

## **Burt A. (“Tony”) Howard, MA**

**January 1, 2019 – Present:** Assistant Superintendent of Human Resources, Richland School District  
**July 1, 2011 – December 31, 2018:** Executive Director of Human Resources, Richland School District

*Lead HR Administrator for 13,000+ students, 2500+ employees, and 7 distinct collective bargaining groups*

### **Performance Management & Development**

- Lead District recruiter, both on-line and on-site
- District “troubleshooter” for personnel-related issues, including customer service
- Lead all administrative and executive hiring processes from posting to screening, interviewing, vetting, and helping the hiring manager make an informed decision
- Liaison to national search consultant(s) for senior executive positions
- Conduct studies for salary alignment, job description review & development, and industry standards
- Oversee teacher induction grant for newly hired staff
- Chief Personnel Officer: Investigations, Corrective Actions, Due Process, Staff Complaints, Renewal & Non-Renewal of Staff
- Manage Unemployment, L&I, Collective Bargaining Agreements
- Serve as the District’s Grievance Hearing Officer and conduct labor management for seven distinct bargaining groups.
- Serve as the District’s lead negotiator for contract negotiations
- Directly interact with Board of Directors in Closed/Executive Sessions regarding personnel and/or labor issues
- Provide internal mediation services as necessary
- Equity, Compliance, and Affirmative Action Officer
- Represent the District and assist the Superintendent with lobbying and governance activities at the local, state, and federal levels
- Manage the Alternative Routes to Teacher Certification grant and coordinate with WSU-Tri-Cities
- Lead the District’s Wellness and Employee Assistance programs
- Lead the District’s Teacher & Principal Evaluation (TPEP) Processes
- Provide training on a variety of topics to District staff: Leadership, Evaluation, Recruiting/Retention, Compliance Activities, etc.

### **Metrics**

- Recruiting Statistics: Quality & Quantity of Applicant Pool(s)
- Grant Compliance with OSPI: Teacher Induction, Teacher Evaluation, Paraprofessional Training
- Weekly and Monthly Attendance Tracking and Substitute Fill Rates
- Salary Comparisons for Collective Bargaining
- Contract Pricing based on bargaining proposals or District direction
- Staffing Projections, alignment of staff needs to student enrollment
- Data analysis as requested by other departments (i.e. principals, curriculum, special education, etc.)
- Use of data to drive decision making and employer bargaining position(s)

### **Selected Job-Specific Professional Development**

- Harvard Negotiation Institute, Cambridge MA
  - *Improving Your Negotiation Effectiveness* (2014)
  - *Negotiation & Leadership* (2014, Led District Team 2016, 2018)
  - *The Art of Saying No* (2014, Led District Team 2016, 2018)

- *Advanced Negotiation: Making Difficult Conversations Productive (2016)*
- American Association of School Personnel Administrators (AASPA)
  - *National Conference, Arlington, VA (2021 – anticipated)*
    - Strands Studied: COVID-19 School HR Impacts, HR Strategic Planning
  - *National Conference, New Orleans, LA (2019)*
    - Strands Studied: Social Media in HR & Recruiting, Equity
  - *National Conference, Minneapolis, MN (2018)*
    - Strands Studied: Recruiting Best Practices, Using Data for HR Decisions
  - *National Conference, Phoenix, AZ (2017)*
    - Strands Studied: Staff Retention, Social Justice, Diversity & Equity
- Labor Law and Arbitration Conference, Seattle, WA (2016, 2018), Las Vegas, NV (2021)
- Washington School Personnel Association (WSPA) Law Conference, Seattle, WA (2011-2016)
- WSPA Winter Conference, 2012, 2013, and 2017
  - Presenter, 2013: *Professional Certification Requirements for Human Resources*

### **Selected Publications & Presentations**

- The Power of a Positive No (District Opening Administrative Keynote, 2018)
- TPEP Training for New Staff (annually since 2013)
- The Art of Negotiation in Leadership (District Opening Administrative Keynote, 2017)
- Alternative Pathways to Teacher Certification (2016)
- Teacher Induction Process (2016)
- Classified Bargaining Training (2016)
- *Nimble Transitioning: Integrating Response to Intervention, Professional Learning Communities, and Differentiating Instruction to Improve Teacher Effectiveness and Student Outcomes* (online course for graduate credit, 2015)
- Recruiting Teachers (2015)
- Employee Investigations (2015, 2017)
- *Bargaining, Negotiations, Leadership (2014)*
- *District TPEP Keynote to Teaching Staff (2013)*
- *Professional Certification Requirements (2013)*
- *District TPEP Trainings, Varied (2013-2015)*
- *Principal Presentation – AWSP Leadership Framework & New Evaluation Standards (2012)*

### **Principal, Enterprise Middle School, Richland School District (2007-2011)**

- Supervised 800+ students, 40+ teachers, and 20+ support staff

### **Administrator, Tenino School District (2003-2007)**

- Principal & Athletic Director, Tenino Middle School (2005-2007)
- Assistant Principal, Tenino High School (2003-2005)

### **High School Math Teacher, Walla Walla High School (1997-2003)**

### **High School Math & Traffic Safety Teacher, Ilwaco High School (1994-1997)**

### **Adjunct Professor**

- EDAD 585, School Finance for Administrators, WSU Tri-Cities, 2016-2019
- ED 556/564 Supervision of Employees, Heritage University, 2012
- ED 584/553/595 Master's Degree Special Project Sequence, Heritage University, 2012-2013
- Principal Professional Certification, Seattle Pacific University, 2011-2014

### **Education & Certification**

- 2010: Initial Superintendent Certification, Washington State University
- 2003: Initial Principal Certification: Heritage University
- 2000: Master of Arts for Teaching Mathematics (MAT): Central Washington University
- 1995: Traffic Safety Teaching Endorsement Program: Central Washington University

- 1994: Bachelor of Arts in Secondary Mathematics: Western Washington University
- 1989: Diploma with Honors, Evergreen High School, Vancouver, Washington