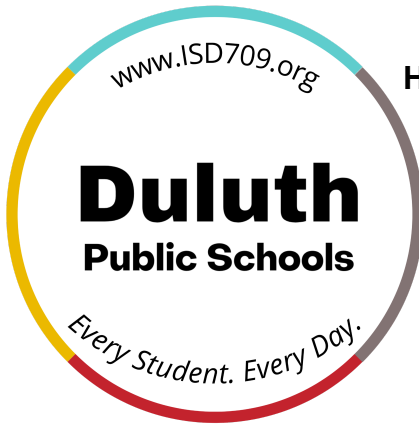




Human Resources Report for October 2026 School Board Meeting Highlighting September 2026 Activities

Department: Human Resources

HR|Business Services Committee: 10.12.2026

Regular Board Meeting: 10.20.2026

Report Prepared By: Steven Johnson

Manager's Minutes:

- We are continuing to visit all sites by Thanksgiving. We've been to Congdon, Homecroft, Lakewood, Laura MacArthur, Lester Park, Lowell, Myers-Wilkins and Piedmont. We are at the sites to answer any HR questions, introduce ourselves and try to be available for staff questions.
- Working with our unions to have good relationships, we have regular meetings scheduled with the para union, the teacher union and the maintenance union.
- Leaves and finding subs or replacements is a challenge, because sometimes we don't have enough time to fill the opening before the leave
- Continuing referendum informational work, tabling at sites and open houses and attending discussions and Q&A's

What We're Working On:

- In November, Benefits and Innovo Benefits Administration will hold a meeting for retirees to discuss 2027 Open Enrollment and cost increases .

Upcoming Changes/Improvements to the Department:

- Our benefits team is taking on Leaves from start to finish and entering them into our system. In the past payroll did the entry, but we felt having the benefits team manage leaves entirely made more sense.

Staffing Report:

Certified Appointments: 8

Non-Certified Appointments: 17

Certified Leaves: 0

Non-Certified Leaves: 0

Certified Resignations: 3

Non-Certified Resignations: 7

Certified Retirements: 1

Non-Certified Retirements: 0

Certified Terminations: 2

Non-Certified Terminations: 2

Certified Presumed Resigned: 0

Non-Certified Presumed Resigned: 1

Displacements: 1

Open Positions:

Certified:

Teacher (6)

Duluth Adult Education (1)

Special Education (1)

Elementary (2)

High School (2)

Non-Certified:

Administration/Management (1)

Special Services Supervisor (1)

Child Nutrition (3)

Nutritional Service Asst. (3)

Clerical (1)

Office Support Specialist- Senior (1)

Maintenance (11)

Custodian I/II/III Float (3)

Engineer II (2)

Engineer IV (1)

Master Electrician (1)

Second Shift Engineer I (3)

Utilities (1)

Paraprofessional (21)

Certified/Pre-Cert Sign Language Interpreter (5)

Health Assist/LPN Para (1)

Pre-School Program Para (1)

ECSE Program Para (1)

SpEd Building Wide Para (3)

SpEd Program Para (4)

SpEd Student Specific Setting III Para (6)

Non-Licensed-Hourly (6)

Hourly Substitute (1)

Playground/Cafeteria Monitor (5)

Activities/Athletics (3)

Nordic Ski- Head Coach (1)

Baseball- Head Coach (1)

Generic Co-Curricular (1)