

**Human Resources Report Summary
December 2021 Activities**

1) Staffing Updates:

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

	Certified	Non-Certified
# New Hires	5	11
# Retirements	0	1
# Resignations	0	5
# Leave of Absences	1	14

2) HR Department Updates:

Human Resources Director Updates: The Pay Equity report was completed this month and was in compliance. I have been meeting with principals at each school to better understand how HR can support them and service their needs. The HR team continues to work on process improvements. New HR Assistant started on January 4, 2022.

Benefits Department: I have been working on Life Insurance census data for Madison National and starting to gather data for ACA reporting. With our new HR Assistant , I hope to train Kinsey on more benefits related items.

Certified Department: We continue to post and hire for Teachers. We were able to hire 8 Temporary Assignable Teachers to work in our buildings to help with sub shortages.

Non Certified Department: Melanie Soderlund and I are currently working to get our new HR Assistant up to speed working on Non-Certified job postings, clerical testing, and offer letter distribution.

We continue to post and hire for Paraprofessional, Maintenance and Clerical Staff.