



Human Resources Report for April 2025 School Board Meeting Highlighting March 2025 Activities

Department:	Human Resources
HR Business Services Committee:	04.14.2025
Regular Board Meeting:	04.22.2025
Report Prepared By:	Theresa Severance

Manager's Minutes:

- On March 7, members of the HR Team attended the monthly MASPA meeting where the topic was Teacher and Paraprofessional Compensation Work Group Findings of a report ordered by the Legislature, including its proposed strategies, recommendations, and draft legislation and Emerging Trends in Workers Compensation.
- On March 13th, members of the HR team attended the Draw a Larger Circle: Expanding Inclusion in the Workplace Summit. This summit helped emphasize the importance of self-awareness and understanding diverse perspectives.
- Recruitment Events Attended:
 - March 10th - Career, College and Community Exploreathon - A career, college and community fair focused on connecting with the future workforce in our areas. - Fond Du Lac Community College
 - April 1st - MN Education Career Expo, Minnesota's largest in-person career fair that brings together school districts, agencies, and professionally licensed candidates to connect and hire educators. - Eden Prairie
- The HR Team has started meetings with the various clerical positions in an effort to revise job descriptions. This was an agreement that came through negotiations as most of the job descriptions are more than 10 years old.
- Worker's Compensation E-Mod rate has been received for the next year. We will drop from .68 to .67.

What We're Working On:

- General HR - The team is working through finalizing the District's Recruitment and Retention Plan including full development of employee onboarding.
- Benefits -
 - New health insurance renewal rates have been received with a rate increase of only 5.6%. Staff are also gearing up for Health Insurance Open Enrollment, which will happen in May.
 - Final preparations are underway for the second District Wellness Fair, which will be held during the Professional Development day at Denfeld High School on May 27. This year's fair will feature more vendors and a new blood drive.

- Negotiations -
 - The 2023-2025 DDWIAA contract has settled, we are hoping to bring an approved contract to the Board at the April 22nd meeting. This is the last contract to be settled for the 2023-2025 cycle.
 - Negotiations for 2025-2027 contracts are being scheduled for Duluth Principals Association, Executive Employees Association, AFSCME Paraprofessionals, AFSCME Food Service, and Integration Specialists.

Upcoming Changes/Improvements to the Department:

- Transitioning all employee evaluations to a new electronic platform, including creation of job specific non-certified staff evaluations.
- Moving to all electronic new employee paperwork, including gathering electronic signatures.

Staffing Report:

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|------------------------------|--------------------------------|
| ● Certified Appointments - 2 | Non-Certified Appointments - 8 |
| ● Certified Leaves - 4 | Non-Certified Leaves - 3 |
| ● Certified Resignations - 5 | Non-Certified Resignations - 3 |
| ● Certified Retirements - 2 | Non-Certified Retirements - 2 |

Open Positions:

Certified:

- Teachers (13)
 - Elementary (2)*
 - Excel Elementary (3)*
 - Middle School (1)*
 - Excel Middle School (2)*
 - Special Education (3)*
 - Adult Basic Education (1)*
 - District Wide (1)*
- Summer School (7)

Non-Certified:

- Clerical (1)
- Child Nutrition (3)
- Maintenance (7)
 - Master Electrician (1)*
 - School Custodian I/II/III (2)*
 - Second Shift Engineer II (3)*
 - Substitute Maintenance (1)*
- Playground/Cafeteria Monitor (7)
- Technology (1)
- Transportation (2)
 - School Bus Driver II (1)*
 - Bus Helper (1)*
- Paraprofessionals (1)
 - Certified Lifeguard (1)*