

Cabinet's Committee Questionnaire

Directions:

The information submitted on this form will be used to provide transparency regarding our district-wide committees.

Please complete the form below and return it to me via email no later than **12:00 pm, Tuesday, October 17, 2017**. My contact info is below. Feel free to email or call with any questions.

Janet Roby-Smith
 Secretary to Deputy Superintendent, Natasha S. Baker, Ed.D.
 Phone: (314) 953-5037
 Email: jroby-smith@hazelwoodschoools.org

Enter Cabinet Member name here ➡

Enter Committee Name here ➡

1.) Who are the committee leaders?

Julia Burke	Connie Steinmetz	Robert Lawrence
Steve Mueling		

2.) Who are the committee members? *(attach list if necessary)*

Kim Harding	Vershaun Howze	Erik Melton
Carmika Austin	Connie Steinmetz	Lanetra Thomas
Robert Lawrence	Chris Brandriff	Brigette Humphries
Steve Mueling	Michael Newton	Michael Murphy
Scott Ciafullo		

3.) What is the purpose of the committee? (rationale, objective, etc.)

To analyze staffs' absences by school/building, employee group and the reason for the absences.
 To identify incentives that will increase employees' attendance.

4.) What dates will the committee meet?

October 26, 2017 3:00pm-4:00pm planning meeting with staff and union reps.	November 6, 2017 5:00pm-6:30p.m. (Patrons/community)
November 27, 2017 5:00pm- 6:30p.m. Patrons/community	December 13 th ECE-Central Science Room

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5.) Describe the expectations for the committee members.

To access the culture and climate of the district.
To identify the reason for the high number of absences on Monday, Fridays and Professional Development Days.
To develop an action plan to increase staffs' attendance.

6.) Do you have agendas for the previous or future committee meetings? If so, attach the agendas. If none, please indicate below.

7.) Please list all presentation titles and attach the presentation(s). If none, please indicate below.

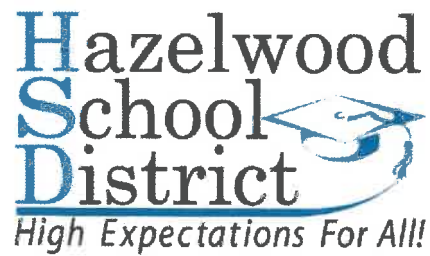
None

8.) What specific dates will the committee provide recommendations to the superintendent?

December 1, 2017

9.) Please feel free to provide any feedback, questions, or general concerns below.

Prior to a recommendation to the superintendent, the faculty and staff will be surveyed on the incentives and recommendations.

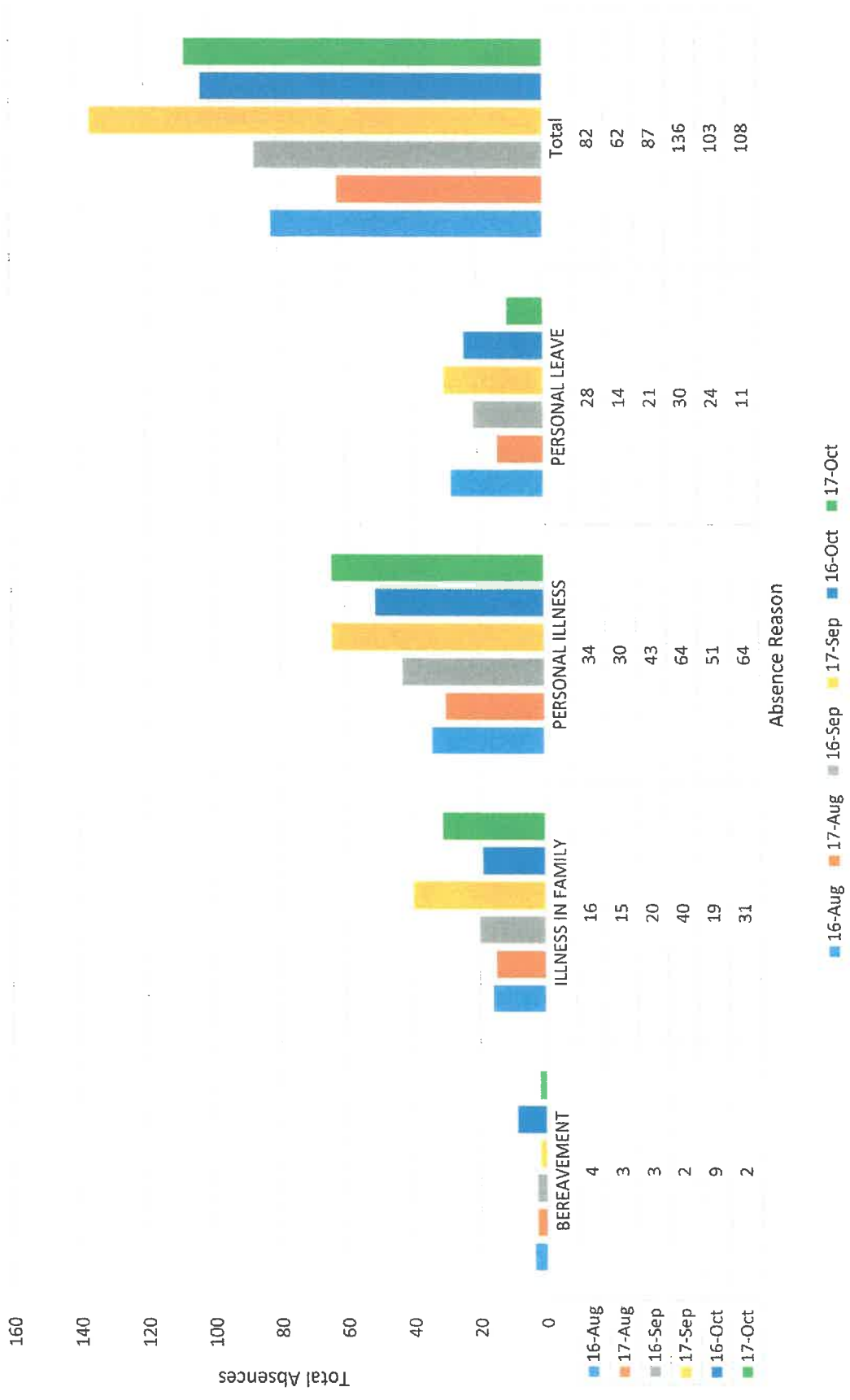


Adult Attendance Committee Meeting
Thursday, October 26, 2017
HSD Administration Building-Conference Room A
3:00p.m. – 4:00p.m.

- I. Welcome and Introductions*
- II. Purpose and Charge*
- III. Data*
- IV. Next Meetings*
- V. Other*

Notes:

Professional Development Absence Comparison 2016-2017 and 2017-2018





Teacher Absences 10/01-11/21/2017

School	Absences	Need Sub	Filled	UnFilled	Not need Sub	% of Total	% Filled	% UnFilled
<u>SOUTHEAST MIDDLE</u>	<u>158</u>	<u>131</u>	<u>50</u>	<u>81</u>	<u>27</u>	4.83	38.17	61.83
<u>NORTH MIDDLE</u>	<u>113</u>	<u>92</u>	<u>46</u>	<u>46</u>	<u>21</u>	3.46	50	50
<u>KEEVEN ELEMENTARY</u>	<u>80</u>	<u>65</u>	<u>36</u>	<u>29</u>	<u>15</u>	2.45	55.38	44.62
<u>BROWN ELEMENTARY</u>	<u>43</u>	<u>35</u>	<u>26</u>	<u>9</u>	<u>8</u>	1.31	74.29	25.71
<u>WEST EARLY CHILDHOOD</u>	<u>34</u>	<u>15</u>	<u>15</u>	<u>0</u>	<u>19</u>	1.04	100	0
<u>EAST MIDDLE 8TH GRADE CENTER</u>	<u>33</u>	<u>25</u>	<u>5</u>	<u>20</u>	<u>8</u>	1.01	20	80
<u>CENTRAL MIDDLE</u>	<u>184</u>	<u>148</u>	<u>88</u>	<u>60</u>	<u>36</u>	5.63	59.46	40.54
<u>MCNAIR ELEMENTARY</u>	<u>55</u>	<u>45</u>	<u>25</u>	<u>20</u>	<u>10</u>	1.68	55.56	44.44
<u>SPECIAL PROGRAMS (GALACTIC)</u>	<u>96</u>	<u>68</u>	<u>64</u>	<u>4</u>	<u>28</u>	2.94	94.12	5.88



Teacher Absences 10/01-11/21/2017

School	Absences	Need Sub	Filled	UnFilled	Not need Sub	% of Total	% Filled	% UnFilled
<u>BARRINGTON</u> <u>ELEMENTARY</u>	<u>77</u>	<u>63</u>	<u>56</u>	<u>7</u>	<u>14</u>	2.35	88.89	11.11
<u>TOWNSEND</u> <u>ELEMENTARY</u>	<u>68</u>	<u>44</u>	<u>32</u>	<u>12</u>	<u>24</u>	2.08	72.73	27.27
<u>GRANNEMANN</u> <u>ELEMENTARY</u>	<u>75</u>	<u>60</u>	<u>15</u>	<u>45</u>	<u>15</u>	2.29	25	75
<u>GARRETT</u> <u>ELEMENTARY</u>	<u>73</u>	<u>64</u>	<u>47</u>	<u>17</u>	<u>9</u>	2.23	73.44	26.56
<u>TWILLMAN</u> <u>ELEMENTARY</u>	<u>58</u>	<u>45</u>	<u>12</u>	<u>33</u>	<u>13</u>	1.77	26.67	73.33
<u>LARIMORE</u> <u>ELEMENTARY</u>	<u>132</u>	<u>107</u>	<u>27</u>	<u>80</u>	<u>25</u>	4.04	25.23	74.77
<u>ARROWPOINT</u> <u>ELEMENTARY</u>	<u>106</u>	<u>87</u>	<u>20</u>	<u>67</u>	<u>19</u>	3.24	22.99	77.01
<u>CURRICULUM</u> <u>ARMSTRONG</u> <u>ELEMENTARY</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12</u>	0.37	0	0
<u>OPPORTUNITY</u> <u>CENTER</u>	<u>59</u>	<u>49</u>	<u>42</u>	<u>7</u>	<u>10</u>	1.8	85.71	14.29



Teacher Absences 10/01/-11/21/2017

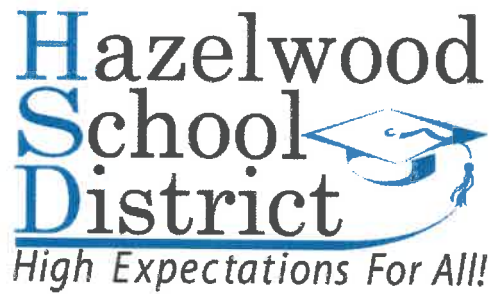
School	Absences	Need Sub	Filled	UnFilled	Not need Sub	% of Total	% Filled	% UnFilled
<u>CENTRAL SENIOR</u>	<u>296</u>	<u>163</u>	<u>115</u>	<u>48</u>	<u>133</u>	9.05	70.55	29.45
<u>JAMESTOWN ELEMENTARY</u>	<u>48</u>	<u>37</u>	<u>23</u>	<u>14</u>	<u>11</u>	1.47	62.16	37.84
<u>RUSSELL ELEMENTARY</u>	<u>55</u>	<u>40</u>	<u>35</u>	<u>5</u>	<u>15</u>	1.68	87.5	12.5
<u>LAWSON ELEMENTARY</u>	<u>65</u>	<u>52</u>	<u>29</u>	<u>23</u>	<u>13</u>	1.99	55.77	44.23
<u>EAST EARLY CHILDHOOD CENTER</u>	<u>31</u>	<u>10</u>	<u>6</u>	<u>4</u>	<u>21</u>	0.95	60	40
<u>WEST SENIOR</u>	<u>291</u>	<u>237</u>	<u>184</u>	<u>53</u>	<u>54</u>	8.9	77.64	22.36
<u>LUSHER ELEMENTARY</u>	<u>64</u>	<u>53</u>	<u>37</u>	<u>16</u>	<u>11</u>	1.96	69.81	30.19
<u>COLD WATER ELEMENTARY</u>	<u>67</u>	<u>47</u>	<u>37</u>	<u>10</u>	<u>20</u>	2.05	78.72	21.28
<u>MCCURDY ELEMENTARY</u>	<u>86</u>	<u>75</u>	<u>37</u>	<u>38</u>	<u>11</u>	2.63	49.33	50.67
<u>WALKER ELEMENTARY</u>	<u>55</u>	<u>47</u>	<u>33</u>	<u>14</u>	<u>8</u>	1.68	70.21	29.79
<u>JURY ELEMENTARY</u>	<u>65</u>	<u>51</u>	<u>35</u>	<u>16</u>	<u>14</u>	1.99	68.63	31.37



Teacher Absences 10/01/-11/21/2017

School	Absences	Need Sub	Filled	UnFilled	Not need Sub	% of Total	% Filled	% UnFilled
JANA	<u>43</u>	<u>36</u>	<u>29</u>	<u>7</u>	<u>7</u>	1.31	80.56	19.44
ELEMENTARY								
EAST SENIOR	<u>239</u>	<u>180</u>	<u>119</u>	<u>61</u>	<u>59</u>	7.31	66.11	33.89
NORTHWEST								
MIDDLE	<u>133</u>	<u>100</u>	<u>44</u>	<u>56</u>	<u>33</u>	4.07	44	56
CENTRAL EARLY								
CHILDHOOD	<u>62</u>	<u>25</u>	<u>25</u>	<u>0</u>	<u>37</u>	1.9	100	0
CENTER								
DATA &								
TECHNOLOGY	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11</u>	0.34	0	0
DEPARTMENT								
WEST MIDDLE	<u>132</u>	<u>107</u>	<u>72</u>	<u>35</u>	<u>25</u>	4.04	67.29	32.71
	3270	2464	1505	959	806	100	61.08	38.92

Note: Absence reasons used- Personal illness, illness in family, Personal leave



Adult Attendance Committee Meeting
Monday, November 27, 2017
HSD Board Room
5:00-6:30pm

1. Welcome and Introductions
2. Purpose
3. Review of Minutes
4. Incentive-Buy Back Program
5. Data
6. Develop Survey
7. Questions

Agenda items and questions for future meetings can be e-mailed to:
Chantel Hart at chart@hazelwoodschoools.org
Or call 314-953-5061

Adult Attendance Committee Meeting Minutes

November 06, 2017

5-6:30pm

TLC-Board Room

Meeting called by: Julia Burke

Facilitator: Julia Burke

Minutes

Discussion:

Create a survey: Are you proud to work in HSD

Staff needs to feel like they are heard

Teachers take off PD days for the following reasons: No Sub needed, doctor's appointment, not meaningful, do not get anything out of it.

Connie will inform the teachers they need to say no sub required

More of a concern is being off on regular days

Paying for sick time (Buy Back)-make available at Christmas time and at the end of year

Data before Buy Back-Who eliminated Buy Back (2008?)

Bump in the incentive, need an incentive at the end, use to get paid for all of the sick days

You are paying the substitute and the employee

Reason: Married Couple-children on a different schedule "fall break"

Pull data on average years of experience per building

Pregnancy-older students

The district needs to look more positive

Adult Attendance Committee Meeting
November 27, 2017

- Review of notes from meeting November 6, 2017

Review of discussion regarding survey of staff members in the building. Conversation about companies that could help with an survey that would be confidential. Glass Door (a survey company was suggested) We would need to find out the cost of the survey.

Incentive Buy Back Program- Example provided by Ms. Burke

Data is not possible from the previous school years because of the substitute programs are no longer in the district.

Absences for maintenance, clerical, and food service are not tracked thru Frontline.

Incentive Buy Back Program

Form provided from 2009

Questions were raised about rate of pay, number of days

Could we give teachers/staff a stipend for attendance?

Example- 100%- \$100, 90%- \$50

Example- Perfect attendance would receive \$100, miss one day \$25

Teachers are paid for 186 days

Would we set the limit at 90-95%? (Since our state goal for student attendance is 90%, could we set our goal as 90%?)

Review of data 10/1-11/21/17- absences for teachers

Summary of conversation- 1 day each semester \$100 gift card

(Does not include Bereavement, Educational Conference Leave, Military Leave, NEA/Negotiations Leave)

*****For 12 month employees (custodians/maintenance/clerical), would vacation days count as days off for this incentive?**

85%-95% attendance- Draw several names of teachers/staff for each semester. This could be \$10 or more gift card.

Continue with certificates!!!

Support Employees

How can we track employee days off?

Custodial, Maintenance, Food Service, Security

Only clerical in buildings use Frontline

Survey Questions

How long have you been in the Hazelwood School District?

- 0-5 years
- 6-10 years
- 11-20 years
- 20+ years

What do you like about Hazelwood School District?

What are the areas in Hazelwood School District excels in?

- Health Benefits (Health, Vision, Dental, Employee Assistance Program)
- Professional Development
- Students
- Academic Programing
- Diversity
- Athletics
- Resources
 - Technology
 - Social/Emotional for Students
 - Office Supplies
 - Books
- Facilities (my building, district)
- Competitive Salary
- Tuition Reimbursement
- Mentoring Program
- Other

What are the areas of improvement for Hazelwood School District?

- Health Benefits (Health, Vision, Dental, Employee Assistance Program)
- Professional Development
- Students
- Academic Programing
- Diversity
- Athletics
- Resources
 - Technology
 - Social/Emotional for Students
 - Office Supplies
 - Books
- Facilities (my building, district)
- Competitive Salary
- Tuition Reimbursement
- Mentoring Program
- Other

Do you feel safe in your school? Yes (If no, then expand on your answer)

Do you feel supported by your immediate supervisor? Yes or No (Then expand on your answer)

What are the reasons for your absences?

Illness

Child Illness

Parent (Relative) Illness

Personal Day

Stress (Please expand on your answer)

Other

(Last question) Are you proud to be a HSD employee? Yes or No (Then expand on answer)

Parents are invited to attend the next meeting Wednesday, December 13, 2017 at 5:00-6:30 PM.