



**HR Director's Report**  
**Meeting Date – April 10, 2023**  
**Annual Meeting**

Dear Board of Directors:

**Staffing:**

**March Data**

**New Hires – 03/01/2023 – 03/31/2023**

Family Development – 1 (Teacher's Aide Whitehall)

**Turnover – 03/01/2023 – 03/31/2023** - average of 110 employees including substitutes and youth.

Terminations in the month of March:

Family Development – 1 (Home Based Coordinator)

**Vacancies – Current as of 3/31/2023:**

**Family Development**

**All HS Centers**

*Substitutes*

**Cambridge**

Floater Teacher's Aide

**Dix**

2 Lead Teachers, 2 Assistant Teachers, 2 Teachers Aides – Sunshine and Cloud rooms - all positions on hold due to Change In Scope application

Home Visitor

Transportation Aide

**River St**

Mental Health Counselor – Part time

HS Teacher's Aide

Assistant Cook

**Whitehall**

Teacher

Transportation Aide

Floater Teacher's Aide

**Career & Family Services**

Handyman/woman

Driver

Paid Family Leave – 0

FMLA – 6

Disability – 0

Workers Comp – 1

2022 Turnover Data

Month	Number of Separated Employees	Average Number of Employees	Monthly Turnover Rates (Percentage)	Quarterly Turnover Rates	Annual Turnover Rate	
January	6	113	5.3%			
February	4	107	3.7%			
March	5	106	4.7%			<b>13.8%</b>
April	5	103	4.9%			
May	2	99	2.0%			
June	2	100	2.0%			<b>8.9%</b>
July	3	106	2.8%			
August	5	116	4.3%			
September	3	114	2.6%			<b>9.8%</b>
October	3	120	2.5%			
November	5	114	4.4%			
December	2	114	1.8%			<b>8.6%</b>

## Turnover Detail

Position	Organization (level 1)	Location	Reason for Leaving
COMMUNITY CARE COORDINATOR	100 HOME AND FAMILY	Admin HQ	Medical issues
TEACHER	800 HEAD START	HS Dix Ave	Vaccine Booster
TEACHERS AIDE	800 HEAD START	HS River St Center	Another job - more money
FAMILY ADVOCATE	800 HEAD START	HS Cambridge Center	Another job - more money; flexible hrs
SUB TEACHERS AIDE	800 HEAD START	HS River St Center	School hrs; per diem position more \$
HANDY MAN	100 HOME AND FAMILY	Admin HQ	Retired - no longer able to do the work
TEACHER	800 HEAD START	HS River St Center	Another job - more money
CHILD HEALTH NURSE R	800 HEAD START	HS Whitehall Center	Family Needs;more advancement oppo
EMPLOYMENT COUNSELOR	300 EMP AND TRN HOM	Admin HQ	NCNS/Refused COVID booster
PROGRAM COORDINATOR	100 HOME AND FAMILY	Admin HQ	Vaccine
ASSISTANT TEACHER	800 HEAD START	HS River St Center	Another job -more money
Food Pantry Assistant	100 HOME AND FAMILY	Admin HQ	No reason given
HOME BASED VISITOR	800 HEAD START	HS Dix Ave	Staying home with family
FAMILY ADVOCATE	800 HEAD START	HS River St Center	Another job - more money, benefits
HOME BASED VISITOR	800 HEAD START	HS Dix Ave	Resigned to become full time student
TEACHERS AIDE	800 HEAD START	HS Dix Ave	Another job - more money
TEACHER	800 HEAD START	HS Dix Ave	HS not a good fit, did not like the way i
SUB TEACHERS AIDE	800 HEAD START	HS River St Center	Vaccine
SUB TEACHERS AIDE	800 HEAD START	HS Whitehall Center	Family needs
SENIOR EMPLOYMENT CO	300 EMP AND TRN HOM	Admin HQ	Another job-higher pay;better benefits;pension
TEACHERS AIDE	800 HEAD START	HS River St Center	Another job - more money
ASSISTANT TEACHER	800 HEAD START	HS Cambridge Center	Another job - more money
FAMILY SERVICES COORDINATOR	800 HEAD START	HS River St Center	Another job-higher pay, better benefit
Lead Teacher	800 Head Start	HS River St Center	Family Needs
EMPLOYMENT COUNSELOR	300 EMP AND TRN HOM	Admin HQ	Medical issues
Substitute	800 Head Start	HS River St Center	Resigned-no reason
Lead Teacher	800 Head Start	HS River St Center	Wants to stay home with baby
Child Health Nurse, LPN	800 Head Start	HS River St Center	Another job-higher pay, cheaper insurance & better pension plan
Teacher's Aide	800 Head Start	HS Granville Center	Another job-higher pay
Floater Teacher's Aide	800 Head Start	HS Whitehall Center	Another job-closer to home, higher pa
Floataer Teacher's Aide	800 Head Start	HS River St Center	Did not obtain driver's license.
Home Visitor	800 Head Start	HS Dix Avenue Center	To much paperwork to be done daily
Teacher's Aide	800 Head Start	HS Whitehall Center	Another job-higher pay
Sr Employment Counselor	300 EMP AND TRN HOM	Admin HQ	Medical issues
Substitute	800 Head Start	HS River St Center	COVID-19 Vaccination
Assistant Cook	800 Head Start	HS River St Center	Another job-higher pay
Teacher's Aide	800 Head Start	HS Cambridge Center	Opened restaurant
Lead Teacher	800 Head Start	HS River St Center	Position not a good fit for her
Teacher's Aide	800 Head Start	HS River St Center	Wanted job with less hours
Child Health Nurse, RN	800 Head Start	HS River St Center	Mother's Illness
Assistant Teacher	800 Head Start	HS Granville Center	Another job-higher pay & better retirement options
Cook	800 Head Start	HS Cambridge Center	Another job-higher pay and closer to home

Respectfully submitted,

Mary Caro