

**Board of Trustees Report
April, 2019**

Personnel / Human Resources

April 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.

Civil Rights Data Collection

I worked with Principal Han to upload data from Infinite Campus to the Civil Rights data collection site. It went very smooth, we are still waiting for the upload to complete. Once complete we can submit the entire collection. We have until May 10 to submit the collection.

Employee Drug Testing:

We tested 26 employees this month. The chart displays the results:
We usually do the drug test, back-ground check and payroll paper work before a person can sub. We have some of the long terms sub on the random test list.

Employee	+	-
Transportation	0	2
District Sub	0	2
District Regular	0	2
Head Start Regular	0	4
Head Start Sub	1	16
Total	1	25

This month there were 46 substitute employees at Head Start with a total amount of 2,417 sub hours. If you do the math it comes out to approximately 52.5 hours per sub employee. We did the Head Start cost of living increase at the end of April. The increase amounted to 1.77%. Staff will receive the increase the first pay period in May and it is retroactive to January 1, 2019.

I will be attending a **Title IX Coordinator and Administrator** training and certification level one course in June. This comprehensive course is focused broadly on the role of Title IX Coordinators, Title IX compliance, investigations, athletics equity, and 504 disability compliance. 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. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance.

I would like to express appreciation for my 2019/20 contract renewal. I will continue working to strengthen skills in all areas of HR.

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**