



**Human Resources Report for November 2025 School Board Meeting
Highlighting October 2025 Activities**

Department: Human Resources

HR|Business Services Committee: 11.10.2025

Regular Board Meeting: 11.18.2025

Report Prepared By: Steven Johnson

Manager’s Minutes:

- Certified Specialist has been working on the MDE STARS (Staff Automated Reporting) Report and has requested an extension which is typically in past years.

What We’re Working On:

- Benefits is currently underway with Annual November Open Enrollment.
- Actively working with employees to navigate the Blue Cross Blue Shield and Aspirus St. Luke's failed contract negotiations.
- Creating framework for Minnesota Paid Family Leave Notices.
- Reviewing leave policies in the 4000 series.
- Successful Flu / Covid Shot Clinic at the DSC in October.

Upcoming Changes/Improvements to the Department:

- Working on updating standard operating procedures for the roles in the department which is a long term goal.

Staffing Report:

- | | |
|------------------------------|---------------------------------|
| • Certified Appointments - 5 | Non-Certified Appointments - 20 |
| • Certified Leaves - 7 | Non-Certified Leaves - 4 |
| • Certified Resignations - 0 | Non-Certified Resignations - 7 |
| • Certified Retirements - 0 | Non-Certified Retirements - 0 |

Open Positions:

Certified:

Teachers (12)
 District-Wide (1)
 Elementary (1)
 High School (2)
 Middle School (1)
 Special Education (6)
 Adult Basic Education (1)

Non-Certified:

Child Nutrition (1)
Maintenance (2)
 Master Electrician (1)
 Substitute Maintenance (1)
Paraprofessionals (7)
 Certified Sign Language Interpreter (1)
 SpEd Program Para LPN (1)
 Language Facilitator - Deaf and Hard of Hearing (1)

Certified Occupational Therapy Assistant (1)

SpEd Building Wide Para (1)

SpEd Program Para (1)

SpEd Student Specific Setting III Para (1)

Technology (2)

IT Security Analyst (1)

Network Architect-Administrator