

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 ➡ Adult Attendance Committee

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	

--	--

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.