

"TREATMENT OF STAFF" POLICY MONITORING REPORT

TO: The Board of Directors
FROM: Yvonne Walker, Superintendent
RE: INTERNAL MONITORING REPORT – TREATMENT OF STAFF
Annual Monitoring on Policy II-2b: Treatment of Staff

I hereby present my monitoring report on your Executive Limitations Policy 2b "Treatment of Staff" in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true.

Signed  Superintendent

Date: 12-1-22

BROADEST POLICY PROVISION

With respect to the treatment of paid and volunteer staff, the superintendent will not cause or allow conditions which are unfair, undignified, disorganized, or unclear.

In Compliance

SUPERINTENDENT'S INTERPRETATION: I interpret this policy to mean the District must provide and support an environment that is conducive to learning, teaching and working. Clear expectations and communications for staff must be in place and communicated to all employees.

POLICY PROVISION #1: *"The superintendent will 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 grossly preferential treatment for personal reasons."*

In Compliance

SUPERINTENDENT'S INTERPRETATION: The District must have clear policies and procedures for staff in our administrative policies. Collective bargaining agreements must be followed and hiring practices must be visible and hold up under any level of scrutiny.

REPORT:

The two collective bargaining agreements the District has entered into with the Manson Education Association (MEA) and Public School Employees (PSE) both have grievance processes clearly outlined. This year we updated the PSE MOU per bargaining language to provide pay scale increases in four categories:

Head Cook - increased by forty cents (\$0.40)

Assistant Cook - increased by sixty cents (\$0.60)

General Paraeducator - increased by fifty cents (\$0.50)

Home Visitor - increased by one dollar (\$1.00)

We have a long history of resolving conflict before it becomes a grievance. The grievance process is not a negative one to avoid but one that helps all parties follow agreements. I meet regularly with PSE and MEA in order to understand them and hear their voice. Through these meetings I have formed trusting relationships with each group.

The District successfully negotiated a new 3-year collective bargaining agreement (CBA) with MEA which runs through August 2024. All negotiated updates were fulfilled for the 2022-2023 school year. The bargaining climate is positive with general agreement on most issues, including compensation.

The District is in the third year of a four-year agreement with PSE. All negotiated updates were fulfilled for the 2022-2023 school year as referenced above.

Appropriate policies and procedures are in place to protect against nepotism and/or preferential treatment of employees for personal reasons.

<i>POLICY PROVISION #2 “The superintendent will not: Discriminate against any staff member for non-disruptive expression of dissent.”</i>
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In Compliance

SUPERINTENDENT’S INTERPRETATION: The Superintendent will listen to all staff members and not discriminate against those with opposing viewpoints when they present them in an appropriate and professional manner.

REPORT: In the past twelve months there have been no formal reports with the Office of Civil Rights (OCR) or OSPI regarding any harassment or discrimination complaints.

I have opened my door to all staff if they have personal concerns about their work environment. There are times when these concerns have generated action and times when conversation and support have been the key. The past year has brought an increase in reports of indirect and direct mistreatment of staff at board meetings and also concerns/perception of nepotism by the board. Staff bringing these concerns continue to be supported and not discriminated against as a result of their report.

The administrative staff will continue to work with each individual in the system and treat their concerns with respect. Any staff who come to the superintendent with a concern that should be handled by their direct supervisor are guided through that process. If the situation arises, it may be determined it is best to protect an individual’s identity in resolving a conflict. This has not happened in the last year.

<i>POLICY PROVISION #3: “The superintendent will not fail to acquaint staff with the superintendent’s interpretation of their protections under this policy.”</i>
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In Compliance

SUPERINTENDENT’S INTREPETATION: Staff is acquainted with their protections through handbooks, collective bargaining agreements, staff meetings, and required training.

REPORT: Staff handbooks, contracts, personnel policies and trainings all give staff the information they need in order to be adequately acquainted with my interpretation of their protections. Staff handbooks have been updated for the 22-23 school year.

In Fall 2022 employees were trained on prevention of harassment, sexual harassment, and maintenance of appropriate boundaries with students. During these trainings we highlighted district policies and showed all staff how and where to access this information.

More important evidence of this provision is staff understanding that I have an open door policy and will always listen to their concerns and opinions. I am visible in their buildings and departments and try to model an “equal status” philosophy with all employees. Although I would like to believe this does not happen, I have assisted four staff members in the last year to work through and protect themselves from potential harassment of any type.

<i>POLICY PROVISION #4: “The superintendent will not: allow staff to be unprepared to deal with emergency situations.”</i>	In Compliance
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SUPERINTENDENT’S INTREPRETATION: The District must be adequately prepared to handle any emergency situation that could occur. The community trusts us with their most precious asset (its children) and they trust that in an emergency we will care for them as we would our own families.

REPORT: I believe we are adequately prepared for emergency situations should they occur.

The district has taken the following steps:

- Partnered with ALICE on preparing for “active shooter” scenarios
 - Trained new and substitute staff August 2019
 - Trained staff October 2019
 - Trained students October 2019
- Active shooter “drills/scenarios” are no longer encouraged in schools. Staff are made aware of procedure and discuss possible scenarios at a staff meeting each year.
- Trained all staff in the Incident Command System (ICS) and identified roles and responsibilities of all staff - annually
- Conduct functional exercises monthly and at least one district wide earthquake drill that took place in October.
- Coordinated with emergency response agencies.
- Allocated sufficient funds towards training and equipment needs.
- Offering advanced/combat first aid training for staff and students.
- Staff are all trained on use of fire extinguishers