



## **Kenmore-Town of Tonawanda UFSD**

*We educate, prepare, and inspire all students  
to achieve their highest potential*

# **2016-17 Annual Report**

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Assistant Superintendent for Human  
Resources

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# 1. Department Description

The Human Resources Department consists of six employees primarily responsible for staffing, benefits, and leave for all employees within the Ken-Ton UFSD. Each member within the team maintains a primary role of expertise within their area. Our organizational chart provides for a more detailed explanation of roles and time served within the District. In addition, the Human Resource Department governs the Office of Community Education and Adult Education located at the Phillip Sheridan building. This office is currently in a transitional mode. Mr. Mike Szczepanik has taken over in an interim role. It is the expectation that a full-time director will be in place by October 2017.

Staff members and primary duties are:

**Christopher Swiatek**, Assistant Superintendent for Human Resources: Primary role includes the oversight of the Human Resource Department and staff. This also includes the management of human resources throughout our 10 schools and 1,400+ employees.

**Patrick Moses**, Director of Personnel: Primary responsibilities include oversight of District-wide support staff and all Civil Service-related work (KTSEA). In addition, Mr. Moses is directly responsible for the ongoing monitoring of the District APPR plan as it relates to state-guided directives.

**Celeste Kray**, Senior Clerk Stenographer:

- Secretary to the Assistant Superintendent for Human Resources
- Creation of the Board Docket
- Maintains staff directory
- TEACH system
- All instructional staff and administrative job postings
- Traveling teacher and mileage
- Liaison between technology and HR
- Employee handbook
- Teacher tenure tracking and seniority

**Melanie Kamens**, Payroll clerk:

- FMLA (Family Medical Leave Act)
- Workers Compensation
- Employee attendance
- 403(b) contributions
- Processing purchase orders
- Unemployment Insurance
- Life insurance
- FOIL (Freedom of Information Law) requests
- Student Record Requests

**Donna Mesmer**, Senior Clerk Typist:

- All Civil Service-related work
- Absence management system
- Works directly with the Director of Personnel

**Kathy Kightlinger**, Account Clerk Typist:

- Health insurance
- Health benefit enrollment
- Life insurance and claims processing
- Exit summaries for retired employees
- HRA and FSA flexible spending account
- DCA dependent care account

## **2. Mission**

The Human Resource department does not have a unique mission statement dedicated to our particular purpose. Our primary role is to support the overall District mission statement and support the needs of the District and its relationship with our three primary labor bargaining units, the KTA, KTSEA and KAA.

## **3. Executive Summary**

The Office of Human Resources has transitioned through multiple leadership changes within the past 24 months. However, through this change has remained a consistent level of professionalism and purpose. Upon taking over this position in April 2017, we have continued to work collaboratively with the Office of Instruction in order to support the academic programs needed. Additionally, we have a shared office space with the Department of Finance. Human Resources and Finance worked collectively to maintain appropriate staffing and fiduciary responsibility District-wide. Employment within the District is broken down into four primary groups, three of which are representative bargaining units:

- 1) Kenmore Tonawanda Administrators Associations (KAA)
- 2) Kenmore Tonawanda Teachers Association (KTA)
- 3) Kenmore Tonawanda School Employees Association (KTSEA)
- 4) Non-Representative Employees

The number of employees within each unit is as follows:

KAA: 19

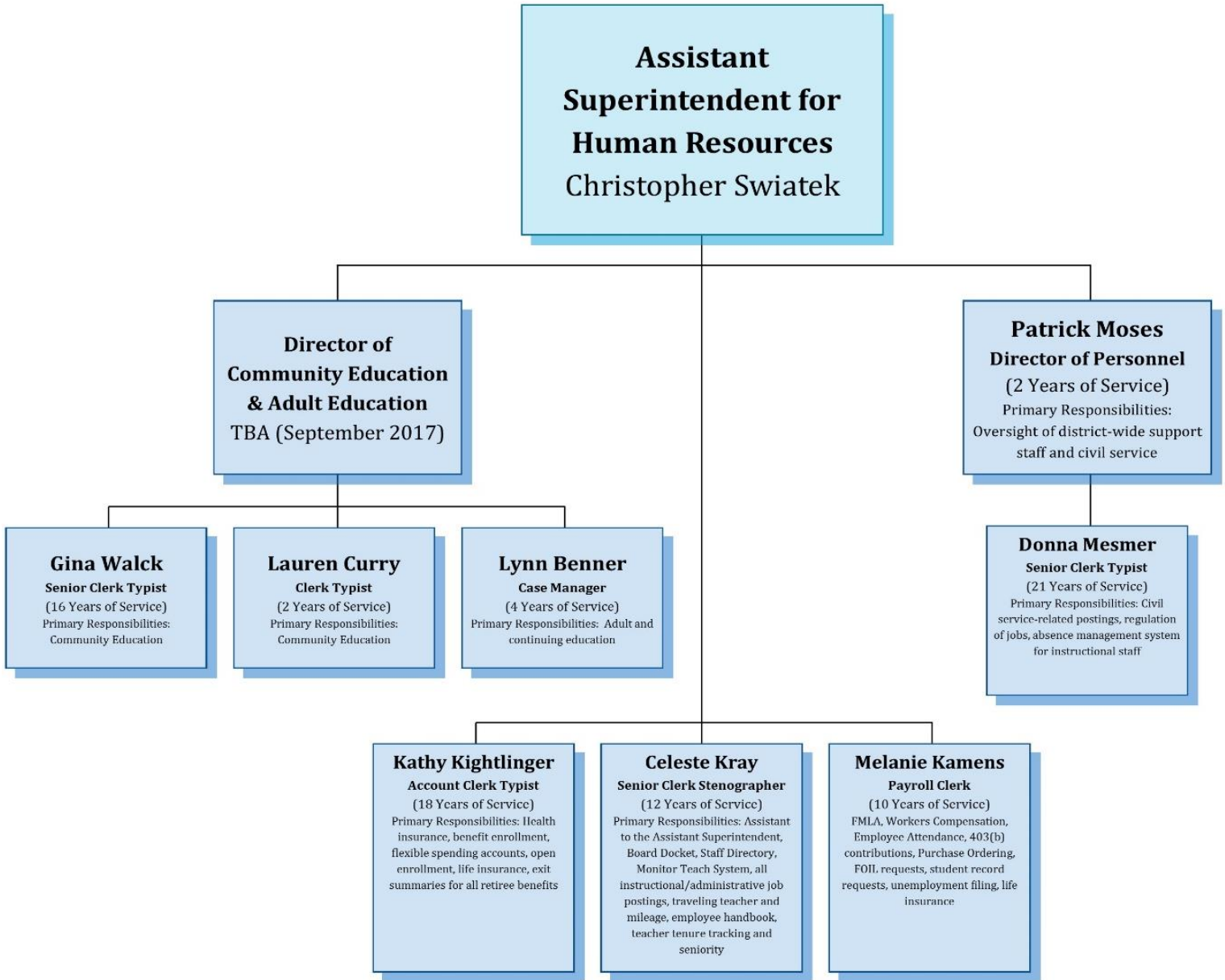
KTA: 701 + 20 Teaching Assistants

KTSEA: 635

Non-Rep: 45

## 4. Organizational Chart

# Human Resources



## 5. Yearly Highlights

- A newly adopted 3012-d/APPR agreement has been ratified and put into place for the 2017-18 school year. Both APPR agreements were settled with the KAA and KTA. The primary shift in the new agreements is the reduction in the overall amount of formative assessments for students. This effort also includes the elimination of pre- and post-assessments which is now changed to District metrics utilized for student performance categories. All District metrics resulted in a rating of Effective in all three sub-groups (K-4/5-7/8-12).
- An MOA was signed and agreed upon with the KTSEA; this allows for a one-year extension of the labor agreement.
- MOA with KTSEA regarding support staff: As a result of the consolidation process, the elementary school start and end times changed. Additional time and staff coverage was required due to this shift. Human Resources worked closely with the KTSEA in order to establish the professional staff to cover building needs and work within contractual limitations. The results of this collaborative work allows for a temporary increase in hours for staff members using an agreed upon transfer process.
- Non-Rep Contract: The goal of the District was to provide standardization of subgroups for all of the non-represented employees. These groups include:
  - Group 1: Assistant Superintendents
  - Group 2: Directors of Programs
  - Group 3: Middle Management
  - Group 4: Clerical Staff
- Starting with the 2017-18 school year, the District is fully staffed administratively. Major areas of concern that were filled were in the areas of instruction, transportations and personnel. Kenmore West High School was provided an additional assistant principal and the Special Education Department restructured to better fit the needs of our students.

## 6. Future Goals and Challenges

### Challenges:

- Examine contractual restrictions for our labor force.
- Information sharing and organizational efficiency, relationship between the Office of Human Resources and Instruction, how Human Resources can assist in the appropriate staffing.
- Filebound; work with BOCES staff to better utilize the system.

### Goals for 2017-18:

- Increase customer service for all employees at Ken-Ton; our goal is to become a more proactive unit versus reactive.
- Examine and reduce the amount of unpaid leave taken in the District.

- Improve employee attendance implementing a wellness program or other research-based strategies.
- Create a Leave Without Pay policy and/or protocol.
- Google “G Suite” training for all HR staff.
- Web organization.
- Develop a quarterly newsletter from HR to the staff.
- Increase programs in both Continuing/Community Education programs.
- Identify and hire new Director of Programs.

## **7. Continuing Education/Community Education**

### *Executive Summary*

For the 2017-18 school year, Continuing Education and Community Education will have both a leadership and location change. The office will be moving from the Philip Sheridan Building to Kenmore Middle School. Along with this is a change in leadership. Mr. Mike Szczepanik has filled the role as interim director until October 2017.

### *Goals and Challenges*

Included in comprehensive HR goals and challenges.