

POPLAR SCHOOLS

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DEBRA J MCGOWAN
Chairman

DOUG MARROTEK
Vice-Chairman

JESTIN DUPREE
Trustee

LARAE CROWLEY
Trustee

LANE DEHNER
Trustee

AGENDA Special Board Meeting Tuesday, September 1, 2020 7:30 AM

*****Due to the Governor's guidelines, crowd space is limited to twelve individuals. Please join us via the [Virtual Board Room](#). Or, go to: <https://www.uberconference.com/room/danschmidt> *****

1. Call Meeting To Order
2. Recognition of Guests
3. Public Comment- 5 Minute Courtesy Limit per Topic

The Poplar Schools' Board of Trustees welcomes public comment on issues and concerns. This is the point in the meeting for comments on matters not already on the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk or Superintendent prior to the meeting and those comments will be brought to the attention of the Board during the meeting.

4. Action Agenda
 - 4.1. Personnel Report
5. Items of Interest
 - 5.1. BP 5221
6. Adjournment

The mission of Poplar Schools, in cooperation with parents and community,
Is to develop exemplary citizens through enthusiastic and knowledgeable
Guidance and instruction in a culturally rich environment.



Agenda Number 4.1 Personnel Report

**POPLAR PUBLIC SCHOOLS 9&9B
BOARD AGENDA FACT SHEET
MEETING DATE: 01 September 2020**

SUMMARY: The Personnel Report is a concise reporting method for all personnel actions in the district for the month. The Personnel Report has two section, one for Action and one is Informational. A motion can be made to accept the entire report or names can be removed for individual actions.

SUPERINTENDENT’S ADVICE: I recommend the sample motion.

Additional Information attached -
Fund -
Estimated Cost –

SAMPLE MOTION: *I move to approve the Personnel Report.*

	Motion	Second	Aye	Nay	Abstain	Other
McGowan						
Marottek						
Dupree						
Dehner						
Crowley						

ACTION

NAME	FTE	POSITION	SUPERVISOR	EFFECTIVE DATE
<i>CERTIFIED HIRE</i>				
Rosemarie Ordinario	1	PES SPED	Black/Granbois	SY21
Maribel Wagas	1	PHS SPED	Black/Granbois	SY21
Janine Tan	1	PMS SPED	Black/Norgaard	
<i>CLASSIFIED HIRE</i>				
Julia Carpentier	1	SPED Paraprofessional	Black/Norgaard	SY21
<i>Co- and Extra-Curricular HIRE</i>				
Ben Lovan		JH FB	Weeks	SY21
Jake Riediger		Weight Training	Weeks	SY21
Manny Granbois		JH FB	Weeks	SY21

<i>VOLUNTEER APPROVAL</i>				

INFORMATION

<i>IN-DISTRICT TRANSFER</i>				

<i>RESIGNATIONS</i>		
Name	Position	Supervisor
Stephanie McGowan	Para	Granbois

<i>JOB ABANDONMENT</i>		
Name	Position	Supervisor

Poplar School District

PERSONNEL

5221

Work Day

Length of Work Day – Certified Staff

The current collective bargaining agreement sets forth conditions pertaining to the certified workday, preparation periods, lunches, etc. Arrival time shall generally be as directed by the principal or as stipulated in the Agreement.

Length of Work Day – Classified Staff

The length of a workday for classified staff is governed by the number of hours for which the employee is assigned. A “full time” employee shall be considered to be an eight (8) hour-per-day/forty (40) hour-per-week employee. The workday is exclusive of lunch, but inclusive of breaks, unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules. Normal office hours in the District will be 8:00 a.m. to 4:00 p.m.

Legal Reference:

29 U.S.C § 201 to 219
29 CFR 516, et seq.
§ 39-3-405 MCA
§ 39-4-107, MCA

10.65.103(2), ARM

24.16.102, et seq., ARM

Fair Labor Standards Act of 1985
FLSA Regulations
Overtime Compensation
State and municipal governments,
school districts, mines, mills and
smelters
Program of Approved Pupil
Instruction Related Days
Wages and Hours

Policy History:

Adopted on:

Revised on: July 11, 2016

24.16.1006 REST AND MEAL PERIODS

(1) Rest. Rest periods of short duration, running from 5 minutes to about 20 minutes, are common in industry. They promote the efficiency of the employee and are customarily paid for as working time. They must be counted as hours worked. Compensable time of rest periods may not be offset against other working time such as compensable waiting time or on-call time.

(2) Meal.

(a) Bona fide meal periods. Bona fide meal periods are not worktime. Bona fide meal periods do not include coffee breaks or time for snacks. **These are rest periods. The employee must be completely relieved from duty for the purposes of eating regular meals.** Ordinarily 30 minutes or more is long enough for a bona fide meal period. A shorter period may be long enough under special conditions. The employee is not relieved if he is required to perform any duties, whether active or inactive while eating. For example, an office employee who is required to be at his machine is working while eating.

(b) Where no permission to leave premises. It is not necessary that an employee be permitted to leave the premises if he is otherwise completely freed from duties during the meal period.

History: Sec. [39-3-403](#), MCA; IMP, Sec. [39-3-404](#) & [39-3-405](#), MCA; Eff. 12/31/72.