

INTERNAL MONITORING REPORT

POLICY: 3.1 TREATMENT OF PEOPLE
POLICY CATEGORY: SUPERINTENDENT LIMITATIONS
PERIOD MONITORED: July 1, 2015 – January 20, 2016
BOARD MEETING DATE: February 8, 2016

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.

The survey used to gather feedback from faculty and staff is not scientifically valid. The results of the survey should be viewed as circumstantial that may provide a general sense of how the Superintendent is treating the faculty and staff of Northview Public Schools in his first six months of service.

167 faculty and staff responded to the survey. There was no differentiation between teachers, administrators and support staff.

The interpretations used in this report are reasonable as they do not claim to be scientifically valid. The interpretation of the results shows an initial indication of the Superintendent's "Treatment of People."



Scott Korpak
Superintendent

February 8, 2016

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 (d) protect against wrongful conditions, such as nepotism and preferential treatment for personal reasons and, (e) fail to evaluate staff on an annual basis.

INTERPRETATION:

I interpret this 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. NEOLA policies regarding nepotism and preferential treatment for personal reasons are in place and shared with staff.
5. Principals, directors, and supervisors conduct assessments of their direct reports and submit the cumulative ratings of each to the Office of the Superintendent within the contractual guidelines.
6. The Superintendent completes assessments of all administrative staff and places the signed copies in each administrator's file.

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. 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.
5. Cumulative ratings, or actual copies of the assessment, of each staff member at each school were submitted to the Office of the Superintendent for review.
6. All administrative assessments were completed by the Superintendent and placed in the respective files of the administrator.

CONCLUSION STATEMENT:

The organization met expectations.

3.1.2 POLICY LANGUAGE

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

INTERPRETATION:

I interpret this 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 contractual agreements on the district website.
2. Seven (7) new teachers were hired this year. All were made aware of their rights and responsibilities at new teacher orientation on August 27, 2015.

Note: Staff handbook has not yet been developed.

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 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. ***We are in the third year of the three year contract with teachers.***

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 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 450 employees it is reasonable that there will be issues. We set the bench mark of five formal grievances because it is .011% of the total employees.

DATA REPORTED:

1. No formal grievances have been filed of any kind/topic 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 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 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:

DATA REPORTED:

166 faculty and staff members responded to the survey.

1. I have seen the Superintendent at my school.
 - a. Four or more times **(50%)**
 - b. Two or three times **(36.7%)**
 - c. On one occasion **(7.2%)**
 - d. Not yet **(2.4%)**
 - e. NA **(3.6%)**

Items #2-6 use the following rating scale: 1 (lowest) to 5 (highest)

2. The Superintendent is fostering positive relationships with the faculty and staff of Northview Public Schools: **Average Score 4.3.**
3. The Superintendent is providing effective leadership and support for principals and district administrators in developing and implementing district goals and vision for student achievement: **Average Score 4.0.**
4. The Superintendent responds in an appropriate and timely manner to issues that impact the district: **Average Score 4.3.**
5. The Superintendent encourages community support for district initiatives and student achievement: **Average Score 4.2.**
6. The Superintendent ensures that district policies and regulations are followed in an appropriate and timely manner: **Average Score 4.3.**
7. I would like to hear from the Superintendent:
 - a. Weekly – 18 responses
 - b. Monthly – 44 responses
 - c. As Needed – 27 responses
8. It is important for the Superintendent to have a social media presence:
 - a. Yes – 33.3%
 - b. No – 22.8%
 - c. Maybe – 43.8%
9. To support my work in the district, I would like the Superintendent to provide information in the following areas (check all that apply):
 - a. District mission, vision and goals (55)
 - b. Local, state and federal activities that impact public schools (65)
 - c. Updates / information in the areas of instruction, curriculum and assessment (62)
 - d. Updates / information in the areas of finance and operations (45)