



Human Resources Report for December 2025 School Board Meeting
Highlighting November 2025 Activities

Department: Human Resources
HR\Business Services Committee: 12.08.2025
Regular Board Meeting: 12.16.2025
Report Prepared By: Steven Johnson

Manager’s Minutes:

- Human Resources has still not received a Demand to Bargain from the NCBA group.
- We are beginning to bargain for the 2025-2027 contract with the DDWIA group with the first date being December 22, 2025.

What We’re Working On:

- Assisting employees with navigating Minnesota Paid Leave
- Working on Health Care Savings Plan estimates and final for employees retiring/ inquiring about retirement
- Creating a google classroom to educate employees on Minnesota Paid Leave
- Assisting retirees with navigating health insurance due to Aspirus St. Luke’s and Blue Cross Blue Shield contract negotiation stalemate.
- Finalizing the clerical job descriptions and working on pay proposals. We have the majority completed, but have to complete the outstanding descriptions.

Upcoming Changes/Improvements to the Department:

- Implemented a biweekly staff meeting, to update each other on all areas of HR.
- Working on an updated onboarding process that starts with HR and transitions to the department, supervisor and possibly a mentor/trainer.

Staffing Report:

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|------------------------------|---------------------------------|
| • Certified Appointments - 3 | Non-Certified Appointments - 24 |
| • Certified Leaves - 6 | Non-Certified Leaves - 3 |
| • Certified Resignations - 0 | Non-Certified Resignations - 9 |
| • Certified Retirements - 1 | Non-Certified Retirements - 2 |

Open Positions:

Certified:

Teachers (6)
Early Childhood (1)
Elementary (1)
High School (1)

Non-Certified:

Administrative (1)
Child Nutrition (3)
Maintenance (7)
Master Electrician (1)

Special Education (2)
Adult Basic Education (1)

Floating Custodian I (1)
Second Shift Engineer I (1)
Second Shift Engineer II (3)
Substitute Maintenance (1)
Playground/Cafeteria Monitor (2)
Paraprofessionals (11)
American Indian Home School Liaison (1)
Certified Sign Language Interpreter (1)
Language Facilitator - Deaf and Hard of Hearing (1)
Occupational Therapy Assistant (1)
SpEd KeyZone Para (1)
SpEd Building Wide Para (2)
SpEd Program Para Student Specific (3)
Supervisory Assistant Para (1)