

BOARD AGENDA ITEM

April 23, 2019

SUBJECT:

Recruitment and Retention Committee, Phase III

BACKGROUND:

The Recruitment and Retention Committee concluded with a specific set of recommended action steps and the need for a more detailed analysis of each. To facilitate this process, three (3) working committees were established, one of which focuses on enhancing retention efforts.

ADMINISTRATIVE CONSIDERATION:

The Recruitment and Retention Sub-Committee focused on enhancing retention efforts finalized specific implementation plans for the following four (4) recommended action items:

1. Develop and implement a robust orientation to the District and school based location or department.
2. Establish school based retention teams and create system for personalized welcome notes from District and school leadership for all new hires.
3. Explore Social Emotional Learning Curriculums to support environmental concerns.
4. Develop year round employee recognition programs, one district wide and a menu of program ideas for principals to choose from at the school level, to incentivize and reward positive performance and behavior across all employee categories.

Implementation will commence in Summer of 2019.

RECOMMENDATION:

For information only.

ATTACHMENT:

Implementation Plans

PREPARED BY:

Jennifer Hart

Retention Committee Recommendations

Focus Area: New Hire Buddy program (Individual schools will create their own unique name.)

Goals for committee: To increase staff moral and support through personalized ongoing connections and relationships by entire school family.

Implementation Steps	Timeline	Resources Needed
<p>First Year Initial: -Assign a department/grade level buddy -Contact made by buddy before school begins to introduce yourself -Tour around the school -Welcome basket within 1st week of school which needs to include: --welcome letter from admin., guidance, dept./grade level chair, buddy --Hard copy of faculty handbook with contact list and calendar of yearly events --School spirit related item (t-shirt, lanyard, cup, etc.) --Name tag/badge --Office Supplies: stapler, staples, adult scissors, tape dispenser, tape, pencil sharpener, masking tape, sticky notes, chart markers, dry erase markers, pens Weekly: Pulse checks – in person, email, text, call (vary contact) Monthly: “Goody contact”, Note of encouragement Quarterly: Outings or in-house gatherings</p> <p>2nd Year Initial: -Welcome basket within 1st week of school which needs to include: --welcome letter from admin., guidance, dept./grade level chair, buddy -- School spirit related item (t-shirt, lanyard, cup, etc.) --Office supplies: refillable items-staples and tape, sticky notes, dry erase markers, pens Monthly: Pulse checks – in person, email, text, call (vary contact) Quarterly: Outings or in house gatherings</p> <p>3rd-5th Year Initial: - Welcome letter from admin., guidance, dept./grade level chair, buddy -Allow them to participate in the program as a big/little with their practicing buddy (like a family). They will act as another means of support/person of contact for the new hire.</p>	<p>2019-2020 (Implementation Year) -Begin with all new hires. -Schools will create a unique name for their buddy program.</p> <p>2020-2021 (2nd Year of Implementation) -First and Second year staff plan would be implemented.</p> <p>2021-2022 (3rd year of Implementation) -Third year staff would now have the opportunity to become a “peer buddy”</p> <p>Yearly: The committee will meet to discuss strengths and weaknesses of program to make changes if needed.</p>	<p>Very little to no resources needed. Meeting social/emotional needs is the focus of this program.</p> <p>Items for welcome basket and outings/in house gatherings.</p>

School Level Menu for Employee Recognition

1. Lunch with boss
2. Duty free lunch and recess
3. Partnership with community to develop a "shopping spree"
4. Acts of service auction
5. Team lunches
6. Apparel for attendance
7. Sweets and notes in boxes
8. Shout out board
9. Principal covers class while you leave for lunch
10. Incorporate peer recognition- if a colleague recognizes another employee, reward him or her also
11. Casual dress or jeans pass
12. Crown for queen/king employee
13. Leave early / come late passes
14. Food truck. (Team)
15. Treat and acknowledgement for birthdays
17. Reserved parking
18. Photo displayed in office/social media
19. Monthly celebration at staff meeting
20. Principal does your job

Retention Committee Recommendations

Focus Area: Year round employee recognition programs district wide and a menu of ideas for principals to choose from at the school level, to incentive and reward positive performance and behavior across all employee categories.

District Wide: "You Have Been Caught..." to reward positive performance and behavior of all employees

Implementation Steps	Timeline	Resources Needed
1. Design a pad of You Have Been Caught paper	Spring/Summer 2019	Material Center to create Pad of "You Have Been Caught" which includes graphic/logo
2. Develop District wide directions for distribution and how to use (anyone in district can write one to any employee within district)	Summer 2019	Detailed Directions for district
3. Develop menu of rewards to spotlight employees who "have been caught"	Summer/Fall 2019	
4. Distribute and offer PD to administrators of how to use the menu of rewards to spotlight employees who have been caught	Summer/Fall 2019	Menu of program ideas for schools
5. Distribute pads and directions to all employees/schools for use during the 2019-2020 school year and explain	Fall 2019	Pads/directions

Note: Schools will implement a plan to recognize employees who "have been caught" and who wrote the slip.

Ex: Brag Board, spotlight employee of the month drawing from the "You Have Been Caught" slips, social media etc.

Retention Committee Recommendations

Focus Area: **Orientation**

Implementation Steps	Timeline	Resources Needed
<ul style="list-style-type: none"> • Develop org chart and “Who to Ask” hyperlinked document • Develop short video introducing the facilities of ACPSD • Develop Bus Stop Tours for each attendance area • Develop hyperlinked employee handbook • Develop standard benefits and payroll orientation presentation • Identify all evaluation systems and develop employee training for each • Identify key legal/ethical issues to be addressed and develop presentation and sign-off for employees • Develop handout/presentation explaining leave days and FMLA (employee handbook) • Develop hyperlink document of all portals/applications with descriptions of each • Develop an applications access document/electronic form for department heads to submit to IT. It should include the applications and portals required for employee access. • Develop standard training for new employees for the Instructional Framework and Literacy Framework. • Develop standard training/presentation explaining the district and state assessments and purposes • SPED and ESOL departments develop standard presentation for processes, expectations, and regulations. • Develop an outline/template as a guide for departmental training • Each department develop a training program. • Develop a school orientation checklist • IT develop a hyperlinked master list of portals/applications with descriptions 	<ul style="list-style-type: none"> • July 2019 	<ul style="list-style-type: none"> • Manpower • Facilities for orientation for 2-3 days • District transportation • Department training videos • Instructional Services Department videos/PowerPoint bank • Utilize Summer Institute resource list

<ul style="list-style-type: none"> • HR partner with Communications Dept. to develop brochure/list of community engagement opportunities • Develop community partnerships with agencies/organizations to identify a point of contact for new employees • Schools develop handbooks that align with the district handbook. • Schools develop a calendar for school-based training • Schools develop a new staff support group and assign mentors/buddies 	<ul style="list-style-type: none"> • August 2019 	
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Retention Committee Recommendations

Focus Area: Explore social emotional learning curriculums to support environmental concerns

19-20 - Incorporate PD for SEL in all events possible – Leadership Summit, E2, New to District, LIL, etc. The more infused it is, the more engrained it becomes within our culture.

20-21 - Merging school and district goals. What schools currently have some form of SEL program? What are the key words/language they use? Are there overlaps? Now compare to district goals. Are there overlaps?

Implementation Steps	Timeline	Resources Needed
1. Develop a PD that can be used and implemented in K-12 to discuss the ASCD Whole Child. We will develop PD on the 5 Tenants to work for K-2, 3-5, 6, 7-8, and 9-12. Each school would need to adopt a matrix for the 5 tenants (example completed by AIS).	-PD would go throughout the 19-20 school year	-work with the PD committee to develop these trainings