

Anoka Hennepin Substitute Calendar Process

PRESENTEEISM SYMPOSIUM PRESENTATION - JUNE 26, 2018

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“Anoka – we have a problem!”

- ▶ Various departments scheduling PD/meetings
- ▶ Lack of communication – silo approach
- ▶ Multiple methods of tracking PD/meetings; calendar, events erased or over-written!
- ▶ Disagreement on who owned the process
- ▶ Reactive vs. proactive
- ▶ Fishing opener 2010

Landscape of Anoka-Hennepin 2010

- ▶ Available substitute teachers = 550
- ▶ 52% of teacher absences in Sept-Nov due to meetings
- ▶ Busiest meeting months November, February, March
- ▶ We were our own worst enemy!
- ▶ Average daily absences over 5 years = 208
 - ▶ Sick/Personal = 110
 - ▶ Meetings = 83
 - ▶ All other = 15

Landscape of Anoka-Hennepin 2010

- ▶ Fall 2010 analyzing data, discussing priorities
- ▶ K-12 conversation w/Superintendent support
- ▶ Fear of system change, lack of transparency
- ▶ Demand far exceeded reasonable availability
- ▶ Implement new process 2011-12
- ▶ Created K-12 substitute calendar committee
 - Associate Superintendents
 - Curriculum & Department Directors
 - Employee Services staff
 - Multiple meetings to produce first calendar

Implementation July 2011

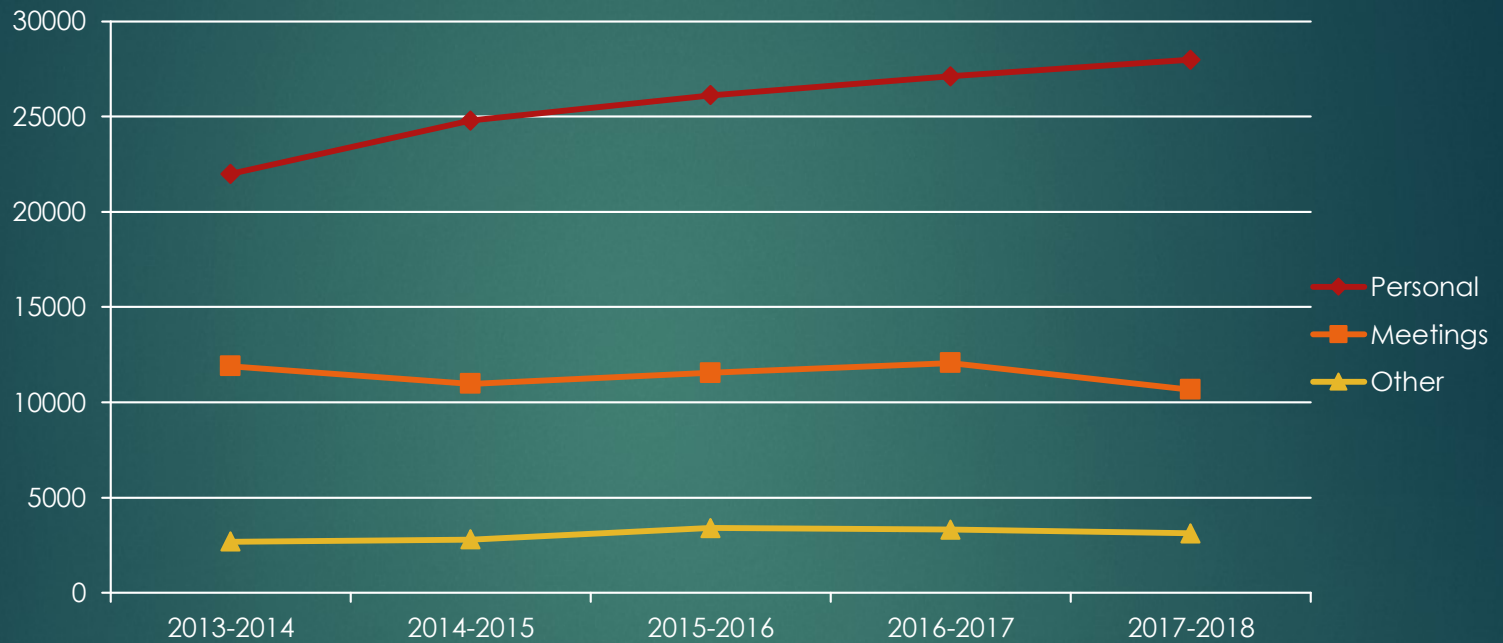
- ▶ All meetings or Staff Development sessions that requires substitute Teachers must be included in the Substitute Scheduling calendar
- ▶ No meetings or Staff Development sessions can be held on Fridays.
- ▶ No meetings or Staff Development sessions can be held on Mondays in February, March, and April.
- ▶ No meetings or Staff Development session can be held in May or June
- ▶ No more than 90 Teachers a day can be scheduled to attend meetings or Staff Development sessions.
- ▶ Attempts should be made to avoid days immediately before or after a holiday or non-contract day.

Landscape of Anoka-Hennepin 2018

In creating the substitute calendar for 2017-18 we focused on district priorities and non-negotiable parameters including;

- 1) Compliance with legal state and federal mandates
 - 2) Compliance with negotiated contract language
 - 3) Available days as established by the approved district calendar
 - 4) Alignment to strategic priorities identified by the School Board and Cabinet
 - 5) Support for providing PLC, collaboration and leadership time
 - 6) Focus on student assessment and testing
 - 7) Support a strategic increase for out of district conference attendance
- ▶ Two or three meetings to complete calendar planning
 - ▶ Mon=40 Tues/Wed=70/20 Th=50/20 Fri=0

Teacher absence data



Year	Personal	Meetings	Other	Total	# subs	Avg Daily
2013-2014	21995	11900	2687	36582	546	211
2014-2015	24792	10971	2799	38562	546	223
2015-2016	26115	11545	3408	41068	544	237
2016-2017	27109	12069	3327	42505	513	246
2017-2018	27900	10800	3500	42200	513	246

Continual Improvement



- ▶ 2011-12 implemented district priorities only=90
- ▶ 2012-13 added “building meetings” 90=70/20
- ▶ 2012-13 added building allocation data
- ▶ 2013-14 added Principals to committee
- ▶ 2015-16 began accepting 2-yr short call license
- ▶ 2015-16 restricted building meeting to after MEA
- ▶ District Job Fair 2015, 2016, 2017, 2018
- ▶ Annual substitute survey 2016, 2017, 2018
- ▶ 2016-17 updated calendar parameters

Questions?

- ▶ Thank you for this discussion!