



Date: September 24, 2018

To: Navigator Schools Board of Directors

From: Melissa Alatorre Alnas, Director of Human Resources

Re: Human Resources Update

Below you will find information on the projects, activities, and tasks that have been occupying the HR office in recent months.

### **Recruitment & Hiring**

Navigator Schools currently has (136) positions filled and (3) positions that are temporarily vacant (GPS: .4 FTE Speech Pathologist, HPS: 1 FTE Paraprofessional, both sites: .5 FTE School Psychologist).

### **Insurance & Benefits**

Navigator Schools has successfully completed the Open Enrollment process for the 2018-2019 school year. This year, 101 full time employees are participating in Navigator's benefits programs.

### **Mandatory Trainings**

Each year, all Navigator employees are required to participate in (3) or (4) mandatory trainings. All staff take the following: Mandated Reporter, Drug Free Workplace, First Aid. All staff who are supervisors take the following: Sexual Harassment: Policy and Prevention. Trainings were assigned on August 15 and employees were given a 3-4 week window to complete the trainings.

### **School Site Support**

I have had the opportunity to collaborate with and support our current leadership and site teams in the following ways: 'practicing' for difficult conversations, proper documentation regarding performance or professionalism concerns, maternity and other leave inquiries, compensation, student discipline, job descriptions, roles and responsibilities, and other areas that either connect with my current role or my previous school site experience.

### **Professional Development**

As it is always important to remain compliant with laws and up to date on HR practices, Rosy and I have attended several workshops, seminars, and webinars regarding HR practices, labor and leave laws, STRS, and compensation.

### **Communication Culture**

Kirsten Carr and I presented Communication Culture modules to all staff before the school year started (during Navi 101 and 201) to both instructional and non-instructional staff. The modules focus on building trust, being accountable for yourself, entering into a conversation seeking to understand the other individual, and successfully implementing difficult conversations. In addition, Kirsten and Melissa are collaborating with Principals Crystal Toriumi, Debbie Benitez, and Andi Hernandez to develop and implement a year-long communication professional development plan. The professional development will include pre-planned topics, and also leave space for differentiation and flexibility within the plan. This collaborative

endeavor will ensure that the professional development meets the needs of site staff and addresses issues that arise during the year.

**Priorities**

I have collaborated with Sharon Waller and Jessie Hill around the SEL priority in regards to the adults in our organization. Infusing SEL verbiage into huddles, meetings, and communication professional development are some first steps that will support SEL knowledge and practices to become a 'natural' element at Navigator Schools.