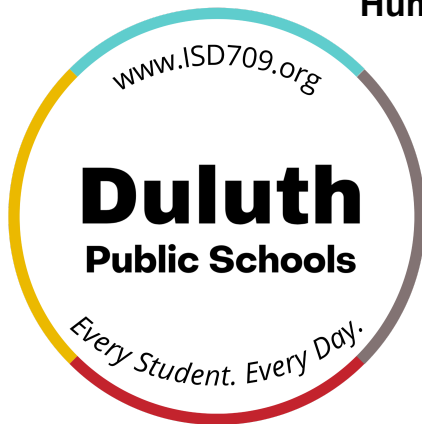




## Human Resources Report for October 2025 School Board Meeting Highlighting September 2025 Activities

Department: Human Resources

HR|Business Services Committee: 10.13.2025

Regular Board Meeting: 10.21.2025

Report Prepared By: Theresa Severance

### Manager's Minutes:

- We have reached Tentative Agreements with both the Director's Association and the Food Service Union and each group plans to vote on their contracts soon and we plan to bring them to the Regular Board meeting for approval.
- Human Resources has still not received a Demand to Bargain from either the NCBA or the DDWIAA groups.

### What We're Working On:

- In November, Benefits and Innovo will hold a meeting for retirees to discuss the UCare Plan termination and review alternative healthcare options.
- We have nearly finalized all revisions of Clerical job descriptions. There are several lingering but the majority have been revised to be more position specific and applicable to their workload.
- Our Benefits and Payroll teams are preparing and educating themselves on the upcoming changes to MN Paid Leave that starts January 2026.

### Upcoming Changes/Improvements to the Department:

- We welcome Steven Johnson to our Department as the new Human Resources Manager. At the same time, we must say goodbye to our fearless leader, Theresa Severance, Executive Director of Human Resources and Operations, as she heads out on a new career path.

### Staffing Report:

- |                              |                                 |
|------------------------------|---------------------------------|
| • Certified Appointments - 6 | Non-Certified Appointments - 34 |
| • Certified Leaves - 3       | Non-Certified Leaves - 9        |
| • Certified Resignations - 1 | Non-Certified Resignations - 11 |
| • Certified Retirements - 1  | Non-Certified Retirements - 1   |

### Open Positions:

#### Certified:

Teachers (8)

*Early Childhood (1)*

*Elementary (1)*

*High School (2)*

#### Non-Certified:

Administrative (3)

Child Nutrition (5)

Maintenance (6)

*Master Electrician (1)*

*Middle School (1)*  
*Special Education (2)*  
*Adult Basic Education (1)*

*School Custodian I/II/III (2)*  
*Second Shift Engineer I (1)*  
*Second Shift Engineer II (1)*  
*Substitute Maintenance (1)*  
Playground/Cafeteria Monitor (4)  
Transportation (1)  
*School Bus Driver II (1)*  
Paraprofessionals (14)  
*Certified Sign Language Interpreter (1)*  
*Health Assistant Para LPN - LTS (1)*  
*Instructional Para (2)*  
*Language Facilitator - Deaf and Hard of Hearing (1)*  
*Occupational Therapy Assistant (1)*  
*SpEd Building Wide Para (3)*  
*SpEd Program Para (2)*  
*SpEd Student Specific Setting III Para (3)*