richmond, Tala Elia
- Regrets:** None
- Facilitator:** Matt
- Notetaker:** Noelle
- Guests:** (As listed in the Zoom participant information) Emilie Woodward, Dawn Graichen-Moore, James Boddy, Helen, Amy’s iPhone, Rachel Lauder, Chris Dietrich, Jess Berrien, Cindy Mahoney, Cait, Ian Lauder, Jessica Morris, Andrea Hearn, Ellen O’Neil, Jennifer Hayhurst, Kathleen Hulton, Katie and Scott, Kerri Simonelli, Lily Newman, Marguerite Duran, Mary Price, Meg Colenback, Melysa Friedman, Michaela Litzner, Myssie & Jessie Casinghino, Nina F., Polly Normand, Rachel Maoire, Rebecca Rose-Langston, Tamara Kupfer, Tom, Zoe Klatz, Rebecca Belcher-Timme, Sara Lunt, Ben’s iPhone, Carol McMurrich, Sarah Bittenwieser, Gaby Blaustein, Gina, Tom, J Blue, Winnie Family, Joanna, Jenn, Anne Remick, Tamara Kupfer
- List keeper:** N/A because of “raise hand” function on Zoom

Topic	Discussion	Action (if necessary)
Directors’ Plan for In-Person Learning	<p>Lara presented the proposal dated March 3, 2021 for adding in-person time to the hybrid school schedule.</p> <p>Kelly asked whether the plan addresses the DESE requirement that there be 35 hours of live instruction every 10 school days. Lara confirmed that it does. Joe asked whether the plan will increase on-line learning time. Lara said it will not. In response to a question from Kelly, Lara stated that the plan will not impact the curriculum as imagined during a pandemic year. In response to a question in the chat as to whether this will mean more on-line classes are being taught by teaching assistants, Lara said it has not been resolved.</p> <p>In response to a question from Chris as to whether this is the most in-person time we can provide this year,</p>	Chris moved to approve the proposal as presented; Kelly seconded; the Board approved the proposal by consensus.

	<p>Deirdre stated that this proposal meets the most needs of the greatest number of people at this time. Lara said we will not be able to have more people in the building while maintaining the 6-foot distance and also provide the on-line instruction necessary to meet the required instruction hours.</p> <p>In response to a question from Noelle, Matt clarified that the committee that created the plan will continue to meet to plan for moving forward.</p> <p>There was a question in the chat about what will happen to 6th-8th students if DESE requires more in-person time in April for elementary students. Lara noted that there may be many changes and adjustments between now and the end of the year.</p> <p>Jessica Morris made a statement about how limited in-person time has been for Prisms. She thanked everyone who put the plan together for their hard work. She said that she recognizes the problem has not been caused by Hilltown, but by where society has targeted its resources. Kathleen Hulton agreed with this and said that none of the issues we are currently struggling with have been caused by anyone at Hilltown. She said that there are so many details that Hilltown needs to address, such as making sure there is sufficient time in the day for students to eat.</p> <p>Kate responded to a question in the chat about moving to a 3-foot distance protocol and said that there is always a chance the school will do it, but only in consultation with the Health and Safety Team. Kate said the team is also working on plans for what will happen if students need to be eating lunch at school. Lara said that, at some point, there might be instruction on Wednesdays, but staff is currently very full with planning on Wednesdays.</p> <p>The Directors explained that there is a meeting of the Board of Education on Friday, where the Commissioner will ask for permission to have elementary students return to school full time in April.</p>	
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	<p>There was a question in the chat about whether it would make sense to wait for the Hilltown Board to vote until the Board of Education has its meeting. Lara responded that it would not, because we do not know what the Board of Education will do.</p> <p>Kelly asked if there is anything we need to address to make sure this plan will not be stalled because of lack of resources. Matt and the Directors said there is not. In response to a question of how vaccinations will impact the plan, Matt responded that we do not know when everyone will be vaccinated and it is important to move forward with the current plan based on the information we have at this time. He reiterated that the committee will continue to meet to address these issues.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 7:20 p.m.</p>	<p>Dawn moved to adjourn the meeting; Joe seconded; the meeting was adjourned.</p>

Dear Board of Trustee Members and School Administration,

After doing some research and listening to the Board Meeting of the DOE this morning, we have some questions about how Hilltown is going to make changes to the amount of “live learning” time and when it is going to happen. Although there should have already been a change, as the DOE had voted on this back in December and the implementation date was January 19, 2021, on an emergency basis.

According to the new guidelines, that were voted in permanently this morning, the DOE is requiring districts that are operating in a Hybrid learning model to provide AT LEAST **35** hours over a 10-day period, averaged across all grades, of “live learning” time.

According to the guidelines, “live learning” means the combination of in-person and remote synchronous instruction, where synchronous instruction is defined as “learning that is directed by a teacher and that happens in real time with other students, such as during live, whole-class instruction and small group work.”

We do understand that there some districts that applied to have a waiver, but according to the board meeting this morning, only 24 districts applied for a waiver, 16 were granted and 9 of those were just to extend the start date to February 1, 2021. There were very few waivers granted and none of them were for “live learning” time less than 32.5 hours. I don’t know if Hilltown had applied for a waiver or if so, was granted.

We have calculated out what our children (Ian and Rachel) are receiving for “live learning” at this time. One is an example for 4th grade and the other is for 8th grade.

4th grader -

Mondays – None for the morning, as the other half of class is in-person.

12:30 - 1:20 = 50 minutes

1:30 - 2:20 = 50 minutes

Tuesdays - 9:15 - 11:15 = 120 minutes (although some of this is snack, recess and transition time)

12:30 - 1:20 = 50 minutes

1:30 - 2:20 = 50 minutes

Wednesday - None (assemblies and optional things do not count, like all-school and mini courses)

Thursday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:20 = 50 minutes

1:30 - 2:20. = 50 minutes

Friday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:20 = 50 minutes

1:30 - 2:20. = 50 minutes

Total for one week - 720 minutes = 12 hours

Total 10 day - 24 hours.

8th Grader

Monday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:20 = 50 minutes

1:30 - 2:20 = 50 minutes

Tuesday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

1:00 - 3:00 = 120 minutes (although some time here wouldn't count)

Wednesday - none

Thursday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:40 = 70 minutes

1:50 - 2:20 = 30 minutes

Friday - 9:00 - 10:20 = 50 minutes

10:30 - 11:20 = 50 minutes

12:30 - 1:40 = 70 minutes

1:50 - 2:10 = 20 minutes (although this is games so it really doesn't count as live instruction time)

Total for one week - 810 minutes - 13.5 hours

Total 10 day - 27

These examples show that Hilltown is falling short of the required 35 hours and must be in compliance and make up any hours that not been done from 1/19/21, prior to the end of the school year.

Please understand that we don't want our children to have more computer time, we would rather have our children be learning in-person, however, they are not getting enough hours of "live learning" and this is becoming detrimental to their education.

We would like to also note, at the DOE meeting this morning, they are going to allow the Commissioner of Education the authority to instruct districts statewide to open their classrooms full time five days a week, at least for Elementary grades first and then to the older students. The Commissioner stated that he would be seeking to end the temporary regulations that have allowed districts to be remote or hybrid. This essentially will force districts to be in-person full time.

We hope that Hilltown is planning on rectifying the "live learning" time hour requirement as soon as possible so that they can be in compliance with the DOE. More importantly, we want to know exactly when that will be happening and how it will be done. Perhaps adding "live learning" during the 11:00 hour and adding Wednesdays back in with "live learning".

Respectfully,

Rachel Lauder

Ian Lauder



Proposal to Realign the Community & Family Engagement Role

Date: March 5, 2021

Priority level: High

Approximate time needed for discussion: 20 minutes

Proposal to be presented by: Dawn Reesman/Kathleen Szegda

Proposal developed by Kathleen Szegda, Dawn Reesman, Jill Richmond, Chris Korczak

Background:

Due to an expressed imbalance in workload and responsibilities at the Director level, it was identified that a complete review and analysis of the three Director roles & responsibilities needed to be included in the next Long Range Planning process to take place in the 2020-2021 school year. Due to the COVID-19 pandemic, the board decided to delay the Long Range Planning (LRP) process as it is not good practice to develop long-term strategic plans while in a crisis.

In January 2021, the Director of Family and Community Engagement tendered her resignation with a plan to retire from the leadership role at the end of the 2020-2021 school year. This action, and the continued stress from an imbalance in workload and responsibilities at the Director level, brought forth the need for an evaluation of the Director roles, in advance of the LRP efforts, to determine what position needs to be filled for the 2021-2022 school year. A subcommittee of the board of trustees was assembled. The Vice President of the board is leading the committee with three members of the board that volunteered to participate in the subcommittee.

The subcommittee determined that a deep dive analysis of the current leadership structure of HCCPS could result in significant change at a time when additional change in the school could be disruptive and counterproductive when there is already a lot of change and disruption in place due to the pandemic. We narrowed our focus to a review of the three roles with the intention of making adjustments to current roles and responsibilities to alleviate current workload imbalance and to further align the duties to the appropriate level that the work needs to be done.



Based on a review of current Director job descriptions and interviews with the Directors (current and former), the committee has determined that there is in fact a workload imbalance at the Director level. Further analysis of the data collected resulted in the following goals to be achieved by the proposal:

- Alleviate some workload imbalance of current Director roles and responsibilities.
- Ensure fiscal responsibility by realigning work responsibilities to the level in which the work needs to be completed and by increasing the number of hours for the identified work to be completed without significantly impacting the budget.
- Short-term role/responsibility changes to meet the current workload needs with minimal disruption and later reevaluation to meet the long-term strategic goals of the school and to address additional workload imbalance for the leadership of the school.

Text of proposal:

We propose that the .6 FTE (full-time employee) Director of Community and Family Engagement role be a full-time Coordinator of Community and Family Engagement to increase the number of hours worked and to realign the duties to the appropriate level.

We propose that further review and analysis of the leadership structure should take place as a part of the LRP efforts, which means all roles (to include the Coordinator of Family & Community Engagement role) will be evaluated at that time. (The LRP will map out our long-term goals of where we want to go as a school and then it is necessary and appropriate to determine the leadership structure needed to support achieving those strategic goals.)

If this proposal is approved, the Directors' next steps in outlining the duties of the role, completing compensation analysis, etc. will be determined in Domain Council. The board subcommittee will offer support as requested (i.e., review of data collected, additional outreach/research requests, etc.).



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Potential problems/dissenting views:

- Hilltown is a cooperative public charter school. Community (within the school, outside the school, and connecting them both) is critical to the mission of the school. It may be perceived that we don't value the community and family engagement work at the same level as teaching and learning and the administration of running the school.
- Historically we have had three leaders running the school and it has worked.



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Revision of Proposal to the Board of Trustees

Subject: Rescind Approved proposal (Extending Tax Credit for Covid Sick Leave to 3/31) from January meeting and replace it with the following document to eliminate erroneous and potentially confusing language.

Date: February 4, 2021

Priority level: High

Approximate time needed for discussion: 10

Proposal to be presented by: Kate Saccento

Text of proposal: HCCPS proposes to extend the benefits granted by the Families First Coronavirus Response Act (FFCRA) through 3/31/2021. These benefits were mandated until 12/31/2020, employers now have the option to extend this program and must elect to do this voluntarily.

Goals to be achieved by proposal:

1. Ensure that regular sick-time is not used for COVID-related absences that qualify under the extension of the Families First Coronavirus Response Act (FFCRA). (Medical documentation is required.)
2. Remove an inequity that comes into play when an on-site employee is required to quarantine (and take a day or days away from work) but a remote teacher does not.

Potential problems/dissenting views:

1. Financial burden placed on the school, given that it doesn't qualify for tax credits
2. Generous sick leave policy negates the need for this, FFCRA only requires employer paid sick leave, not that it be separate from regular sick leave
3. We have the option of choosing a class of employees to offer this to (e.g. classroom teachers vs. specialists or TAs). We aren't recommending differentiating employees for this benefit, but some may believe this would provide useful flexibility.



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Domain Directors' Report March 2021

- 1. Vaccines for K-12 Staff** On March 3, Governor Baker announced that K-12 staff will be eligible to receive vaccinations on March 11th. We are hearing that this adds around 300,000 individuals who recently become eligible on March 11th, and that even before this new eligibility round, there were far more people eligible to make vaccine appointments than available appointments. We know that making appointments has been difficult and frustrating for most so far. Since the announcement, a few staff have been able to make appointments through CVS, as CVS is part of the federal pharmacy program, and receive their own vaccine distribution from the federal government separate from the allocation that the Commonwealth of Massachusetts controls. Officials are estimating that it will take a number of weeks for everyone who is eligible and who wants a vaccine appointment to get one.
- 2. Health and Safety Team Update** The school's Health and Safety Team continues to meet regularly to review the most up-to-date research and advise the Directors on on-site health and safety. There will be a co-op meeting this Thursday, March 11th at 6:30 pm for the community that will include information and discussion about health and safety protocols. The meeting will be recorded.
- 3. Special MA BESE Meeting Scheduled** The Massachusetts Board of Elementary and Secondary Education held a special meeting on March 5 at 2 pm. At the meeting, the Board approved the Commissioner's request to "adopt amendments to the Student Learning Time regulations on an emergency basis to provide [him] with the authority to determine when hybrid and remote models will no longer count towards meeting the required student learning time hours." This approval grants Commissioner Riley the authority to require full in-person learning for K-5 students in early April. We expect more detail to come in written guidance this week.
- 4. Basic Rights Workshop** SEPAC Chair Cindy Mahoney organized a Basic Rights Workshop Tuesday, March 9th. Area schools were invited to invite parents to attend.
- 5. Staffing updates:** John Van Beckum and Paula Ingram announced that this is their last year at Hilltown. Paula Yolles will be taking a one year leave of absence. Positions will be posted internally and hiring committees will be formed.
- 6. MCAS update:** MCAS tests have been postponed. For grades 3-5, the new dates are May 10-June 11. Dates for grades 6-8 are TBD.



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Domain Council Meeting Minutes- February 12, 2021

9:00 am Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUIjUT09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Dawn Reesman, Gina Wyman

Regrets: None

Topic	Discussion	Action
Problem-solving Task Force Update	<p>The communication went out to the community and Matt has received emails from teachers and parents of interest.</p> <p>Discussion on the make-up of the group. We need a group willing to come to the table and be problem solvers and willing to listen and work collaboratively toward solution.</p>	<p>Matt will reach out and talk with the people that have raised their hands and talk about interest and availability.</p> <p>The group plans to meet the week of February 15th.</p>
Schedule upcoming Domain Council Mtgs.	<p>Adjusting the March meeting to move it earlier in the month to create the agenda for Domain Council.</p> <p>Upcoming Domain Council meetings:</p> <ul style="list-style-type: none"> ● Friday, March 5 at 9:00am ● Friday, March 26 at 1:00pm 	<p>Lara updated the school calendar with the dates and Zoom link.</p>
Subcommittee Updates	<p>Director Evaluations - Kelly and Dawn are still working on defining the process for this year. will have it mapped out for the next board meeting to share as an update.</p> <p>Director role reviews - The team has met as a group and with Dan Klatz.</p>	<p>Dawn & Kelly to provide update at March board meeting or include info in the packet.</p> <p>Dawn, Chris, Jill & Kathleen to interview the Directors.</p>
MCAS update	<p>Third graders will take the MCAS test via paper since they have not mastered keyboarding skills this year.</p>	
DESE requirements on instructional time	<p>Review of synchronous learning time and some adjustments will need to be made to ensure students are receiving 35 hours of synchronous learning happening every two-week period.</p>	<p>Lara to continue to strategize and create solutions to ensure we meet the requirements.</p>



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	This will need to be front of mind as the Task Force works together	
Health & Safety Team Update	The team is waiting for CDC guidance on 3 ft distancing guidance.	
Lottery Update	~235 applications received The letters went out to the parents that have siblings joining Hilltown. Other families were notified of their number on the waitlist.	Next, send out letters to the families getting non-sibling spots.
Annual Meeting	Upcoming Annual Meeting planning. The meeting needs to include: annual reports from Chairs of Committees, election of new members, by-law changes, as applicable, and possible community discussion or performance. It can take place as early as April or as late as June.	Deirdre to talk to GaBS about planning for the 2020-2021 Annual Board Meeting
Review action items		Done
Tentative agenda topics for next meeting	March BOT agenda In-person/remote/hybrid Hiring for the Community Director position	Upcoming meeting: Domain Council needs to determine what are the programmatic and staffing needs for the budget for 21-22 School Year
Next meeting time/date/location		Friday, March 5, 9:00 a.m. https://us02web.zoom.us/j/86426378361?pwd=WDDjMk1pMHJaWUNpOXJDUFhYMUljUT09 Passcode: Domain
Adjournment		Meeting adjourned at 10 a.m.



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Domain Council Meeting Minutes- February 26, 2021

1:00pm Zoom link:

<https://us02web.zoom.us/j/86426378361?pwd=WDdjMk1pMHJaWUNpOXJDUFhYMUIjUT09>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Deirdre Arthen, Dawn Reesman

Regrets: None

Topic	Discussion	Action
FY22 Budget	<p>Budget process starting for FY22 planning.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Is the budget planning process working? • Staffing needs 	<p>Kate to provide a budget planning process update at 3/10 BOT meeting.</p> <p>Kate & Lara assess staffing needs and bring to Domain Council on March 5th</p>
Calendar Questions	<p>Professional Development Days on Friday, March 26th - should we move the day to the 19th for more planning for the upcoming schedule changes? It was determined that it is too late to change the schedule for parents/guardians/families. Can we instead adjust the progress report deadline to accommodate all the planning needs?</p> <p>Do we know if the Easthampton Public Schools has published their 21-22 School Year calendar?</p>	<p>Lara to discuss with teachers changing up planning and progress report writing days in exchange with Wed meetings/plannings.</p> <p>Kate to reach out to the contact at Easthampton Public School.</p>
DESE requirements SLT (student learning time)	<p>It is up to the management of the school to determine what counts as student learning time:</p> <ul style="list-style-type: none"> • Include morning meeting • All School • Etc. <p>We need consistent definitions for what counts as student learning time and calculate appropriately.</p>	<p>Lara to make a proposal about what counts as learning time and run it by Deirdre & Kate.</p>
Subcommittee Updates	<p>Director Evaluations - Kelly and Dawn are meeting today.</p>	<p>Dawn & Kelly to provide update at March board</p>



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	Director role reviews - Completed interviews with Kate, Deirdre, and Lara. Next steps to write up our analysis.	meeting or include info in the packet. Dawn, Chris, Jill & Kathleen to draft proposal for BOT meeting.
March 3rd Board Meeting	Agenda is on the calendar and link to Zoom.	Grace to add the meeting to the website.
Suggested agenda items for 3/10 BOT Meeting	Planning for Annual Meeting - GaBS Director Role Review - Committee Update Budget Process Overview - Kate In-Person/Remote Update - if needed JEDI Update	Matt will finalize the agenda in the coming week.
Review action items		Done
Tentative agenda topics for next meeting	Discuss staffing needs for FY22 budget development Finalize March 10th BOT agenda Debrief March 3rd BOT meeting about in person learning In-person/remote/hybrid	
Next meeting time/date/location		Friday, March 5, 9:00 a.m. https://us02web.zoom.us/j/85608328077?pwd=MkxZc25zWXRWbXAwUXdSK0ZUc0lhZz09 Passcode: pFxn7Y
Adjournment		Meeting adjourned at 2 p.m.



HILLTOWN COOPERATIVE
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Finance Committee Meeting Minutes –February 10, 2021, Zoom, 8:30 AM

Present: Carla Clark, Richard Senecal, Chris Korczak,
Kate Saccento, Lisa Plaza, Andy Tilbe
Guests: None
Regrets: Maureen Mahar
Agenda: Approve January Minutes; Review Financials

Topic	Discussion	Action (if necessary)
January Minutes	Approval of January minutes.	Rich moved to approve January minutes, Chris seconded. Approved by consensus
2nd Quarter Financial Review/Approval	Hilltown will apply for Esser Two Grant Apply by 3/31/21 \$85,000 total, \$10,000 to be used for social welfare/mental health Funds received can be used through the next fiscal year Hilltown is likely to use some of the funds for summer programs Northampton's above foundation rate is still unknown at this time	Rich moved to approve Q2 financials, Andy seconded. Approved by consensus
\$0 Balance Budget Policy Review	No charter schools use this policy per Erica Brown of the Charter School Association Kate & Carla will draft a proposal to eliminate this policy If eliminated, depreciation can be added back into the budget	No action needed



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School Auditor Update	Hilltown will hire Bernice Lord, local CPA Reasonable cost and great reviews	
Tentative Agenda Topics for Next Meeting	Approve January's minutes Review updated Financials if available Continue reviewing \$0 balance budget policy	
Next Meeting Date/Time/Location	3/10/21; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:15 AM	



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Personnel Committee Meeting Minutes
Wed., Feb 24 at 7:30am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBIQT09>
Passcode: coffeetime

Present: Nicole Grinaski, Emily Lees, Jen Matos, Kelly Woods, Lara Ramsey, Carla Clark, Tala Elia

Regrets:

Topic	Time	Discussion	Action
Meeting Roles	2 mins	Facilitator: Kelly Notetaker: Jen/ Kelly Timekeeper: All	
Highlights from Inclusive Hiring Process Workshop- suggestions for hiring processes moving forward		<p>Lara shared notes and thoughts from the recent Inclusive Hiring Process Workshop (“Building an Inclusive Hiring Process”, a workshop with Dr. Liza Talusan through AISNE.) Highlights for future reference included:</p> <p>When a hiring committee is formed an orientation meeting is held. Leverage catalyst questions to create focus on goals. Consider use of an inclusive hiring article for the Committee to read and discuss.</p> <p>Hiring Rubric developed for collective reference</p> <p>Review inclusive interviewing practices, should JEDI be involve?</p> <p>Prepare to answer “What steps do you have in place to ensure I will be successful?”</p> <p>Job Description/ Posting: signal identity and commitment to diverse candidates; requirements vs. preferred qualifications.</p> <p>How are we more inclusive? What kind of diversity and inclusion are we looking for?</p>	Create a google resource folder to support an “Orientation to building an inclusive hiring process”



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		<p>Question for consideration: are you hiring for diversity, inclusion, equity, justice? How do we look past the number alone?</p> <p>Interview questions - prepare in advance, questions should be tied to the job description - mindful of questions for “culture” vs. qualifications, consider sharing questions ahead of time?</p> <p>Separate what the candidate said vs. your feeling about what they said.</p> <p>Does the hiring committee get to consider what a failed search is? What are the options/ restrictions?</p> <p>Consider what of this content to share with the handbook for future reference.</p> <p>Create a dynamic resource folder to support an “Orientation to building an inclusive hiring process” with references to the resources and recommendations.</p>	
Annual Goal Checkin; Next Steps for Spring		<p>Discussion re what we can do to advance our JEDI goals in our next hiring process - knowing we will have roles to fill in the new year. Creation of resource file for hiring committees.</p> <p>Salary, timeline, benefits will be important to have ready and explicit upfront to the hiring process. Addresses both transparency and opportunity for advancement/ retention. (Example New Hire packets will be useful here. We can take these into consideration as we prep for posting new roles - Prospective Hiring Packet.)</p> <p>Making scales transparent and available - also need to be clear about how one is placed on the scale.</p>	Nicole will make a note on the Prospective Hire packet check list to include salary scale information in future.
New Business		Carla will be joining Personnel Committee meetings going forward as a resource. Thank you!	
Review action items	2 mins	Nicole will create the Inclusive Orientation Resource File in google - and move Lara’s notes for reference. (<u>Lara Ramsey</u> may choose to edit prior?)	



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		Nicole will make a note on the Prospective Hire packet check list to include salary scale information in future.	
Tentative agenda topics for next meeting	3 mins	Annual Goal Check-in New Business	
Next meeting time/date/location		Wed., March 31 at 7:30am Zoom link found on school calendar	
Adjournment		8:22am	