

HCCPS Board of Trustees

Meeting Agenda

June 12, 2024 6:30pm

HCCPS, 1 Industrial Pkwy, Easthampton, MA 01027

Also: Join Zoom Meeting

<https://us02web.zoom.us/j/83679293502?pwd=bjZya3FvVTFmd216WlkvZDVPLzhjZz09>

Meeting ID: 836 7929 3502

Passcode: 7dvsWu

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: Kathleen Hulton

Topic (estimated time)	Who	Action	Estimated Time
Welcoming (read mission statement): (5 mins) <ul style="list-style-type: none">● Announcements, appreciations, acknowledgements● Agenda Check: Appoint timekeeper, list keeper● Thank You Note Check● BOT Visibility this month● Approve minutes from previous BOT meetings (May 8 and May 14)	Kathleen	Decision	6:30
Public Comment (5 mins)	Kathleen		6:35
Domain Updates (10 mins) <ul style="list-style-type: none">● Staffing Update (Laura)	Laura/ Kate/ Tiffany/Kat	Update	6:40

<ul style="list-style-type: none"> • Safe and Supportive Schools Update (Laura) • Charter Renewal Visit (Kate) • Director Hiring Update (Kathleen, Lily) 	hleen/Lily		
Student Opportunity Act (10 mins)	Kate/Laura	Discussion	6:50
FY25 Budget (15 mins)	Kate	Discussion/ Decision	7:00
GABS Annual Meeting Debrief (15 mins)	Emily/Kelly	Discussion	7:15
GABS - Board Membership, Officers (5 mins)	Emily	Presentation & Decision	7:30
School Leadership Hiring - Committee Chair designation (10 mins)	Matt	Discussion/Decision	7:35
Updated hiring policy and procedures proposal (15 mins)	Stacy	Discussion/ Decision	7:45
July Meeting(s) (5 mins)	Kathleen H	Discussion	8:00
Committee Report questions (5 mins)	Kathleen H		8:05
Meeting Wrap-up (5 mins) <ul style="list-style-type: none"> • Minutes Finalization • Snacks + Drinks for next meeting • Newsletter Blurb • New business for next Board meeting • Facilitator for next Meeting • Review action items 	Kathleen H		8:10
Adjournment			8:15

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Wednesday, May 8, 2024, 6:30pm

Location: HCCPS and Zoom

Present:

In-person: Kate Saccento, Laura Davis, Emily Boddy, Matt Dube, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Kelly Vogel,, Tiffany Ross, Lily Newman, Rebecca Belcher-Timme, Stacey Giufre, Kylan Mandile, Kate Ewall , Tala Elia

By Zoom:

Regrets:

Guests: In-person: Andrea Hermans, Kate Aleo, Neal Teague, Beili Yang

By Zoom: Jackson Matos, Seth Harwood, Melissa Flanders, A Carter Bent, Sara, Rye Zemelsky, Myssie Cassighno, Dawn G-M, Patti Mars-Senecal, Debra Courage, Alex Rubic, Zoe Klatz, Ali, Dana Gramp

Facilitator: Matt Dube

Notetaker: Emily

List keeper: Kathleen S.

Timekeeper: Kylan M.

Mission statement read by: Ben Carlis

Topic	Discussion	Action (if necessary)
<p>Welcoming (read mission statement) (Kathleen H.)</p> <ul style="list-style-type: none"> ● Announcements, appreciations, acknowledgements ● Agenda Check: Appoint timekeeper, list keeper ● Thank You Note Check ● BOT Visibility this month 	<p>Announcements, Appreciations, Acknowledgements:</p> <p>Igneri Family for Teacher Appreciation food truck and donation of sales' portion from a fundraiser they did for us.</p> <p>Ben Carlis, tire swing and facilities work</p> <p>Chris Haynes, former parent helping out with piano for the spring festival</p> <p>The board leadership working tirelessly in the face of unexpected departures of our directors.</p> <p>Agenda Check: Change of item - rather than domain reviews, will discuss next steps re: directors.</p>	

	<p>Thank you note check:</p> <p>Above</p> <p>Board Visibility:</p> <p>Will be discussed in Domain Updates.</p>	
<p>Approve minutes from previous BOT meeting</p>	<p>Amended the date to Read April 10, 2024. Amended GABS section.</p>	<p>Kathleen S motioned to approve April meeting minutes; Kathleen H seconded; the Board approved April meeting minutes by consensus.</p>
<p>Public Comment (Matt)</p>	<p>None.</p>	
<p>Domain Updates (15 mins)</p> <ul style="list-style-type: none"> ● Tuition FY24 Update ● Staffing updates ● Events, May and June 	<p>Tuition FY25 Update (Kate)</p> <p>FY25 - projection is great news, 35k above the previous projection. Continuing to work to get the budget to 0, hoping not to pass a budget with a deficit. On a positive trajectory for FY25. Finance will bring budget in June.</p> <p>Matt notes that the budget may be different based on director changes and interim solutions.</p> <p>Staffing updates (Laura, Kate)</p> <p>Domain Admin report includes summary about hiring progress for speech/language pathologist. Update is that Hilltown parent, Nina Foley, is able to contract for the hours needed for the remainder of the year. Students who have missed services will be provided compensatory services in spring, summer or fall.</p> <p>Student Behavior Support position is going well with Jess Williamson in the role. She has been implementing good programs and practices that have been helping immensely. Some of the kids that have been struggling since the start of the year are doing markedly better. Laura hopes this role will be</p>	

	<p>continued into next school year, and will enact the hiring process accordingly.</p> <p>Events Update (Tiffany)</p> <p>Music festival is Friday.</p> <p>Annual Meeting 5/22</p> <p>Il Teatro, final of the year is 5/24, with priority to 8th graders.</p> <p>Musical is May 31</p> <p>June: Field Day, Summer Celebrations, Final Prisms dance, graduation, other class specific events.</p>	
<p>LRP Timeline Revision Proposal, Kate (Discussion, Decision)</p>	<p>Proposal included in the packet. Kathleen gave an overview of what process the ad hoc committee went through to adjust the timeline of the LRP - the school will be revisiting things on the timeline over time.</p> <p>Kate went through places the timeline was amended and added some explanation for why things were shifted. (Included in packet summary)</p>	<p>Lily motioned to pass the proposal; Tala seconded; the Board approved by consensus.</p>
<p>Directors Update, next steps, Matt (Update/Discussion)</p>	<p>BoT Leadership explained that they have had conversations with staff, and this portion of the agenda to allow board to ask questions and have a discussion. No decisions are being made tonight, and there will be a special meeting next week to address issues more specifically. Lily explains the vision of reimagining the leadership structure for the school, and that the board leadership will shift as a result. This coming year will be interim, due to the shifting landscape and should serve the school in regards to the long-term vision for the structure of the school. This will be a challenge, but also an opportunity to work through things thoroughly through next year. The BoT's role is to hold the charter, the community and the vision of the school over the next year.</p> <p>BoT Leadership hosted open hour this afternoon to talk with staff, and acknowledged the collective work to do and that it will be a collaborative effort. Rebecca felt that it was a great opportunity for staff</p>	<p>Emily and Matt will make an agenda for next Tuesday May 14 meeting. Possibly a second agenda for Weds May 15 or Thurs May 16 in case we don't have a consensus.</p> <p>Lily will connect with staff, Tiffany about collecting family feedback.</p>

	<p>to share their feelings and ideas and reactions to the news.</p> <p>Kate Saccento explained that the decision to depart the role was about professional growth and new opportunities. She appreciates the school, cares for the community, children and the staff. She feels this is an opportunity for the school to grow and excel, and remarked on the quality of people who most recently filled new roles and the excellent staff that have been in place over time. She is willing to work with staff to ensure a smooth transition.</p> <p>Laura said she is committed to ensuring that nothing is left hanging, and will put in a lot of work to make sure that she is finishing the year really strong. She remarked that she loves the school and thinks it is an amazing place. She feels this is an opportunity for the school, and that there is a strong community in place at Hilltown.</p> <p>Board discussion:</p> <p>Member asked, what is the overall temperature of the community as received by the board leadership following the announcement? While there hasn't been a robust response directly to the leadership, community members have questions about whether there was some major incident that caused both leaders to resign.</p> <p>While there wasn't any significant event, Matt notes that we need to have a community discussion around mutual respect and how we treat teachers and staff here.</p> <p>Lily notes the strength of the teachers and staff - that there is a momentum and a willingness for creative problem solving.</p> <p>Kathleen notes that she and Matt were on campus when the emails went out, and during a time when families were collecting children after Musical rehearsal. Kathleen talked to many, they have questions, wondering what the impetus for the resignation was.</p> <p>A lot of the older parents voiced their concern about the pressure the directors have endured throughout the year.</p> <p>Overall, reaction is of concern and wondering, but</p>	
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	<p>not so much of deep worry or panic. Kathleen notes that one parent responded to her, on hearing the news, "The school is not run by two people." She echoes that the community is strong.</p> <p>A community member asks for clarity around what aspects of the roles are unsustainable. Kate explains her role over time and reiterates much of what the board will be reviewing with regards to the leadership structure moving forward. Laura explains the value of the Behavior support coordinator in alleviating the pressure on the Dir of T + L.</p> <p>Tala notes that these two positions shouldn't be posted as they are currently. She suggests a single exec director model, based on her experience on the Board and in Board Leadership. She is interested to know what the staff thinks of a model like that. The 3 leader model worked well for a long time and hasn't been working as well in the last few years, as evidenced by all the transitions.</p> <p>Lily responds that they are actively looking at the job descriptions and sorting responsibilities into 'buckets' in order to assess what is needed.</p> <p>Lily asks Kate and Laura to explain what is the best way the Board can support the new director(s):</p> <p>Kate notes that she has felt extremely supported by the Board in the past years, and asks that that level of support continues. Admin consultant to the school leaders has been valuable, especially having someone from the outside help problem-solve around challenges. Kate is in favor of an Executive Director position instead of the multi-director model.</p> <p>Laura has felt supported by the board in formal and informal conversations. Laura notes that there isn't a magic answer around how many leaders is the right way - really depends on who is in the role, but there are a lot of downsides when two people are not matched well. Suggests that regardless of the hierarchy, a good match is important.</p> <p>Kathleen S. is in agreement about a single leader model, and eager to hear what staff think of that. Reiterates that we need to think about how - as a</p>	
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	<p>community - we are treating directors and staff.</p> <p>Community member notes that he is shocked and sad about the news, very concerned about turnover and the impact on the kids and the staff. Hopes that there is a conversation about how to “help the helpers” who are normalizing the change and supporting the children. Remarks on the amazing teaching staff, and worried that they aren’t being treated well.</p> <p>Kate E asks if there is a role for the board in supporting teachers and staff, how do we create a culture in the parent community around how we treat the staff/admin?</p> <p>Andrea remarks on Hilltown and her experience at other schools with difficult Administrators - difficult that these administrators are leaving because they are so strong. Notes the conscientious nature of the teachers at Hilltown - as colleagues and as her child’s teachers, and wants to ensure that we are deliberate and we find people for admin who are really suitable and skilled.</p> <p>Rebecca expresses that she feels supported by the board. Taking care in the process of hiring new leaders is essential. Parents may be most impactful in helping other parents understand better behavior - suggests the board could be Ambassadors in establishing norms around communication and etiquette.</p> <p>Kathleen H. notes that she has thought a lot about the way parents are interacting and that the board needs to take the lead to have larger communication with the whole community about these issues. Suggests we need to have community discussion about how we treat each other, and especially the people who work here. The mission is: We are all in this together, we are all raising these children together.</p> <p>Grace notes that a perspective that is missing is the cumulative nature - eg 1,000 papercuts, not one big blow up. Parents often perceive their complaints as little things - but it is often the cumulative nature</p>	
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	<p>that most impacts staff.</p> <p>Lily notes that the purpose of Charter Schools is to innovate and set examples with our autonomy. The vision is for us to pave the way to do things differently. Lily works in many schools, and these types of conversations are happening all around the valley. We have a shortage of administrators, and teachers. She notes that we need to use our flexibility and nimbleness and get creative. Lily notes that Hilltown authentically puts kids first and that we can have courageous conversations and pave a new way forward. Teachers will be fully involved in the hiring and transition.</p> <p>Meeting next week, Tuesday, to parse out what jobs we are posting.</p> <p>Kathleen polls the BoT to ensure we have a quorum for a fully remote meeting.</p> <p>Leadership will bring some ideas to discuss, which will include staff input possibly by virtual information gathering to garner the most engagement. Leadership will work with Andrea, Rebecca, Grace and Tiffany to elicit feedback.</p>	
<p>GABS Update, Emily and Kelly</p>	<ul style="list-style-type: none"> ● Annual Meeting will be on May 22, all should plan to attend. ● Chairs have been emailed about what to write up for their updates, including a sample from last year. GABS is asking that written reports be robust, but will present committees differently this year. GABS welcomes feedback - working plan is to have committee members stand. Emcee will ask members of a committee to stand, announce member names and give a brief description of the committee. The more robust report can be read in the packet. ● Ask that chairs invite all committee members, including community members, to attend. 	

<p>New and renewed Board Member Recommendations Emily (Proposal and Decision)</p>	<p>New Members proposed: Kate Aleo, Neal Teague, Andrea Hermans</p> <p>Renewals: Kathleen H and Emily</p> <p>Vote on Slate by roll call: (1) Kate and Neal, Andrea pending approval of by-law change (2) Emily and Kathleen H</p> <p>Rebecca and Grace, approved at prior meetings, will also be presented as part of the final slate at the Annual meeting.</p>	<p>Tala motioned to vote to approve the New board members, Rebecca Belcher-Timme, Grace Mrowicki, Kate Aleo, Neal Teague, Rebecca Belcher-Timme, Grace Mrowicki, and Andrea Hermans (pending by-law change) to be voted on as a slate at the Annual Meeting; the Board approved by roll call.</p> <p>Matt Dube - yes Kathleen Hulton - yes Kelly Vogel - yes Stacey Guifre -yes Tala Elia- yes Lily Newman - yes Kathleen Szegda - yes Ben Carlis - yes Kylan Mandile - yes Emily Boddy - yes Kate Ewall - yes</p> <p>Matt moved to approve Emily and Kathleen H for second terms, the board approved by roll call.</p> <p>Matt Dube - yes Kathleen Hulton - yes Kelly Vogel - yes Stacey Guifre -yes Tala Elia- yes Lily Newman - yes Kathleen Szegda - yes Ben Carlis - yes Kylan Mandile - yes Emily Boddy - yes Kate Ewall - yes</p>
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Board Leadership Proposal Matt. (Discussion/Decision)	Proposal included in the packet. Proposes that three-person board leadership structure continue as a pilot into the next fiscal year.	Kathleen S motioned to approve the proposal; Tala seconded; the Board approved by consensus.
Committee Reports - Questions, Matt	None.	
Meeting Wrap-up <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	Next Meeting (Special): Tuesday, May 14, 2024, 6:30pm (Virtual only) Next Regularly Scheduled Meeting: June 12, 2024 6:30pm Facilitator: Kathleen H Snacks: Ben Drinks: Kylan Newsletter blurb: Emily New Business: <ul style="list-style-type: none"> ● Safe and Supportive Schools ● Budget - FY25 for approval ● Hiring updates ● July meeting move to third week - determine if there is a regular meeting or a special meeting re application for Charter renewal (due August 1 with board approval ahead of time) 	
Review Action Items	Reviewed action items.	
Adjournment	Meeting adjourned at 8:10 pm	Kathleen S motioned to adjourn; Tala seconded; the meeting was adjourned.

Tentative Agenda Topics for the May Board Meeting:

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Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes – Tuesday, May 14, 2024, 6:30pm

Location: Zoom

Present:

In-person: All virtual

By Zoom: Kate Saccento, Emily Boddy, Matt Dube, Kathleen Szegda, Kathleen Hulton, Grace Mrowicki, Kelly Vogel, Tiffany Ross, Lily Newman, Rebecca Belcher-Timme, Kylan Mandile, Kate Ewall, Laura Davis, Ben Carlis, Stacey Giufre

Regrets: Tala Elia

Guests: 20-30 members of the Hilltown community were in attendance

Facilitator: Matt Dube

Notetaker: Emily

List keeper: Zoom raise hand function

Timekeeper: Kathleen S

Mission statement read by: Kathleen H

Topic	Discussion	Action (if necessary)
<p>Welcoming (read mission statement) (Matt.)</p> <ul style="list-style-type: none"> ● Announcements, appreciations, acknowledgements ● Agenda Check: Appoint timekeeper, list keeper 	<p>Announcements, Appreciations, Acknowledgements:</p> <p>None</p> <p>Agenda Check: Change of item - rather than domain reviews, will discuss next steps re: directors.</p>	
<p>Public Comment (Matt)</p>	<p>Appreciation and gratitude for Laura and Kate for their service expressed in public comment.</p> <p>Question about Exit Interviews and how the community can support our leaders, echoed by other parents</p> <p>Parent identified work being done in the Purples around culture data, reviewed some of the statistics coming back. Asks that students be involved in the process of hiring in order to have a commitment and have trusting feelings towards the new hires. Asks</p>	

	<p>that we consider the role of youth in this process, and think ahead so it is legitimate and considered, approached with an equity lens.</p> <p>Teacher expresses the need to build job descriptions that are sustainable for the people in them. Would like consideration for both the leaders' qualities and sustainability of the roles. Would like more teacher leadership around arts-integration, to both ensure arts integration stays central and to relieve some of the tasks of these roles.</p> <p>Longtime parent identifies the original intent of Regio Emilia - the integration throughout the curriculum and across grades. Echoed by other parents.</p> <p>Parent would like to remain a low-tech school. Ensure teachers are supported by the way these roles are organized. Wants more mixed age opportunities - would like leaders to have background, experience, commitment/interest to that type of education. Would like the school to pause changes until leadership is selected so everyone is on the same page.</p> <p>Parent discusses students with special ed. services, keep it on the radar to ensure inclusivity, equity and compliance.</p> <p>Parent notes the challenges in the way reading was taught, hopes we are moving back to phonics, away from 'guessing'. Also notes over-involvement, too many rules about their play. Would like a leader who steps back and rethinks how we interact with kids.</p> <p>Public Comment completed.</p> <p>Lily offers part 2, opening space for the BoT to express concerns and questions.</p> <p>Lily thanked people for engagement and comments, echoes some sentiments put forth.</p> <p>Kathleen lets people know that the BoT and leadership meet with Laura and Kate regularly, aware of needs and concerns.</p>	
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	<p>Kelly explains that it has felt surprising, challenging since learning of the resignation. Has equally been impressed with the board and responsiveness of the school around the transition. Appreciates the leadership of the board, and knows Hilltown has incredible staff. Mixed feelings, but feels optimistic.</p> <p>Grace reports as a teacher member, the ‘temperature’ of the staff. She has had many conversations and feels that there is a lot of hope around what the roles can look like. Hopes that this can facilitate parts of the school to talk to each other. Main theme is about the differing needs between k-5, and 6-8, wanting to maintain the power of connection, consistency of the arts-integration. Seems the current model isn’t able to stretch to meet that, partly due to the way things have changed over the last couple of years.</p>	
<p>Identify Needs for School Leadership, Matt (Discussion)</p>	<p>Matt read a piece from Carla (meant for Public Comment) regarding the way we shape the language around the job. Many suggestions about how to frame the work, have stipend roles for existing staff members; feels specific person hired will determine how roles are divided.</p> <p>Emily would like someone who holds strong discipline, value around clear boundaries and consequences so everyone can learn.</p> <p>Grace read qualities teachers/staff have expressed wanting to see in leadership.</p> <p>Kathleen H wants a leader who builds strong relationships with others.</p> <p>Kathleen S wants someone who can work with the many shareholders; wants clear discipline, boundaries, expectations - balance with methods like restorative justice whilst being clear and holding kids accountable.</p>	

	<p>Kelly notes that whomever is hired must understand what it takes to have a truly have an arts focused school, eg planning, time, communication.</p> <p>Lily invites community to speak again.</p> <p>Parent cites that she wants to be careful around vetting, referenced the concerns she had around hiring the initial community coordinator, and wants a robust look at the person beyond just what they say. Wants to ensure what safeguards there are so not to repeat something like that, like reviewing social media presence.</p> <p>Parent also stresses how important the Community Engagement Coordinator is for the school.</p> <p>Staff member wants that we really think broadly, and not stay attached to any outcomes. Consider what we have and how even small shifts may meet our needs.</p> <p>Stacey would like to hire someone with Charisma, diplomatic, good at bringing people, perspectives together. This may be more important than specific qualifications, in order to bring out the best in our wonderful staff and in our parents/families.</p>	
<p>Establish Interim School Director Role(s), Kathleen H. (Discussion + Decision)</p>	<p>Tala sent an email for consideration (in her absence)</p> <p>Lily gives an overview of what we post, how that isn't binding in the interview process. Flexibility remains as we meet candidates.</p> <p>Identifies the org charts, included in the packet.</p> <p>Notes that the descriptions are overbuilt intentionally, as there are many gray areas</p> <p>BoT Members discuss models, how to use the internal resources effectively</p> <p>Emily asks how we can look at the people we already have and how they might be involved in taking on tasks, stipended or how some of the tasks may be absorbed into existing roles.</p>	<p>Kathleen H motioned to move forward with the executive director/director of teaching and learning model for job postings; Kathleen S. seconded; the Board approved by consensus.</p>

	<p>Rebecca sees benefits and wisdom of the 1 director model. Historical lens - thinking about how collaboration will happen between admins and the next level down. When the model was 3 'coordinators' less of a hierarchy. Would want to think carefully about how this would impact how admins collaborate, how people coming in would view our leadership structure. Hopes that the person in the role would include facilitation of more collaboration. It's been harder and hopes this collab could be restored. Hopes that classrooms - what is happening in them - are centered in this conversation.</p> <p>Grace asked the Board Leadership to comment on the reasons they feel a 1 director model would be better. Lily and Kathleen responded.</p> <p>Andrea spoke to the way personality and leadership style can inform whether one director model would work well.</p> <p>Ben is primarily leaning towards the ED model, facing unique opportunity to try something out and experiment.</p> <p>Kylan revisits public comment about interim year, feels that it isn't necessarily a negative thing as it speaks to opportunity to come in and shape the school.</p> <p>Tiffany expresses that she likes the one director model, but considering what that means for access of staff to the ED. Would like careful consideration in thinking through how coordinator levels would be supported adequately.</p> <p>Opened to community</p> <p>Parent says she would like a one director model, asks about 'teams' where senior teachers are leaders; asks if we've considered a business manager to do a time/task inventory, look to other orgs for best practices.</p> <p>Parent suggests posting 'interim with potential for long-term employment'</p>	
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	<p>Parent wonders if Kate S has any opinions on these models.</p> <p>Kate S has been thinking about the need for exec director. Notes that if Hilltown goes forward with the model, the ExeC Director would be in charge of moving the pieces into place. Feels that the exec dir model would allow for flexibility to build smaller teams within the organization.</p> <p>Parent says she likes the exec director model, feels it would make sense to applicants. Asks if it makes sense to make this a permanent change, rather than interim.</p> <p>Lily notes that this process will not finalize the job description, just the roles under which those descriptions can be finessed.</p>	
<p>Emergency Hiring Process Proposal Matt (Update/Discussion)</p>	<p>Included in the packet.</p> <p>Member raised the matter of having student voice represented.</p> <p>Member asked that the process and expectations be communicated to prospective members of the hiring committees so we have people who are available and able to commit to the time needed to do the process.</p>	<p>Lily motioned to pass the proposal; Tala seconded; the Board approved by consensus.</p>
<p>Meeting Wrap-up</p> <ul style="list-style-type: none"> Minutes Finalization 	<p>Next Regularly Scheduled Meeting: June 12, 2024 6:30pm (See May 8 minutes for details for the June meeting)</p>	
<p>Review Action Items</p>	<p>Reviewed action items.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 8:45 pm</p>	<p>Emily B motioned to adjourn; Lily seconded; the meeting was adjourned.</p>



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report June 2024

Student Behavior Support Coordinator Update

The addition of the Student Behavior Support Coordinator position in early April has made a significant positive difference in just a few short weeks. We plan to keep this position next year, and have just completed the hiring process to move it out of interim status. Jess Williamson has accepted the position.

Safe and Supportive Schools Action Planning

The Safe and Supportive Schools team met this past Wednesday for the final time. Over the year, this representative group of administrators, teachers, and a parent has been meeting twice per month to engage in a "deep dive" self-reflection process about Hilltown's school structures and practices related to being safe and supportive for all members of the community. The final step is to draft an action plan for the 2024-2025 school year. This plan will include a new data team composed of administrators and teachers that meets regularly to analyze and interpret data from the Student School Climate Survey, the Family Satisfaction Survey, and other sources. The team will then present their findings and make recommendations. The plan will also include action steps to increase belonging and inclusion for marginalized students and families, and teacher/TA professional development related to building safe and supportive learning environments.

Charter School Renewal Visit

Hilltown has been informed by the Department of Elementary and Secondary Education that our charter renewal inspection will happen during the **week of October 28-November 1**. Renewal inspections are typically one day in duration.

The renewal inspection will focus on: Mission and Key Design Elements; Instruction; and Governance. The following focus groups will be conducted during the renewal inspection: Board of Trustees; School Leaders/Administrators; and Teachers.

The Board will review the renewal application at a Board meeting in July. Once approved, the application needs to be submitted to the Department no later than August 1, 2024 by Kate Saccento.

New K Visit Day!

Students who will be enrolled in Kindergarten in the fall were invited to a visit on Saturday, June 8th to meet Kerri Pollard, the classroom teacher, their new classmates, and to become familiar with their Kindergarten classroom. Fifteen of the new twenty families attended the hour meet and greet. Also in June, new students participate in a kindergarten screening with Kerri. Over the summer, Kerri will visit each of the students at their home.



Domain Committee Meeting Minutes – June 10, 2024 3:15 pm DRAFT

Meeting Location: HCCPS

Present: Kate Saccento, Laura Davis, Matt Dube, Lily Newman, Tiffany Ross, Ben Carlis
Guests:
Regrets:
Notetaker: Emily Boddy

Topic	Discussion	Action (if necessary)
Approve Last month's Minutes		Matt moved to approve April 30th minutes. Kate seconded. Minutes Approved by Consensus.
Domain updates	<p>Kate:</p> <p>Update on admissions - Kindergarten gathering on Saturday went well. Currently 19 committed students and waiting for confirmation on one student. Kate will send an announcement in July to families of Director transition with an update, either via new total list, or via new parent list.</p> <p>Budget - FY25 will bring forth budget Weds night. Will be in the deficit around 50k. Anticipated Special Education position has been posted for possible staffing needs.</p> <p>Laura:</p> <p>Staffing - Jess Williamson was hired as permanent Student Behavior Support Coordinator</p> <p>Safe and Supportive Schools - final official meeting happened. Final action plan is</p>	Kate will send an announcement in July to families of Director transition with an update, either via new total list, or via new parent list.



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	<p>forthcoming, focusing on inclusivity and belonging for families of color and professional development. The action plan includes plans to set up a data team so a group of people have eyes on the data from School Climate, Family Satisfaction Survey, etc. to make it a collaborative effort. Stipends, etc. not yet funded.</p> <p>Tiffany:</p> <p>Events - Field Day, Summer Celebration, Prisms Dance, Step up Day, Graduation, Goodbye Ceremony</p>	
Succession Planning	<p>Summary - A thorough document has been created to support Board leaders in leading the changeover. Discussed how to ensure that the document remains accessible on the drive.</p>	
SOA plan, Charter Renewal, Accountability Plan	<p>Student Opportunity Act - Identified priority groups due to lower rates of achievement. HCCPS working on Students with Disabilities, Math and ELA achievement and attendance.</p> <p>SOA, Charter Renewal, Accountability Plan -</p> <p>All should be presented to the BoT as late in July as possible.</p>	
Staffing Update	<p>Student Behavior Support Coordinator hired as a permanent role.</p> <p>Mary Price continuing full time as school nurse</p> <p>D of T&L and HOS hiring underway. Deadline is still rolling.</p>	
Summer work planning	<p>Summer Stipends/Work</p> <p>Purples and Prisms advisory lesson planning, 4 stipended roles.</p> <p>Possible time/stipend for Jess Williamson to create tools and resources for student behavior</p>	



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	<p>and school climate. Additionally, assess where she might need to support and have someone partner with her to prepare for the fall, capacity building. Laura will meet with Jess, and then with Lily to finalize.</p> <p>Teacher leaders (3 at 15k total)</p> <p>Kindergarten home visits</p> <p>New Teacher mentors</p> <p>Personnel to run hiring.</p> <p>Possibilities: Preparing August PD?</p> <p>\$30k available for stipends for the year, need to account for the summer work to understand what's available in the school year.</p>	
Agenda items for next month		
Next Meeting Date/Time/Location	TBD	
Adjournment	4:13 pm	



GABS Committee Meeting Minutes – Monday, May 20, 2024 8:20 am DRAFT

Meeting Location: HCCPS

Present: Kelly Vogel; Sara Schieffelin (via phone); Tiffany Ross; Emily Boddy
Guests: Kathleen Hulton
Regrets:
Notetaker: Emily Boddy

Topic	Discussion	Action (if necessary)
Check-in/ Announcements	Yes. No announcements.	
JEDI	Interwoven into other discussions	
Approve May 6 Minutes	Approved by consensus.	
Annual Meeting, Finalize	Finalized the outline, speaking parts, all needs for the meeting.	
Succession Planning + Recruitment, Discussion	<ul style="list-style-type: none"> - Andy Goulet interested in joining the board. Emily will reach out - Ideally he'd join a committee and they the board in the next intake, but would also be ready if needed on the board before then - Kelly taking on chair facilities; kate A facilities - Tala taking over personnel when Stacey goes; Neal here, too? Emily will speak to Neal 	



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Next Meeting Date/Time/Location	6.3 8:20 HCCPS	
Adjournment	9:30am	

Agenda items for next month: Extra meeting to finalize details for the Annual Meeting.



Proposal to the Board of Trustees

Committee making Proposal:

Date: 06.03.24 (DRAFT)

Name of Proposal: Inclusive Hiring Policy

Priority Level: High

Approximate time needed for discussion: 15 minutes

Proposal to be presented by: Stacy Giufre

Committee members drafting proposal: Carla Clark , Laura Davis, Tala Elia, Stacy Giufre, Nicole Marcotte , Nicole Singer

Text of proposal:

DRAFT HCCPS Hiring Policy

It is the policy of Hilltown Cooperative Charter Public School (HCCPS) to hire without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, or disability. Hiring processes reflect the many perspectives within the school community. Decisions regarding hiring are made by a hiring committee as defined in more complete hiring procedures to follow, or by the supervising director for positions that are less than .5 FTE or otherwise do not require a hiring committee.

All current, regular employees of HCCPS are considered internal candidates providing they meet minimum qualifications for open positions. As such they will automatically be interviewed. Long Term Substitutes who work a minimum of 50% of a full year position will also be considered internal candidates.

Professional references and public-facing media will be checked prior to an offer of employment. Offers of employment are contingent on a satisfactory background check, including a CORI check for all employees and a fingerprint record for all regular (non-substitute) employees.

DRAFT Hiring Procedure for Internal Candidates for Teachers and Coordinators

When a vacancy for a teacher or coordinator position occurs, all staff will be notified in writing and given the opportunity to express interest in the position within ten (10) calendar days of the posting.

For current teachers interested in moving into an open teaching position, this constitutes a request to change their teaching assignment. The Director of Teaching and Learning will meet with interested

Proposed: 6/12/2024

Approved:

teacher(s) and may make this decision without forming a hiring committee. If there is more than one internal candidate interested in the open position, the Director of Teaching and Learning may choose to form a hiring committee and follow the procedures below.

For other qualified staff applying for teacher or coordinator positions—including teaching assistants and long term substitutes—the supervising director will follow the general hiring procedures for the internal applicant(s) prior to considering external applicants. As appropriate, the hiring committee may exempt applicants from some of the hiring procedure steps (e.g., skills assessment, staff interview, and parent/caregiver interview).

The Committee will decide on one of the options listed below. Decisions are based on consensus. In the event consensus cannot be reached, the supervising director makes final decisions regarding next steps.

- Offer the staff member the position
- Proceed with the external search process and provide the staff member the option to continue as a candidate
- Not offer the staff member the position

DRAFT Hiring Procedures for Teachers and Coordinators

The procedures outlined below apply to the hiring of teachers and coordinators in half-time or over positions. Positions that do not fall under one of these categories are hired at the discretion of the supervising director. The Board of Trustees manages hiring of directors that they supervise under separate procedures.

Hiring procedures for teachers and coordinators follow these steps:

1. **Post the Job:** The supervising director will finalize the job description and post the position internally and/or externally based on the type of position. The posting includes a short description of HCCPS, minimum and preferred position qualifications, salary range, and primary position responsibilities. Interim positions must be clearly identified at this step.
2. **Form the Hiring Committee:** The supervising director will chair and choose members of a hiring committee, considering prior experience and expertise, with a preference for those who have not recently served on a hiring committee. The hiring committee is composed of:
 - a. Supervising director
 - b. Board of Trustees representative (responsible for compliance with hiring procedures)
 - c. Teacher representative
 - d. Parent/caregiver representative (may not have a child enrolled in or entering grades relevant to the posted position, if applicable)

Proposed: 6/12/2024

Approved:

3. **Conduct a Hiring Committee Orientation:** The supervising director coordinates an in-person or virtual orientation with committee members. Prior to the orientation, committee members are responsible to review anti-bias hiring materials (examples below):
 - a. Bias-free Hiring Quick Reference Guide
 - b. The Bias of “Professionalism” Standards
 - c. Why So Many Organizations Stay White
 - d. Inclusive Interviewing Practices

At the orientation, hiring committee members review the hiring policy and procedures, timeline, committee responsibilities, job description, and confidentiality requirements. The supervising director shares application materials received to date, and indicates how additional application materials will be shared with committee members.

4. **Review Applicant Materials and Select Initial Interview Candidates:** Hiring committee members review all applicant materials, and provide input about which candidates should be selected for an initial interview. The committee decides by consensus on which candidates to invite to participate. Prior to the initial interviews, the committee agrees upon a set of initial interview questions that will be asked of all candidates.
5. **Conduct Initial Interviews:** The hiring committee meets with each selected candidate for a 30-40 minute interview based on the predetermined interview questions with flexibility for clarification and follow up questions.
6. **Select Finalists:** Based on the initial interviews, the hiring committee selects finalists to complete the remaining steps in the process. Decisions are based on consensus. In the event consensus cannot be reached, the supervising director makes final decisions.
7. **Conduct Skills Assessment, Staff Interview, and Parent/Caregiver Interview for All Candidates:** The following finalist hiring procedure components may occur in any order.
 - a. Skills Assessment:
 - i. For teaching positions: The candidate teaches a 30- to 50-minute lesson to Hilltown students in the grade level(s) of the open position, or in as similar a context as possible to the open position. The hiring committee may provide guidance, a focus area, or prompt for the candidate to teach (e.g., a curriculum standard). Members of the hiring committee observe the lesson. The hiring committee conducts a short debrief with the candidate after the lesson in which the candidate is invited to reflect. Student participants are given the opportunity to provide written feedback to the hiring committee.
 - ii. For coordinator positions: The hiring committee will devise a skills assessment task related to the position (e.g., a hypothetical staff discussion question, a task involving staff or students, discussing action steps around a hypothetical

Proposed: 6/12/2024

Approved:

scenario, etc.). The hiring committee conducts a short debrief with the candidate after the task in which the candidate is invited to reflect.

- b. **Staff Interview:** Prior to interviews, the staff representative on the hiring committee solicits interview questions from all staff members, and synthesizes them into a set of questions with input from the rest of the hiring committee. Candidates are asked to prepare a short activity to facilitate with the group prior to the interview (e.g., icebreaker, team-building activity, cooperative task, etc.). The hiring committee invites all current staff members to participate in the interviews, which include the candidate-led activity and predetermined interview questions. Participants are given the opportunity to provide written feedback to the hiring committee.
 - c. **Parent/Caregiver Interview:** Prior to interviews, the parent/caregiver representative on the hiring committee solicits interview questions from all current Hilltown families, and synthesizes them into a set of questions with input from the rest of the hiring committee. The hiring committee invites all current parents/caregivers to participate in the interviews in which the hiring committee asks the predetermined interview questions. Participants are given the opportunity to provide written feedback to the hiring committee.
8. **Decide Final Recommendations:** Hiring committee members review all collected feedback from the finalist process, discuss the set of final candidates, and make hiring recommendations. This can include recommending one or more candidates for hire in ranked order as well as recommendations not to hire specific candidates. Decisions are based on consensus. In the event consensus cannot be reached, the supervising director makes final decisions regarding making an offer or declaring a failed search. The hiring committee may formulate questions for references at this stage. If no candidates are recommended for hire, this is considered a failed search and the hiring procedures start again from the beginning.
 9. **Check References:** The supervising director or designee(s) from the hiring committee ensure that at least two professional references and public-facing media are checked for any candidate at some point prior to making an offer of employment.
 10. **Make Employment Offer(s):** The supervising director makes an employment offer beginning with the first choice candidate, and moving in ranked order as necessary. If no recommended candidate accepts an offer of employment, this is considered a failed search and the hiring procedures start again from the beginning.
 11. **Communicate Outcomes:** The supervising director announces new hires to the Hilltown community. At the next Board of Trustees meeting, the BoT representative on the hiring committee confirms that the hiring procedures were followed with fidelity.

DRAFT Emergency Hiring Procedures for Teacher Positions

Proposed: 6/12/2024

Approved:

The Director of Teaching and Learning may choose to use the emergency hiring procedures if a position that is on the teacher salary scale becomes open fewer than 20 days before the start of the school year or any time during the school year up until 20 days before the end of the school year. The position must be posted as a long-term sub (defined as a substitute position lasting more than twenty (20) days. In this event, the Director of Teaching and Learning will decide the necessary and relevant steps in the standard hiring procedures in order to streamline the process. An emergency hiring process and a standard hiring process may differ in some or all of the following ways:

- The position may be posted internally and externally at once.
- Parental and/or board member involvement on the hiring committee is not required
- Size of the hiring committee may be smaller than that of a standard hiring process
- The timeline for accepting resumes and conducting interviews may be shorter
- Skills assessment, staff interview, and/or parent interviews may be skipped

Goals to be achieved by proposal: Streamline and clarify the hiring policies

Potential problems/dissenting views: There is a potential for disagreement around the revisions that were made to previous policies, as well as decisions that were made to clarify policies that were previously conflicting or unclear.

Additional notes: N/A

Proposed: 6/12/2024

Approved:



Facilities Meeting Notes

Group: Facilities Committee	Date and time: June 3, 2024 3:15 pm
Location: Hilltown Cooperative Charter Public School Greens classroom	Present: Nan Childs, Kate Saccento, Ben Carlis, Rick Stultz Regrets: Alex Niemiec, Kate Ewall
Agenda: <ul style="list-style-type: none"> ● Cap Ex Spreadsheet (Rick) <ul style="list-style-type: none"> ○ Rick Stultz shared a Capital Replacement cost sheet ○ Kate S. will share this with Finance as a "work in progress" ○ Kate S. to remind HVAC Jerry to come to complete estimate of date of replacement ● Summer work (other than roof) <ul style="list-style-type: none"> ○ Fence on Industrial Parkway (Nan) <ul style="list-style-type: none"> ■ Digsafe coming this month ○ Wood chips should be ordered for August ○ Nan would like to have a summer crew to water, weed ● New Business <ul style="list-style-type: none"> ○ Facilities to meet again in the Fall (Kelly Vogel will be the new Chair), Ben Carlis moving off of Facilities because he is becoming Vice President 	

Please submit all agendas at least 72 hours prior to meeting time to ensure posting in compliance with MA Open Meeting Law.



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Finance Committee Meeting Minutes- May 1, 2024
8:30 am Zoom - Remote

Present: Kate Saccento, Carla Clark, Kylan Mandile, Lisa Plaza, Grace Mrowicki, Andy Tilbe
Regrets:

Topic	Discussion	Action
Approve Minutes	Carla motioned to approve March minutes, Kate seconded, minutes approved by consensus	Kylan will submit April minutes for May BoT packet
Capital Expenditures	No update. Facilities committee is working on finalizing a list of items and will present it at a future meeting.	Kate to continue coordinating with Facilities Committee to devise long term capex projects list
Budget	Kate and Carla presented about the FY2025 budget. The projected tuition amount increased which reduced the projected deficit to an amount be less than initially estimated.	Kate to present the latest draft of FY2025 budget to the the BoT Carla will work on finalizing the budget to be reviewed in June
Annual Audit	Carla contacted 6-8 potential firms to request quotes for the annual audit. Only one responded. Another charter school recommended Daniel Dennis & Co CPAs, which provided a proposal. This proposal was reviewed by the Finance Committee and found to be comprehensive and a good option for HCCPS based on price, scope of service, and the auditor's experience. Kylan motioned to accept the proposal from Daniel Dennis & Co CPAs, Lisa seconded, and the proposal was approved by consensus.	Carla to engage the auditor as proposed
New Business	Review Q3 2024 financials. Review and approve final FY2025 budget.	Kylan to add new business items to the June agenda



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	Review progress on capital improvement plan.	
Review action items	Done	
Next meeting time/date/location	June 5, 2024 at 8:30 am via Zoom	
Adjournment	8:50am	

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JEDI Committee Meeting Minutes- May 21st, 2024
11:30 a.m.

Present: Kathleen Szegda, Seth Harwood, Laura Davis

Regrets: Garrett Washington, Natalia Korczak, Angelique Baker, Seth Harwood, Cinzia Pica, Camille Washington-Ottobre

Topic	Discussion	Action
Updates - student education, hiring committees, student voice activities	<p>Student Education – Seth, Garrett, Emilie met with reds and oranges. Focused on what race and racism meant. In response to kids saying “that’s racist.” Talked about what terms meant. Role played about how to respond if something is racism and racist. Talked about calling in and calling out, inadvertent and intentional racism. Emilie has a sign about how you can respond. Laura heard really good feedback from everyone, students, staff, etc.</p> <p>Hiring Committee - JEDI committee members on hiring</p> <p>Student voice activities – Has been going well. A boys group has been started too with Alex</p>	Laura will follow-up with Kathleen about the climate survey and student participation
School Climate	<p>Discussed racial slurs and n-word have been used recently by students. There have also been instances of anti-trans statements being said. Discussed importance of addressing with students and as a community when it comes, education, and clear limits and consequences. Important consequences and education taking place. Discussed the importance of speaking to a community as a whole because impacts school</p>	



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	<p>culture and climate when not addressed visibly as a community.</p> <ul style="list-style-type: none">- Circle Plan for this week – purples and prisms did circle plan this week; discriminatory language, what it is and what it means; did four corners language; checked in with advisors and students really engaged; felt like students were more engaged since beginning of the year; racist and racist language and not tolerated; Prisms today, purples tomorrow, k-5 different plan end of this week or next week as part of morning meeting- Putting in newsletter as well	
Climate Survey	<p>Caroline Johnson and Emilie working with students around survey</p> <p>Kathleen presented to teachers</p>	



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JEDI Committee Goals	<p>Working on drafting JEDI plan. It will include the work that has been done this past year. Will include thinking about building internal infrastructure for JEDI work in an ongoing way. Next steps to meet with teachers/staff to discuss this and then draft plan and bring to teachers/staff and JEDI committee. Want to have initial draft plan in place for next school year. Elements discussed:</p> <ul style="list-style-type: none">- PD – can add cultural humility training to PD day; facilitating these conversations- Embed ongoing learning/spaces to discuss throughout the days/weeks- Have internal person who is JEDI, perhaps stipend, who has additional training and can be support- Ongoing volunteer support - Create list of people who could be resources for JEDI discussions, facilitation, education, etc.	<p>JEDI volunteers – Seth will work on this</p> <p>Kathleen will meet with teachers/staff to discuss initial draft JEDI plan</p>
Next meeting time/date/location	TBD	Kathleen will send poll to schedule new meeting time
Adjournment	The meeting was adjourned at 12:30 p.m.	



Personnel Committee Meeting Minutes – May 13th meeting

Location: Purples Humanities Classroom

Present: Carla Clark, Laura Davis, Stacy Giufre, Nicole Singer, Nicole Marcotte

Regrets: Tala Elia

Topic	Discussion	Action
Where are our docs?!	Emily and Grace are going to gather all personnel-related docs into one place in the summer	Emily and Grace will do this over the summer
Continuing <u>draft of inclusive hiring policy</u>	<p>Want to get the JEDI committee to have a look and consult with them once we're done with our draft</p> <p>Need to add a link to a separate doc about the hiring of director posts</p>	<p>Add a link to Director Hiring Policy</p> <p>We have a little more to finish on this next time</p> <p>Laura will take a stab at finishing this and we'll review it at next meeting</p>
Approving past meeting minutes	No changes requested	Done!
Check-in: do we have to do anything time-sensitive given the	The Board is meeting tomorrow to discuss potential restructuring. There might not be anything for us to do. Board spearheads director search. Definitely decided that it	Nothing for this committee specifically, but Board has stuff in the works.



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departure of the directors?	would be interim, and that they'd talk about restructuring.	
What do we need input on from Laura before she leaves?	Ask that if she has any pressing things that she was looking for Personnel Committee to do, let us know so we can prioritize that now	Laura Davis could you please add in the notes or in next meeting's agenda what things you'd want us to focus on for the next meeting?
Review Action Items		
Tentative Agenda Topics for Next Meeting	Finishing inclusive hiring policy draft	
Next Meeting Date/Time/Location	Monday June 3rd 3:15pm in Peter's room	
Adjournment	4:23 pm	



DRAFT

Personnel Committee Meeting Minutes – June 3rd meeting

Location: Purples Humanities Classroom

Present: Carla Clark, Laura Davis, Tala Elia, Stacy Giufre, Nicole Marcotte, Nicole Singer
Regrets: N/A

Topic	Discussion	Action
Approving past meeting minutes	No changes were suggested	<ul style="list-style-type: none"> - Minutes were approved.
Continuing <u>draft of inclusive hiring policy</u>	<p>1. Discussion of if/how to reference the director hiring policy in this document. We ultimately decided the policy for hiring directors did not need a link in this document.</p> <p>2. Discussion of how to incorporate the internal candidate policy into the inclusive hiring policy. We discussed whether we need to assemble a hiring committee if a teacher wants to move to another grade. We envisioned a scenario where two internal teacher candidates might want to apply for the same teaching position and tried to think about what type of process would be most beneficial in this case.</p>	<ul style="list-style-type: none"> - Present the new document at the next board meeting (Stacy) - At a future meeting, the committee will consider the possible conflict between the inclusive emergency hiring procedure and the employee handbook. (Tala)



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	<p>In the current version of the document, we inserted the internal candidate procedure into the inclusive hiring policy with some small updates to language and procedure to specify what would happen in scenarios with one or more internal candidates for teaching positions.</p> <p>3. We clarified that the regular hiring process would apply if teachers were to apply for coordinator or staff roles which they had not previously performed.</p> <p>4. We discussed how the final decision would be made in the event that the hiring committee did not reach consensus and updated the document to specify that the consensus procedure will be followed but the supervising director will make the decision if consensus cannot be reached.</p> <p>5. There was continued discussion around when and how the committee would check references and we updated the language in the document to give some flexibility.</p> <ul style="list-style-type: none">- We clarified that we have already decided that TA hiring does not fall under this policy.- We also clarified that interim positions must be identified when the job is posted and the status of a position (ex. - interim or permanent) cannot be changed after the job is posted and inserted this language into	
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	<p>the document to avoid future confusion.</p> <ul style="list-style-type: none">- We considered if we needed a procedure for hiring admin staff, but decided against adding for the moment.- For the emergency hiring process, we removed the “half time or more” description for the positions. Our reason was that if a teacher at .25 were to leave, for example, it would still be an emergency hire. That class would still need to be covered.- The committee reviewed the emergency hiring policy and will consider at a later date if there is a potential conflict with the language currently in the employee handbook.	
Review Action Items	<ul style="list-style-type: none">- Present the new document at the next board meeting (Stacy)- At a future meeting, the committee will consider the possible conflict between the inclusive emergency hiring procedure and the employee handbook. (Tala)	
Tentative Agenda Topics for Next Meeting	<ul style="list-style-type: none">- Check for possible involvement for the chair of the personnel committee in the emergency hiring policy as per the Employee handbook: <u>Employee Handbook</u>	
Next Meeting Date/Time/Location	TBA	



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Adjournment	4:26 pm	
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