



Franklin Public Schools

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To: Franklin School Committee

From: Sara E. Ahern, Ed.D., Superintendent and Lisa O'Keefe-Trainor, Director of Human Resources

Date: September 18, 2020

RE: Comprehensive Personnel Update

Personnel and staffing for the reopening schools for the 2020-2021 school year amidst a global pandemic has been an enormous challenge, with many moving parts. Each year, the district has vacancies to fill due to retirements, resignations, and typical leaves of absence. We customarily present a list of new hires to the School Committee at the beginning of each school year. This year, we are adding to that list and providing a Comprehensive Personnel Update.

New Hires

The link below will direct you to a list of new hires, sorted by school building. Principals, assistant principals, and directors, when hiring, follow a common, rigorous process. This includes:

1. Initial posting -- The initial posting is most likely on School Spring, a common web-based platform. We also post open positions internally; in some cases, a position may only be posted internally. At times, we employ other efforts to recruit staff including social media sites, including LinkedIn, and listservs.
2. Interview team -- An interview team is assembled to interview candidates after paper screening. The interview team often includes teachers and administrators.
3. Model lesson -- Candidates for teaching positions complete model lessons. Students provide feedback during this process. In the summer, we aim to complete model lessons but, at times, this is not possible. In these cases, candidates are asked to walk the team through what an effective lesson would look like.
4. Reference checking -- Principals, assistant principals, and directors complete at least 2 reference checks from current references, particularly from a direct supervisor. They use a standard set of questions that are aligned, if applicable to the position, to the educator evaluation rubric.
5. Recommendation for appointment -- Principals, assistant principals, and directors make a recommendation to the Superintendent or designee for appointment. A central office administrator or administrators interview finalists and offer a contract.

We feel this is an important process for both FPS and for the candidate. Both parties have multiple opportunities for interaction to be sure that there is a good fit between the district and the candidate. This process may be amended under some circumstances.

[List of New Hires](#)

Departures from the District (as of September 15, 2020)

Type	Number
Retirements known (as of July 1, 2020)	13
Resignations	31
Partial-year Leaves of Absence (non-COVID related)	11
Full-year Leaves of Absence (non-COVID related)	6
Partial-year Leaves of Absence (COVID related)	3
Full-year Leaves of Absence (COVID related)	13

Revised Positions Since FY 21 Budget Development (the following list supplements positions included in the FY21 Budget Development process as found on our Budget Development page <https://www.franklinps.net/district/school-district-budget/pages/fy-2021-budget>)

Additional Positions	Reduced/Unfilled Positions
Enrollment driven additions <ul style="list-style-type: none"> • 1.0 K teacher (Oak St.) • 1.0 K teacher (Parmenter) • 1.0 Grade 5 teacher (Oak St.) 	0.7 Assistant Principal
Service driven addition <ul style="list-style-type: none"> • 0.3 Adjustment counselor (Parmenter) 	Enrollment-driven unfilled positions <ul style="list-style-type: none"> • 0.2 Unified Arts (elementary) • 0.2 Latin (high school) • 1.0 nurse (high school) • 0.4 chorus (middle school) • 1.0 Grade 2 (Davis Thayer)

Additional Positions Sought Due to COVID-19 Reopening Plan

Additional Positions	Status
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3 Digital Learning Integrationists (District-wide)	Filled internally
Virtual Learning Academy <ul style="list-style-type: none"> • 5 Teachers to “backfill” VLA educators • 6 Long Term Subs • 2 ESPs • Coordinator 	In process as of 9/18/2020 <ul style="list-style-type: none"> • 1 Grade 5 to be hired • 1 ESPs to be hired
22 Permanent Building Substitutes	6 have been hired
Additional ESPs	In process
Additional Monitors <ul style="list-style-type: none"> • School day monitors • Bus monitors 	In process
Daily Substitutes	In process

Furloughs Due to COVID-19 Reopening Plan

Department	Status
Lifelong Learning <ul style="list-style-type: none"> • Solutions • Music Academy • Community Education 	33 Where possible, staff are being offered alternative work within the district. (e.g. Virtual Learning Academy; monitors; subs) As schools transition to hybrid, we will need to restore Solutions staff
Cafeteria Staff	37 Where possible, staff are being offered alternative work within the district. (e.g. monitors; subs) As schools transition to hybrid, we will need to bring back staff

Update on Non-Renewal Notices

- 104 non-renewal notices given prior to June 15, 2020, as part of FY 20 budget development

- FY 21 Reductions (Unit A -- 15); some reductions from this list, some were absorbed through retirements and resignations known at that time
 - 5 classroom teachers (elementary)
 - 2 special education teachers (elementary)
 - 1 unified arts specialist (elementary)
 - 2 special education teachers (middle)
 - 1 grade 6 teacher (middle)
 - 1 district curriculum coordinator (district)
 - 3 teachers (high)
- 87* faculty members from this list have returned for 2020-2021
 - 6 staff members resigned and took other positions but otherwise would have had notices rescinded

*Numbers do not equal 104 as some staff members received notices appointing them to similar positions that were vacated in the district