



GOAL AREA	STAFF
STRATEGY	Explore, develop, and implement plans to retain high quality staff and administration
RATIONALE	To recruit, develop and retain high quality staff who embrace collaboration, innovation, continuous improvement and a strong passion to support all learners.
ACTION PLAN TITLE	Staff Recruitment, Retention, and Development
ACTION PLAN STEPS	<ul style="list-style-type: none"> • Analyze exit survey data to establish a baseline for staff turnover (using established career groupings) to identify potential needs • Provide staff with an opportunity to identify needs using surveys and/or focus groups. This will include (but is not limited to): <ul style="list-style-type: none"> ○ The exploration of unique benefit opportunities to offer staff ○ The identification of potential culture and climate needs of various groups ○ Potential support for work-life balance options for staff • Continue to track exit data to determine trends and opportunities for further enhancements as well as to identify strategies that are ineffective • Surveys specific to new staff members (during first two years of employment) to identify: <ul style="list-style-type: none"> ○ Successes and areas of growth related to onboarding and mentorship experiences ○ Exit slips following each training/onboarding session to inform future learning ○ Check-in quick polls to identify job satisfaction to inform potential changes/needs • Pre- and post- survey data to identify/assess professional learning opportunities; this information to be used to inform future learning • Quick polls sent to candidates throughout their application/interview process to understand potential changes and enhancements/improvements as well as to identify strategies needing to remain intact based on candidate responses • Provide designated superintendent/human resources executive director open office hours on a monthly basis to seek feedback/suggestions, problem-solving efforts, communication, and connection efforts
TIMELINE	Fall 2023 onward

PROGRESS MONITORING STEPS	<ul style="list-style-type: none"> • Identify trends based on survey data, polls, and/or focus group data on a quarterly and/or annual basis (for the purpose of recruitment, retention and development) • Assess candidate pool quality and actual number of candidates to begin to collect historical data for comparison in future years • Track number of staff members accessing designated superintendent/human resources executive director office hours
INDICATORS OF SUCCESS	<ul style="list-style-type: none"> • Reduction of turnover due to controllable factors is achieved based on career group baseline data (culture, climate, etc.) • The pool of candidates is increased for hard-to-fill positions. • Areas of staff need are identified, and programs developed to support staff are implemented • Implementation of designated superintendent/human resources executive director office hours
POTENTIAL RESOURCES	<ul style="list-style-type: none"> • Work with Communications and Technology Departments to identify a system/tool to support data collection • Additional benefits/resources made available for staff as identified
POTENTIAL COSTS	<p>Costs may vary depending on identified needs, programming and resources offered to staff; however, a potential yearly budget of \$50,000 yearly is requested, in addition to costs associated with the system/tool (in partnership with the Communications and Technology Departments (\$50,000 estimate for this item)); any additional costs will be recommended to the Board as needs are identified</p>