

## Human Resources Report Summary July 2024 Activities

### Staffing Updates:

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

	Certified	Non-Certified
<b># New Hires</b>	15	7
<b># Retirements</b>	0	1
<b># Resignations</b>	2	7
<b># Leave of Absences</b>	2	2

### HR Department Updates:

The HR department continues to focus on recruitment and hiring throughout the summer. On June 19, we attended the Juneteenth Celebration, and on June 27, we attended the Mini Summer Career fair hosted by Carlton County. At this fair we were focused on hiring non-certified positions, such as custodial, child nutrition, paraprofessional, and transportation. Our next job fair will be on Wednesday, July 10th, with CareerForce in Duluth. We will also be the Business of the Day at CareerForce on August 12, where we will provide same-day applications and interviews for maintenance and transportation positions. Managers from each department will be on-site to connect with potential candidates.

The department has also started preparing for New Hire Orientation which will be held on August 20 for all new hires to the District. During this orientation, the new hires will have the opportunity to listen to a message from our Superintendent, meet other leaders and our Human Resources team; and learn more about being an employee at the school district. There will be separate sessions for certified and non-certified staff.

### Benefits Updates:

The Benefits Department has processed and paid all of the severance HCSP contributions for newly retired teachers, as well as 2nd and 3rd payments for previously retired teachers. All other positions that retired this year have been approved by Finance and are being entered into the system for payment. Next, the Department is working on Directors' HCSP contributions via their contract.

The Department is currently working on an updated Benefits Orientation for the upcoming school year, along with updated guides and information regarding workers' compensation, FMLA, etc. The Department attended a seminar regarding Minnesota Paid Leave that starts in 2026 to prepare for the upcoming changes that will need to be made to leave processes when those laws are in effect.

**Hiring Updates:**

Certified:

Teachers

- Elementary (4)*
- Middle School (8)*
- High School (13)*
- Special Education (4)*
- Adult Basic Education (1)*

Assistant Principal (*Denfeld High School*)

Non-Certified:

Child Nutrition (9)

Clerical (1)

Maintenance (14)

- Custodian I (4)*
- Engineer II (2)*
- Master Electrician (1)*
- Second Shift Engineer I (4)*
- Second Shift Engineer II (3)*

Playground/Cafeteria Monitor(6)

Paraprofessionals (9)

- Early Childhood Sp. Ed (3)*
- Sp. Ed. Building Wide Paraprofessional (1)*
- Supervisory Paraprofessional (1)*
- Sign Language Facilitator (2)*
- Sign Language Interpreter (1)*
- Tech Tutor-Construction*

Transportation (7)

- School Bus Driver II (3)*

**Contract Negotiations:**

Negotiations are continuing with both the Clerical Unit and the National Conference of Firemen and Oilers, and are now starting with the District-Wide Instructional Administrators Association.

Upcoming negotiation dates are as follows:

National Conference of Firemen and Oilers July 22, 23 and 24

Clerical Unit July 8, 15 and 31

DDWIAA July 10