



Human Resources Report for June 2025 School Board Meeting Highlighting May 2025 Activities

Department: Human Resources

HR|Business Services Committee: 06.09.2025

Regular Board Meeting: 06.17.2025

Report Prepared By: Theresa Severance

Manager’s Minutes:

- The HR and Transportation teams partnered to establish a School Bus Driver Training Program, offering six weeks of paid training that progresses from bus helper to certified bus driver with CDL and Bus endorsements!
- On May 6th, the HR team attended Denfeld’s Job Fair, engaging with students and discussing various district job opportunities.

What We’re Working On:

- The Benefits Department is working on entering and distributing the Healthcare Savings Plans for our retirees.
- Kinsey Klasnich, Benefits Coordinator, is collaborating with district leadership to enhance the onboarding process for new employees district-wide.
- We have started 2025-2027 negotiations with Principals, EEA, Paraprofessionals, Integration Specialists and will start meeting with Food Service and Education Directors in early June.

Upcoming Changes/Improvements to the Department:

- The HR team has completed all Clerical Job description meetings, developed and updated job descriptions to accurately reflect the clerical staff’s responsibilities, and distributed the revised job descriptions to unit members and their supervisors.

Staffing Report:

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|------------------------------|---------------------------------|
| • Certified Appointments - 4 | Non-Certified Appointments - 8 |
| • Certified Leaves - 3 | Non-Certified Leaves - 3 |
| • Certified Resignations - 1 | Non-Certified Resignations - 11 |
| • Certified Retirements - 0 | Non-Certified Retirements - 3 |

Open Positions:

Certified:

Teachers (29)
Early Childhood (1)
Elementary (4)
High School (14)
Special Education (8)

Non-Certified:

Administrative (1)
 Child Nutrition (6)
 Maintenance (12)
Engineer II (1)
Master Electrician (1)

Adult Basic Education (1)
District Wide (1)

School Custodian I/II/III (5)
School Custodian I/II/III Float (1)
Second Shift Engineer I (1)
Second Shift Engineer II (2)
Substitute Maintenance (1)
Playground/Cafeteria Monitor (7)
Transportation (2)
School Bus Driver II (1)
School Bus Driver Training Program
Paraprofessionals (22)
American Indian Home School Liaison (1)
Certified Lifeguard (1)
Cultural Immersion Program Para (1)
Extended School Year (ESY) Para
Health Assistant Para LPN (1)
Language Facilitator Deaf and Hard of Hearing (1)
Licensed Sign Language Interpreter (1)
Preschool Program Para (1)
Extended School Year Para (1)
SpEd Building Wide Para (3)
SpEd Program Para (7)
SpEd Program Para LPN (2)
SpEd Student Specific Setting III Para (1)