

**Human Resources Report Summary
January 2022 Activities**

1) Staffing Updates:

Number of staffing changes Received by HR during the month of January. This is a summary of the consent agenda.

	Certified	Non-Certified
# New Hires	9	14
# Retirements	3	2
# Resignations	2	10
# Leave of Absences	4	5

2) HR Department Updates:

HR Director Updates:

The Headstart Vaccination mandate went into effect on January 31, 2022. We are working with affected staff on reassignment options.

Benefits Department:

First email notice went out on 1/25/22 to the Teacher's unit regarding the retirement notification deadline of April 1st. An in-person Retirement Information Session is scheduled for February 9th at UHG. There has been an incredible response for attending the session and requesting HCSP estimates. Started pulling first reports for the Affordable Care Act 1095 C forms. Attending an Onboarding Information Presentation for certified staff on February 7th and 14th.

Contract Negotiations:

NCBAA Contract for 2020-2021 is settled and will be going to the Board in February. Food Service Contract for 2021-2023 is settled and will be going to the board for approval in February or March. ISPEC negotiations are starting February 9. Negotiation dates are being determined for Duluth Principals' Association and Education Directors contracts.

HR will be working with Finance on collection of information for negotiation parameters for future contracts.

3) Additional Updates:

Interviews for HR Clerical took place on February 4. The clerical will be housed at the HR Front Desk and will be the first point of contact for all new hires..

HR Staff are working on a New Employee Handbook as well as a Principal/Manager HR Guide Book.

Our department is actively working on a recruitment campaign for paraprofessionals and discussing ways to reduce the financial barrier for ParaPro testing.

Current openings as of Friday, February 4, 2022:

Licensed - Elementary Teachers (2)

Licensed - Secondary Teachers (1)

Licensed - Special Education Teachers (5)

Licensed - Teachers (3)

Non Licensed - Clerical (2)

Non Licensed - Hourly (10)

Non Licensed - Maintenance/Transportation (2)

Non Licensed - Paraprofessionals (27)

Licensed - Substitute (1)

Non Licensed - Substitute (1)