

To: Board of Education, School District of Bayfield

From: Randi Johnson

Date: April 8, 2019

RE: April Finance Manager Report



Northern School District Trust Update (NSDT)

The NSDT voted to switch the third party administrator to HealthPartners. I will be in contact with HealthPartners to discuss the open enrollment process, plan design, and when we will begin to hold our employee meetings. The bids resulted in an increase to our premiums totaling 8% over this year's premiums. The cost to the district for this increase will be around \$96,000.00. In the preliminary budget, I estimated our increase to be at 9%. This is a savings of \$12,000 from the initial budget.

Frontline – Absence and Substitute Management

Together with our school secretaries, our team is working with Frontline to implement a new system to help manage employee absences and substitutes. This system will help us to improve absence management and allow us to find the best substitute when needed. This system also ties into our recruiting & hiring management software so all information is in one place.

Improve Absence Management

- Reduce Absenteeism – This system will identify and address trends like high absence days to help employees stay accountable.
- Track, Report & Benchmark Trends – The system includes customizable reports and has regional benchmark data.
- Reduce Paperwork – This system will integrate with our payroll system to upload substitute information saving paper on timesheets and having to manually re-enter data.

Substitute Calling

- Allows substitutes to proactively find jobs over the phone or online.
- Uses skill settings, preference lists and exclusion lists to find substitutes who are qualified to cover each absence.
- Our sub callers can reclaim hours spent calling substitutes.

We are extremely excited to roll out this new system in the fall.