

**Human Resources Report Summary
September 2024 Activities**

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	25	22
# Retirements	1	1
# Resignations	3	10
# Leave of Absences	2	1

HR Department Updates:

The HR department conducted New Hire Orientation on Tuesday, August 20th, providing separate 3 hour training sessions for 38 new non-certified staff and 64 certified staff. All teachers also received their Chromebooks during this process.

In August, Molly Meagher, the Human Resources Assistant, processed new hire paperwork for 65 new staff, which includes ensuring staff are properly entered in our systems, providing them employee badges and network access, processing their I-9s, and W-4s.

As part of process improvement efforts, the payroll group developed a verification report which allows them to ensure electronic timesheet accuracy for all hourly employees. This change saves payroll staff a substantial amount of time each payroll cycle and prevents the need to process corrections.

Over the past year, Human Resources has been in the process of digitizing our employment records. We now have full access to these digital files through the program, Laserfiche, and going forward we will be working on digitizing our new hire process. While we are still working on digitizing non-personnel files, Human Resources is very excited to be getting away from paper. Digitizing records will help Duluth Public Schools be more future forward, climate friendly and expedite our processes to better serve our employees.

Human Resources has assumed the responsibility of managing the teacher evaluation system. As part of the transition, staff spent many days entering new hire data, ensuring accuracy of probationary and tenure statuses and building assignments, and correcting system set up issues. The system clean up was imperative to ensure Principals had accurate information on their staff prior to the start of the school year and will ensure a smoother process going forward.

On August 19, the HR team had a job table at the Unity in Our Community event and again attended the CareerForce monthly hiring fair on September 4. Both events proved beneficial for the District to speak to potential employees, particularly for transportation positions .

Benefits Updates:

The Benefits Department started using Google Classrooms for all new hire benefit information and enrollment! The process has cut down on employee questions and given all new employees access to the information to review in their own time. The Benefits Department has also developed easy to understand guides to Medical Leaves and the Workers Compensation process. The Department also attended a webinar called "Employee Retention Through Successful Benefits Administration" in an effort to boost retention and make benefits easier for all to understand. There will also be a Benefits Night on September 11th where our new hires can attend to get assistance enrolling in their benefits as well as have all of their questions answered. There will also be a financial advisor on site that day to educate employees about retirement savings.

Hiring Updates:

Certified:

Teachers

- Elementary (1)*
- High School (1)*
- Special Education (5)*
- Adult Basic Education (1)*

Non-Certified:

Child Nutrition (2)

Maintenance (7)

- Floating Custodian (3)*
- School Custodian I/II/III (3)*
- Master Electrician (1)*
- Second Shift Engineer II (3)*

Playground/Cafeteria Monitor (8)

Transportation (44)

- School Bus Driver II (4)*

Paraprofessionals (4)

- Sp. Ed. Paraprofessional Keyzone (1)*
- Sp. Ed. Paraprofessional-STEPS Program (1)*
- Sign Language Facilitator (2)*

Contract Negotiations:

Negotiations are completed with National Conference of Firemen and Oilers (NCFO). We have tentative agreements that will be brought forward to the Board for approval in September. We continue to meet with the District-Wide Instructional Administrators Association with the next meeting scheduled for September 24th. This is the final group to negotiate for the 2023-2025 cycle.