

Human Resources Report Summary July 2023 Activities

Staffing Updates:

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

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

HR Department Updates:

The Human Resources Department is finalizing the 2023 new hire orientation for incoming staff, which will take place at the new District Service Center on August 21st. We anticipate that we will have over 100 new hires in attendance.

The team developed an employee exit interview to better understand our employees overall experience while working for Duluth Public Schools. We hope to use this information to look at our processes and procedures to better support our staff.

The payroll department has been able to update all of our summer assignments into our new electronic timesheet system. All employees, with the exception of maintenance staff, are now on electronic timesheets. Maintenance staff should be using the system by the end of the calendar year.

Benefits Updates:

The Benefits Department, with the help of the Finance Department, was able to issue all teacher HCSP on 7/7/23, for the 6/9/23 retirement date.

The Benefits Department has been working on updating the new health insurance rates for the 2023-2024 school year, and updating the website with the new changes. As mentioned previously, the retiree/COBRA billing will be done by Innovo Benefits Administration starting in August, and the transition has been going well.

The Benefits Department was able to attend the Be Well Conference in Minneapolis June 28-30th, courtesy of our partners at Calm, to collaborate with other employers on the well-being of employees. The Department hosted a session with Calm regarding the mental health and well being of employees and the importance of caring for an employee as a whole.

Hiring Updates:

For the 2023-2024 school year, to date:

Certified:

- Posted 185 jobs and filled 145

Teachers, District Wide (2)

Teachers, High School (6)

Teachers, Elementary (5)

Teachers, Special Education (11)

Non-Certified:

- Posted 86 para positions & filled 53
- Posted 21 food service positions
- Posted 6 clerical positions & filled 5
- Posted 19 maintenance positions and filled 9

Administrative/Management (2)

Child Nutrition (13)

Maintenance/Transportation (11)

School Custodian (3)

Bus Helper (1)

School Bus Driver II (3)

Engineer II (2)

Paraprofessionals (12)

Pre-School Program Paraprofessional(2)

Sign Language Facilitator (2)

Mental Health Practitioner (1)

Sp. Ed. Building Wide Paraprofessional (2)

Sp. Ed. RN or LPN Paraprofessional (1)

Sp. Ed. Program Paraprofessional (3)

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

Extended School Year (ESY) Paraprofessionals (18)

Contract Negotiations:

We are actively negotiating with the Principals Unit and the Paraprofessional Unit. Initial meeting with Teachers Union leadership has been scheduled. Almost all other units have requested to start negotiations and we are actively working on scheduling initial meetings.