



Newark Board of Education

Where Passion Meets Progress

Personnel Committee Report

Location	Date	
Virtual	Tuesday, December 14, 2021	
5:35pm		
Board Members		
Flohisha Johnson- Chairperson	Vereliz Santana – Board Member	
Hasani Council, Vice Chairperson	Dawn Haynes	
District Liaison & Superintendent Representative		
Dr. Yolanda Mendez	Havier Nazario	
Other District Staff		
Alice M. Best		
Claire Emmanuel		
Randall Schrader		
Guests		
Meeting Summary		
<p>Meeting opened at 5:35pm by Personnel Committee Chairperson Flohisha Johnson.</p> <p>Dr. Yolanda Mendez welcomed the Personnel Committee. The Pre-Personnel Committee meeting to review the agenda was held on Friday with Board President Dawn Haynes and Board Co-Vice President Vereliz Santana and Chief of Staff Havier Nazario.</p> <p>Dr. Mendez and her HRS team reviewed non-voting items and voting resolutions. After brief discussions and questions the Board members agreed to recommend all voting resolutions to the greater board for approval.</p> <p>Agenda Topic#1 Staffing Updates: were reviewed by Dr. Yolanda Mendez.</p> <p>The Instructional Vacancy Roster by SLT was reviewed as of 12/9/2021. Ms. Santana requested clarity on how the Roster was consolidated.</p> <p>- Non-Instructional Vacancy Roster – Mr. Council inquired on the progress of employing Food Service Workers (FSW). Dr. Mendez advised that the district is diligently working to hire all Per Diems. She reminded Mr. Council that in the last two months we had hired a total of 333 non instructional staff members. Mr. Council and Board Members were assured that HRS was working closely with Dr. McGill on supporting the staffing of Food Service Workers. Mr. Council thanked Dr. Mendez for the information.</p> <p>- Active Job Postings - Civil Service Hires - Reassignments</p> <p>Were reviewed.</p>		

Employee Services Update

1. Personal Leaves - were reviewed by Mr. Randy Schrader who advised that there was only one approved personal leave for this meeting which came in after the last meeting. There was a medical emergency and the employee is currently back to work.

Agenda Topic #2: Non-Voting Items were discussed.

- A. **Negotiations Updates (Union Representation Overview)** was reviewed by Dr. Mendez.
 1. **Local 1 (School Officers)** – Unsuccessful to date. Dr. Mendez provided some explanation.
 2. **CASA** – No dates set at this time. It was explained that although the district has done everything in their power to successfully negotiate this contract we have not been able to do so. We are hopeful that this particular bargaining group will be ready to work with the district in the coming year to bring this to closure.
 3. **Local 32** – Economic proposals exchanged. Last meeting held on December 7th; next session scheduled on December 16th. We are hopeful to have this ratified by the end of the year or early in January.

Agenda Topic #3:

A. Personnel Actions

The voting items were reviewed with the committee. There were a few questions asked and answered.

1. Appointments were reviewed
2. Co-Curricular – were reviewed
3. Transfers – were reviewed and A conversation ensued amongst the committee on the five (5) Per Diem Aides listed that were to become Per Diem Teachers. It was shared that this was a direct result of the Superintendent's vision of enhancing Pipelines throughout the district. We are consistently looking to move students and adults throughout the organization into the next viable step. It was also shared that in the new year, HRS will complete an audit to determine which per diem employees with degrees can be encouraged to apply for teaching positions by supporting them through the process.
4. Resignations/Retirements - were reviewed
5. Separations -were reviewed

Upon reviewing all items and answering all questions, Recommendations were made by the committee to move all voting resolutions to the full Board for approval.

- B. **Other Voting Items /Resolutions** - There were no additional resolutions.

Agenda Topic #4:

C. Other/New Business

District Health and Wellness:

Staff Initiatives:

1. **Wednesday Sessions for Staff: (“SPA Wednesday”-Staff Support Group)**- sponsored by the Office of Student Supports - It was shared that Since Sept 15- the Office of Student Supports has been sponsoring “Spa Day Wednesday’s” - During this time any staff member that wishes can log in to a webex in order to disconnect, regroup and gain support from others. This is an anonymous support system provided to district staff. Some of the topics that have been provided include:
 - a. The Superhero Syndrome
 - b. Stress Management
 - c. Let’s Talk Boundaries

- d. Say what you mean and mean what you say
- e. Balancing Multiple Priorities
- f. All things SELF CARE
- g. Love Languages Matter
- h. Inner Strength Approach to Mental Health
- i. And many other topics.
 2. Wellness Support - CDC Grant was reviewed
 3. Superintendent monthly meetings: with Parents/Staff/Students
 4. Ongoing Collaborative Session: for Executive Staff
 5. District Wellness Initiatives (Benefits Office)—it was explained that part of the wellness initiatives that would be kicked off in the new year and included:
 - i. Incentivizing annual physicals and screening
 - **Based on claims data fewer NBOE employees are getting annual physicals and screenings than other similar organizations**
 - **We will implement a program to provide employees with an incentive to get the appropriate age and gender based physicals and screenings**
 - **Increase preventive exams and screenings to promote intervention before a condition gets more serious**
 - **Focus on the chronic conditions impacting our population**
 - ii. Evaluate Weight Watchers program
 - Studying the return on investment of Weight Watchers versus other comparable programs
 - Make sure the programs we offer are tailored to the needs of our employee base
 - iii. Monthly Communication focus
 - Communications focus for each month will be provided to staff. Will be included in Teacher Talk, Principal Points, HRConnection and NBOEBenefits
6. **Employee Assistance Program (EAP) Program (District Support program which is available to all staff)**
 - i. **It was reported that Over 100 Employees/Dependents are using the EAP program to participate in face to face or telephonic counseling every month**
7. Health Benefits – Randy Schrader shared that we have
 - a. Completed a Successful Open Enrollment period

All employees will receive new card for Medical and Rx. We will be sending a notification to all employees and the Unions to make sure they are on the lookout for the cards by January 1, 2022

Student supports:

Social Worker/SW2 – Dr. Mendez and Mr. Nazario reviewed that

- a. All schools in the district have the support of Social Workers when and if they needed them. It was reported that all schools had at least one full time social worker on their roster with the exception of 3 schools. The three schools that did not have a social worker assigned to them full time however, had access to one or had one assigned to them on a part time basis. The three schools also had a little over 100 students which normally doesn't warrant a full time social worker so they share one with another school. Additionally, the district can deploy a team in case of a crisis.

A. Recruitment Efforts – Updates were reviewed

Instructional Summary of Fairs and Recruitment and Incentive information were:

1. Student Teacher Recruitment –
 - a. On 12/8, the Superintendent hosted a meeting with over 60 Student Teachers and shared our excitement in hiring them and announced that every student teacher that worked in our schools this semester can earn a \$4,000 bonus if they join our district as a teacher this coming year! He also announced that we had already signed two contracts with two student teachers. One at Luis Munoz Marin and one at Park Elementary School!!

- b. On 12/15, the Superintendent announced that any candidate that has student taught in any district, upon receiving a contract in our district for the coming year is eligible for a \$4,000 signing bonus!
- c. On 12/15, the Superintendent announced that there will be \$1,000 Employee Referral Bonus for any candidate referred and hired in hard to staff roles!
- d. On 12/15, the Superintendent announced that there would be a \$4,000 signing bonus for candidates hired in any hard to staff roles!

2. Upcoming Recruitment Events:

- a. NBOE Instructional & Per Diem Hiring Fairs to be held– December 16, 2021
- b. NBOE Non-Instructional Hiring Fair to be held– December 17, 2021
- c. Rutgers – New Brunswick Spring Career & Internship Mega Fair 2022- January 7, 2022.
- d. updates on FB campaigns that began in November were reviewed.

The Board members expressed satisfaction with the upcoming recruitment initiatives and events.
The Meeting was adjourned at 7:54pm