

Board of Trustees Report

June, 2020

Jan Mitchell

Personnel / Human Resources

May employment opportunities were posted on the website only and on the OPI website. We received applications on line and in the office. Interviews will be scheduled using the GoToMtg link which can be accessed using a computer, tablet or smart phone. We have been interviewing for the High School Principal, K-6 Teachers, and Food Service positions. We do have applicants for most of the positions. Certified applicants are requesting housing. Our housing waiting list remains active with several applicants.

I came into the office to work for 108 hours total this month. We are tracking all hours for all employees, especially for the Food Service and Transportation department who have been working a regular schedule since March 15. I have also been completing many unemployment verifications for past employees. The Reasonable Assurance of employment was sent to all Classified nine-month employees and states In accordance with provisions of the Unemployment Compensation Act (MCA 39-51-2108), to please accept this letter as the District's means of informing of reasonable assurance of employment beginning upon the scheduled return for orientation in August, 2020. By virtue of this notice, the District understands that employees are not eligible for unemployment benefits while off work during the summer months. Head Start employees are eligible for unemployment while off for the summer months.

The RBEA and the RBCEA negotiation meetings have been going ok. We should be wrapping up both contracts soon. We are negotiating through the collective bargaining process but it seems like some of the union representatives are bargaining on their own behalf, or own interests. We have carved out agreements on issues such as training, hours worked after hours, contract length, monetary benefits such as longevity, incentives, parent teacher conferences. Both unions want child care for staff and students. They were tasked with developing a plan to address building, budget and whatever it entails to starting daycare. The main concerns for the certified union came down to the flex payment for health insurance and the salary scales. We bargained with an eye toward compromise and in a way that is most mutually beneficial. I feel that our school offers excellent benefits to employees and should have high employee performance expectations for receiving these benefits.

I have assisted retiring teachers with their Teacher Retirement applications, their leave payouts and their health insurance. Health insurance is open for enrollment to any new applicants or changes in coverage. The new teachers will have their health insurance options open until the start date of the new school year. Retirees have the option to continue health insurance coverage for five years after retirement as long as they were under coverage the prior five years before retirement.

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, refund applications, TRS termination pay
- Health insurance, dental, vision enrollment/waiver enrollment
- Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion
- 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 on the Frontline school employment website, 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
- Track Annual leave accrual rates for each employee per Montana code Annotated
- Provide orientation to new employees
- Complete employment verifications
- Arrange for annual and probationary employee evaluations
- Maintain all personnel files, retiree, current and past employees
- Look after the health, safety and welfare of all employees

If you have any questions or comments, please feel free to contact me. Have a good month! janm@rockyboy.k12.mt.us