HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

Personnel Committee Meeting Minutes
Wed., Feb 24 at 7:30am

Zoom link: https://us02web.zoom.us/j/88069674816?pwd=Szg0UlgxV1FKUVNXVFJHaXhtRzBlQT09
Passcode: coffeetime

Present: Nicole Grinaski, Emily Lees, Jen Matos, Kelly Woods, Lara Ramsey, Carla Clark, Tala Elia
Regrets:

Topic	Time	Discussion	Action
Meeting Roles	2 mins	Facilitator: Kelly Notetaker: Jen/ Kelly Timekeeper: All	
Highlights from Inclusive Hiring Process Workshop- suggestions for hiring processes moving forward		Lara shared notes and thoughts from the recent Inclusive Hiring Process Workshop ("Building an Inclusive Hiring Process", a workshop with Dr. Liza Talusan through AISNE.) Highlights for future reference included: When a hiring committee is formed an orientation meeting is held. Leverage catalyst questions to create focus on goals. Consider use of an inclusive hiring article for the Committee to read and discuss. Hiring Rubric developed for collective reference Review inclusive interviewing practices, should JEDI be involve? Prepare to answer "What steps do you have in place to ensure I will be successful?" Job Description/ Posting: signal identity and commitment to diverse candidates; requirements vs. preferred qualifications. How are we more inclusive? What kind of diversity and inclusion are we looking for?	Create a google resource folder to support an "Orientation to building an inclusive hiring process"

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		Question for consideration: are you hiring for diversity, inclusion, equity, justice? How do we look past the number alone? Interview questions - prepare in advance, questions should be tied to the job description - mindful of questions for "culture" vs. qualifications, consider sharing questions ahead of time? Separate what the candidate said vs. your feeling about what they said. Does the hiring committee get to consider what a failed search is? What are the options/ restrictions? Consider what of this content to share with the handbook for future reference. Create a dynamic resource folder to support an "Orientation to building an inclusive hiring process" with references to the resources and recommendations.	
Annual Goal Checkin; Next Steps for Spring		Discussion re what we can do to advance our JEDI goals in our next hiring process - knowing we will have roles to fill in the new year. Creation of resource file for hiring committees. Salary, timeline, benefits will be important to have ready and explicit upfront to the hiring process. Addresses both transparency and opportunity for advancement/ retention. (Example New Hire packets will be useful here. We can take these into consideration as we prep for posting new roles - Prospective Hiring Packet.) Making scales transparent and available - also need to be clear about how one is placed on the scale.	Nicole will make a note on the Prospective Hire packet check list to include salary scale information in future.
New Business		Carla will be joining Personnel Committee meetings going forward as a resource. Thank you!	
Review action items	2 mins	Nicole will create the Inclusive Orientation Resource File in google - and move Lara's notes for reference. (Lara Ramsey may choose to edit prior?)	

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		Nicole will make a note on the Prospective Hire packet check list to include salary scale information in future.	
Tentative agenda topics for next meeting	3 mins	Annual Goal Check-in New Business	
Next meeting time/date/location		Wed., March 31 at 7:30am Zoom link found on school calendar	
Adjournment		<mark>8:22am</mark>	