

Board of Trustees Report
August, 2019

Personnel / Human Resources

August 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. The Frontline Application website allows applicants to upload resumes, reference letters, letters of interest, transcripts, and any other forms needed for employment such as I-9, W4, background check release of information and job descriptions. We can also forward applications to departments, and email applicants information. It is quite an incredible system and our community applicants are increasingly utilizing the process.

Employee Drug Testing:

We tested 17 employees this month. The chart displays the results: One of the tests came back to do direct observation as the test may have been altered. We gave the option to pay for a second test but she didn't come back to ret-test. She is listed on the chart as a positive test. I may be testing student athletes in the near future.

Employee	+	-
District Sub	0	5
Head Start Regular Employees	0	5
Head Start Sub	1	6
Total	1	16

We have two employees on FMLA. One for an ongoing serious health condition and one who applied as a result of a workplace accident. We also have two employees who apply for FMLA every year who have continuing medical treatment. They can use the FMLA after they run out of their regular leave.

I completed the in-kind form for Head Start. I spend most of my time with Head Start on the same regular duties I do with the District: Civil Rights, Teacher Retirement forms, drug testing, health insurance offers, First Aid & CPR. Currently we are experiencing an employee who has failed a performance evaluation and wants to apply for employment with Head Start. We denied the applicant an interview based on the past poor evaluation. This situation needs to be further discussed with the Parent Policy Council.

Since the Transportation Supervisor is on leave, I am updating all Bus Driver medical exam certifications, CDLs and checking Driver History. I registered to search Driver histories through the MT DOL at MT.gov and will be able to access the site once the registration is approved. We have two new drivers, one is current with everything and the other obtained his CDL, First Aid & CPR. We have another driver who is in training, studying the CDL manual and completed his First Aid & CPR.

I have been completing background checks and fingerprinting for Stone Child College students on the Education and Class VII programs.

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,**
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