
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action__X__

Item: Director of Personnel

Submitted by: Dave Rodgers

Date: 1-25-24

Recommended by: Dave Rodgers

Board Meeting Date: February 12, 2024

RECOMMENDATION:

It is recommended that the Board approve a new position, Director of Personnel, beginning in the 2024-25 school year. This recommendation is for a non-union professional 260 day Grade 10 position.

BACKGROUND:

Within the Strategic Plan, Objective 1 of Goal 3 – Right-Sizing the HR Team has remained an area of thoughtful and patient review as the Human Resources team has implemented a number of process improvements. After months of analysis and consultation with Superintendent Koehler, we believe that this recommendation positions the department to better support the needs of our internal and external stakeholders.

Under this proposed structured, we move to two Directors of Personnel (including Danielle Hendry), assigning more dedicated and consistent administrative support to specific ISD programs. In collaboration with Expanded Leadership, we have collectively accomplished significant progress in HR systems and services over the past 18 months, but there is still much work to do. The implementation of the revamped hiring process is one primary example that revealed some of the areas in which we believe we are still insufficiently and inequitably equipped to support all programs. As Superintendent Koehler has pointed out, the Kent ISD's HR department was built when Kent ISD was largely a consulting organization, providing professional development and coordination among referent groups. We're now an operating entity with the youngest and most challenging students, all of whom require extraordinary staffing and care. This department had previously not been structured for this level of service, oversight, coordination and monitoring that is now the reasonable expectation or standard of our stakeholders. We value the periodic conversations, collaboration and outreach from local districts and therefore want to continue to be able to assist them, when feasible, as well.

If there is an absence of a high-quality candidate, we may lean toward to delaying that expansion until such a candidate may become available.

		Asst. Supt of Human Resources & Legal Services	
		Oversight and coordination of HR Department	
		Negotiations - Chief Negotiator	
		Employee units - union relations	
Director of Personnel - Adult Ed / Center Programs / Non-Union Classified		Lead POC for ESC Non-Union Professional staff issues	Director of Personnel - Secondary Programs & Early Childhood
SEVIS DSO		SEVIS DSO	SEVIS PDSO
Title IX (multi-role)		Title IX Coordinator	Title IX (multi-role)
Staff Evaluation Supervision		Performance Evaluation Systems	Staff Evaluation Supervision
Contract Administration		Oversee contract (CBA) administration	Contract Administration
HR Newsletter		KHR Coordination and consultation support to locals	Budget recommendations
Credential verifications		Director / Principal Consultation	Credential verifications
Reference Checking		Compensation systems & benchmarking	Reference Checking
MDE Permits		Legal consultation, as needed	MDE Permits
Investigation Support		Support Administrator Launch Project	Investigation Support
Orientation planning		Truancy consultation	Orientation planning
Mentor Program		KCSA attendance and support	Mentor Program
PA 110 CPR/First Aid		Special Ed Transportation support	PA 110 CPR/First Aid
New Teacher Requirements		Electronic workflows support	New Teacher Requirements
Hiring process - HR rep		HR technology solutions	Hiring process - HR rep
Onboarding assurance		FMLA / FLSA oversight	Onboarding assurance
Increased onsite presence		ADA accommodations	Increased onsite presence
MNA / MASPA rotation		MNA / MASPA	MASPA / MNA rotation
Negotiations Support		Third Party Contract Reviews	Negotiations Support
United Way Campaign		United Way Campaign	United Way Campaign
Strategic Plan Support		Grievance / Arbitration	Strategic Plan Support
Student Teachers		Program Calendars	Student Teachers
Unified Talent		County Common Calendar / Waivers	InformedK12
Coordination w HR Team		System / process development	Coordination w HR Team
Thrive Support		WMTC Advisory Committee	Safe Schools
Projects as assigned		Affiliation Agreements	Projects as assigned
		Leadership Team	
		Strategic plan - Lead for HR goals	
		Board Policy	
		Hiring process oversight and review	