

**Natrona County School Board Subcommittee
Human Resources
January 11, 2010
1:00-3:00**

AGENDA

- | | | |
|-------|----------------------------|----------------|
| I. | Board Topics | |
| II. | Organizational Assessment | Crystal |
| III. | Staffing Calendar | Crystal |
| IV. | Hiring After 12/31 Results | Crystal |
| V. | Budget | Crystal |
| VI. | 652 Additional Data | Kelly/Cheryl C |
| VII. | LINKS Upgrade | Kelly/Cheryl C |
| VIII. | 2010 Priorities for HR | Audrey |
| IX. | Future Topics | |

HR Board Subcommittee Minutes 1/11/10

Present: Kelly Hornby, Deborah Hudson, Cheryl Caster, Audrey Cotherman, Verba Echols, Mike Pyska, Arlene Steward, Rene Rickabaugh, Cheryl Gettings, Cyndee Guthmiller, Doreen McGlade, Tracylee Anderson, Julie Reichert, Gayle Schorenberg, Kendra Brazelton, Carol Glasgow, Kathi Hawley Crystal Mueller, Joel Dvorak, Scot Honken, Mark Mathern, Jim Bush

2010 HR Board Subcommittee Priorities

- OD creating different levels of PD for employees
- Culture building
- Evaluations for all employees
- Attrition
- LINKS (AO, continued improvement efforts, PD module)
- Recruit the best talent
- Insurance
- Compact
- Communication and alignment between all stakeholders

Organizational Assessment

- Reviewed the Strengths Activity Results
- Working with FMS/CCA to assist them with moving forward as they make major changes—meeting scheduled for Jan. 20, 3:15 at the Old Johnson's Control Building

Staffing Calendar

- Reviewed staffing calendar
- Discussed timeline for recruitment
- Discussed budget timeline for allocations
 - 3/19 conceptual budget
- HR Generalists will take budget and staffing questions from their principals and to Joel/Crystal/Steve for discussion
- Verba will talk to UW and CC about calendars and dates for recruitment
- Enrollment numbers must be finalized (1/28) before accurate staffing can occur
- Discussion on enrollment dates, dead lines, and procedures
- Staffing calendar will be different after recalibration next year

Hiring After 12/31 Results

- Explanation of bolded statement on back of minutes regarding leave for temporary, seasonal and substitute employees

Budget

- Reviewed Quarterly Budget Minutes

652 Additional Data

- State is requiring a tremendous amount of information that the HRIS Department will be working on
 - 30 minutes additional man hours per certified employee to gain this information
- Information might be used for the recalibration process next year
- Information might be used to determine applicants talents/qualifications
- Mark Mathern would be interested in seeing this data by district

LINKS Upgrade

- LINKS software upgrade from 7.7 to 7.9
- Applicant tracking is available through LINKS—Cheryl Caster is checking on this
- July 1, 2010 Applicant Online and PD module launch
- Gallup Assessment will help with data
- PD and student achievement

Future Board Topics

- Substitute Hiring Process Improvements Summary
- Continue to go back to our priorities lists
- Update on job descriptions requirements
- PD classified employees update
- Data on team goals and measures—OA (change title to Con't Improvement)
- Student Achievement Assessment tool—Gallup
- Insurance security measures

Strengths Activity Results (*Strengths listed in italics*)

HR SERVICES MISSION & GOALS

Human Resource Services provides positive, efficient, and effective HR customer service to all stakeholders by applying the Compact through a systems approach to continuous improvement.

- HR Services will provide STARS service to all customers
- HR Services will live the guiding principles and philosophies of the Compact
- HR Services will champion continuous improvement

Human Resource Information Systems Office creates and maintains accurate and efficient data systems for all stakeholders by using a systems approach to continuous improvement.

- 100% accurate employee data
- 100% accurate automated HR processes to decrease paper use allowing HR professionals to spend more time with customers
- 100% of HR modules from LINKS are implemented

Analytical, Connections, Achiever (2), Input, Responsibility (3), Intellection, Restorative, Adaptability, Discipline, Strategic, Deliberative, Arranger, Belief

Employee Group Insurance Department provides and administers appropriate insurance benefits effectively and efficiently to all stakeholders through a systems approach to continuous improvement.

- 100% of members partake in some type of preventative offering
- Reduce health insurance claims by 10% by August 2008 data

Individualization, Empathy (2), Learner, Relator (2), Includer (2), Futuristic, Responsibility, Activator, Arranger, Strategic

Employee Services Department provides positive, efficient and effective resources for the recruiting, retaining, and exiting of personnel by utilizing a systems approach to continuous improvement.

- 100% of annual evaluations accurately reflect the strengths of all employees as defined by their job descriptions
- 100% of Administrators/Supervisors go to their designated HR Generalist 100% of the time as a trusted resource

Belief (2), Harmony, Connectedness, Consistency (2), Responsibility (5), Input, Learner, Achiever, Empathy, Adaptability (2), Woo (2), Communication, Arranger

Employee Compensation and Occupational Health Department provides efficient, effective, and competitive programs for all stakeholders by utilizing a systems approach to continuous improvement.

- Decrease absenteeism by 50% by July 1, 2010
- All employees will be engaged 100% of the time while they are at work

Deliberative, Adaptability (2), Achiever (2), Context, Discipline, Empathy, Learner

The Compact Office ensures the enculturation of the Compact to NCEA, NCAESS, SEIO, NCASE, Cabinet, Board of Trustees, Parents, Community and Students with a systems approach to continuous improvement.

- The Compact will be visible to NCS D stakeholder and the community
- NCS D stakeholders refer to the Compact when making decisions

Relator (3), Achiever (2), Strategic (2), Command, Consistency (2), Connection, Harmony, Input, Woo, Ideation, Restorative, Communication, Learner

Substitute Services Department provides positive, efficient, and effective continuing education in the absence of NCS D regular personnel using a systems approach for continuous improvement.

- 100% absences filled daily
- 100% quality substitutes

Empathy, Includer (2), Individualization, Arranger, Adaptability, Relator, Communication, Input, Ideation, Harmony, Maximizer (4)

The Organizational Development Department empowers all stakeholders to understand their roles, build competencies, and refine job embedded skills using a systems approach to ensure continuous improvement.

- 100% employee competency
- OD is a leader in systems approach
- Being a learning center for all stakeholders within public education

Command, Futuristic, Activator, Harmony (5), Belief (2), Achiever (3), Strategic, Self-Assurance (2), Responsibility, Relator (2), Arranger, Learner, Developer (4)

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010

Sun Mon Tue Wed Thu Fri Sat

					1	2
3	4	5	6 Online Enrollment BEGINS—8am	7	8	9
10	11 Star Lane Frontier MS	12 Evansville North Casper Summit Woods Learning Ctr CY Middle School	13	14 OT/Bar Numb/PV Mills/Mt View/PSS/CH Southridge/Park/FCA Cottonwood/LJP/MH Sagewood/Willard NC/KW/DM/CJH ----- Online Help Day 8am-8pm	15	16 Online Enrollment Help Day 9am-5pm Central Services
17	18 HOLIDAY— EQUALITY DAY	19 CCA Midwest Online Help Day 8am-8pm	20 RHS	21 Verda James Grant Pineview Transitions	22 Online Enrollment ENDS—12am	23
24	25 2:00 pm Space Capacity Mtg	26	27	28 FINAL Numbers Confirmed	29	30
31						

← Winter Bridges/PD →

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		IN BUILDING REGISTRATION (High School)			Star Lane Presentation	
7	8 K-12 Confirmation Letters Mailed	9	10 Secondary (9-12) Schools begin entering data into IC	11	12 Jr High Registration Packets delivered to Elem Schools (by 12pm) Star Lane Registration	13
		IN BUILDING REGISTRATION (High School)				
14	15 P/T Conferences	16	17	18	19	20
		CY Presentation	CJHS Presentation CCA Presentation St. Anthony Reg	DMJH Presentation St. Anthony Presentation	DMJH Presentation FMS Presentation CCA Parent Mtg	
21	22 Elementary #s Verification Call Aubrey Whipps	23 Woods Presentation Poison Spider Presentation	24	25	26 Secondary #s Verification Call Aubrey Whipps	27
	5-6 Transition (22-24)	CCA Registration		DMJH Registration	DMJH Registration CJHS Registration	
28	March 1	March 2				
	CY Registration	CY Registration				

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 CY Registration	2 CY Registration	3 FMS Registration Poison Spider Reg Woods Registration	4 CY/DM Make-up Registration	5 Qtr Ends	6
7	8	9	10	11	12	13
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">←</div> <div style="text-align: center;">Spring Break</div> <div style="text-align: center;">→</div> </div>						
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	April 1	April 2	
		ELEMENTARY & SECONDARY ALLOCATIONS delivered to Schools	Letters read to staff (in AM) ----- IN-building Transfers Begin		HOLIDAY— GOOD FRIDAY	

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 HOLIDAY— GOOD FRIDAY	3
4	5	6	7 Elem Postings in HR Secondary Postings Mtg 2-4pm	8	9 IN-building Transfers	10
11	12	13	14	15	16 Internal Interview Period	17
18	19	20	21	22	23 Displaced Teachers Mtgs. Secondary 9-11am	24
25	26 Hiring OPEN to NON-DISTRICT Applicants	27	28	29	30	

← Internal Interview Period →

Internal Interview Period →

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 High School Transition SOPHOMORES	7	8
9	10	11	12	13 High School Transition FRESHMAN	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 LAST DAY OF SCHOOL	29
30	31 HOLIDAY— MEMORIAL DAY					

Hiring After December 31
December 15, 2009
Garfield Room
4:00 p.m. – 6:00 p.m.

Attendance: Cyndee Guthmiller, Cheryl Caster, Connie Bower, Steve Hopkins, Mike Jennings, Arlene Steward, Crystal Mueller, Lynn Kahler, Doreen McGlade

Absent: Gayle Schnorenberg, Mike Pyska

Expectations

- Listen and get caught up
- Get where we need to be
- Get caught up
- Get done
- Get done with work
- Finish
- Conclude today
- See resolution
- Work through and come up with a solution that meets people's needs

What defines a continuing position

Position that there is a reasonable expectation that that position will be there the next year. This applies only to classified. Certified uses different terminology For certified it is through the state statute. It defines what an initial contract is and what a continuing contract is. Initial is less than 3 yrs service, continuing contract is someone with 3 continuous years (the 4th year they are continuing contract) if they have been in another state, then it is on their 3rd year of consecutive service. OYO one year only are hired after a defined date in the summer, usually the first Friday in August. Certified is about the individual, classified is about the position. Classified positions are all at will positions. OYO is typically a benefited position. Also have a midyear contract – after Dec. 31. Insurance benefits are not granted because it is in the policy. Other benefits are not granted because it has been a practice.

What is the cost difference between before Dec. 31 and after Dec. 31?

Before links, people hired after January 1 had benefits other than insurance. Jan1, 2001.

Insurance and sick leave are the two most important issues. If an employee has to reapply for a position they would not receive benefits if they were hired after December 31. Temporary employees also do not have benefits. For classified if a person is hired to replace someone, then they receive benefits, if it is a new position and only until the end of the year then they did not receive benefits.

35 classified and 2 certified work less than 17 ½ hrs a week so do not receive benefits of a total of 2274 total employees. 1128 certified, 1080 classified, 66 administrators.

How many continue to work next year?

The position probably continued to the next year, not necessarily the person that held that position. The majority of OYO come from one of two areas, someone who leaves, and grant money. The majority of people hired after dec. 31 are rehired the next year.

Cost difference between this year's and last year's positions?

Work Agreements

Work agreements were looked at to check to make sure language matched practices.

OPTIONS

- Whenever a person is hired, they receive all benefits immediately
- Whenever a person is hired, they receive all benefits as accrued
- New hires in a benefited position would receive all benefits as accrued
- If hired after Dec. 31, you would receive no benefits
- Hires after dec. 31, in a continuing position would receive benefits if not in a continuing position they would not receive benefits
- People hired after dec. 31, do not receive insurance benefits, but receive other benefits
- Create an actual list of benefits and indicate any restrictions based on hiring dates, include that information in the employee agreements.
- Take all benefit language out of employment documents and place it somewhere else. One listing of all benefits in one place.
- Follow the law
- Revise insurance policies to eliminate the Dec. 31 date
- Continue insurance policy as is
- Refer the change in policy/plan documents to the insurance ad hoc committee for analysis

All employees, except temporary, seasonal or substitute employees, will accrue prorated benefits with the exception of health, dental and life insurance as per insurance plan documents. Consensus

Report back to LG to CIC.

Hiring After December 31 Discussion

11/23/09

Attendance: Lynn Kahler, Ada Haller, Connie Bower, Doreen McGlade, Crystal Mueller, Cyndee Guthmiller

Absent: Gayle Schnorenberg, Mike Pyska, Mike Jennings, Arlene Steward

Should employees receive benefits after December 31? And if so, what benefits should they receive?

- Need work agreements
- Statement from benefits Dec. 31 deadline
- What defines continuing position?
- Difference between OYO before and after Dec. 31?
- Interest focus why benefits for continuing contract
- Cost difference between before Dec. 31 and after Dec. 31
- When is start date for after Jan 1
- How many continue to work next year?

Story

- 2 years ago hire 4 certified tutors
- hired 1 certified teacher 2 years ago
- if take sick day - full dock
- 1 could use sick bank
- TED has no exception
- Employee hired into continuing position can get benefits
- OYO sign agreement know not getting benefits
- OYO hired before Dec. 31 get benefits
- Only changed 5 ½ years ago
 - OYO got benefits
 - Temporary classified did not get benefits
- Practice perhaps has been out of compliance with TED
- Generalist goes through list of benefits with employee if hired after Dec. 31
- New hire that work with children are exposed to “bugs” and germs and get sick need to make decision whether to come in to work or not
- District encourage employees to stay home if sick
- In building shortage of subs force people to work sick
- Sub shortage perception is reality
- Have in conjunction with insurance
- benefits is every beyond salary
- employee don't have insurance but have leave

- misconception of insurance and benefits
- 1 to 10 hrs. get leave
- leave – annual , sick PDL, bereavement, sub-dock, military, jury, sick bank, legal proceedings and political activity
- not across board standard
- insurance is part of benefit package but not everyone gets the same package
- other benefits – LTD, dental, life, workers, comp, PD, wellness, mileage, secondary insurance
- other teachers offered to give sick days but can't
- 17.5 hrs get insurance, 30 hrs a week for LTD
- continuing positions
- not work one full semester they don't get credit for steps (certified)
- classified need to start before March 1, get step in July if board approves
- extended leave of absence requires cont. cont status for a minimum of one semester
- calendar has changed
- if start Jan. 1 they get 1 full semester
- employees have started Jan. 31
- employees start last contract day in Dec so they have benefits
- according to TED: terms and conditions of employment contrary to the TED may be made if the employee and board or designee agree in writing and the NCEA president is notified
- NCEA president has never been given notice of exceptions to the TED
- We can't change dates around parameters of the insurance benefit
- How do we know spec. ed positions continue but not 2nd grade teacher
- Sometimes a position is being held as continuing and sometimes it is not
- Sometimes it is about position and sometimes it's the person
- If you are a 260 day employee you get annual leave
- Leave typically accrues on a monthly basis – according to days of the contract
- Leave can be taken before it is actually earned (sick leave with permission)
- 260 day employees receive holiday pay also 10 month employees (7) (classified) 260 day get 12 holidays, 10 month receive pro rated holidays
- 9 days sick leave for classified that work less than 188 days, if greater than 188 days they can earn from 10-12 days sick leave
- in classified agreements employees starting after Dec. 31 receive ½ day PDL for that year
- leave was not discussed in detail at CIC

Interests

- Fairness and equity for all employees
- Recruiting the best candidates
- Consistency; treat everyone the same
- What is a reasonable benefit an employee should expect?
- Fiscal responsibility
- Balancing fiscal responsibility with the realities of working with children
- Being able to do this within our computer systems
- Having all employees feel valued
- Following the work agreements
- Clarity of communication and understanding of the benefits package
- Aligning benefits

Who is missing?

Mike Pyska, Gayle Schnorenberg, Mike Jennings (secondary rep)

Set another date: **December 15th from 4:00 p.m. to 6:00 p.m.**

Agenda:

Get answers to all the questions

Continue to go through work agreements

Cost difference between last years positions and this year

Classified with benefits/classified without benefits

Certified days gone why hired

Options

Evaluating options to interests

Plus

- Good that we have lots of questions
- Have a lot of passion for the issue
- Story identified some of the concern, the complexity

Delta

- came late
- Phil lied, deeper subject than started with
- Need to be at another meeting

HR DIVISION QUARTERLY
12/19/09

PRESENT: Kelly, Kathi, Carol, Kendra, Cheryl C, Syd, Crystal, Rachel, Cheryl G

HR Services balance as of today: \$698,346.84

Upcoming expenses:

ES/HR

- Recruitment give-a-ways
- MSEC dues
- Boot Camp-PHR

OD

- Leadership Academy
- Women's Conference
- 2025
- Winter Institute
- Disney training,
- MSE
- 10% of Mentors
- SYFR

Sub

- 3rd quarter incentives
- Aesop

Insurance

- Open enrollment
- Printing
- Travel
- Printing
- Plan document
- 3 large monitors
- Dues to Coalition

ECOH

- CPR cards
- Furniture

Compact

- Facilitators
- Gallup
- Training books
- Conference

HRIS

- BSNUG

	BUDGETED	BALANCE
ES	88,329.40	53,060.32
HR	40,000.00	24,682.06
HR (LONG TERM)	2,051.91	2,051.91
ECOH	15,465.00	-3,045.26
HRIS	34,715.00	30,148.94
COMPACT	100,000.00	77,467.00
SUB	54,116.00	45,714.87
OD	571,215.00	468,267.00
TOTAL		\$698,346.84

Attachment XII

Data Collection - 21 Educator Vacancy		21-Educator Vacancy		Help				
District:		Year: 2005-2006		Cycle: OCTOBER		Status:		
Save								
Did the district have educator vacancies for the current school year? <input checked="" type="checkbox"/>								
How many of your teachers are involved as mentors in mentoring their peers? <input type="text"/>								
How many of your teachers are involved as mentees being mentored by their peers? <input type="text"/>								
Administration	Initial Vacant FTE	Number Of Applicants	Applicants with Approp. Cert.	Degree of Shortage	FTE filled with Approp. Cert.	FTE filled with Less Than Fully Cert.	FTE Altered Positions	FTE Still Vacant
Superintendent								
Assistant Superintendent								
Elementary Principal								
Elementary Assistant Principal								
Middle School Principal								
Midl Schl Asst. Prin								
Secondary Principal								
Secondary Assistant Principal								
Special Ed Director								
Vocational Director								
Vocational Supervisor								
Elementary	Initial Vacant FTE	Number Of Applicants	Applicants with Approp. Cert.	Degree of Shortage	FTE filled with Approp. Cert.	FTE filled with Less Than Fully Cert.	FTE Altered Positions	FTE Still Vacant
Early Childhood (B-3)								
Elementary Education (1-6)								
Elementary Vocal Music								
Middle School (5-9)	Initial Vacant FTE	Number Of Applicants	Applicants with Approp. Cert.	Degree of Shortage	FTE filled with Approp. Cert.	FTE filled with Less Than Fully Cert.	FTE Altered Positions	FTE Still Vacant
Language Arts								
Mathematics								
Science								
Social Studies								
Personnel Pupil Services	Initial Vacant FTE	Number Of Applicants	Applicants with Approp. Cert.	Degree of Shortage	FTE filled with Approp. Cert.	FTE filled with Less Than Fully Cert.	FTE Altered Positions	FTE Still Vacant
Counselor - Elementary								
Counselor - Secondary								
School Psychologist								
School Psychological Examiner								

Attachment XII

Secondary (K-9, K-12, or 9-12)	Initial Vacant FTE	Number Of Applicants	Applicants with Approp. Cert.	Degree of Shortage	FTE filled with Approp. Cert.	FTE filled with Less Than Fully Cert.	FTE Altered Positions	FTE Still Vacant
Agriculture Education								
Art								
Business								
Drivers Education								
English								
ESOL								
Family & Consumer Science								
Foreign Languages - French								
Foreign Languages - Spanish								
Foreign Languages - German								
Foreign Languages - Latin								
Foreign Language - Other								
Gifted								
Health								
Industrial Technology								
Journalism								
Library Media Specialist								
Marketing								
Mathematics								
Music - Instrumental								
Music - Vocal								
Physical Education								
ROTC								
Social Science								
Special Reading								
Speech/Theatre								
Technology Education								
Biology								
Chemistry								
Earth Science								
Physics								
Special Education (K-12)	Initial Vacant FTE	Number Of Applicants	Applicants with Approp. Cert.	Degree of Shortage	FTE filled with Approp. Cert.	FTE filled with Less Than Fully Cert.	FTE Altered Positions	FTE Still Vacant
Behavior Disordered								
Blind/Partially Sighted								
Deaf/Hearing Impaired								
Early Childhood (B-3)								
Cross Categorical								
Learning Disabled								
Mentally Handicapped								
Phys. & Oth Hlth Imp								
SDD								
Speech/Language Specialist								
Other								

Save