

**JAMES BAY LOWLANDS  
SECONDARY SCHOOL  
BOARD**

<b>ADMINISTRATIVE PROCEDURE HUMAN RESOURCES NO. 493</b>	
Effective	May 16, 2023
Last Revised	August 22, 2023

## STAY INTERVIEWS

### PURPOSE

The Moosonee District School Area Board is always seeking to improve its programs, services, and relationships with the staff and school community. The Board recognizes the value of check-in interview with employees to support organizational improvement.

### DEFINITION:

**Stay Interview:** A stay interview is used to gather valuable information from employees at various times through a year. This information and guidance will be used to strengthen the organization.

### PROCEDURES

#### 1. Guiding Principles

- 1.1 Administrators of the Moosonee District School Area Board will use the information gained from stay interviews to assess what should be improved, changed, or remain intact. The guidance from stay interviews will be used to increase student outcomes, staff efficiency and overall engagement.
- 1.2 It is anticipated that information gained through say interviews may:
  - improve the organization structures, procedures, and process;
  - enhance the implementation of administrative procedures;
  - sustain effective staff performance; and
  - foster innovation in the organization.
- 1.3 Stay interviews are an opportunity for the organization to enable the sharing of knowledge and experiences with Board level supervisors.
- 1.4 Staff members are encouraged to be specific and candid about their perceptions of the strengths and limitations of current practices, and about suggestions for improvement.

#### 2. Guidelines for the Stay Interviews

- 2.1 The Board level supervisors will conduct stay interviews twice throughout the year in October and March. All Board staff will be invited to participate; however, participation is voluntary.

2.2 Stay interviews will be conducted in by the following supervisors for various employee groups:

- Finance & HR Administrator – Board office staff, maintenance and custodial
- Principal – teaching staff
- Vice-Principal – school support staff

2.3 The stay interview shall focus on the following:

- a) strengths of the organization;
- b) weaknesses of the organization; and
- c) suggestions for improvements in the organization.

2.5 Stay interview data / guidance will be utilized in the Multi-Year Strategic Planning process and to support responsive student / staff well-being and achievement needs.

## REFERENCE DOCUMENTS

### **Legal:**

*Education Act, Section 169.1 Duties and Powers of Boards: Promote a Positive School Climate; Monitor and Evaluate the Effectiveness of Policies and Organizational Structures*

*Education Act, Section 283 Chief Executive Officer: Maintain an Effective Organization*

*Education Act, Section 265: Duties of Principal: Coordination of Effort among the Staff Ontario Regulation 298 Operation of Schools, paragraph 11 (3) (a) Duties of Principals: Supervise instruction and assist teachers*

*Labour Relations Act*

### **Board:**

Board Policy GOV-01 Values, Vision & Mission Statement

Board Policy GOV-02 Role of the Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-05 Multi-Year Plan