



Date: April 22, 2019

To: Navigator Schools Board of Directors

From: Melissa Alatorre Alnas, Director of Human Resources

Re: Human Resources Update

Below you will find an update from Human Resources regarding efforts to support Navigator Schools to attain our mission and to meet goals and objectives of the department and organization.

Credentials and Partnerships

- Continuing to collaborate with Relay Graduate School of Education in the area of credentialing and Relay's Bay Area program
- Participated in an initial conversation with Alder Graduate School of Education around a future partnership with their credential/masters program

Performance Management (Directors and Chiefs)

- Site and Support Office leadership have conducted the mid-year evaluations and submitted to HR the documentation of the process

Recruitment and Hiring

- Attended San Benito County, California State University at Monterey Bay (CSUMB), and Gavilan College recruitment fairs
- Collaborated with CSUMB to launch a recruitment email blast to students
- Between January and April, eight new hires have joined the Navigator team
 - (2) Small Group Instructors
 - (1) PE Coach
 - (3) Student Support Paraprofessionals
 - (2) Yard Duty Supervisors
- Navigator Schools currently has (4) positions that are temporarily vacant (GPS: 4 Teachers in Training)

Compensation

- Site and Support Office leaders have engaged in conversation about ensuring that Navigator wage and salary remains competitive with the local educational market
- I have implemented a comparative market study regarding wage and salary for all positions within the organization
- Collaborative efforts by Support Office leadership have been implemented to ensure that adjustments can be made
 - Directors and Chiefs have cut Support Office budgets
 - Director of Business and Finance has worked hard to calculate changes in the budget and make sure that the adjustments are fiscally sound and sustainable over time
- It was found that some wage and salary rates were already competitive, and others required a larger adjustment to be comparable
- Proposed wage and salary adjustments have been presented to the NS Finance Committee
- HR has created and delivered wage and salary adjustment memos to sites

- All adjustments are pending Board approval

Benefits

- HR and Finance departments have collaborated with our current benefits agents from Alliant to do the following:
 - Create and launch a benefits survey for Navigator employees (to gather information about benefits satisfaction, inform Alliant's endeavors as they 'go to market' for bids from insurance companies)
 - Discuss enrollment process details and opportunities to streamline the process
- I have communicated with (2) other companies to explore other benefits provider possibilities; conversations are in process.