

**NORWALK BOARD OF EDUCATION
PERSONNEL AND NEGOTIATIONS COMMITTEE
JANUARY 19, 2017**

ATTENDANCE: Michael Lyons, Chairman; Michael Barbis (7:00 pm), Bryan Meek;
STAFF: Dr. Steven Adamowski, Superintendent;
Cherese Chery, Chief Talent Officer;
OTHER: Joseph Giandurco, NFT; Representatives of Teach for America as noted.

Call to Order

Mr. Lyons called the meeting to order at 6:30 p.m.

Discussion on Teach For America

Dr. Adamowski prefaced the discussion and outlined that the objectives are to deepen the applicant pool of teachers, make our teaching staff more diverse and to increase minority educators in Norwalk Public Schools.

He outlined that Chief Talent Officer, Cherese Cherry is conducting a Human Resource workshop and presentation to management on February 7, and this is one of the areas she will be presenting. He explained that candidates are vetted and go through the regular process of interviews by the Principal and interview teams, and the number of hires can go up to 15. He added that TFA hires have a two year commitment and 40% of the teachers remain in the district. He added that currently other cities in Connecticut that offer TFA are Hartford, Windom and Bridgeport.

In response to questions, Dr. Adamowski explained that the teachers are required to be members of the NFT and would be included in regular hiring and benefit practices and procedures. He added that Ms. Cherry would present an organizational chart to show how inclusion in TFA would impact the Human Resources area.

Ms. Cherry addressed the areas of ARC, Alternative Routes to Certification that began with a survey to non-certified staff about interested in becoming a teacher. She outlined the employee benefit package that would be available to the teacher contract. There was discussion on the training program and funding requirement for teacher training that is matched by the district.

Ms. Cherry presented a draft of the presentation on the Talent Management Goals & Objectives accomplishments for Human Resources, status and priorities

Mr. Nate Snow, President of TFA, along with representatives and teachers presented highlights of the Teach for America program as follows:

Teach for America is a nonprofit organization whose stated mission is to enlist, develop, and mobilize our nation's most promising future leaders to grow and strengthen the movement for educational equity and excellence. TFA is a national teacher corps of recent college graduates who commit two years to teach and effect change in under-resourced urban-rural public schools.

- TFA is 25 years old and has been in Connecticut for over ten years
- Our people--diverse and passionate--start in low-income classrooms, where the stakes are highest. We help them become teachers who can dramatically expand students' opportunities. But our teachers don't just teach their students, they learn from them.
- There was a review of the admissions process and demographic profile of teachers.

The mission and background data and rationale is as follows:

- All students learn differently, and students with diverse learning needs are in every classroom. Over 13% of Teach For America corps members teach in special education contexts.
- TFA Teachers gain a better understanding of the problems and the opportunities in our education system using lessons to define their path forward, with paths that matter because we need leaders in all areas of education and social justice united in a vision to have access to an excellent education.
- Excellent teachers can equip their students with tools for success, yet 46 states report not having enough special educators to meet the needs in their communities. This lack of teachers may account for some stark realities within the diverse learner community. All classrooms need teachers who have the mindset, knowledge, and skills to embrace all learners.
- The application process is rigorous and selectively done where 3,000 out of 13,000 applications are admitted.

There was an overview of education inequity and national programs on achievement and closing the gap. In 2014, Teach For America launched the Diverse Learner Initiative to:

- Collaborate with parents, schools, communities, and organizations, i.e. Learning Ally and Understood.org—to create supportive and differentiated learning environments.
 - Recruit general and special educators who believe in the unique potential of each student.
 - Bring together our community of corps members, alumni, staff and partners to make change in classrooms, schools and policy to better support diverse learners.
- Several current TFA teachers shared their personal experiences with the organization and their current careers in education.

Questions and comments from the Committee members were fielded by the Superintendent and staff members.

Mr. Lyons stated that the Committee would refer this on to the full Board for discussion and information, and Ms. Cherry would present this at the next Board Workshop meeting.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

M.Knox

Telesco Secretarial Services

Attachments:

NPS Human Resources Talent Management Presentation Draft– Pages 3-4

Vision based on the these dimensions of the Talent Model

Office of Talent Management/Human Resources –

Marketing, Recruitment and Selection

New Hire Induction/Professional Development/Training

Evaluation -Teacher Evaluations, Admin Evaluations, Other Evaluations

Health and Welfare Benefits

Engagement, Retention and Succession Planning

Human Resources Services

Labor Relations/Risk management

Talent Office Priorities (July-September 2016)

HR services and Support

- 1) *Create systems to effectively communicate to district employees*
- 1.a. *Update Personnel Action Form and create a distribution process*
- 1.b. *Create a system to notify administrators and teachers of certification expiration*
- 2. *Create a year long induction process for teachers*
- 2.a. *Disseminate and analyze new hire survey*
- 2.b. *Prepare agenda for new hire teacher monthly meetings*
- 3. *Provide efficient staffing options to support the budget, and the buildings*
- 3.a. *Explore the outsourcing of SPED paras, select a vendor, and outsource*
- 3.b. *Expand the use of student interns as sub teachers, place a student intern in each building*

Career and professional growth opportunities for staff

- 4) *Create opportunities for staff members to grow professionally* X
- 4.a. *Expand TEAM, create Team District Facilitator position, TEAM Grade Level Stipend* X
- 4.b. *Create a stipend for bilingual Speech Lanaguage Pathologist to support the district* X
- 4.c. *Create a non-certified staff survey to identify staff members who are interested in becoming educators. Prepare for dissemination for 2nd quarter* X

State Reporting -

5) Meet state deadlines for reporting

5a. Upload teacher evaluation to the state through My Learning Plan

5b. Complete fall staff hiring report

5c. Complete state non-certified staff data report

5.d Upload district certification reporting for each certified staff member

X
X
X
X

Recruitment and Retention

1) Create Opportunities for non-certified staff to take steps to become Educators, obtain degrees or obtain college credits

1.a. Assess the non-certified staff members status related to college degrees, credits and interests in the field of education by a non-certified survey

1.b Build partnerships with RELAY, NCC, UCONN, TFA and others to introduce or enroll individuals into programs leading towards certification.

1.c Host a certification fair to build interest and guide individuals towards next steps

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HR Services and Support

2. Streamline HR Services to provide excellent customer service to the district in the following areas

2.a. Develop, revise and adopt new policy and process for volunteers

2.b. Streamline the substitute process, integrating it with student intern program

2.c. Host a Substitute Fair to increase the available and qualified sub pool

2.d Stream line the HR/Munis process for personnel actions including exit procedures

2.e Develop a LOA process that tracks LOA data in Munis and in Manual Files (update codes in Novatime)

X

2.f. Expand year long on boarding process by engaging new hires in monthly meetings and events. Host a new Hire Holiday Social

2.g. Work with city to create a risk management strategy for WC claims to decrease incidents

2.h. Begin updating Job Descriptions-

Meet with the NFEP, Work on Central Office descriptions

3. HR Technology and Integration of systems - (Efficient use of systems

3.1 Examine and determine HR Technology in the department and systems that can be integrated

3b. Automate the posting process in Applitrack.

Enhance recruitment process with auto-replies

3.c Explore software necessary to automate HR Files

3 d. Expand the use of MLP to non-certified staff

X

3 e Explore PD Options to offer through MLP (example DCF Training)

X