

Northwood Academy Charter School

as of September 30, 2023

Note: The projects listed in this consultation timeline are in support of the achievement of Northwood's overall mission as it relates to ensuring sound human capital strategies, processes and procedures.

HR Initiatives Completed To Date:

Conducted Comprehensive HR Audit

Established Formal FMLA Policy

Conducted Exemption Review

Completed 1st Phase - Review to ensure appropriate and confidential

Ensured all Labor Posters are current and appropriately posted

Conducted Formal Compensation Market Study

Created and/or refined all JD's organization-wide

Revised Employee Handbook

Established Comprehensive KPI's for Internal Use and Subset for Board Review

Established New Performance Eval Process for Instructional and Non-Instructional Staff

Review current contracts and offer letter administration

Completed Initial Talent Review Process with supporting documentation

Provide support for succession planning efforts.

Rolled out Core Competency Training

Established compliant/formal recruitment process

Conducted training on compliant recruiting process, and interview and selection

training for all involved in hiring processes

Established Formal "Who To Call" Directory

Carry-over workstreams from Strategic Plan (i.e., Decision Rights Matrix)

Provided HR Support for employee contract administration

Carry-over workstreams from Compensation Project

Revised COVID Policy due to State of Emergency ending

Created new COVID guidelines for employees

Facilitated CEO evaluation process inclusive of 360 feedback and talent review

Developed Non-Harassment/Diversity Equity & Inclusion Training

Transitioned TIMS responsibilities to HR

Reviewed current contracts and offer letter administration

Developed formal orientation presentation

Conducted Change Management Training for Leadership

Supported 3rd Party File Audit at the direction of Repice & Taylor

Finalized performance evaluation forms for Administration

and non-instructional staff

Conducted Phase II Talent Review Process - complete with IDP's and Talent Grids

Created COVID-19 Handbook/Guidelines for roll-out at August PD

Developed formal orientation presentation and refine onboarding processes

Rolled out Mandated COVID Vaccination Policy

Conducted Formal Employee Engagement Survey w/follow-up Spring Survey

Converted Application to PDF

Provided COVID-19 Supports and Protocols

| HR Initiative | Primary Purpose | Responsible | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 |
|---|--|-------------------------------|--------|--------|---|------------------|--|--------|--------|
| On-Site Weekly HR Generalist Support | To provide ongoing support for HR administrative tasks including but not limited to Act 48 tracking & submission; employment verification, recruiting & tracking; certification database oversee & follow-up; open enrollment; employee database updates; FMLA, workers' compensation, and unemployment. | Najaah | | | | | | | |
| Maintain File Compliance | To ensure ongoing compliance | Najaah with support as needed | | | | | | | |
| Provide ongoing employee relations & support and HR consultation to CEO and NACS Board | Ensure appropriate levels of HR support remain present and consistent for improved outcomes. | Najaah/Tracee | | | | | | | |
| Support Recruitment efforts as required | Based upon staffing needs of the organization ensure a smooth, timely and efficient. | Alethia/Najaah | | | Created Indeed Northwood page. Najaah and Alethia continue to work on best practices for hiring | | | | |
| Create compliant HR tools and forms (i.e., application, I-9, vol. self ID, interview questionnaires, etc.) | Ensure overall compliance and mitigate risk on an ongoing basis. | Najaah/Tracee | | | | | Delayed due to competing priorities | | |
| Work with NACS Leadership to refine Core Competency Framework to be incorporated into all Performance Evals | Ensure NACS begins to drive a deliberate culture that is supported through accountability to a set of core competencies across all levels in the organization. | Admin/Tracee | | | TBD with New CEO | TBD with New CEO | Initial meeting scheduled for 10/18/23 | | |
| Further refine Performance Evaluation for Teachers | Drive increased accountability and alignment to overall school objectives and core competencies beyond the Danielson. | Anastasia/Tracee/Union | | | TBD Union Negotiations Ongoing | | | | |
| Annual Review of Employee Handbook | Ensure overall compliance, mitigate risk, and operate in HR best practices. | Najaah/Tracee | | | Reviewed and updated handbook approved by Board | | | | |
| Roll-out Non-Harassment/Diversity Equity and Inclusion Training to staff | Ensure awareness and compliance with current laws and practices. | Tracee | | | TBD with Leadership as a PD | | TBD with CEO as a PD | | |

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|---|--|-------------------------|---------------------------|--|---|--------|--|--------|-------------------------------------|
| Review and refine orientation process, ongoing as needed | Ensure overall compliance, mitigate risk, and to begin driving a more deliberate culture. | Najaah/Tracee | | | | | | | |
| Establish Annual Goals for administration/non bargaining unit employee | To ensure sound talent management exists as well as to ensure performance is aligned with organizational goals and objectives. | Admin/Najaah and Tracee | Delayed by Administration | | | | Initial Meeting scheduled for 10/18/23 | | |
| Support all Bargaining Unit activities and negotiations on an ongoing basis | To support good-faith bargaining and the creation of a mutually beneficial bargaining agreement. | Tracee | | | | | | | |
| Support mid-year performance evaluation processes for administration / non- bargaining unit employees | To ensure sound talent management exists as well as to ensure performance is aligned with organizational goals and objectives. | CEO/ Najaah/Tracee | | | | | | | Preliminary discussions for January |
| Conduct semi-annual trainings - topics to be agreed upon with final dates | Ensure overall compliance, mitigate risk, while placing focus on talent management beyond standard PD's. | Admin/Tracee | | | Admin to participate in Leadership 2040 | | | | |
| Vendor Contract Review (i.e. temp staffing) when provided by Leadership | Ongoing to ensure appropriate language from an HR perspective, though legal may still need to review. | Tracee | | | | | | | |
| HRIS research/procurement | Streamline HR Administration Processes. | Admin/Tracee | | HR, DSBO and designated Admin reviewing potential HRIS systems | | | | | |
| Benefits Review and Marketing Efforts | Ensure competitiveness and overall benefits strategy. | Tracee/CEO | Complete for 2023-2024 | Open Enrollment Complete | | | | | |
| Employee Communication | To ensure an open line of communication between HR and staff. | Admin/HR | | | | | | | |