

Human Resources Report Summary January 2024 Activities

Staffing Updates:

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

	Certified	Non-Certified
# New Hires	2	9
# Retirements	5	0
# Resignations	1	7
# Leave of Absences	2	3

HR Department Updates:

The District will submit the Grown Your Own grant to MDE on January 16, 2024. We have requested the maximum funding of \$750,000 of which \$600,000 would be used to supply tuition assistance to current staff and community members of color so they can obtain their teaching licensure.

Human Resources staff is gearing up for the 2024-2025 staffing season and will be meeting with principals the last week in February to review certified staffing needs for next school year. We are hoping to start posting known vacancies and displaced positions as early as March 2. Summer School positions were posted on January 11, 2024- a total of 74, which does not include ESY positions. Those positions will be posted in upcoming weeks.

Human Resources staff will attend the Hermantown Chamber of Commerce Job Fair on February 8, 2024. This fair will allow us to focus on all of our available open positions, with a primary push for maintenance and transportation needs. In addition, we are looking into participating in three virtual job fairs through MnSchool Jobs on February 21, April 2 and Tuesday, April 23. The virtual fairs will focus specifically on recruitment for licensed teachers (all subjects and grades), licensed related services, and paraprofessionals.

As part of our ongoing systems improvement efforts, the last group of employees (maintenance staff) started using electronic timesheets on January 8, 2024. Affected staff were provided four training sessions to ensure success of use. We are also actively reviewing and revising our payroll processes to ensure continued accuracy and process efficiency.

Benefits Updates: The Benefits Department is hosting a Calm Challenge in the month of January to assist our employees in finding time for themselves in the New Year. Employees sign up for the challenge and must complete 100 "Mindful" Minutes to be entered to win a prize. The next Retirement Session will be hosted on January 17th, from 4:00p-5:00p at the DSC Building for any employees considering retirement in the coming years.

The Benefits team's next big project will be to work on the setup for our Employee Wellness Fair in the spring.

Hiring Updates:

Administration:

Assistant Principal-Interim, Denfeld

Athletics:

Assistant Coach, JV Softball (East)

Head Coach, Soccer Boys (East)

Head Coach, Football (East)

Certified:

Teachers, District Wide (1)

Teachers, High School (2)

Teachers, Special Education (5)

Non-Certified:

Child Nutrition (4)

Clerical (1)

Playground/Cafeteria Monitor (7)

Paraprofessionals

Duluth Preschool Paraprofessional (1)

Early Childhood Sp. Ed. Paraprofessional (2)

Licensed Slgn Language Interpreter (2)

Sign Language Facilitator (1)

SpEd Paraprofessional-Keyzone (1)

Sp. Ed. Building Wide Paraprofessional (2)

Sp. Ed. Program Paraprofessional (4)

Sp. Ed Student Specific Setting III Paraprofessional (2)

Sp. Ed RN or LPN Paraprofessional (1)

Tech Tutor (1)

Transportation

Bus Helper (6)

Bus Driver (4)

Maintenance

Custodian I (1)

Floating Custodian (4)

Master Electrician (1)

Second Shift Engineer II(1)

Second Shift Engineer II (2)

Contract Negotiations:

The Integration Specialists (ISpec) contract will be sent for Board approval later this month. We are still active in negotiations with the Education Directors Association and the Duluth Federation of Teachers. The next negotiation date for the Teachers is January 25, and January 30 with the Directors.

The Clerical Unit has decided to wait for Teachers to settle before negotiating. The District-Wide Instructional Administrators Association has not yet requested to negotiate.