

POLICY: 3.1 TREATMENT OF PEOPLE
POLICY CATEGORY: SUPERINTENDENT LIMITATIONS
PERIOD MONITORED: December 1, 2010 – May 1, 2011
BOARD MEETING DATE: May 9, 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.

Survey data is collected only one time, in the fall of the school year, and is reported a second time in the 2nd monitoring report on this policy. There is no change in the data as no new survey information will be available until the first semester of the 2011/12 school year. Other subsets of the policy has data reflecting the time period following the first monitoring report until May 1, 2011.

All new data is found in "Bold Font."

A reliability/validity of 95% has been established (+/- .05) when a minimum of 207 employees respond to a survey.

220 employees responded to the survey.

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.

28 Volunteers were surveyed.
20 Vendors were surveyed

Michael F. Paskewicz
Superintendent

May 9, 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:

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 polices 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. 88% of surveyed staff Agree/Strongly Agree that polices are accessible.
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. 87% of surveyed staff Agree/Strongly Agree that they know they can grieve to the Board of Education after exhausting the internal complaint process.
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 are 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. 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 copies of master contract agreements.**
2. New teacher orientation was held on August 26, 2010. All other new employees were provided information at their respective department/association meetings.

CONCLUSION STATEMENT:

The organization met expectations.

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. All eligible employee contracts were negotiated and approved by the Board of Education. The contract was with the NEA under the KCEA. Contracts with the Interpreters and bus drivers have been approved by the Board of Education.**

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.
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. 74% of surveyed employees indicated they Agree/Strongly Agree that they can state their opinions without worrying about professional or personal retaliation from their supervisor.

CONCLUSION STATEMENT:

The organization met expectations for #1 and #2.

The organization did not meet expectations for #3. Compliance expected by December 2011. **Note: The two groups of employees that were below the benchmark in the fall survey, were surveyed during the monitoring period. Both surveys exceeded the 85% benchmark for “can state their opinions without worrying about professional and personal retaliation from their supervisor.”**

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 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:

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 are treated with dignity by their colleagues.
 - b. They work in an environment that is physically safe and non-threatening.
 - c. They have a clear understanding of the responsibilities and expectations of their job.
 - d. They have a supervisor who promotes a district culture of “we are in this together.”
 - e. They have a supervisor that has a clear vision of what our school and district are trying to accomplish.
 - 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 establishes performance measures for staff/students and communicates the expectations to families.
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. 220 staff members responded to the survey. This is a 95% confidence level (+/-5%).
 - a. 93% treated with dignity.
 - b. 96% physically safe environment.
 - c. 95% understand the responsibilities and expectations of their job.
 - d. 83% have a supervisor who promotes a culture of “we are in this together.”
 - e. 98% have a supervisor that has a clear vision of what our school and district are trying to accomplish.
 - f. 98% superintendent communicates a clear vision and purpose for the school district (was at 83% on the 360 degree superintendent evaluation in April 2009).
 - g. 92% superintendent provides for the articulation and alignment of the curriculum across grades and the school district (was at 69% on the 360 degree evaluation in April 2009).
 - h. 94% superintendent establishes performance measures for staff/students and communicates the expectations to families (was at 79% on the 360 degree evaluation in April 2009).
2. 28 Volunteers were called (each school was represented). This is crude measure as the reliability/validity is not established at a 95% level.
 - a. 100% treated with dignity.
 - b. 100% work in an environment that is physically safe and non-threatening.
 - c. 100% can state their opinion without fear of personal or professional retaliation.
3. 20 Vendors were called. This is a crude measure as the reliability/validity is not established at a 95% level.
 - a. 100% treated with dignity.
 - b. 100% have a clear understanding of the procedures for doing business with the district.
 - c. 100% treated fairly.

CONCLUSION STATEMENT:

The organization met expectations.

APPROVED: May 9, 2011