

HUMAN RESOURCE DEPARTMENT

QUARTERLY REPORT

AUGUST 1, 2017 – DECEMBER 29, 2017:

The Human Resource Department reports the following activities for the period ending December, 2017:

Orientation-the HR department provided a one (1) day new teacher Orientation for 18 teachers new to the school, community and subsequently the Blackfeet reservation. It was held August 22, 2017 that included presentations on Blackfeet historic values and cultures, Trauma Informed Schools, a tour of Browning and Blackfeet Boarding Dormitory and an introduction to the Blackfeet Tribal Business Council.

Total Number of School District Employees: 396 (does not include substitute teachers or temporary employees). We have 1 vacant elementary (Browning Elementary) and 1 Health/PE teaching positions at Browning Middle School. We were notified in December Big Sky Colony Teacher Daniel Anderson and wife who is a TA there will retire at the end of the school year.

Number of administrative, professional, technical employees: Of the 396 employees within the district, 36 are designated as Administrative/Professional/Technical staff with contracts awarded for 2017-18 school year.

Browning Public Schools has 196 Certified Teachers, K-12: The number of student teachers in 2 + 2 Educators Program BCC/U of M-Western at Dillon, total 28. These instructors are placed in mostly the elementary schools and those placed have or are obtaining a provisional licensure, or working on an educator's licensures certification. Two have completed undergraduate programs in 2017. Additionally, the District has 7 teachers with a Class 7 Licensure. A Blackfeet Immersion teacher is placed at each school. The 18 new teachers Browning Public Schools hired have been placed in the Mentor Program as mentees. Each school has 2 building

mentors and we have 6 community mentors to assist new teachers adjust to the community and Blackfeet Reservation. According to Montana statues, non-tenured teachers are evaluated twice a year, in November and again in February. Evaluations of non-tenured teachers have been completed by the deadline date of November 30, 2017.

One Hundred Forty-One (141) employees of the district are Classified Employees which include Thirty-Five (paraprofessional or TA's) and twelve-month employees. The active (live) Substitute Teacher's List is comprised of 143 approved substitute teaching and classified positions with two teacher substitute trainings completed in 2017 by Lona Running Wolf and Edith Wagner. The substitute list typically grows to over 200 individuals by the year end. Extra-Curricular activities, clubs and sponsor contracts processed by the HR Department from August through December 2017 is also 143, which includes the Ee Kah Kii Maht Student Support Services program administered by Tony Wagner. District wide, BPS has hire and retained 19 Tutors that includes 21st Century, AVID, ELA and two (2) Title I part-time employees two for Blackfeet DeLaSalle School, math and reading. Mentor Program:

Contract modifications and Lane movement for certified staff for school year 2017-18 include 8 teachers who received endorsements or completed graduate school and submitted their credentials by the April 1, 2017 deadline to HR.

Number of Resignations/Retirement: Due to the Privacy Act and HIPPA, the department can report how many certified employees who have either resigned or retired: 5 Certified Teachers: Heidi McCormick, Sarah Schmasow, Valerie After Buffalo, Leo Kennerly, III; Monti Pavatea. Each teacher cited medical reasons for resignation/retirement.

Internal Transfers: Personnel action for Employee Status Change (ESC) or transfers are approximately 24 classified and certified employees within the district, or internally (refer to attached spreadsheet). Natasha Silliezar, KW/Vina Vice Principal, transferred to Glendale Colony Principal and Teacher. The HR Department has advertised from August through December 2017, 55 positions which includes the recently vacated position KW/Vina Vice Principal.

Beginning the month of October, the Human Resource department and Business Office completed the annual Terms of Employment Report (TOES) for the Office of Public Instruction so as to comply with the accreditation standards. TOES Reports is also submitted in conjunction with the TEAMS report that the Curriculum Instructor Director, Jeri Matt, prepares annually for the district.

Criminal Awareness Security Training and Audit – October 28, 2017. The Human Resource Department underwent its first audit with Criminal Justice Department, Department of Justice. As a result, internal HR Standard Operating Procedures adopted the following provisions so as to be compliant with the new federal regulations: Criminal Justice Information, Security Policy and Procedures, 28 CFR 50.12(b) as amended that included: incorporating provisions for Information Handling, Proper Access, Use and Dissemination, Designating the HR Administrative Assistance and the Local Agency Security Officer and Point of Contact; Storage of confidential files and destruction of confidential CJIS information via shredding. The Board of Trustees will need to approve the above items to incorporate into policy #5120, prior to the beginning of 2018-19 school year.

Labor Agreements – Certified collective bargaining agreement, federation of teachers; classified bargaining agreement federation of classified employees will be negotiated beginning next month.

The Human Resource department processed 15 Family Medical Leave Act (FMLA) requests and six (6) 504 (employees, not students) plans for both certified and classified employees in compliance with Americans with Disabilities Act. The number of complaints filed against administration total three (3). Two sexual harassment complaints were investigated in September, resulting in a resignation of one classified employee. HR has a large number of employee's in disciplinary situations due to Unapproved Leave Without Pay (ULWOP). The Benefits Coordinator, Tracie Keller, monitors leave for certified employees and Jessica Rutherford monitors classified leave benefits. The Business Office and HR are working together to determine putting the both certified and classified leave benefits back to the same personnel. Tracie Keller is leaving the district February 3, 2018 having taken a new position with the federal government.

The department processed over 200 number of pre-employment screenings, physical assessments, fingerprints, drug testing and criminal background checks for Federal, State and Tribal pre-employment purposes.

TRANSFERS WITHIN THE DISTRICT

NAME	FROM	TO
BETH AUGARE	CHILD CARE AID II	NAPI TA
BRANDON SURE CHIEF	FS SECRETARY	FS SITE SUPERVISOR
BRITTANY BURNS	BES TA	CHILD CARE AID II
CARLA WHITEGRASS	BMS TEACHER	BHS TEACHER
CECILIA WHITEMAN	BES ASST COOK	BHS ASST COOK
CECILIA WHITEMAN	BHS ASST COOK	BMS FLEX
CECILIA WHITEMAN	BES ASST COOK	BHS ASST COOK
CHERRI RATTLER	KW PCA	BMS SPED TA
DAN BELCOURT	BMS TEACHER	BMS DEAN OF STUDENTS
DARRELL DEROCHE	BHS ASST COOK	FS WAREHOUSE CLERK
DONALD CAN	KW/VC PCA	SPED TA
ELAZIBETH COLEMAN	NAPI TEACHER	BMS TEACHER
ETTORE WHITFORD	SPED/BMS PCA	SPED NAPI PCA
ETTORE WHITFORD	BMS HEAD COOK	SPED PCA
GAIL OSCAR	KW/VC PCA	BHS OFFICE AID/ISS
GAIL OSCAR	BES PCA	VC PCA
GLENN HALL	CUSTODIAL SUPERVISOR	DIRECTOR MAINT, FAC
HILLARY GILHAM	KW/NAPI CUSTODIAN	FS SECRETARY
JACK PARRENT	NAPI COUNSELOR	BHS DEAN OF STUDENTS
JACQUELINE BEYER	BES TEACHER	NAPI TEACHER
JAMES RUSSELL	DIST ADMIN PROF/TECH	DIST ADMIN CLASSIFIED
JESSICA RACINE	NAPI DEAN OF STUDENTS	NAPI ASST PRINCIPAL
JOANN STILL SMOKING	KW ASST COOK	VC HEAD COOK
JULIE HAYES	BMS PRINCIPAL	BMS TEACHER
KAMI WELLMAN	CHILD CARE AID II	CHILD CARE AID II
KIMMA FLAMAND	BHS ASST COOK	KW/VC ASST COOK
KYLYE FARMER	KW ASST COOK	BHS HEAD COOK
LAURA HALL	KW SPED TEACHER	BMS SPED TEACHER
LAURA HALL	KW SPED TEACHER	BMS SPED TA
LEROY STILL SMOKING	BHS CUSTODIAN	MULTI BUILDING CUST
LISA SCREETON	NAPI TEACHER	BHS TEACHER
LYNELL BULLSHOE	BMS ACADEMY	KW/VC COUNSELOR
MARNESSA INGRAHAM	NAPI PCA	BES TA
MEGAN ADAMS	BES TEACHER	KW/VC TEACHER
MELODY LERMA	BHS ASST COOK	BES ASST COOK
MELODY LERMA	BES ASST COOK FLEX	BHS ASST COOK
MICHELL PLOUFFE	BMS ASST COOK FLEX	BHS ASST COOK FLEX
MILYN LAZY BOY	CHILD CARE AIDE I	NAPI TA
NATASHA SILIEZAR	KW/VC ASST PRINCIPAL	COLONIES PRINCIPAL/TEACHER
NATHAN STONE	BES TEACHER	NAPI TEACHER
SADIE JOHNSON-HARWOOD	BES TEACHER	KW/VC LIBRARY
SUSAN RACINE	KW/VC SPED TA	NAPI SPED TA
ANNIE HALL	HOME SCHOOL COORDINATOR	BUFFALO HIDE/BHS