

DRAFT



Athlos Jefferson Parish

Minutes

AAJP Staff Recruitment & Retention Task Force Meeting

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>

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)

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