

OE-4 PERSONNEL ADMINISTRATION  
SUMMARY OF COMPLIANCE STATUS  
SEPTEMBER 2018

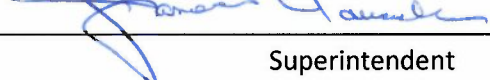
**SUPERINTENDENT CERTIFICATION**

With respect to OE-4 *Personnel Administration* taken as a whole, the superintendent certifies that the proceeding information is accurate and complete, and the district is:

- In Compliance  
 In Compliance, with Exceptions (as noted in the evidence)  
 Not in Compliance

Summary Statement by Administration

Monitoring of operational expectations policies is part of the ongoing process of district performance evaluation and superintendent evaluation. This operational expectations policy addresses several aspects of the superintendent's responsibility regarding the instructional program. The superintendent and staff have provided the interpretation monitored the first time the Board reviewed the policy, plus for this round the documentation and narrative supporting the superintendent's assessment of whether we are in compliance with the policy. During the Board's review, the Board will make a determination whether we are in compliance with the policy or not, or whether there is overall compliance but with some noted exceptions which should be addressed. Reporting dates for this report are July 1, 2018-August 15, 2018.

Signed:  \_\_\_\_\_  
Superintendent

Date: Sept 7, 2018

**SCHOOL BOARD ACTION**

With respect to OE-4 *Personnel Administration*, the Board:

- Accepts the report as fully compliant  
 Accepts the report as compliant with noted exceptions  
 Finds the district to be noncompliant

Summary statement/motion of the Board

Signed:  \_\_\_\_\_  
Board President

Date: 9/10/18

**OE-4 Personnel Administration**

The Superintendent shall assure the recruitment, employment, development, evaluation, and compensation of district employees in a manner necessary to enable the district to achieve its *Results* policies.

**Superintendent Interpretation:**

- **Recruitment** shall mean attract and select the most talented and diversified pool of candidates.
- **Employment** shall mean work defined by the District for anyone who receives monetary compensation for services rendered.
- **Development** shall mean providing staff with mentoring, coaching, and/or training that positively impacts student achievement and professional growth.
- **Evaluation** shall mean a fair, credible, effective, and consistent system and process that assesses the effectiveness of the employee and provides support and feedback to facilitate continuous improvement and growth.
- **Compensation** shall mean providing competitive and flexible salary placement and benefits to attract new and retain current employees.
- **District employee** means anyone who receives compensation in exchange for services.
- The Board's *Results* policy is defined in R-1.

**The Superintendent Shall:**

4.1 Assure that no person is employed by the district without first clearing thorough background inquiries and checks.	<b>In Compliance</b>
--	----------------------

**Superintendent Interpretation:** BPS works to hire the best possible candidate for each position. To this end, BPS will avoid hiring an individual who did less than satisfactory work in a previous position or who has a criminal history of serious concern.

- **Background inquiries and checks** BPS will probe multiple sources to undergo extensive background checks, as time and expense allows, using a consistent standard for each classification of employee. In addition, employment eligibility prior to hiring will be determined through the following, as appropriate for the position: Background Information Services, Inc. (BISI) results, North Dakota Department of Public Instruction (ND DPI), North Dakota Bureau of Criminal Investigation (BCI) credential and licensing verifications, reference checks, and verification. See Appendix A

<b>Indicator 1:</b> Each newly hired employee will successfully clear her or his background check prior to the first day of work with BPS.	<b>In Compliance</b>
Evidence: 100% of newly hired employees successfully cleared background checks. Time period 7-1-18 to 8-15-2018.	

Employee Type	Background Checks Completed	Hire Declined
Administrators	1	0
Teachers	6	0
Professional Staff	0	0
Support Staff	35	0
Substitute/Other	27	2
Total	69	2

<b>Indicator 2:</b> The internal control processes verify that all employees hired between July and June of the fiscal year have successfully cleared all background checks according to the level of risk exposure in their employment classification, based on EEOC guidelines.	
Evidence: 100% of new employees successfully cleared background checks according to the level of risk exposure in their classification of employment with BPS. Time period 7-1-18 to 8-15-18.	

**The Superintendent Shall:**

4.2 Assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.	<b>In Compliance</b>
--	----------------------

**Superintendent Interpretation:** BPS needs and values the work provided by volunteers. BPS shall make all reasonable efforts to check for any criminal activity in the volunteer’s past to protect our students and staff.

- **Reasonable background inquiries and checks** shall mean a professional background check prior to allowing a person to volunteer.
- **Contact** shall mean any opportunity a volunteer has to be with students under the direction of district personnel.

<b>Indicator 1:</b> No person will fill a volunteer position as defined in Volunteer Policy KAAB without first satisfactorily passing a background check.	<b>In Compliance</b>
Evidence: Human Resources is notified of a volunteer request from the building administrator to request a background check. 100% of volunteer applicants have successfully cleared all background checks. Time period 7-1-18 to 8-15-18.	

Background Type	Passed	Declined
Volunteers	1	0

**The Superintendent Shall:**

<b>4.3</b> Select only highly qualified and the best-suited candidates for all positions.	<b>In Compliance</b>
---	----------------------

**Superintendent Interpretation:** The Board is interested in building the best quality staff and adding value to the team using procedures in Policies CAAB “Hiring Administrative Staff,” DBAC “Recruitment, Hiring, and Background Checks for New Instructional Personnel,” and DBAA “Recruitment, Hiring, and Background Checks for New Classified Personnel.”

- **Best-suited** shall mean the candidate selected for any position in the District meets or exceeds the minimum criteria of the position and the expectations of the hiring committee, director/principal, and/or Superintendent in order to find the best match possible for the team and for the particular role.
- **Highly qualified** shall mean the candidate has the appropriate levels of experience, education, license, credential, or certification needed for the position as well as completion of successful interview process, which may include a performance interview.

<b>Indicator 1:</b> All classified staff, teachers, principals, and administrators hired met the baseline qualifications for their positions or had the proper waiver.	<b>In Compliance</b>
Evidence: 100% of classified staff, principals, and administrators hired have met the baseline qualifications for their positions. Of the 80 teachers hired, 100% met the definition of highly qualified as defined by the ND Department of Public Instruction upon hire.	

**The Superintendent Shall:**

<b>4.4</b> Administer clear personnel rules and procedures for employees.	<b>In Compliance</b>
---	----------------------

**Superintendent Interpretation:** Clear rules and procedures, including what is expected of employees, how they will be evaluated, how they will know if their work is below expectations, and what the consequences will be are important in building a quality work force.

- **Administer** shall mean to supervise or oversee that personnel rules and procedures are followed.
- **Clear** shall mean personnel rules and procedures are communicated in writing.
- **Rules and procedures** shall mean the applicable laws, Board, and District policies that communicate the employment expectations for all District personnel.

<b>Indicator 1:</b> All employees have digital or paper access to the Negotiated Agreements, employee handbooks and required policies, required federal and state notices, and emergency flip charts, as the position requires.	<b>In Compliance</b>
Evidence: All BPS employees have access to the BPS website, TalentEd Records, and IVisions. All agreements, employee handbooks, and required policies are available to them. 100% of teachers and	

administrators are required to acknowledge receipt of Negotiated Agreements and Handbooks annually. 100% of Support Staff are required to acknowledge receipt of the handbook annually. 100% of all employees are required to complete review of the required policies, Safety Program and Notices of Federal Regulations within the Learn BPS program.

<p><b>Indicator 2:</b> Within 30 days of signing contracts or the beginning of the new school year or within two weeks of accepting employment, all District employees have signed and returned to Human Resources an acknowledgement form to affirm they received updated policies the District is legally required to provide to staff annually.</p>	<p><b>In Compliance</b></p>
<p>Evidence: Required documents sent to new hires through TalentEd Records, 96.2% (77) of teachers have fully completed all tasks, .0375% (3) are still working on fulfilling the required checklist. Administrators 100% (3) have completed all requirements for document review. Professional staff 100% (6) have completed all requirements for document review. Support staff 73.5% (39) have completed all tasks required, 26.4% (14) are still working on fulfilling the required checklist. A total of 53 support staff have been hired as of 8-22-18, many of them are recent hires.</p>	

**The Superintendent Shall:**

<p>4.5 Effectively handle complaints and concerns.</p>	<p><b>In Compliance</b></p>
--	-----------------------------

**Superintendent Interpretation:** An effective process for handling complaints and concerns is important.

- **Effectively handle** shall mean investigate promptly and accurately with consideration and professionalism. However, “effectively” does not necessarily mean complainants will always be pleased with the complaint’s resolution.
- **Complaints and concerns** shall mean grievances or questions related to sexual harassment, discrimination claims, contractual violations, Board and District policies and procedures, and possible violations of state and federal laws.

<p><b>Indicator 1:</b> 100% of known complaints and grievances are resolved or handled in accordance with policy and Negotiated Agreements, as applicable.</p>	<p><b>In Compliance</b></p>
<p>Evidence: There were zero complaints or grievances of contract violation reported. Time period 7-1-18 to 8-15-18.</p>	

**The Superintendent Shall:**

<p>4.6 Maintain adequate job descriptions for all staff positions.</p>	<p><b>In Compliance</b></p>
--	-----------------------------

**Superintendent Interpretation:** Employees and employers benefit from job descriptions that are well-designed and clearly written for each category of position and each unique position. Job descriptions are necessary for recruitment, hiring, and evaluation.

- **Maintain** shall mean to keep current and accurate.
- **Adequate** shall mean job descriptions reflect the minimum qualifications, essential functions, knowledge, skills, and abilities of the responsibilities and tasks performed.

<p><b>Indicator 1:</b> 100% of job descriptions will be available to employees and for use by administrators during the hiring and evaluation processes.</p>	<p><b>In Compliance</b></p>
--	-----------------------------

Evidence: All major job descriptions are posted and available to all employees and administrators on the BPS website. Job descriptions are included in the posting of open positions. In the 2017-18 fiscal year, Employment Management Services (EMS) conducted a review of job descriptions for Administration, Professional, and Support staff. Updated job descriptions were developed along with any reclassification and salary adjustments were made accordingly. A periodic review of all job descriptions by major employee classification is conducted on a five-year rotation.

**The Superintendent Shall:**

4.7 Protect confidential information.	<b>In Compliance</b>
---------------------------------------	----------------------

**Superintendent Interpretation:** Central Office, as keepers of personnel information, must have uncompromising ethical principles and follow legal requirements for securing and protecting personnel files and information in the office setting as well as more informal settings.

- **Protect** shall mean to secure, keep safe, and preserve employee confidential information.
- **Confidential** shall mean access to employee information follows federal and state law, including Health Insurance Portability and Accountability Act (HIPAA).

<b>Indicator 1:</b> During the fiscal year, there has been no report of a breach of confidential information by District staff.	<b>In Compliance</b>
---	----------------------

Evidence: Reporting period 7-1-18 to 8-15-18, zero reports of a breach of confidential information by District staff have been reported.

<b>Indicator 2:</b> Any report of a breach of confidentiality by a staff member has been thoroughly investigated and appropriate action taken.	<b>In Compliance</b>
--	----------------------

Evidence: Any documented reports of breach of confidentiality by BPS staff members would be thoroughly investigated and appropriate action taken.

**The Superintendent Shall:**

4.8 Assure that compensation and benefit plans attract and retain the highest quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.	<b>In Compliance, with Exceptions (as noted in Evidence)</b>
--	--

**Superintendent Interpretation:** The Human Resources Department will advise the Superintendent who shall advise the Board of appropriate compensation for employee groups, given the marketplace and projected revenue. Periodic studies of comparability should be conducted.

- **Competitive** shall mean the District offers are as good as or better than others of a comparable nature.
- **A compensation plan** shall mean District salaries and benefits are commensurate with or higher than equivalent positions when compared to similar school districts.
- **Highest quality** in terms of attracting applicants shall mean a candidate who meets the criteria of the position and the expectations of the hiring committee, supervising administrator, or Superintendent.
- **Highest quality** in terms of retention of employees shall mean those who are evaluated as effective or higher based on the District’s evaluation criteria.

<b>Indicator 1:</b> Salaries and benefits will be negotiated for teachers and administrators, with efforts to maintain a competitive stance in the marketplace, given affordability due to budget.	<b>In Compliance</b>
Evidence: The salary and benefit negotiations process completed in 2017 resulted in total compensation and benefit increases of 1.77% for 2017-18 and 1.67% for the 2018-19 school year.	

<b>Indicator 2:</b> Salaries and benefits will be adjusted for support staff and professional support staff through consultation, with efforts to maintain a competitive stance in the marketplace, given affordability due to budget.	<b>In Compliance</b>
Evidence: The recommendation of an external consultant group, and subsequent study by the administration, considering budget impact, issues of internal equity among employees, and Board consideration/approval, resulted in total compensation and benefit increases of 1.77% for 2017-18 and 1.67% for 2018-19 school year.	

<b>Indicator 3:</b> A periodic review of market study data will be conducted for specific employee classes when appropriate, agreed upon, and possible within the budget.	<b>In Compliance</b>
Evidence: A comprehensive salary and benefits study conducted by EMS was completed in 2017. Elements of the study included job analysis, job description revisions, market salary comparison, internal salary relationships, and salary range reconstruction. A new salary structure was adopted, consisting of a system of salary steps based on the job analysis factors of responsibility, technical complexity, decision-making, and degree of autonomy. The adoption of a new system for support staff resulted in developing a 21-Step (SA-SU), 15-Lane salary schedule. In 2017-18 employees were placed on the new schedule closest to their current rate of pay, no less. The adoption of a new system for professional staff resulted in developing a 21-Step (PA-PU), 10-Lane salary schedule. In 2017-18 employees were placed on the new schedule closest to their current rate of pay, no less. Administrators received fair market review increase.	

<b>Indicator 4:</b> Turnover in teaching and administrative staff is 5 percent or lower, annually, except for retirement and leave due to family moving out of the area.	<b>In Compliance</b>
Evidence: Reporting period 7-1-18 to 8-15-18 turnover rate; Teachers 2.4% resigned for other reasons than retirement or moving out of the area. Administrators 0%	

<b>Indicator 5:</b> Turnover in support staff is 5 percent or lower, annually except for retirement and leave due to family moving out of the area.	<b>In Compliance, with Exceptions (as noted in Evidence)</b>
Evidence: Reporting period 7-1-18 to 8-15-18 turnover rate for support staff; 36 resignations. Break down of reason; unknown. An exit interview will be added to the exit process for support staff to track reason for resignation.	

**The Superintendent Shall:**

4.9 Consistent with the Superintendent’s own evaluation, evaluate all employee performance according to their contribution toward achieving the Board’s <i>Results</i> policies and their compliance with the Board’s <i>Operational Expectations</i> policies.	<b>In Compliance, with Exceptions (as noted in Evidence)</b>
---	--

**Superintendent Interpretation:** The Board requires that all employee performance is evaluated in relation to the Board’s strategic results and compliance with the Board’s Operational Expectations policies.

- **Consistent with the Superintendent’s own evaluation** shall mean that employee evaluations will be aligned with the Superintendent’s evaluation, Student Achievement results, and Operational Expectations compliance.
- **Evaluate** shall mean assessing the degree to which employee performance is meeting the District’s expectations and standards for performance as well as any state requirements and then providing employee feedback, goal setting, and coaching.
- **Achieving** shall mean that the employee performance contributes to accomplishing the Board’s goals.
- **Compliance** shall mean District employees are assessed pursuant to the appropriate evaluation.

<p><b>Indicator 1:</b> All teachers are expected to analyze student achievement data and, with the assistance of their principal, determine annual goals for professional growth to best impact student achievement of the academic and social emotional curriculum.</p>	<p><b>In Compliance</b></p>
<p>Evidence: Throughout the evaluation process all teachers must respond to the following questions linking their evaluation to student performance.                  Critical Attributes:                  1. My school, professional development and student achievement goal(s) are (Include who/what/where/how/when)?                  2. What evidence/results show the impact on student growth?                  3. Based on the evidence and student growth, my next steps for continued professional growth are?                  4. What have I achieved (reflection)?</p> <p>100% of all teachers were evaluated based on the Charlotte Danielson’s Enhancing Professional Practice. This system includes a reflective goal setting process, with ongoing administrative observation and support, and combines performance objectives with results of student learning objectives for an overall evaluation rating. Teachers who do not achieve an overall rating of proficiency as measured by the Framework for Teaching will be placed on a Professional Improvement Plan. One teacher in the induction phase was not at proficient performance and is engaged in a performance improvement plan under the guidance of their supervising principal.</p>	

<p><b>Indicator 2:</b> All professional support staff are expected to analyze district needs and, with the assistance of their supervisor, determine annual goals for professional growth to best impact the District’s needs.</p>	<p><b>In Compliance, with Exceptions (as noted in Evidence)</b></p>
<p>Evidence: All supervisors are responsible for the annual evaluation of all professional staff following the components of the Charlotte Danielson model; Annual goals, evidence/results, and reflection on self-growth. Moving forward, all supervisors will utilize the online platform, <i>Perform</i>, to conduct professional staff evaluations. Baseline data is currently being constructed for the 2018-19 school year.</p>	

<p><b>Indicator 3:</b> All principals are expected to analyze student achievement data and, with the assistance of their assistant superintendent, determine annual goals for professional growth for themselves and their staff to best impact student achievement of the academic and social emotional curriculum.</p>	<p><b>In Compliance</b></p>
--	-----------------------------



Evidence: 100% of building level administrators were evaluated for the 2017-18 school year using a principal evaluation tool based on the Interstate School Leaders Licensure Consortium (ISLLC) Standards which organizes the functions that help define strong, effective school leadership under six general standards. Each standard supports the advancement of educational leadership competencies that result in meaningful student growth and academic achievement.

<p><b>Indicator 4:</b> All district-level administrators are expected to combine performance and department goals/objectives into an operational plan aligned to the Operational Expectations policies.</p>	<p><b>In Compliance</b></p>
---	-----------------------------

Evidence: All district-level administrators were evaluated for the 2017-18 school year by combining performance and department goals/objectives. Moving forward an Operational Plan will be developed according to the Operational Expectations and align with the District’s Strategic Plan.

<p><b>Indicator 5:</b> All support staff are responsible for supporting the District’s daily work and instructional programs and are evaluated at least annually.</p>	<p><b>In Compliance, with Exceptions (as noted in Evidence)</b></p>
---	---

Evidence: All supervisors are responsible for the annual evaluation of all support staff who are responsible for supporting the District’s daily work and instructional programs. Moving forward, all supervisors will utilize the online platform, *Perform*, to conduct support staff evaluations. Baseline data is currently being constructed for the 2018-19 school year.

OE 4 – Personnel Administration Appendices  
September 2018

**Appendix A – Background Check Procedures for Employees:**

***Background check definitions:***

- A **complete** (fingerprint) criminal background check includes: FBI criminal database search, multi-state criminal background check based on state(s) of residence and National Sex Offender Database search. Any applicable State Sex Offender Database search, complete SSN and AKA verifications.
- A **partial** (Name & SSN) criminal background check includes all the elements above with the exception of the FBI criminal database search.

Licensed Teachers, Administrators, contracted staff and substitutes:

- Licensed in ND more than 1 year ago – partial criminal background check

Professional Staff:

- Licensed in ND more than 1 year ago – partial criminal background check
- Non-licensed in ND – complete criminal background check

Support Staff:

- Complete criminal background check upon hire

Substitute/Other: (Substitute Support Staff, Coaching Staff, Harlows, MREC)

- Complete criminal background check upon hire

**Appendix B – Background Check Procedures for Volunteers:**

District information and handbook for Volunteers may be found at BPS webpage > Human Resources > Volunteers

- Volunteer submits signed Volunteer Guideline form to building administrator.
- Human Resources is contacted with the volunteer information to proceed with background check.
- A partial criminal background check is completed and approved prior to the volunteer beginning service