

Human Resources Report Summary October 2023 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	8	44
# Retirements	1	2
# Resignations	2	5
# Leave of Absences	9	2

HR Department Updates:

In September, the HR team has been busy verifying staff assignments, licensure and processing additional staffing requests. Staffing and Budget meetings started on September 29 with Principals. To date we have completed meetings with Denfeld, East, Lincoln Park and Ordean East.

HR staff have been gearing up to review and process certified staffing lane changes. Certified staff have until October 15 to submit their requests and we have already received almost 40 requests already.

The HR department is in the process of finalizing a laserfiche project in the coming weeks. The project will allow us to have all personnel data stored electronically and provide automatic records retention practices.

Benefits Updates:

The Benefits Department is beginning to visit schools and sites to open Q&A sessions. The first will occur at Laura MacArthur on October 4th. TRA will be at the District Services Center on October 19th for a Retirement Planning session for the teachers who are looking to retire soon. The Benefits Department is preparing for Open Enrollment, which will occur in the first two weeks of November.

The team is also currently reviewing our dental benefits and rates in consideration of providing improved benefits for District employees.

Hiring Updates:

As of Friday, October 6, all regular certified staff positions are filled. We have one long-term substitute opening for an MTSS Coordinator position. We posted and filled 243 openings for this school year, with almost 100 of those positions filled with external applicants.

Current Openings:

Certified:

Teachers, Elementary (1)

Teachers, Special Education (2)

Non-Certified:

Administrative/Management (3)

Child Nutrition (8)

Clerical (3)

Integration Specialist (1)

Maintenance (10)

Electrician (1)

Engineer II (2)

Second Shift Engineer I (4)

Second Shift Engineer II (1)

Playground/Cafeteria Monitor (7)

Technology (1)

Transportation (8)

Bus Helper (5)

School Bus Driver II (3)

Paraprofessionals (14)

Early Childhood SpEd Paraprofessional (1)

Licensed Sign Language Interpreter (2)

Sign Language Facilitator (1)

Sp. Ed. Building Wide Paraprofessional (3)

Sp. Ed. Program Paraprofessional (6)

Sp. Ed. Student Specific Set III Paraprofessional (3)

Contract Negotiations:

One contract may be sent for Board approval later this month: Executive Employees Association will vote next week on a tentative agreement. We are still active in negotiations with the Education Directors Association, and Principals and have been working with the Duluth Federation of Teachers on topics of interest. We have two meetings scheduled with the Integration Specialists Unit at the end of October, and are still awaiting meeting dates for the Clerical Unit. The District-Wide Instructional Administrators Association has not yet requested to negotiate.