

**Human Resources Report Summary  
June 2022 Activities**

**1) Staffing Updates:**

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

	<b>Certified</b>	<b>Non-Certified</b>
<b># New Hires</b>	0	6
<b># Retirements</b>	0	9
<b># Resignations</b>	7	13
<b># Leave of Absences</b>	1	7

**2) HR Department Updates:**

**General Updates:**

Human Resources staff have been busy posting and filling positions for next school year, working through retirements and resignations, and processing back pay for settled contracts and more. It has been all hands on deck for several months and everyone on the team has gone the extra mile to help when needed.

One of our Human Resources Assistant, Shaunna Woods resigned on June 10, 2022 to pursue an HR role with the Minnesota Department of Economic Development after serving the District for over 6 ½ years. Shaunna was primarily responsible for managing all substitute, hourly and co-curricular staff hiring processes and was a key employee when the District transitioned HRIS systems. We wish her well in her new endeavor.

Megan Wrazidlo was promoted on May 23, 2022, to serve in the Human Resources Assistant role that supports all Certified staff hiring processes. Megan joined the Human Resources team in March 2022, working at our front desk.

Chelsey Gilmore was hired as a Human Resources Assistant on June 6, 2022. Chelsey comes to the District with a broad background of human resources experience. She will be supporting HRIS functions and assisting with developing a new employee handbook, onboarding and training. We welcome her to the team.

We are in the process of filling the front desk position and hope to have the Human Resources team fully staffed by the end of June.

The School District will have a recruitment booth at the upcoming Juneteenth Celebration on Sunday, June 19, 2022. We are hoping to attract candidates for our paraprofessional, food services, bus driver and maintenance positions. We hope to attend several events through the summer months to promote working for the School District.

The State's application window opened for Frontline Worker Pay on June 8, 2022 and applications will be accepted through July 22, 2022. Notices with information on who may be eligible were sent to all District employees. Schools are included as a frontline sector. The state determines final eligibility of all applicants.

**Benefits Updates:**

Health Open Enrollment closed and was very smooth considering our new process with the PEIP online portal. New insurance rates will be updated on the June 10th pay period. Retirements and resignations are coming in daily. We are implementing a new 529 College Savings Plan for all employees by mid-summer.

A new employee Health & Wellness benefit was introduced May 19th - the Calm app. Our Calm business account representative said that on average, most businesses have a 15-20% enrollment rate by the end of 30 days. In half that time, we already have 22%. Many positive comments and appreciation. This is a ground level, self-care tool that will undoubtedly improve our district's culture.

**Hiring Updates:**

To date we have posted 140 Certified positions and have extended 58 offers and have posted 111 Non-Certified positions and have extended 43 offers for the next school year.

Current Openings as of June 9, 2022:

**Licensed:**

- Activities/Athletics (2)
- Summer School (5)
- Teachers, Elementary (11)
- Teachers, High School (1)
- Teachers, Middle School (5)
- Teachers, Special Education (4)

**Non Licensed:**

- Administrative/Management (1)
- Clerical (2)
- Food Service (24)
- Paraprofessionals (19)

**Contract Negotiations:**

- We have tentative agreements with the Clerical, Non-Certified Business Administrators, and Directors Units.
- We are actively negotiating with the Executive Employees Association.

- Mediation date with the Firemen and Oilers Unit is scheduled for July 20, 2022.
- We are still waiting on dates to start the Duluth District Wide Instructional Administrators Association.
- Both the Assistant Superintendent and Executive Director of Business Services/CFO individual contracts have been settled and approved by the Board..