

**POLICY:** 3.1 TREATMENT OF PEOPLE  
**POLICY CATEGORY:** SUPERINTENDENT LIMITATIONS  
**PERIOD MONITORED:** February 8, 2016 – February 13, 2017  
**BOARD MEETING DATE:** February 13, 2017

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.



Scott Korpak  
Superintendent

February 13, 2017

### 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 (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 *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.
6. 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.
7. The Superintendent completes assessments of all administrative staff and places the signed copies in each administrator's file.

#### DATA REPORTED:

1. NEOLA Policies are updated at least twice per year. All policies are available online for all staff.

February 8, 2017	June 13, 2016
0100	0140
0170	1630
1130	3110
1217	3217
1420	3430.01
5517.02	4110
6550	4217
6850	4430.01
7217	5772
7540	5830
7540.01	6110
7540.02	6111
8321	6146

8400  
8500  
9211

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 members are aware of the policies.
6. 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 in June 2016.
7. All administrative assessments were completed by the Superintendent and placed in the respective files of the administrator in June 2016.

**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 *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. Seven (7) new teachers were hired this year. All were made aware of their rights and responsibilities at new teacher training. In addition, a district-wide teacher mentor position was created to support new teachers. This new position reports to the Director of People, Organization and Accreditation. Initial results show that this new position has been helpful to

new teachers. Data will be collected in June 2017 to provide a quantitative analysis of the effectiveness of this position.

**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 by the administration and approved by the Board of Education. We currently have one year agreements with all employee groups.

**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 425 employees it is reasonable that there will be issues. We set the benchmark 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. The President of the Northview Transportation Association submitted a letter signed by most of their members in support of the Transportation Coordinator. However, to this point, the Northview Transportation Association has not submitted a formal grievance.
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 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.