

Board of Trustees Report

February, 2019

Personnel / Human Resources

January 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.

The Society for Human Resource Management (SHRM) Certification

I rescheduled the tests for this certification. I feel I am not as prepared as I would like. There are four manuals to read and I barely skimmed through all of them. I will keep reading and when I feel ready will schedule the test.

I started the **Civil Rights Data Collection**. The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data related to the nation's public school districts and elementary and secondary schools' obligation to provide equal educational opportunity. To fulfill this goal, the CRDC collects a variety of information, including student enrollment and educational programs and services data that are disaggregated by race/ethnicity, sex, English learners, and disability.

Employee Drug Testing: We tested only 8 employees this month. The chart displays the results:

The one positive test was a refusal. Policy 5135 Employee Drug Testing defines a refusal as failure to provide a urine specimen. An employee who refuses to submit to a

drug or alcohol test when asked to do so by the District will be considered as equivalency of testing positive and even more, an act of insubordination subject to disciplinary action up to, and including termination. We also have an employee who, during the course of employment, acknowledged a substance abuse problem and requested assistance. The District is requiring the employee to seek an evaluation and possible treatment from a Substance Abuse Professional (SAP). The employee will be suspended without pay until the District receives medical certification from the Substance Abuse Professional that the employee is able to perform the essential functions of the job safely. The employee may not be eligible to return back to his/or her position depending upon the circumstances, the completion and outcome of their treatment program and/or recommendation of the Substance Abuse Professional. If the employee returns to their position, he/she must also consent to periodic testing to confirm that drug/alcohol use by the employee has not resumed. Any employee returning to work after treatment will be expected to comply with all aspects of this drug/alcohol testing policy.

Employee	Positive	Negative
Head Start Sub Employee	0	3
Head Start Regular Employee	0	1
District Regular Employee	0	2
District Sub Employee	0	1
Refusal (Head Start Regular Employee)	1	0
Total	1	7

Regular Personnel duties:

- ♥ Family Medical Leave Act paperwork (FMLA)
- ♥ Montana State Fund Worker's Compensation to report employee accidents/injuries
- ♥ 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,
- ♥ 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
- ♥ 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