



## Human Resources Report for May 2025 School Board Meeting Highlighting April 2025 Activities

Department:	Human Resources
HR Business Services Committee:	05.12.2025
Regular Board Meeting:	05.20.2025
Report Prepared By:	Theresa Severance

### Manager's Minutes:

- April was busy with the posting of summer school paraprofessional positions (47) and for the start of the posting process for next school year. To date, we have posted for 40 paraprofessional positions, 3 food service positions, and 102 certified positions.
- In April, HR staff along with the Finance team, have been meeting with Principals to review current year staffing, UFARS coding, and having discussions about next year's staffing review processes.
- The HR team attended several career fairs focusing on all district positions. Major fairs attended included: MN Educators Career Expo- Eden Prairie, St. Cloud State University Career and Education Job Fair, Hermantown Chamber of Commerce Career Fair, and JET Career Fairs in both Virginia and Carlton.
- In addition, HR has worked closely with Transportation leaders to create a bus driver training/hiring process starting July 1. We are excited to partner with them to bring this information to the general public in order to generate interest in bus driver positions!

### What We're Working On:

- Charlie Cook, Human Resource Manager is collaborating with district leaders to develop specific job evaluation rubrics for the new Vector Evaluation system.
- The Benefits Department continues to organize the Employee Wellness Fair with local vendors and our benefit partners to provide a robust experience for the employees in attendance during the Professional Development Day in May.
- Open Enrollment is currently active for health insurance, all instructions were sent out to employees last week. It will run from May 1st through the 15th.
- We have started 2025-2027 negotiations with Principals, and will start with EEA, Paraprofessionals, Food Service, Integration Specialists and Education Directors in May and early June. We are hopeful that the DDWIAA 2023-2025 contract will come forward for approval at May's regular Board meeting as we are waiting on their membership to place a vote to accept.

### Upcoming Changes/Improvements to the Department:

- In April, our Benefits Coordinator, Kinsey Klasnich, started meeting with Principals and other department leaders to discuss onboarding and retention processes. This is a minor shift in how we define "benefit" duties and follows our Recruitment and Retention Plan. As a result in this shift, we are revising the job description to include these and other Employee Engagement pieces.

## Staffing Report:

- Certified Appointments - 1
- Certified Leaves - 5
- Certified Resignations - 2
- Certified Retirements - 1

Non-Certified Appointments - 6  
Non-Certified Leaves - 5  
Non-Certified Resignations - 13  
Non-Certified Retirements - 5

## Open Positions:

### Certified:

#### Teachers (39)

*Early Childhood (3)*  
*Elementary (3)*  
*High School (22)*  
*Middle School (4)*  
*Excel Middle School (1)*  
*Special Education (4)*  
*Adult Basic Education (1)*  
*District Wide (1)*

### Non-Certified:

#### Administrative (2)

#### Child Nutrition (3)

#### Maintenance (8)

*Master Electrician (1)*  
*School Custodian I/II/III (3)*  
*School Custodian I/II/III Float (1)*  
*Second Shift Engineer II (2)*  
*Substitute Maintenance (1)*

#### Playground/Cafeteria Monitor (7)

#### Transportation (1)

*School Bus Driver II (1)*

#### Paraprofessionals (1)

*American Indian Home School Liaison (1)*  
*Certified Lifeguard (1)*  
*Cultural Immersion Program Para (1)*  
*Preschool Program Para (2)*  
*Early Childhood SpEd Para (1)*  
*Extended School Year Para (1)*  
*SpEd Building Wide Para (4)*  
*SpEd Program Para (1)*  
*SpEd Student Specific Setting III Para (1)*