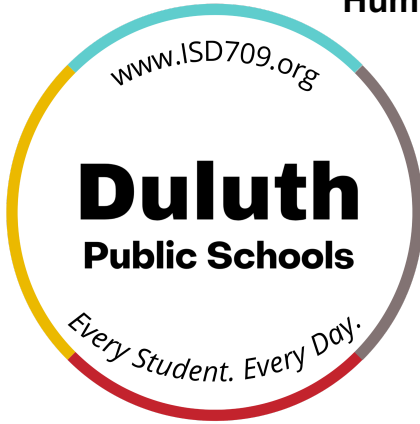


Human Resources Report for February 2025 School Board Meeting Highlighting January 2025 Activities



Department: Human Resources
HR|Business Services Committee: 02.11.2025
Regular Board Meeting: 02.25.2025
Report Prepared By: Theresa Severance

Manager's Minutes:

- The Payroll team worked feverishly in January to print and mail W2s to employees. Despite efforts to move employees to electronic versions and contain costs from printing and mailing, the team printed and mailed 1635 W2s to current and former employees.
- January was also a busy month for the Human Resources team, working through displacements and other staffing changes/notices. In January, the team emailed and mailed a total of 63 letters.
- In January, several members of the HR Leadership team attended the Minnesota Association of School Personnel Administrators (MASPA) annual winter conference on January 31. Topics presented were leading through disruption of change, managing employee morale and recurring legal issues for personnel administrators.
- On January 27th, the Benefits team hosted a Retirement Session for all employees considering retirement in the next one to two years. Fifteen employees attended the session.

What We're Working On:

- District Recruitment Plan and American Indian Recruitment Plan
- Transportation Hiring Event Planning
- Wellness Fair (May 27th with Professional Development Day)
- ACA Reporting
- DDWIAA Negotiations have continued with the latest meeting happening 02/04/2025

Upcoming Changes/Improvements to the Department:

- Career and Hiring events we are attending in March
 - Fond du Lac Tribal and Community College Job Fair on March 10, 2025
 - Lake Superior College Career Transfer and Job Fair on March 26, 2025
- Summer School positions are posted

Staffing Report:

- | | |
|------------------------------|--------------------------------|
| • Certified Appointments - 1 | Non-Certified Appointments - 9 |
| • Certified Leaves - 2 | Non-Certified Leaves - 5 |
| • Certified Resignations - 2 | Non-Certified Resignations - 7 |
| • Certified Retirements - 5 | Non-Certified Retirements - 0 |

Open Positions:

Certified:

Teachers (7)

Elementary (2)

Middle School (1)

High School (1)

Special Education (2)

Adult Basic Education (1)

Summer School (19)

Principal (1)

Non-Certified:

Clerical (1)

Child Nutrition (5)

Maintenance (5)

Master Electrician (1)

Second Shift Engineer I (1)

Second Shift Engineer II (2)

Playground/Cafeteria Monitor (7)

Transportation (5)

School Bus Driver II (1)

Paraprofessionals (8)

Certified Lifeguard (1)

Cultural Immersion Program Para (1)

Educational Sign Language Facilitators (1)

Sp. Ed. Building Wide Para ECSE (1)

Sp. Ed. Para Keyzone (1)

Sp. Ed. Program Para LPN (1)

Sp. Ed. Program Para LTS (1)

Sp. Ed. Paraprofessional Student Specific Setting III (1)

***Additional Department Attachments to Follow this Report on Board Book