



The Scoop

Volume 2017-18, Issue October

VISION:

Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration, & learning.

MISSION:

To Serve Every Student with Excellence as the Standard

Human Resource Services:

BPS fosters a high performing workforce within a collaborative learning culture through effective communication and stellar customer service meeting the needs of our stakeholders to positively impact all our students.

Employment Services

Required Orientation Materials

IMPORTANT: New employees hired after August 31st must complete the required Orientation Materials within their evaluation plan in ProGOE.

The Orientation guide is available to assist with completing the required orientation materials.

As a friendly reminder, site administrators to include site/department secretaries have access to view the Orientation Completion Reports under the "Reports" tab in ProGOE.

For assistance with the evaluation platform, please contact Mary Lou Stant at Ext. 245 or Stant.MaryLou@brevardschools.org

Pre-Employment Drug Screening Process (continued on pg 3)

Effective Monday, October 16th, the pre-employment drug screening packet for all recommended candidates, with the exception of bus drivers, will be distributed by our Applicant Intake Team in the Human Resources Office. Secretaries will no longer be responsible for issuing the pre-employment drug screening packet.



Compensation Services

It's Supplement Season again!

Fall Supplement Forms were issued in July and should already be received in Human Resources along with any associated Re-class forms, Pre-employment, and Certification requirements. Elementary Special Programs submissions, Science Fair Coordination, and many other differential salary supplements are also being processed. Winter Supplement forms were issued the first week of October and were due by 10/16/17.

Look for revised, consolidated forms in a future [Leadership Training Packet \(LTP\)](#) and on the Compensation Services webpage as they are published. Additionally, eligibility criteria, estimated time commitment, and qualifications are being reviewed with a cross-functional committee and will be available on the Compensation Services webpage in the near future.



Professional Standards and Labor Relations

The September edition of "The Scoop" highlighted the requirement for BPS employees to report known or suspected child abuse. The article discussed the need to report allegations of a child being left unattended in the classroom. To clarify, this is more appropriate for elementary age students. There is not an automatic requirement to report middle and high school age students being left unattended in the classroom. When determining whether to report an incident involving a middle or high school age student, you should consider the results of the action: Was a student harmed while the adult was not in the class? Was a student able to leave the grounds during this time? In those cases, it could be considered neglect, therefore; you may want to make a report to DCF.

Remember: Any doubt as to whether abuse, neglect or abandonment has occurred shall be resolved in favor of reporting.

Policy Reminder:

School Board Policy 3139-Employee Misconduct, outlines the requirement for employees to self-report within forty-eight (48) hours any arrests/charges, convictions, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than minor traffic violations. In part it states:

As required by the provisions of State Board of Education Rule F.A.C. 6B-1.006(5) and the Principles of Professional Conduct of the Education Profession in Florida, employees are required to self-report within forty-eight (48) hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida Statutes.

The reporting of your arrest/charges or convictions are to be made to Professional Standards/Labor Relations. We can be reached at 321-633-1000, Ext. 265.



Professional Learning and Development



The BPS Teacher Leadership Council (TLC) works to promote teacher advocacy, leadership, communication, and service throughout the school district. The council seeks to accomplish these goals by sponsoring special events such as the Teacher of the Year Summit, round-table workshops, and professional development. The council also works to build communication with teachers and district leadership, as well as, provides support to our pre-service and novice teachers.

Composed of past BPS County Teachers of the Year, finalists, and district representatives from Professional Learning and Development, and in partnership with the Brevard Schools Foundation, the council works to support teacher leaders. Since the creation of the Teacher Leadership Council, two Teacher of the Year cohorts, totaling almost 200 educators have been able to take advantage of the many opportunities provided by the TLC. In addition, teacher leaders across the state and country have been able to connect through the TLC Twitter chats and other social media platforms. The executive directors have presented at the International Teacher Leadership Conference and at the Florida Teacher Lead Network Alumni forum. The Brevard Public Schools Teacher Leadership Council is honored to have a place within the mission of BPS; to serve every student with excellence.



#BrevardTLC

Labor Relations:

BFT

The District and Brevard Federation of Teachers (BFT) met on October 16, 2017, to continue contract negotiations. Annual reappointment and Salary increases were discussed by the parties. After the District's counteroffer, the Union declared an impasse.

Local 1010

Bargaining with Local 1010 is scheduled for October 31, 2017, at ESF. The discussion will continue regarding salary increases. We hope to come to a resolution in the near future.



HR Knowledge Booster

What do PII and PHI have to do with Workplace Compliance?

Answer to be provided in the next issue.

Answer from last issue: In Job Descriptions, “Required” refers to qualifications that a candidate must have in order to be considered minimally qualified for the position. “Preferred” are qualifications that may not be required, but are deemed helpful to be successful in the position and “Desired” qualifications are nice to have and may make the candidate rise above other similarly qualified candidates.

Did you know? HR has six (6) Strategic Objectives aimed at improving our services to you? They include: the Employment Lifecycle, Professional Growth, Compensation, Personnel Allocation Reporting, Collective Bargaining, and Ethics and Accountability. Within these objectives HR will be working on several ambitious projects that will help to improve our processes and ultimately our service to our customers. These projects include the reimplementation of an applicant tracking system to make it more user friendly for both internal super users and all our applicants; the automation of more than 9,000 employee files which will require our team to organize more than 16,200 linear inches of paper...no small feat! We are also working to develop a program to provide more training to our support staff district-wide, complete the first stage of our compensation study and more. Please let us know how we can be of service to you now and know that your HR team is working hard to improve our services to you in the future.

Employee Spotlight



Welcome!

Mary Lou Stant, HRIS Analyst III.

Mary Lou is the District primary contact for all HR data requests, analysis, reports, and is currently being trained by Marynet Dulice in ProGoe system support. Mary Lou’s contact information is at the bottom of this page. Please join us in welcoming her to the team!

Employment Services, cont.

The pre-employment drug screening packet will be distributed during the following days and hours:

- Monday, Wednesday, Thursday: 8AM – 4:30PM
- Tuesday: 8:30AM – 4:30PM

2016-2017 Summative Part II Conferences

The 2016-2017 Summative Part II Teacher Evaluation Conferences will be held from Monday, October 30 through Friday, November 17, 2017.

The Summative Part II Administrative Evaluation Conferences will be held from Monday, November 6, 2017 through Wednesday, November 22, 2017.

A detailed memo regarding this process was published on October 23rd in the Leadership Team Packet.

Carol A. Kindt, Ed.D.

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