

February 12th, 2018

Dear XXXXX,

This past fall the Board of Education began a Strategic Planning Process involving the community, staff, students, and parents in USD 248 Girard Schools. As a continuing piece of the Strategic Planning Process for the district I'd like to ask you to serve on a sub-committee to address one of the goals in the Strategic Plan. Your commitment will be to attend and actively participate in developing a recommendation for the following goal. This typically takes 3-5 meetings of approximately two hours.

The charge for the Recruitment/retention of staff Sub-Committee is to identify actions to address Goal 2 from the Strategic Plan using this chart as a guide for committee work.			
GOAL 2: Commit to recruitment, retention, and professional development of a quality staff through the identification of current and future staff needs.			
Action	Resources	Person(s) Responsible	Time Frame
1. Identify the positive traits that attract, retain, and develop staff members.		Committee	February 2018
2.0 Identify the positive qualities that make an employee want to work for USD 248. (Salary schedule, benefit package, working relationships, collegiality, etc.)		One – two individuals from committee	February-March 2018
3.0 Identify methods and/or plan to retain and provide professional development for new/younger employees (i.e. mentorship programs, training opportunities, etc.).		One – two individuals from committee	February-March 2018
4.0 Compare the strengths and weaknesses of current practices in relationship to recruitment and retention. Develop a recruitment and professional development plan.		One – two individuals from committee	February-March 2018
5.0 Final report completed and submitted to Steering Committee		Committee	May 1, 2018

Area	What research says	What local districts are doing	What USD 248 does	Recommendations for improvement
Personnel				
Purchasing				
Sustainability				