

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		

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

Christine Wilson	Michael Thelan	Vershaun Howze
Eveyn 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.)

<ol style="list-style-type: none"> 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 3:30pm.-4:30pm staff

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?

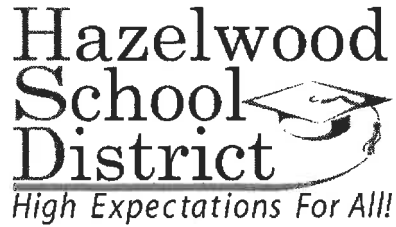
November 30, 2017

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.

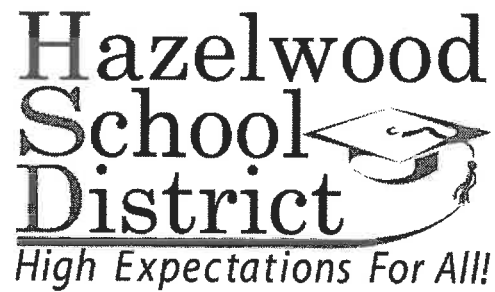
The committee will meet October 17 to share the feedback received from teachers, HNEA building representatives, support staff, clerical staff and administrators.



Staff Recognition Committee

October 5, 2017

1. Welcome and Introductions
2. Purpose/Goal:
 - a. To demonstrate to staff that they are valued, respected and appreciated by administration and the BOE.
 - b. To bolster staff's morale, increase school/district climate with the goal of retaining staff.
 - c. To establish a culture where all employees feel appreciated and good for going above and beyond
3. Today's Outcome
 - a. Identify criteria for recognition for each employee group
 - b. Ways to recognize employees
4. Sub-Committee Work (if needed)
5. Additional Meeting Dates
6. Other



Staff Recognition Committee

November 6, 2017

3:30 pm – 4:30 pm

Learning Center Conference Room A

1. Welcome and Kudos
2. Purpose of meeting: Begin development of procedures and criteria to implement one or more of the recognition suggestions with minimal to no cost.
3. Set next meeting date: November 27, 2017 at 3:30 pm
4. Thank you and Closing

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

Notes: Staff Recognition Committee November 6, 2017

Purpose of Program:

1. To demonstrate to staff that they are valued, respected and appreciated by the administration and Board of Education.
2. To bolster staff 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.

Reviewed suggestions: Made revisions to titles for clarification

Less spreadsheets – to Less District Assessment Spreadsheets

Staff of the Month – Monthly Staff Shoutout

Program Selected

Monthly Staff Shoutout

Department/Building Participating:

All Elementary Schools
All Middle Schools
All High Schools
Early Childhood Centers
Galatic Center

Maintenance Department
Transportation Department
The Learning Center (Security Guards not assigned to a school will be included with TLC)

Staff Recognized

Program is all inclusive for HSD and SSD employees assigned to each school, department or location.

Timeline:

*December 1 – December 20, 2017 – Buildings/departments/locations will advertise and collect staff recommendation forms for the January 2018 drawing. Form Template will be provided.

The first working day of each month each building/department/location will randomly draw the name of the individual(s) to be recognized.

Monthly recommendations and drawings will continue through April, 2018.

May 2018 – All individuals selected in previous months will be included in the May drawing to represent each location for their individual contributions for the year.

Procedures:

*Building will develop procedures for collecting and drawing the individuals for recognition.

Template Form will be developed and sent to building/departments/locations for use (if applicable). If buildings/departments/locations already have procedures and forms for this type of recognition should continue to use building forms.

Recommendations should be no more than 100 words.

Building/departments/locations will submit the names and recommendation forms for the individuals selected to ???

Picture of Individuals and summary of contribution will be recognized on the district website and district newsletter.

Number of individuals recognized each month

Elementary – 2 per building

Middle School – 3 per building

High School – 4 per building

Communication Plan

Information on program will be shared with the Assistant Superintendents to work with building/locations on specifics of program (share at administration meeting)

Monthly Flyer will be developed for use as a reminder to staff to submit recommendations for recognition. Flyers will be placed throughout building/departments/locations.

Email Blast to employees explaining program

Staff Recognition Committee

Teachers/Nurses

Bonus for perfect attendance

Step and a raise

Buy back sick days (mid year payment)

More planning time in place of PD

Unexpected break: administrator teaches class for 15 min. ✓

Administrators (all) more visible in buildings → ✓

Raises

Do away with PD

Less spreadsheets

Board and administration in buildings

Fairness

Respect

Flex time

Acknowledge good work

Less meetings

Picnics

Lunch on the district

Collaborative planning days

Appreciation breakfast

Teacher Walk of Fame ✓

Staff of the month ✓

PD meetings: allow collaboration time

Treats

Verbal affirmation ✓

Board meeting recognition ✓

Focus newsletter on employees (Website) ✓

Custodial, Maintenance, Food Service, Security

Flex time

Raises

More people to help

More respect from others

Sick Leave buy back

Thank you goes a long way

Extra personal day

Gift cards

Picture in paper

Winter Break Off

Merit pay

Hazard pay (security)

Board meeting recognition

Focus newsletter on employees (Website)

Next Meeting: November 6, 2017 3:30 pm

Suggestion	Funding	Minimal to no cost	Unknown
Unexpected break (administrator teach class 15 min)		x	
All administrators more visible in schools		x	
Less Assessment spreadsheets		x	
Fairness		x	
Respect		x	
Board meeting recognition		x	
Focus newsletter on employees		x	
Website (picture and information)		x	
Monthly Staff Shoutout		x	
Teacher Walk of Fame		x	
Picture in paper		x	
Bonus for perfect attendance	x		
Step and a raise	x		
Buy back sick leave (mid year payment)	x		
More planning time in place of PD			x
Raises	x		
Do away with PD	x		
Acknowledge good work			x
Flex time			x
Picnics	x		
Lunch on district	x		
Collaborative planning days			x
Appreciation Breakfast	x		
Treats	x		
More people to help	x		
Extra personal day	x		
Gift Cards	x		
Winter Break Off (custodial, maintenance, security)			x
Merit pay	x		
Hazard pay (security)	x		

Jennifer Flyer

Kim Template and Summary

Next meeting November 27 3:30 pm

Staff Recognition Committee
November 27, 2017
3:30 pm – 4:30 pm
Learning Center Conference Room A

Welcome

Purpose of meeting: Finalize procedures and documents for monthly staff shout out.

Procedures:

Poster

Nomination Form



Monthly Staff Shout-Out



Employee Name _____ Building _____

Describe recognition (100 words or less):

Shout-Out Submitted by _____

Please turn in to Building Principal or designee at the end of each month.



SHOUT OUT!

Just a reminder to share recognition and honor your colleagues by nominating them for a "SHOUT OUT"!

Each month, every school will recognize a staff member who was given a "SHOUT OUT" by their colleagues. HSD will celebrate them! This includes teachers, support staff, administrators...anyone who works in your building!

Each building will select one "shout out" from all of the nominations turned in!

Find the forms in the main office or in your email! Send it to your principal.

LET'S CELEBRATE EACH OTHER!