



Human Resources Report for March 2026 School Board Meeting Highlighting February 2026 Activities

Department: Human Resources
HR|Business Services Committee: 03.09.2026
Regular Board Meeting: 03.24.2026
Report Prepared By: Steven Johnson

Manager’s Minutes:

- Working on creating Standard Operating Procedures for each role in our department.
- We have identified budgetary cuts for the department pending Board approval.

What We’re Working On:

- Approximately 80 applications have been submitted to MN Paid Leave, 25 are in review, 35 have been approved, the rest are either denied or cancelled.
- Working on 20 HCSP estimates for retirees.
- Wellness Fair will take place on the first PD Day of the next school year instead of on the last PD Day.
- Benefits and Duluth Leadership are working with Innovo and the DFT about the insurance renewal.

Upcoming Changes/Improvements to the Department:

- Continuing with negotiations for the DDWIAA and NCBA units for the 25-27 years.

Staffing Report:

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|------------------------------|---------------------------------|
| • Certified Appointments - 3 | Non-Certified Appointments - 12 |
| • Certified Leaves - 1 | Non-Certified Leaves - 1 |
| • Certified Resignations - 2 | Non-Certified Resignations - 10 |
| • Certified Retirements - 7 | Non-Certified Retirements - 1 |

Open Positions:

Certified:

- Teachers (11)
 - Elementary (2)
 - Middle School (1)
 - Summer School (7)
 - Adult Basic Education (1)

Non-Certified:

- Admin (2)
 - Assistant Manager of Facilities and Trades (1)
 - Supervisor of Building Operations (1)
- Child Nutrition (4)
- Maintenance (1)
 - Second Shift Engineer I (1)
- Playground/Cafeteria Monitor (1)
- Paraprofessionals (8)
 - Certified Sign Language Interpreter (1)

Language Facilitator - Deaf and Hard of Hearing (1)

SpEd Para Student Specific (4)

SpEd Program Para LPN (1)

SpEd Program Para Job Coach (1)