



# 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 NCBA (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)*