



## Human Resources Report for January 2026 School Board Meeting Highlighting December 2025 Activities

Department: Human Resources  
HR|Business Services Committee: 01.12.2025  
Regular Board Meeting: 01.20.2025  
Report Prepared By: Steven Johnson

### Manager's Minutes:

- The District has received a request to bargain from the NCBAA (Non-Certified Business Division Administrators' Association) unit for contract years 2025-2027
- Our Payroll Department is working on W2s, those will be sent out at the end of the month
- Posting for Summer School teaching positions has happened.

### What We're Working On:

- MN Paid Leave has begun, Benefits Department has received about 20 applications from the State so far
- Teacher Retirement information sessions being on 01-08-26 and 01-21-26
- Processing Paid Leave Applications
- End of year reporting
- Currently in negotiations with the DDWIAA (Duluth District-Wide Administrators' Association) unit for contract years 2025-2027
- We are currently working on getting ready for Non-Certified summer positions like Extended School Year (ESY)

### Upcoming Changes/Improvements to the Department:

- We are in the process of hiring for a Human Resources Manager and a Payroll Specialist.
- Steve Johnson is the new Director of Human Resources
- Gearing up for Career Fair season, we are registered to attend at least six job and career fairs over the next two months.

### Staffing Report:

• Certified Appointments - 5	Non-Certified Appointments - 22
• Certified Leaves - 2	Non-Certified Leaves - 1
• Certified Resignations - 1	Non-Certified Resignations - 1
• Certified Retirements - 4	Non-Certified Retirements - 0

### Open Positions:

Certified:  
Teachers (23)

Non-Certified:  
Child Nutrition (3)

*Elementary* (2)  
*High School* (2)  
*Special Education* (3)  
*Summer School* (15)  
*Adult Basic Education* (1)

**Maintenance** (8)  
*Master Electrician* (1)  
*Floating Custodian I* (1)  
*Second Shift Engineer I* (1)  
*Second Shift Engineer II* (2)  
*Split Shift Custodian I/II/III* (1)  
*Utility* (1)  
**Playground/Cafeteria Monitor** (2)  
**Paraprofessionals** (11)  
*Certified Occupational Therapy Asst.* (1)  
*Certified Sign Language Interpreter* (1)  
*Language Facilitator - Deaf and Hard of Hearing* (1)  
*SpEd KeyZone Para* (1)  
*SpEd Building Wide Para* (1)  
*SpEd Program Para Student Specific* (3)  
*SpEd Program Para LPN - TEMP* (1)  
*SpEd Para Student Specific LTS* (1)  
*Supervisory Assistant Para* (1)