



Staff Report
December 21, 2016

This report is meant to provide updates to the Board of Directors Personnel Committee:

2017 All-Staff Retreat

We have scheduled our in-person All-Staff Retreat. The retreat will take place Monday, July 31 through Friday, August 4, 2017 at Paradise Point in San Diego. The primary focus will be training on StrongMind systems for all staff. The final schedule will be shared with staff by June, prior to summer break.

Professional Development Day

Our day-long Professional Development Day is scheduled for Friday, January 20, 2017. We are working with our leadership team to build out training topics, which will include HR 101, McKinney-Vento Training, an overview of our new StrongMind system, and more. The final schedule will be shared with staff in early January.

Hiring Process Changes

There are two (2) changes to our hiring processes, to take effect immediately:

1. We will post positions internally for one (1) week. If there is not a suitable internal candidate, we will open the position to external candidates and post the opportunity on both our website and EdJoin.
2. We will only interview and hire candidates who reside within a county we serve. Our primary counties are Fresno, Los Angeles, San Diego, Sonoma and Ventura. We currently serve 25 counties across the state.

Hiring Update

We continue to update our tracking document, which helps us monitor our recruiting process. This tracks when a position is posted, how many applicants we receive, when we make an offer and when the new employee starts. *See attached.*

Injury and Illness Prevention Program

We have developed and implemented a comprehensive Safety Manual and Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses. A formal presentation and review is under New Business.

Leadership Book Club

We have a quarterly Leadership Book Club series for our coordinators, managers and directors. The current book is *The Five Levels of Leadership* by John Maxwell.

S.T.A.F.F. Committee

Our S.T.A.F.F. Committee continues to meet and create opportunities for staff to engage in fellowship in a virtual setting. The October event was a pumpkin decorating contest, where scholars and families voted for their favorite through an online poll. Congratulations to Gabriela Gonzalez, counselor, for winning first place. The December event was a Winter Holiday Celebration in Fresno, San Diego and Thousand Oaks, which included an Ugly Sweater Contest and White Elephant Gift Exchange.

If there are any questions on this report, please feel free to contact:

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