

DRAFT



## Athlos Jefferson Parish

# Minutes

### AAJP Staff Recruitment & Retention Task Force Meeting

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**Date and Time**

Wednesday May 15, 2024 at 5:30 PM

**Location**

Athlos Academy of Jefferson Parish

[979 Behrman Hwy, Terrytown, LA 70056](#)

<https://zoom.us/j/98942309850>

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**Committee Members Present**

C. Martin, J. Holmes, V. McCoy

**Committee Members Absent**

*None*

**Guests Present**

C. Dillon, C. Fisher-Rollins (remote), Faith Wilson, T. Tate (remote)

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**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

V. McCoy called a meeting of the Staff Recruitment & Retention Task Force Committee of Athlos Jefferson Parish to order on Wednesday May 15, 2024 at 5:48 PM.

**C.**

### **Approve the current meeting agenda**

J. Holmes made a motion to approve the current agenda.

V. McCoy seconded the motion.

The committee **VOTED** to approve the motion.

### **D. Approve the minutes from the last meeting**

V. McCoy made a motion to approve the minutes from April 18th AAJP Staff Recruitment & Retention Task Force Meeting on 04-18-24.

J. Holmes seconded the motion.

The committee **VOTED** to approve the motion.

## **II. Discussion Items**

### **A. Review updated staff certification summary.**

Ms. Fisher-Rollins shared updates to the certification data chart. She updated the committee on the status of those staff in a program and when they should be complete.

She also shared the interim assessment data for each teacher in those grade levels.

### **B. Review draft employee onboarding plan for mid-year hires**

Ms. Tate shared an overview of the updates to the new hire onboarding plan. She shared that the mid-year plan was still on hold pending the finalization of the new hire plan. The change includes significant automation to simplify paperwork processing. The goal is to have a touch point with new staff every 2 weeks.

The committee discussed the background check timeframe and options to reduce that.

The committee discussed the mid-year hire timeframe and # of days until they are in the classroom. Currently it is 8-15 days.

The committee discussed potential reasons behind the significant staff absences.

Some ideas:

- Give 4 favors per staff member where they can take a roughly 1-hour absence when needed as long as they get their own sub.
- Consider additional exceptions to blackout days: doctors note, program showing their child's events, etc. Consider adding 1 "family day" with evidence for absence to attend an event.
- Review blackout days for year-round staff to see if we can do less.
- Consider amending some around the holidays.

Future meetings - collect data on:

- The reasons for the absences.
- The # of absences per grade level.

**C. Draft Task Force Summary of accomplishments for the June Board meeting**

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:39 PM.

Respectfully Submitted,  
V. McCoy