



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

Department:	Human Resources
HR Business Services Committee:	03.10.2025
Regular Board Meeting:	03.18.2025
Report Prepared By:	Theresa Severance

Manager's Minutes:

- In February, HR Partnered with the Duluth Federation of Teachers leadership to hold a Q&A session with displaced teachers.
- On February 13, HR Leadership attended the Public Employee Labor Relations Associations annual winter conference. Topics presented were focused primarily on the upcoming Minnesota Paid Leave and on using artificial intelligence in public sector HR and Labor Relations.
- On February 26, members of the HR team participated as interview panelists for high school seniors at the Imagine It! Job Seeking Experience at Esko High School. The seniors interviewed were interested in pursuing careers in Early Childhood and Elementary Education.
- The negotiations with the DDWIAA group have completed and we are hopeful to have an approved final contract for the Board in March.

What We're Working On:

- March springs the start of a very busy job fair schedule for the HR Team. We are currently signed up for fairs at Fond Du Lac Tribal and Community College, Lake Superior College, MN Education Career Expo in Eden Prairie, the St. Cloud State University Job Fair, Virginia JET Job Fair, Black Bear Job Fair, and East and Denfeld High Collaborative Job Fairs.

Upcoming Changes/Improvements to the Department:

- A draft Recruitment and Retention Plan is being finalized. This plan is crucial for ensuring we can attract and retain high-quality staff to ensure consistent and effective instruction and support for our students.
- The HR Team will be losing their HRIS Analyst position on March 14, and are working closely to ensure a smooth transition of duties.
- The HR team, along with district leadership and principals decided to move to a new system to conduct all employee evaluations. Starting next school year, most staff evaluations will be completed using the Vector Evaluation+ system. This will allow for job-specific evaluations for all employees and supervisors.

Staffing Report:

- Certified Appointments - 7
- Certified Leaves - 8
- Certified Resignations - 3
- Certified Retirements - 11

Non-Certified Appointments - 32
Non-Certified Leaves - 4
Non-Certified Resignations - 16
Non-Certified Retirements - 5

Open Positions:

Certified:

Teachers (9)

Middle School (2)

High School (1)

Special Education (5)

Adult Basic Education (1)

Summer School (15)

Principal (1)

Non-Certified:

Child Nutrition (3)

Maintenance (5)

Master Electrician (1)

Engineer II (1)

Second Shift Engineer II (3)

Playground/Cafeteria Monitor (7)

Transportation (2)

School Bus Driver II (2)

Technology (1)

Paraprofessionals (9)

Certified Lifeguard (1)

Cultural Immersion Program Para (1)

Educational Sign Language Facilitators (1)

Sp. Ed. Building Wide Para (1)

Sp. Ed. Program Para LPN (1)

Sp. Ed. Program Para LTS (1)

Sp. Ed. Paraprofessional Student Specific Setting III (3)

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