

## Human Resources Report Summary October 2022 Activities

### 1) 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	12	24
# Retirements	1	3
# Resignations	2	4
# Leave of Absences	1	0

### 1) HR Department Updates:

The HR Manager, HR Director and Director of Finance/Business Services have been meeting with each principal to review staffing and budgeting lists for their buildings. We will also be meeting with department heads to go through the same process. This allows the systems to be accurate prior to starting conversations about next years' staffing and budgeting needs, which will begin in January. With the addition of payroll to the Human Resources office, staff continue to work through process improvements and system utilization.

The HR Director met with CareerForce Director, Elena Foshay, to discuss creating a partnership to assist with staffing and will continue to educate local agencies about the District's open positions. The Human Resources team is looking for recruitment opportunities in the community and will be attending the Harvest Job Fair in Cloquet on October 19. Human Resources will also be part of a meeting with the College of St.Scholastica regarding their Grow Your Own program on October 24.

Teachers On Call continues to recruit for paraprofessionals as that has been our lowest fill rate area. Overall, the transition has gone well.

## **2) Benefits Updates:**

Rollout for both the 529 College Savings Program and the Minnesota Deferred Compensation Plan (Roth) happened on October 1st. There was an informational webinar regarding the 529 on October 5, and another is scheduled later this month. A Retirement Information Session is scheduled for teachers on October 26 with 22 participants signed up. This will be the first of many sessions.

There will be a Calm Challenge in October that will focus on use of the App. Winner will receive a Self Care Gift Basket.

The Benefits Team has enrolled 106 employees in benefits since 8/29/22, and are busily preparing for Open Enrollment.

## **3) Hiring Updates:**

Current Openings as of October 6, 2022:

### **Licensed:**

Teachers, Adult Basic Education (1): ongoing  
Teachers, District Wide (2): .3 Music, Bi-cultural Preschool  
Teachers, Elementary (2): .1 Art, Ojibwe Immersion Coordinator  
Teachers, High School (2): Science/Chemistry, Social Studies  
Teachers, Special Education (6)

### **Non-Licensed:**

Activities/Athletics (1)

Child Nutrition (20)

- Elementary/Residential Satellite Manager (1)
- Nutrition Service Assistant (19)

Maintenance/Transportation (2)

- School Custodian I/II/III
- Bus Driver II

Playground/Cafeteria Monitor (9): ongoing

Paraprofessionals (17)

- American Indian Home School Liaison (1)
- Licensed Sign Language Interpreter (2)
- Sign Language Facilitator (1)
- Special Education Building Wide Paraprofessional (1)
- Special Education Program Paraprofessional (4)
- Special Education Student Specific Setting III Paraprofessional (5)
- Supervisory Paraprofessional (3)

## **4) Contract Negotiations:**

The National Conference of Fireman and Oilers bargaining unit voted September 24 on the District's proposed agreement. The proposal did not pass. The Human Resources Director has been in discussion with the union leadership regarding next steps.