

Human Resources Report Summary June 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	1	2
# Retirements	2	4
# Resignations	7	8
# Leave of Absences	1	0

HR Department Updates:

Human Resources Manager, Charlie Cook, started on June 12, 2023. Charlie comes to us from Chisago Lakes High School, where he served as a Business Education teacher and Department Chair for the Business Department. Charlie brings previous general Human Resources and Payroll experience to the District and also holds a Bachelor's Degree in Human Resources and a Master's Degree in Teaching. We are excited to welcome Charlie to the team!

Human Resources attended the Hiring Now! Job Fair Series at the Duluth Career Force on June 7, and also had a hiring table at the Mini Pow Wow held at Denfeld High School the same day. We will also have a job information table at the NAACP Juneteenth Celebration event on June 18.

Postcard mailers should be hitting mailboxes next week. We sent out over 67,000 job opportunity postcards to homes in the Duluth and surrounding areas. We are currently working on recruitment videos with our bus drivers, paraprofessionals and other non-certified staff.

The payroll team has been busy with process improvements and still start preparing for summer payoffs for certified staff.

Unemployment claims are starting to come in based on the new legislative changes and the team is navigating how to utilize current staff to cover the workload as it increases. We expect to have upwards of 200 claims this summer to process.

Benefits Updates:

The Benefits Department hosted a Calm Challenge during the month of May, with a very successful engagement rate. The Department is also working diligently to move our retiree/COBRA billing over to Innovo Benefits Administration so the transition is smooth and effortless for all participants. In June, we will begin processing all retiring employees Severance packages (HCSPs) to ensure a timely distribution of their earned funds.

Hiring Updates:

For the 2023-2024 school year, to date:

- 159 certified positions have been posted and 95 employees have been hired, 22 have either been offered or are currently waiting for interviews to occur.

Certified:

Teachers, District Wide (1)
Teachers, High School (6)
Teachers, Middle School (1)
Teachers, Special Education (13)

Summer School (7)

Non-Certified:

Administrative/Management (2)
Integration Specialists (3)
Maintenance/Transportation (22)
School Custodian (15)
Bus Helper (1)
School Bus Driver II (4)

Paraprofessionals (15)
Pre-School Program Paraprofessional(2)
Sign Language Facilitator (1)
Sp. Ed. Building Wide Paraprofessional (4)
Sp. Ed. RN or LPN Paraprofessional (1)
Sp. Ed. Program Paraprofessional (6)
Sp. Ed. Student Specific Set III Paraprofessional (1)

Extended School Year (ESY) Paraprofessionals (11)

Contract Negotiations:

We have had 8 bargaining units request to bargain, Non-Certified Business Division Administrators Association (NCBAA), Paraprofessionals (Education Assistants), Food Service Employees, Clericals, Principals, Teachers, Executive Employees and Education Directors. . Administration has started to meet with the Principals and have had three negotiation sessions. The first meeting with the Paraprofessionals will be held on June 23, 2023. Administration is working with the other units to get initial meetings on the calendars.