



MONTGOMERY ISD

HUMAN RESOURCES

Department Update



Human Resources

MEET OUR *team*



Teresa Tipton
Benefits & Employee
Relations



Kaitlin Nichols
HR Specialist



Diane Tomlinson
HR Specialist



Carol Reissig
Sub Coordinator



Beverly Harrod
Certification Specialist



Andrea Terna
Secretary



Laura Davis
ESC Receptionist

Mission

The Montgomery ISD Human Resources Department is committed to assisting both staff and applicants in a friendly and efficient manner. We believe that it is up to us to put the "human" in Human Resources so that each person – whether employee or applicant – feels valued and respected.

Commitment

The Human Resources Department is committed to developing and supporting a highly qualified workforce, dedicated to ensuring academic success for all Montgomery students. By focusing on recruitment, hiring, retention, employee excellence, and quality customer service, our Human Resources Team supports staff in providing valued service to our students and community.



Performance Objective 1:

**Assess the current
Compensation and Benefit
Plans for comparability
and competitiveness
compared to other
regional districts.**



KPI 4.1.1

By 2023–24, district salaries will increase to at least the 90th percentile within the region.

	2020–2021	2022–2023
1 st Year Teacher	\$51,000	\$56,200
5 th Year Teacher	\$52,242	\$58,600
15 th Year Teacher	\$57,643	\$62,875



Performance Objective 2:

**Develop and implement
a comprehensive
approach to ensure the
retention of effective
employees.**

KPI 4.2.1

The percentage of employees leaving MISD reporting a satisfactory experience will be at or above 90% annually.

2020-2021	2021-2022		2022-2023		2023-2024	
September 2021 Baseline 92%	Target	Actual	Target	Actual	Target	Actual
	90%		90%		90%	

KPI 4.2.2 Administration

The retention percentage of effective employees with 1-5 years of experience will be at or above 90%.

2020-2021	2021-2022		2022-2023		2023-2024	
August 2021 Baseline 85.7%	Target	Actual	Target	Actual	Target	Actual
	90%		90%		90%	

KPI 4.2.2 *Teacher Schedule*

The retention percentage of effective employees
With 1-5 years of experience will be at or above 90%.

2020-2021	2021-2022		2022-2023		2023-2024	
August 2021 Baseline 88.7%	Target	Actual	Target	Actual	Target	Actual
	90%		90%		90%	

KPI 4.2.2 Support/Paras

The retention percentage of effective employees with 1-5 years of experience will be at or above 80%.

2020-2021	2021-2022		2022-2023		2023-2024	
August 2021 Baseline 79.3%	Target	Actual	Target	Actual	Target	Actual
	80%		80%		80%	

KPI 4.2.3 Administration

The retention percentage of effective employees with 6+ years of experience will be at or above 90% each year.

2020-2021	2021-2022		2022-2023		2023-2024	
August 2021 Baseline 90%	Target	Actual	Target	Actual	Target	Actual
	90%		90%		90%	

KPI 4.2.3 *Teacher Schedule*

The retention percentage of effective employees with 6+ years of experience will be at or above 90% each year.

2020-2021	2021-2022		2022-2023		2023-2024	
August 2021 Baseline 91.5%	Target	Actual	Target	Actual	Target	Actual
	90%		90%		90%	

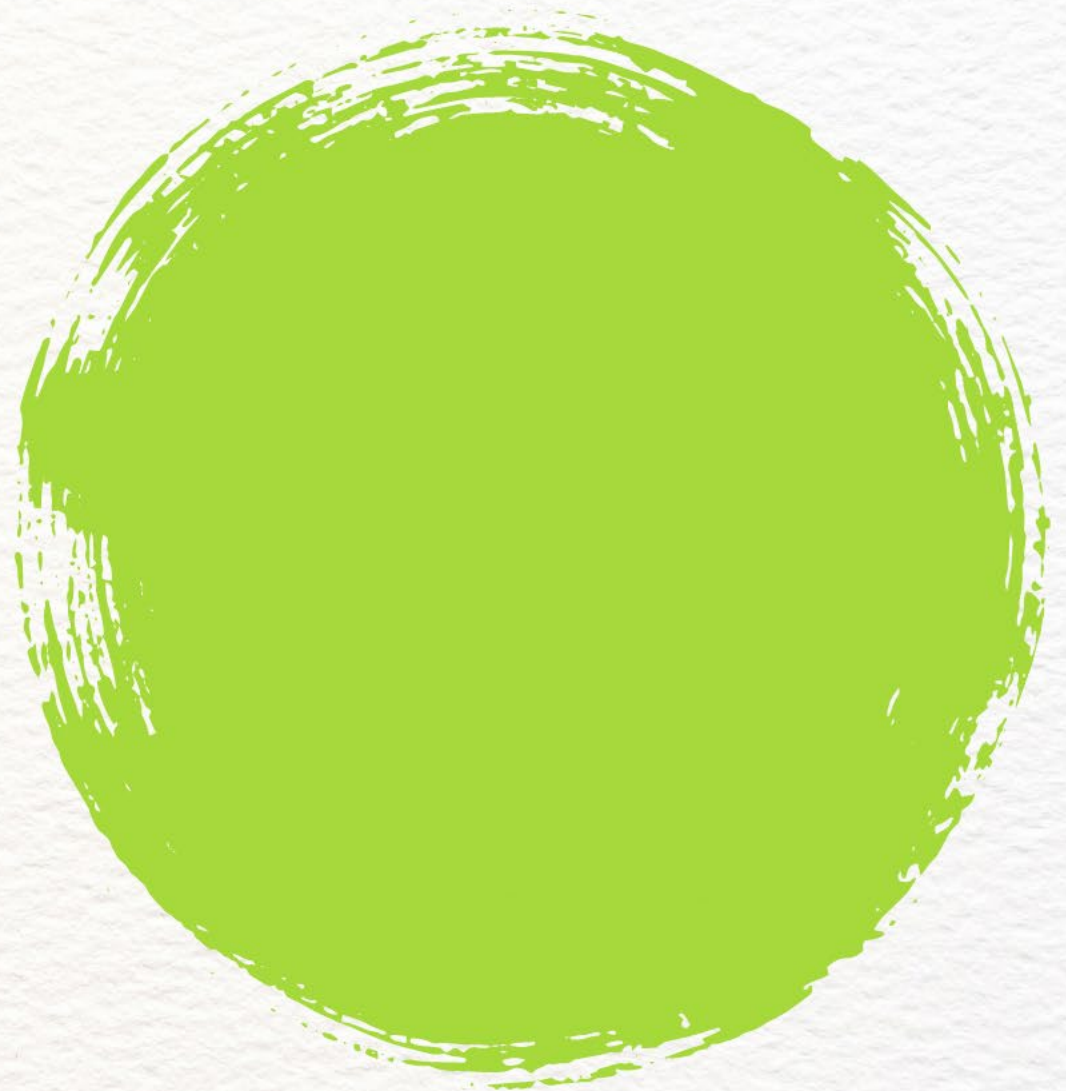
KPI 4.2.3 Support/Paras

The retention percentage of effective employees with 6+ years of experience will be at or above 80% each year.

2020-2021	2021-2022		2022-2023		2023-2024	
August 2021 Baseline 78.8%	Target	Actual	Target	Actual	Target	Actual
	80%		80%		80%	

Performance Objective 3:

Collect, analyze, and respond to an ongoing collection of decision-making data to measure working conditions and professional development needs among MISD employees.



KPI 4.3.1

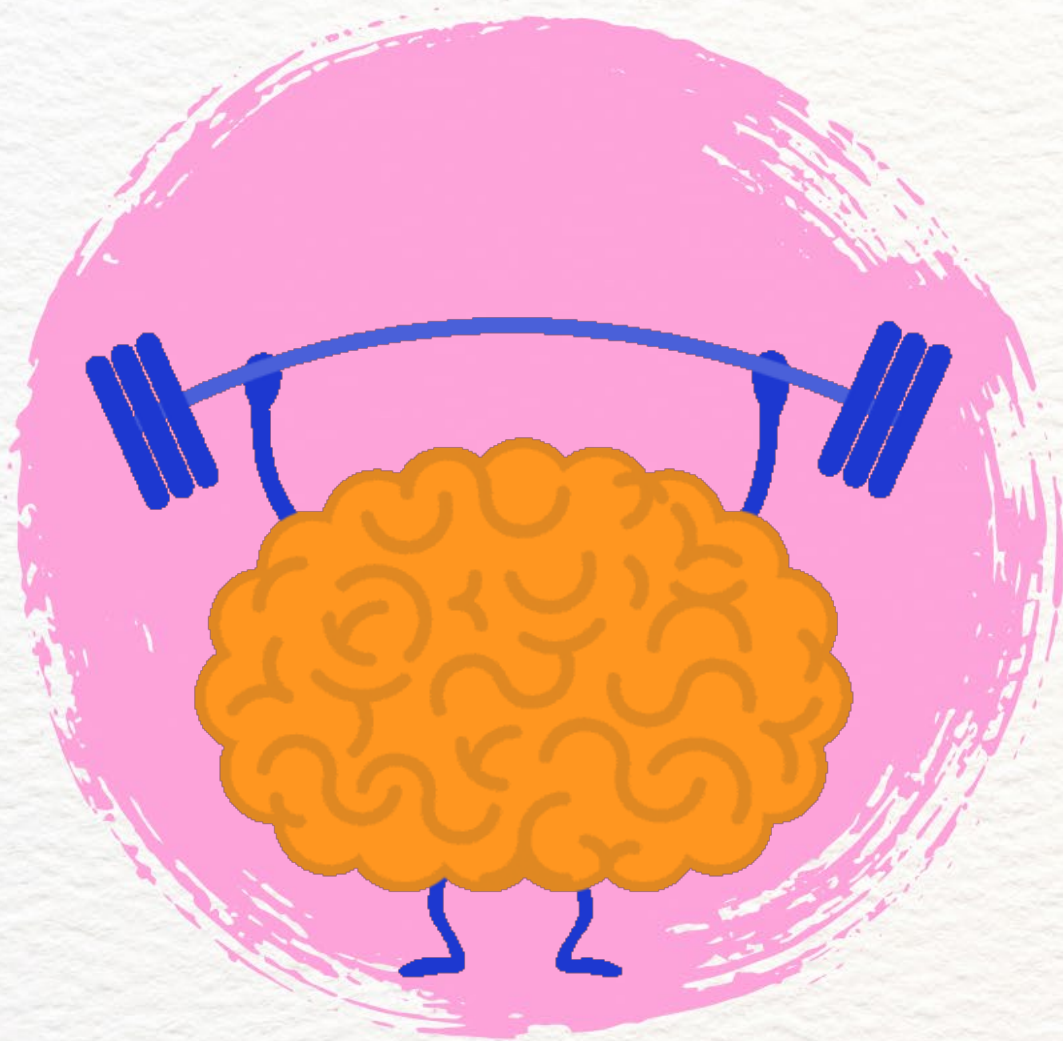
The percentage of employees who would recommend the district as a positive place to work will be at or above 90% each year.

2021 Baseline 85%	2021-2022		2022-2023		2023-2024	
	Target	Actual	Target	Actual	Target	Actual
	90%		90%		90%	

KPI 4.3.2

The percentage of employees who indicate they have been provided training to meet the current requirements and expectations of their job will increase by 3% annually.

2021 Baseline	2021-2022		2022-2023		2023-2024	
	Target	Actual	Target	Actual	Target	Actual
	69%		 3%		 3%	



Performance Objective 4:

Develop professional learning supports and resources to enhance employee capacity and opportunity for growth.

KPI 4.4.1

The percentage of employees reporting they receive relevant job embedded professional development will increase by 3% annually.

2021 Baseline	2021-2022		2022-2023		2023-2024	
	Target	Actual	Target	Actual	Target	Actual
	74%		↑3%		↑3%	

KPI 4.4.2

100% of staff will be evaluated on an annual basis using systematic, routine and approved appraisal tools.

2021-2022		2022-2023		2023-2024	
Target	Actual	Target	Actual	Target	Actual
100%		100%		100%	

Performance Objective 5:

Develop and implement a comprehensive recruiting plan with multiple sourcing strategies to obtain high quality candidates to meet specific needs including a strategic focus on diversity.



KPI 4.5.1

The number of new hires reporting satisfaction with the employee onboarding process will be at or above 95% each year.

2021-2022		2022-2023		2023-2024	
Target	Actual	Target	Actual	Target	Actual
95%	84%	95%		95%	

KPI 4.5.2

The district will participate in a minimum of four recruiting events each year.

2021-2022		2022-2023		2023-2024	
Target	Actual	Target	Actual	Target	Actual
4	6	4		4	

 MONTGOMERY ISD

HUMAN RESOURCES




Initiatives & Strategies

***Based on 2020 HR Review**

Develop, implement, and maintain a robust compensation and benefits package that will attract and benefit all staff members.

- Working with Mr. Kris Lynn to develop the 2022–2023 compensation plan.
- Teresa Tipton conducted visits to all campuses and departments in the fall to share information on SB 1444, survey, and provide a recommendation to SLT.



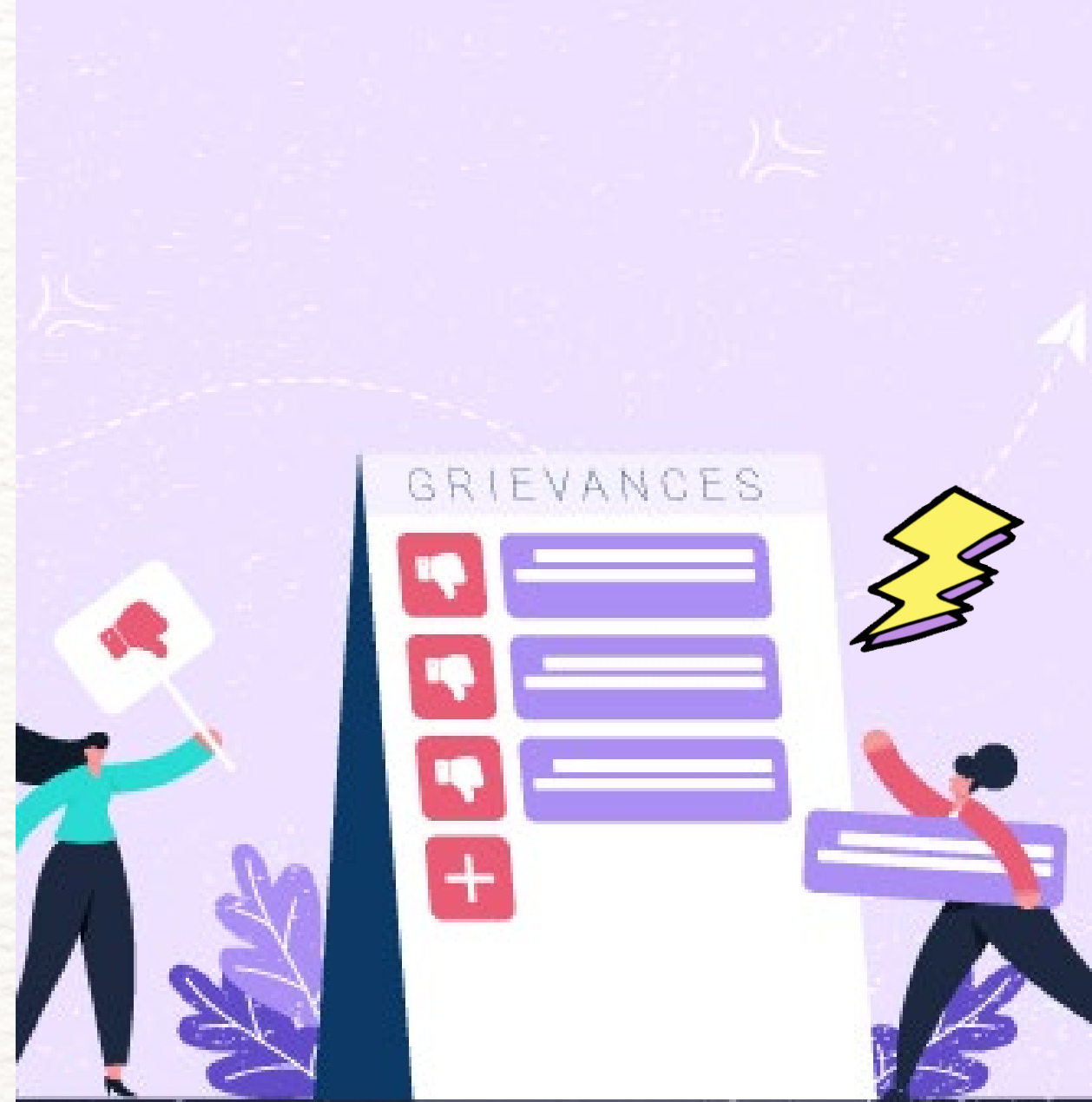


Provide routine and systematic evaluation cycles for all employees.

- New evaluation tools were developed for professional and para staff
- New evaluation timelines were developed for all staff
- Comprehensive T-TESS calendar developed
- T-PESS training delivered

Review district grievance process to ensure fairness, transparency and clarity.

- Teresa Tipton and Denise Miner attended Walsh Gallegos webinar
- Reviewed policies FNG (Local), DGNA (Local), GF (Local), and CKE (Local)
- Reviewed & updated documents
- Assisted principals and directors when grievances were filed





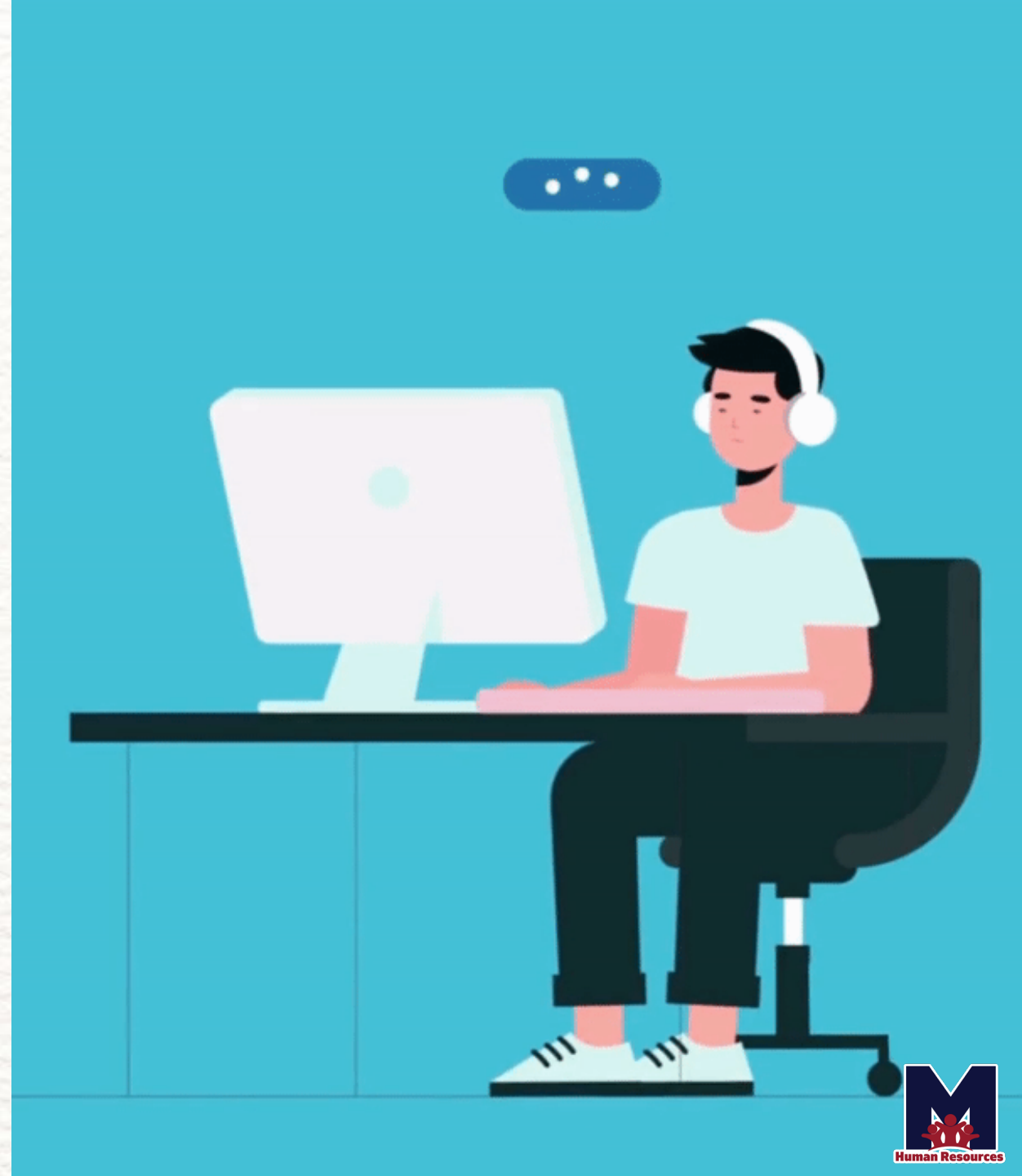
Develop HR standards for streamlined utilization of time/resources, hiring timelines, vacancies, transfers, and staff quality, etc.

- Developed District Hiring Practices Handbook and share at the Leadership Retreat in July
- Developed Position Authorization Form
- Developed Intent to Return Form
- Developed MISD Transfer Form
- Developed Excess Staff form for principals
- Robust Principal Selection Process



Create survey for new employees regarding the onboarding process.

- TASB survey delivered to new hires who attended the New Teacher Orientation and the beginning of school year district and site based in-services in August
- 34/37 completed Survey
- Survey will be shared with principals at the Leadership Retreat in July.



Maintain a comprehensive staffing model based on needs assessment and allocation of resources.

- Developed an MISD Staffing Matrix for 2022–2023 allocations
- Skyward – Position Control

**Utilize universal
system for
monitoring
personnel, measure
performance and
manage hiring,
transfers, benefits,
employee
concerns, and
termination.**



Monitor compensation packages to ensure competitiveness with comparison districts.

- Reviewed TASB survey info regarding surrounding district's salary schedules.
- Reviewed current Salary Schedules and the paygrade minimum/maximum for staff

Partner with community stakeholders to provide annual events connecting employees with the community.

- MISD –EF Together We Grow Fundraiser
- New Teacher Orientation
 - Living Savior Church Breakfast
 - April Sound Church luncheon
 - Montgomery Area Chamber of Commerce
- Convocation
- MISD-EF Golf Tournament



Maintain and publish updated profiles/job descriptions for positions.

- Reviewed and updated job descriptions
- Develop a repository of new job descriptions



Disseminate a comprehensive exit survey to staff separating from MISD.

- Currently using Frontline Central exit survey
- Developed a spreadsheet of responses
- Provide monthly updates to Board regarding percentages of staff separating who would recommend MISD and Overall experience
- Address concerns with admin



**Expand the current
MISD Mentoring
Program to support
all employees and
promote career
advancement
pathways and other
growth opportunities.**

- Leadership Academy
- TCLAS Grow Your Own

Attract potential applicants using multiple recruiting, sourcing and marketing methods.

- K12jobspot.com
- Indeed
- Handshake
- MISD Auxiliary and Support Staff fair
- Region 6
- TASBO
- SHSU Career Fair
- Spring Career Fairs
- Montgomery Chamber of Commerce Job Fair
- TASA

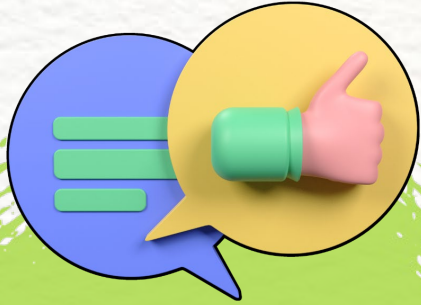




Create a districtwide initiative to ensure a culture of respect and psychological safety.

- Teresa Tipton, Amanda Davis, and Courtney Dyer – Culture of Respect
- Developed an initial MISD Project Plan
- Districtwide survey – 9/13/2021
- Developed a districtwide CoR committee
- Reviewed results of survey
- Campus/Department SWOT meetings
- Will begin to develop policy/procedure in spring based on information collected
- Present to SLT in April and the Board in May

Coming Attractions



**Assistant
Principal
Pipeline**



**Collaborate
with MISD
Tech Services
to create a
website for
potential
applicants.**



**Collect data
by means of
an EOY staff
development
needs assessment.**

Coming Attractions



Create end-of-year survey for principals & departments related to quality and availability of candidates.



Develop, expand, and communicate Employee wellness options.



Teacher Incentive Allotment – Nationally Board Certified Teachers.



Questions?