

**Board of Trustees Report
December, 2019**

Personnel / Human Resources

December employment vacancies were placed on the school’s employment site, the OPI website, and posted throughout the community. 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.

For the year 2019 we had eleven First Report of Injuries filed with the Montana State Fund Workers Compensation. We had seven falls, one eye injury, two lifting injuries resulting in back and muscle strain and one contusion as a result of a student altercation. One of the claims is ongoing, the employee is still unable to return to work and continuing with medical treatment. He is experiencing reduced wages due to his injury while he is away from work as workers’ compensation benefits are not designed to completely supplement the employee’s lost wages. A rehabilitation counselor will come on-site to do a job analysis for him to see if he can return to work soon. A return to work benefit for the District as the employer reduces medical and indemnity costs of the claims. Lower medical and indemnity costs lead to lower premiums. Lower premiums allow employers to utilize those funds elsewhere, such as growing their business, offering other benefits to their employees.

I will be out of the office on an approved leave of absence to assist with child care for my grandchild. I am arranging to come in part-time until May 2020. I will post my hours so prospective employees will know when to come in for drug testing, and substitute employment.

Employee Drug Testing:

We only tested 8 people this month, in part due to my leave of absence. The chart displays the results.

We did one reasonable suspicion test this month that came out negative.

I did not do any athletic drug testing this month but I did more student drug testing in one month than has been done in the past few years. We had a person come in for a drug test to sub at Head Start, then asked for a copy of the result to go work at Tribal Court. Maybe we should start charging for the test.

Employee	+	-
Student Athletes	2	9
District Subs	0	2
Head Start Regular Employees	0	4
Head Start Sub	2	4
Reasonable Suspicion	0	1
Total	4	20

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Our school will respond promptly and effectively when it learns of any form of possible discrimination based on sex. We will respond to reports of sexual harassment, including sexual violence, as part of efforts to stop harassment and prevent the recurrence of possible sex discrimination. Since I went to the Title IX training in June there have been no reports of Title IX discrimination. As the District Title IX Coordinator I will serve in a neutral role and support all members of the school community.

The average daily attendance for departments in the District for the Month of December is shown in the chart below. The District’s goal is to improve student and staff attendance as well. The percentage is calculated on number of days per month, days missed, and number of employees in each department.

Department	Percentage
Administration	83%
Certified	94.5%
Classified	90.3%
Transportation	77%
Operations & Maintenance	89%
Food Service	79%
Head Start	82%
TOTAL	85%

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, dental, vision enrollment/waiver enrollment
- Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion, Student Drug Testing (until AD is hired)
- Title IX Coordinator
- Background checks, name-based and fingerprints
- First Aid/CPR classes
- Tracking leave, employee hours, maternity, bereavement, AWOL, substitute employee hours, Average Daily Attendance
- 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