

Board of Trustees Report
September, 2019

Personnel / Human Resources

September 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. We only received three applications for employment this month. We do however have many people coming in to sub. We have a sub list for the kitchen, the Elementary and High School sub teachers and Head Start.

Employee Drug Testing:

We tested 32 employees this month. The chart displays the results: We tested 13 students this month as we are behind a couple of months. If the student is positive we sit with him/her while the lab is called to discuss the results. The student will be retested and drug levels must decrease in order to be eligible to participate in athletics per student drug testing policy. We are looking at possibly extending the same rules to one of our regular employees in the transportation department.

Employee	+	-
Student Athletes	3	10
District Regular	1	5
District Sub	0	2
Head Start Regular Employees	0	1
Head Start Sub	1	9
Total	5	27

We have two employees on FMLA and two applying. The two new employees applying are for a family member's serious health condition. We have one teacher applying for maternity leave and one employee on a leave of absence.

We reviewed safety training videos with the Food Service Department. The school safety website has an on-demand video library recommended for annual training of all school employees. Each video includes a quiz and certificate of completion.

I received the Montana School Guidelines for the Identification and reporting of Child Abuse and Neglect from the Department of Public Health & Human Services. The booklets discuss why school employees should be involved in reporting, Montana state laws, reporting procedure, recognizing indicators of child maltreatment, penalties for failing to report. Reporting to the hotline takes the pressure off of employees who may be fearful to report as it may bring punishment to the family or they may be targeted by the alleged maltreating individual. If ever unsure whether to report or not, always report. The state will decide if the report is substantiated or not and not the school.

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
- First Aid/CPR classes
- Time Clock Plus Training
- 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