

Human Resource/Legal Services

Board of Education

October 24, 2012

7:00 p.m.

Board of Education

Deb Mexicotte, President
Christine Stead, Vice President
Andy Thomas, Secretary
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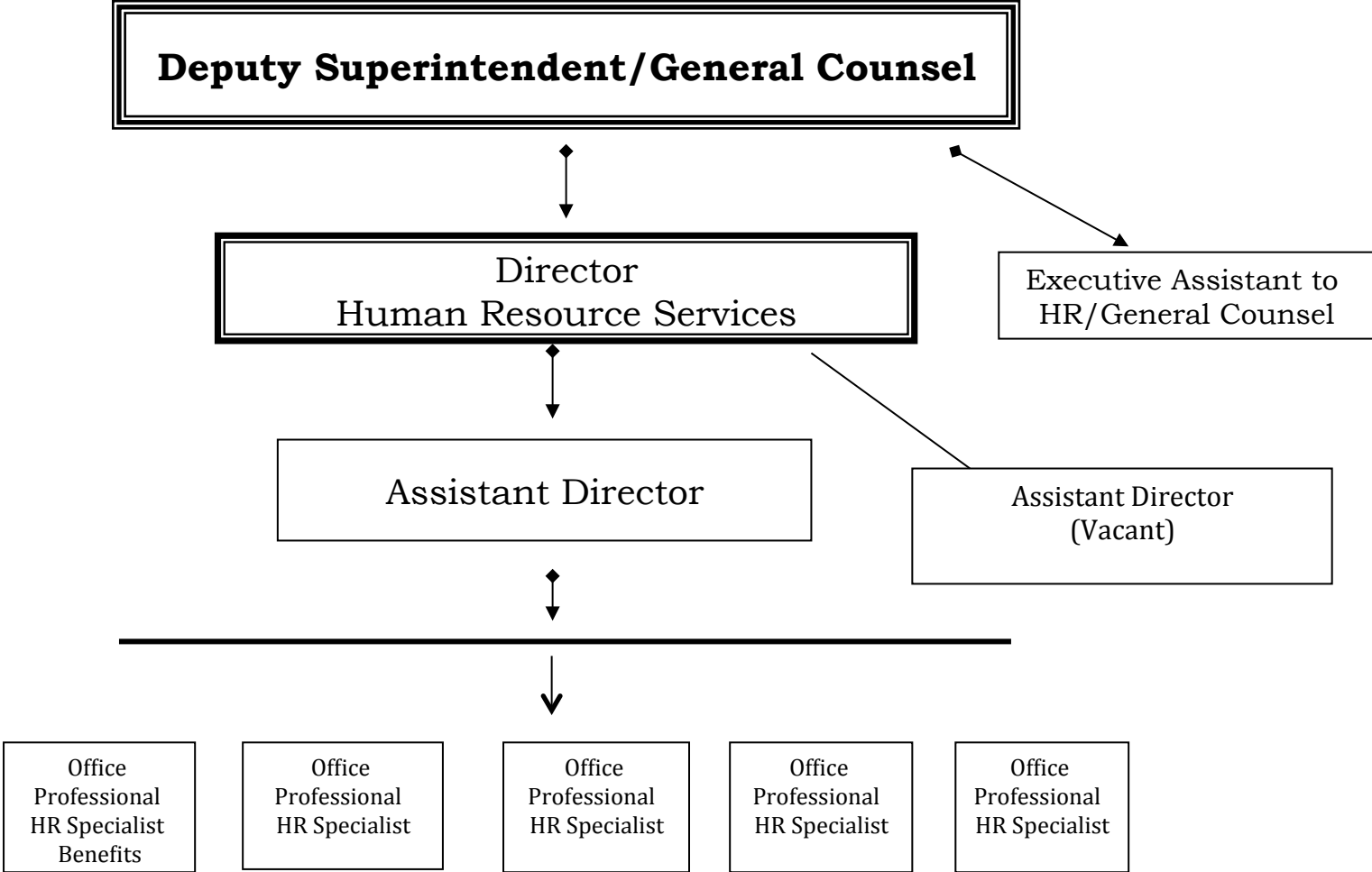
Presented by:

David A. Comsa, Deputy Superintendent of Human Resource Services and General Counsel

Cynthia S. Ryan, Director Human Resource Services

Stephani S. Field, Assistant Director Human Resource Services

Ann Arbor Public Schools
Human Resources and General Counsel
Organizational Chart 2012/2013



HUMAN RESOURCE AND LEGAL SERVICES MISSION STATEMENT

The Mission of the Office of Human Resource/Legal Services is to provide leadership and support in recruitment, employment, training, staffing, employee relations, benefits and compensation, in a legally compliant manner. HR/Legal Services alignment will integrate decisions about people and processes with the Strategies and action steps of the District Strategic Plan and the Mission of the Ann Arbor Public Schools. We do all of this with the best interests of our students in the forefront.



FTE Positions by Classification

Classification of Position	By FTE 2011-2012	By FTE 2012-2013
ADMINISTRATORS	59.0	59.0
PROFESSIONAL CERTIFIED STAFF* •Includes full-time and part-time staff	1138.54	1137.54
PARAPROFESSIONALS	262.0	262.0
CUSTODIAL/MAINTENANCE	165.0	165.0

*Includes Teachers, Counselors, School Nurses, School Social Workers, School Psychologists, Speech Pathologists, Occupational Therapists and Physical Therapists

Five Year Trend in Administrator FTE

Year	FTE	Central Administration	Principals/ Directors
2005/2006	67.0	11.0	56.0
2011/2012	59.0	8.0	51.0
Overall change in FTE	(8.0)	(3.0)	(5.0)

Five Year Trend in Teacher FTE

Year	FTE
2005/2006	1,206.14
2011/2012	1,138.54
Overall change in FTE	(67.6)

Comparative Staff Ratios*

SCHOOL DISTRICT	ENROLLMENT 2011/12	STUDENT TO PRINCIPALS/ ASST.PRINCIPALS	STUDENT TO PROFESSIONAL CERTIFIED STAFF
Ann Arbor Public Schools	16,546	360	15
Farmington Public Schools	11,435	346	13
Dearborn	18,990	365	15
Plymouth/Canton	17,805	456	18

*2011-2012 Statistics
K-12 Enrollment

2012-2013 PROFESSIONAL EMPLOYEE EDUCATIONAL COMPOSITION

<u>Degree</u>	<u>FTE</u>	<u>Percentage</u>
Bachelor's Degree	113.53	10%
Bachelor's Degree +30 credits	98.20	9%
Master's Degree	585.53	51%
Master's Degree +30 credits	186.7	16%
Educational Specialist	5.5	1%
BA+90/MA	129.1	11%
Ph.D.	19.0	2%

2012-2013 NEW PROFESSIONAL HIRE EDUCATIONAL COMPOSITION

<u>Degree</u>	<u>FTE</u>	<u>Percentage</u>
Bachelor's Degree	18.75	29%
Bachelor's Degree +30 credits	3.5	5%
Master's Degree	32.6	50%
Master's Degree +30 credits	8.6	13%
Educational Specialist	1.0	1.5%
BA+90/MA	1.0	1.5%
Ph.D.	0	0%

Total Teacher Demographic Data 2012/2013

DEMOGRAPHIC	MALE	FEMALE	OVERALL PERCENTAGE
AMERICAN INDIAN	0	2	.1%
CAUCASIAN	271	803	81.5%
AFRICAN-AMERICAN	49	118	12.7%
ASIAN	1	22	1.7%
HISPANIC	8	20	2.1%
OTHER	10	15	1.9%

Demographic data based on actual teacher head count and not FTE

New Teacher Demographic Data

2011/2012

Demographic	Male Teacher	Female Teacher	Percent
American-Indian	0	0	0%
Caucasian	11	23	85%
African-American	0	5	12.5%
Asian	0	0	0%
Hispanic	0	1	2.5%
Other	0	0	0%

2012/2013

Demographic	Male Teacher	Female Teacher	Percent
American-Indian	0	0	0%
Caucasian	9	44	79%
African-American	1	9	15%
Asian	1	1	3.0%
Hispanic	0	1	1.5%
Other	1	0	1.5%

Demographic data based on actual teacher head count and not FTE

October 24, 2012

Ann Arbor Public Schools

Minority Recruiting

- AAEA Minority Affairs Committee
- Networking
- Support other district employees
- Mentoring

Teacher Recruiting

Job Fairs Attended 2011/2012

University of Michigan

Michigan State University

Eastern Michigan University

Staff Orientation

Teachers

Administrators

Office Personnel

Paraeducators



- New Hire Orientation

- Review new hire paperwork
- Payroll forms
- Provide Investment Plan Options
- AESOP (Substitute Reporting)
- Review Insurance Options
- Review new tenure laws/probationary requirements
- Review Evaluation Process
- Provide information on retirement options
- Provide information for applicable laptop training through ITD
- Review AAPS Employee Handbook
- Review required on-line training (Bloodborne Pathogens, Sexual Harassment, Diversity)
- Employee Assistant Program (EAP)
- Review Mandatory Reporter for teachers and administrators per Child Protective Laws

Human Resource and Legal Services

- Handle incoming subpoenas
- Handle requests from outside law firms
- Tenure Reform issues
- Retirement Reform issues
- Legislation

Exceptional^a1

ANN ARBOR PUBLIC SCHOOLS