

Human Resources Report Summary January 2023 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	3	6
# Retirements	1	0
# Resignations	1	2
# Leave of Absences	1	1

HR Department Updates:

The HR team has hired a new Human Resources Assistant to support Benefits. Joe Perich started on Monday, January 9, 2022. Joe comes to us with experience from Genesee Lake School in Oconomowoc, WI and has recently been a Volunteer Site Coordinator with the Adventure Club at Lowell Elementary School. We continue to search for a replacement for the HR Manager position.

HR Staff worked through process mapping related to leaves of absences, payroll processing, and Skyward reporting in December to find additional system improvements and efficiencies. The team continues to address quick wins on process improvements while engaging in long-term change discussions.

Our HRIS team will continue to work with sites in January with the goal of getting all paraprofessionals on electronic timesheets.

Benefits Updates:

The Benefits team has just completed Non-Discrimination testing which was due December 31, 2022. The next compliance item is the Affordable Care Act Reporting process which is due at the end of February. There are two retirement sessions in January- the next is on January 12, 2023 and we have 18 employees signed up to attend.

Hiring Updates: (as of Friday, January 6, 2023)

Licensed:

Teachers, Adult Basic Education (1)
Teachers, District Wide (2)
Teachers, Elementary (3)
Teachers, High School (3)
Teachers, Middle School (4)
Teachers, Special Education (3)

Non-Licensed:

Activities/Athletics (1)
Administrative/Management (1)
Child Nutrition (13)
Maintenance/Transportation (10)
School Custodian (20)
Engineer II (1)
Auto Mechanic (2)
Bus Helper (1)
Second Shift Engineer (1)
School Bus Driver (4)
Playground/Cafeteria Monitor (8)

Paraprofessionals (23)

American Indian Home School Liaison (1)

Duluth Pre-School Program Paraprofessional (1)
Early Childhood SpEd Paraprofessional (1)
Instructional Paraprofessional (1)
Job Coach (1)
Licensed Sign Language Interpreter (2)
Mental Health Practitioner (1)
Paraprofessional, ECFE (1)
SpEd Building Wide Paraprofessional (2)
SpEd Program Paraprofessional (4)
SpEd Student Specific Setting III Paraprofessional (5)
Supervisory Paraprofessional (3)