

# EDUCATION STAFF RETENTION AND RECRUITMENT GRANT

## FINAL REPORT INSTRUCTIONS

Grantees can begin submitting reports **on Tuesday, January 10, 2023, and must submit both reports by 11:59 pm on Monday, May 1<sup>st</sup> 2023.**

### Important Information

- **The contents of this document must be submitted via the [Final Narrative Report Microsoft Form](#) and should **NOT** be emailed to ODE.**
- The questions listed below are exactly as they appear in the Microsoft Form. **All questions are required.**
- The Microsoft Form must be completed once it is started. It is not possible to save your progress and come back at a later time. **Therefore, we recommend using this document to prepare answers to each of the questions prior to submitting a response to the Microsoft Form.**

### Overview

This grant was designed to support the retention and recruitment of licensed and classified personnel in schools across Oregon. These funds were intended to build on existing efforts which address root causes of workforce attrition while responding to urgent needs, and address high need specialties and workforce shortage areas. Grantee applications described Problem(s) of Practice and the strategies they planned to use to address them.

The following questions refer to your entity's approved application. **Please review your approved application prior to completing this report.** (A copy of your approved application is available at: <https://bit.ly/EdStaffGrantApplications>.)

### Grantee Information

1. **Entity ID (ODE Institution ID)**
2. **Entity Name**
3. **Grant Contact Name and Title**
4. **Grant Contact Email Address**

## Part 1: Narrative Report Form

Answers to open-ended questions are expected to be brief – approximately 30-50 words or 3-5 sentences per Problem of Practice identified in your application. Please note this is a general guideline.

Please define any acronyms the first time you use them.

5. How, if at all, did the strategies your entity implemented differ from the plan proposed in your most current [approved application](#)?

Please describe any substantive changes made and the reason(s) for each change.

6. What were your identified high needs specialties and workforce shortage areas?

Select all groups that were identified and supported using this grant.

- Bilingual/multilingual teachers or staff
- Special Education teachers or staff
- Licensed teachers (in any specialty or subject area)
- Classified instructional staff (i.e. instructional assistants, special education assistants, and paraprofessionals)
- Classified non-instructional staff (i.e. transportation, custodial/maintenance, nutrition service, etc.)
- Counselors, psychologists, or other mental health professionals
- Nurses
- Substitute teachers
- School or district leaders
- Other **(please specify)**: \_\_\_\_\_

7. Which of the following did your district, school, or ESD achieve through this grant?

### Bonuses and Hiring

- Retained licensed teaching staff
- Retained substitutes or emergency-licensed educators
- Retained classified instructional staff
- Retained classified non-instructional staff
- Hired hard-to-fill position(s). **Please specify the position(s)**: \_\_\_\_\_

### Professional Learning

- Redesigned educator preparation, offered accelerated endorsement programs, or educator diversification
- Revised structural barriers including staff scheduling, classroom environments, etc.
- Provided professional training opportunities for licensed teaching staff
- Provided additional paid hours for participation in professional development
- Facilitated additional endorsement(s) for teaching staff
- Provided training or certification for classified instructional staff

- Provide ongoing multi-modal (online, in-person, hybrid) training options
- Supported a Grow Your Own program

### Mentoring

- Expanded an existing mentorship program
- Established a mentorship program

### Staff Support and Assistance

- Provided child care for school staff
- Provided financial assistance for staff childcare costs
- Assisted school employees with housing costs
- Helped pay teacher student loans

### Culture and Community

- Conducted an organizational assessment to identify priorities for shifting organizational culture
- Used Plan-Do-Study-Act to investigate root causes of staff job dissatisfaction
- Survey showed that staff feel more valued
- Survey showed improved working relationships
- Survey showed improved morale

### Data-Driven Inquiry

- Gathered data about workforce shortages
- Surveyed teachers and staff about needs for long-term school employment
- Developed targeted recruitment efforts for licensed teaching staff
- Developed targeted recruitment efforts for other staff positions. **Please specify:** \_\_\_\_\_

**8. In what ways did your entity use this grant to support immediate solutions to your Problems of Practice?**

Please include any specific efforts taken to address the high need specialties and workforce shortage areas identified above.

**9. In what ways did your entity use this grant to support long-term solutions to your Problems of Practice (i.e. solutions which address root causes)?**

Please include any specific efforts taken to address the high need specialties and workforce shortage areas identified above.

**10. Keeping in mind the strategies/achievements you identified in question 7, what measurable outcomes can you identify that demonstrate the impact this funding had on addressing your Problems of Practice?**

Please provide specific examples (e.g. staff survey results, number and/or percentage of staff who attended professional development, number of new hires, percent reduction in turnover, etc.)

**11. Will your entity be able to sustain any of the efforts you took under this grant?**

- Yes. Please describe the strategies that will be sustained and the funding source(s) you will use to sustain any efforts that will continue beyond June 30, 2023:

\_\_\_\_\_

- No

**12. Did your entity use other funds in conjunction with this grant to address workforce Problems of Practice? Please select all that apply:**

- Did not use any other funds in conjunction with the Education Staff Retention and Recruitment Grant.
- ESSER (Elementary and Secondary School Emergency Relief Fund) I, II, or III
- GYO (Grow-Your-Own/Teacher Partnership Pathway Grant)
- EAC Regional Educator Network (REN) funding
- HSS (High School Success) funding
- SIA (Student Investment Account) funding
- Other **(please specify):** \_\_\_\_\_

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## Part 2: Financial Report Form

**As part of this Final Report, your entity must also submit a Financial Report Form by 11:59 pm on Monday, May 1<sup>st</sup> 2023.**

The Financial Report Form template can be found on the grant webpage at:

<https://bit.ly/EdStaffGrants>. **Please submit your Financial Report Form to** [ODE.RetentionGrants@ode.oregon.gov](mailto:ODE.RetentionGrants@ode.oregon.gov).

**We strongly recommend that you print a copy of your response to Part 1: Narrative Report Form using the link on the following submission confirmation page so you can reference it for the Financial Report.**

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