

## Retention Committee School Board Recommendations

5/17/23

After reviewing the Communications Survey, the Retention Committee has formulated the following recommendations for the School Board to consider:

- Have staff meetings during paid time of classified staff to allow for all staff to attend during paid hours rather than making meetings “optional” for classified staff. This will foster and build relationships within the school personnel as per the Strategic plan Goal Area A.
  - Provide for “minutes” from staff meetings for people unable to attend to enhance communication
- Have more regular staff meetings as it is crucial to meet in person (ie: weekly)
  - If a staff meeting is not feasible, have a weekly “Monday Memo” to inform staff of the upcoming activities / events for staff to prepare for – this should be sent to ALL STAFF
- Have CCSD District-wide staff meetings – consider monthly or at least quarterly to enhance relationships between schools and to allow for increased communication.
- Have meeting geared to staff roles to increase face-to-face communication / troubleshooting / relationship building (ie: administrative meetings / teacher meetings / SPED meetings (include teachers and PARAs)
- Acknowledge and strategically plan mass communications to minimize redundancy - ie: some staff are receiving all communications in 4 different formats (multiple emails about the same communication) – this leads to wasted time searching through emails to determine which emails to read vrs which emails are redundant or geared to different audiences. Consider a reference word in the subject line for communications being forwarded to staff to allow for ease of email navigation
- Regarding Inservices:
  - allowing time for collaboration within departments for teachers/staff to discuss subject matters and impacts on a local level.
  - Additionally, allow for staff input regarding the subject matter of inservice material to allow for a more personalized and valuable inservice topics
- Regarding the state of morale within the school district:
  - Promote more aggressive recruiting efforts on a local level to fill positions including substitute teachers to allow staff to work within their hired position / responsibilities/roles.
  - Allow for staffing balance by splitting up tasks / roles so not one staff member is taken away from their hired position responsibilities more than necessary.
  - Verbalize appreciation of CCSD staff on a regular basis – although there are housing issues that are out of the school district’s control, the school district CAN boost morale by hearing staff concerns / acknowledging those concerns and providing for attempts to rectify / validate concerns especially if the concerns are directly impacting their students’ learning experience as per Goal Area A on the Strategic Plan.
- Retention Committee will continue for the 2023-2024 school year.