

DUTCH BOCES SERVICES SPOTLIGHT

May 2014



Maximizing the effectiveness of staff is critical for any business. It is even more impactful when the majority of the operating budget is dedicated to human resources. This is clearly true in education, a labor-intensive industry.

Dutchess BOCES continues to respond to the needs of school districts by offering unique services to expedite mandated certifications, to identify potential areas for improvement, and to save money by offering shared services.

CONTINUING SERVICE:

Coaching Licenses and Certification

Dutchess BOCES serves as the regional branch of the State Education Department's certification office for licensing and certifications. Districts turn to BOCES to facilitate the timely evaluation of the materials required for teacher certifications. Evaluation of the necessary documentation for coaching licenses is also completed at Dutchess BOCES.

Janet Quade, Regional Certification Officer, reviews all records and verifies that certification requirements have been met for all educators who live or work in Dutchess County. She confers with SED on any outstanding issues that may occur, including when the education or work experience of a candidate was completed in another state and must be evaluated more closely.

A complete packet is then sent to Albany for formal approval and the issuance of a certificate or license. BOCES also stores all required documents so districts have central recordkeeping for certificated employees.

"Districts truly enjoy the convenience and benefit of this service," said Dr. Leslie Ford, director of Human Resources. "They appreciate the personal touch given to each and every file. They appreciate that these critical certifications are handled professionally and as expediently as possible."

NEW THIS YEAR:

Human Resources Audit

The Millbrook Central School District and the Binghamton City School District selected Dutchess BOCES to conduct human resources audits this year, the first year the service was offered. Each district made a careful decision when selecting BOCES for the sensitive reviews, and both were pleased with the process and recommendations.

Millbrook chose to focus upon the status of Human Resources documents. They wanted to evaluate legal compliance and how current practices matched up to district policies. During the review, documents were gathered and data was analyzed to verify practices by referencing personnel files, Board policies, and Board meeting minutes.

"Dr. Leslie Ford conducted a human resources audit for the Millbrook Central School District," said Philip D'Angelo, Superintendent of Schools. "The audit was thorough, helpful, and enjoyable. Dr. Ford was very professional and courteous throughout the audit, demonstrating and setting an example on how all employees should feel after experiencing a meeting with the Human Resources department."

After taking the reins of a Focus District, Dr. Marion Martinez, the new Superintendent of the Binghamton City School District, wanted to align all practices to support student achievement. She chose Dutchess BOCES to complete a comprehensive review to assure best practices for hiring, orientation, evaluations, communications, recordkeeping, maintaining certifications, and meeting legal requirements.

The audit team spent two days in Binghamton, a district with approximately 6,000 students, looking at processes, interviewing employees, and reviewing records.



Janet Quade,
Regional Certification Officer

“Dutchess County BOCES was contacted to secure an independent, unbiased review of our personnel department,” said Dr. Martinez. “I was pleased with the highly professional way it was conducted. It was comprehensive in scope and has enabled us to begin writing a viable action plan.”

As demonstrated by the first two clients, audits can be any size, depth and complexity level. They are customized to meet a district’s specific needs.

NEW FOR 2014-15: **Centralized HR Management & Support Staff**

Beginning in the 2014-15 school year, component districts will be able to choose to outsource select human resource management and staff work to Dutchess BOCES under a new COSER recently approved by the State Education Department.

As a growing number of districts look for efficiencies in a challenging fiscal environment, BOCES continues to offer new services.

Districts can enlist the assistance of BOCES staff for a variety of human resources tasks including data management, monitoring and reporting information, evaluation system management, employee appointment/tenure and recall tracking, compliance issues, and file management.

“I really think we delivered high-quality service that BOCES can be proud of,” said Dr. Ford. “Joan Goldhammer’s experience and professionalism greatly contributed to our success. The high level of skills she brought to the audit ensured an excellent file review process.” After a successful first year, human resources audits will continue to be offered to component districts.

Management services including hiring, processing staff records, assistance with negotiation of collective bargaining agreements, benefits management, and the coordination of

the evaluation process will also be available. BOCES can also provide Title IX, DASA, sexual harassment, and/or 504 officers.

These services can offer flexibility and be used by districts to maintain increasing levels of accountability, function and compliance when their staffing levels change, said Dr. Ford. “We look forward to stepping in with professional assistance when our component districts request our services.”



Dr. Leslie Ford,
Director of Human Resources
with
Joan Goldhammer,
Personnel Assistant



Leslie Ford, Director of Human Resources

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