



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	V D
Date:	June 6, 2016
To:	Magnolia Board of Directors
From:	Terri F. Boatman, Human Resource Director
Staff Lead:	Terri F. Boatman, Human Resource Director
RE:	HR Department Year End Report

Proposed Board Recommendation

Written Update: No Actions Required

Background

The attached report outlines Human Resources activities that transpired during the 2015-2016 school year.

Budget Implications

There are no budget implications.

Name of Staff Originator:

Terri Boatman, Human Resource Director

Attachments

HR Report

HR Accomplishments in 2015-2016.

2015-2016 was a busy year for Human Resources. As we grew the department, we sought to establish ourselves as business partners, labor/legal/compliance experts, employee advocates and business partners to our leadership. Many things were accomplished this year that were designed to help Magnolia Public Schools not only become an employer of choice, but also to strengthen its compliance to Edcode and CA Employment Law.

- Received board approval to add 2 floating holiday's to PTO banks to allow employees to receive pay when celebrating diverse holiday's.
- Started a 401k Program for Home Office Employees
- Created desk procedures to manage immigration.
- Conducted corrections on all I9's per the audit.
- Implemented the Paycom system for recruiting, payroll processing, onboarding documentation holds, etc.
- Utilized CharterSafe for compliance training
- Held a roundtable discussion to discuss comp and benefits with teachers and staff
- Established new pay scale for all positions.
- Selected a new benefits broker to assist with compliance
- Expanded our talent acquisition efforts to include more posting options and more visibility at job fairs
- Internalized the STRS/PERS reporting process
- Revised the tuition reimbursement policy
- Moved to Fixed-Term agreements
- Created feed between payroll system and benefits carriers to initiative an immediate cancellation of benefits at the time of termination
- Established 10 month contracts for certificated staff
- Provided more resources to employees to assist with credential resolution
- Added applications to the hiring process
- Moved the offer process earlier in the school year to decrease turnover

In 2016-2017, the focus items will be on compliance and the continuation of branding activities. Key focus areas:

- Formalizing an international recruitment
- Create talent development activities
- Compliance: NCLB grid audits on an ongoing basis
- Look to strengthen our talent acquisition model and develop partnerships with colleges
- Create process to ensure 100% adherence to all State Wage and Hour laws

