

Human Resources Report Summary September 2022 Activities

1) Staffing Updates:

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

	Certified	Non-Certified
# New Hires	26	2
# Retirements	0	5
# Resignations	2	18
# Leave of Absences	2	4

2) HR Department Updates:

On August 23, the Human Resources Staff welcomed all new hires at a New Hire Orientation, held at Duluth East High School. Over 70 new employees attended! There is another orientation session scheduled for September 19, to catch any new employees that were hired after the initial orientation session. On August 29, the Human Resources team had a recruitment table at the Unity in the Community event- we had many people drop by asking about paraprofessional positions and are hopeful to see those people apply for positions!

Teachers on Call is now live and appears to be going well. Training was provided to all site principals and clericals over the last few weeks. Initial fill rates for absences have ranged from 53%-78.6%. In the 2021-2022 school year our fill rate for absences was below 50%. Recruitment continues for qualified substitutes. After further review of the data, in 2021-2022 we had 160 "active" substitutes in the system. To date, 60 of those have completed the process, another 24 are completing final steps, 18 have been hired as regular teachers or paraprofessionals with the District, 17 have taken other jobs or are no longer interested and 41 have not yet applied. Teachers on Call continues to reach out to the 41 that have not yet applied and are actively recruiting new substitutes as well.

Amber Pietrusa was promoted on 8/22/22 to the Benefits Coordinator position, previously serving the District as the Human Resources Assistant at our front desk. She has many years of benefits experience working with UnitedHealthcare. Sophia Tomeck was hired on 9/6/22 as the Human Resources Assistant at our front desk. Sophia comes to us from Arrowhead Abstract and Title Co. where she served as the Receptionist. Sophia has many years of experience providing customer service and supporting a busy office. Miranda Fox will start with the District as a HRIS/Payroll Specialist on 9/12/22. Miranda comes to us from St. Luke's Hospital system where she served as an Applications Analyst supporting payroll and HRIS. She has a wealth of technical knowledge that we are excited to utilize to make our payroll and system processes more efficient.

3) Benefits Updates:

Our Benefits Team has been very busy with the start of the new school year processing benefits enrollments. We will be implementing a 529 Savings Plan and Roth Savings Plan option for employees in the next coming months and are reviewing our ancillary benefit options as we prepare for Open Enrollment later this year.

We will be launching another Calm Challenge for employees in October. Employees will need to sign up for Calm (if they haven't already), collect 100 Mindful Minutes by listening to meditations, sleep stories, and masterclasses in the app. To date, we have 41.1% enrollment in the app.

4) Hiring Updates:

Through 09/12/2022, we have posted 248 Certified positions for the 2022-23 school year. Of those postings, we have extended offers to 203.

Through 09/12/2022, we have posted 131 Paraprofessional positions for the 2022-23 school year. Of those postings, we have extended offers to 94.

Current Openings as of September 8, 2022:

Licensed:

Teachers, High School (5)

Teachers, Middle School (1)

Teachers, Special Education (1)

Non-Licensed:

Activities/Athletics (1)

Administration (1)

Administrative/Management (1)

Child Nutrition (21)

Clerical (1)

Maintenance (1)

Playground/Cafeteria Monitor (9)

Paraprofessionals (26)

Cultural Immersion Program (1)

Early Childhood Special Education (1)

Instructional (2)

Licensed Sign Language Interpreter (2)

Sign Language Facilitator (1)

Special Education Program (10)

Special Education Student Specific Setting III (5)

Supervisory Paraprofessional (3)

5) Contract Negotiations:

The last group contract to be settled is the National Conference of Fireman and Oilers. Mediation with this group was held on July 20, 2022, with more than ½ of their negotiating team not present. The main issues still open included the addition of a Field Engineer position, vacation and sick leave accrual process, minimum work hours for bus drivers, and wages. The session ended at 11:30 p.m. with the District requesting a vote from the bargaining unit on our final proposal. The vote has now been scheduled for September 24, 2022.