

**Board of Trustees Report
March, 2019**

Personnel / Human Resources

March 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.

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.

Criminal History On-line Record Search

The Montana Department of Justice service that allows users to search the state's public criminal history record database. This official State of Montana service provides electronic access to criminal history record information in accordance with Montana Code Annotated 44-5-301. This service is limited to Montana's public criminal history information. The cost of this service went up to \$20.00 per request. The cost of fingerprints is \$30.00 per request. The adjustment is a result of FBI rate increases that have impacted service costs to criminal records services. Fortunately, ongoing investments to improve technology will enable us to keep future expenses at a minimum. We anticipate no additional rate adjustments for the next few years.

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 19 employees this month. The chart displays the results:
The substitute Head Start employee who tested positive was a long term sub. He has worked the past two years as a substitute Head Start Teacher Assistant. We put the long-term subs on the random testing schedule.

Employee	Positive	Negative
Head Start Sub Employee	1	8
Head Start Regular Employee	0	3
District Sub Employee	0	7
Total	1	18

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, janm@rockyboy.k12.mt.us**