

**HCCPS Board of Trustees**  
**Meeting Agenda**  
**December 14th, 2022 6:30 PM**

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 Szegda**

**6:30 Welcoming (read mission statement): (5 min)**

Announcements, appreciations, acknowledgements

Agenda Check: Appoint timekeeper, list keeper

Thank You Note Check

BOT Visibility this month

Approve minutes from previous BOT meeting

**6:35 Public Comment period: (5 min)**

**6:40 Lunch program: (Update) Kate (5 min)**

**6:45 Friends of Hilltown: (Update) (5 min)**

**6:50 Strategy for Engaging Community: (Discussion) Tala (20 min)**

- 7:10 Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team (20 min)**
- 7:30 Personnel Longevity Compensation Proposal: (Discussion and Decision) Matt (5 min)**
- 7:35 Committee Reports -- Questions Only (5 min)**
- 7:40 New Business (5 min)**
- 7:45 Meeting Wrap-up/Snacks + Drinks/Newsletter Blurb/Minutes Finalization (5 min)**
- 7:50 Review Action Items in this meeting's minutes (5 min)**

**Adjournment**



**HILLTOWN COOPERATIVE  
CHARTER PUBLIC SCHOOL**

**Finance Committee Meeting Minutes –November 2, 2022, Zoom, 8:30 AM**

**Present:** Carla Clark, Richard Senecal, Kate Saccento, Lisa Plaza, Maureen Mahar, Andy Tilbe  
**Guests:** None  
**Regrets:** None  
**Agenda:** Approve October’s Minutes, FY23 Q1 Financial Review, Budget Review, School Lunch Program, Capital Expenditure

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>October Minutes</b>	-Approval of October’s minutes	<b>Rich moved to approve September’s minutes, Kate seconded. Approved by consensus</b>
<b>FY23 Q1 Financial Review/Budget Review</b>	-No major issues -Slight Chromebook expenditure increase -Slight SPED equipment line item increase -Once the hiring process is complete the salary line item will increase	<b>Rich moved to approve the FY23 Q1 Financials and present to BoT for approval, Maureen seconded. Approved by consensus.</b>
<b>School Lunch Program</b>	-Kate will reach out to the vendor again in March for an update/can Hilltown be added? -Northampton declined to add Hilltown to its program -Kate visited Four Rivers Charter School to determine the space/equipment needed to conduct the school lunch program	
<b>Capital Expenditure: Playground Project Review</b>	-Approximately \$300,000 in Capital Expense Fund at this time -Kate will determine how low this account can	



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	get before it needs to be replenished -Look for possible grants -Fundraising may be an option	
<b>Tentative Agenda Topics for Next Meeting</b>	Approve November's Minutes Proposal for administrative consultant Lunch program review Playground capital expenditure review	
<b>Next Meeting Date/Time/Location</b>	1/4/23; Via Zoom, 8:30 AM	
<b>Adjournment</b>	Meeting adjourned at 9:00 AM	

## Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT– Wednesday, Nov. 9th, 2022, 6:30 pm

**Location:** HCCPS and Zoom

**Present:** In-person: Kate Saccento, Kathleen Hulton, Sara Schieffelin, Tala Elia, Andrew Coate-Rosehill, Emily Boddy, Rashida Krigger, Kathleen Szegda, Kate Ewell, Laura Davis, Matt Dube, Gian Wyman, Chris Korczak

By Zoom: Dan Klatz, Rich Senecal

**Regrets:**

**Guests:** In-person: Laurie Nichols

By Zoom: none

**Facilitator:** Kathleen S.

**Notetaker:** Sara/Laurie

**List keeper:** Emily

**Timekeeper:** Tala

**Mission statement read by:** Matt

Topic	Discussion	Action (if necessary)
<b>Announcements, appreciations, acknowledgments</b>	Laura appreciated the volunteers who comprised the search committee for the middle school music teacher position.	
<b>Any Thank You Notes Needed?</b>	Thank you note to Monte who came to talk about the March for the Foodbank at All School	Rashida will write
<b>BOT Visibility This Month?</b>	Opportunities for BOT visibility: Winter Fair; Dec. 3rd; Winter Solstice event Dec 23rd; coffee hours	
<b>Minutes</b>	In “Tentative Agenda Topic” section, change the date from “Oct. 12th” to “Nov. 9th”	Kate E. motioned to approve the October meeting minutes with edits; Matt seconded; the Board approved the October meeting minutes with edits by consensus.
<b>Public Comment</b>	none	

<p><b>Lunch program: (Update) Kate</b></p>	<p>Kate S. gave up-date on school lunch program options. Kate visited two schools to see how they make a lunch program work without a full working kitchen Hilltown “kitchen” would need to be renovated to accommodate purchased equipment (if the space is large enough). Kate will continue to look into options.</p>	
<p><b>Q1 Financials (Decision) Kate</b></p>	<p>Kate S. gave an explanation of the Q1 financials (see report in packet), noting chromebooks and SPED line items came in over budget There is a plan to do a revised budget. BCBA staff will need to be paid a larger amount than current consulting fees, and will need to be incorporated into the budget .</p>	<p>Kate will ask Carla about the “fixed asset” line item.  Emily moved to approve the Q1 financials; Chris seconded; Q1 financials approved by consensus</p>
<p><b>Annual Meeting Feedback: (Discussion) Rashida</b></p>	<p>Rashida shared feedback (see feedback document in packet) from the annual meeting.  Discussion about drop-off procedures for students Rashida brought up the question if any connectivity issues are board issues. Discussion about how to make “Friends of Hilltown” more robust to help support community engagement efforts. Suggestion of making the board more connected to FOH again. Discussion about what is management’s role and what is parent volunteers’ role in accomplishing goals. Discussion about how to encourage parents to volunteer.</p>	<p>GABS will reach out to FOH to invite them to BOT meetings moving forward.  Rashida will look into updating the website “Co-op section” to reflect that caregivers are no longer required to volunteer 4 hours in order to vote in the annual meeting</p>
<p><b>Board Inclusivity Survey: (Discussion) Kathleen</b></p>	<p>Kathleen H. shared results of the HCCPS Board of Trustees: Survey of Equity and Inclusion on the Board (see slides in packet). Kathleen noted that 4 people out of 15 didn’t take the survey and identified this as an issue. Agreement that having this survey annually, or even more frequently, would be helpful. Some feedback and things to think about moving forward were discussed.</p>	
<p><b>Justice Equity Diversity Inclusion (JEDI): (Update + Discussion) JEDI Team</b></p>	<p>Kathleen H. shared slides about Hilltown, Ritual and Individualism (see slides in packet). Conversation about the importance of ritual and opportunities for community involvement and engagement to build the Hilltown community. Comment that the most important thing is to foster</p>	

	feelings of community among students.	
<b>Director Annual Review Process: (Update and Discussion) Tala</b>	<p>Tala talked about developing the director review process. The school is working with a coach who specializes in organizational development who has been advising this process.</p> <p>A large part of this process is accountability and engagement from directors themselves, because the BOT president and vice president who supervise the directors aren't working on-site and day-to-day with the directors so there is limited opportunity for observation, oversight and feedback. .</p> <p>There will be focus groups/interviews with stakeholders and from the data that emerges standardized competencies and goals will be developed. The process will be formalized and shared in a future meeting.</p>	
<b>Strategy for Engaging Community: (Discussion) Tala</b>	<p>Awaiting the rest of the results from the family engagement survey, and preliminary results were shared and discussed.</p> <p>Comment that there is not a strong on-line presence, and that social media may be a good way to help connect families and increase communication.</p> <p>Comment that class parents used to be more involved pre-pandemic, and that there was something more intimate and effective from getting communication from a class parent who is specific to your child's grade.</p> <p>Are there things we can do as a BOT to help with messaging and culture around community engagement?</p> <p>Comment that there is a lack of parent involvement, and yet parents feel very entitled to reach out to teachers about their individual child/situation. Can we change this dynamic from individual focus to group focus?</p> <p>Rashida noted that there are many things that used to be done that people would like brought back but there is no formal documentation of these practices which makes them hard to recreate, and also difficult to determine who initiated and maintained them. Were these events and practices school or parent-led?</p>	

<b>Board Retreat: (Update and Discussion) Kathleen</b>	Winter retreat- date TBD. Tentative agenda: community engagement and results of survey; JEDI. Question about if we should discuss more about BOT procedures as this came up on the Board survey as things people were unsure about. Comment that the BOT social went well.	
<b>Board of Trustee Interest Form: (Update and Discussion) Emily</b>	Emily presented up-dated BOT interest form as revised by JEDI and GABS (see form in meeting packet). BOT approved using the updated form moving forward.	
<b>Committee Reports -- Questions Only</b>	none	
<b>New Business</b>	FOH update.	Sara will invite FOH to BOT meetings moving forward, and ask them to offer an up-date of their work
<b>Meeting Wrap-Up/ Evaluation</b>	Next Meetings: Wednesday, Dec. 14th, 2022 at 6:30 p.m. in-person and on Zoom Facilitator: Kathleen S Snacks: Kate E. Drinks: Andrew/Gina Newsletter blurb: Andrew	
<b>Review Action Items</b>	Reviewed action items.	
<b>Adjournment</b>	Meeting adjourned at 8:45p.m.	Matt motioned to move adjourn the meeting; Emily seconded; the meeting was adjourned.

**Tentative Agenda Topic for the Dec. 12th Board Meeting:** Strategies of how BOT can support

community engagement; FOH update



**Personnel Committee Proposal to the Board of Trustees**

**Date:** December 2022

**Priority level:** High

**Approximate time needed for discussion:** 5 minutes

**Proposal to be presented by:** Matt Dube

**Text of Proposal:** We feel it is important to acknowledge employee loyalty sooner in an employee's tenure at Hilltown. We recommend the following change to the existing Longevity Policy (full text on page 2), adding a line for Year 5-7, to go into effect for FY23:

**Proposed longevity scale:**

<b>YEAR #</b>	<b>AMOUNT</b>
5-7	<b>\$250</b>
8 -14	\$500
15 – 20	\$750
21 +	\$1000

**Goals to be achieved by proposal:**

- 1) Rewarding current employees sooner for remaining at Hilltown
- 2) Making our benefits more attractive to new hires and for retention of current employees

**Potential problems/dissenting views:**

Budget impact



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**HCCPS Longevity Benefit Policy**

**(approved by Board of Trustees 9/13/2006)**

This scale would pertain to ALL staff and faculty that are full employees of HCCPS. This means that substitutes, contract employees, consultants, and others that are not on the payroll as an employee can not count years toward longevity – even if they eventually become an employee of HCCPS.

Years count toward longevity if:

- An employee worked .5 FTE or more in that year
- If the employee was in good standing

There will be no longevity if an employee was:

- under a Corrective Action Plan and defined as "not in good standing " within the year during which the employee is eligible.
- Works less than .5 FTE

Longevity amount will be based on:

- A pro-rated amount depending on their FTE (over .5) for the current year
- The year of work the employee is currently engaged in

**Proposed** longevity scale:

<b>YEAR #</b>	<b>AMOUNT</b>
8 -14	\$500
15 – 20	\$750
21 +	\$1000



# HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

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## Domain Administrators' Report December 2022

1. **Cait Browne on medical leave** - Cait Browne, our academic support coordinator, will be out on a 12-week medical leave effective December 7, 2022. Kate Saccento and Laura Davis will be taking over Cait's responsibilities until we are able to identify a long-term substitute for this position. Cait will not be responding to any work-related communications during this time. Community members have been directed to communicate regarding special education and academic support with Kate and Laura.
  
2. **Hiring Update**
  - a. **6-8 Music Teacher** - Felicia Sloin started as the 6-8 music teacher on November 30. She is quickly developing relationships with students, and collaborating with our K-5 music teacher, Nick Deysher.
  - b. **Behavior Analyst** - Haleigh DelGaizo started in the new behavior analyst position on December 5, and is quickly getting to know students, teachers, and the school community. Laura Davis will be supervising her, and she will be an integral member of the Special Education and Related Services (SERS) team.
  - c. **Long-term Sub 7-8 SpEd Teacher** - Emily Lees will be on parental leave this spring. We are still conducting interviews for a long-term sub position that will start December 19.
  - d. **Academic Support Coordinator** - Cait Browne started a 12-week medical leave on December 7. Kate Saccento and Laura Davis will be taking over Cait's responsibilities until we are able to identify a long-term substitute for this position. The position was posted on December 7.
  
3. **First term progress reports** - Progress reports will be available to families through the Rediker Portal this week. This is the first report that will include the revised K-5 standards that teachers worked on collaboratively this past summer and fall. The new standards are intended to more accurately reflect the important learning priorities for students in these grades.
  
4. **Admissions Season** - We are entering admissions season for the 23-24 lottery! Interested applicants can apply on our website now (under Admissions, choosing the 23-24 application).



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There will be a Zoom informational meeting on January 17th at 6:30 pm (details are on the school's website). Also, there will be an in-person informational session on February 1st at 6:30 pm for caregivers interested in applying for their child. Pre-registration is not required for either of these meetings. Applications are due by February 8th at 5 pm. The lottery will be held on February 9th.

### 5. Community Events

Winter Fair took place on Saturday, December 3rd, and was well attended. The event was somewhat scaled back from pre-pandemic years with 10 crafts, few music performances, and only snack foods at concession. We invited Holyoke Hummus food truck to the event to provide hot food in lieu of asking for families to donate entrees. We are still waiting for some reimbursement requests, but we estimate a net profit of \$3,000 from crafts and concessions. The school is not being billed by the food truck as they far exceeded their \$750 minimum in sales in the course of 3 hours.

Winter Solstice will take place at 10 a.m. on December 23rd, and will be fully in-person for the first time since 2019.

The Martin Luther King Jr. Day Celebration will be held on Friday, January 13th, and Rashida Krigger will be bringing in an artist to make a presentation to the school community about racial struggles and triumphs in America, both past and present.



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Domain Council Meeting Minutes- Nov 17th, 2022  
8:30 a..m. HCCPS

**Present:** Kate Saccento, Tala Elia, Laura Davis, Rashida Krigger, Kathleen Szegda  
**Regrets:**

Topic	Discussion	Action
Meeting Agenda for BOT December	Strategy for supporting Community Engagement, FOH invited to attend	
Domain Updates	<p><b>Admin</b></p> <ul style="list-style-type: none"><li>-Equity audit- working on scheduling report out session</li><li>-Facilities- revisiting and putting on agenda the idea of having a part-time facilities staff member as upkeep is coming more challenging</li><li>-Budget process- looking at bring information about budget process to staff meeting and board</li><li>-Special Ed- additional staffing this year for student support as well as Skylab teaching assistant</li></ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"><li>-4 active hiring processes<ul style="list-style-type: none"><li>-TA in Skylab started monday</li><li>-6-8 music teacher hired and starting after thanksgiving break</li><li>-Behavioral analyst hiring in process</li><li>-Temporary position for Jan leave of absence</li></ul></li><li>-Transition to Fastbridge- nationally normed assessments instead of SAT10.<ul style="list-style-type: none"><li>-will have fall assessments grade 3-8, reading and math</li><li>-middle assessment after Feb and 3rd one May</li><li>-does include option of annual social-emotional screening</li></ul></li></ul>	



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	<p>-Staff council meeting had discussions around clarity around stipends, what responsibilities are associated with stipends and which are not. Also discussed teacher leader initiatives.</p> <p>-PD- trauma-informed student environment</p> <ul style="list-style-type: none"><li>- having an asset based lens</li><li>-long range plan staff input</li></ul> <p><b>Community Engagement</b></p> <p>-Winter fair</p> <ul style="list-style-type: none"><li>-committee of about 6 people</li><li>-scaling back the number of crafts</li><li>-may bring in food truck to alleviate amount of food needed to be brought in</li><li>-sign up genius to go out this week</li><li>-music performance planning underway</li></ul> <p>-Solstice</p> <ul style="list-style-type: none"><li>-Songs being taught</li><li>-volunteers for that solicited as soon as winter fair over</li></ul>	
Community Engagement	Discussed asking for parent help in compiling a shared document of planning resources for community events	Tala will reach out to parents/former community team members to help compile
Review action items		Done
Next meeting time/date/location		Dec 22nd, 2022 8:30am in person
Adjournment		Meeting Adjourned at 9:30am



**GABS Committee Meeting Minutes DRAFT – Wednesday Nov. 10th, 11am**

**Meeting Location: By Zoom**

**Present:** Sara Schieffelin; Emily Boddy; Rashida Krigger; Kate Ewall  
**Guests:** None  
**Regrets:** Kelly Vogel  
**Notetaker:** Sara

<b>Topic</b>	<b>Discussion</b>	<b>Action (if necessary)</b>
<b>Check-in</b>	Holiday plans	
<b>Scheduling meeting dates/times</b>	<p><b>GABS meetings:</b></p> <p>Tuesday Dec. 6th, 8:20am at Hilltown</p> <p>Tuesday Jan. 10th, 8:20am at Hilltown</p> <p>Tuesday Jan. 31st, 8:20am at Hilltown</p> <p>Tuesday Feb. 28th, 8:20am at Hilltown</p> <p>Tuesday March 28th, 8:20am at Hilltown</p> <p>Tuesday April 25th, 8:20am at Hilltown</p> <p><b>Annual meeting</b></p> <p>Proposed for either May 17th or May 24th</p>	Rashida will check with other admins, and will ask Nick re date of Spring Music Festival, for planning purposes to determine date for annual meeting (May 17th or 24th proposed)
<b>Recruitment and succession planning-discussion</b>	<p><u><b>Recruiting</b></u></p> <p><b>Community Members:</b></p> <p>Brainstormed ways to recruit for community members, including through identifying agencies to partner with.</p>	<p><b>Community Members:</b></p> <p>Kate will check Dan re his intentions to serve another term</p>



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	<p>Discussed idea to draft a template letter to share with BOT for discussion and approval, and will ask BOT to help up brainstorm organizations to reach out to and how best to do this.</p> <p><b>Teachers:</b></p> <p>We have one space for one more teacher member.</p> <p><b>Parents:</b></p> <p>Brainstormed list of parents that might be interested as identified by personal conversations, current participation on committees, and other involvement with the school and in the community.</p> <p>Discussed putting a blurb in the newsletter that the BOT is looking to add members.</p> <p><b>Committee needs:</b></p> <p>Facilities could probably use another member.</p>	<p>Sara will reach out to Michael Ford re. serving as a community member</p> <p>Emily will draft a template letter to send to organizations for possible partnership/recruiting</p> <p>GABS team members will brainstorm organizations that we may want to partner with and what that would look like</p> <p><b>Teachers:</b></p> <p>Rashida and/or Gina will make announcement at staff meeting that BOT has space for another teacher member</p> <p><b>Parents:</b></p> <p>Kate E. will reach out to Kathleen H. re Luke W.K.</p> <p>Sara reach Laurie N. about interest in facilities and/or BOT</p> <p>Kate E. will reach out to Jenn Stoffer</p> <p><b>Committee needs:</b></p>
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		Kate will talk to Chris about adding a new member to facilities
<b>BOT interest Form-up-date</b>	Interest form was shared at the BOT meeting last night, and all members approved it. BOT interest form will be added to the school's web-page and used moving forward.	Emily will work with Grace to add interest form to web-page
<b>Review the By-Laws-plan</b>	Discussed need to review, and if needed, up-date the by-laws.	GABS members should read the by-law and come to the next meeting prepared to offer input.
<b>JEDI</b>	Interwoven into other discussions	
<b>Next Meeting Date/Time/Location</b>	Tuesday Dec. 6, 8:20am at Hilltown	
<b>Adjournment</b>	12:18 pm	

**Agenda items for next month:** reviewing template recruitment letter and planning for BOT meeting; discuss annual meeting date; recruitment and succession planning; JEDI; by-laws; BOT interest form and BOT webpage-update and discussion



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JEDI Committee Meeting Minutes- November 9, 2022  
5:00 p.m.

<https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09>

**Present:** Kathleen Hulton, Meg Taylor, Rashida Krigger, Natalia Korczak  
**Regrets:** Luke Woodward, Angelique Baker

Topic	Discussion	Action
Review of Collected Anti Racism Statements from other school	<p>The entirety of this meeting was devoted to reviewing and discussing anti-racism statements we have collected from a range of other schools.</p> <p>This conversation included such issues as whether this statement should be specifically focused on race or on inequality more broadly, length, and how much we should concentrate on value/beliefs vs. action.</p>	Each member will send suggestions and wording that they like from the different statements to Kathleen before next meeting.
Next meeting time/date/location	<p>December 14, 2022 at 5 pm</p> <p><a href="https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09">https://us02web.zoom.us/j/85491144674?pwd=MGVEWjB6ek5objFSbktLa3FkdGR3UT09</a></p>	
Adjournment	The meeting was adjourned at 6:10 p.m.	



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Long Range Planning Committee Meeting Minutes – Wednesday, November 29,  
2022

Location/Link: In person at 1 Industrial Parkway, Easthampton

**Present:**

**Absent:**

Topic	Discussion	Action (if necessary)
<b>Approval of Minutes from October</b>	<a href="https://docs.google.com/document/d/1utXpXWkyAxjFhBFMcvzIn7wa-KDuIy-ZSIs2bdJubS0/edit#heading=h.gjdgxs">https://docs.google.com/document/d/1utXpXWkyAxjFhBFMcvzIn7wa-KDuIy-ZSIs2bdJubS0/edit#heading=h.gjdgxs</a>	approved
<b>Discussion and analysis of staff feedback.</b>	<p><a href="https://docs.google.com/document/d/1uS9mYReT4k0Mu_3lVmYSk_zE6KojtL6v9OIZuysHL0o/edit?usp=sharing">https://docs.google.com/document/d/1uS9mYReT4k0Mu_3lVmYSk_zE6KojtL6v9OIZuysHL0o/edit?usp=sharing</a></p> <ul style="list-style-type: none"> <li>• There was a theme with TAs around not feeling personal agency in their job—what is their main role?</li> <li>• One group of TAs also discussed splitting K and 1 and saw many positives in having K as a standalone</li> <li>• These discussions are validating of our goals—both social emotional support for students and grade-level configurations are important parts of this long range plan</li> <li>• We are dealing with big picture ideas, but also urgent matters—setting timelines will be important</li> <li>• It’s also important to let our process play out and to let all affected stakeholders be a part of it</li> <li>• If plan passes in March or April, much of the ensuing discussion can happen before the end of this school year</li> <li>• There are many ways to look at grade level configurations—there are many variations that include standalone K</li> </ul>	<p>Fall 2025 implementation for the LRP</p> <p>Outline what parity with our sending districts would like</p> <p>Specifically address diversity in board membership</p> <p>The word “arts integration” should be inserted somewhere in the goal 3A1</p>



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	<ul style="list-style-type: none"><li>• There have <i>always</i> been concerns around K and 1 being mixed</li><li>• Parent perspective may favor mixed age groupings</li><li>• Parents will need a lot of notice—a year or more would be ideal</li><li>• There are huge considerations around the kids who are already here and the physical spaces that will be used</li><li>• Wednesday half days will have to be addressed if we make a schedule change to full day Wednesdays</li><li>• Concerns about decision making process may be mitigated by allowing teachers to become voting members of the board (would have to exclude conflict of interest decisions about compensation)</li><li>• Some of the cool feedback from staff has to do with implementation rather than big picture vision</li></ul>	
<b>Plan and schedule meetings with caregivers.</b>	One evening Zoom meeting, one in person after drop-off, one in person before pick-up 12/6 2:00 pm 12/12 6:30 pm (Zoom) 12/16 8:15	
<b>Next Meeting Date/Time/Location</b>	<b>TBA Doodle poll to follow</b>	
<b>Adjournment</b>	<b>7:30 PM</b>	



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DRAFT - Personnel Committee Meeting Minutes- December 7th, 2022  
4 PM Zoom - Remote

**Present:** Matt Dube, Laura Davis, Nicole Marcotte, Carla Clark, Dan Klatz

**Regrets:** Andrew Coate, Emily Lees

Topic	Discussion	Action
Approval of Minutes	Carla motioned to approve November minutes, Laura seconded. Minutes approved by consensus.	
Teacher/TA Pay Scales	We reviewed salary numbers from traditional comp schools/towns to gauge where we are relative to neighbors; discussion about the number of TAs Hilltown employs relative to other schools/districts; further discussion about how we need to adjust to maintain goals relative to neighbors' data.	Will continue discussion next meeting
Longevity Bonuses	We discussed increasing the amounts paid out as the rates were determined in 2006, including for the initial, new step; it was agreed that increasing each step by a similar percentage might be the most equitable path; agreed to a process to review every three years.	Matt and Carla will revise the draft proposal for consideration by committee
Items for Dec 21st Meeting	Teacher/TA Pay Scales discussion; Longevity Bonus proposal; Hiring Guidelines	
Next Personnel Meeting	Dec 21st, 3:15 PM ET	
Review action items		Done
Next meeting time/date/location		December 21st, 3:15 PM ET; Zoom
Adjournment		Meeting adjourned at 5:10 PM