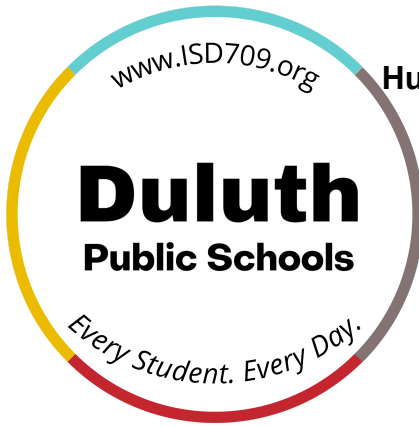




Human Resources Report for September 2026 School Board Meeting Highlighting August 2026 Activities

Department: Human Resources

HR|Business Services Committee: 09.14.2026

Regular Board Meeting: 09.22.2026

Report Prepared By: Steven Johnson

Manager's Minutes:

- Beginning Non-Certified Evaluations and loading those templates into Vector Evaluations to have all digital evaluations for staff.
- Wellness and Resource Fair 2026 was a success!

What We're Working On:

- We are preparing for on site school visits with the goal to reach every site before the Thanksgiving break. This is to put faces to names and to be a resource for staff if they have questions pertaining to payroll, benefits, substitutes and any other HR related questions.
- The Benefits is preparing for retiree meetings that will be taking place in November.
- Benefits is working on rolling out a Google Classroom for benefit-eligible new hires.

Upcoming Changes/Improvements to the Department:

- Hiring a Front Desk Clerical

Staffing Report:

Certified Appointments: 13

Non-Certified Appointments: 11

Certified Leaves: 0

Non-Certified Leaves: 0

Certified Resignations: 5

Non-Certified Resignations: 19

Certified Retirements: 0

Non-Certified Retirements: 1

Non-Certified Presumed Resigned: 1

Open Positions:

<u>Certified:</u>	<u>Non-Certified:</u>
Teacher (4) <i>Duluth Adult Education (1)</i> <i>Special Education (3)</i>	Child Nutrition (8) <i>Nutritional Service Asst. (7)</i> <i>Cafeteria Manager (1)</i>
	Clerical (1) <i>Accounts Payable (1)</i>

Maintenance (6)*Custodian I/II/III Float (2)**Engineer IV (1)**Master Electrician (1)**Second Shift Engineer I (2)***Transportation (2)***Bus Driver II (1)**Bus Helper (1)***Paraprofessional (20)***Certified/Pre-Cert Sign Language Interpreter (5)**Health Assist/LPN Para (2)**Pre-School Program Para (2)**ECSE Program Para (1)**SpEd Building Wide Para (3)**SpEd Program Para (4)**SpEd Student Specific Setting III Para (3)***Non-Licensed-Hourly (2)***Hourly Substitute (1)**Playground/Cafeteria Monitor (1)*