

Board of Trustees Report

May, 2019

Personnel / Human Resources

May employment vacancies were placed on the school's employment site, the OPI website, posted throughout the community and the Tribal newspaper. The Print Shop also places the District and Head Start job vacancies on Facebook at the Rocky Boy community page. I receive District and Head Start applications on the Frontline school employment website and in person. We received several applications for the Elementary teaching positions and one for the Jr. High Math teacher. Interviews were conducted, but we still have openings available.

Employee Drug Testing:

We tested 29 employees this month. The chart displays the results: We did one follow-up test for an employee in out-patient treatment through White Sky Hope Center. We also did a reasonable suspicion drug test on a Head Start employee. The employee has a right to know who signed the reasonable suspicion form. The employee being tested is on paid administrative until the test results come back. Employees are reluctant to report reasonable suspicion because they do not want their co-worker to know who reported. It causes animosity between them. We had a phone call report on reasonable suspicion from a community member but she did not come in and sign the reasonable suspicion form.

Employee	+	-
District Sub	0	1
District Regular	0	1
Follow-up		
Head Start Regular	0	8
Head Start Sub	0	18
Reasonable Suspicion	0	1
Total	0	29

The termination/appeal case heard at the last school board meeting was like a court case. We had the documentation in place and the policy violation was obvious, but still the recommendation for termination was not upheld, even though it was a last chance notification to the employee for violating any future policy. It was a learning experience and we will be better prepared in the future for such cases.

We had open enrollment for health insurance this month. We did additions, deletions, and terminations of coverage per employee requests. The new health insurance rates were posted, dental and vision rates did not change this year. School employees who don't want coverage complete the required waiver form.

The 2019 annual survey of public employment and payroll was submitted to the US Department of Commerce. The report surveyed one payroll this year and will serve as a part of the foundation for developing national economic and public policy as it measures public activity.

We assisted with the Head Start Teacher appreciation this month. District Administration employees put together gift bags for teachers to show that we strongly believe **teachers** play a key role in every individual's development and evolution.

Regular Personnel duties:

- ♥ Family Medical Leave Act paperwork (FMLA)
- ♥ Montana State Fund Worker's Compensation to report employee accidents/injuries, Safety Committee member
- ♥ Public Employment Retirement (PERS) and Teacher's Retirement (TRS) applications,
- ♥ Health insurance enrollment/waiver
- ♥ Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion
- ♥ Background checks, name-based and fingerprints
- ♥ Tracking leave, employee hours, maternity, bereavement, AWOL, substitute employee hours
- ♥ Employment applications, screen, interview, personnel file management
- ♥ Conduct new employee orientation
- ♥ Leave payouts for those who resign or are terminated
- ♥ Complete Unemployment paper work, on-line
- ♥ Wage recommendations
- ♥ Grievance Procedure, informal & formal

If you have, any questions or comments please feel free to contact me. **Jan Mitchell, janm@rockyboy.k12.mt.us**