

Human Resources Report Summary May 2023 Activities

Staffing Updates:

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

	Certified	Non-Certified
# New Hires	2	6
# Retirements	3	4
# Resignations	0	13
# Leave of Absences	1	1

HR Department Updates:

Molly Meagher was hired on April 24, 2023 as the Human Resources Assistant covering the front desk. Molly comes to the District with 8 years of receptionist/customer service experience.

Elementary Specialist mini-fill will take place on May 10, 2023. Any additional openings that remain after this process will be posted for hiring. Miranda Fox, our HRIS Specialist has been busy over the last few months getting electronic timesheets set up for most of our non-certified staff. No paper timesheets are being used after May 1, 2023.

HR Staff will be working over the next few months on developing a comprehensive new hire orientation and onboarding processes and records retention.

Benefits Updates:

The Benefits Department is hosting a Calm Sessions Challenge for the month of May to bring awareness to Mental Health Awareness Month for our employees. It encourages employees to engage in 100 “mindful” minutes of Calm Sessions to help manage anxiety and depression, assist with burnout, and get better sleep. Additional information regarding the District’s Employee Assistance Program was also sent out. Both Calm and EAP reminders will be sent out during the duration of May.

The Department is also hosting our Spring Open Enrollment for our Health Insurance plan through PEIP. Open enrollment runs from May 1st-May 11th. We are prepping for the end of the year by assisting our retiring teachers with information regarding COBRA, their severances, and pensions.

Contract Negotiations:

We have had six bargaining units request to bargain, Non-Certified Business Division Administrators Association (NCBAA), Paraprofessionals (Education Assistants), Food Service Employees, Clericals, Principals and Teachers. Administration is currently working on scheduling initial meetings with the bargaining units and initial proposals.

Hiring Updates:

Certified:

School Administration (1)
Teachers, District Wide (1)
Teachers, Elementary (7)
Teachers, High School (7)
Teachers, Middle School (3)
Teachers, Special Education (8)

Summer School (11)

Non-Certified:

Administrative/Management (1)
Child Nutrition (10)
Clerical (1)
Maintenance/Transportation (22)
Engineer II (1)
School Custodian (15)
Second Shift Engineer (1)
Bus Helper (1)
School Bus Driver II (4)

Paraprofessionals (34)

Health Asst. Paraprofessional LPN (1)
Mental Health Practitioner (1)
Sign Language Facilitator (1)
Sp. Ed. Building Wide Paraprofessional (4)
Sp. Ed. Program Paraprofessional (12)
Sp. Ed. Student Specific (3)
Sp. Ed. Student Specific Set III Paraprofessional (9)
Supervisory Paraprofessional (3)