



The mission of the Hilltown Cooperative Charter Public School is:

- ★ 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 educational program.
- ★ To cultivate children's individual voices and a shared respect for each other, our community, and the world around us.

Thank you for your interest in serving on the Board of Trustees of the Hilltown Cooperative Charter Public School (HCCPS)! We value different perspectives and experiences, and continually strive to create an inclusive and diverse BoT.

The Board of Trustees (BoT) At-A-Glance:

- The BoT holds the school's charter from the Commonwealth of Massachusetts and is responsible for the school's overarching philosophies, direction and policies.
- The BoT is accountable for all legal and fiscal matters affecting the school, including the hiring of Directors, and approving the lease, the annual budget and organizational and personnel policy decisions.
- The BoT uses a consensus model of decision making.
- Members of HCCPS elect Trustees at their annual meeting in the late spring. Board members of HCCPS serve up to two 3-year terms.
- Board members who are parents/caregivers of children at HCCPS have 3 year terms, and are expected to serve on one of our committees and/or in an officer role.
- Teachers serve 2 year terms and are non-voting members on the board and serving on a committee is optional, but encouraged.
- Community members serve a two-year term and committee participation is optional.
- The board meets at HCCPS in Easthampton on the second Wednesday of every month (typically excluding August) at 6:30PM. Meetings typically last two hours. There may be circumstances where meetings are held online, or as a hybrid model, online and in person.

Next Step: Please complete the interest form online or print and return it to the school's Community and Family Engagement Coordinator, Tiffany Ross, tross@hilltowncharter.org. We will request your current CV or resume (required by the state, basic sample included in packet) later in the process.

Please refer to the Board Checklist to understand the onboarding process, start to finish!

If you would like to know more about Hilltown and our BoT, visit our website: www.hilltowncharter.org, or contact the board clerk, Emily Boddy: eboddy@hilltowncharter.org

**Joining the Board:
What to Expect from Start to Finish**

1. Interest in Joining the Board

Interest is typically sparked by visiting the school's website, speaking to a trustee of the board or staff member, or while attending a board or committee meeting. Some Trustees may be recruited or prioritized for specific skills that are needed on the board, including finance, law, or personnel experience. Some trustees may be prioritized for their diverse experiences and perspectives, representing the breadth of our Hilltown community.

2. Contact the Community and Family Engagement Coordinator (CFEC) to Learn More

The CFEC will have an initial meeting with the prospective candidate for a general overview to address what the board does, what the consensus model is, what the commitment is for a Trustee and to review required paperwork (Board interest form + Resume requirement). The CFEC may recommend a prospective candidate join a committee for a period prior to joining the board.

3. Submit Board Interest Form + Resume

Interest forms are available on the school website to print, or to complete online via Google form. A hard copy can also be provided by the CFEC. A resume is required per state law.

4. Meeting with Members of the GABS (Governance and Board Sustainability) Committee

Prospective candidate meets with 1 or more GABS members to go into depth about board expectations (including the importance of the consensus model), procedures, commitment, timeline, and other pertinent information.

5. Attend a Board Meeting(s)

For those who have not yet attended a board meeting, this should happen as soon as possible around the time the documents are submitted. We encourage candidates to continue to attend meetings as they are able to become familiar with the board and its work.

6. GABS Reviews Candidates

GABS reviews applications, and discusses candidate meetings with GABS members. GABS also considers any feedback from committee chairs, board members, administration and other stakeholders. GABS considers particular needs of the board, the balance of parents, teachers/staff members, community members (per By-laws), conflicts of interest and other pertinent matters.

7. GABS finalizes Candidate list to bring to BoT

GABS determines a list of candidates to present to the BoT, based upon comprehensive review.

8. GABS presents Candidate(s) to the BoT

GABS brings candidate(s) to the BoT at a BoT meeting. Candidates are voted on individually. Resulting list of candidate(s) make up a slate to bring to the Cooperative at the Annual Meeting.

9. Annual Meeting: Candidates are voted on by BoT and Cooperative

Slate of candidate(s) are put forth to the Cooperative and the slate is voted on by the cooperative.

10. New Trustee Term begins in July

Official period as a Trustee starts in July following the Annual meeting. Members are expected to attend all board meetings, 2nd Wednesday of the month at 6:30pm. Until July 2022, will have a remote option per Open Meeting law amendments. It is unknown whether this option will continue, based on changes to OML. Regardless, board members are strongly encouraged to attend meetings in person as much as possible. The By-laws, regardless of current pandemic accommodations, do allow for occasional remote attendance on a case by case basis.

11. Committee Assignment

GABS balances the needs of the various committees with the interests of new members. Committees meet once monthly, barring any pressing matters that may require additional meetings. Some committees have standing monthly meeting schedules, others may vary. We ask that Trustees are willing to take on leadership roles during their tenure, either as a committee chair or in an officer role.

12. Attend Board Orientation in late August/September

Orientation takes about 90 minutes. GABS members take new Trustees through the various aspects of the board, bylaws, expectations and requirements.

13. Complete trainings and paperwork as required by the state

The state requires training that is completed online. Training and paperwork must be completed in the timeframe set forth by the state.

Board of Trustees: Interest Form

Date Submitted: _____

Name: _____

Address: _____

Phone # (Primary): _____

Email Address: _____

1. How did you hear about and connect with HCCPS?

2. What interests you most about HCCPS and/or about education in general?

3. Why are you interested in serving on the Hilltown Board of Trustees?

4. The HCCPS Board uses the consensus process for decision-making. Are you familiar or experienced with the consensus process? If yes, please tell us where you have used it before. If not, are you open to learning and using it?

5. What skills/interests do you hope to bring to the BoT? Check all that apply:

Finance/Business

Non-profit experience

Construction/Other Trades

Leadership

Education background

Writing/Editing

Development

Law

Community Building/Networking

Volunteering

Arts/Theater/Creativity

Charter School Policy

Corporate

Human Resources

Landscaping/Gardening

Prior Board Experience

Mental Health/Child Development

Technology

Other, please describe:

6. When is the earliest you would be available to serve?

7. Which of the BoT standing committees most interest you? Please check all that apply.

Committee descriptions available on www.hilltowncharter.org/board-of-trustees/

- *Finance*
- *Personnel*
- *Facilities*
- *Governance and Board Sustainability (GABS)*
- *Learning, Impact, Purpose (LIP)*
- *Justice, Equity, Diversity and Inclusion (JEDI)*

8. Are you interested in serving on a BoT committee in advance of, or as an alternative to Board Membership?

We encourage prospective BoT members to join a committee prior to joining the BoT. Contact the Community and Family Engagement Coordinator or the Chair of the committee of interest:

www.hilltowncharter.org/board-of-trustees/

RESUME SAMPLE

Note: If you already have a resume, you do not need to reformat it to look like this sample.

Your Name

(123) 456-7890
NO_REPLY@EXAMPLE.COM

Skills

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Experience

MONTH 20XX - PRESENT

Company Name, Location - *Job Title*

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- Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

MONTH 20XX - MONTH 20XX

Company Name, Location - *Job Title*

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- Aenean ac interdum nisi. Sed in consequat mi.

MONTH 20XX - MONTH 20XX

Company Name, Location - *Job Title*

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Education

MONTH 20XX - MONTH 20XX

College Name, Location - *Degree*

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Hobbies/Interests

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