

## Personnel/Human Resources

December employment vacancies were placed on the school's employment site, 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. This month I posted at the Havre Job Service. I need to increase recruitment efforts for the District and Head Start and will do so by posting at Havre Job Service, all tribal departments, spreading the word, and ask employees to spread the word about vacancies.

Head Start employees have concerns about rates of pay, acknowledgement of a job well done, staff appreciation, and bonuses. I am going to start to direct my recruitment efforts by taking advantage of social media. I will post current job openings, engage with potential candidates, post snippets about good things happening in our school and head start workforce, ask current employees to spread the word about beneficial features of working here and share their positive testimonials with prospective employees. We need to remind Head Start employees of the impact of Early Head Start and Head Start. I know a lot of the kids love Head Start. They like going to school, they like socializing with the other kids and their teachers, they like riding the bus, they like learning. I want employees to be able to describe positive reasons to work in our school or Head Start. Parents also appreciate the Head Start program. Free child care, nutritious food, a safe place to leave their children, education, health screens, and family partnership agreements are some of the benefits. Head Start prepares children for school. Head Start children perform better on cognitive and social measures. Head Start teachers improve the learning outcomes, living standards and later academic and professional success of their students.

I am very pleased of our technology with the Board Book and our Frontline application websites. It is amazing technology that makes things easier for everyone. The electronic Board Book helps cut costs for the labor and materials involved in the printing and distribution of board meeting packets. Our on-line application software (Frontline) is great as well. Electronic employee recordkeeping can just about replace any manual paper based process. We are properly harnessing the latest and most effective technology, dramatically reducing costs and increasing productivity. We are also learning more effective ways to use our payroll/accounting software.

Employee Drug Testing: We tested 14 employees this month. Not too many came in to test this month. All tests were negative.

The chart displays the results:

EMPLOYEE	POSITIVE	NEGATIVE
Head Start Sub Employee	0	9
Head Start Regular Employee	0	4
District Sub Employee	0	1
<b>Total</b>	<b>0</b>	<b>14</b>

I am preparing for the Society for Human Resource Management (SHRM) certification. The mission of SHRM is to enhance the practice of human resource management and the effectiveness of HR professionals in the organizations and communities they serve. For example, SHRM believes that behavioral competencies are the future of HR, they are a set of specific skills that are linked to success and they raise the level of performance with consistent, clearly defined expectations. I am about ready to schedule to take the test. The test covers four modules: HR Competencies, People, Organization and Workplace. The test site will be in Billings or Helena. I will keep you posted.

Regular Personnel duties: assist employees with the Family Medical Leave Act paperwork (FMLA), the Montana State Fund Worker's Compensation to report employee accidents/injuries, maternity leave paperwork, Public Employment Retirement (PERS) and Teacher's Retirement (TRS) applications, health insurance enrollment/waiver. Drug testing for the District and Head Start, background checks, tracking all types of leave, employee hours, substitute employee list, certified and classified employee evaluations, employment applications, conducting new employee interviews and orientation, leave payouts for those who resign or are terminated, are all parts of my regular duties. I complete Unemployment paper work, wage recommendations, and keep informed of all personnel issues. If you have, any questions or comments please feel free to contact me. **Jan Mitchell,**  
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