

Task 6: Determine K-5 Staffing Plan for Licensed Educators

Public Relations Plan Process			
Date	Implementation Tasks	Leaders: Carol Frericks, Chrissy Cox, Cindy Crow, Melanie Schrand, Jim Sohn, Julie Stratman	Costs
August 31	Identify end goal. Assign leaders.	Determine K-5 staffing plan for licensed staff aligned to the Memorandum of Understanding Placement Ground Rules #6 so that all positions are filled. Chrissy Cox, Cindy Crow, Melanie Schrand, Jim Sohn,	
September 22	Work with Mr. Webb through the appeals process.	Review reasoning for initial placement of staff. Explore alternate options for placement. Determine plan for improvement of communication.	
September 28	Determine steps for placing staff that were hired after June 30 th , 2017. (Pending appeals process) Determine K-5 staffing plan for licensed staff aligned to the MOU #6 Placement Ground Rules #6 so that all positions are filled.	Consult with HR. Consult the MOU. Recommendations for Superintendent Webb: Approve the following timeline and public relations plan for determining K-5 staffing plan for licensed staff aligned to the Memorandum of Understanding Placement Ground Rules #6 so that all positions are filled.	
October 5	Implement steps for placing staff that were hired after June 30 th , 2017. (Pending Appeals process)	Unassigned staff take the licensed staff survey. Unassigned staff card will be created once the survey is completed.	
October 12	Complete steps for placing staff that were hired after June 30 th , 2017. (Pending Appeals process)	K-5 principals and directors will fill the open positions based upon the process used in June 2017.	
Public Relations Plan Recommendation			
The leaders and consultation group members in conjunction with Quincy Federation leadership recommend the completed K-5 licensed staffing plan for all staff that are in good standing with the district for the 2018-2019 school year.			

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Public Relations Plan – Implementation Tasks			
Date	Implementation Tasks	Leaders:	Costs
October 25	Present recommendation to the BOE for approval.	Mrs. Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
TBD – Completed in December	Determine K-5 staffing plan for licensed staff aligned to the Memorandum of Understanding Placement Ground Rules #6 so that all positions are filled.	Union reviews unassigned staff placements. Determine communication plan of assignments.	
TBD – Complete in February-March	Create administrative protocols for filling ongoing open K-5 licensed positions.	Consult with HR to develop protocols aligned to the ground rules based upon the MOU.	
Update – January 24, 2018 Board Meeting			
January 19	Present updates to Superintendent Webb.	Implementation tasks have been completed through December. HR will continue to fill open positions and place teachers so that all positions are filled with Board approval monthly. As changes in placements are requested by current employees or administrators, HR will communicate with Superintendent Webb and the Quincy Federation.	
January 24	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
February – August	Continue to fill open positions. Communicate current employee placement changes.	HR will continue to fill open positions and place teachers so that all positions are filled with Board approval monthly. As changes in placements are requested by current employees or administrators, HR will communicate with Superintendent Webb and the Quincy Federation.	

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Update – May 23, 2018 Board Meeting		
May 23	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Final Public Relations Plan.
Task 6: Final Public Relations Plan		
<p>The K-5 staffing plan for licensed staff has been aligned to the QPS and Quincy Federation Memorandum of Understanding Placement Ground Rules #6 in order to fill all K-5 licensed positions. In addition, school support personnel and para-educator staffing plans have been completed based on current student needs, and current staff have been notified. The Human Resources department will continue to fill open positions and place teachers and support staff so that all positions are filled with Board approval monthly. As changes in placements are requested by current employees or administrators, the Human Resources department will communicate with Superintendent Webb and the Quincy Federation.</p>		