

## Board of Trustees Report

February, 2020

### *Personnel/Human Resources*

February 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.

#### Employee Drug Testing:

We tested sixteen employees this month. The chart displays the results. The Athletic Director was given access to the system so that he can begin testing Students. Five randoms are selected from the student and five are selected from the Head Start employee pools. There are at least two selections from the Transportation department on a quarterly basis. One of the positive tests was a refusal based on a reasonable suspicion request. The employee refused the test and walked off the job site, thus the employee was terminated.

Employee	Positive	Negative
Student Athletes	0	2
District Subs	1	4
Head Start Regular Employees	0	3
Head Start Sub	0	5
Reasonable Suspicion	1	0
<b>Total</b>	<b>2</b>	<b>14</b>

The Montana State Fund reports for February include one possible concussion from a fall on the ice and one finger cut in the kitchen. If an employee misses more than three working days because of an accident, wages will be paid by MT State Fund. No wages lost in these two instances.

Annual Performance evaluations for Classified employees were given out this month. According to Article V, Section 1 of the RBCEA employees are evaluated for the purpose of improving the quality of employee performance. Section 5 states that an employee shall not receive a step increase for the next year of employment if they fall below rating standards.

We did a laser fiche training this month. It will be nice to have all personnel files on laser fiche. It automates work in our department with powerful work flows, e-forms and intelligent document management.

The **average daily attendance** for departments in the District for the Month of February 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. Monitored usage of leave in a school can affect the absence behavior of employees, leading to less leave usage.

Department	Percentage
Administration	93%
Certified	94.7%
Classified	88%
Transportation	81%
Operations & Maintenance	89%
Food Service	95%
Head Start	82%
<b>TOTAL</b>	<b>88.96%</b>

#### 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, 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](mailto:janm@rockyboy.k12.mt.us)