

**Human Resources Report Summary
January 2025 Activities**

Staffing Updates:

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

	Certified	Non-Certified
# New Hires	1	9
# Retirements	6	0
# Resignations	2	10
# Leave of Absences	2	4

HR Department Updates:

The Human Resources team was busy in December working on updating the New Employee Orientation process, building a more comprehensive and complete onboarding process, and starting a new Employee Handbook.

Human Resources leadership held one on one meetings with departmental staff to talk about additional process improvement ideas and to discuss job enlargement/enrichment possibilities.

In addition, seniority lists were updated and reviewed, and teacher tenure was verified. Human Resources Manager, Charlie Cook also met individually with Principals during December to ensure their teacher observation information was accurate for the 2020-2025 school year.

Benefits Updates:

The Benefits Department has been working diligently on ensuring a smooth transition for all of our retirees who are over 65 to their new health plans.

The Department has attended two MASPA meetings regarding the upcoming Paid Leave Laws that will go into effect in January 2026. These meetings covered what the laws look like so far, reporting requirements, and administration processes.

The team has begun the ACA reporting process and auditing files for accuracy before submission to the IRS. Our next Retirement Information Session for employees considering retirement will be held on January 27th.

Hiring Updates:

Certified:

Teachers (13)

Elementary (2)

Middle School (3)

High School (1)

Special Education (6)

Adult Basic Education (1)

Non-Certified:

Clerical (1)

Maintenance (5)

Floating Custodian (1)

Master Electrician (1)

Second Shift Engineer I (1)

Second Shift Engineer II (2)

Playground/Cafeteria Monitor (8)

Transportation (5)

School Bus Driver II (3)

Bus Helper (1)

Van Driver (1)

Paraprofessionals (12)

American Indian Home School Liaison (1)

Cultural Immersion Program Para (1)

Licensed Sign Language Interpreter (1)

Preschool Program Para (1)

Sign Language Facilitator (1)

Supervisory Para (1)

Sp. Ed. Building Wide Para (4)

Sp. Ed. Program Para (1)

Sp. Ed. Paraprofessional Student Specific Setting III (1)

Contract Negotiations:

DDWIAA negotiations team is meeting on 02/04/2025. This is the last group to negotiate for the 2023-2025 cycle.