

POLICY: 3.1 TREATMENT OF PEOPLE
POLICY CATEGORY: SUPERINTENDENT LIMITATIONS
PERIOD MONITORED: October 21, 2009 – May 1, 2010
BOARD MEETING DATE: May 10, 2010

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.

Michael F. Paskewicz
Superintendent
May 10, 2010

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:

I interpret this *policy wording* to mean:

1. Superintendent policies for personnel are updated and available for all staff.
2. Supervisory staff receive training related to personnel policies at least once per year.
3. Each master agreement with employees has a defined grievance process.
4. No more than five formal grievances are filed in any one given school year.
5. NEOLA policies regarding nepotism and preferential treatment for personal reasons are in place and shared with staff.

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. Training on new policies is conducted at Administrative Team meetings or by legal counsel.
3. 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.
4. No formal grievances have been filed during the monitoring period.
5. NEOLA policies 3120 “Employment of Professional Staff” and 4120 “Employment of Support Staff” have been adopted by the Board of Education and all staff have been made aware of the policies.

CONCLUSION STATEMENT:

The organization met expectations.

3.1.2 POLICY LANGUAGE

The Superintendent shall not fail to acquaint staff, students, and parents/guardians with their rights.

INTERPRETATION:

I interpret this *policy wording* to mean:

1. Staff handbooks are available to all staff and new staff receive training on rights and responsibilities prior to beginning work.
2. Master agreements address rights and responsibilities.
3. Student handbooks state rights and responsibilities and students and parents are made aware of the sections during open houses and orientations.

DATA REPORTED:

1. Staff handbooks do not exist at the present time.
2. Master agreements speak to rights and responsibilities of staff.
3. Student handbooks speak to rights and responsibilities. Parent meetings/orientation agendas do not indicate time to acquaint parents to the rights and responsibilities.

CONCLUSION STATEMENT:

The organization met expectations on #2.

The organization did not meet expectations on #1 and #3. Compliance expected by May 2011. Committee is being formed to develop the staff handbook.

3.1.3 POLICY LANGUAGE

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

INTERPRETATION:

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. One contract has been negotiated and approved by the Board of Education. The contract was with the NEA under the KCEA.

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:

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.

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.

CONCLUSION STATEMENT:

The organization met expectations.

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:

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 four complaints received in the office of the Superintendent that could not be resolved by the respective administrator. All four complaints were resolved at the level of the Superintendent.
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. The Superintendent shall not:

INTERPRETATION:

I submit the global policy language has been comprehensively interpreted in the preceding sections.

DATA REPORTED:

Data has been submitted in the preceding sections.

CONCLUSION STATEMENT:

The organization met expectations.

APPROVED: May 10, 2010