

**POLICY:** 3.1 TREATMENT OF PEOPLE  
**POLICY CATEGORY:** SUPERINTENDENT LIMITATIONS  
**PERIOD MONITORED:** May 1, 2011 – December 1, 2011  
**BOARD MEETING DATE:** December 12, 2011

This is my monitoring report on the Board of Education's Executive Limitation policy "Treatment of People." I certify that the information contained in this report is true and complete, and presented in accordance with the routine monitoring report schedule. This report will monitor the policy starting at its more detailed prohibitions and end with the global prohibition.

A reliability/validity of 95% has been established (+/- .05) when a minimum of 196 employees respond to a survey.

166 employees responded to the survey. This is 30 short of the number to establish a 95% confidence level. The breakdown by number and percentage is:

- Custodial/Maintenance/Transportation/Food Service 13 – 8%
- Building Administrative Assistant/ Secretary/Support 18 – 11%
- Para-Professional/Classified/Tech Support 12 – 7%
- Teacher/Itinerant Staff 110 – 67%
- Administrator/Director 12 – 7%

A crude measure was utilized to survey a random sample of volunteers and vendors as they are more difficult and costly to survey at the 95% level.

62 Volunteers were surveyed.

16 Vendors were surveyed

Michael F. Paskewicz  
Superintendent

December 12, 2011

### 3.1.1 POLICY LANGUAGE

The Superintendent shall not operate without clear personnel procedures which (a) state personnel rules for staff, (b) provide for effective handling of grievances, (c) protect against wrongful or unsafe conditions and (d) protect against wrongful conditions, such as nepotism and preferential treatment for personal reasons.

**INTERPRETATION: The interpretation has not changed since the last monitoring report.**

I interpret this *policy wording* to mean:

1. Superintendent policies for personnel are updated and available for all staff.
2. 84% of surveyed staff indicated policies are available and accessible.
3. Supervisory staff receive training related to personnel policies at least once per year.
4. Each master agreement with employees has a defined grievance process.
5. 84% of surveyed staff indicates they can take a grievance to the Board of Education after exhausting the internal complaint process.
6. No more than five formal grievances are filed in any one given school year.
7. NEOLA policies regarding nepotism and preferential treatment for personal reasons are in place and shared with staff.

This interpretation is reasonable as it is based upon the Society of Human Resource Management Job Satisfaction Survey results of 2010. The survey was initiated in January. "Employees overall satisfaction with their current job remains high at 84% (40% are overall "very satisfied" and 44% are "somewhat satisfied"), according to this study."

#### DATA REPORTED:

1. Policies are updated twice per year. The Board of Education has two readings of proposed policies prior to an approval. All policies are available on-line for all staff.
2. 97% of surveyed staff Agree/Strongly Agree that policies are accessible.

	2010/11	2011/12
Strongly Agree/Agree	89%	<b>97%</b>

3. Training on new policies is conducted at Administrative Team meetings or by legal counsel.

4. The grievance process is in all agreements and allows for a clearly defined process to be followed in the event of grievances. All are models of best practice in education and business settings.
5. 96% of surveyed staff Agree/Strongly Agree that they know they can grieve to the Board of Education after exhausting the internal complaint process.

	2010/11	2011/12
Strongly Agree/Agree	87%	96%

6. No formal grievances have been filed during the monitoring period.
7. NEOLA policies 3120 “Employment of Professional Staff” and 4120 “Employment of Support Staff” have been adopted by the Board of Education and all staff members are aware of the policies.

**CONCLUSION STATEMENT:**

The organization met expectations.

**3.1.2 POLICY LANGUAGE**

The Superintendent shall not fail to acquaint staff with their rights.

**INTERPRETATION: The interpretation has not changed since the last monitoring report.**

I interpret this *policy wording* to mean:

1. Master Contractual Agreements are available to all staff.
2. New staff members are made aware of their rights and responsibilities prior to beginning work.

**DATA REPORTED:**

1. All staff members have access to electronic copies of master contract agreements.
2. No new teachers were hired this year.

**CONCLUSION STATEMENT:**

The organization met expectations.

### 3.1.3 POLICY LANGUAGE

The Superintendent shall not materially change the conditions of any contractual agreement.

**INTERPRETATION: The interpretation has not changed since the last monitoring report.**

I interpret this *policy wording* to mean:

1. The Board of Education approves all changes to contract language that have been negotiated by the Superintendent or his/her designee.

### DATA REPORTED:

1. All eligible employee contracts were negotiated by the administration and approved by the Board of Education. All contracts include a provision for staff to take a two-year base and step salary freeze as well as pay 10% toward cost of health care insurance.

### CONCLUSION STATEMENT:

The organization met expectations.

### 3.1.4 POLICY LANGUAGE

Further, without limiting the scope of the foregoing by this enumeration, retaliate against any staff member for non-disruptive expression of dissent.

**INTERPRETATION: The interpretation has not changed since the last monitoring report.**

I interpret this *policy wording* to mean:

1. There are fewer than five employees who find it necessary to utilize the formal grievance procedure in our master agreements to protest retaliation. Further, in a district of 420 employees it is reasonable that there will be issues. We set the bench mark of five formal grievances because it is .012% of the total employees.
2. There are fewer than five employees or former employees who assert a claim of retaliation in the courts. This is also .012% of the total employees.
3. 85% of surveyed employees indicate they can state their opinions without worrying about professional or personal retaliation from their supervisor.

This interpretation is reasonable as it is based upon the Society of Human Resource Management Job Satisfaction Survey results of 2010. The survey was initiated in January. "Employees overall satisfaction with their current job remains high at 84% (40% are overall "very satisfied" and 44% are "somewhat satisfied"), according to this study."

**DATA REPORTED:**

1. No formal grievances have been filed of any kind/topic during the monitoring period.
2. There are no pending court claims during the monitoring period.
3. 81% of surveyed employees indicated they Agree/Strongly Agree that they can state their opinions without worrying about professional or personal retaliation from their supervisor.

	2010/11	2011/12
Strongly Agree/Agree	74%	81%

**CONCLUSION STATEMENT:**

The organization met expectations for #1 and #2  
 The organization did not meet expectations for #3 even though a 7% increase was indicated. Compliance expected by May 2012.

**3.1.5 POLICY LANGUAGE**

Further, without limiting the scope of the foregoing by this enumeration, prevent staff from grieving to the Board of Education when (a) the internal grievance procedures have been exhausted and (b) the employee alleges that Board policy has been violated to his or her detriment.

**INTERPRETATION: The interpretation has not changed since the last monitoring report.**

I interpret this *policy wording* to mean:

1. If complaints are not resolved by the administration, the staff member has been given guidance on how to appeal to the Board of Education.
2. All written complaints designating a belief that a Board policy has been violated are submitted to the Board secretary within 24 hours of receipt in the office of the Superintendent.

## DATA REPORTED:

1. There have been no (0) complaints received in the office of the Superintendent that could not be resolved by the respective administrator.
2. No written complaints from staff regarding violation of Board policy were received during the monitoring period.

## CONCLUSION STATEMENT:

The organization met expectations.

### 3.1 GLOBAL POLICY LANGUAGE

With respect to interactions with students, staff, volunteers, customers and vendors, the Superintendent shall not cause or allow facilities, conditions, procedures, or decisions which are unsafe, disrespectful, inhumane, unfair, undignified, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

## INTERPRETATION: The interpretation has changed since the last monitoring report. Changes in bold font.

I submit the global policy language has been comprehensively interpreted in the preceding sections except for the following:

1. 84% of staff responding to a survey indicate:
  - a. They have a supervisor that has a clear vision of what our school and district are trying to accomplish
  - b. They are treated with dignity by their colleagues.
  - c. They work in an environment that is physically safe and non-threatening.
  - d. They have a clear understanding of the responsibilities and expectations of their job.
  - e. They have a supervisor who promotes a district culture of “we are in this together.”
  - f. The Superintendent communicates a clear vision and purpose for the school district.
  - g. The Superintendent provides for the articulation and alignment of the curriculum across grades and the school district.
  - h. The Superintendent uses good judgment, logical thinking, creativity, and imagination in problem solving.**
  - i. The Superintendent demonstrates effective planning, organizing, and communication skills.**
  - j. The Superintendent establishes performance measures for staff/students and communicates the expectations to families.

- k. **The Superintendent provides for a safe and secure learning environment.**
  - l. **The Superintendent demonstrates strong interpersonal relations, delegation of authority, willingness to listen, and accepts viewpoints of others.**
  - m. **The Superintendent establishes formal channels to listen and communicate with stakeholders in the community.**
2. 84% of a random sampling of twenty (20) volunteers who have applications on file in the district office indicate they:
    - a. Are treated with dignity.
    - b. Work in an environment that is physically safe and non-threatening
    - c. Can state their opinions without fear of personal or professional retaliation.
  3. 84% of a random sampling of twenty (20) vendors who have conducted business with the District during the monitoring period indicate they:
    - a. Are treated with dignity.
    - b. Have a clear understanding of the procedures for doing business with the District.
    - c. Are treated fairly.

This interpretation is reasonable as it is based upon the Society of Human Resource Management Job Satisfaction Survey results of 2010. The survey was initiated in January. "Employees overall satisfaction with their current job remains high at 84% (40% are overall "very satisfied" and 44% are "somewhat satisfied"), according to this study."

**DATA REPORTED:**

1. 165 staff members responded to the survey. This is 31 short of the 196 needed for a 95% confidence level (+/-5%).
  - a. 95% have a supervisor that has a clear vision of what our school and district are trying to accomplish

	2010/11	2011/12
Strongly Agree/Agree	98%	<b>95%</b>

- b. They are treated with dignity by their colleagues.

	2010/11	2011/12
Strongly Agree/Agree	94%	<b>93%</b>

- c. They work in an environment that is physically safe and non-threatening.

	2010/11	2011/12
Strongly Agree/Agree	94%	<b>96%</b>

- d. They have a clear understanding of the responsibilities and expectations of their job.

	2010/11	2011/12
Strongly Agree/Agree	95%	<b>98%</b>

- e. They have a supervisor who promotes a district culture of “we are in this together.”

	2010/11	2011/12
Strongly Agree/Agree	83%	<b>90%</b>

- f. The Superintendent communicates a clear vision and purpose for the school district.

	2009/10	2010/11	2011/12
Strongly Agree/Agree	83%	98%	<b>98%</b>

- g. The Superintendent provides for the articulation and alignment of the curriculum across grades and the school district.

	2009/10	2010/11	2011/12
Strongly Agree/Agree	69%	92%	<b>94%</b>

- h. The Superintendent uses good judgment, logical thinking, creativity, and imagination in problem solving. **\*New measure for 2011/12.**

	2009/10	2010/11	2011/12
Strongly Agree/Agree	NA	NA	<b>99%</b>



- i. The Superintendent demonstrates effective planning, organizing, and communication skills. **\*New measure for 2011/12.**

	2009/10	2010/11	<b>2011/12</b>
Strongly Agree/Agree	NA	NA	<b>98%</b>

- j. The Superintendent establishes performance measures for staff/students and communicates the expectations to families.

	2009/10	2010/11	<b>2011/12</b>
Strongly Agree/Agree	79%	94%	<b>96%</b>

- k. The Superintendent provides for a safe and secure learning environment. **\*New measure for 2011/12.**

	2009/10	2010/11	<b>2011/12</b>
Strongly Agree/Agree	NA	NA	<b>98%</b>

- l. The Superintendent demonstrates strong interpersonal relations, delegation of authority, willingness to listen, and accepts viewpoints of others. **\*New measure for 2011/12.**

	2009/10	2010/11	<b>2011/12</b>
Strongly Agree/Agree	NA	NA	<b>98%</b>

- m. The Superintendent establishes formal channels to listen and communicate with stakeholders in the community. **\*New measure for 2011/12.**

	2009/10	2010/11	<b>2011/12</b>
Strongly Agree/Agree	NA	NA	<b>97%</b>

2. 62Volunteers were called (all schools represented except East Campus as they do not use volunteers). This is crude measure as the reliability/validity is not established at a 95% level.

a. 99.9% treated with dignity.

	2010/11	2011/12
Strongly Agree/Agree	100%	99.9%

b. 100% work in an environment that is physically safe and non-threatening.

	2010/11	2011/12
Strongly Agree/Agree	100%	100%

c. 100% can state their opinion without fear of personal or professional retaliation.

	2010/11	2011/12
Strongly Agree/Agree	100%	100%

3. 16 Vendors were called. This is a crude measure as the reliability/validity is not established at a 95% level.

a. 100% treated with dignity.

	2010/11	2011/12
Strongly Agree/Agree	100%	100%

b. 100% had a clear understanding of the procedures for doing business with the district.

	2010/11	2011/12
Strongly Agree/Agree	100%	100%

c. 100% treated fairly.

	2010/11	2011/12
Strongly Agree/Agree	100%	100%

**CONCLUSION STATEMENT:**

The organization met expectations.

APPROVED: December 12, 2011