



**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)*