

**Human Resources Report Summary
August 2024 Activities**

Staffing Updates:

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

| | Certified | Non-Certified |
|----------------------------|------------------|----------------------|
| # New Hires | 17 | 20 |
| # Retirements | 0 | 2 |
| # Resignations | 3 | 4 |
| # Leave of Absences | 1 | 2 |

HR Department Updates:

The HR department is finalizing New Hire Orientation and expects to have approximately 85-95 new hires attend on Tuesday, August 20th.

HR Leadership will be providing a 3 hour training to the Duluth Leadership Team the afternoon of August 13th. Topics will include Employee Coaching, Performance Management and Progressive Discipline Process; Employee Investigation Processes, Onboarding and other HR101 topics such as Fair Labor Standards Act, Sick Leave Abuse and Misuse, and Family Medical Leave Act. In addition, the HR Team will be providing Reasonable Suspicion training to the same group later this year.

On August 7, the HR team participated in a job fair at the Duluth CareerForce center and will also be the Business of the Day on August 12th. Staff from HR, as well as leadership from both transportation and maintenance will be onsite at the Duluth CareerForce center to provide immediate application and interviews for positions in their departments. Teachers On Call will also join us at the event to promote substitute paraprofessional hiring.

Charlie Cook, HR Manager attended the MN Public Employer Labor Relations Association Summer Conference August 7-9 with key topics being Leveraging Artificial Intelligence to Enhance HR and Labor Relations Practices, State Family Medical Leave Program, Negotiations, and Labor and Employment Legislative Updates. Theresa Severance, Executive Director of Human Resources attended a Legal Update for School Administrators on August 8 with key topics on New Legislative Laws and Case Law Updates affecting schools and education, Due Process in Employee Investigations, and Issues Created by 2023 Legislative Changes.

Benefits Updates:

The Benefits Department is preparing for the new school year by planning more ways to get benefit information to our employees. This includes a new way for people to enroll in their benefits, additional educational materials, and bringing in more of our experts from our benefit partners to help inform new and existing employees of all of their benefits and options. The Benefits Department will also participate in a New Hire Orientation in August for all of our brand new employees to provide benefit information and answer questions.

Hiring Updates:

Certified: To date we have filled 194 positions, 73 external hires.

Teachers

- District Wide (2)*
- Elementary (2)*
- Middle School (5)*
- High School (1)*
- Special Education (5)*
- Adult Basic Education (1)*

Non-Certified: To date we have filled 77 positions, 25 external hires.

Child Nutrition (3)

Maintenance (10)

- Custodian I (4)*
- Engineer II (2)*
- Master Electrician (1)*
- Second Shift Engineer II (3)*

Playground/Cafeteria Monitor (8)

Technology (1)

Transportation (5)

- School Bus Driver II (4)*
- School Bus Helper (1)*

Paraprofessionals (13)

- Mental Health Practitioner Check and Connect (1)*
- Pre-school Paraprofessional (1)*
- Sp. Ed. Program Paraprofessional (2)*
- Sp. Ed. Building Wide Paraprofessional (5)*
- Supervisory Paraprofessional (1)*
- Sign Language Facilitator (2)*
- Tech Tutor-Construction*

Contract Negotiations:

Negotiations are completed with both the Clerical Unit and the National Conference of Firemen and Oilers (NCFO). We have tentative agreements with both units and are likely to bring those forward to the Board for approvals in August (Clerical) and September (NCFO). The Clerical unit has tentatively agreed to 2- 2 year contracts for 2023-2025 and 2025-2027, and the NCFO with a 3-year contract for 2024-2027. We continue to meet with the District-Wide Instructional Administrators Association with the next meeting scheduled for August 23rd This is the final group to negotiate for the 2023-2025 cycle.