



Date: June 11, 2020
To: Board of Directors
Submitted By: Melissa Alatorre Alnas
Re: Task Force: HR Committee Update

Goals

The goals of this committee are to:

1. Ensure a successful 2020-2021 school opening by providing clarity for all roles and responsibilities during COVID-19 (including virtual, hybrid , and in-person reporting)
2. Refine Navigator's performance management system to clarify expectations during hybrid model implementation
3. Partner with all other Task Force committees to achieve their goals (as they pertain to HR)
4. Ensure Navigator Schools success during the 2020-2021 school year by executing all HR functions while also adhering to COVID-19 mandates

Goal 1 Update: Role Clarity

To gather as much information as possible to bring clarity to roles and responsibilities during COVID-19, a survey has been administered to all staff. Survey questions included:

1. Specifically, during this time of virtual and hybrid reporting, which aspects of your job do you feel you need more clarity?
2. During the last few months (since 3.16.2020), what has been the most frustrating or challenging part of work at Navigator Schools?

Overall, staff expressed that they felt very supported and unified during this difficult time. Staff asked for more guidance on training for virtual and hybrid roles, training and clear expectations regarding social distancing safety guidelines, and level of accountability for families and students.

The committee will continue to work with instructional and non-instructional leaders to review and update job descriptions and decide upon changes in responsibility for each role in our organization. To ensure that clarity is achieved for all staff, leadership and coaches will work with staff in July 2020 and August 2020 to make sure that all changes in responsibility are understood and successfully implemented.

Goal 2 Update: Meeting HR Requirements and COVID-19 Mandates

The following HR functions are being focused on in light of COVID-19 mandates and social distancing guidelines:

1. Benefits
 - a. planning an all-virtual open enrollment process
2. Recruitment and Hiring
 - a. virtual recruitment fairs
 - b. Zoom interviews
 - c. virtual school/organization tour
 - d. alternatives to observation and sample teach experience
 - e. hybrid or all-virtual new employee onboarding

3. Performance Management in COVID-19, hybrid program environment
4. Credentialing
 - a. Variable Term Waivers (VTW) for some due to Shelter-in-Place (SIP) requirements
 - b. Electronic acquisition of Temporary County Certificate in San Benito County
5. Leaves and Coverage
 - a. Succession plan for all positions
6. Compensation
 - a. Salary freeze for 2020-2021
7. Personnel Issues
 - a. Supported in the same manner, with social distancing or Zoom practices

The committee will continue to work through the summer to complete work. A new section has also been created in the HR Playbook to document COVID-19 practices for future references. Updates will be given to staff as necessary and a general review of pertinent functions will be shared with staff at the opening of the 2020-2021 school year.

Next Steps

Updates will continue to be presented to the Task Force on a weekly basis. Committee members will work to meet all goals by July 15, 2020. Site Leadership will work with the HR Committee to make final refinements when they return from break at the end of July 2020. Updates will be shared with staff when they return at the beginning of August 2020. Organizational and site leadership, supervisors, and coaches will support staff in the successful implementation of changes as we begin the school year 2020-2021.