

# project RESA

# Spotlight

**Meeting Date: February 25, 2021**

**Meeting Minutes**

**Agenda Item 1: Project RESA Interview Support**

Last year, the Impact Team requested Project RESA to support the interview process for certain administrative positions. In an effort to formalize the process, members from the Team were invited to sign up to serve on an standing Interview Committee. This group would be “on call” should an interview need arise over the next school year.

**Agenda Item 2: Task Committees**

- Team members reviewed their responsibilities/ expectations. Liaisons were identified and groups
- were able to spend time working with their committee members (schedule initial meeting, discuss SMART goal, identify desired outcome and how to measure the outcome, etc.).

**Task Committee Members:**

Target	Task	Task Committee
Culture	Task: Culture Guide	Beth Helm, Kevin Clark, Chris Martin, Noah Cooperider, Jenna Hawkins, Melissa Springsteen, Jessica McAuliffe
	Task: Book Study	Roy Wirtz, Eric Hoppstock, Karen Heath
Diversity, Equity and Inclusion	Task: Awareness	Amy Hume-Sizer, Tiago Baltazar, Jasmine Good, Autumn Poole, Amanda Lezotte, Katy Foster, Kristin Bivens, Kayla Conner, Scott Floyd
Wellness	Task: Engagement/Well-Being Survey	Katie Sheftic, Leanna Sysak, Mindy Watson, Chris Machiniak, Kellie Lynch, Kimberley Shaffer
	Task: Positive Morale	Amber Smith, Melissa Hamil, Robin Bourgeois, Evelyn Mendoza, John Phillips, Melanie Foster, Breanna Bell, Jill Peters

**Communications from Impact Team: None**

**Communications received from staff via email or online form dealing with our organization’s culture:**

**What is Project RESA?**

Project RESA is a district-wide think tank that addresses climate and culture topics impacting the organization.

**Team Members:**

- Amanda Lezotte
- Amber Smith
- Amy Hume-Sizer
- Autumn Poole
- Beth Helm
- Chris Machiniak
- Chris Martin
- Eric Hoppstock
- Evelyn Mendoza
- Jasmine Good
- Jessica McAuliffe
- John Phillips
- Karen Heath
- Katie Sheftic
- Katy Foster
- Kevin Clark
- Leanna Sysak
- Melanie Foster
- Melissa Hamil
- Mindy Watson
- Noah Cooperider
- Robin Bourgeois
- Scott Floyd
- Tiago Baltazar

**Share your ideas!**

You are encouraged to share your ideas and suggestions with the Project RESA team. Contact us via email at [projectresa@berrienresa.org](mailto:projectresa@berrienresa.org) or you can fill out a [Google Form](#) that will allow you to submit your thoughts without anyone knowing who submitted the comment. Please be assured, Berrien RESA cannot identify who submitted comments through the form.

# project RESA

## What is Project RESA?

Project RESA is a district-wide think tank that addresses climate and culture topics impacting the organization.

## Background:

Participants from every department and building were invited to participate in the think tank (February 2017). Nearly 20 people joined the group. Committee members have agreed to serve on the committee for at least one year. An open invitation to participate will be offered to the RESA family annually.

## Principles:

Project RESA is founded on two overarching principles; candor, and the concept of no authority. This means that all conversations had by Project RESA members will be honest discussions. No authority means that while the group is not a decision-making entity, it will make suggestions on ways in which issues may be resolved. Those ideas will be shared with Berrien RESA's Management Team. It will be up to Management Team to make decisions for the organization.

## Communication:

To help keep all Berrien RESA team members informed of the topics being discussed by Project RESA, the suggestions being made to Management Team, and the decisions being made by Management Team regarding those suggestions, Project RESA will be issuing a "Spotlight" after each meeting. Spotlights will be shared via email as well as highlighted during staff meetings.

**Comment:** This isn't as much of an issue as it is a comment of appreciation about the recent holiday and paycheck date. It is much appreciated that paychecks are being dispersed early due to the holiday weekend instead of afterwards. Many employees have set bills to be paid, relying on the 1st and the 15th pay dates. This shows much heart for the employees and being able to pay our bills on time; especially during hardship times such as this.

**Staff Member's Suggestion:** Regularly plan for paychecks being dispersed before holidays that may affect the 1st and 15th anticipated dates.

**Principle:** Balance

**Response:** *The pay schedule is listed for the upcoming two years on the back of the "At-A-Glance" yearly calendars. The calendars are printed and shared in late spring to allow staff to plan/budget accordingly. This year, to help clarify the payroll dates, the following language will be added to the document:*

*"Payroll dates in December and January are adjusted to balance total employee compensation between fiscal years. For specific questions, please contact Kayla Conner in the Human Resource Office at [kayla.conner@berrienresa.org](mailto:kayla.conner@berrienresa.org)."*

*Also added are the exact dates for each designated pay period.*

**Comment:** Communication-Why is it still a problem getting out emails/communication about staffing? Case in point, Heidi leaving and Shari returning.

**Staff Member's Suggestion:** Whoever is the supervisor of that person, or Karen Heath, could send an email out to everyone about the change instead of people finding out here and there or worse yet, from the LEAs. All of us at RESA should know more/first before the LEAs.

**Principle:** Transparency

**Response:** *This question provided an opportunity to provide staff with transparency relative to the onboarding and offboarding of staff members. A response was shared in the March 19 edition of OUR Neighborhood. For reference, here is the response again:*

## Joining the Berrien RESA Family

When a new staff member joins the organization, they participate in an onboarding process\* coordinated by the Human Resource Office. Many departments are involved.

They receive key fobs from Facilities and Operations, computers and software access from Technology Services, have their photo taken and name badge made by the Communication Office and then receive Skyward training from the Business Office. Additionally, Human Resource staff work with each new hire to sign up for benefits and complete other important paperwork. The new staff member then receives extensive training from their individual program or department team. This may include Therapeutic Crisis Training, professional development or completing other learning modules. There is an electronic system that helps the HR Team coordinate all these moving parts. Included on the onboarding list is an announcement to the organization from the Communication Office that a new person is joining the Berrien RESA family. Announcements are not made for temporary employees, interns, co-op students or practicum students. Instead, these hires or guests are announced by supervisors whose teams have direct interaction with those individuals.

*\*For those Berrien RESA team members who are employed by a third-party contractor (Enviroclean and Edustaff), some aspects of their onboarding process are handled by their direct employer.*

## **Retirements**

Staff members submit their intent to retire at various times throughout the school year. Sometimes, staff alert the Human Resource Office early, providing an opportunity for a job to be posted well-before the person's actual retirement date. Other times, there may only be a 30-day notice. Regardless of when someone decides to retire, it is critical that they have a conversation with the HR Office to ensure that all paperwork is properly submitted to guarantee a smooth transition. Announcements regarding retirements are shared by supervisors and also during annual Years of Service Awards, if desired by the retiree. (Much like birth, death and marriage announcements, staff members are responsible for determining if their retirement is shared publicly.)

## **Resignations/Termination**

When staff members resign from the district, or if their employment is terminated, the Human Resource Office also has a process in place to offboard individuals. As part of this process, staff are offered an exit interview with the Human Resource Office. Offboarding may also include Due Process procedures, arbitration and a public Board of Education meeting. What is not included in the offboarding process? The district, out of respect for the staff member, will not disclose details about their departure. Supervisors will, however, share information with the entire organization via email about whom to contact if staff or local districts need services in the interim. The timing of this information is dependent on the specific circumstances relative to the situation.

When staff members leave, they may choose to alert their colleagues, contacts and local district constituents before administrators receive notification. Unfortunately, when this occurs, Berrien RESA staff members may learn about employment changes from others before the district is able to make an announcement, provide direction or share next steps. While not ideal, the district respects every staff member's right to share this information in a manner they see best fit for their personal circumstance.

If you have questions about any of the Human Resources process, please contact Lynda Hurlow at ext. 3102. She would be glad to assist you!

## **Next Meetings:**

(All meetings will be held from 3:15-4:15 p.m.):

- March 29
- April 27
- May 26

## **Resources**

- [Culture Guide FAQ](#)