



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

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

Zoom link: <https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBIQT09>
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 NEMNET 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	In September, Committee meeting, determine FY21 goals for committee work.



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		<p>an attempt to increase number of diverse candidates applying (alumni of schools, college outreach, etc.). 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	



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Next meeting time/date/location		Wednesday, September 23, 2020 7:30 a.m. Zoom link found on school calendar	
Adjournment		8:30am	