

Human Resources Report Summary April 2023 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	14
# Retirements	1	1
# Resignations	0	4
# Leave of Absences	5	3

HR Department Updates:

All certified displacements have been provided to staff and certified postings for the 2023-2024 school year have begun. The Human Resources Team started to post open certified positions on March 28, 2023. Open certified positions will be posted weekly. Finance and Human Resources have completed our budget and staffing meetings with all Principals. These meetings were very productive and will assist the principals in determining their staffing needs for the upcoming school year.

Becca Lester was promoted to Executive Assistant effective March 27, 2023 and we are currently seeking to replace her previously held position of Human Resources Assistant. Interviews were held the first week of April.

The Mass Mailer has been completed and is attached to this report. We plan to post this on social media and also direct mail to homes within the District. Thanks to our Human Resources Assistant, Joe Perich for his creative work on the post card.

Benefits Updates:

The Benefits Department hosted a Retirement Information Session on March 22nd, with 13 people in attendance. We have also signed a contract with Innovo, who will do all retiree/COBRA billing starting August 1st. We also signed off on our renewal with Calm, to continue to bring mental health resources to our employees. Open Enrollment for health insurance will begin in the beginning of May, with a July 1st effective date. Information on that will be sent to employees in the coming weeks regarding the online enrollment process.

Contract Negotiations:

We have had five bargaining units request to bargain, Non-Certified Business Division Administrators Association (NCBAA), Paraprofessionals (Education Assistants), Food Service Employees, Clericals and Principals. Leadership plans to meet in the next few weeks to review contracts for language change needs, etc.

Hiring Updates:

Certified:

Teachers, Elementary (8)
Teachers, High School (2)
Teachers, Middle School (3)
Teachers, Special Education (14)

Summer School (54)

Non-Certified:

Administrative/Management (1)
Child Nutrition (10)
Clerical (1)
Maintenance/Transportation (22)
School Custodian (15)
Second Shift Engineer (1)
Bus Helper (1)
School Bus Driver II (6)
Playground/Cafeteria Monitor (9)

Paraprofessionals (23)

American Indian Home School Liaison (1)
Cultural Immersion Program Professional (1)
Duluth Pre-School Program Paraprofessional (1)
Early Childhood Sp. Ed. Paraprofessional (2)
Sp. Ed. Building Wide Paraprofessional (1)
Sp. Ed. Program Paraprofessional (4)
Sp. Ed. Student Speci. Setting III Paraprofessional (11)
Supervisory Paraprofessional (2)