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

Department:	Human Resources
HR|Business Services Committee:	11.09.2026
Regular Board Meeting:	11.17.2026
Report Prepared By:	Steven Johnson

Manager's Minutes:

- Attended the Hermantown Area Chamber Job Fair at the Mall on 10/08/26
- Attended the Cloquet Area Job Fair at FDLTCC on 10/29/26
- Bringing an updated handbook to the board in December
- Working on different recruiting strategies for positions that are difficult to fill. Para's, early childhood, custodians and food service. (apply at the district days for units)

What We're Working On:

- Benefits is working on rolling out Annual November Open Enrollment.
- Benefits is working with prospective retirees that are looking to retire.
- Successful Flu / Covid Shot Clinic at the DSC in October. Approx 50 attendees
- Successful site visits to multiple schools to assist with questions surrounding HR.

Upcoming Changes/Improvements to the Department:

- Finishing all site visits before the Thanksgiving break
- Working on sending communication out to staff for the following: Snow Day language, asking for annual updates of personnel information changes in Skyward such as W2s, addresses, emergency contacts and phone numbers

Staffing Report:

Certified Appointments: 4

Certified Leaves: 0

Certified Resignations: 2

Certified Retirements: 2

Certified Terminations: 0

Certified Presumed Resigned: 2

Non-Certified Appointments: 19

Non-Certified Leaves: 0

Non-Certified Resignations: 9

Non-Certified Retirements: 4

Non-Certified Terminations: 0

Non-Certified Presumed Resigned: 1

Displacements: 2

Open Positions:

Certified:

Teacher (4)
Duluth Adult Education (1)
Special Education (1)
Middle School (1)
High School (1)

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Non-Certified:

Child Nutrition (4)
Nutritional Service Asst. (4)

Clerical (3)
Career Center Coord- Office Support Specialist Intermediate (1)
Community Ed Office Support Specialist- Senior (1)
Purchasing (1)

Maintenance (9)
Custodian I/II/III Float (5)
Engineer IV (1)
Master Electrician (1)
Second Shift Engineer I (2)

Transportation (2)
Substitute School Bust Driver II (2)

Paraprofessional (20)
Certified/Pre-Cert Sign Language Interpreter (5)
Health Assist/LPN Para (1)
Pre-School Program Para (1)
ECSE Program Para (1)
Instructional Para (1)
SpEd Building Wide Para (3)
SpEd Program Para (6)
SpEd Student Specific Setting III Para (2)

Non-Licensed-Hourly (2)
Hourly Substitute (1)
Playground/Cafeteria Monitor (1)

Activities/Athletics (1)
Generic Co-Curricular (1)