

9/9/2020

Good Evening Board of Trustees,

I appreciate that my August 6th letter regarding the August 5th Board meeting is on the agenda tonight. I have some further questions for you all to consider and address;

- Do you feel the way you treated Tim during that meeting reflects the values of Hilltown? Is it how you want to see things handled by our children?
- Did you practice the compassion you want to see in the world?
- As leaders of our community, how do you want to model repairing this?
- How do you think it feels for me as a devoted Hilltown Parent, Public Health Professional and a City Councilor to have been writing people in our community to reassure them that, in fact, my family pod does very much believe in the science of masks?
- Can you imagine what it's like to have to worry that your very lonely children who have been dutifully self isolating and following protocols for half a year may not get invited to future pods, playdates, birthday parties because of the comments of this Board to our larger Community.

Allegations of threats are very serious.

- Why were the several other options the Board had not used?
- How was the decision made?
- Do you think that you showed the proper respect and compassion for someone who has volunteered his time to the school and the Board for more than 4 years? Someone who, whether you think he was a good fit or not, has managed to still give his time in earnest to the Board especially over the last 6 months, despite the radical change of having no childcare, and being quarantined with three young kids under unprecedented extreme stress?
- Do you think the behavior of this body will attract a diverse range of Hilltown parents to want to volunteer for the Board?
- Do you think busy, underrepresented folks feel welcomed by this?

- How do you think it feels to be blindsided in such a personal way like that in a public forum, in front of 66+ people in our community? Do you really tell yourself that was somehow necessary and unavoidable?

However inadvertently, this Board has done great harm to our family and has shown there are serious problems with Board protocol.

We will be seeing and working with all of you, some for the next 6 years, so, I ask, you all, finally-

- **Do you think the Board handled this in the best and most equitable way possible? If not, what are you planning to do about it ?**

I thank each one of you, including Tim, for your service to our Hilltown Community and for your consideration.

Best,
Rachel Maiore

September 9, 2020

Hilltown Board of Trustees;

I would like to take a few minutes to respond to statements made during the August 5 board meeting as well as bring to your attention several serious concerns I have about the process that led to my decision to resign from the board.

First, I would like to point out that this issue could have and should have been dealt with in Executive Session. I am left wondering why the school administration and other board leadership chose instead to publicly embarrass me and my family; potentially harming our children's relationships with peers, teachers and other community members. Do they believe this was the best option they had?

Similarly, when Noelle contacted me on the evening of August 4 she spoke vaguely of "concerns", "complaints", and "issues". She did not provide me with any of the specific details that she clearly had already prepared and that were presented during the meeting on the following day. I was not given important information that would have allowed me to address what was presented. I felt blindsided and, again, am left wondering why she made that choice.

As part of her testimony during that meeting Noelle presented the board with a potential "succession plan" identifying a new President, Vice President, and Chair of Personnel. She clearly had spoken with Matt, Dawn, and Kelly. I assume she must have also spoken with the Directors, and I have serious concerns whether any of that communication would constitute deliberation according to Open Meeting Law.

The very first time Noelle became aware of a concern or complaint about my performance as president it was her duty as Board Clerk to bring it to me directly. By not doing so she, and anyone else with whom she conferred, deprived me of my right to address the issue myself. According to her own testimony there was more than one such time I was deprived of that right. To then use these incidents about which I was never informed nor given a chance to address personally to establish a so-called "pattern of behavior" is, at best, unfair.

Rather than approach me as a respected colleague Noelle and those she consulted instead chose to treat me as one might a misbehaving child. They robbed me of my individual agency, seemingly in the hope that with some gentle guidance I would come around, and now it feels like they have chosen to punish me when I apparently did not.

As to my comments during the July 30 community meeting, not once between that day and the August 5 board meeting did anyone from the school administration or other board leadership ask me to clarify or explain any of my actual statements. The notion that anyone could infer a person's beliefs from a few comments in a Zoom chat is so absurd to me that I'm not even sure how to address it. I am a firm believer in the need for face coverings. Everyone in my family wears one indoors in public and outdoors when appropriate distance cannot be maintained.

Further, in this climate that kind of language is the equivalent of standing in the town square, pointing a finger, and yelling "Witch!" This was said in front of more than sixty Hilltown families and has harmed our children's opportunities for social interaction now and in the future. On this point I'd like the board leadership to issue an apology to me and my family, sent to all the families on the call at the time it was said, and if those families cannot be identified, then to the school at large.

Unlike Noelle reported I never said during the August 6 Domain Council meeting that I intended to resign. In direct response to a question I was asked I did say that, in the past, I had wondered whether being president was too much work. Nor did I intentionally threaten to use poor performance evaluations as retribution or for any other reason, and I'm very sorry that at least one of the directors felt I did. As Deirdre and Lara are well aware, having each been through it more than once, Director Evaluations take months to prepare, rely heavily on rubrics generated from surveys of parents and teachers, and are done as a collaboration between the president and vice president. It is not a process easily subjected to individual misuse.

This is a very serious allegation with potential ramifications to me and my family beyond the sphere of the school. Making such an accusation in the forum that they did and in the manner that they did was, in my opinion, irresponsible.

My family and I are committed to the school and its mission. We will have students enrolled here for the next six years and will have been part of the Hilltown community for 13 years by the time we are done. I have a great deal of respect for the passion and dedication of the Directors and anyone who chooses to serve on the Board of Trustees, and it saddens me to see some acting in ways that I can most charitably describe as thoughtless.

I ask each of you as individual board members to reflect on whether this experience feels as though it respects Hilltown's values of cultivating individual voices, mutual respect, and collaborative conflict resolution. Then I ask the board as a whole to

consider additions or changes to the board's policies and procedures to help prevent such incidents in the future.

Despite how my time is ending I am thankful for the opportunity to have served. It was an honor.

Tim Reynolds



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

**Hilltown Cooperative Charter Public School
Accountability plan 2020-2025 SECOND DRAFT
July 29, 2020**

Mission Statement

- To engage students in a school which 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 education program.
- To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Key Design Elements (with parenthetical citations to pages from the charter application):

1. Interconnected community of children and adults with a high degree of family involvement (*p.1 Mission Statement; p. 15 School Climate & Family Engagement; p. 19 Organizational Chart*)
2. Hands-on, experiential, interdisciplinary approach to learning with an emphasis on the arts (*p. 1 Mission Statement; p. 5 Programmatic Considerations; p. 13, Instruction*)
3. Cultivating children's curiosity, critical thinking, and individual voice (*p. 1 Mission Statement; p. 2 Access; pp. 12-15, Program Delivery*)
4. Development of strong foundational skills (*pp. 11-12, Student Performance; pp. 12-15, Program Delivery*)
5. Consensus based governance and cooperative school leadership (*p. 1 Mission Statement; p. 4 Team Structures; pp. 18-19 School Systems and Leadership; p. 20 Governance*)



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Objectives and Measures related to Mission and Key Design Elements:

Objective #1: Objective: Hilltown students and their families will participate in the life of the school through classrooms, community events, and school governance. (KDE #1)	
Measure: 90% of families, who respond to the annual satisfaction survey will report that there exists a strong sense of community among students, staff, and families. At least 40% of families will complete the survey. 80% of the families measured will match school demographics.	Kinds of data gathered/data collection plan: Annual satisfaction surveys are distributed to the school community via email, as a Survey Monkey, each spring. A 5 point Lickert scale is used along with an open comment section for each question. Survey Monkey tabulates results. Who: Director of Community and Family Engagement
Measure: 100% of students in grades K-8 will participate in mixed-age programs to build a sense of student community. Such programs include weekly All School meetings, year-long cross-grade buddies, monthly mixed-age lunchroom assignments, and mixed-age mini-courses at least three times per year.	Kinds of data gathered/data collection plan: Assignments and attendance lists from teachers and administration. All School calendar and agenda. Who: Director of Administration
Measure: 90% of families, with proportionate representation of the school demographics, will engage in one or more whole-school community events or programs: Winter Fair, Solstice Celebration, Music Festival, Grandparents and Special Elders Day, "Link Families" for incoming families.	Kinds of data gathered/data collection plan: Volunteer registration and attendance sign-in sheets. Self-reporting through an end of year questionnaire. Staff tracking sheets. Who: Director of Community and Family Engagement

Objective #2: Objective: Hilltown students will access learning by participating in interdisciplinary projects that integrate the arts and incorporate hands-on learning. (KDE #2)	
Measure: Annually, 95% of students will engage in hands-on units of study that have been co-created by multiple teachers integrating three or more disciplines. The integrated units of study are guided by essential questions arrived at through a collaborative process drawing on state standards.	Kinds of data gathered/data collection plan: Hilltown's Integration Archive will be available on our website and include, for each unit of study, 1) integration planning document, 2) student reflections on learning, and 3) project artifacts (e.g. teacher prompts, student work) Who: Director of Teaching and Learning
Measure: Annually, 95% of K-8 students will share their artwork with the whole school (via All School [assembly] presentations, gallery displays, or musical/theater productions). These sharings will be accompanied by integration statements (written or spoken by students or teachers) explaining how their art interacts with other ideas and disciplines in the featured projects.	Kinds of data gathered/data collection plan: Photographs of student artwork and copies of written integration statements by students and teachers will be archived. Who: Director of Teaching and Learning



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Objective #3: Objective: Hilltown students will demonstrate deep learning that requires critical thinking and personal expression. (KDE #3)	
Measure: Each Grade 8 student will design, develop, and present an independent interdisciplinary culminating project in a personal area of interest. This will demonstrate research, writing, and presentation skills learned from the HCCPS experience.	Kinds of data gathered/data collection plan: Eighth grade teachers score each student's project using 4 different rubrics: Oral presentation and interactive element, Written research paper, Visual display and general organization and accountability. A 4 point scale is used. Who: Director of Teaching and Learning
Measure: 100% of students in grades K-8 will participate in mixed age mini-courses. K-6 will participate three times a year; grades 7 & 8 will participate two times a year. Students will have the opportunity to express their top choices for course enrollment through surveys.	Kinds of data gathered/data collection plan: Course offering list with description of each course, student surveys indicating greatest preferences, and enrollment lists. Who: Director of Teaching and Learning

Objective #4: Objective: Hilltown students will demonstrate proficiency on external and internal academic measures. (KDE #4)	
Measure: Each grade, 3-8, will score in the top quartile annually in the tested areas of reading and math and core total on the SAT10 test of basic skills. The students in the top quartile will reflect all demographics of the student population in grades 3-8.	Kinds of data gathered/data collection plan: The SAT10 tests of basic skills are administered annually in grades 3-8. Who: Director of Teaching and Learning
Measure: 80% of all students in grades K-3 will annually gain one grade level in reading and writing skills as measured by both nationally recognized and internal benchmark assessments. The 80% of students demonstrating proficiency will reflect the demographics of our K-3 student body.	Kinds of data gathered/data collection plan: K-3 rd grade reading assessments are administered fall and spring using the Benchmark Assessment System and Being A Reader skills mastery tests. Internally developed writing assessments, aligned with grade level standards, are also administered fall and spring. Who: Director of Teaching and Learning
Measure: Annually, 80% of all students in grade 4-8 will demonstrate proficiency in writing on the HCCPS upper grades writing assessment. The 80% of students demonstrating proficiency will reflect the demographics of our 4-8 student body.	Kinds of data gathered/data collection plan: Internally developed writing assessments are aligned with grade level standards and are administered in the spring. Who: Director of Teaching and Learning
Measure: Annually, 80% of all students in grades K-8 will demonstrate proficiency on end-of-unit math assessments. The 80% of students demonstrating	Kinds of data gathered/data collection plan: End of unit math tests accompany published, standards-aligned curriculum. We currently use Math Expressions K-5 and Illustrative Math 6-8.



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proficiency will reflect the demographics of our K-8 student body.	Who: Director of Teaching and Learning
Measure: 100% of 8th Grade students will achieve a passing score on the Grade 8 culminating project rubric .	Kinds of data gathered/data collection plan: Evaluation of rubric scores Who: Eighth grade teachers, reviewed by the Director of Teaching and Learning prior to graduation.

Objective #5: Members of the Board of Trustees and the school Directors will demonstrate responsive leadership with respect to the broader community of stakeholders (staff, students, families and local community). (KDE #5)	
Measure: Board of Trustees decisions will be made using a consensus model of decision making at least 90% of the time as indicated in Board minutes. Majority votes will only be taken if consensus cannot be reached in a timely manner.	Kinds of data gathered/data collection plan: Board minutes indicate the decision-making mechanism used for each Board decision. Tallies are made for Annual Report submission. Who: Director of Community and Family Engagement
Measure: Three Directors will work cooperatively to manage and guide the school. They will collaborate with the Board of Trustees through a Domain Council that meets bi-weekly throughout the school year. The Domain Council consists of the President and Vice President of the Board, as well as the three Directors of the school.	Kinds of data gathered/data collection plan: List of the Directors' large-scale collaborative projects. Domain Council schedule of meetings and minutes Who: Director of Community and Family Engagement



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Objective and Measures related to Dissemination (*required*):

Objective: Hilltown will share best practices with the local educational communities.	
Measure: The school will host an Open House each year, during which teachers will highlight key design elements in practice.	Kinds of data gathered/data collection plan: <ol style="list-style-type: none">1. Attendance list2. Feedback surveys regarding the effectiveness of the program. Who: Director of Administration
Measure: The school will partner with an area college or university to develop a model program for training teachers.	Kinds of data gathered/data collection plan: <ol style="list-style-type: none">1. Statistics regarding interest and enrollment in the training program.2. Feedback survey results from interns in the program.3. Documentation of final program components. Who: Director of Teaching and Learning
Measure: The school will use its website to disseminate information on integration projects. One project per grade level band per year.	<ol style="list-style-type: none">1. Project planning documents and artifacts of integration will be posted on the school website.2. Website posts will be archived. Who: Director of Teaching and Learning
Measure: Annual evening workshop featuring key design element (e.g. building community in a K-8 school or arts-integrated curriculum projects).	<ol style="list-style-type: none">1. Record sharing and archive.2. List of attendees.3. Feedback surveys from participants. Who: Director of Teaching and Learning



Domain Directors Report to the Board of Trustees September, 2020

1. Accountability Plan: Our Accountability Plan for 2020-2025 is **provisionally approved**. We will report on this plan in your upcoming 2020-2021 Annual Report. There are some **final steps** in the process.
 - Please conduct a final review of the plan for proofreading or formatting purposes, but any substantial change would require resubmission to me for provisional approval.
 - **The school's board of trustees (BOT) must approve the attached accountability plan and then submit an amendment request for Commissioner approval.** If the BOT has substantive changes, please bring them back to me for provisional approval as well.

Work from Home: Lara and Kate have received 22 work from home proposal forms. Last week, Lara and Kate began meeting with individuals to review their proposals and will continue to meet with staff through next week. Feedback from the meetings is that the form was easy to complete. After a meeting is held, Lara and Kate document whether or not the proposal was approved, the specific schedule for the individual, the best way to contact the person when they are not in the building, and the meeting date for a follow-up meeting to review how the plan is going. This tracking sheet will also help the administrative staff know who is on campus and when (helpful details during COVID). The work from home proposals are living documents; staff members can request to amend the proposal at any time. If a request is made, Lara and Kate will meet with the staff member again for review of the plan.

Enrollment: As of July 1, 2020, we've had students withdraw and students accept in the following grades: grade 4 (1), grade 6 (1), grade 7 (2), grade 8 (2). Three of the six students who withdrew are siblings. We are at full enrollment (218) and still have lengthy waitlists for K through 7.

Reopening update: The staff has been working without a minute to spare to prepare for our reopening on September 14, 2020. Students will be on campus in cohorts for an hour and a half on Monday or Tuesday. The following week, the time will be increased to two and a half hours. Six tents are being set up and secured for cohort usage.

Attendance Policy: On August 28, 2020, the Massachusetts Department of Secondary and Elementary Education provided "Attendance Definitions and Reporting Guidance for Remote Learning". Since then, the administration has sought legal guidance on how to apply the guidance to the school plan for the year.

Parent connections are in the works via follow-through from a recent survey and new facebook groups which have been formed for each class pair. 2 new teams - Parent Resource and Tech Coop are growing in membership to support families.



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Domain Council Meeting Minutes- August 7, 2020

8:30 am Zoom link:

<https://us02web.zoom.us/j/81691654030?pwd=WSt6U3hObXl5ZjMvdYtJRHdLdIVEZz09MeetingID:81691654030Passcode:Domain>

Present: Matt Dube, Deirdre Arthen, Kate Saccento, Lara Ramsey, Marguerite Durant

Regrets: None

Topic	Discussion	Action
Reopening	Summer committees coming to a close; will need new committees as we open; new surveys going out to parents, community to determine needs and school's role in supporting students and families and shaping our programming. Forming a Group to support this work, Deirdre will be involved; Group to support Lara and Grace with Tech tools and processes, consolidating communication to/for families; Team to actively work with Kate on outside spaces, parents and staff, many volunteers already	Groups being formed by Directors
Executive Committee	Board Officers plus committee chairs will form group to address work-from-home, remote working issues; one-time meeting to form temporary policy to determine how we proceed (likely through December then reassess)	Directors to Send Notes, Matt will convene group and conduct meeting
Review action items		Done



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Tentative agenda topics for next meeting	Reopening	
Next meeting time/date/location		Friday, Aug 14th, 9:00 a.m. https://us02web.zoom.us/j/81691654030?pwd=WSt6U3hObXI5ZjMvdYtJRHdLdlVEZz09MeetingID:81691654030 Passcode: Domain
Adjournment		Meeting adjourned at 9:15 a.m.



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Domain Council Meeting Minutes- August 14, 2020

8:30 am Zoom link:

<https://us02web.zoom.us/j/81691654030?pwd=WSt6U3h0bXI5ZjMvdYtJRHdLdlVEZz09MeetingID:81691654030Passcode:Domain>

Present: Matt Dube, Kate Saccento, Lara Ramsey, Marguerite Durant

Regrets: Deirdre Arthen

Topic	Discussion	Action
Meeting Minutes	Reviewed and approved minutes from August 7th, 2020 Domain Council meeting	Minutes approved
Executive Committee	EC discussed WFH last night, and will regroup next Tuesday.	Directors meeting with staff to discuss last night's meeting and get new feedback for EC
Reopening	Directors and working groups have put together a 19-page document outlining the opening plan and procedures.	Directors are releasing more information to the teachers/staff, DESE, and the community today
Communication Team	In order to increase communication and generate speedy feedback, Directors are looking to create a sounding board team of teachers/staff.	Directors will discuss with teachers.
Review action items		Done
Tentative agenda topics for next meeting	Reopening Agenda for September BoT meeting EC WFH Update/Review	
Next meeting time/date/location		Friday, Sept 4th, 9:00 a.m. https://us02web.zoom.us/j/81691654030?pwd=WSt6U3h0bXI5ZjMvdYtJRHdLdlVEZz09MeetingID:81691654030Passcode:Domain



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Adjournment		Meeting adjourned at 9:15 a.m.
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Finance Committee Meeting Minutes –August 12, 2020, Zoom, 8:30 AM

Present: Carla Clark, Maureen Mahar, Richard Senecal, Chris Korczak, Lisa Plaza, Kate Saccento, Andy Tilbe
Guests: Matthew Dube
Regrets: None
Agenda: Approve May Minutes; Reviewed working draft budget

Topic	Discussion	Action (if necessary)
May Minutes	Approval of May minutes.	Rich moved to approve May minutes, Andy seconded. Approved by consensus
Review FY20 Q4 Financials	No significant Q4 changes Reviewed and discussed Q4 Balance Sheet and Revenue and Expense report Approval of Q4 '20 financial reports	Maureen moved to approve the financials, Chris seconded. Approved by consensus
FY21 Budget Review	Reviewed grants that will help Hilltown in the following areas: technology, student services, mental health, vendors, learning gaps, temporary building facilities, supplies, remote learning technology (tablets & Chromebooks) Will review for a possible PPE adjustment in December Hilltown will have full enrollment (218 students)	No action needed
Tentative Agenda Topics for Next Meeting	Approve August Minutes Review budget	



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	Updated Q1 financial review	
Next Meeting Date/Time/Location	TBD; Via Zoom, 8:30 AM	
Adjournment	Meeting adjourned at 9:10 AM	



GABS Committee Meeting Minutes – August 5, 2020

Meeting Location: By Zoom

Present: Deirdre Arthern; Paula Ingram; Sara Schieffelin; Noelle Barrist Stern

Regrets: None

Topic	Discussion	Action (if necessary)
Committee Openings	<p>Noelle noted that the issue of committee openings raised the issue of Tim’s and Joe’s second consecutive terms. They had not been formally proposed or elected at the Annual Meeting. The By-Laws allow the Board to approve them for a second consecutive term and then that can be ratified by the cooperative at the next Annual Meeting or a special meeting. This was on the agenda for the Board meeting. Noelle said that approving Tim for a second consecutive term raised issues about his presidency and that there had been communication issues between Tim and the Directors. She said that she had urged Tim to step down as President of the Board, but he would not. She also said she would address it publicly at the Board meeting.</p> <p>Several teachers and staff are interested in being on the Personnel Committee: Gina; Mary; Emily; and Seanna. There is no open staff position. Nicole is filling that role. This would mean there is no opening for Mary or Seanna. There is an open teacher position, but only one and Gina and Emily are both interested. There has been some misunderstanding in the interest forms about the role of teachers on the Personnel Committee.</p>	<p>Noelle will email Mary and Seanna and tell them that there is no open staff position on the Personnel Committee. There are openings on Facilities and GABS, although the latter might not be interesting to a staff member. Noelle will also email Gina and Emily and suggest that they talk about who fills the position. If they are unable to resolve it, we will likely draw straws. Noelle will do that.</p> <p>Noelle will reinforce that this is not about having a teacher representative on the Personnel Committee. It is about serving on</p>



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		<p>the committee generally.</p> <p>GABS is developing a policy for selecting teachers and staff members to serve on committees.</p>
GABS Goals for 2020-2021	<ol style="list-style-type: none">1. Resolve committee roles for upcoming year and develop policy for selecting teachers and staff members to serve on committees.2. BOT orientation3. BOT recruitment4. Access for BOT members to shared drives/HCCPS gmail accounts5. Documenting BOT approvals (policies/proposals)6. By-laws language clean-up	
Orientation for New BOT Members	<p>Orientation will be held September 9th at 5:30, directly before the next BOT meeting.</p>	<p>Noelle will email the new BOT members and notify them of the date and time of the orientation. GABS will have a meeting to plan the orientation and update the orientation materials.</p>
Review Action Items	<p>Action items reviewed.</p>	
Tentative Agenda Topics for Next Meeting	<ol style="list-style-type: none">1. BOT Orientation2. Committee Roles3. Board Recruitment	



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Next Meeting Date/Time/Location	August 26, 2020 at 5:00 p.m. Thereafter, GABS will meet monthly two Wednesdays prior to the BOT meeting.	
Adjournment	Meeting adjourned at 5.53 p.m.	



GABS Committee Meeting Minutes – September 2, 2020

Meeting Location: By Zoom

Present: Deirdre Arthern; Paula Ingram; Sara Schieffelin; Noelle Barrist Stern

Regrets: None

Topic	Discussion	Action (if necessary)
Review and Approval of Minutes	The draft minutes from the August 2020 GABS meeting were reviewed and approved.	
Committee/Officer Openings	Dawn is willing to serve as VP if Matt becomes President, but does not want to serve as President the following year. Traditionally, the VP serves on Domain Council with the President so that s/he can fill the role of President the following year. GABS agreed to raise this at the next BOT meeting and see if there is anyone else who might be interested in serving as VP and then serving as President the following year. Another option is to have Dawn serve as VP and then, if Matt served as President for a second year, have a new BOT member serve as VP next year and President the year after that.	GABS will address this at the next BOT meeting.
BOT Orientation	GABS went through each of the documents for the new BOT member orientation and made updates where appropriate. GABS will use the BOT meeting Zoom for the orientation so that the members attending both do not need to log in to two meetings.	Noelle will send a reminder to the new BOT members about the orientation and instruct them to use the Zoom link for the BOT meeting. Deirdre will ask Kate to make her a co-host,



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		so she can start the meeting for the orientation. Noelle will make a folder in the BOT Drive and then send links to the new members, so that they have all of the orientation materials prior to the orientation.
Board Recruitment	There are BOT openings for this year and, if BOT members move from their committees to the LRP Committee, there will be a need for new members on the committees. Kathleen Szegda and Andrew Tilbe have both expressed interest in joining the BOT at some point.	Noelle will send a follow up email to Kathleen. Sara will reach out to Andrew.
Tentative Agenda Topics for Next Meeting	1. Develop policy for selecting teachers and staff members to serve on committees.	
Review Action Items	Action items reviewed.	
Next Meeting Date/Time/Location	September 30, 2020 at 5:00 p.m.	Deirdre will put this on the school calendar and web site.
Adjournment	Meeting adjourned at 6:14 p.m.	



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Personnel Committee Meeting Minutes
August 26, 2020 7:30 am

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szq0UlqxV1FKUVNXVFJHaXhtRzBIQT09>
Passcode: coffeetime

Present: Nicole Grinaski, Emily Lees, Jen Matos, Kelly Woods, Dawn Reesman, Lara Ramsey
Regrets:

Topic	Time	Discussion	Action
Review Personnel Committee Purpose & Current Membership	5 mins	Reviewed who is on the committee and the role of the Personnel Committee. The committee needs to keep in mind policy versus operations when determining the work of the committee. Accessed the description of the Personnel Committee https://www.hilltowncharter.org/board-of-trustees/#personnel	For questions about the role of the Personnel Committee, refer to the description posted on the Hilltown website.
Update on work from home procedure	10 mins	Lara reviewed the Work From Home procedure that was created by an Executive Committee of the Board and reviewed and approved by a lawyer. Kate to share with teachers week of August 24, 2020.	No action needed by committee members.
<u>FY20 Goals</u> Update on development of comprehensive benefit document Update on increasing and supporting staff diversity	25 mins	Reviewed goals and determine what we may need to carry forward in FY21 goal planning. Goal to create a folder with benefits information for candidates interviewing with HCCPS. This work is still not complete and may need to be added to FY21 goals for completion. Questions - is there a discussion about what to provide candidates versus new hires? More or less detailed based on what they need to know at each point. Need more work on hiring strategies to increase applications from diverse candidates. Started to use <u>NEMNET</u> to advertise positions to pull in more diverse candidates. Need to evaluate the ROI on using the website. This summer Lara did additional outreach in an attempt to increase number of diverse candidates applying (alumni of schools, college outreach, etc.).	In September, Committee meeting, determine FY21 goals for committee work.



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		<p>Need to determine a comprehensive strategy to increase diversity of staff.</p> <p>Need to revisit and potentially rewrite the hiring process as a step in increasing diversity of the teachers and staff.</p>	
Determine meeting structure for 20-21 School Year	3 mins	<p>The Personnel Committee will continue with 7:30am meetings for 2020-2021 school year and will hold the meetings two weeks prior to the BoT meeting* to ensure compliance with submitting documents (meeting minutes & proposals) for the monthly board packet.</p> <p>2020-2021 Personnel Committee Meetings:</p> <ul style="list-style-type: none"> • Wed., Sept. 30 7:30am • Wed., Oct. 28 7:30am • Wed., Nov. 18 7:30am (holiday on 11/25) • Wed., Dec. 23 7:30am (holiday on 12/30) • Wed., Jan. 27 7:30am • Wed., Feb 24 7:30am • Wed., Mar 31 7:30am • Wed., Apr 28 7:30am • Wed., May 26 7:30am • Wed., Jun 30 7:30am • Wed., July 28 7:30am • Typically no meeting in August <p>*Adjusted meeting dates due to conflict with school holidays/breaks.</p>	Dawn to send Grace the 2020-2021 School Year dates for the Personnel Committee Meetings to be posted on the school calendar with the Zoom link for remote meetings (until further notice).
Review action items	2 mins		
Tentative agenda topics for next meeting	3 mins	Determine FY21 Personnel Committee Goals	
Next meeting time/date/location		Wednesday, September 23, 2020 7:30 a.m. Zoom link found on school calendar	
Adjournment		8:30am	