

**Board of Trustees
Human Resources Update
12/6/2023**

You will notice that this month the HR department did not submit the usual dashboard. We are working on multiple projects that include restructuring how we work as a team and how we collect and report data and the building the overall structure of the HR function at FRCS. We feel it important to focus on these items and provide a complete dashboard and narrative on a quarterly basis for the remainder of the year.

While this work is ongoing, one main factor is the launch of our new absence management system, Frontline Absence Manager, that will launch in January 2024, which has taken up a lot of our time (at least 5 hours weekly). This tool will automatically generate the absence reports that provide an insight into employee engagement, among other things.

The current process for managing substitutes and coverage is challenging to sustain and teach someone everytime there is a transition. This tool is part self-service and part managed coverage assignments when needed.

Benefits of Frontline Absence Management:

- **More easily manage substitute scheduling, including internal coverage assignments.** Manage substitute hours to maintain compliance with labor laws and stay on top of what the district is spending on employee absences. Make it easy for substitutes to accept jobs around the clock even outside of school hours using the Frontline mobile app, thus improving fill rates. This will include internal coverage- more on that TBD.
- **Engage substitutes and provide them the knowledge they need to be successful.** Attach useful documents like lesson plans/sub plans and notes to each absence. We can also offer online training or tutorials to help our substitutes grow as effective educators. Overall this can improve education for students.
- **Use skill settings, preference lists, and exclusion lists to find the substitute who is the most qualified to cover each absence.** When teachers are out, learning can suffer. This tool can help free up more time to find quality subs. We

- can use skill settings, preference lists, and exclusion lists to find the substitute who is the most qualified to cover each absence, when available.
- **Proactively identify trends and address opportunities to improve employee attendance.** This will help with planning for extra subs, staff meetings, or gaging staff issues, engagement, and planning interventions to support staff and the district overall for a healthier school environment.

We have some key goals by transitioning to this tool:

- **Streamlining & Efficiency-** Once all kinks are worked out after piloting it in January, we hope that Frontline will make substitute and coverage assignments more streamlined for substitutes, human resources and employees, reducing time spent. This will improve legal compliance and allow us to track for equity in internal assignments/coverage more easily. The tool is only as good as how it is used and exploited; full end user participation is critical to its success.
- **Sustainability-** Implement a more sustainable process for assigning subs and coverage in the district (this is only part of a district-wide plan to make this function more sustainable and a process that can work well regardless of who is managing it.)
- **Improved Communication w/ Subs-** Streamline communication between teachers and subs by providing a secure space to share notes, lesson plans, and sub binders with subs. Subs can also share notes from the day's activities with the teachers.
- **Time-and-Labor-Saving Data Collection-** Quicker access to absences data and reports; reducing the hours spent on downloading and manually manipulating the data for auditing and reporting purposes. This will also enable us to more easily drill down to the building level. Frontline will also produce a daily absence report after the cut-off time that can be disseminated to managers and front office staff each morning as usual, saving us more time.

Additionally, the HR team is working on sustainability and continuity. This involves projects such as assessing electronic record keeping that is not only secure but allows electronic personnel files to have restricted access and be searchable by indexes and key words, thus increasing efficiencies in file management, and more complete file keeping. We are also working on a procedures manual for HR to document and codify practices and how we carry out policies in the employee handbook and state statutes. A major goal for the 2024 calendar year is to develop an annual calendar and work plan inclusive of marketing and recruitment targets.



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Last but not least, for at least the next six months, we will be engaging with a consultant, Chante Chambers of North Star Consulting, to help us build our competencies in diversity, equity and inclusion practice on the leadership team and in the organization as a whole.

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