



Principal Matters... HR Update

August 2020

Greetings from HR,

Our team would like to thank you for the successful start of the school year. We appreciate your flexibility and understanding during these ever-evolving times. Your care and compassion were evident as you shared personal stories about staff members needing accommodations and desiring to work from home. Despite the hiring freeze, you managed to start the year with the best staffing plan to support your students.

Yesterday, we opened our doors to eleven GCPS students. We at HR University promise to take care of your students until they are able to meet you face to face. Thank you for allowing us to support your students, employees, and community.

We will get through this together!

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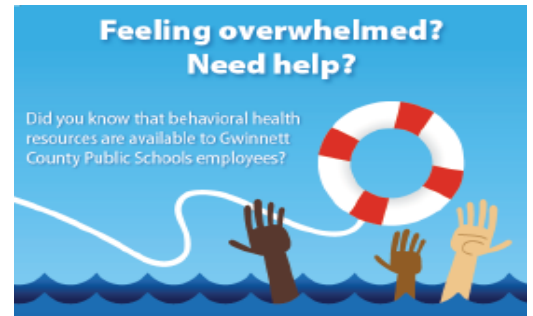
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BEHAVIORAL HEALTH & COUNSELING

Behavioral Health and Counseling services are available to all benefits-eligible employees and retirees at no cost for up to five sessions, per event. Sessions are available face-to-face, via telephone, or video chat. Support may be provided for those who need assistance dealing with the loss of a loved one, divorce, serious illness, financial hardship, or other major life changes. Situations not covered by these services include addiction to alcohol, prescribed or non-prescribed medication, and illegal drugs. Employees wishing to receive these services can call 1(888) 319-7819.

Services can also be provided in response to a crisis or emergency at your location, for up to four hours, at no cost to the district. This service supplements the counseling support already provided through the Emergency Response Team (ERT) which is coordinated through Dr. Demetria Williams, Director of Advisement & Counseling. Within 24 hours of a traumatic event, one counselor from the on-site crisis response team is made available to your school to provide additional counseling assistance. Please contact Kellie Beaver, Director of Benefits, at 678-301-6098 or Kellie.Beaver@gcpsk12.org for further information.



DIGITAL TRAINING FOR STELLAR SUBSTITUTES

With the return of your Stellar Substitutes on August 5th, please have them complete the self-paced modules, linked below, that provide introduction and instruction on teacher digital resources. You may assign appropriate modules to your Stellar Substitute for completion. These are the same resources that were provided over the summer to new teachers. It is recommended that the Stellar Substitute start with the DLD Quick Start Path.

Preparing for Digital Learning Self Paced Training

Please ensure that your Stellar Substitute completes the training prior to the student report date of August 12th, equipping them to be able to assist with teacher absences as needed.

EVALUATION REMINDERS

During the 2020-2021 school year, we are requiring principals to implement a modified full plan. The goal is to provide teachers with feedback about their performance. The modified full plan will include the following:

Pre-evaluation conference - orientation to the evaluation process prior to beginning the cycle

- ⇒ Brief 1- Minimum of 10 minutes, with 1-4 standards
- ⇒ Brief 2- Minimum of 10 minutes, with 1-4 standards

Mid-year conference - Review progress based on Evidence collected on Briefs 1-2

- ⇒ Brief 3- Minimum of 10 minutes, with 1-4 standards
- ⇒ Brief 4- Minimum of 10 minutes, with 1-4 standards

Final/Summative conference - Review progress based on evidence collected on Briefs 1-4

There will be no required formative assessments or final summative assessment based on the Governor's executive order to suspend the summative evaluation for FY 20-21. GCPS will continue our practice of gathering evidence on each individual's performance. Using the modified full plan evaluators will have an opportunity to provide formal feedback to teachers by conducting four (4) briefs throughout the year: Semester 1-Briefs 1 and 2, Semester 2-Briefs 3 and 4. The evaluation process for staff evaluated under GLES, JDA, and SNP workers evaluated under GSPES will continue as normal.

FAQ's:

Q: If all plans are set to full for GTES and GEES, why am I not able to see the Brief containers?

A: Employees evaluated under GTES and GEES plans must start their plans before the brief containers will appear. Once started the Brief containers can take up to 24-48 hours before they will appear in the tool.

Q: Will Employees have to complete Professional Learning Goals?

A: Yes, professional learning goals are required for certification renewal. For RBES goals please consult with your Assistant Superintendent's.

Q: Who should I call for help?

A: For questions or concerns dial 678-301-6196 or 678-301-6888.

August	
by 8/24/20	<ul style="list-style-type: none"> Certified Staff complete the Self-Assessment in the PD&E tool Review GLES with Assistant Principals and Administrative Interns All Staff complete Pre-Evaluation Conferences Review any PDPs that are active from the previous year All employees complete their Planning Phase Determine which employees are in each evaluation category GTES, GEES (Defaulted to full plan for SY20-21) GLES, JDA, or GSPES
September	
by 9/4/20	<ul style="list-style-type: none"> Ensure that all employees under the GTES and GEES have completed their Orientation and Self-Assessment before beginning observations Begin documentation, as necessary, to assist with improvement in employee performance; contact HR director to review plan
by 9/18/20	<ul style="list-style-type: none"> Complete first Brief observation for educators using a GTES or GEES plan and record in the PD&E tool



**GWINNETT COUNTY
PUBLIC SCHOOLS**

Gwinnett County Public Schools
437 Old Peachtree Road, NW
Suwanee, GA 30024

BOARD AGENDA DATES FOR 2020-2021

Leadership appointment recommendations for all levels to be included on Board of Education meeting agendas must be approved by the dates listed in the chart below:

UPCOMING EVENTS

August 2020

- 17 New Employee Onboarding (8:30 am)
- 18 Student Count Day #1
- 20 Board Meeting—ISC (7:00 pm)
- 24 New Employee Onboarding (8:30 am)
- 25 Student Count Day #2
- 31 New Employee On-Boarding (8:30 am)

September 2020

- 1 Student Count Day #3
New Employee Onboarding (8:30 am)
- 4 Personal Leave Not Permissible
- 7 Labor Day
Student Count Day #4
- 8 Personal Leave Not Permissible
New Employee Onboarding (8:30 am)
- 14 New Employee Onboarding (8:30 am)
- 17 Board Meeting—ISC (7:00 pm)
- 21 New Employee On-Boarding (8:30 am)
- 28 New Employee On-Boarding (8:30 am)

Personnel Recommendations for Leadership Positions Due to HR	Board of Education Meeting 7:00 PM
August 10, 2020	August 20, 2020
September 7, 2020	September 17, 2020
October 5, 2020	October 15, 2020
November 9, 2020	November 19, 2020
December 7, 2020	December 17, 2020

NEW EMPLOYEE ON-BOARDING

New Employee On-Boarding sessions are held every Monday, and the first calendar day of each month. As a reminder, these are the only dates on which employees may be hired. While the on-boarding sessions still start at 8:30, new hires are seen now on a timed/scheduled basis, seeing up to 12 employees every 30 minutes. This restriction is necessary to align with CDC guidance and to ensure the safety of our staff. New hires receive notification about the date and how to schedule their arrival time in the email communication welcoming them to the district. If you have any questions or need additional information, contact Cheri Trainor at 678-301-6116.

HR UPDATE FOR 2020-21

- ⇒ All HR updates are located in the [HR Handbook](#) on Lotus Notes.
- ⇒ Please email Ann Waldrop (ann.waldrop@gcpsk12.org) if you need a link to the database.
- ⇒ Private telephone and cell numbers for the HR Leadership Team are located in the HR Handbook in Lotus Notes.

