



Measure #: 2024- 112

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Confirmation of Appointment of Cheryl Butts as Human Resources Director for the Town and the School Department

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
nattleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 10:54:45-04'00'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Dr. Antonucci and I conducted an interview with Ms. Butts regarding the Human Resources position available with both the Town and the School Department. Ms. Butts articulated a strong desire to contribute, mentor, guide, motivate, empower, and educate both students and staff. Given her extensive experience in Human Resources, along with her passion, dedication, and enthusiasm, we believe she would be an excellent candidate for this role.

Therefore, I respectfully request the Town Council confirm my appointment of Cheryl Butts as the Human Resources Director.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE:

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PURPOSE AND JUSTIFICATION CONTINUED:

DR. CHERYL BUTTS

February 26, 2024

Attn: Search Committee:

With this letter and attached curriculum vitae, I would like to formally express my interest in the Human Resources Director position as advertised on your organization's website. I am an accomplished senior human resources executive with extensive experience in recruitment, compensation, employee relations, social justice, diversity and inclusion, and professional development in K-12 in my current school district. My doctoral research was on employee motivation which is something that I am passionate about and something that I strive to instill among students and staff alike. Most recently, I have had the pleasure of working on DEI initiatives for my district and have been involved at a national level by sharing my work on this most important area in education.

I am advocate for fair and equitable education for all students in K-12 and work tirelessly with my team to ensure that we recruit and retain the most highly qualified and diverse educators and administrators in our district.

In my role as Executive Director of Human Resources, I have had the opportunity to mentor and guide students and staff so that they may attain their professional goals. I firmly believe in mentoring as it can act as a catalyst in delivering impressive results within any organization. My career in the various school districts has allowed me the opportunity to gain a wealth of knowledge and talents that are transferable and can help contribute to the success of your institute, and after an amazing and very fulfilling partnership with them, I have decided to explore additional opportunities in education.

I am most interested in a position that offers additional opportunities for advancement, a chance to contribute, mentor, guide, motivate, empower, and educate students and staff, and the ability to involve all in diversity, equity, and inclusion.

I welcome an opportunity to meet with you and discuss my qualifications and candidacy in detail.

Sincerely,

Cheryl Butts

Cheryl Butts, Ed.D

DR. CHERYL BUTTS

Executive Profile

Highly qualified Human Resources executive with over twenty years of experience leading strategic initiatives that effectively align with organization's mission and vision. Great track record for managing change and organizational development, and successfully reducing grievances, improving employee retention and, developing and motivating employees. Dynamic relationship builder with a high level of emotional intelligence and business acumen. Able to creatively solve problems with integrity and

respect.

Skill Highlights

- Strategic HR Planning
- Employee Engagement
- Succession Planning / Talent Management
- Talent Acquisition
- Coaching & Mentoring
- Change Management
- Professional Development
- Employee Relations
- Wellness and Employee Recognition
- Cultural proficiency

Professional Experience

Executive Director of Human Resources

Social Justice Educator

Anti-Bias Trainer

Taunton Public Schools, Taunton, MA

Sept 2014- Present

Responsible for identifying staff vacancies and recruiting accordingly, including attending job fairs, posting on websites, and participating on search committees to foster and cultivate diversity.

Spearhead and implement new staffing technology to expedite the recruitment process and streamline the onboarding of new staff.

Ensure the development and delivery of training programs and opportunities that address diversity, inclusion, equal employment opportunity, and compliance issues.

Work closely with equity, diversity, and inclusion-related advisory and action committees on strategies that promote the district as a place of inclusion, equity, and multiculturalism (e.g., Cultural Competency Committee, United Neighbors in Taunton Engagement Team).

Implement and manage diverse young leaders' internship programs.

Conduct job analyses with department heads to create and/or update job descriptions and identify job competencies.

Provide coaching to administrators and leaders regarding effectively managing organizational talent and promote engagement and a culture of continuous growth and development.

Establish, update, and communicate workforce policies and procedures such as employee handbooks or reference guides and monitor their application and enforcement.

Manage CORI and Fingerprinting process, including submission of applications, recording of results, and dissemination for all school sites as mandated by the State's Justice Department.

Responsible for all FMLA and leave of absence requests for the school district and ensure compliance with State and Federal Laws.

Implement a new attendance database to improve record keeping for both HR and payroll departments.

Investigate and resolve employee complaints and conflicts, utilizing professional resources, as necessary, such as legal counsel.

Establish relationships with outside agencies to assist in attaining the organization's goals and objectives.

Collect and prepare background data and information for collective bargaining, including research pertaining to personnel, salary, staff, and other pertinent data.

Supervise office personnel which includes Human Resources Manager, Human Resources Specialist, Substitute Coordinator, Administrative Assistant, and Secretary.

Continually review HR systems and processes to ensure that they are effective, efficient, relevant and current.

Work on projects as deemed necessary by the School Superintendent and serve on Leadership Team for the District.

Human Resources Data Management
Plymouth Public Schools, Plymouth, MA

2009 - 2014

Instituted the first district-wide time and attendance system utilizing web-based technology (Aesop).

Designed training material for new database, trained all employees (exempt & non-exempt), and administered training both onsite and offsite.

Provided strategic direction for the transfer of data from new database to the district's employee resources planning software, Tyler Munis.

Minimized administrative overhead with new technology that eliminated redundancy, increased efficiency, and made information retrieval for locations/schools effortless and accurate.

Participated in budget planning for the department.

Analyzed raw data, drew conclusions, and developed recommendations for administration.

Updated training material and HR information to the district's website.

Consult as required with the employee or appropriate supervisor regarding employee records.

Human Resources Manager

1999 - 2004

Archer Management Services, Boston, MA

Developed and collaborative relationships with all defined stakeholders to understand and meet inclusion needs and align them with diversity and inclusion strategy.

Identified internal and external recruitment sources and implemented selected recruitment methods ensuring that they were consistent with the company's vision and goals of creating an inclusive culture.

Provided necessary research for successful wage and salary administration to maintain a competitive edge in the marketplace.

Responsible for the management and development of the HR budget that supports the organization's goals, objectives, and values.

Successfully coordinated and conducted onsite custom training and diversity awareness programs for all staff in New England.

Participated in the development and implementation of the Human Resources Information System and coordinated training for managers so they could facilitate employee benefits questions utilizing HRIS software.

Designed and implemented programs and incentives, which effectively reduced the turnaround time to fill positions.

Facilitated in the administration of open enrollment for the New England Region.

Prepared and updated job descriptions for all positions in the region.

Reviewed and developed new policies and procedures for the employee manual

Maintained current knowledge of best practices in Human Resources.

Kept abreast of statutes, regulations, and rules relating to personnel administration and advised interested parties of the provisions of the law.

Responsible for creating an employee monthly newsletter for the region, which improved communication in the Region.

Designed an employee motivation survey, the response to which resulted in changes to management styles to increase employee motivation.

Developed and implemented the organization's exit/off-boarding process for voluntary and involuntary terminations, including planning for reductions in force (RIF).

Served as consultant/advisor to evaluate or observe in cases where supervisors may need assistance.

Achievements

Secured \$64,000 grant from the Governor Baker-Polito Administration to implement and support the district's efforts to strengthen and diversify recruitment and retention efforts of staff.

Serve on a Professional Learning Community with the Department of Education to bring awareness of the importance of recruiting and retaining a diverse workforce and to improve cultural sensitivity.

Implemented a young leaders internship program to create a pipeline of diverse young leaders and to provide enrichment opportunities and real-world experience.

Formed partnerships with local businesses to grow and maintain the young diverse leadership internship securing over \$75,000 for this program.

Presented keynote speech at the Diversity Summit hosted by the American Association of School Personnel Administrators. (Chicago, IL ,2022)

Established an onsite Employee Assistance Program on-site to help employees better manage post-pandemic stress.

Successfully negotiated five (6) collective bargaining agreements in one year.

Developed and oversee a robust training, coaching, and employee development program for all levels of staff.

Education

Doctor of Education, Organizational Leadership
Northeastern University, Boston, MA

2019

Master of Management 1999
Cambridge College, Cambridge, MA

Bachelor of Arts History / Psychology 1993
The University of the West Indies
St. Augustine, Trinidad, West Indies

Scholarly and Professional Presentations

Massachusetts Association of School Personnel 2023
Implicit Bias in Recruiting - Presenter

Northeast Human Resources Association – Workshop on 2022
Unlearning Implicit Bias and Inspiring Equity

Keynote Speaker: Bias and Cultural Sensitivity in Education 2022
American Association of School Personnel Administrators Summit

Implicit Bias In Hiring (AASPA Conference) 2021
American Association of School Personnel Administrators Conference

Race and Women’s Rights (Panelist) 2020
Bristol Community College

Educational Inequity – Professional Development Seminar 2020

Professional Development Seminars - 2016 - Present
(Motivation, Cultural Proficiency, Implicit Bias, Social Justice Reform)

Ongoing new hire orientations 2014 - Present

Aesop Attendance Training for administrators at all schools 2013, 2014, 2019

Customer Service Training to all staff at Archer Management 1999, 2004

Diversity Awareness Training to all staff at Archer Management 1999, 2004

Entrepreneurial Experience

Ariel Dezines 2007 - 2012
Owner

Provide web designs, graphic arts, and photography to clients.

Educational Training

Criminal Justice Information System Security and Awareness Training 2017	Bi-annually
Executive Office of Public Safety and Security, Icori General Training	2015

Memberships and Affiliations

No Place for Hate	2020 - Present
Beth Israel Lahey Hospital Advisory Board Member	2022 - Present
Plymouth Diversity Committee	2019 - 2022
Northeastern University Student Steering Committee School of Professional Studies Ed.D Program	2018 - 2019
American Association of School Personnel Association	2016 - Present
Massachusetts Association of School Personnel Administrators	2013 - Present
Northeast Human Resources Association	2000 - Present
Society for Human Resources Management	1999 - Present
The University of the West Indies Alumni Society	1993 - Present

Conferences Attended

Massachusetts Municipal Association	2023
Massachusetts Association of School Personnel	2023
AASPA Diversity Summit – Keynote Speaker	2022
Building Allyship Among Women Leaders – Guest Speaker	2022
AASPA Diversity Summit – Conducted Workshop	2022
AASPA Diversity Conference	2021
The Black Male Experience	2021
All In for Equity	2021
Race, Disability and Mental Health	2021
Race and Immigrant Rights – Guest Speaker	2020
Race and Women’s Rights – Presented	2020
Policing, Criminal Justice and Race	2020
Educational Inequity - Panelist	2020
Diversity Awareness	2019
Leadership Conference for Woman	2019
Leadership & Management Skills for Women	2018

Harpers HRIS Training Conference	2017
Nemnet Minority Recruitment Conference, Overcoming Obstacles to Recruiting Faculty and Staff of Color	2017
Massachusetts Community Legal Education Conference on FMLA	2015
Tyler Munis ERB Software Conference	2014, 2015
Frontline AESOP Absence Management Conference	2014
Train the Trainer Workshop	2004

Passions

Creating Positive Work Culture

I spend time researching and creating policies that create a happy, healthy and productive work environment.

Continued Learning

I believe in lifelong learning and professional development and try to stay updated in the field of Human Resources.