

Human Resources Report Summary November 2022 Activities

Staffing Updates:

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

	Certified	Non-Certified
# New Hires	4	22
# Retirements	4	1
# Resignations	1	8
# Leave of Absences	0	3

HR Department Updates:

Our Human Resources Manager, Kate Elling, resigned on November 4, 2022, after securing a Human Resources position with the Minnesota Department of Education. Kate served the District for almost 5 ½ years. She held the manager position for 1 ½ years and prior to that served as the District's Benefits Coordinator. Kate was responsible for providing overall direction for staffing activities of non-certified and certified staff and also assisted with many personnel activities, including discipline, labor negotiations and investigations. We are sad to see Kate go, but are very excited for her new opportunity and wish her well in her new position. Interviews will be held on Friday November 11, 2022 to find a suitable replacement.

Paraprofessionals at two sites started using electronic timesheets in mid-October. We hope to the paraprofessionals on electronic timesheets by the end of the year.

The Human Resources Director attended the Minnesota Association of School Personnel Administrators(MASPA) October 12-14, 2022. The primary focus of the training was Equity and Inclusion. Human Resources staff attended the Harvest Job Fair on October 19, 2022 at the Cloquet Memorial Hospital and continue to look for other opportunities to promote jobs at ISD709 throughout the region.

Benefits Updates:

It is that time of year and there are a lot of happenings within the Benefits Department. The Benefits Team survived the papercuts of stuffing over 1000 envelopes over the last few weeks and are in the FULL swing of Retiree open enrollment for Health, Vision and Dental and Active Employee Open Enrollment for Dental, Vision, Flex Spending and LTD. The Open Enrollment period ends on November 15, 2022 for active employees, and November 18, 2022.

On Wednesday October 26th Human Resources hosted our first of many retirement information sessions. This session was strictly for certified staff and was a full house with 24 participants

attending. We plan to host another session on Monday November 28th, and will have multiple sessions in December and January. These sessions will be open to all employees.

Benefits hosted their second Calm challenge in October which had participants. Molly Buettnner was drawn as the random winner of the challenge and received a Wellness/Self Care Basket valued at \$150. To date there are 612 employees that have signed up for the Calm App

Although Open Enrollment will take up a lot of the time for the Benefits Team in November, they continue to look for opportunities to improve processes and for more efficient ways to keep our employees engaged and healthy.

Hiring Updates:

Current Openings as of November 4, 2022:

Licensed:

- Teachers, Adult Basic Education (1)
- Teachers, District Wide (3)
- Teachers, High School (2)
- Teachers, Middle School (1)
- Teachers, Special Education (8)

Non-Licensed:

- Activities/Athletics (1)
- Administration (1)
- Administrative/Management (1)
- Child Nutrition (20)
- Maintenance/Transportation (1)
- Playground/Cafeteria Monitor (9)

Paraprofessionals (19)

- American Indian Home School Liaison (1)*
- Duluth Pre-School Program Paraprofessional (1)*
- Licensed Sign Language Interpreter (2)*
- Sign Language Facilitator (1)*
- Special Education Program (7)*
- Special Education Student Specific Setting III (5)*
- Supervisory Paraprofessional (3)*

Contract Negotiations:

The Human Resources Director has been in continued discussion with management leaders and the union leadership regarding an alternate proposal.