



Newark Board of Education

Where Passion Meets Progress

Committee Report

Committee Name: **Personnel Committee**

Location	Date	Time
Virtual	Tuesday, Sept 20, 2022	5:32pm
Board Members		
Hasani Council - Chairperson	Crystal Williams – Board Member	
Daniel Gonzalez - Vice Chairperson	Vereliz Santana - Co-Vice President	
District Liaison & Superintendent Representative		
Dr. Yolanda Mendez	Havier Nazario	
Other District Staff		
Keith Barton	Claire Emmanuel	
Alice M. Best	Carlos Reyes	
Scott Carbone	Randy Schrader	
Justine Carter		
Council		
Meeting Summary		
<p>The meeting was officially opened at 5:32pm by the Personnel Committee Chairperson Hasani Council.</p> <p>A. Staffing Updates were reviewed.</p> <p>1. Instructional Vacancy Roster was reviewed as was the Instructional Vacancy Roster by SLT</p> <p>As it was reviewed, Mr. Council and Ms. Santana noted how pleased they were with how the vacancies, particularly with Bilingual and ESL, had been reduced since last month.</p> <p>It was reviewed that as of Sept 15 there were 62 vacancies in the district and if we took into account the resignations and retirements in the district that were coming up through Jun 30, 2022, there were 77 vacancies.</p> <p>Furthermore, it was pointed out that schools are reporting that teacher coaches are covering ten vacancies to date, Academic interventionists, Push in opportunities or 6th Period opportunities. It was explained that 209 new positions were created during the budget season. Dr. Mendez reminded the committee that we had reported 104 vacancies in August, with 128 when we considered the upcoming resignations and retirements. Therefore, in one month, there had been exponential gain. Once again, Ms. Santana and Mr. Council shared with the committee their</p>		

satisfaction with the work that had without a doubt been done by Principals, Assistant superintendents, and the Office of Human Resource Services.

It was shared that the vacancy status in the district is on a level that is lower at this time of year than we have been in many years. Board members shared their delight and satisfaction with the hard work that has been put forward to get to this place.

- a. 7/1/2022-9/15/2022: 62
- b. 7/1/2022-6/30/2023: 77
- c. Vacancy Summary:

Vacancy Summary(as of 9/15/2022)	
Total Number of Vacancies	62
Vacancies Covered by certified individuals	10
Total Number of Vacancies due to Newly budgeted positions(SY22-23)	209
*(1) 6th period, (9) Non-Classroom Tchrs(ie. AI's, TC, Push-In)	

The committee reviewed and discussed the following transactions: The Non-Instructional Vacancy Roster (Budgeted positions), the Active Job Postings, the Civil Service Hires -Mr. Council applauded the work of the district in hiring 168 potential permanent Civil Service Workers.

Reassignments were reviewed.

Questions were asked and answered to the committee's satisfaction.

Next, we moved to the Employee Services Update

Mr. Schrader advised that the appropriate administrators had approved only one personal leave. There were no further questions, and the meeting moved on to voting items:

Appointments were reviewed by the Director of Staffing, Ms. Justine Carter, and questions were raised and answered.

Dr. Mendez was delighted to point out that there was a new resolution titled **Appointments SY: 2023-2024, and she** announced that the district had hired the very first hire for the 2023-2024 school year. It was shared that as a result of the efforts of Principal Pitts at the School of Fashion Design, the Chief of Staff, and HRS, we have our first hire for next year. However, most notably, the Vision of the Superintendent is paramount due to stressing to Principals, Assistant Superintendents, and HRS that the hiring season for next year began yesterday! Therefore, we will continue to recruit for today and tomorrow! The committee was pleased with the district's strategy in hiring immediately for next year.

Board member Council stated that this strategy would get us further in the long run.

The committee then moved to review Co-Curricular Activities.

Transfers, Resignations/Retirements, Salary adjustments and Separations were reviewed, and questions were asked and answered.

Other Voting Items- were reviewed which included:

1. Workers' Compensation Settlement Authorization Request - September, 2022 - were reviewed

MOUs which expand our partnerships with Universities that support our recruitment efforts for Bilingual and ESL expansion were reviewed.

This month's MOUs include:

2. The College of New Jersey BIL Program MOU
3. Rutgers Newark TESL MOU
4. William Paterson University BIL Program MOU

The committee recommended moving all voting resolutions to the entire board for approval.

The meeting moved to a presentation on:

NJSAC: New Jersey Quality Single Accountability Continuum - HRS Update -
i. Personnel Training

Dr. Mendez reviewed a PowerPoint presentation on NJSAC. She explained that NJSAC is a comprehensive review to ensure a thorough and efficient education for all students, which consists of a self-assessment tool that measures the public school district's compliance with the weighted quality performance indicators in the five identified areas of school district effectiveness. It was explained that the primary purpose of the Personnel indicator is to Use good staffing practices to ensure the right people are in the right positions. Personnel Indicators are divided into six areas: Evaluation, Professional Learning; Provisional Certification; Staffing Practices; Position Control Roster; and Supervision and Feedback. Dr . Mendez explained that you would see a great deal of emphasis on Personnel having to do with educator Effectiveness which aligns closely to Teach NJ mandates. The presentation went on to review each of the areas in Personnel. This included:

Evaluation: deals with Evaluation scores for teachers; leaders; other staff; Training and conferences; and Other processes (e.g., tenure charges). -

Professional Learning focuses on Individual Professional Development Plans (PDP) and Corrective Action Plans (CAPs); School schedules noting collaboration time, e.g., Professional Learning Communities (PLCs); District PDP; Resources Aligned to PDP; District Mentoring; and State-Mandated PD...

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Staffing Practices: include: Criminal History check; physical exam; Approved job descriptions and appropriately certified; Accurate staff attendance records and attendance analysis; and Substitute tracking.

Position Control Roster (PCR): Tracking key fields already required by Position Control Roster PCR; PCR is up to date/accurate, and PCR reconciles with Budget line items.

Supervision & feedback: includes Evaluation completed and timely; Goal-setting completed and timely; professional Development Plans completed and timely.

The number of points associated with each indicator was reviewed.

Ms. Santana thanked the committee for thoroughly reviewing the process and asked about the board member's role. It was reviewed that, as explained in the PowerPoint, board members are part of the committee and will support the process when we begin to prepare for the QSAC presentation to the board.

Ms. Williams explained that the presentation explained many questions she had about QSAC and thanked everyone for the in-depth explanation..

The committee moved to report on how HRS had been implementing ESSER funds and explained that most of the funding is focused on expanding district recruitment strategies.

B. ESSER Updates: Report

- MSU ESL Certification Program
- Brazen - Virtual Fair Platform

- Qualtrics - Employee Engagement/Exit Survey
- Interview Stream - Virtual interview platform embedded in Frontline.
- Additional advertisement to promote recruitment efforts and campaigns.
- Teach Newark website redesign to increase usage and accessibility.

The committee then moved on to Other/New Business

A. Staff Health and Wellness Program

a. NBOE Well

Mr. Randy Schrader spoke about the benefits of NBOE being self-insured. This is the first year being self-insured, and there are only nine months of data, but we're excited. He emphasized the importance and focused on employees taking care of themselves by utilizing services such as Teladoc, EAP, NOOM, and Peerfit.

The HRS Benefits team, led by Jennifer Medina and in collaboration with our brokers, has marketed the benefits of preventive care via newsletters, incentive programs; Principal Points; Teacher Talk, and the District website.

Dr. Mendez and Mr. Nazario added and explained how the benefits program had become a significant recruitment and retention tool. As you have just heard, many of our teachers are providing positive feedback on our wellness programs, not to mention the relative affordability of our high-level medical and RX programs.

Ms. Santana shared that the district was visionary in moving in this direction, considering all of the news released this week regarding the cost of medical premiums. Randy assured the committee that we are reviewing next year's cost impact for us and that it will not be what other organizations are unfortunately to be expected for next year. So, we are in a good place. Ms. Santan stated that that was great news!

The meeting moved to the announcement that the NJSBA had accepted our proposal for a presentation on innovative recruitment strategies we would be presenting, and we looked forward to seeing all of the board members there.

All of the board members expressed their satisfaction with the district finally being showcased positively for the hard work being done.

B. NJSBA Presentation - Regarding Innovative Recruitment Strategies

The meeting moved to a review of Recruitment efforts by Director Carlos Reyes.

Mr. Reyes explained that our number of vacancies had been impacted exponentially because of the Recruitment and Retention Strategies implemented.

He shared that through our:

- 1. Bonus Campaign - # vacancies impacted have been: 336**
- 2. New Starting Salary - # vacancies impacted: 688**
- 3. Returning Retirees - # vacancies impacted: 23**
- 4. Referral/Signing Bonus - #vacancies impacted: 18**

Dr. Mendez explained that the most innovative strategy we are proud of is our Pathways to teaching program.

5. Pathways to Teaching

She explained that this initiative began at the beginning of the year. The Next Decade Strategic Plan clearly outlines the vision around Pathways and Pipelines, so we engaged our non-instructional Staff members in the district that we knew possessed a BA degree or above. We sent out letters of interest to these individuals, asking if they were interested in becoming teachers. Approximately 250 individuals were interested and expressed that they had attempted to become a teacher at one time or would want to become a teacher if the opportunity presented itself. We engaged in a partnership with Rutgers Newark, which has a program that supports individuals with the Teacher Praxis Exams or taking the required teacher Core test. As a result, this program has yielded 21 individuals who have earned their credentials and are currently teaching in the district. The program is now supporting over 59 individuals that will eventually pass the required teacher-required tests to become teachers in our district.

The second portion of our Pathways to Teaching Program was created due to the Superintendent and the Chief of STaff's vision. The second part of the Pathways to Teaching began this summer. This program is essentially the alternate route program 2.0. The Superintendent encouraged Principals, Assistant Superintendents, and the REcruitment Office to find as many licensed Substitutes that have been working in our district, out of our district, and candidates eligible to earn licenses to join us. The goal is to encourage them to commit to the teaching profession. We would provide them with a contingent teacher's contract whereby the candidate is supported by the district in obtaining their Certificate of Eligibility in the area they are committed to teaching. While taking classes, the office of Certification supports the individual through their provisional teaching program. The candidate commits to enrolling in required courses if need be, which the district will reimburse the cost for, and the individual is paid on step one of the NBOE teacher scale. As a result of this innovative strategy, we have been able to cover 186 vacancies to date.

Board members. Council, Williams, and Santana shared how delighted they were with this innovative program. They shared that this is a fantastic recruitment tool and that the retention around this program should be high since many of the individuals are internal. Ms. Santana praised the district for their vision.

Mr. Reyes continued to share that we are actively involved in Fairs and would be attending many.

He reviewed a list of **Non-instructional Fairs/Instructional Summary of Fairs and information sessions, including on 10/5 & 6 with the city of Newark**

As well as the summary of Student Teacher Recruitment, /Bilingual Montclair Certification Programs Other ESL/Bilingual Certification Bearing Partnership Programs Outreach increasing with partners including:

- William Paterson University
- Rutgers University
- Kean University
- TCNJ
- Rowan

- Rider
- Monmouth
- NJCU

and the Teacher Academy Program in the district, which the office of HRS is supporting and partnering with.

Mr. Reyes also reviewed the Mass Media recruitment via

Strategic Public Relations Mediums such as

- iHeart Media
- We are so excited about Televisa Univision as it will reach out to a new constituency.

- ZipRecruiter
- TeacherJobFairs.org
- Outfront Media - making an impact
 - i. Bulletins/Billboard Ads on Route I-78, Rt. 22, Rt. 3, and Elizabeth Ave/Prospect St. Elizabeth, NJ.
- Intersection
 - i. NJTransit, Path, Street Media/LinkNWK, Bus Media (interior and exterior ads), Interactive Transit Kiosks, Hudson Bergen Light Rail, and Newark Light Rail.

NBOE will be presenting at the NJEA conference in November. Another opportunity to network with current teachers and possible future teachers.

The meeting was adjourned at 7:22 pm by Chairperson Council.