

**Human Resources Report Summary  
December 2022 Activities**

**Staffing Updates:**

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

|                            | <b>Certified</b> | <b>Non-Certified</b> |
|----------------------------|------------------|----------------------|
| <b># New Hires</b>         | 9                | 11                   |
| <b># Retirements</b>       | 1                | 1                    |
| <b># Resignations</b>      | 0                | 4                    |
| <b># Leave of Absences</b> | 0                | 5                    |

**HR Department Updates:**

The HR Department is currently posting to fill the Human Resources Manager position, a Human Resources Assistant-Front Desk position and the Human Resources Assistant-Benefits position. Kinsey Klasnich, our previous Human Resources Assistant-Benefits, has agreed to assume the responsibilities of the Benefits Coordinator on a temporary basis while we assess the departmental needs.

Staff will be working in late December on process mapping related to leaves of absences, payroll processing, and Skyward reporting in order to find additional system improvements and efficiencies.

EEO-5 reporting was finalized and certified on November 22, 2022, with significant efforts from Miranda Fox, our HRIS Specialist and Nate Kinsey, Database Specialist.

**Benefits Updates:**

Another retirement information session was held on November 28, with 22 employees attending across several bargaining units. There is a session scheduled for December 16, 2022 and two sessions planned for January. Open enrollment processing has been completed for all employees and retirees for Dental, Vision, Flex Spending and LTD.

Currently, staff are working to complete over 35 retirement benefit estimates that have been requested. Those estimates will be sent to employees by January 1, 2023.

## **Hiring Updates:**

### **Current Openings as of December 8, 2022**

#### **Licensed:**

Teachers, Adult Basic Education (1)  
Teachers, District Wide (4)  
Teachers, Elementary (1)  
Teachers, High School (2)  
Teachers, Middle School (2)  
Teachers, Special Education (3)

#### **Non-Licensed:**

Activities/Athletics (1)  
Administrative/Management (2)  
Child Nutrition (15)  
Human Resources (3)  
Maintenance/Transportation (7)  
*School Custodian*  
*Auto Mechanic (2)*  
*Second Shift Engineer (1)*  
*School Bus Driver (3)*  
Playground/Cafeteria Monitor (9)

#### **Paraprofessionals (24)**

*American Indian Home School Liaison (1)*  
*Instructional Paraprofessional (1)*  
*Licensed Sign Language Interpreter (2)*  
*Mental Health Practitioner (2)*  
*Paraprofessional, ECFE (1)*  
*Special Education Building Wide Paraprofessional (2)*  
*Special Education Program Paraprofessional (5)*  
*Special Education Student Specific Setting III Paraprofessional (6)*  
*Supervisory Paraprofessional (4)*

#### **Contract Negotiations:**

An alternate proposal was presented to the Fireman and Oilers bargaining unit based on extensive conversations with the union leadership. The bargaining unit has scheduled a vote on December 17, 2022.