

Human Resource Department  
Report  
For Month Ending July, 2017

The Human Resource Department has been busy recruiting to fill the 13 vacant certified positions before the beginning of the school year. We had hoped to have teachers hired, complete with background checks by this date. However, we've had late resignations and other unforeseen circumstances that impacted the recruitment and thus, hiring. The Colonies are more rural in nature and from what I understand, are harder to fill. Our advertisements are listed on the OPI website as well as with teacher-teacher.com and locally. We can now advertise internally and externally simultaneously the teaching positions as the language in the CBA was negotiated to include advertising at the same time. It's easier on the department. Prior to that, we had to monitor the seven (7) day calendar rather closely to determine the number of days advertised within the district before it went out locally. We've advertised over 21 positions for classified and certified positions. We were pleased to see the KW/Vina Assistant Principal position filled at the first board meeting this month.

Preparing extended contracts for the beginning of the school year, orientation and contract modifications for certified teacher renewals and administrative and professional technical employees for the ensuing school year, 2018-19 have consumed much of the month. Contract modifications also include the certified staff who requested lane movements by the April 1<sup>st</sup> deadline as required in the collective bargaining agreement (CBA). This process requires official transcript verification provided to the department directly from the college/university. We have 60 days to verify the official transcripts and subsequently provide to the Superintendent the requests for recommendation to the Board. This year, I noticed four discrepancies among the recipients who requested lane changes. Certified teacher's who've consistently submitted requests were someone how overlooked for lane movements throughout the years, though their files were complete. Please notice on the agenda these individuals do not follow the typical lane movement transitions (e.g., from BA+10 to BA+20 and eventual MA, etc., rather go to BA+20 or to a master's lane). Once they receive their respective master degrees, they will once again go through the same process. New contract modifications will be mailed to the teachers during the week of July 23, 2018. The Principals return the July 30, 2018 and many of the teachers who do leadership week and other curricular activities return as well. Sherie Blue and I also entered the new salaries for the classified employees, having worked the Sunday of NAID to complete them.

In conjunction with the Glacier County Superintendent, we receive teacher licensure renewals throughout the year. Our list is 28 the beginning of July to get registered teacher certifications at the County to this reporting period.

The department is in need of in-service training for a variety of administration topics including confidentiality and rule of discipline as the district doesn't have procedural rules for either incorporating in the Standard Operating Procedures. The collective bargaining units address leave without pay consequences but for other disciplinary matters for progressive

discipline, for example, such as insubordination, professional conduct, bullying and other minor infractions, procedurally are consequences not addressed. Joe McKay and Evan Thompson, attorneys at law, have agreed to do sessions for both. Evan will provide a half of a day of in-service training on confidentiality and Joe McKay will address the other topics. If approved by the board, we would like to have them provide the training to our administrator's and staff the third week in August, prior to the beginning of the school year.

The certified/classified report is attached to my report.

