

HCCPS Board of Trustees

Meeting Agenda

April 10th, 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: Matt Dube

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 meeting	Matt	Decision	6:30
Public Comment (5 mins)	Matt		6:35
Domain Updates (10 mins) <ul style="list-style-type: none">● Upcoming Charter Renewal Process● Staffing updates● ArtSpark recap	Laura/ Kate/ Tiffany	Update	6:40

Director Mid-Year Review (5 mins)	Matt	Update	6:50
FY25 Budget (15 mins)	Kate	Update/Discussion	6:55
GABS Update (5 mins)	Emily/Kelly	Update	7:10
Long Range Plan Timeline (15 mins)	Kathleen H	Discussion/Decision	7:15
How Does MCAS Matter? (15 mins)	Laura	Update/Discussion	7:30
Committee Report questions (5 mins)	Matt		7:45
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 May Meeting ● Review action items 	Matt		7:50
Adjournment			7:55

Hilltown Cooperative Charter Public School

Board of Trustees Meeting Minutes DRAFT– Wednesday, Mar 13, 2024, 6:30pm

Location: HCCPS and Zoom

Present:

In-person: Kate Saccento, Laura Davis, Emily Boddy, Tala Elia, Matt Dube, Stacy Guifre, Kathleen Szegda, Kathleen Hulton, Ben Carlis, Grace Mrowicki, Kelly Vogel, Kylan Mandile, Tiffany Ross

By Zoom:

Regrets: Lily Newman, Kate Ewall

Guests: **In-person:** Laurel Loomis, Rebecca Belcher-Timme, Andrea Hermans

By Zoom: Melissa Flanders

Facilitator: Matt

Notetaker: Emily

List keeper: Kathleen S.

Timekeeper: Tala Elia

Mission statement read by: Stacy Guifre

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 ● Thank You Note Check ● BOT Visibility this month 	<p>Announcements, Appreciations, Acknowledgements:</p> <ul style="list-style-type: none"> ● Kelly thanked Laurel Loomis for attending, and she introduced herself. <p>Agenda Check:</p> <p>Thank you note check:</p> <p>Board Visibility:</p> <ul style="list-style-type: none"> ● Family Fun Night, March 22nd 	

<p>Approve minutes from previous BOT meeting</p>	<p>None.</p>	<p>Kathleen S motioned to approve February meeting minutes; Emily seconded; the Board approved February meeting minutes by consensus.</p>
<p>Public Comment (Matt)</p>	<p>None.</p>	
<p>Domain Updates (15 mins)</p> <p>Staffing updates</p> <ul style="list-style-type: none"> ○ Oranges teacher ○ 6-8 Special Education TA ○ 7-8 Math TA ○ Interim Student Behavior Support Coordinator <p>Admissions update</p> <p>Budget update</p>	<p>Staffing Update:</p> <p>Oranges lead teacher hired, Missy Kubacka. Followed full process - initial interview, practice lesson, teacher meeting, parent interview (50ish parents present). Missy starts March 25. Zoe will stay as sub through then.</p> <p>Beth Adel is returning in timeframe expected. Jess will move into Prisms math TA position. Claire will stay on as science TA.</p> <p>Bailey Costin-Shaw is supporting TA in 6-8.</p> <p>Behavior Coordinator - nearly 30 applicants. Committee is Stacy (board), Freja Joslin (parent), Grace (staff).</p> <p>Nck Deysher on leave. Seana subbing currently. Laura and Tiffany will identify a long term sub based on current applicants. Nick plans to return end of May.</p> <p>Admissions:</p> <p>Openings - 20 Kindergarten / 8 6th</p> <p>Tiffany and Kate have been busy with tours, fun, a lot of people accepting!</p> <p>Table (included in packet) states 28 openings, but things will shift as they always do.</p> <p>Last year - 258 applications, this year 223. Hardy waitlist. Trend of low waitlists in the upper grades continues. Kate notes that when there are openings</p>	

	<p>later in the school year, the shorter waitlists are exhausted quickly.</p> <p>Budget:</p> <p>Not ready for a discussion tonight. Finance committee has decided to wait for the next projections to come out at the end of March. All schools are experiencing an expectation of less money next year. Want to proceed with more accurate projections.</p>	
<p>Friends of Hilltown Visit, Tiffany (10 mins)</p>	<p>Missy sends her regrets. Tiffany provided an update. Notes that there are many new members, many with younger children which is good for sustainability. A full update included in packet, including list of grants.</p> <p>Art Spark! The Board can be very helpful in recruiting sponsors. Tiffany handed out paperwork for members. How much money is raised (versus spent on the event) will depend on getting sponsors.</p> <p>Kylan suggests asking our vendors for sponsorship - eg lawyers, landscapers, etc.</p> <p>Question asked about contributions from classes - art projects, baskets organized by parents. Tiffany will bring this back to next FoH meeting.</p> <p>Matt thanks the members of friends, and Myssie who has worked tirelessly for Friends over many years.</p>	
<p>GABS Proposal - New Board Member, Emily (10 mins)</p>	<p>GABS proposes midyear onboarding for Rebecca Belcher-Timme as the second staff member. Rebecca's Resume is included in the board packet.</p> <p>Rebecca made a statement.</p> <p>Rebecca's term would start retroactively July 2023. She will be proposed at the Annual meeting in May.</p>	<p>Matt motioned to approve; Kathleen seconded; the Board approved by consensus.</p>

<p>Proposal - Short-term Substitute Compensation Policy, Laura/Stacy. (Discussion/Decision)</p>	<p>Policy included in the packet.</p> <p>Laura explains that the proposal went through Personnel and Domain committees.</p> <p>Budget impact - there has always been an impact, eg are always people being paid for subbing, but this is just solidifying the payment strategy.</p> <p>Grace asks clarifying question about 'additional work' clause. Laura explained using kids' club as example.</p> <p>Laura notes that payment strategy should be revisited with the new budget.</p>	<p>Kathleen S motioned to approve policy; Kylan seconded; the Board approved by consensus.</p>
<p>LRP Update - JEDI Kathleen S. (Update/Discussion)</p>	<p>Reviewed a few portions of LRP - responding to the board piece.</p> <ol style="list-style-type: none"> 1. JEDI statement 2. Articulate JEDI work and board member responsibilities - have discussed JEDI members going to committee meetings 3. Communicating with the community about how the JEDI work is being integrated into the board's work <p>Personnel is reviewing materials around anti-bias hiring.</p>	
<p>Proposal - School JEDI Statement (20 mins) Kathleen S. (Discussion/Decision)</p>	<p>Statement incorporates staff feedback.</p> <p>Kylan lauds the efforts, asks if JEDI can come to finance. Asks if we open ourselves up to any implications if, in practice, we don't follow through on these items</p>	<p>Tala motioned to approve statement pending legal review; Matt seconded; the Board approved by consensus.</p> <p>Kate S will talk to legal to ensure this is acceptable.</p>

<p>School Climate Survey - Selection of Winter 2024 findings Laura. (Update)</p>	<p>PowerPoint presentation included in packet Students grade 5-8 in May 2023, and again in February 2024 - same questions and grade levels.</p> <p>Laura highlights shifts in responses over time in powerpoint.</p> <p>Rebecca suggests that we ask at what point students joined the school so we can note whether long time students feel more comfortable than those who are newer.</p>	
<p>GABS By-Law Change Proposal, Emily (Discussion/Decision)</p>	<p>Proposal included in the packet.</p> <p>Lily asks that we ensure we include intentional BOT annual discussion about Conflict of interest with our unique context and our norms/agreements.</p> <p>Tala notes that the proposed bylaw changes should be presented prior to the slate being presented.</p>	<p>Matt motioned to approve by-law change; Tala seconded; the Board approved by consensus.</p> <p>By-law change will be brought to the Annual Meeting for a vote by the Cooperative. It will be presented prior to introducing the slate of candidates.</p>
<p>GABS Updates Emily/Kelly (Discussion)</p>	<p>May 22nd for Annual Meeting</p> <p>Kelly provided an update around Annual Meeting planning, including ‘activity’ for adults (What makes a great Arts-integrated school?) and ‘art show’ at the same time.</p> <p>Committees will present short statements about what they do, who they are, and what they’ve done.</p>	
<p>Committee Reports - Questions, Matt</p>	<p>None.</p>	

<p>Meeting Wrap-up</p> <ul style="list-style-type: none"> ● Minutes Finalization ● Snacks + Drinks for next meeting ● Newsletter Blurb ● New business for next Board meeting 	<p>Next Meeting: March 13, 2024 6:30pm Facilitator: Matt Snacks: Tiffany Drinks: Kate S Newsletter blurb: Emily</p> <p>New Business: FY25 Budget</p>	
<p>Review Action Items</p>	<p>Reviewed action items.</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 8:01pm</p>	<p>Kathleen S motioned to adjourn; Tala seconded; the meeting was adjourned.</p>

Tentative Agenda Topics for the April Board Meeting:

FY 25 HCCPS Budget - Working Draft

Assumptions: State projected tuition as of 1/24/2024
 Board Approved Salary Increases, Static Renewing Grants
 8% Health Insurance Increase, 3% Inflation, Current Staffing
 2.5% Admin and Director Salary Increases

	FY 24 Approved Revisions 2/14/2024	FY 25 Working Draft 4/2/2024
INCOME		
1 State Per Pupil Tuition	3,515,900	3,600,822
2 Grants- Mass DOE SPED 240	45,672	45,672
3 Grants- Mass DOE Title IVa	10,000	10,000
4 Grants- Mass DOE 140, Title II,A	4,071	4,071
5 Grants- Mass DOE Title I 305	23,949	23,949
6 Grants - CvRF/ ESSER III for FY 23/FY24	73,740	0
7 Grants - Safe & Supportive Schools 335	10,000	0
8 Grants- MASS DOE 262	783	783
9 Grants- MASS DOE 274	6,517	6,517
10 FOH Rolling Arts/Class Grants	0	0
11 Field Trip Fund	6,280	5,500
12 Fundraising - FOH Designated Funds	2,500	0
13 Kids Club Income	85,000	85,000
14 Student Activity Fees- sports, music, drama	15,000	15,000
15 Medicaid/SPED Income	7,500	7,500
16 Misc Income	3,000	3,000
17 Interest income	15,000	10,000
18 School Lunch receipts	15,000	15,000
19 Special Field Trip Fundraising	0	5,000
20 Winter Fair	6,508	5,000
Total Income	3,846,420	3,842,814
EXPENSES		
Personnel		
21 Educational Professionals (Teachers, OT, Counselor)	1,605,369	1,604,376
22 Educational Paraprofessionals (TA's, Interns, Substitutes)	425,723	468,580
23 Director's Salaries	217,264	222,696
24 Administrative Staff (Asst, Fin, Log, Acad Coord, BCBA, Tech, Nurse,)	405,699	414,915
25 Kids Club Coordinator/Staff	65,323	68,716
26 Summer Programs (Response to COVID learning loss)	14,423	0
27 Stipends- student activities (dance, drama, sports tourneys)	7,000	7,000
28 Stipends-program	20,000	15,000
29 Longevity Pay	17,030	17,505
Payroll subtotal	2,777,832	2,818,788
30 Medicare- everyone-.0145	40,279	40,872
31 FICA- non MTRS-.062	48,160	53,452
32 SUTA-.003- everyone	8,333	8,456
33 UHIC-.0034 everyone/capped @ 1st 14,000	2,808	2,808
34 PFML Tax	10,000	10,000
35 Health Insurance	296,000	319,680
36 HRA	54,000	54,000
37 Health Diversion Benefit	14,000	14,000
38 Workers Compensation	17,104	18,040
39 College Credit Reimbursement	3,000	3,000

Total Personnel Costs	3,271,517	3,343,097
Consultants and Outside Services		
40 Administrative Data Management System/Services	9,000	9,000
41 Administrative Consultant	6,000	6,000
42 Auditor	8,200	10,000
43 Curriculum Consultants	5,000	0
44 FSA/HRA Administrative Cost	2,600	2,600
45 Legal Fees	15,000	15,000
46 Payroll Service	4,100	4,223
47 Professional Development	15,000	5,000
48 SPED Contractors - PT, psychologist	65,000	70,000
49 Summer SPED services	3,860	5,000
subtotal	<u>133,760</u>	<u>126,823</u>
Occupancy		
50 Cleaning Services	54,080	55,702
51 Copier Rental	6,000	6,000
52 Electric	26,000	26,000
53 Elevator Maint	5,000	5,000
54 Fire/Sprinkler Alarm Services	2,206	3,000
55 Heat	10,000	10,000
56 HVAC Maint	10,000	10,000
57 Insurance	34,463	35,497
58 Interest Expense USDA	86,912	85,251
59 Internet	4,991	4,500
60 Landscaping	8,000	8,000
61 Minor Repair/Maintenance	19,000	19,000
62 Plowing	8,500	8,500
63 Telephone	1,200	1,200
64 Trash Removal	6,490	6,684
65 Water Sewer Fees	3,245	3,500
subtotal	<u>286,086</u>	<u>287,834</u>
Supplies		
66 Educational Supplies	30,000	30,000
67 Food	1,000	1,000
68 Household Supplies	5,750	5,750
69 Health & Safety Supplies	3,600	3,600
70 Office Supplies	4,750	4,750
71 Playground supplies	1,000	1,000
72 Postage	500	500
73 Printing	500	500
74 Testing/Evaluation Supplies	6,760	6,760
sub total	<u>53,860</u>	<u>53,860</u>
Equipment		
75 Chromebook Replacement	7,000	8,000
76 Furnishings	1,500	1,500
77 Minor Equipment<\$500 ,	1,500	1,500
78 SPED Equipment	3,000	3,000

79 Tech Repair/Replacement	10,000	10,000
subtotal	23,000	24,000
Grant Funded Expenses		
80 FOH Rolling Arts/ Class Grants/Kiln	2,500	0
subtotal	2,500	0
Miscellaneous		
81 Advertising	3,000	3,000
82 BOT Discretionary Fund	500	500
83 Community Domain Expenses	2,800	2,800
84 Sunshine/Staff Appreciation	1,000	1,000
85 Community Service Projects	500	500
86 Director's Discretionary Fund	2,500	2,500
87 Field Trips	6,280	5,500
88 Fundraising Expenses	1,400	1,400
89 Graduation Expenses	1,500	1,500
90 Kids Club Program Expenses	3,500	3,500
91 MCPSA Dues (.3% of state tuition dollars)	10,715	10,802
92 Miscellaneous	7,000	7,000
93 School lunch expense	20,000	20,000
94 Special 6-8th grade Trip Expenses	10,000	5,000
95 SPED/Medical Contingency	0	10,000
96 Student Activity Expenses (dances, sports, choirs, drama)	5,000	5,000
subtotal	75,695	80,002
97 Total operating expenses	3,846,418	3,915,617
98 Over/Under	2	(72,803)
Non-cash liability-depreciation	107,828	104,350
Principal payment from Fund Balance	59,632	61,293



HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Domain Administrators' Report

April 2024

Staffing Updates

- **Interim Student Behavior Support Coordinator** - Jess Williamson has been selected by the hiring committee as our new K-8 Student Behavior Support Coordinator. She started in the role on April 2. Jess has worked as a Prisms TA since 2021, and acted as a long-term substitute lead teacher in Prisms social studies this winter. She also has many years of prior experience as an early childhood educator. Jess is dedicated to the Hilltown community, and has built strong relationships with students, colleagues, and families. Special thanks to the hiring committee: Stacy Guifre (Board rep), Grace Mrowicki (staff rep), Freja Joslin (parent rep, chair of Hilltown's SEPAC), and myself. We also appreciate all of the helpful input from students, staff members, and caregivers who participated in the hiring process.
- **Academic Support Coordinator** - Amy Linnell started in her new position as Academic Support Coordinator on April 8. Amy has been a member of the Special Education and Related Services Team since 2005. She is known for building trusting relationships with students, families and her colleagues. Amy is an effective and compassionate communicator with strong facilitation skills. Feedback from staff and parents also included Amy's attention to details and excellent organizational skills which are critical for this role.
- **Long-term Substitute K-5 Music Teacher** - Seána Lamothe, longtime Greens TA and extracurricular performing arts director, has been hired as the long-term substitute K-5 music teacher while Nick Deysner is on leave due to unforeseen health issues. His anticipated return date is May 28, 2024. Clara Kohrman, who has been substituting at Hilltown this year, is acting as the long-term sub TA in the Greens while Seána is in the music role.
- **Prisms (grade 7-8) Mathematics Teaching Assistant** - Cas Meade, who has been substituting at Hilltown, took over the Prisms Math TA when Jess Williamson moved into the Student Behavior Support Coordinator position.

- **Blues (grade K) Special Education Teaching Assistant** - Sky Phillipps started at the end of March, and will be primarily supporting one student in the Blues.
- **New Occupational Therapist** - Kathryn Bass started as Hilltown's new consulting occupational therapist (OT) in March. She is replacing Linda Mondschein.
- **Looking for a new Speech and Language Pathologist (SLP)** - Since Amy Linnell has transitioned to a new role as the Academic Support Coordinator, we have posted an SLP consultant position.

MCAS Update

Spring 2024 MCAS assessments are underway in grades 3-8. All students take assessments in English language arts (ELA) and mathematics. Students in grades 5 and 8 take assessments in science/technology/engineering, and students in grade 8 are taking two pilot assessments in civics. MCAS scores are not considered measures of student intelligence or capacity, and we use them as one indication of many of students' content knowledge and skills. School-wide MCAS scores help identify curricular needs, and reveal potential demographic differences in student learning and achievement that we can use to improve our academic program.

Charter Renewal Process

The Board of Elementary and Secondary Education (Board) is obligated by statute (G.L. c. 71, § 89(dd)) and regulation (603 CMR 1.11) to conduct ongoing performance reviews of each charter school and, no later than the fifth year of the school's charter term, decide whether to renew the school's charter. The charter renewal decision is based upon the school's performance over the term of the charter in three areas:

1. The school's faithfulness to the terms of its charter,
2. The success of the school's academic program, and
3. The viability of the school as an organization.

In June and July, Hilltown will prepare its renewal application for an August 1st deadline. An inspection visit for the renewal application will happen sometime between September and November 2024.

DRAFT - Domain Committee Meeting Minutes - April 4, 2024
HCCPS - 3:15 PM

Present: Kate Saccento, Laura Davis, Tiffany Ross, Kathleen Hulton, Lily Newman
Regrets: Matt Dube

Group: Domain Council	Date and time: April 4, 2024 3:15 PM
Location: Hilltown Cooperative Charter Public School	
<ul style="list-style-type: none">● Minutes approval Minutes approved by consensus <p>Domain updates</p> <p>Laura Oranges teacher has started and seems to be doing well, is integrating well; things are going well in the Oranges MCAS has started, almost daily for two weeks before break, more after break too</p> <p>Kate Last few weeks have been challenging, esp in Special Education. The Academic Support Coordinator left, there has been a new Special Education TA to onboard, so things have been very busy in Special Education but about to get better with the new Academic Support Coordinator starting.</p> <p>Tiffany ArtSpark is coming up, it is going to be great; Spirit Week (communication to families in this week's newsletter) and Staff Appreciation lunch and music festival are coming up; rest of the year's activities and events are all plotted out.</p> <p>Staffing Update Oranges teacher is integrating well. Amy Linnell will officially start as Academic Support Coordinator next week but is easing in now, Student behavior sport coordinator is slowly assuming the new role over the course of this week, things are going great, easing in but already noticing improvements. A new Prisms math TA has been hired. Seana LaMothe has been hired the long term music teacher sub, a Greens TA has been hired for this time Seana is the music sub; New contracted occupational therapist has been hired; Need to hire a (contracted) speech and language pathologist for the rest of the year to fill Amy Linnell's previous role.</p>	

Special Ed / Tier II Supports

Work on defining the new role. Conversations about what is this person's role; redesigned to be focused on Tier II, work on clarifying her role to be here and not Tier III/special education behavior plans; the Student Behavior Support Coordinator will be point person on the Response Team

Budget discussion

Some reworking of numbers taking into account new hiring, also trimming, budget deficit has been reduced from approximately \$170,000 to approximately \$70,000; Another positive development is that there is a projected small surplus of around several tens of thousands for FY2024 that will likely further reduce FY2025 deficit. News on budget is looking better than it was at the time of the March board meeting.

LRP Timeline

We will have a Board meeting agenda item about the need to address the LRP timeline

Example: Pride flag decision has shown the need for a process for decision making; this may be something from the LRP to be prioritized

April BOT meeting agenda

- Long Range Plan Timeline Discussion and Decision 15 min Kathleen H.
- How does MCAS matter? Update and Discussion 15 min Laura
- FY2025 Budget Update and Discussion 15 min Kate

Next meeting: May 7th, 3:15 PM / Hilltown Charter

Adjournment: 4:15 PM



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Finance Committee Meeting Minutes- Mar. 6, 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 February minutes, Andrew seconded, minutes approved by consensus	Kylan will submit February minutes for March BoT packet
Free and Reduced Lunch Program	Kate provided an update. The results of the survey will be included in the Hilltown Happenings e-newsletter for one more week to give people another opportunity to review and comment.	Kate will present survey results to BoT and the Hilltown community
Capital Expenditures	Kate provided an update. Kate met with Rick Stoltz, a member of the finance committee who has taken the lead on identifying and advising on capital improvements. A walkthrough of the building was completed. Once an HVAC consultant inspects the boilers and mechanicals, a comprehensive list of capex improvements will be compiled.	Kate to continue coordinating with Facilities Committee to devise long term capex projects list
Budget	Kate and Carla presented. Kate gave a preliminary briefing about the FY2025 budget to the BoT in February and also to the teachers last week. The state provided cautionary guidance about FY2025 tuition. Some of the previous grants received this year will not be received next year because their quotas have been met. If HCCPS were to roll forward the same FY2024 budget to FY2025 with standard annual increases, it will result in a substantial	Kate to notify BoT of likely FY2025 deficit at next meeting



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	FY2025 deficit even if cuts are made. Domain council discussed this budget issue at its previous meeting and Kate will mention this to the BoT at the next meeting. Other Massachusetts school systems are facing this same issue. HCCPS has never run at a budget deficit before, to the recollection of the Finance Committee members.	
New Business	None	
Review action items	Done	
Next meeting time/date/location	April 3, 2024 at 8:30 am via Zoom	
Adjournment	9:00am	



GABS Committee Meeting Minutes – Thursday, March 7, 2024 8:20 am

Meeting Location: HCCPS

Present: Kelly Vogel; Sara Schieffelin; Tiffany Ross; Emily Boddy (arrived late)

Guests:

Regrets:

Notetaker: Sara Schieffelin

Topic	Discussion	Action (if necessary)
Check-in/ Announcements		
JEDI	Interwoven into other discussions	
Approve Feb Minutes	Approved by consensus.	
Annual Meeting Planning + Ideas	Music- Tiffany will reach out to Felicia and targeted parents Art display- Tiffany will talk to art teachers Food-Tiffany will find out budget from school Newsletter Blurb- Sara will send blurb to Tiffany include and include info about theme—"What does it mean to be an arts integrated school" Activity- Kelly will plan for activity with theme "What does it mean to be an arts integrated school" is there a staff who can help with this (Rebecca, Nan, Andrea Hern, Kerri)? Timing- 6:30-8 Childcare- Tiffany will find out budget Committee Chairs need to write up reports- Emily will remind Chairs about this at next BOT meeting	



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<p>Succession Planning + Recruitment, Discussion</p>	<p>Leaving: Matt, Kate E., Have left- Andrew, Lisa Coming on- Neil T- Kate A- Patrick- Emily will have another convo) Beili Yang- Emily will have another convo—maybe join a committee? Brandie or Andy- maybe? Emily will have another convo; Peter N- Sara reached out and he said no Teacher(s)- Rebecca will on-board mid-year; Andrea will apply for July after change of bi-law and will start coming to meetings now Community member- Laurel is going to come to next meeting Leadership- Pres/VP- Kathleen, Lily Ben- Emily will follow up with him Chairs- Stacy- Personne Emily/Kelly- GABS Kylan- Finance Kathleen S.- JEDI Facilities- Ben or Kate A.</p>	
<p>By-Law change proposal, Teacher/Staff positions on the BoT</p>	<p>Will be proposed too the BOT- Emily will write proposal and present at next BOT meeting</p>	
<p>Next Meeting Date/Time/Location</p>	<p>Apri 2 8:30am HCCPS Meeting dates for the year: 5.6 8:30 6.3 8:30</p>	
<p>Adjournment</p>	<p>9:50am</p>	



HILLTOWN COOPERATIVE
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Agenda items for next month:

GABS agenda items for next BOT meeting:



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CHARTER PUBLIC SCHOOL

DRAFT

Personnel Committee Meeting Minutes – March 11th meeting

Location: Purples Humanities Classroom

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

Regrets: N/A

Topic	Discussion	Action
Updates on short term subbing policy	Approved, will send to BoT for their next meeting (this Wednesday) - Laura already sent it in. Says it's coming from Domain and Personnel.	
Hiring Policies	<p><u>Draft Hiring Policy as of January 2024</u></p> <p>The hiring policy is really short. We'll do that first, then procedures second. We'll send it all to the Board once we've revised more of our hiring processes.</p> <p>This is a practice, not a policy. There are separate legal definitions of practice, procedure, and policy. Policy needs to go before the Board, others don't.</p> <p><u>Draft Inclusive Hiring Procedures</u></p> <p>We usually don't ask candidates to answer unvetted questions. Need to reframe specific questions as broader ones, and to have the</p>	<p>Add a blurb to the Family Handbook about what the hiring process is, and how families can participate (and boundaries about that) in hiring process.</p> <p>Confidentiality statement, meant to be sent to people who sit on hiring committees when they see resumes for the first time in step 1 of hiring procedures</p>

