



## Human Resources Report for February 2026 School Board Meeting Highlighting January 2026 Activities

Department: Human Resources  
HR|Business Services Committee: 02.09.2026  
Regular Board Meeting: 02.24.2026  
Report Prepared By: Steven Johnson

### Manager's Minutes:

- Working on site visits to meet all principals at their sites, to develop a professional relationship.

### What We're Working On:

- Working on Round 3 with grant partner, Duluth Workforce Development, for the Drive for Five Grant through DEED. This grant works to prepare people for high-demand jobs in education and provides training for those who face barriers to employment.
- Working on yearly audit GASB 75 Report, gathering all active employee data as of 06/30/2025
- MN Paid Leave Applications - About 40 into State so far, about 17 approved so far
- Processing 21 HCSP Estimates for upcoming retirements
- Working on 1095 ACA Reporting
- Onboarding checklist for HR/Sites-revising to better suit the district, site and employees.

### Upcoming Changes/Improvements to the Department:

- We have hired a new Human Resources Manager, Becca Lester.

### Staffing Report:

• Certified Appointments - 4	Non-Certified Appointments - 8
• Certified Leaves - 1	Non-Certified Leaves - 1
• Certified Resignations - 0	Non-Certified Resignations - 1
• Certified Retirements - 6	Non-Certified Retirements - 0

### Open Positions:

#### Certified:

Teachers (29)  
    Elementary (1)  
    High School (1)  
    Special Education (4)  
    Summer School (22)  
    Adult Basic Education (1)

#### Non-Certified:

Child Nutrition (4)  
Maintenance (6)  
    Master Electrician (1)  
    Floating Custodian I (2)  
    Second Shift Engineer I (1)  
    Second Shift Engineer II (2)  
Playground/Cafeteria Monitor (1)  
Paraprofessionals (4)

*Certified Sign Language Interpreter (1)*  
*Language Facilitator - Deaf and Hard of Hearing (1)*  
*SpEd Building Wide Para (1)*  
*SpEd Program Para Student Specific (1)*