

Human Resources Report Summary December 2023

Staffing Updates:

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

| | Certified | Non-Certified |
|----------------------------|-----------|---------------|
| # New Hires | 1 | 23 |
| # Retirements | 4 | 0 |
| # Resignations | 0 | 8 |
| # Leave of Absences | 9 | 3 |

HR Department Updates:

In November, the HR team was able to start transferring employee personnel files to digital copies and remove them from the Garfield building. Our personnel files should be fully digitized and searchable by the end of January.

The District is partnering with the Duluth CareerForce Center on a grant through the Department of Employment And Economic Development (DEED), titled Drive for 5. Drive for 5 is specifically focused on helping people get training and support for placement in the near-term to meet the moment of our current high job vacancy rate in Minnesota. The grant focuses on those who need enhanced educational and supportive services to be successful in securing long-term family sustaining wages. If successful, this grant will allow us, in partnership with the CareerForce Center, to provide financial assistance to current staff seeking to obtain special education or other teaching degrees and enhance special education teacher licensing.

The District is also in the process of reviewing the Grow Your Own grant through the Minnesota Department of Education. In this grant, the District would partner with the College of St. Scholastica to recruit and prepare local community members (e.g., parents, paraeducators, non-certified school staff, high school students) to enter the teaching profession and teach in their communities. This grant specifically focuses on supporting activities that will increase and diversify the teacher workforce.

Benefits Updates: The Benefits Department wrapped up Open Enrollment on November 15th, for our vision, dental, and FLEX plans. There was an increase in employees utilizing the FLEX benefit from last year to this year. The Department also hosted its first Retirement Information Session for employees looking to retire this year, with 23 employees in attendance. More will be scheduled in the future. The Department has done site visits at each school to meet with any employee who has questions regarding their benefits, leaves, retirement, or anything else benefits related. They have been well received and well attended.

Hiring Updates:

Current Openings:

Certified:

- Teachers, District Wide (1)
- Teachers, High School (2)
- Teachers, Special Education (5)

Non-Certified:

- Child Nutrition (6)
- Clerical (1)
- Playground/Cafeteria Monitor (7)

- Bus Helper (7)*
- Bus Driver (3)*

- Paraprofessionals (11)
 - Duluth Preschool Paraprofessional (1)*
 - Licensed Slgn Language Interpreter (2)*
 - Sign Language Facilitator (1)*
 - SpEd Paraprofessional-Keyzone (1)*
 - Sp. Ed. Building Wide Paraprofessional (1)*
 - Sp. Ed. Program Paraprofessional (4)*
 - Sp. Ed Student Specific Paraprofessional (1)*
 - Sp. Ed RN or LPN Paraprofessional (1)*

- Maintenance (7)
 - Custodian I (1)*
 - Floating Custodian (4)*
 - Master Electrician (1)*
 - Second Shift Engineer II(1)*
 - Second Shift Engineer II (2)*

Transportation (10)

Contract Negotiations:

The Integration Specialists (ISpec) contract will be sent for Board approval later this month. We are still active in negotiations with the Education Directors Association, and had our first full negotiation meeting with the Duluth Federation of Teachers on November 30. Future negotiation dates for the Teachers are December 11th and 19th. The Non-Certified Business Administrators Association has requested to reconvene for negotiations. Our next meeting will be December 12.

The Clerical Unit has decided to wait for Teachers to settle before negotiating. The District-Wide Instructional Administrators Association has not yet requested to negotiate.