

HUMAN RESOURCE DEPARTMENT  
QUARTERLY REPORT  
FOR PERIOD ENDING  
MAY 31, 2018

The Human Resource Department prepared and completed certified contract renewals for 184 certified teachers, and 41 administrative and professional technical employees for the ensuing school year, totaling approximately \$2,358,804 for 2018-19. Additionally, the Superintendent's renewal contract for 2018-19, 2019-2020 and 2020-2021 was also completed. While the department continues to advertise for both classified staff and certified teachers for current vacancies, it's the goal of the district to reach full employment prior to the beginning of the school year (see the attached transfer list). Subsequently, department is reporting the following activities:

The academic calendar for school year 2018-19 was completed later than anticipated this year due to inclement weather conditions and other school related functions. It is the intent of the committee to begin developing subsequent academic calendars to remain consistent with the collective bargaining agreement and the sports/activities schedules. This fall, for example, we would develop academic calendars for 2019-20 and 2020-21 adjusting for inclement weather and/or make up days in addition to PIR.

Collective Bargaining Agreement negotiation meetings were held with classified and certified bargaining teams resulting in a Board of Trustee approved Federation of Teachers agreement on May 30, 2018. Negotiations for management included, the Superintendent, myself and the District Clerk, Stacy Edwards. Classified negotiations concluded June 6, 2018, resulting in an agreement and a recommendation by the Classified President Josephine Wagner and the Superintendent for approval at the Board of Trustee meeting, June 12, 2018. The classified negotiations team consisted of: Jeff Cowee, Josephine Wagner, Joey Hall Brown, Joe Wippert and Kim Wippert. The Classified negotiations team performed outstandingly with the interests of all employees being a priority.

In conjunction with the Glacier County Superintendent, we receive teacher/principle licensure renewals each month. Our most recent report includes the 2018 new teacher hires as well as existing staff and principles, totaling 28 employees needing to register their licensures.

Our department is consistently busy advertising for vacated positions within the district. Per the collective bargaining agreement (CBA), all job announcements vacated during the year must first be internally advertised for seven (7) days before going external to announce vacancies. There are a few exceptions during the summer months for advertising for teachers and other classified positions, however. Our department has advertised district wide approximately 35 positions since the last reporting period, including 2 re-advertisements of the

KW/Vina Assistant Principal and the 1 re-ad for Data Compliance newly created position. The status on that position includes the selection of a screening committee who organized to screen the administrative assistant position, narrowing the number of applicants from 8 to 3. An interview committee has been organized, including one Board member as an interviewer. Interviews are scheduled June 11, 2018. The KW/Vina Assistant Principal position is currently on hold until further guidance from the Superintendent.

The department continues to process certified teacher transfer requests. transfer have been approved with K-8. Certified staff with seniority receive first preference.

The request for proposal (RFP) that was solicited for pre-employment screening for drug testing and criminal background tests ended the last day of February 28, 2019. We received three proposals. Two of which were a complete package and one vendor incomplete proposal. A recommendation to select the most competitive, cost effective proposal will be brought forward to the board during the April 25, 2018 board meeting.

The department is involved with the district clerk's office discussing insurance plans and possible changes to the district employee's insurance benefits.

The HR Department welcomes Rikie Calica as the Benefits Coordinator, February 5, 2018. Rickie hit the ground running and has been a quick study picking up from the District Clerk, insurance and from HR, leave benefits for certified employees, worker's compensation. Rikie and the director were fortunate to attend a HR Seminar in Helena in early February. The Superintendent was instrumental in negotiating with the classified union president a wage reflecting the position, lane and an agreement was reached. The Superintendent was also instrumental in reaching an agreement with the certified union president regarding a reduction of hours of an employee with health conditions. That employee resigned, effective June 2, 2018 related to those conditions. Four certified resignations have occurred recently and also effective at the end of the school year. Approximately twenty resignations district wide have been tendered since our last report.

Five (5) Family Medical Leave Act recipients district-wide are determined eligible this cycle of reporting while there were not any 504 plans to report this period. Finally, our office is involved with ten (5) incident reports this reporting cycle. All resolved with the exception of being legally reviewed.

We had hoped that our recruiting efforts would have been completed by this time. It turns out we are still seeking elementary teaching positions and having difficulty attracting teachers to the rural Glendale and Big Sky Colonies. Sicily Bird and Tonia Tatsey are searching other educational sites while I have been having difficulty getting on the OPI website due to some technicality on their end. We continue to work closely with Dee Hoyt at BCC and the 2 + 2 program for collaborative efforts and recruitment strategies.

End of Report

See Attached Transfer List of Classified Staff