

Board of Trustees Report

June, 2019

Personnel / Human Resources

June 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. We had several youth attempt to apply for employment at Head Start for the summer. According to the Head start Performance Standards, youth need constant supervision in the classroom and cannot substitute as a regular employee.

Employee Drug Testing:

We only tested 12 employees this month. The chart displays the results:

The long term Head Start subs are on the random test schedule.

An employee who requested assistance through the District Drug Policy self-referral program did not complete his treatment recommendations, he is scheduled for a hearing next month and is facing recommendation for termination for non-compliance.

Employee	+	-
Head Start Regular	0	5
Head Start Sub	0	7
Total	0	12

The Association for **Title IX** Administrators (ATIXA) Coordinator and Administrator training & Certification Level one course provided a comprehensive overview. The training focused broadly on the role of Title IX Coordinators, all aspects of Title IX and VAWA/Clery compliance, oversight of investigations, athletics equity and 504 disability compliance. Specifically, the course included:

- Overview and history of Title IX
- Extensive review of Title IX legal standards and case law
- Major office of civil rights guidance
- Preponderance and jurisdiction
- Applicability of Title IX to cases
- Understanding VAWA (Violence Against Women Act), Section 304, and Clery Act
- Job responsibilities
- Essential competencies
- Understanding sexual harassment, sexual violence and sexual exploitation
- Investigation and grievance procedures
- Athletics, ADA/504 and Prek-12 procedures

The training was very informative. I was one of the two K-12 schools in attendance, the rest of the participants were from colleges and universities. The **Clery Act** Reports The Jeanne Clery Disclosure of Campus Security Policy and Campus **Crime Statistics Act** is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

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,**

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