

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
FAIRBANKS, ALASKA

Work Session

MINUTES

February 15, 2016

Vice President Gentry called the work session to order at 6:33 p.m. in the board room of the FNSBSD Administrative Center at 520 Fifth Avenue. The work session was called for an update on the human resources department including communications & outreach, compliance, diversity, hiring, and training, and the 2016-17 budget.

Vice President Gentry read the district's mission statement: *"Our mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society."*

Present:

Lisa Gentry, Vice President
Heidi Haas, President (Phone)
Allyson Lambert, Treasurer
Michael O'Brien, Clerk
Wendy Dominique, Member
Sue Hull, Member

Absent:

Sean Rice, Member

Staff Present:

Dr. Karen Gaborik, Superintendent of Schools
Lisa Pearce, Chief Financial Officer
Sandra Kowalski, Assistant Superintendent of Elementary Education
Dan Schmidt, Assistant Superintendent of Secondary Education
Traci Gatewood, Executive Director of Human Resources
Kathie Wassmann, Executive Director of Special Education
Dave Norum, Executive Director of Facilities Maintenance
Janet Cobb, Executive Director of Technology
Melanie Hadaway, Executive Director of Curriculum & Instruction
Krista Lord, Director of Compliance and Training
Doreen Oliver, Director of EEO
Claire Morton, Staffing and Operations Coordinator
Ivory McDaniel, Employee Relations Specialist
Sharon Tuttle, Executive Assistant to the Board

Human Resources [0:00:47]

Traci Gatewood, executive director of human resources (HR), Krista Lord, director of compliance and training, Doreen Oliver, director of EEO, Claire Morton, staffing and operations coordinator, and Ivory McDaniel, employee relations specialist, presented an update on the human resources department.

- HR Department Critical Tasks
The tasks listed were all must do's; the district did not have the option to say it couldn't or wouldn't fulfill the requirements.
 - Manage the employment needs of the district by recruiting, hiring, and retaining a diverse group of qualified candidates
 - Manage employee engagement and retention

Human Resources (continued)

- Manage background check programs for district employees, candidates for employment, and volunteers
- Approval and record administration of district volunteers
- Coordinate with borough risk management to administer workers compensation claims
- Comply with requirements under the ADA/AA-reasonable accommodations
- Training
- ADA/AA compliant job descriptions and compensation structures that complied with federal equal pay laws
- Manage employee benefit plan
- Negotiations
- Grievances
- Investigations
- Employee evaluations support
- Develop and maintain policies, standards, and procedures that complied with employment and labor laws

- 2016 HR Department Progress Report Highlights
 - 2015-2016 Hiring Report & Action Plan Goals and Objectives
 - Workforce Diversity Action Plan (DAP)
 - FNSBSD FY15-19 Strategic Plan - 2015-16 School Year: HR Strategic Initiatives
 - Includes the following five sections:
 - Communications and Outreach
 - Outreach to schools & departments
 - UAF and Kent State partnerships
 - Job fairs, and more
 - Compliance
 - Process Documentation Guidelines
 - Targeted internal record audits
 - Development of comprehensive personnel file
 - Secured electronic filing systems established, and more
 - Diversity
 - Diversity Action Plan Hiring Committee formed
 - Military Spouse Employment Partnership application submitted, and more
 - Hiring
 - Keeping pace with increasing number of vacancies and applicants
 - Revising district job descriptions for compliance
 - Interview question bank developed
 - Training program for recruiting and hiring implemented, and more
 - Training
 - Weekly bulletin (The Source!) established for teachers new to the district
 - Monthly supervisor training series established
 - Coordinated head teacher training
 - Mandatory staff training tracking and compliance, and more

- HR Department Functional Support & Workload Trends
 - ADA/AA cases, FMLA & AFLA cases, workers' compensation cases, volunteer approval processing, employee investigations and investigation consultations, student discipline matters, employee training records processed, and recruiting trends

Human Resources (continued)

- May 2014 Audit Recap
 - Many recommendations from the audit had been put in place, many were in progress of being put in place, and only a few remained to be considered

- Department Staffing & Budget
 - Impact of the Training Specialist
 - Impact of the Staffing and Recruiting Technician
 - Impact of the Employee Relations Specialist/Student Discipline Hearing Officer
 - Impact of HR Exempt Secretary and Executive Assistant
 - Request for a Benefits Assistant position

Board Questions/Comments

Item for discussion only. No action required. Board members had questions regarding staff, safety, and mandated trainings; partnerships with universities for hard to fill positions; worker compensation claim trends, data, and information; the applicant screening and hiring process; and investigation numbers and data.

Mrs. Lambert left the meeting at 7:49 p.m.

Board and administration discussions continued regarding department response time regarding benefit concerns and questions, recruiting efforts, cross training, and other work efficiencies.

Board members thanked Ms. Gatewood and her staff for the very thorough and in-depth report. The information provided was informative.

2016-17 Budget [1:42:54]

The administration had nothing new to report regarding the 2016-17 budget.

Board budget discussions specific to the human resources department raised concerns surrounding the growth of the department, the number of human resource positions, and the risk of district liability.

Board Comments/Announcements [1:50:15]

None

The meeting adjourned at 8:24 p.m.

Submitted by Sharon Tuttle, executive assistant to the Board of Education