



## Personnel Committee Report

Location	Date	
Virtual	Tuesday, August 17, 2021	5:30 pm
<b>Board Members</b>		
Flohisha Johnson- Chairperson		
Hasani Council, Vice Chairperson		
<b>District Liaison &amp; Superintendent Representative</b>		
Dr. Yolanda Mendez		Havier Nazario
<b>Other District Staff</b>		
Randall Schrader		JoAnne Watson
Claire Emmanuel		Stacey Wilkerson
<b>Guests</b>		
<b>Meeting Summary</b>		
<p>The Meeting was opened at 5:30pm by Personnel Committee Co-Chairperson Hasani Council.</p> <p>Dr. Mendez welcomed everyone to the first Personnel Committee meeting for the 2021-2022 school year. She reminded the committee that on Friday, August 13, 2021 the Personnel Agenda and all resolutions were fully reviewed with Vice President and Personnel Committee Chair Flohisha Johnson and Chief of Staff Havier Nazario. Dr. Mendez reminded Board members that the practice of providing Personnel resolutions every Friday during the months of July and August had provided the district and Board Members with open lines of communication. Board members agreed that they were fully informed on all Personnel transactions to date.</p> <p><b>Agenda Topic#1</b>  <b>Staffing Updates:</b> were reviewed by Dr. Mendez and Ms. Stacey Wilkerson. Discussions were held to provide clarity on reassignments. Board members were clear on all Staffing updates. These included:</p> <p><b>Staffing Updates:</b></p> <ul style="list-style-type: none"> <li>-Non-Instructional Vacancy Roster</li> <li>-Active Job Postings</li> <li>-Instructional Vacancy Roster</li> <li>-Civil Service Hires</li> <li>-Reassignments</li> </ul> <p><b>We moved on to:</b>  <b>Employee Services Updates</b> which were reviewed by Mr. Randy Schrader and there was a question regarding adequate coverage for the individual listed on the Personal Leaves Resolution.</p>		

We moved on to Agenda topic #2 which was a summary of our negotiations updates. Ms. JoAnne Watson provided the Board members with a summary on negotiations. Ms. Watson and the team's hard work in this area was acknowledged by Chair Hill.

The ratification summary of Building Trades Council was summarized and Dr. Mendez reminded the Board that this would be a voting item and resolution this month.

The board members were pleased with the new contract and made the recommendation to move this ratification to the greater board for approval. We then moved on to Agenda Topic #3

### **Agenda Topic #2: Non-Voting Items**

A. **Negotiations Update (Union Representation Overview)** was provided by JoAnne Watson & Dr. Yolanda Mendez.

1. **Local 1 (School Officers)** – Met in July and next meeting is August 17<sup>th</sup>.
2. **CASA** – District presented economic proposals for consideration in July.
3. **LOCAL 3** – Settled on August 9, 2021. Tentative agreement; details forthcoming. Subject to ratification.
4. **Local 617** –Final proposals will be submitted on July 27, 2021. Next meeting September 1, 2021.
5. **Building Trades Council**- Contract ratified.
6. **Local 32** – Received request to initiate negotiations- meeting TBA.

### **Agenda Topic #3: Voting Items**

#### **A. Personnel Actions**

We reviewed the Personnel Actions and the board members were pleased to say that they were satisfied with the ongoing Friday updates on all Personnel Resolutions which allowed for them to stay abreast of all personnel transactions throughout the summer.

New transactions since Friday were reviewed with the board and Mr. Randy Schrader was asked to review Resignations and Retirements. He discussed how our resignations and retirements have gone up a bit since last year for the months of July and August however, the numbers for the 2021 school year as a whole are similar from the 2019 SY. Conversation ensued on how Covid has perhaps impacted changes in these trends.

All resolutions were reviewed including a new resolution for teachers to be allowed to tutor students as of September 1<sup>st</sup>. Upon discussion, **Recommendations were made by the committee to move all voting resolutions to the full Board for approval.**

1. Appointments
2. Co-Curricular
3. Transfers
4. Salary Adjustments
5. Resignations/Retirements

## **6. Separations**

### **B. Other Voting Items - Resolutions**

The following items were reviewed by Dr. Mendez and Ms. Wilkerson with the Board which included Several MOUs for clinical internship partnerships, Workers' Compensation Claim Petition Settlements as well as the MOA between the district and the Building Trades Council. Discussions occurred and clarification provided as requested.

- 1. Workers' Compensation Claim Petition Settlements**
- 2. Resolution Authorizing MOA between NBOE and Building Trades Council**
- 3. Rider University Westminster Student Teacher MOU**
- 4. Seton Hall Student Teacher MOU**
- 5. Columbia University Student Teacher MOU**
- 6. NJCU Guidance Counselor MOU**
- 7. NJCU LDTC MOU**

**Recommendations were made by the committee to move all voting resolutions to the full Board for approval.**

#### **Agenda Topic #4:**

We then moved on to other / new Business which included providing the board with an overview of our upcoming plan towards Self-Insurance and our upcoming Wellness Initiative for all employees.

Questions and clarity were provided on both areas as requested by the board.

Ms. Wilkerson discussed the recruitment efforts being made and the work the staffing office has been involved in as they have been supporting Principals in staffing the district as well as the work that the office has been involved in to assure that offer letters and onboarding occurs as expeditiously as possible.

Ms. Hill stated that she knows of candidates that have been interviewed and provided offer letters in less than 12 hours. She thanked the office for the great work they have been doing!

The meeting was adjourned at 6:44 by Chair Hill.

**C. Other/New Business**

**A. NBOE Benefits Self Insurance Overview**

**B. Wellness Initiative Overview**

**C. Recruitment Efforts - Update:**

**Non-Instructional Summary of Fairs and information sessions**

1. Congressman Donald M. Payne, Jr./ Essex County Veterans Subcommittee Job Fair- August 26, 2021
2. After-School All-Stars NJ Community Resource Fair - August 26, 2021

**Instructional Summary of Fairs and information sessions**

1. NBOE Bilingual & ESL Virtual Teacher Fair on June 22, 2021- 7 hires
2. TFA Selection Process- hired hard to staff candidates - 2 ESL, 1 French, 1 Chemistry.
3. 34 student teachers hired as full time teachers
4. July 27, 2021 Essex County Employment Network meeting with Newark Alliance to share teacher job opportunities.
5. NBOE August Teacher Fairs:
  - a. August 16 – High School Fair
    - # of schools that attended: 16
    - # of candidates that registered: 32
    - # of candidates that attended: 18
    - # of hires- 2 hire request submitted already
    - Follow up effort: Reached out to all HS principals with the resumes of all the candidates who registered and encouraged them to reach out to continue interviewing and hiring. We have also asked them to fill out a survey to let us know who they intend to hire. In addition, we are in the process of uploading all the candidate names in our applicant platform; which will ping us when one those candidates apply and are hired. This will allow us to collect data on the hires from the fair.
  - o August 23- SPED Fair
  - o August 26- District Wide Fair
6. Amplifying efforts to hire ESL and Bilingual Candidates
  - a. Employee Referral Opportunity extended to October 2021
    - i. 33 referrals made for ESL & Bilingual Teacher referral bonus opportunity; 9% of these referrals were hired for 20-21 SY. 12% of these referrals will be hired for 21-22 SY. Anticipating more hires for 21-22 SY.
    - b. Signing bonus of up to \$4,000 for ESL & Bilingual Teachers
      - ii. 24 candidates hired since the signing bonus incentive.
7. Lead Newark
  - i. 30 VP and Principal Lead interview days were held since December 2020 to fill school leader vacancies for 21-22 SY. 80 VP and Principal candidates interviewed during that time.

### **Ongoing Recruitment Efforts:**

1. High touch customer service for principals and candidates:
  - a. On a weekly basis sharing hard to staff vacancies with principals directly from the application tracker and sharing candidates we have met at fairs and meet-ups.
  - b. One off outreach to strong candidates to gain more insight on cert status, availability, experience/interest and sharing that information with principals.
  - c. More robust screening system including vetting current and former employees and internet footprint search to select quality candidates.
  - d. Sharing an article on the principal newsletter with “candidate spotlight” with eligible candidates in a hard to staff area.
  
2. Continuous recruitment effort through social media and online postings.
  - a. Created school specific ads for three new schools and continue to share on all social media platforms and other job sites.
  - b. We are in the process of reinventing our social media strategy to attract more candidates.
  - c. Daily social media posting for hard to staff and school specific vacancies.
  - d. Vetting platforms to purchase that can be used to enhance virtual teacher fair experience for hiring managers and candidates.
  
3. Phase III transition to FRONTLINE Central implementation ongoing;
  - a. Phase III transition underway: 1) complete integration with our HRS system 3) onboarding process through Frontline 4) Ongoing training and support for all hiring managers.

Agenda Topic #5: Adjourn

Meeting was adjourned by Chairperson Flohisha Johnson at 6:44 PM