

**“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: 12-16-21

**BROADEST POLICY PROVISION**

<i>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.</i>	<b>In Compliance</b>
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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. With regard to the pandemic, extra care must be taken to ensure all staff understand their rights and responsibilities as a part of the Manson staff. All Labor and Industry guidelines must be followed and updated as needed when new information becomes available.

<i><b>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.”</b></i>	<b>In Compliance</b>
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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 MOUs with both groups to account for pandemic impacts. 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 feel I have begun to form trusting relationships with each group.

The District successfully negotiated a new 3-year collective bargaining agreement (CBA) with MEA which runs through August 2024. The bargaining climate is positive with general agreement on most issues, including compensation.

The District is in the second year of a four-year agreement with PSE. All negotiated updates were fulfilled for the 2021-2022 school year.

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

<b><i>POLICY PROVISION #2 “The superintendent will not: Discriminate against any staff member for non-disruptive expression of dissent.”</i></b>	<b>In Compliance</b>
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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. Currently we have one former staff member who has files a Tort Claim against the district for a hostile work environment. The district is refuting this claim and is working with our legal counsel and our insurance provider to clarify for both parties.

This has been a very difficult time for staff with state and federal regulations touching their workday. Staff members have chosen to share their concerns in appropriate ways with their supervisors and superintendent.

With the current pandemic I have opened my door to all staff if they have personal concerns about their work environment. The administrative staff has been pleased with the open communication that is supporting a team approach to help staff in need. Any staff who come to me with a concern that should be handled by their direct supervisor are guided through that process. If the situation arises, I may determine it is best to intervene and protect an individual’s identity in resolving a conflict. This has not happened in the last year.

<b><i>POLICY PROVISION #3: “The superintendent will not fail to acquaint staff with the superintendent’s interpretation of their protections under this policy.”</i></b>	<b>In Compliance</b>
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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 21-22 school year (see Staff Handbook

attachment). Specific information about COVID-19 safety has also been trained and posted (see COVID-19 Safety Plan).

In Fall 2021 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 am pleased that I have been able to assist three staff members in the last year to work through and protect themselves from potential harassment of any type.

<b><i>POLICY PROVISION #4: “The superintendent will not: allow staff to be unprepared to deal with emergency situations.”</i></b>	<b>In Compliance</b>
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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
- 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

December 8, 2021