



Northview Public Schools

Superintendent Limitations Policy Monitoring Report – 3.1 December 10, 2018

This is my monitoring report on the Board of Education’s Superintendent 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.

Scott Korpak, Ed.D.
Superintendent

Policy Name: Superintendent Limitations 3.1 <i>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.</i>	Monitoring Timeline: July 1, 2018 – December 10, 2018
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Operational Interpretation:

3.1.1 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.

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. 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:

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 online 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 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.

Operational Interpretation:

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

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:

1. All staff members have access to electronic copies of master contractual agreements on the Employee Portal.
2. 6.6 new teachers were hired this year. Unless hired after the start of the school year, all were made aware of their rights and responsibilities at new teacher orientation on August 16, 2018.

Conclusion Statement:

The organization met expectations.

Operational Interpretation:

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

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:

1. All eligible employee contracts were negotiated by the administration and approved by the Board of Education.

Conclusion Statement:

The organization met expectations.

Operational Interpretation:

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

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

Data:

1. Two grievances were formally filed by members of the Northview Transportation Association during the monitoring period. Both grievances were resolved prior to arbitration.
2. Two grievances were filed by the Northview Education Association during the monitoring period. Both occurred at the start of the 2018-19 school year. Both matters were resolved and neither progressed to the MEA Uniserv Director.

Conclusion Statement:

The organization met expectations.

Operational Interpretation:

3.1.5 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.

I interpret this policy language 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:

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 Prohibition:

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.

Conclusion Statement:

The organization met expectations.