

Board of Trustees Report

October, 2019

Personnel / Human Resources

October 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.

Employee Drug Testing:

We tested 40 people this month. The chart displays the results: We tested 16 students this month. We call the lab to discuss positive results. If the test is positive for THC we obtain the Nano gram count. Any Nano gram count above 15 is a positive test. One of the students had a positive test of 399 Nano grams. The student will be retested and drug levels must decrease in order to be eligible to participate in athletics per student drug testing policy.

Employee	+	-
Student Athletes	4	12
District Subs	1	1
Head Start Regular Employees	0	12
Head Start Sub	1	9
Total	6	34

We have two transportation employees who need to do the Alcohol test by means of a breathalyzer. We will call the Rocky Boy Police Department to assist with this. The Department of Transportation requires alcohol testing quarterly each year, on a random basis.

I had an employee appeal an unemployment claim that was denied. We went through the appeal process, all documentation was submitted. The denied claim was upheld, apparently the appellant did not have good cause for the appeal. The claimant was not qualified to receive benefits based upon the separation from employment as provided in the Montana Code Annotated 39-51-2302 (leaving work without good cause).

I went to the Montana Conference on Educational Leadership, MCEL in Billings this month. I attended Strategic Practices for our district, including, planning, environmental scanning, knowledge-based decision making and engaging our community. I went to the MSGIA Safety Committee Tool kit, the most impactful workplace safety tool kit components for K-12 schools. Key features include links to required state and federal training areas annually for staff, self-inspections safety templates, tips for building principals in positive ways to influence an effective safety culture within our school district.

I watched the online sessions about Coaching and Extracurricular staff issues and Conflicts of Interest in Public School Governance. If anybody is interested I can send the link to view the videos.

I regularly check the sexual and violent registry. I did a little further checking into one individual I saw on the play-ground who is also on the registry. I went as far as to check with Hill County probation and parole. I was just making sure and did let the Principal know this person was on the playground. The person did not have any restrictions but precautions can be in place.

The average daily attendance for departments in the District for the Month of October. The District's goal is to improve student and staff attendance as well.

Department	Percentage
Administration	85%
Certified	96.7%
Classified	89%
Transportation	91%
Operations & Maintenance	87%
Food Service	81%
Head Start	87%
STAFF ATTENDANCE TOTAL	88%

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, dental, vision 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