

# HUMAN RESOURCES

## PORT CHESTER-RYE UNION FREE SCHOOL DISTRICT

Ivan Tolentino  
Executive Director of Human Resources

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# Human Resources and Schools

## What is human resources in schools?

- Human resources = people who individually and collectively contribute to the development and achievement of a school's objectives.
- HR involves employing people, helping them to develop professionally, utilizing, maintaining and compensating their services in tune with the job and organizational requirements.
- What ignites your passion at work?



# Human Resources and Schools

What type of services are we developing and offering?

- Individualized professional development
- Toolbox of resources for professional development
- Toolbox of benefits information
- Highlighting successes through a variety of media
- Employee Resource Groups and/or Focus Groups
- Employee Benefits Program



# Human Resources and Schools

## Upcoming Projects

- Tenure Review Process
- Website redesign with employee resources
- Employee onboarding process
- Teacher Recruitment Machine/Creating a Talent Magnet Operation
- Employee Evaluation Systems and Professional Development Opportunities



# Tenure Review Process

## Overview

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Tenure is an attained status that typically is associated with the educational profession. Once an employee is granted tenure, their appointment changes from probationary to permanent. Put simply, tenure marks a change in employment status which affords that educator the right to keep his or her job and requires due process for discipline or dismissal.



# Tenure Review Process

## Performance Review Meetings

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The following shall be part of the Performance Review Process using results from the formal observation process:

We look at four “domains” of practice:

- planning and preparation
- classroom environment
- instruction
- professional responsibilities



# Tenure Review Process

## Performance Review Meetings

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Other items to be considered:

- Student Achievement Data
- Attendance
- Committee/District Service
- Professional Contributions



# Tenure Review Process

## Performance Review Meetings

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Performance review meetings are held throughout the year and are designed to accomplish the following goals:

- Provide an evidence-based overview of each probationary teacher's performance to date.
- Create a forum where administrators can offer other perspectives, challenge assumptions, and pose questions about each teacher's progress.
- Identify next steps that administrators will take to support/supervise each probationary teacher.





# Performance Review Meeting Protocol



Port Chester-Rye Union Free School District

## Performance Review Meeting Protocol

Performance review meetings are held at least three times per year and are designed to accomplish the following goals:

- Provide an evidence – based overview of each probationary teacher's performance to date
- Create a forum where administrators can offer other perspectives, challenge assumptions, and pose questions about each teacher's progress
- Identify next steps that administrators will take to support / supervise each probationary teacher

Prior to each performance review meeting, administrators will consult with each other and identify who will take the lead to present the evidence-based overview of each probationary teacher's progress, with the exception that the principal will be responsible for presenting the evidence-based overview for any teacher in his/her tenure year.

The following protocol is intended to provide a tightly focused structure to facilitate the performance review discussions and accomplish the goals listed above.

<p><b>Evidence – based Overview</b> <b>2-3 Minutes</b></p>	<p>The lead presenter offers an evidence-based overview of the teacher's strengths and weaknesses, making specific reference to the domains/components/elements and rubric language. Questions for the lead presenter to consider &amp; address:</p> <ul style="list-style-type: none"> <li>• What does the evidence from the observation reports reveal about the teacher's strengths &amp; weaknesses?</li> <li>• How has the teacher's practice evolved over time?</li> <li>• To what extent has the teacher applied the feedback provided by supervisors?</li> <li>• What other data point(s) should be considered (e.g., student performance data, participation in professional development, contributions during faculty meetings, facilitation of parent meetings, work on curriculum committees, etc.)?</li> </ul>
<p><b>Other Perspectives &amp; Questions</b> <b>3-5 Minutes</b></p>	<p>Other administrators have an opportunity to offer varied perspectives, challenge assumptions, and pose questions about the teacher's progress:</p> <ul style="list-style-type: none"> <li>• What clarifying questions need to be asked of the lead presenter to ensure that the evidence-based overview of the strengths/weaknesses is well-supported?</li> <li>• Are there assumptions that need to be challenged?</li> <li>• What other data point(s) add a different perspective on the teacher's progress that can supplement the lead presenter's overview?</li> <li>• What evidence may challenge or disconfirm the lead presenter's overview?</li> <li>• Are there dissenting perspectives that need to be shared with the group?</li> </ul>
<p><b>Next Steps</b> <b>1-2 Minutes</b></p>	<p>The lead presenter identifies concrete next steps that will be taken to target specific support for the teacher. These may include:</p> <ul style="list-style-type: none"> <li>• Identify instructional or curricular resources that will be shared with the teacher (how, when, and by whom?).</li> <li>• Develop a specific timeline for two administrators to co-observe the teacher (who, when, and with a focus on what?).</li> <li>• Identify others who can model specific skills / strategies for the teacher (which skills / strategies, by whom, and when?).</li> <li>• Identify other data that need to be collected to assess the teacher's progress (what, when, by whom?).</li> </ul>

# Tenure Review Process

## Tenure Timeline

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- Teachers are observed formally 3 times per year during probationary service
- Teachers meet with building administrators for periodic checkpoints during the probationary period
- Performance review meetings are held by administrators throughout the year to review probationary teachers' performances to date



# Tenure Review Process

## Tenure Timeline

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### Final Year Before Tenure

- November – Administrators review eligible tenure candidates
- January - Confirmation from principals for all tenure candidates with recommendations
- March 30 – Final performance review meeting completed between Feb 21 and March 30



# Tenure Review Process

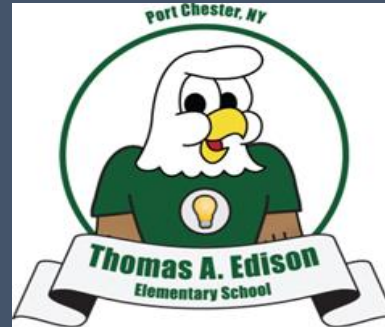
## Tenure Timeline

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- April 1 - Final candidate tenure recommendation letters from principals are due to the district office
- April 10 - Tenure candidates are submitted for approval
- May - Board of Education Tenure Celebration



# LET'S GO "RAMILY"!



Ivan Tolentino,  
Executive Director of  
Human Resources  
[itolentino@pcrufsd.org](mailto:itolentino@pcrufsd.org)  
[itolentino@portchesterschools.org](mailto:itolentino@portchesterschools.org)



# Facilities Presentation- Adam Rubin, Director of Facilities



# Plan for Integrating into Port Chester - Rye School District

- **Acclimation and Observation**

- ❖ Introduction and Meeting of Custodial, Maintenance, Grounds and District Staff
- ❖ Introduction and Meeting of School Administrative Staff including school walkthroughs & contact number exchange
- ❖ Conducting walkthroughs with each Head Custodian, explaining to each how I look at the building & setting expectations
- ❖ Observing cleaning practices, fire drills, lock down drills, record keeping
- ❖ Understanding the current budget
- ❖ Looking at future staffing & equipment needs
- ❖ Meeting and speaking with contractors
- ❖ Meeting with District Architects to understand current and upcoming projects (OACM meetings)

## • Implementation and Standardization

- Established monthly Head Custodian Meeting
- Created Districtwide Custodial staff and contact list
- Monthly Maintenance and Grounds Meeting
- Establishing a foundation of safety throughout the District
- Distributed Fire Safety Book to each Head Custodian
- Pages inside the Fire Safety Book include information specific to that school
- Utility shut off locations
- Important contact numbers, District contacts, Police, Fire Department, Con Edison contacts, staff contact
- Fire exit daily check off sheet
- Fire extinguisher locations sheet and monthly testing log
- Emergency lighting locations and monthly testing log
- Carbon monoxide detector testing log

## • Capital Projects

- Park Avenue & High School Roofing
- John F. Kennedy Bridge
- Elementary Schools Lighting
- High School Guidance Suite
- King Street Boiler Conversion
- John F. Kennedy Playground Equipment



## • Additional Non-Capital Projects

- PCHS & PCMS Auditorium Lighting, sound board and lighting board for musical performances and plays
- Helping SPED establish a sensory area in Park Avenue Elementary
- Installation of power and data connection for PCHS New Gym camera
- King Street tree assessment and removal
- Getting classroom number stickers for windows and doors
- Beautification project District Office entrance
- LED communication signage at District Office on Bowman Avenue
- Thomas Edison Memorial Garden (Tamarack Tower)
- Widening of the asphalt behind the new gym at King Street School
- Numbering the exterior exit doors Districtwide
- Preparing the District for Fire Inspection

## Thank You

I want to thank the Custodial staff and cleaners whose hard work shouldn't get overlooked

Thanks to the Grounds and Maintenance Team for all the repairs and jumping in when needed

Thanks to Karen Stallings who makes sure all the financial items are taken care of properly

A big thanks to Anthony Lunde who keeps things working and in order

# Building Condition Survey

Architectural firm Fuller & D'Angelo collected data and took photographs of items to be addressed across the District

## Port Chester BCS Executive Summary

Each item was given a priority based upon the NYSED priority scale

**Priority 1 - Health and safety - Recommended to be corrected in Year 1.**

**Priority 2 - Maintenance and repairs – Recommended over the span of the 5-year plan in order of importance.**

**Priority 3 - Maintenance and repairs – Less critical Maintenance Items over the span of the 5-year plan.**

**Priority 4 - Quality of environment- Recommended over the span of the 5-year plan in order of importance.**