DRAFT

Intergenerational Schools

Minutes

Human Resources Advisory Council 2025-2026

Meeting II

Date and Time
Friday May 22, 2026 at 3:30 PM

Location
Aaron Davidson-Bey is inviting you to a scheduled Zoom meeting.
Topic: Human Resources Advisory Council 2025-2026: Meeting II
Time: May 22, 2026 03:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/86941409659?pwd=x7YtbQaIvrgBLSetYo1pbKUrEHb8Dn.1
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The Intergenerational School creates, connects, and guides a multigenerational community of lifelong learners and spirited citizens that strive for academic excellence.

Committee Members Present
K. Salters (remote)

Committee Members Absent
B. Roy, R. Carlin

Guests Present
A. Cascio (remote), A. Davidson-Bey (remote), B. King (remote), S. Alonso (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Davidson-Bey called a meeting of the Human Resources Advisory Council Committee of Intergenerational Schools to order on Friday May 22, 2026 at 3:38 PM.

II. Human Resources Advisory Council

A. SOP for Extending Letters of Hire & Stipends

- Specifying time period for certification of funds approval.
    - Provide details of timeline for ed and support and admin staff.
- We are trying to get letters of hire for returning staff out faster. Letters out early April.
- More detail of timelines.
- Make required field for hourly details in the certification of funds form. Reach out to celeste.

B. Admin and Support Staff - Potential Performance Review Template

- Streamline and utilize AI to make it easier to complete performance reviews? (Paperless)
    - Used Dropbox sign to specify review completion?
- Use AI to create a review including the fields of OPES that apply to admin and support positions.
- You can set goals in the beginning of the year and what you do in that year can inform the details of the performance review.

    - How can we make the process for reviews easier for all parties? Simplify fields. Take the subjectivity out of reviews.
    - Find commonalities between OPES and strategic plan to simplify.
- Develop a review that is a mechanism for feedback and improvement.
    - Keesha agrees. “I don’t know how taxing that would be to do”
    - Set a standard for feedback and frequency of check ins.: How often you talk about performance and improvements.
- Do just admin first.
- Leverage AI
- (SOP for AI use)

C. 2025-2026 Staff Handbook

- Email staff handbook to everyone after this meeting
- Update policies
    - Snow days on maternity leave
    - Social media
    - Tuition
- Better work from home policy
- Revisit policy about other jobs or outside responsibilities
- Stipends for cluster director, lead teacher, and accounting for time worked.

III. Other Business

A. Confirm the Date and Time of Next Month's Meeting

Confirm the date of next meeting: Put out a doodle to get a better date and time

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:33 PM.

Respectfully Submitted,
A. Davidson-Bey

Documents used during the meeting

- SOP - Letter of Hire Process, 11.13.2025.docx
- SOP - Stipend Process, 11.13.2025.docx
- Performance Eval - Hourly.doc
- Performance Eval - Competency Based (1).doc

- Performance Eval - Mgrs and Supers (1).doc
- Rubric-Evidence-Row-OPES-2-0.pdf
- Staff Handbook 25-26 8.11.2025.pdf

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