**Monday, November 13, 2023**

**Gatehouse Administration Center Room 5055**

**5:30 p.m. to 7:30 p.m.**

**Agenda**

**HRAC Charge**: HRAC will make recommendations to improve practices used by FCPS leadership at school & district levels from the lens of professional/ business acumen, data integrity, diversity & inclusion to improve FCPS’s national & international competitive standing as it relates to compensation.

HRAC Norms: Punctual \*Prepared\* Participatory \*Positive\* Productive\* Present\* Speak up

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| **Time** | **Topic** | **Who** |
| 5:30 p.m. | Welcome* Call to Order
* October Meeting Notes (Vote)
 | Laverne HensonHRAC Co-Chair |
| 5:45 p.m. | Department of Human Resource Presentation | Dr Sherry Agnew-ScottAsst. Superintendent Human Resources |
| 7:00 p.m. | Committee Business | HRAC |
| 7:30 p.m. | Call for Motion to Adjourn | Laverne HensonHRAC Co-Chair |

Laverne Henson, Co-Chair called HRAC meeting to order at 5:35pm

October 2, 2023 meeting minutes were approved.

**Attendees**

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| **HR Staff** | **HRAC** |
| Dr. Sherry A Scott, Asst Superintendent Dept of Human Resource | Laverne Henson- Karen Keys - Gamarra At Large Rep |
| Sandra Hardeman, Office of the Executive Director (OED) |  Idanishia Cairo - Dansville District |
| Krista Simkins, Office of Talent Acquisition (OTA) | Anita Guyther - Branch, At Large – Abrar Omeish |
| Malike Dunlap, Office of Employee Services & Operations (ESO) | Janet O’Lare , Rachna Sizemore Heizer At Large Rep |
| Lydia Martinez, Office of Labor Relations (OLR) | Stephanie Paduano, Hunter Mill District |
| Franklin Jones, Office of Employee Relations (OER) | Leslie Houston - President, Fairfax Education Association (FEA) |
|  | Angela Thompson - Mount Vernon District |

**Introductions:**

A brief introduction was given by **Dr. Sherry Agnew-Scott**, highlighting Human Resources focus areas, which consisted of Team building, Recruitment/ Hiring, Improve Customer Experience, Streamline and Automated processes. She noted that there were 879 teacher vacancies on July 1, 2022, and by July 1, 2023 there were only 350 teacher vacancies, which was quite an improvement and accomplishment after a year.

**Human Resources Advisory Committee Presentation take aways.** (briefing slides are attached).

* **Ms. Sandra Hardeman** gave an overarching overview of what the **Office of the Executive Director** was focused on. Her top priority was limiting clog processes. Secondly, continue to have diversity outreach as a planned avenue to pursue. Ms. Hardeman focal point will be structuring how to build this into the work place of choice. Data analytics will be used to clearly define the challenges.
* **Ms. Krista Simkins**, gave a synopsis of what the **Office of Talent Acquisition** are working towards with regards to recruitment & hiring. They are developing a Teacher Pipeline Program, they have conducted 36 job fairs and hired 60 teachers from last hiring event. They are working very closely with “Participate Learning Partnership” in which they hired 100 teachers. There are currently 110 student teachers and there’s another 150 coming in the spring semester.
* **Question: Ms. Mimi Dash –** Expressed concern about the benefits of moving from HR to Finance. Her question was “Do HR send a letter to let candidates know that they were not selected for a position? Krista Simkin’s response was yes, it’s automated.
* **Question:** **Ms. Mimi Dash** also expressed her concern about having only 35 student teacher’s signs on. Krista’s response, “the cost of living is a factor and it’s very competitive compared to what other districts are offering (incentive)”.
* **Question:** **Ms. Mimi Dash** asked, “What are the qualifications of Participate Learning?” Ms. Krista Simkins, replied “Provisional license, grant a J1 VISA, Review degree, there’s a whole program in place, they have mentors. Countries participating: Barbados, Philippine, Columbia, Ecuador, Jamacia, Argentina and many more. It was a challenge the first year, the participants had various obstacles such as didn’t have a sense of community and couldn’t get car loans. This office is working on various improvements to this program.
* **Question:** **Ms. Angela Thompson** asked, “Is there a partnership between the district & county for housing?” Response: “Working on a solution, also Ms. Leslie Houston’s organization, Fairfax Educators Association is advocating for housing.”

* **Ms. Maike Dunlap** presented information on the **Office of** **Employee Services &** **Operations.** She explainedthat they are in the process upgrading all technology that is 25 years old or older. This office has had three awards recognition engagements to celebrate employees. They are constantly trying to figure out what they can do better to make the employees stay. This year the HCM system will go live and RedRover is expected by Jan of next year.
* **Question**: Ms. Mimi Dash asked, “What does FCPS CARE look like?” Ms. Maike Dunlap replied, “it’s a bonus, but not all that get recognized receive a bonus. The school receives a stipend, there’s a party of some sort that is given in celebration of that person
* **Question: Ms. Stephanie Paduano**, Hunter Mill District asked about rewards and Ms. Maike Dunlap stated she will find out.
* **Ms. Lydia Martinez** from **Office of Labor Relations** presented information on the restructure of the collective bargaining units there are now three bargaining units which are split into categories 1) Operational, 2) Licensed Professionals & 3) Administrators/ Supervisors and next steps. Organizations will determine the percentage for collective bargaining.
* **Questions: Ms. Mimi Dash** expressed concern about employee’s bill of rights and how it seemed that none of the recommendations coming from this committee is being implemented.
* **Mr. Franklin Jones** from **Office of Employee Relations** presented information on various services that are available to employees. There were six areas that are worth noting ADA Accommodation, Background Check & Self-reporting Program (the volume of work is constantly increasing), Conditional reappointment, DOT Testing & Compliance Program, EEO/ Bullying Complaints & Employee Performance (Up slightly, group most effected is newer employees & assailant Co-workers) & Evaluation Program. Under Title VI Parent/ Student Complaints this office wrote a new regulation and is building a program around it to improve in this area. HR Connection tickets are working well. An improvement in the area of Conditional reappointment this year the number went from 50% to 20% due to the implementation of the mid-year interactions.
* **Question:** **Ms. Janet O'Lare** asked “What’s being done about the restructuring?” Response: “Process flow mapping is being utilized to help understand what the problem maybe. Hiring people earlier instead of waiting for the budget in April. Understaffing: Frankin’s Employee relations- group was used as an example the Evaluations & Grievance area are being overseen by only 2 people.

**Dr. Sherry Agnew-Scott** gave kudos to the HR team and highlighted their work ethic and collaboration amongst each other, and external sources is exceptional.

* **Question: Ms. Angela Thompson** - Mount Vernon District, asked “What are we doing about an employee being on leave for an extended period?” Dr Sherry Scott replied, “That’s under another office, recommend reaching out to the new Benefits Director Lisa. Being on leave for up to 1 year is standard across district. Krista’s group is working with Lisa to figure out some solutions for the teachers that are out for extending period of time.”
* **Question: Ms. Anita Guyther - Branch**, At Large – Abrar Omeish recommended the HR get additional staff. Dr Sherry Scott replied, there has been additional staff provided, small in numbers but it’s happening.

**Ms. Laverne Henson** stated a lot of information was presented which entailed multiple positive changes that align with last year reporting and this year charge for competitive standing. In an effort to complete the 2024 HRAC report, we will require the school board to address the below concerns:

(1) Identify additional association members, student representatives, and all other districts that are not represented from the School Board in support of HRAC.

 (2) Identify results of 2022-2023 HRAC report and attend the January meeting to address way forward with 2023/2024 in compliance with current charge and last year recommendations.

 (3) Request for School Board/Superintendent attendance at the February or March HRAC meeting.

Wrap Up/Call to Motion to Adjourn: 7:39p.m.

HRAC next meeting Dec 4, 2023, 5:30 -7:30. Gatehouse Administration Center Room 5055