

**HR Board Subcommittee  
MEETING AGENDA  
May 10, 2010; 1:00 – 3:00 pm**

**Present:** Audrey, Crystal, Bev J, Kelly H, Kathi, Joel, Mike P, Rene R, Doreen, Mark M

<b>PURPOSE:</b> To create a shared direction, establish efficacy and provide service to the Board of Trustees and communication to the schools and departments through employee association groups.
<b>DESIRED OUTCOMES:</b> <ul style="list-style-type: none"> <li>○ Become informed about HR issues</li> <li>○ Take action on identified issues</li> </ul>
<b>ROLES:</b> <ul style="list-style-type: none"> <li>○ Chairperson: Audrey</li> <li>○ Recorder: Kathi</li> </ul>

**Agenda**

<b>Time</b>	<b>Who</b>	<b>What</b>	<b>Action/Information</b>
1:00-1:10	Audrey	Board Topics	Information
1:10-1:20	Crystal	FMLA Policy	Action
1:20-1:30	Crystal	HIPAA Policy	Action
1:30-1:40	Audrey	Classified Incentive	Information
1:40-2:10	Crystal	Classified Staffing	Action
2:00-2:20	Audrey	Classified Participation	Discussion
2:20-2:35	Audrey	Communication	Information
2:35-2:50	Audrey	Future Topics	Information
2:50-3:00	Audrey	Closing Words/Set Next Agenda	Action

**Board Topics:**

Board is evaluating all the subcommittees. All interest groups need to represent the subcommittee, but members will be limited. The resource people could sit at a separate table to designate them as resource and not members (voting, etc). Good conversation to restructure the subcommittees. It is in draft form now.

Facilities is working with Board members to help with the design of the new schools.

Calendaring meetings are scheduled and the Board is working on it. Concern from public over district calendar. Board doing a lunch retreat this week around the calendar issues.

Is the Compact going away? No discussion about getting rid of the Compact.

**FMLA:**

- Reviewed the policy
- Policy should be short and concise
- Remove 'the' before HR Services
- Move forward

**HIPAA:**

- Add 'the' before Security Official
- Add piece that lists the positions of the Officials
- Add piece stating where the manuals are kept
- Move forward

**Classified Incentive:**

- Moved to second reading

**Staffing Timeline (not on agenda)**

- Reviewed Staffing timeline for certified, classified, administrator
- Budget meeting—Crystal and Doreen will present the Powerpoint that was presented at Compact Issues Committee. Discussed how to move the .5 to 1.0 FTE for Tutors and IFs. Trying to facilitate sharing between schools. At the end of the hiring season, we will look to the employees that need to combine with other positions to complete the 1.0 FTE for insurance purposes.
- NCSD is working very hard to identify and ensure those covered by insurance still have health insurance if they so desire
- Hold harmless

**Classified Staffing:**

- Reviewed model
- Refocus room assistant is very much needed and wanted, excited to have that in the model on elementary
  - Concern about the custodial square footage in this model, when custodians have been trained in efficient and effective operations
  - Mark and Dennis are trying to fill the gap--restructure happening
  - HR is increasing support for classified training (designated person to review and design classified training)
  - There will be a custodial supervisor
  - Increase in efficiencies must happen
- State recalibration—need a line in the philosophy paragraph that we are working on recalibration
- How long is this document good if it's not aligned
- The data needs to drive why we think we have the best model
- Define 'required' in the third paragraph under guidelines (use an \* to define required, or make a statement on the page)
- Clarify Food Service Support at elementary

- Change Refocus room on elementary to one hour instead of .75 under 2/1.5 section schools
- Square footage of building and portables is calculated 10,000=1 head custodian and 20,000 for lead custodian thereafter
- Present to Principals tomorrow
- How will this transition work?
  - There are steps in place for movement and placement
  - Attrition
  - Suggestion: Classified bank—overpopulated school that has a retirement or resignation then HR could put the FTE in the bank and use it for the schools needing the person
  - Skills sets and talents must be considered
  - Need to create a workforce development for individuals going into new positions—placement
  - Flow chart needed for administrators so they can follow what everyone
  - Some positions not in the model for elementary, we created some of the middle level positions in the model that principals wanted, media tech not in model

### **Classified Participation**

- Disturbing to Audrey that a classified representative was very upset because they felt they were not listened to
- Board can't always take the advise that is given every time
- Is there a group of people that think they are not listened to?
  - This particular issue has been taken care of--communications are going through Bev, Crystal and Joel
  - Issue was not directed at the Board
  - Always want to be sure that we are listening
  - There are some directions and decisions that the District is going that the classified don't have a say in
  - Certified employees have a full time representative whose job is to represent them, classified does not have full time representation
- Classified employees rely on representatives that have full time jobs in addition to the representative duties
- Can there be something put in place where the transparency of the District is true and real?

### **Communication**

- Communicate to the Board what types of decisions your groups would want to be involved in
- Representatives need to communicate to their members better, some don't use the computer, meet monthly, newsletter, hard to even know who is a member
- Participation is growing in SEIO
- Would building reps work?

**Future Topics:**

Update on Budget

Update on Staffing

District Calendaring

Gallup Information

Administrative Hiring Update

Restructure of DFO to support custodial operations

Evaluation Update (Principals, Certified, Classified)

Next meeting is June 14, 1:00-3:00, in the Fairdale Room at CSF.

FAMILY AND MEDICAL LEAVE

The Natrona County School District #1 Board of Trustees charges the Human Resource Services to review and implement practices for compliance purposes of the Family and Medical Leave Act of 1993, as the same may be amended from time to time.

Revised: July 17, 2000  
Readopted: October 23, 2000  
Drafted: May 10, 2010

## HIPAA SECURITY & PRIVACY STANDARDS

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was reauthorized in April 2003. The intent of the legislation was to increase the protection for individuals' privacy regarding their health information.

The Natrona County School District #1 Board of Trustees charges the Privacy Official and Security Official to review the HIPAA regulations and implement procedures for compliance purposes.

Drafted: May 10, 2010

## Staffing 2010 - 2011 Timeline

<b>Certified</b>	<b>Classified</b>	<b>Administrator</b>
Certified staffing meeting to discuss whole FTE November 2009	Design classified staffing model Nov 2009 and Jan - Mar 2010	
Attended UW Recruitment Fair March 23 - 24	Present draft model to HR Board Subcommittee March 15	
Staffing allocation March 30	Post all classified positions only internally March 30 - July 1	Posted four positions (Paradise Valley, Evansville, Midwest, Roosevelt) March 30
Transfers with the building March 31 - April 6		
Internal Interviews April 6 - April 22	Present to principals April 13	
Attended Recruitment Fairs April 19 and 23		
Reassignment Meetings April 26 - 27		Post two additional positions (Transportation and University Park) April 27
Opened Positions for external interviews April 28	Classified staffing model design team meet to revise from principal comments April 28	Close first four position April 28
		Close two additional positions May 7
	Final classified staffing model present to HR Board Subcommittee May 10 and Principals May 11	Cabinet reviews applicants information May 11
		Schools interview candidates and information is sent to the superintendent May 14 - June 11
		Recommendations go the board by June 14
Internal movement stops and hire one year only positions July 30		

# NATRONA COUNTY SCHOOL DISTRICT CLASSIFIED STAFFING MODEL

## Philosophy

Classified personnel have unique skill sets defined by each job category. For the operation of a school, specific classified support is necessary to maintain quality service. It is very rare an individual can have the knowledge, skills, and abilities to perform well in multiple positions. It is understood specific skill sets are needed to support the operation of schools and flexibility is needed to serve particular populations. Although there are needs in schools outside the funding model (i.e. preschools, district programs), the classified staff within the schools will need to provide services to support the programs. Natrona County School District has chosen to pay all district employees through a market-based structure, which may not align with the state recalibration model. It is the desire of the district to meet the needs of the schools and provide a fair and equitable wage for employees.

## Classified Staffing Guidelines

If an administrator/supervisor wishes direct classified personnel to perform duties for which he/she is qualified for within the functions of classified work that is acceptable.

The administrator/supervisor can fill a vacant position with a different classified position if the position is in the same job class level. For example a library media technician and cafeteria records clerk are in a 42 job code class, so an administrator can post the vacated library media technician position with a cafeteria records clerk. It is the responsibility of the school to accomplish the duties that the library media technician serves.

Classified staffing is assigned at the elementary school according to size of building determined by capacity or sections available in the school. In the secondary levels the classified support is determined through required positions to operate a school building and ratios.

The Manager of Food Services will calculate the cafeteria worker allocation each year. The Manager for Food Services will give Human Resources meals served per school to determine the allocation by January of each year.

The cafeteria records clerk is responsible to attend at breakfast and lunch, additional functions include taking money, making deposits, some supervision, FFV grant prep, preschool snacks, after school snacks, letters re: lunch, coordinating Free & Reduced applications.

Although the recalibration model separates middle school and high school, the staffing ratio will be the same at Natrona School District.

## Transition plan

Classified position postings will be posted for internal personnel only for a determined period of time. As classified staff accepts other positions in the organization, administrator will align to classified staffing plan (attrition). This could include not filling positions, posting a new position to align with the plan, or posting an FTE that aligns with the classified staffing plan.

Where possible administrators should move to the new classified staffing model as soon as possible.

05/10/2010 Through the work of employee association representatives, administrators, and human resource personnel the classified staffing model was designed in the 2009 – 2010 school year.

## **NATRONA COUNTY SCHOOL DISTRICT CLASSIFIED STAFFING MODEL**

A classified employee can be assigned to like work within the regular workday (clerical, educational support, supervision) without needing different time card, except if the work needs to be identified due to funding source (e.g. special education, transportation, and grants).

Employees can be given additional portion of FTE in like skill set positions (education support, clerical, food services) in same class level without posting, if the administrator and employee agrees. The FTE cannot be greater than 1.0 FTE. HR generalist needs to be informed of changes in FTE through a change form.

Large school money will be eliminated as schools move to the classified staffing plan, as the intent of monies was to pay for classified support to operate the school. The classified staffing model addresses that need.

Efficiency studies will be conducted concerning the use of custodial equipment, cleaning products, and procedures to increase efficiency of custodial operations. Custodial staffing will stay with current formula. As efficiencies increase move closer to recalibration model (20,000 square feet). Included in assessment will be building usage.

Additional conversations will be scheduled to address high access support.

All schools will complete the transition to classified staffing by school year 2012 – 2013.

**NATRONA COUNTY SCHOOL DISTRICT  
CLASSIFIED STAFFING MODEL**

<b><u>Elementary</u></b>	<b>211</b>	<b>304</b>	<b>422</b>
Sections	2/1.5	3/2	4/3

Management Support

School Administrative Manager	0	0	1
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Clerical Support

Elementary Office Manager	1	1	1
Office Assistant	.5	1	1.5
Food Services Records Clerk	1	1	1

Educational Support

Instructional Assistant	.75	1	1.25
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Behavior Support

Refocus Room Assistant	.75	1	1.25
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Supervision Support

Student Monitor	1.5	1.75	2
Bus Duty (3.5 hours)	.4375	.4375	.4375

Library/Media Commons Center

Elementary Media Tech	.875	1	1.25
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Food Services Support

Below 288 meals served 1.5 FTE (12 hours)	Above 288 meals served 2.25 FTE (18 hours)	Breakfast .25 FTE
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Custodial

1.0 FTE for 10,000 sq ft and 1.0 FTE for every 20,000 square feet thereafter  
No sweepers  
(Assess and transition with the efficiency studies)

Rural schools have 1.0 FTE office manager, 1.0 FTE instructional assistant, and 1.0 FTE custodial support.



**NATRONA COUNTY SCHOOL DISTRICT  
CLASSIFIED STAFFING MODEL**

**K – 8 schools**

Management Support

School Administrative Manager      1.0 FTE

Clerical Support

Elementary Office Manager      1.0 FTE  
Office Assistant      .5 FTE  
Food Services Records Clerk      1.0 FTE

Educational Support

Instructional Assistant      1.0 FTE

Behavior Support

Refocus Room Assistant      .75 FTE

Supervision Support

Student Monitor      1.5 FTE  
Bus Duty (3.5 hours)      .4375 FTE

Library/Media Commons Center

Elementary Media Tech      .875 FTE

Food Services Support

Below 288 meals served 1.5 FTE (12 hours)	Above 288 meals served 2.25 FTE (18 hours)	Breakfast .25 FTE
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Custodial

1.0 FTE for 10,000 sq ft (head custodian) thereafter 1.0 FTE for every 20,000 square feet  
No sweepers  
(Assess and transition with the efficiency studies)

**NATRONA COUNTY SCHOOL DISTRICT  
CLASSIFIED STAFFING MODEL**

**K – 12 schools**

**Management Support**

School Administrative Manager            1.0 FTE

**Clerical Support**

Office Manager                                1.0 FTE

Registrar                                        1.0 FTE

Office Assistant                              1.5 FTE

Food Services Records Clerk              1.0 FTE

**Educational Support**

Instructional Assistant                      1.25 FTE

**Behavior Support**

Refocus Room Assistant                    1.0 FTE

**Supervision Support**

Student Monitor                              2.0 FTE

Bus Duty                                        .5 FTE

**Security**

Campus Supervisor                         1.0 FTE

**Library/Media Commons Center**

Elementary Media Tech                    1.0 FTE

**Food Services Support**

Below 288 meals served  
1.5 FTE (12 hours)

Above 288 meals served  
2.25 FTE (18 hours)

Breakfast  
.25 FTE

**Custodial**

1.0 FTE for 10,000 sq ft (head custodian) thereafter 1.0 FTE for every 20,000 square feet

No sweepers

(Assess and transition with the efficiency studies)