



## Human Resources Report for August 2025 School Board Meeting Highlighting July 2025 Activities

Department:	Human Resources
HR Business Services Committee:	08.11.2025
Regular Board Meeting:	08.19.2025
Report Prepared By:	Theresa Severance

### Manager's Minutes:

- Wrapping up negotiations with the Paraprofessional bargaining unit.
- In partnership with the Transportation Department, we have started our Bus Driver Training Program. This program trains bus helpers to become bus drivers through training and studying. Once helpers earn their CDL and Bus Endorsements, they are signed on to be drivers. So far, we have 2 people who are in this program!
- We attended the CareerForce hiring fair on 07/09/25.

### What We're Working On:

- New Hire Orientation on 08/14. Our chance to welcome all new hires, whether Certified or Non-Certified, to the District to go over Benefits, Policies and Procedure to start the new year off right! We have invited Principals and APs to come to the DSC on 08/14 and set up tables in the cafeteria so new staff can meet their building supervisors as soon as possible.
- Vector Evaluations for Certified staff. We have changed from Frontline to Vector to manage and process employee evaluations. This is more streamlined and saves the District money in the long run.
- Negotiations are ongoing with the Food Service, Principals and Directors units.

### Upcoming Changes/Improvements to the Department:

- Saying goodbye to our HR Manager Charlie Cook. Charlie has accepted the role of Executive Director of Human Resources in the South St. Paul School District. We wish him well!
- Welcoming our new Benefits and Engagement Coordinator, Collin Smith, to the HR Department!

### Staffing Report:

- |                               |                                 |
|-------------------------------|---------------------------------|
| • Certified Appointments - 11 | Non-Certified Appointments - 18 |
| • Certified Leaves - 3        | Non-Certified Leaves - 2        |
| • Certified Resignations - 0  | Non-Certified Resignations - 6  |
| • Certified Retirements - 0   | Non-Certified Retirements - 4   |

## Open Positions:

### Certified:

Teachers (9)

*Elementary (1)*

*Middle School (3)*

*High School (1)*

*Special Education (3)*

*Adult Basic Education (1)*

### Non-Certified:

Administrative (2)

Child Nutrition (1)

Maintenance (2)

*School Custodian I/II/III (1)*

*Substitute Maintenance (1)*

Transportation (3)

*School Bus Driver II (2)*

*School Bus Driver Training Program*