



Date: May 2018

To: Kevin Sved, CEO

From: Melissa Alatorre Alnas, Director of Human Resources

Re: Human Resources Update

Below you will find information (categorized by Board Priority) on the projects, activities, and tasks that have been occupying the HR office in recent months.

A) Priority: Build on and codify the existing academic excellence in schools

1. *Talent Recruitment, Hiring, and Position Refinement:*

- a. partnered with SGI Coaches and next year's site principals to align SGI expectations, responsibilities, and work week schedules (ensuring there is time within the work week to lesson plan and meet with both their teacher colleague and instructional coach) of the site Small Group Instructors
- b. collaborated with site leadership to confirm position transitions and vacant positions
- c. supported the attendance of the CSUMB Teacher Recruitment Fair and attended the UCSC Teacher Recruitment Fair
- d. began to implement the paper screening, school tour, and interview process with eligible candidates for vacant positions

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. *Professional Development Collaboration:*

- a. began partnering with Sharon to integrate Social Emotional Learning trainings and curriculum for staff and students
- b. supporting James and Heather around the leadership development process
- c. supporting this year's and next year's site principals on staff and general site situations/concerns that arise (wearing my HR hat, but also my previous site principal hat)

2. *Benefits:*

- a. collaborated with Alliant and Navigator staff, started the preliminary conversations around benefits for next school year

3. *Wage and Salary Adjustment Memos:*

- a. collaborated with Business, SO departments, and site leadership to gather information around wage and salary adjustments
- b. created and dispersed all staff wage or salary adjustment memos to site leadership (an updated job description and work year calendar accompanied each memo)

4. *Navigator HR Playbook:*

- a. continuous additions and refinements of the HR Playbook (recent additions: classroom long-term substitute compensation practices, refined professional expectations)

C) Priority: Lead a thoughtful growth initiative

1. Job Descriptions:

- a. updated job descriptions to both be as up-to-date as possible and also be ready

2. Watsonville Prep Support:

- a. Worked on the Human Resources portion of the WPS Charter petition
- b. attended the Superintendent parent meeting with Watsonville Prep parents
- c. collaborated with SO leadership colleagues to prepare messages to the Board for the May 9th PVUSD Board meeting