



**Human Resources Report for September 2025 School Board Meeting
Highlighting August 2025 Activities**

Department:	Human Resources
HR Business Services Committee:	09.08.2025
Regular Board Meeting:	09.16.2025
Report Prepared By:	Theresa Severance

Manager’s Minutes:

- We have updated all our Clerical positions to be more focused on the individual work of each position, rather than a broad description of an outdated leveling system.
- With the approval of contracts for the Principal’s Unit, the Paraprofessional Unit, and the EEA Unit last month, we are in the process of finalizing all pay adjustments and any back pay due for those units.
- Negotiations are ongoing with the Director’s Unit and we have a tentative agreement with the Food Service unit. We have yet to receive an intent to negotiate from the DDWIAA and NCBAA units.
- We had 48 new employees (16 non-certified and 32 certified) attend the New Hire Orientation on August 14 at the District Service Center.

What We’re Working On:

- The human resources team is working on setting up our job fair and event participation for the 2025-2026 school year. Our first event was Unity in the Community on August 18, followed by the monthly event held at CareerForce on September 3rd.
- The payroll team is working with departments to go paperless for all extra pay invoicing. This updated process would eliminate the hand keying of information into the payroll system and help in expediting payments to employees.
- The benefits team is starting to prepare their schedule for onsite school visits and retiree planning meetings.

Upcoming Changes/Improvements to the Department:

- We have started the screening for the Human Resources Manager position, with interviews to be held later this month.
- We are planning to attend several job fairs at UWS in September and October. The Jacket Fest on 09/18 and the Career & Internship Fair on 10/09
- Principal staffing meetings are being scheduled for the end of September. These meetings will ensure that employees are aligned with the correct schools and assignments in our payroll system, which will ensure a smoother process for future hiring and reporting to STARS.

Staffing Report:

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|-------------------------------|---------------------------------|
| • Certified Appointments - 19 | Non-Certified Appointments - 19 |
| • Certified Leaves - 7 | Non-Certified Leaves - 1 |
| • Certified Resignations - 3 | Non-Certified Resignations - 18 |
| • Certified Retirements - 0 | Non-Certified Retirements - 6 |

Open Positions:

Certified:

Teachers (8)

Early Childhood (1)

Elementary (1)

High School (2)

Middle School (1)

Special Education (2)

Adult Basic Education (1)

Non-Certified:

Administrative (3)

Child Nutrition (5)

Maintenance (6)

Master Electrician (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)