

## Human Resources Report Summary March 2024 Activities

### Staffing Updates:

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

	Certified	Non-Certified
# New Hires	9	28
# Retirements	10	2
# Resignations	2	10
# Leave of Absences	7	2

### HR Department Updates:

Human Resources and Finance staff have been meeting with principals to view their current staffing levels, ensuring that FTE allocations and funding sources are accurate in preparation for 2024-2025 staffing decisions. ESSER position displacement notices (44) were sent out before the February break to teachers and all other displacement letters will be sent to certified staff by March 15 (~90). The second batch of letters includes long-term substitutes, 24 hour postings, out of field placements, tier 1 licensure, temporarily funded positions, and interim positions. To date, we have received 23 total retirement notices. The deadline for certified staff to submit without severance delay was February 1.

On February 15, Executive Director Theresa Severance attended the Minnesota Public Employee Labor Relations Association Winter Conference where the topics ranged from legislative changes to the Public Employment Labor Relations Act, Minn. Stat. 179A regarding terms and conditions of employment such as staffing ratios, continued discussion on the Earned Sick and Safe Time implementation challenges, navigating repudiation of past practice and working with Union stewards to understand union time and union leave.

### Benefits Updates:

The Benefits Department has made the 1095-C (ACA) forms available via Skyward, and mailed all forms to anyone who did not opt out of getting a physical copy. In addition, the information has successfully been submitted to the IRS.

The Department is hard at work planning our first ever Employee Wellness Fair, which will be held on May 8th, from 12:30p-5p at the DSC building. There are already 24 confirmed vendors, and more are confirming each day. These vendors include Aviben, PEIP, Delta Dental, AAA, Duluth Parks and Rec, Crossfit Aerial, Superior Choice Credit Union, Risk Administration Services, and many more. Our District will also be represented by a Human Resources table, a Benefits table, a Health and Safety table, and a Community Ed table.

The Benefits Department highlighted our EAP in the February Human Resources Newsletter, including tips to getting a good night sleep. Calm was also highlighted for tips on finding a healthy work-life balance.

## **Hiring Updates:**

### Certified:

For 24-25 school year:

Teachers

*Elementary (9)*

*Middle School (2)*

*High School (2)*

For Summer School:

*Excel Targeted Services (5)*

*Residential (4)*

*Seat Based (6)*

### Non-Certified:

Child Nutrition (3)

Clerical (1)

Maintenance(14)

*School Custodian (5)*

*Engineer II (2)*

*Second Shift Engineer I (4)*

*Second Shift Engineer II (1)*

*Master Electrician (1)*

Transportation (8)

*School Bus Driver II (3)*

*School Bus Helper (2)*

*Head Start Bus Helpers (4)*

*Temporary Van Driver (1)*

Playground/Cafeteria Monitor(6)

Paraprofessionals (8)

*Licensed Sign Language Interpreter (3)*

*LPN Paraprofessional (1)*

*Sign Language Facilitator (1)*

*Sp. Ed. Building Wide Paraprofessional (3)*

*Sp. Ed. Program Paraprofessional (1)*

*Sp. Ed. Student Spec. Set III Paraprofessional (1)*

*Sp. Ed. Program Paraprofessional LPN (1)*

*Preschool Floating Paraprofessional (1)*

*Sp. Ed. Paraprofessional- After School Club (1)*

## **Contract Negotiations:**

We have a potential tentative agreement with the Duluth Federation of Teachers with language change information being shared with the bargaining unit on March 5 in anticipation for a vote on March 14. We are still active in negotiations with the Education Directors Association. Contracts still waiting to start the process for July 1, 2023 contract expiration are the Clerical Unit and the District-Wide Instructional Administrators Association. The National Conference of Firemen and Oilers contract expires July 1, 2024.