

**Human Resources Report Summary
October 2024 Activities**

Staffing Updates:

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

	Certified	Non-Certified
# New Hires	25	22
# Retirements	1	1
# Resignations	3	12
# Leave of Absences	2	1

HR Department Updates:

The HR team remains committed to recruitment efforts. Our final mini hiring fair in Cloquet concluded on September 26th, and we will continue our presence at monthly CareerForce hiring events in Duluth through January.

On Wednesday, September 25th, HR staff members attended the Law Arbitration Conference in Minneapolis to learn about the latest developments in labor law and labor arbitration. The conference included a panel discussion featuring experienced labor arbitrators.

HR staff have been conducting site visits to provide employees with support and address their HR-related inquiries. Additionally, we are diligently processing a significant volume of lane changes (175-200) for teachers and certified staff, with the goal of completing this process by the end of October.

Benefits Updates:

The 2024-25 new hire enrollment period has concluded. To streamline the process and reduce paperwork, we implemented a Google Classroom for Benefits Orientation. This platform provides comprehensive information on all available benefits, as well as resources on topics such as FMLA, workers' compensation, required physician documentation, retirement plans, medical leaves, and the employee assistance program.

The transition to digital enrollment forms for Laserfiche has been successful, and the new process has been well-received. To further support new hires, we hosted a benefits information session at DSC. Furthermore, we have reinstated site visits to schools, offering open forums for staff to discuss retirement planning, benefits, and other HR-related topics. We have already visited several schools and have eight more visits scheduled in the coming weeks. Preparations are underway for Fall Open Enrollment, which will commence in early November.

Hiring Updates:

Certified:

Teachers

- Elementary (3)*
- District Wide (2)*
- Special Education (2)*
- Adult Basic Education (1)*
- Sign Language Interpreter (1)*

Non-Certified:

Child Nutrition (5)

Maintenance (7)

- Floating Custodian (2)*
- School Custodian I/II/III (1)*
- Master Electrician (1)*
- Second Shift Engineer I (1)*
- Second Shift Engineer II (2)*

Playground/Cafeteria Monitor (8)

Transportation (5)

- School Bus Driver II (2)*
- Bus Helper (2)*
- Substitute Bus Driver (1)*

Paraprofessionals (25)

- Sp. Ed. Paraprofessional Keyzone (3)*
- Sp. Ed. Program Paraprofessional LPN (2)*
- Supervisory Paraprofessional (1)*
- CTE Engineering Tech Tutor (1)*
- Supervisory Assistant (1)*
- Sp. Ed. Paraprofessional Student Specific Setting III (4)*
- Sp. Ed. Program Paraprofessional (3)*
- Sp. Ed. Paraprofessional Building Wide (6)*
- Education Sign Language Facilitators (1)*
- Instructional Paraprofessional (2)*
- Sp. Ed. Paraprofessional Early Childhood (1)*

Technology (2)

- Network Architect Administrator (1)*
- Network Engineer II (1)*

Contract Negotiations:

We continue to meet with the District-Wide Instructional Administrators Association with the next meeting happening in October, a date is yet to be finalized. This is the final group to negotiate for the 2023-2025 cycle.