

Human Resources Report – January 2024

Dear LATCA School Board Members,

I hope this report finds you well. Below is an update on previous and recent Human Resources matters and ongoing projects:

1. FMLA Updates:

- The potential FMLA lawsuit initiated by Ms. Patrice Wright was resolved in November. Through a few conversations with Ms. Wright, I was able to calm the employee down, de-escalate the situation, and ultimately got her to agree to a voluntary resignation on the premises of her exhausting all of the weeks allowed by law according to FMLA rules and regulations. (*See attached letter*)
- Ms. Lisa Wilson was cleared to return to work from FMLA leave on January 8th.
- Ms. Shawnda Johnson is scheduled to return to work from her FMLA on Monday, January 22nd. No extension has been requested at this time.
- Mr. Lawrence Perkins, maintenance staff, is expected to return from FMLA next week if he has not already returned early.

2. FMLA Requests and Approvals:

- Ms. Latonya Meeks requested FMLA leave starting February 6th for an estimated 6-8 weeks. I have informed Ms. Meeks that she is eligible for FMLA, but before I give final approval for the leave, I have requested her doctor to complete a health certification form confirming the need for a leave of absence.
- Ms. Twila Taylor's FMLA for maternity leave is approved, with an estimated start in late April or early May, possibly sooner, for a duration of 6 weeks.
- A meeting with Instructional Coach Brandi White is scheduled on Monday to plan her upcoming maternity leave.

3. On-Going Projects:

- The build of the Frontline system is progressing well, with an estimated completion date of the end of March.
- The migration of current employee files from paper to electronic format is still ongoing.

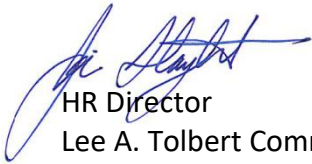
4. Open Items:

- The Frontline invoice for December was 15 days past due as of January 2nd. (*See attachment*). I need confirmation on if the invoice has since been paid.
- I recently requested the login information from Ms. Starks for all job board accounts and copies of all job descriptions in her possession. This will start the initiation of our hiring processes for anticipated vacancies and the upcoming 2024-2025 school year. This will enable our business office to promptly begin posting job positions and ensure a seamless recruitment process. I should have this information from Ms. Starks this week. Once obtained, we will proceed with our recruitment efforts to secure the best talent for our district.

If you have any questions or need further information, feel free to reach out. Thank you for your continued support.

Sincerely,

Joi Slaughter



HR Director

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