

Internal Monitoring Report

Date: June 14, 2022

Policy Title: Treatment of Employees
Type: Executive Limitation
Policy No.: EL 2.2
Period Monitored: July 2021 – June 2022

This report monitors the Board of Education's Executive Limitations Policy.

The Superintendent shall neither cause nor allow organizational circumstances or actions for employees that are unfair, undignified, disorganized or unclear.

Among other things, the Superintendent shall not:

1. *Operate without appropriate personnel rules that:*
 - a. *Communicate clear expectations to employees prior to required compliance, including expectations regarding job products or results, authority limitations, standards of performance, and evaluation schedules;*
 - b. *Provide for effective handling of grievances; and*
 - c. *Protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.*
2. *Unlawfully discriminate against any employee for non-disruptive expression of dissent.*
3. *Prevent any employee from addressing complaints and concerns to the Board when:*
 - a. *Internal grievance procedures have been exhausted; and*
 - b. *The employee alleges that Board policy has been violated to his or her detriment.*
4. *Fail to acquaint employees with the Superintendent's interpretation of their protections under this policy.*
5. *Operation without written District Operating Principles, fail to assess the climate and culture of the District around the written District Operating Principles by obtaining employee input and publish findings, or fail to advise the Board of any revisions made to the written District Operating Principles.*

This report is presented in accordance with the Board's monitoring schedule. I certify that the information is true and complete.

Brian Kingsley
Superintendent of Schools

Date: June 14, 2022

Executive Summary

This report monitors Executive Limitation 2.2 policy language as it deals with how district policies treating staff prevent organizational circumstances or actions that are considered unfair, undignified, disorganized, or unclear.

The evidence included in this monitoring report indicates that:

- Routine and scheduled communications take place from Human Resources staff to insure not only statutory compliance, but also provide organizational clarity.
- Job descriptions are published on the Poudre School District website. Job descriptions are also reviewed by Human Resources prior to posting open positions.
- Annual trainings are required of all employees. For example, Child Abuse Reporting, Email Phishing, and Blood Born Pathogen trainings occur in PSD through an online platform called Vector.
- Newly hired employees to Poudre School District may access the “New Employee” tab on the District’s website which provides information on payroll, employee benefits, licensure, contracts, and links to important PSD resources to help orient employees new to the District. New processes put in place allow for new employees to have email addresses generated shortly after they complete their hiring paperwork. For some this means they are connected to PSD email beginning at the end of April even though they don’t begin work in a school until the following August. This allows staff to begin the onboarding process and connect with their new school culture and expectations sooner than they have in the past.
- During the 2021-2022 school year, the mentoring and induction program supported 257 new educators, including 36 special service providers, and their mentors. This represents 216 new educators and SSPs in the PSD Induction Program as well as 41 new to PSD educators who received compensated Peer Support. A total of 63 educators completed the requirements of the state induction program in PSD and are eligible to apply for their professional license.
- In the 2021-2022 school year, approximately 169 new teachers and special service professionals attended in-person and asynchronous sessions over a three-day period.
- In the 2021-2022 school year, 579 classified employees new to Poudre School District were emailed online New Classified Employee Welcome Sessions, an orientation that introduces and familiarizes new classified employees with information and policies related to ten different departments in PSD.

- By June 7, 2022, supervisors and administrators have completed over 952 evaluations of classified employees. Because the requirements for licensed evaluations are established under SB10-191, all licensed teachers and special service professionals and all building and central office administrators received formal evaluations during the 2021-2022 school year.
- During this monitoring period, there were no grievances alleging unlawful discrimination for non-disruptive expression of dissent or retaliation for expressing a complaint or suggestion.
- There are several opportunities available for staff to provide feedback and suggestions regarding the working environment in PSD. For example, staff can participate in public comment at Board of Education meetings, they can participate on a variety of committees including the annual employee association negotiations process, and PSD participates in the bi-annual Teaching and Learning Conditions in Colorado (TLCC) statewide survey that measures teaching and learning conditions statewide. This year the district was able to qualify for full reporting on the TLCC (as determined by each site having a participation rate of over 50%). In total, 2230 educators took the survey that was open to all licensed employees and classified employees who directly supported classroom instruction. This number represented 73.9% of the employees eligible to take the survey.

Policy Wording:

Among other things, the Superintendent shall not:

1. *Operate without appropriate personnel rules that:
 - a. *Communicate clear expectations to employees prior to required compliance, including expectations regarding job products or results, authority limitations, standards of performance, and evaluation schedules.**

Interpretation:

The District interprets this policy to mean that the District needs to communicate proactively to employees the expectations for satisfactory and effective work or work outcomes; about the boundaries in which employees must act; and the timelines for performance evaluations. In other words, employees must understand what is expected, how they can accomplish their work, and when and how they will be evaluated.

Evidence:

PSD's Human Resources staff play a large role in communicating clear expectations to employees. Regular communication with employees, supervisors, managers, principals, and department directors occurs in a variety of ways. Human Resources staff provide written and emailed updates on expectations, employment law compliance, evaluation schedules, and other HR-related information. These specific district-wide notifications are a few examples that fulfill the charge to communicate EL 2.2.1(a). These items were sent on the following dates (subject line noted):

- 8/13 – Variance days in PSD
- 8/17 – Employees at a higher risk for severe illness from COVID due to an underlying medical condition
- 8/18 – Annual Employee Notice
 - Drug Free, Tobacco Free, Marijuana Free workplace information
 - Use of Technology (policy)
 - Harassment in the Workplace (policy)
 - Fair Campaign Practices
 - Non-Discrimination/Equal Opportunity in the workplace
- 8/19 – Required Vector training modules
- 8/26 – Staff leave communication for HFWA and COVID
- 8/26 – HFWA and COVID reporting requirement for staff
- 8/26 – Timnath/Wellington Middle-High School hiring information
- 9/21 – Fair Campaign Practices Act guidelines
- 9/27 – Annual Fair Labor Standards Act (FLSA) communication
- 10/5 – Classified employees 90-day trial period
- 10/13 – Classified staff expectations for this Thurs and Friday (Oct 14&15)

- 10/15 – Licensed evaluation timeline and information
- 10/21 – Staff election guidelines
- 10/21 – Election related emails to staff
- 10/26 – Upcoming building non-use days
- 10/26 – JSSC status over Winter Break
- 10/26 – PSD online required district trainings
- 11/17 – Non-usage days Fall Break
- 11/29 – Important employee health clinic hours update
- 1/20 – Staff affinity groups
- 1/21 – Negotiations update
- 2/14 – Timnath/Wellington Middle-High School licensed positions
- 3/3 – March 2 negotiations update
- 4/7 – Staff Update: April 6th negotiations session
- 5/12 – May 12 staff negotiations update: ‘Big circle’ reaches consensus on compensation
- 5/24 – Compensation changes in PSD
- 6/6 – JSSC closure

This information is also shared at department staff meetings, office manager meetings, and principal meetings. In addition, staff from the Human Resources Department offer one-on-one, small group, or large group trainings on topics such as performance evaluations, Fair Labor Standards Act (FLSA) compliance, hiring, and performance management. Human Resources staff also create and facilitate specific trainings for groups of employees as requested by managers, principals, or department directors.

Human Resources administrators routinely aid supervisors and employees when there is a need to document and reinforce the required work expectations. Most often these sessions result in both expectations communicated in writing and an opportunity for review and discussion to ensure understanding.

Job Descriptions

General job descriptions for each position are updated, outlined, and posted on [PSD's website](#); supervisors can add additional job requirements and expectations to specific job postings so that employees know the expectations of each position. Detailed job descriptions demonstrate the District's effort to clearly communicate expectations as each person enters an employment relationship with the District.

The job description lists each position's:

- Essential functions;
- Required knowledge, skills, and abilities;
- Specific responsibilities;
- Requisite licenses, trainings, or certificates.

Training

Training opportunities include on-boarding and mentoring of new employees; and ongoing professional development throughout employment. After an employee's initial hire, the District's professional development sessions communicate both boundaries and expectations while providing for the competency development needed for both compliance and growth.

All PSD employees may visit the Human Resources website to access information regarding employment applications, performance evaluations, salary schedules, job descriptions, professional growth movement, and tuition reimbursement opportunities. In addition, the Human Resources website provides links to documents that clearly communicate to all employees the expectations and working agreements, including the current [Employee Agreement](#), [Substitute Employee Handbook](#), and [The Employee Resource Guide](#).

Newly hired employees to PSD may access the "New Employees" tab on the District's website which provides information on payroll, employee benefits, licensure, contracts, and links to important PSD resources to help on-board employees new to the District.

Human Resources oversees the required yearly training modules for employees. Vector is the online platform being used. An employee must receive a score of 80% or higher to pass a module. If they don't achieve this threshold they must retake and retest in that module.

The online training modules that were required for all staff including substitutes and athletic coaches are listed below which also shows total completions for each module as of 5/31/2022.

- Child Abuse: Mandatory Reporting - 4047 Completed
- Sexual Harassment: Staff-to-Staff - 4082 Completed
- Bloodborne Pathogen Exposure Prevention - 4062 Completed

Additionally, there were two other mandatory modules added for the 2021-2022 school year. Those modules were:

- Cybersecurity Overview - 4036 Completed
- Youth Suicide: Awareness, Prevention and Postvention - 4074 Completed

Other examples of trainings using the Vector system that were not required district-wide were:

- PSD Seclusion, Restraint, Timeout Physical Intervention In-Person or Virtual Training - 317 Completed
- Cyberbullying - 148 Completed
- 2021-2022 CDE School Bus, Multifunction, Motor Coach Operator Written Test - 121 Completed
- Cardiopulmonary Resuscitation (CPR) - 99 Completed
- Safety Data Sheets - 92 Completed
- First Aid - 88 Completed
- 2021-2022 PSD Small Vehicle Test - 79 Completed
- Science Lab Safety - 77 Completed

The use of the Vector online training platform serves several purposes. It allows for staff to complete trainings whenever they wish, it accurately accounts for completion of the training, and records the passing score of the participant.

Licensed Employees

Licensed employees new to Poudre School District receive training at Educator Orientation and with the other members of their building staff. In the 2021-2022 school year, approximately 169 new teachers and special service professionals participated in the orientation and trainings over a three-day period. In accordance with the [Employee Agreement](#) section 11.3.1, these employees contracts include three additional days before other licensed employees begin the new school year. During the three days, the teachers and special service professionals learned more about remote learning in PSD, professional development opportunities, literacy trainings, IT basics, and HR and payroll information. Licensed staff also have access to the [Employee Resource Guide](#) to guide their questions on PSD.

Poudre School District fosters retention and growth with licensed employees through targeted mentoring partnerships designed to support all teachers and special service providers new to the district or profession. Employees with an initial license are partnered with mentors who provide support, guidance and coaching over two years to build a strong foundation in their professional practice. Those mentors are compensated for their work with new educators and meet regularly for guidance and feedback. Initial license holders who participate in the PSD induction program also engage in ongoing professional development in each of the state standard areas to further develop in their craft. Additional support is provided for teachers who may hold a professional license but are moving to another area of specialization to promote high levels of classroom effectiveness by request of a program administrator. The induction and mentoring program supports all educators by engaging in a reciprocal learning mindset that promotes collective efficacy and strong teams. During the 2021-2022 school year, the mentoring and induction program supported 257 new educators, including 36 special

service providers, and their mentors. A total of 63 educators completed the requirements of the state induction program in PSD and are eligible to apply for their professional license.

Due to the substitute shortage, Poudre School District centrally paid for site floating substitute teachers for each building to support students and staff. The number of these designated site substitutes was determined by a school's enrollment and other factors including student needs. These site substitutes ensured a continuity of instruction for the students in the event of staff quarantines and absences due to illness. Designated site substitutes were trained in accordance with all district policies. In an ongoing effort to have highly effective staff, the human resources team recruits, trains, and provides ongoing training and support for substitute teachers in Poudre School District. Licensed substitutes are required to hold a substitute authorization or a Colorado teaching license from the Colorado Department of Education (CDE). Regular orientation sessions (every 2 weeks) are held between July and April for substitutes that include topics such as: licensing requirements, district and building expectations, system navigation lessons, resources and contact information, and technology support. In addition, expectations for professional behavior are reiterated and a [substitute handbook](#) is provided with pertinent district information. Electronic training resources are made available for subs to access at any time. Substitutes are invited to attend professional development relevant to their role and are encouraged to seek additional training in any area they would like to grow in.

Classified Employees

Due to pandemic pressures, classified onboarding sessions were changed to self-paced asynchronous modules. From August 2021 through May 2022, 579 classified employees were emailed onboarding presentations from Human Resources, Payroll, Information Technology, Security, Professional Development, Health and Wellness, and Benefits. The email also included helpful information and links to Employee Online, Vector Online Modules, Benefits, and Professional Development. The information introduces and familiarizes new classified employees with information and policies related to ten different departments in Poudre School District. Topics include, but are not limited to, school finance/funding; district mission, vision and initiatives; safety and security information; FLSA regulations; reporting compensable time/overtime; performance evaluations; annual increases; negotiations; benefits; employee health and wellness; leave time; FERPA; and additional required staff development trainings.

Human Resources, in collaboration with our Professional Learning Team, has created and produced the [Employee Resource Guide](#). This resource guide is given to all new classified employees and is designed to help communicate the District's organization

and work expectations. The resource guide covers over 40 topics related to employment in Poudre School District. It also points employees towards other resources such as the District's website or [Employee Agreement](#) to obtain detailed information on a specific topic.

New office managers receive one-on-one training with Human Resources, Payroll, and Finance staff prior to starting their positions. Each new office manager is paired with an experienced mentor for additional support throughout the year.

Within the PSD Operations Division, numerous trainings guide the employee induction, work quality, and service standards. For example, within the Custodial Department, each new employee participates in *Custodial Technical Procedures and Guidelines*, a training session with supporting videos. In the Transportation Department, new drivers participate in three weeks of training that leads to a Colorado commercial driver's license for the participants, mandatory licensing for bus drivers. If an employee begins an entry level position within areas such as plumbing or electrical work, he or she enrolls in an apprentice program through the Department of Labor (Colorado). The Sustainable Management System (SMS) addresses the expectations from Operations regarding the continuation of our environmental stewardship, energy management, planning, and economics. These programs provide well-formulated and regulated means towards gaining graduated levels of knowledge within specific trades.

Administrative and Professional Employees

Per Colorado licensing requirements, all new administrators who hold initial licenses are actively engaged in the induction process. Each of these administrators has an individual mentor that provides support, insight, and guidance.

The Superintendent meets with members of Cabinet individually, on a bi-weekly basis to receive project updates and to share work expectations. These regular communication efforts ensure that executive administrators have an opportunity to develop, review, and completely understand the work expectations of their respective positions.

Members of the Superintendent's Cabinet also meet individually with administrators they evaluate to receive updates and to share work expectations. As one example of this, principal meetings occur bi-weekly throughout the school year.

All trainings provide evidence of the District's efforts not only to inform employees of compliance regulations but also to provide guidance and information about acceptable performance and behavior.

Evaluation Schedules

All licensed employees, including principals and assistant principals, are required to be evaluated each year per SB 10-191 Educator Effectiveness. All classified employees

are evaluated every year during the first three years in new positions in Poudre School District and every third year after that time unless a more frequent schedule is required by the supervisor. Annually, classified and licensed employees attend a meeting held by their site or department supervisor. During this meeting, the principal or supervisor explains the purpose, procedures, and timelines of the evaluation process. Each administrator attends an annual goal conference with the employees being evaluated to develop a mutual understanding of and support for district, building, and individual goals.

At the beginning of each school year, Human Resources sends evaluation lists to schools and departments to inform principals, supervisors, managers, and directors which employees are scheduled to be evaluated. Throughout the school year, Human Resources staff communicate regularly with schools and departments to remind them of the employees on the evaluation cycle and when evaluations are due. Human Resources administrators also provide support in the appropriate delivery of summative evaluation documentation.

By June 7, 2022, supervisors and administrators completed 952 evaluations of classified employees. Because of the requirements for licensed evaluations as established under SB 10-191, all licensed teachers, licensed special service professionals, and all building administrators received formal evaluations during the 2021-2022 school year. In addition, all central office administrators and professionals are evaluated annually.

Authority Limitations

District [Policy GBEB](#) addresses Staff Conduct (and Responsibilities) in such areas as rules of conduct, felony or misdemeanor convictions, child abuse investigation, and possession of deadly weapons. This policy states, *“All staff members have a responsibility to familiarize themselves with and abide by the work-related state and federal laws, the policies of the District and the Board of Education, and the regulations designed to implement them.”* This policy is on the PSD website and accessible by all employees.

All new employees receive written notice of child abuse and neglect mandated reporting requirements and district policies around: proper use of the Internet; computer network and e-mail systems; prevention of harassment of employees and students; tobacco-free workplace; and drug-free workplace as part of their initial employment paperwork. To emphasize the importance of staff conduct policies and regulations, notices of these policies and regulations are sent to all employees annually.

Further, the [Employee Agreement](#) requires that all Poudre School District principals and department directors share with employees an annual communication, *Resources regarding compliance with the Department of Labor Fair Labor Standards Act (FLSA)*. The communication includes pertinent information for nonexempt classified employees

and their supervisors/managers and directs them to additional sources of information regarding the FLSA.

The above-cited evidence demonstrates that the District has met the requirements of EL 2.2.1(a) through communication of standards of performance, policies, trainings, and its evaluation practices.

Policy Wording:

1. *Operate without appropriate personnel rules that:*
 - b. *Provide for effective handling of grievances;*

Interpretation:

The District interprets this policy to mean that a well-defined and communicated process is provided for employees to resolve violations or inequitable applications of district policy, practices, or procedures.

Evidence:

Employees have access to information about the established grievance process through the annual updating and publication of the *Employee Agreement*. The *Employee Agreement* is distributed annually to every school-based media center, and by request, to any principal and employee group member who wishes to have a print version. The updated [Employee Agreement](#) is posted on the PSD website.

If an employee goes through a discipline hearing and the outcome results in a grievable consequence, the employee is notified that the decision may be challenged by filing a grievance immediately upon receiving the notification of disciplinary action. The disciplinary letter includes where to access grievance information in the *Employee Agreement*. When a supervisor receives a grievance, he or she collaborates with the appropriate supervisor and with Human Resources so that all required processes and procedures are followed.

This year, one level 2 grievance was filed by the Poudre Education Association (PEA) on behalf of 2 elementary schools with center-based autism programs. The licensed staff members at these sites sought additional compensation for lost planning and lunch time as guaranteed by EA section 11.5 and 11.7. A hearing was held that included the 4 licensed staff members (2 from each site), the two principals, the assistant superintendent of elementary schools, and the Director of Integrated Services. After hearing from each side, and after a 10-day consideration period, a ruling was issued on behalf of the licensed staff members for back-pay for lost planning

and lunch time. Each side was also given detailed instructions on how to avoid lost planning and lunch in the future.

The District has met the expectations of this executive limitation by having well-established grievance procedures that are known and accessible to employees through publication and accessibility of the PSD website. Grievance forms align to the *Employee Agreement* language and regulations. Based on the evidence, the District meets the expectations of EL 2.2.1(b).

Policy Wording:

1. *Operate without appropriate personnel rules that:*
 - c. *Protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.*

Interpretation:

The District interprets this policy to mean that the District must ensure that supervisors do not hire and directly supervise members of their family and that employees do not receive work-related privileges, promotions, transfers, and other benefits solely because of friendship or business relationships with those in positions of authority.

Evidence:

District [Policy GBEA](#)—*Staff Ethics/Conflict of Interest* specifically states that at no time may any administrator responsible for the supervision and/or evaluation of any employee be directly related to him or her.

To ensure equitable treatment of employees, the District has several safeguards in place. The District has written procedures regarding the hiring practices that include job posting, confidentiality statements, use of hiring committees, number of requisite interviews, and reference checks. The 2021-2022 [Employee Agreement](#) also details several articles that protect the employee's right to objective treatment during the hiring, placement, or transfer process.

Before a supervisor may make a job offer to an applicant for a posted position, the supervisor must receive hiring approval from a Human Resources administrator. This practice assures that, among other things, supervisors do not hire relatives. Based on the policies and practices the District utilizes in employment procedures, the District ensures against supervisors evaluating relatives.

The District has met the expectations of having rules that protect against the non-

preferential treatment of employees. Based on the evidence, the District meets the expectations of EL 2.2.1(c).

Policy Wording:

2. *Unlawfully discriminate against any staff member for non-disruptive expression of dissent.*

Interpretation:

The District interprets this to mean that the District will not permit, directly or indirectly, by act or omission, any adverse action against an employee for any statement that indicates disagreement with any decision made by the administration that is nondisruptive, does not interfere with instruction and day-to-day operation of a school, department, or central office, and is carried out in a professional and respectful manner.

This interpretation is reasonable because the concern often expressed by employees is that they will be treated unfairly or retaliated against if they express an opinion contrary to their supervisor's point of view.

Evidence:

District [Policy AC - Nondiscrimination/Equal Opportunity](#), addresses nondiscrimination and equal opportunity and specifically states that *“the District does not unlawfully discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability in access or admission to, or treatment or employment in, its programs or activities.”*

[Employee Agreement](#) Article 6- *Classified Grievance Procedures* and Article 7- *Teacher Grievance Procedures* give employees the formal right to question the placement of negative material in their personnel file; the delay or denial of pay increases; the delay or denial of specified benefits such as vacation, sick leave, or other leave; and/or other action which results in an adverse impact upon the employee's work record, and assures that no reprisals of any kind shall be taken by the Board of Education or by any member of the administration against any party in interest, any school representative, any member of the association, or any other participant in the grievance procedure by reason of such participation.

Supervisory staff follows the spirit and intent of the District's policies and *Employee Agreement* relating to discriminatory practices and freedom of lawful expression, as measured by the frequency of grievances related to retaliation against the lawful expression of dissent. In a district of approximately 27,000 students and 4,000 staff members, it is reasonable to expect complaints will occur. The District sets the benchmark for meeting expectations as five formal grievances or five lawsuits which would represent less than 1% of the total staff member population.

During this monitoring period, there were no grievances or lawsuits alleging unlawful discrimination for non-disruptive expression of dissent or retaliation for expressing a complaint or suggestion.

The District has met the expectation of EL 2.2.2 in relation to the District's discriminatory practices as measured by the frequency of district grievances and lawsuits. Based on the evidence, the District meets the expectations of EL 2.2.2.

Policy Wording:

3. *Prevent any employee from addressing complaints and concerns to the Board when:*
 - a. *Internal grievance procedures have been exhausted;*

Interpretation:

The District interprets this policy to mean that licensed employees of the District have the right to appeal a grievance decision to the level of the Board of Education through a formal and defined grievance process. *Classified Grievance Procedures* give classified employees the right to appeal to the Superintendent for suspension without pay, demotion or dismissal actions. *Classified Grievance Procedures* give employees the right to appeal to the executive director of human resources for: 1) negative material in personnel file; or 2) delay or denial of pay increases of specified benefits to which the employee believes he/she is entitled to; or 3) an adverse impact upon the employee's work record. Article 17 of the [Employee Agreement](#) details the process administrators and professionals shall follow if they would like to address transfers, reassignments, reclassifications, or reductions in force decisions. Article 17 also details the conference process an administrator or professional shall follow, if so desired, prior to dismissal/termination.

In addition, [Board of Education Policy GP 3.12](#) (6) states that employees may address complaints and concerns orally or in writing to the Board as a whole or to Board members individually. Based upon the matter of the complaint or concern, the Board will determine what action, if any, is necessary for the Board to take.

Evidence:

The *Employee Agreement Article 7- Teacher Grievance Procedures* give employees the right to appeal approved grievances to the level of the Board of Education. One

grievance was filed in the 2021-22 school year. The decision rendered in this grievance was not appealed to the Superintendent by the end of the 2021-2022 school year. Based on the evidence, the District has met the expectation of EL 2.2.3(a) in relation to an employee's right to grieve to the Board when the internal grievance procedures have been exhausted.

Policy Wording:

3. *Prevent any employee from addressing complaints and concerns to the Board when:*
 - b. The staff member alleges that Board policy has been violated to his or her detriment.*

Interpretation:

The District interprets this policy to mean that employees of the District have the right to pursue the resolution of situations that negatively impact them when they perceive the action to be caused by a violation of a Board policy through the District's formal grievance process. In addition, [Board Policy GP 3.12](#) allows employees to address complaints and concerns orally or in writing to the Board as a whole or to Board members individually. Based upon the matter of the complaint or concern, the Board will determine what action, if any, is necessary for the Board to take.

Evidence:

The [Employee Agreement Article 7- Teacher Grievance Procedures](#) give licensed employees the right to appeal approved grievances to the level of the Board of Education.

Article 7.1.1 of the *Teacher Grievance Procedure* states that “a grievance shall mean a written complaint by a teacher or the Association that there has been a violation or inequitable application of any of the provisions of the District practice or procedure; or the teacher or the Association has been treated inequitably by reason of any act or condition which is contrary to established Board policy, practice, or law governing or affecting teachers.” Of the one grievance filed by licensed staff during the 2021-2022 school year, the finding was accepted and not appealed.

Based on the evidence, the District has met the expectation of EL 2.2.3(b) in relation to an employee's right to grieve to the Board when the staff member alleges that Board policy has been violated to his or her detriment.

Policy Wording:

4. *Fail to acquaint staff with the Superintendent's interpretation of their protections under this policy.*

Interpretation:

The District interprets this policy to mean that employees of the District will be informed of the District's Executive Limitation Policy 2.2 and be encouraged to read and understand the policy and to know how the Superintendent interprets their protections under the policy.

Evidence:

The Board of Education adopted Policy Governance on September 11, 2006. Information about Policy Governance including [district ends policies, as well as executive limitation policies](#), are posted on the District's website. Previous monitoring reports are posted on the District's website. This monitoring report will be posted on the website by July 2022.

The posting of Treatment of Staff, Executive Limitation 2.2 on the website meets the expectation that Poudre School District employees have access to the Superintendent's interpretation of this policy. The District has met the expectations of 2.2.4.

Policy Wording:

5. *Operation without written District Operating Principles, fail to assess the climate and culture of the District around the written District Operating Principles by obtaining employee input and publish findings, or fail to advise the Board of any revisions made to the written District Operating Principles.*

Interpretation:

The District interprets this as having established and approved Operating Principles, conducting staff surveys regarding climate and culture and participating in the statewide [Teaching and Learning Conditions in Colorado \(TLCC\) survey](#). The District will inform staff and the Board in writing or via board presentations about any changes to the approved Operating Principles.

This is reasonable because the District provides several options for staff to provide feedback to the Board of Education, Superintendent, and administrators through public

comment, emails, committee/staff meetings, evaluation feedback, and formal/informal surveys.

Evidence:

PSD participated in the TLCC survey in 2022. The TLCC survey is a statewide survey of licensed staff and classified staff who directly support students in the classroom, on their perceptions of the teaching and learning conditions in their schools. The purpose of the TLCC survey is to provide information to guide school and district improvement planning efforts and to inform broader research and policy discussions for supporting teacher recruitment and retention, effective school leadership, and instructional improvement. Question categories were: New staff questions, School leadership, Staff leadership, Managing student conduct, Instructional practices and support, Professional development, Time, Facilities and resources, Community support and involvement, General reflections, and District supports. [PSD Survey Results](#).

PSD had 2230 total respondents to the TLCC survey for a response rate of 73.9%, the State had an overall response rate of 50.4%. PSD's percentage of favorable responses were above the State's favorable responses in every category measured except one – District Supports. PSD's top three constructs are Instructional Practices and Support (89%); Community Support and Involvement (87%); and General Reflection (86%). PSD's bottom three constructs are Time (59%); Professional Development (70%); and District Supports (75%). Overall, the 2022 TLCC survey is a very favorable reflection of the PSD community.

After reviewing school and district level TLCC data, a new data protocol was designed for use with all school teams in the fall of 2022. The outcomes of this protocol will feed into each school's unified improvement plan (SUIP) for the fall of 2022. This step places an emphasis on the importance of feedback in the PSD ecosystem for improvement.

The District still conducts its own climate and culture survey in years opposite the TLCC survey administered by CDE. The Chief Institutional Effectiveness Officer, Dwayne Schmitz, manages this survey.

Two other surveys that PSD continues to send out are the On-Boarding Survey to new PSD classified, licensed, professional, and administrative staff approximately 45 days into the new school year to measure PSD's orientation and on-boarding activities; and the Employee Exit survey sent to staff leaving PSD requesting the reason(s) for their departure. Both surveys are used to assist with recruitment and retention programs in PSD.

The above-cited evidence demonstrates that the District has met the requirements of EL 2.2.5