

Human Resources Report Summary September 2023 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	39	44
# Retirements	1	1
# Resignations	3	17
# Leave of Absences	2	0

HR Department Updates:

On August 21st, the HR department conducted a new hire orientation from 8:00 a.m. to noon. The orientation was attended by 109 new employees, who had the opportunity to meet their distinct senior leadership team. Superintendent Magas gave a great introduction during the orientation, and the new employees received basic information about Duluth public school history, payroll, timekeeping, and benefits. Additionally, the Technology department distributed district devices to teachers and other certified staff.

The HR department conducted a feedback survey for new hires to gather data on their experience with the hiring process through new hire orientation. This information will help the department identify areas of success and areas that need improvement/change.

The HR department is working on increased advertisement of support positions within the District and will be attending the Hiring Now! job fair series held at the CareerForce Center on October 4, 2023 doing on-site interviews when possible.

Benefits Updates:

The Benefits Department is hosting a New Hire Benefits Night on September 13, from 4p-5p to assist any new hires in getting enrolled in benefits. In addition, the Department has begun to schedule on site visits to the various schools and sites to meet and greet employees and answer any questions that they may have regarding benefits, leaves, or other concerns. PEIP has reached out to inform the Department that starting January 1, 2024, PreferredOne will no longer be an insurance provider through PEIP. All of our current employees enrolled with PreferredOne will be given a special enrollment. Information will be sent to affected employees in the coming weeks.

Hiring Updates:

As of Tuesday, September 5, all regular certified staff positions are filled. We have one long-term substitute opening for an MTSS Coordinator position. We posted and filled 243 openings for this school year, with almost 100 of those positions filled with external applicants.

Staffing continues to be busy non-certified positions. As of September 1, we have posted 185 openings and have filled 124.

Paras- posted 126, 92 filled
Clerical- posted 11, 5 filled
Food Service- posted 18, 9 filled
Maintenance- posted 21, 13 filled
Non-Cert Business- posted 2, 1 filled
DDWIAAA- posted 7, 4 filled.

Current Openings:

Certified:

Teachers, Elementary (1)

Non-Certified:

Administrative/Management (3)
Child Nutrition (9)
Clerical (3)
Integration Specialist (1)
Maintenance/Transportation (12)
School Custodian (3)
School Bus Driver II (4)
Engineer II (2)
Second Shift Engineer I (2)
Second Shift Engineer II (1)

Paraprofessionals (14)
American Indian Home School Liaison (1)
Early Childhood SpEd Paraprofessional (1)
Licensed Sign Language Interpreter (2)
LPN Paraprofessional (1)
Sign Language Facilitator (1)
Sp. Ed. Building Wide Paraprofessional (5)
Sp. Ed. Program Paraprofessional (2)
Sp. Ed. Student Specific Set III Paraprofessional (2)
Supervisory Paraprofessional (1)
Technical Tutor (1)

Playground/Cafeteria Monitor(8)

Contract Negotiations: Four contracts will be sent for Board approval later this month: Food Service Employees, Paraprofessionals, Duluth Principals Association and Non-Certified Business Division Administrators. We are active in negotiations with the Executive Employees Association and the Education Directors Association, and have been working with the Duluth Federation of Teachers on topics of interest. We are still awaiting meeting dates for the Clericals and the Integration Specialists Unit. The District-Wide Instructional Administrators Association has not yet requested to negotiate.