

“TREATMENT OF STAFF” POLICY MONITORING REPORT

TO: The Board of Directors
FROM: Tabatha Mires, 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: _____

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>	In Compliance
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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.

<i>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.”</i>	In Compliance
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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 the PSE MOU per bargaining language to provide pay scale increases in these categories:

- ECEAP Lead teacher
- Tech Assistant
- Clerk

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 and have built upon the trusting relationships that were in place with the former superintendent.

During recent staff reductions, our PSE lead worked in partnership with district staff to clarify process, interpret the contract, and provide information to our staff. This work together provided support and clarity during a challenging time.

Our MEA leaders are working in the same format and information is shared openly between MEA leaders and district staff.

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.

The district is working to establish a timeline for negotiations with both PSE and MEA early in 2024 to allow for fiscal budgeting.

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>	In Compliance
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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.

As a part of the superintendent entry plan, the superintendent has met independently and privately with every staff member who requested these meetings. These meetings included classified and certified staff members. In these meetings, staff were asked to provide insight about strengths in the district and areas of improvement. Through these conversations, trust was able to be developed and built with individual staff members.

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>	In Compliance
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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 provided information, contracts, personnel policies and trainings all give staff the information they need in order to be adequately acquainted with my interpretation of their protections.

In Fall 2022 and Fall 2023 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.

<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: Manson School District is adequately prepared for emergency situations should they occur.

The district has taken the following steps:

- Conduct functional exercises monthly and at least one district wide drill.
- Completed needed repairs and communication to lock down buildings in the fall of 2023. All outside doors are now locked to visitors and families providing a critical first level of safety in our district.
- Began exploring options to correct a critical safety issue with water in new ‘retainage’ pond in the elementary parking lot.
- Implemented and beginning a new school vehicle (district car) walk around and safety process for use of district vehicles.
- Reinstated driver abstract system for district drivers of students.
- Coordinated with emergency response agencies.
- Allocated sufficient funds towards training and equipment needs.
- Replaced and filled all classroom emergency kits for classrooms in fall of 2023.
- Staff are all trained on use of fire extinguishers
- Conducted fall 2023 safety walkthrough with ESD 171.