

Internal Monitoring Report

May 1, 2019

POLICY: **2.2 Treatment of Staff**
POLICY CATEGORY: **Operating Limitations**
PERIOD MONITORED: **June 21, 2017 – May 1, 2019**

This policy was revised on April 18, 2018. The following monitoring report pertains to the Board of Education's Operating Limitations policy "Treatment of Staff." I certify that the information contained in this report is true and complete. The report is presented in accordance with the routine monitoring report schedule. This report will monitor the policy starting at its more detailed provisions and end with the global prohibition.

Panorama Education originally launched a "**School Climate & Culture Survey**" for Adams 12 Five Star Schools in January 2017. This is the third consecutive year that our employees have participated in a Panorama survey. Significant revisions to the survey occurred in 2018 and remained unchanged in 2019, allowing trend data for this two year period to be utilized. This year employees of Adams 12 were provided the opportunity to complete the survey from January 28 through February 15, 2019.

Of the 3,043 school-based employees surveyed, 2,341 completed the survey, a response rate of 76.9%. The response rate of the survey ensures that validity and reliability of the data reflected in this report are high, with a minimal margin of error.

As part of the survey, staff were asked to answer Adams 12 custom questions, indicated with a "(C)," throughout the monitoring report. The remaining non-custom questions come directly from the Panorama Staff and Teacher Surveys. Survey questions reside within broader categories which are measured against national benchmarks. National benchmark data include staff and teacher member survey results from more than 3,000 schools across diverse geographic areas, school types, and achievement levels in the 2018-19 school year.



Christopher Gdowski, Superintendent
April 26, 2019

2.2.1 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, such as nepotism and preferential treatment for personal reasons.

Interpretation:

I interpret this policy wording to mean:

1. District policies for personnel are updated and available for all staff.
2. Supervisory staff receives policy information, training, updates and reminders of their responsibility for knowing, understanding and complying with district policies.
3. The Certified and Classified contracts coupled with district personnel policies have a defined grievance and/or appeal process.
4. District policy provides staff with guidance to ensure fair treatment of staff and that work place decisions are not influenced by personal or family relationships.
5. School Climate & Culture survey responses shall yield a percentage equal to or above the national benchmark within the topic of School Climate. Year to year trend data will show improvement.
6. Custom Questions (C) do not have a national benchmark. Year to year trend data will show
 - a. Their rights as employees are not violated by their supervisory team. (C)
 - b. Their supervisory team does not display unfair unemployment practices through nepotism or preferential treatment for personal reasons. (C)

Data Reported:

District Policies, 4000 Series – Personnel, are updated and available to all staff through the district website page. Staff is provided formal notification annually through salary/compensation letters, as well as upon approval/modification of an individual policy, that policies are available and staff are responsible to remain current in their knowledge of these policies. Updated policies are distributed by e-mail throughout the year following final approval by the Superintendent.

Supervisory staff received trainings related to personnel policies during the monitoring period including Nondiscrimination (Policy 8400) and Reporting Child Abuse/Neglect (Policy 5540) during the 2018 – 19 school year.

The grievance process is outlined in the Certified (September 2018) and Classified (January 2019) contracts.

District Policy 4130, Staff Ethics/Conflicts of Interest/Nepotism, provides specific guidance and prohibition from conflict of interests including nepotism and preferential treatment.

80% of school-based employees responded positively to the questions related to staff-leader relations, and increase of 5% from 2017-2018. This is the 70th percentile compared to Panorama’s national dataset.

88% of school-based staff responded favorably to the custom survey question (C), “My rights as an employee are not violated by my supervisory team (person(s) who formally evaluate my performance).” This is an increase of 3% over 2017-18 and 11% from 2016-17.

85% of school-based staff responded favorably to the custom survey question (C), “My supervisory team (person(s) who formally evaluate my performance) display fair employment practices and does not use nepotism or preferential treatment for personal reasons,” indicating an increase of 5% from 2017-18.

Compliance Statement:

District performance complies with the policy standard in all areas.

2.2.2 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not fail to communicate clear expectations to staff prior to required compliance; including performance expectations, authority limitations, standards of performance and evaluation timelines.

Interpretation:

I interpret this policy wording to mean:

1. Staff receive information regarding performance expectations and evaluation timelines.

Data Reported:

The certified staff evaluation performance standards and evaluation timelines are published on the district website in the APEX, Advancing Professional Excellence Guide. Training occurred for all evaluators in August 2017 and August 2018 and for certified educators by the middle of September in both 2017 and 2018.

The classified staff evaluation performance standards and evaluation timelines are published in the Classified Master Agreement (January 2019) and the Classified Employee Performance Evaluation Procedures handbook, published on the district website. Training for all evaluators occurred on April 12, 2017, October 3, 2017, September 27, 2018 and October 30, 2018.

Compliance Statement:

District performance complies with the policy standard.

2.2.3 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not prevent staff from grieving to the Board when (a) internal grievance procedures have been exhausted and (b) the staff member alleges Board policy has been violated to his, her or the district's detriment.

Interpretation:

I interpret this policy wording to mean:

1. Staff are aware that if complaints are not resolved by administration and/or their supervisor they have the option of bringing their issue to the Board of Education.
2. They have not been denied the opportunity to take a grievance to the Board if they feel that Board policy has been violated to their detriment.

Data Reported:

84% of school-based staff responded favorably to the custom survey question (C), "If I had a complaint which was not resolved by my supervisory team (person(s) who formally evaluate my performance), or if I feel a Board policy has been violated, I know that I have the option to take a grievance to the Board of Education after exhausting the internal complaint process." This is an increase of 2% over the 2017-18 results.

There was one (1) formal grievance filed for the monitoring period to protest retaliatory treatment. The grievance alleged that, “I was retaliated on and was terminated without a justifiable reason. I was discriminated for my Veteran status and was terminated for it.” This grievance was determined to be unfounded as the grounds for termination were “abandonment of a position.”

Compliance Statement:

District performance complies with the policy standard.

2.2.4 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not allow reprisal against staff:

- a. for non-disruptive internal expression of dissent; or*
- b. for reporting to management or the board (per district policy and establish complaint and grievance processes) acts or omissions by staff or the board; and*
- c. that the staff member believes in good faith and based on credible information, constitutes a violation of state or federal law or governing policy of the board.*

Interpretation:

I interpret this policy wording to mean:

- 1. Staff are aware that reprisal is not permissible according to District Policy.
- 2. Established processes are in place in the event a staff member believes that reprisal has occurred.

Data Reported:

District policy 8400, sections 7.1 and 7.2 state:

“It shall be a violation of this policy for any person to retaliate against a person who alleges discrimination or who testifies, assists or participates in an investigation, proceeding or hearing relating to discrimination allegations. Violation of this anti-retaliation provision may exist regardless of whether the underlying complaint of discrimination is substantiated.

Retaliation may take the form of intimidation, reprisal or discrimination and shall be subject to the reporting, investigation, and enforcement procedures set forth in this policy.”

The Human Resources Department hired an Employee Relations Investigator to respond to allegations of employee misconduct in a more timely and efficient manner.

The grievance process is outlined in the Certified (September 2018) and Classified (January 2019) contracts.

Compliance Statement:

District performance complies with the policy standard.

2.2.5 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not fail to appropriately train and equip staff to respond to foreseeable emergency situations.

Interpretation:

I interpret this policy wording to mean:

- 1. Staff are trained and equipped to respond to emergency situations.
- 2. Crisis management and prevention processes are in place.

Data Reported:

In accordance with District Policy 3510, Emergency Response Plan, the District has established standard emergency procedures, trained supervisors in FEMA courses, and conducted annual school safety training. Students have received annual training through annual lockdown drills and other safety drills.

In the spring of 2018 the District Safety Task Force was created including parents, staff, students and law enforcement officials.

Threat assessment processes are utilized throughout the district to assess and avoid crisis or emergency situations.

Proceeds from the 2016 Bond are being utilized to improve secured entryways at school sites.

The District received two grants in 2019 for continued improvements to its emergency response systems, a \$127,732 SAFER grant for radio interoperability with our police departments and also an \$802,740 Disbursement grant for upgrading our Access Control System.

Compliance Statement:

District performance complies with the policy standard.

2.2.6 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not fail to acquaint staff with the Superintendent’s interpretation of their protection under this policy.

Interpretation:

I interpret this policy wording to mean:

- 1. Staff is acquainted with the Superintendent’s interpretation of their protections under this policy as explained in items 2.2.1, 2.2.2, 2.2.3, and 2.2.4.

Compliance Statement:

District performance complies with the policy standard.

2.2.7 Policy Wording:

Further, without limiting the scope of the foregoing by this enumeration, he or she shall not fail to assess the climate and culture of the district by obtaining staff input, publishing findings, and developing a plan to utilize the findings to improve operations and practices.

Interpretation:

I interpret this policy wording to mean:

- 1. Staff will have the opportunity to participate in an annual climate and culture survey.

2. Staff will have an opportunity to view the results and to participate in the development of site-based plan to improve their climate and culture.

Data reported:

All staff members were encouraged to complete the Panorama climate and culture survey in 2017-18 and again in 2018-19. The response rate for school-based staff was 76.9% and for non-instructional staff was 47.4% (742/1566) in 2018-19. This is slightly down from the total response rate of 81.8% (3677/4496) in 2017-18.

Principals and assistant principals completed a survey providing feedback to the ESC in 2017-18 and 2018-19. The response rate was 86 building administrators in 2017-18 and 63 building administrators 2018-19.

Principals and department supervisors received training on a district protocol for analyzing survey results and developing action plans for addressing areas in need of growth and for recognizing areas of strength. These processes occurred at each school and department in the spring of 2018 and again in 2019.

The superintendent and cabinet members shared the results of these surveys with principals and also shared their plans for improving operations and practices in the spring of 2018 and plan to do so again in 2019.

Compliance statement:

District performance complies with the policy standard.

The Board acknowledged receipt of a monitoring report as of May 1, 2019, for the period June 21, 2017 through May 1, 2019, of the Superintendent concerning Board Policy 2.2 Treatment of Staff, and found the superintendent's interpretations were reasonable and supported by data that was relevant, justified and complete.