

## Human Resources Report Summary April 2024 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	5	20
# Retirements	0	0
# Resignations	0	2
# Leave of Absences	4	5

### HR Department Updates:

On April 1, 2024, the Human Resources department participated in the Minnesota Education Career Fair held in Shakopee, MN. The event saw numerous teaching applicants and approximately 70 districts around the state attended. Duluth Public Schools received about 10-15 applicants interested in positions for Fall 2024. Their licensures included, Social Studies, ELA, Music/Band Ed., Math, STEM, Art, and Elementary Ed. Overall, it was a wonderful experience for the district, and we hope to get some suitable applicants from the event.

Human Resources staff were at the Denfeld Career and Job Fair on April 3, 2024, will attend the East Career and Job Fair on April 10, and will attend the Spring Career Fair sponsored by the Northeast MN Office of Job Training, Arrowhead Economic Opportunity Agency, CareerForce and Black Bear Casino. For these fairs, we focus more on promoting non-certified staffing positions, such as bus drivers and helpers, maintenance positions, paraprofessional positions and food service workers.

It is Certified Staffing Season! March 1, 2024 started our 2024-2025 certified staffing start. As of April 2, there have been 71 positions posted and 32 positions filled. Certified summer school hiring also continues to date, we have 71 out of 102 positions filled.

Displacements for paraprofessional staff were sent out on April 3, 2024 and staffing for 2024-2025 will start gearing up the week of April 8, 2024. Summer school staffing for paraprofessionals and other summer staff will not start until mid-May.

Human Resources staff continue to work on systems improvement, particularly with clean up of our Payroll/ Human Resources Information System on position control, reporting structure and staff assignments.

### Benefits Updates:

The Benefits Department is gearing up for Open Enrollment which will run April 29th-May 10th for Health Insurance only, for an effective date of July 1, 2024. On March 21, Human Resources staff met with PEIP representative Shawn Burns to review our next year rates. Rates increased slightly, with a 4.68% total increase. Calm is partnering with the Benefits Department for a webinar on April 9th, regarding supporting educators with mental health needs. The Department is also hard at work finalizing the details of the Wellness Fair that will take place at the DSC on May 8th from 12:30p-5:00p. We will have 35 vendors in attendance for the event.

## **Hiring Updates:**

### **Certified:**

For 24-25 school year:

Teachers

*Elementary (4)*

*Middle School (4)*

*Special Education (12)*

For Summer School:

Teachers

*Excel Targeted Services (12)*

*Residential (12)*

*Seat Based (6)*

### **Non-Certified:**

Child Nutrition (1)

Clerical (1)

Maintenance (15)

*School Custodian (8)*

*Engineer II (2)*

*Second Shift Engineer I (4)*

*Second Shift Engineer II (1)*

Transportation (13)

*School Bus Driver II (6)*

*School Bus Helper (2)*

*Head Start Bus Helpers (4)*

*Temporary Van Driver (1)*

Playground/Cafeteria Monitor(6)

Paraprofessionals (14)

*Licensed Sign Language Interpreter (3)*

*LPN Paraprofessional (1)*

*Sign Language Facilitator (1)*

*Sp. Ed. Building Wide Paraprofessional (2)*

*Sp. Ed. Program Paraprofessional (1)*

*Sp. Ed. Student Spec. Paraprofessional (3)*

*Sp. Ed. Program Paraprofessional LPN (1)*

*Preschool Floating Paraprofessional (1)*

*Sp. Ed. Paraprofessional- ESCE (1)*

## **Contract Negotiations:**

We are still active in negotiations with the Education Directors Association. Contracts still waiting to start the process for July 1, 2023 contract expiration are the Clerical Unit and the District-Wide Instructional Administrators Association. The National Conference of Firemen and Oilers contract negotiations will begin in early May. Their contract expires July 1, 2024.