

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 ➡ **Julia Burke**

Enter Committee Name here ➡ Staff Recognition Committee

1.) Who are the committee leaders?

Julia Burke		

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

Christine Wilson	Michael Thelan	Vershaun Howze
Eveyln Woods	Dennis Newell	Chauncey Granger
Audrey Cherry-Bates	Trisha Plunkett	Jennifer Roper
Kim Harding	Brenda Henson	
Connie Steinmetz, HNEA		

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

1. To demonstrate to staff that they are valued, respected and appreciated by administration and the Board of Education.
2. To bolster staffs morale, increase school/ district climate with the goal of retaining staff
3. To establish a culture of caring where all employees feel appreciated and valued for going above and beyond.

4.) What dates will the committee meet?

October 5, 2017 3:30pm-4:30 pm staff	October 17, 2017 3:30pm-4:30pm staff
November 6, 2017 3:30-4:30pm staff	November 27, 2017 5:00pm.-6:30pm patrons

5.) Describe the expectations for the committee members.

To share their current staff recognition practices.
To gather information from colleagues regarding staff recognition practices in each building and department.
To gather information from teacher level regarding ideas/suggestions to make the school/district a better place to work.
To create a district staff recognition program that acknowledges all employees of the district and recognizes them publicly for going above and beyond.
To develop criteria for staff to be honored and recognized
To identify external partners who would donate gift cards, meals, etc.

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

See attached agenda from October 5, 2017

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?

November 30, 2017

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

This committee work will be done quickly due to the schools and departments having existing programs. The committee decided that since staff recognition programs were already in place, we would build on what we already have across the District. There would is not a need for sub-committee work.

The committee will create a system where every employee group is recognized district wide utilizing various forms of communication (BOE meeting, picture on website, HSD Twitter, HSD Facebook, E-blast to the community, Human Resources Corner in the District's Newsletter, etc.) to honor employees. In addition, to receiving small tokens of appreciation.

The committee will meet October 17 to share the feedback received from teachers, HNEA building representatives, support staff, clerical staff and administrators.