



Date: November 29, 2018

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 meet organizational and departmental goals and objectives.

Credentialing & Partnerships

- Heather and I are currently collaborating with Relay Graduate School of Education leaders on a potential partnership in the area of credentialing
- Relay will launch a Bay Area Graduate School of Education in the Fall and are very interested in partnering with Navigator Schools to support Teachers in Training and Teachers to complete their educational degrees through Relay's Bay Area program
- Relay leaders from both East and West coast programs will tour GPS on December 03, details of the partnership will be further discussed on that date
- As Navigator has had great success come out of making sure that our school leaders participate in Relay's Instructional Leadership Professional Development, we look forward to strengthening the partnership with the credential/masters program partnership
- Partnered with County (San Benito) and local district Personnel leaders to agree upon a countywide Teacher Recruitment Fair, which will take place in March of 2019

Performance Management (Directors & Chief)

- Kevin and I have collaborated to update the Performance Management document that is used for the evaluation of Directors and Chief Academic Officer (CAO)
- The previous document focused on goals connected to Board priorities
- The updated document goal section has been influenced by Achievement First's (AF) Professional Growth Plan and focuses on departmental and individual professional goals
- The other sections (Performance, Leadership, and Core Functions) remain the same, with some tweaks in verbiage to reflect some of our team's current work (Lencioni work-Hungry, Humble, Smart, ACT and Communication Culture training, leadership SERVE values)
- Kevin is currently implementing a mid-year evaluation cycle with Directors and CAO, with third quarter cycle happening in March and end-of year in June

WPS

- Sent out an all-staff email announcing (pending State approval in January) WPS positions
- Asked staff to send a letter of interest if they would like to be considered for one or more open WPS positions
- Launched a WPS EdJoin site, posting open positions (pending State approval was included on all postings)

Culture & Collaboration

- Collaborated with Kirsten to implement another Communication Culture module ('Foundation of Trust') at GPS (HPS date forthcoming in January 2019)

- Collaborated with Ben on completing and publishing an updated Incident Report form (staff, student, other adult)
- Current collaboration with Kevin around increasing Diversity, Equity, and Inclusion (DEI) at Navigator Schools, beginning with increasing awareness and knowledge at Directors and Chiefs level
- Acknowledged and celebrated staff by placing goodies in the staff room and sending a note of appreciation to all (October: Sweets & Treats, November: Thankful for Navi Staff)

Recruitment & Hiring

- Navigator Schools currently has (135) positions filled and (4) positions that are temporarily vacant (GPS: .4 FTE Speech Pathologist and 1 FTE Small Group Instructor, HPS: 1 FTE Physical Education Coach, GPS/HPS: .5 FTE School Psychologist)