

## Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, August 17, 2010

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- |  |  |          |
|--|--|----------|
| <b>1. Staffing Reports</b>   |  | <b>2</b> |
| <b>2. Action Items - Other</b>   |  |          |
| A. Approval of Individual Contract Melissa Burwell, Minnesota Alliance With Youth – from 8/15/10 – 8/14/11 |  | 12       |
| B. Approval of Individual Contract Sarah Dixon, Minnesota Alliance With Youth – from 8/15/10 – 8/14/11     |  | 15       |
| C. Approval of Individual Contract Renee Anderson, Minnesota Alliance With Youth – from 8/15/10 - 8/14/11  |  | 18       |
| D. Approval – Addition of GED Examiner \$20.00 per hour to hourly pay rate sheet.                          |  | 21       |
| <b>3. Informational Items</b>  |  |          |
| A. <i>There are no HR Informational Items at this time.</i>  |  |          |
| <b>4. Future Items</b>   |  |          |
| A. <i>There are no HR Future Items at this time.</i>   |  |          |

## HUMAN RESOURCES ACTION ITEMS FOR: 08/17/2010

2

<u><b>CERT APPOINTMENT</b></u>	<u><b>POSITION/SITE/CLASS&amp;STEP/REPLACING</b></u>	<u><b>EFFECTIVE</b></u>
AUSTIN, ALEXANDRA	LD/MORGAN PARK, III 3, C SMITH	09/06/2010
CRANE, JASON	ASST DIRECTOR OF SPECIAL SERVICES, 40/52WKS \$94,000.00	08/01/2010
JOHNSON, DEBORAH	SPECIAL ED/ASDIII/WOODLAND, IV 8 REALLOC OF FTE	09/05/2010
KOIVISTO, JAN	EBD III/EAST, IV 8, J KNUITSEN	09/06/2010
LEHNA, SUSAN	INTERIM PRINCIPAL/HOMECROFT, V 3 \$93,396, W GRONSETH	08/16/2010 06/24/2011
<i>Total:</i> 5		

<u><b>CERT COCURRICULAR</b></u>	<u><b>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</b></u>	<u><b>EFFECTIVE</b></u>
SAICE, PEGGY	.5 TECHNOLOGY COORD/MACARTHUR, 09/10, \$1066.50	
WHITE, KAREN	.5 TECHNOLOGY COORDINATOR/MACARTHUR, 09/10, \$1066.50	
<i>Total:</i> 2		

<u><b>CERT EXTENSION</b></u>	<u><b>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</b></u>	<u><b>EFFECTIVE</b></u>
BARTA, ANNMARIE	TITLE I/CHESTER CREEK ACADEMY, NOT TO EXCEED 11 HRS	06/14/2010 06/30/2010
BARTSIAS, KATHY	STAFF DEVELOPMENT COORD/DW, NOT TO EXCEED 130 HRS	06/14/2010 08/31/2010
CRANDALL, MARNEY	ENGLISH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
CRANE, JASON	ESY/TOSA DUTIES & CONSULTATION NOT TO EXCEED 154 HRS,CHANGE HRS/DATES	06/14/2010 07/30/2010
FROEHLINGS DORF, PETER	MATH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
HUGHES, KATHY	ESY/SCHOOL NURSE B-3, NOT TO EXCEED 30 HRS	06/14/2010 09/03/2010
JACKSON, RACHEL	MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
LOFSTUEN, KATHLEEN	MATH/MERRITT CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
MITCHELL-KROCAK, LISA	PRINCIPAL ON SPECIAL ASSIGNMENT/HOCHS, NOT TO EXCEED 80 HRS	07/12/2010 07/30/2010
OLMEM, NANCY	ESY/TOSA DUTIES, NOT TO EXCEED 24 HRS	06/14/2010 09/03/2010
OLSEN, SHARON	SOCIAL WORKER/WOODLAND HILLS, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
RUD, BRIAN	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
TERESI, ROBERT	SCIENCE/WOODLAND HILLS ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
TERESI, WENDY	MATH/WOODLAND HILLS, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
WENDLING, DEBORAH	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
<i>Total:</i> 15		

<u><b>CERT LEAVES</b></u>	<u><b>POSITION/LOCATION/LEAVE TYPE</b></u>	<u><b>EFFECTIVE</b></u>
BARTHOLDT, SABINE	SOCIAL STUDIES/EAST, MID-CAREER W/O PAY	09/06/2010 06/07/2013
BARTHOLDT, SABINE	SOCIAL STUDIES/EAST, MID-CAREER W/O PAY, RESCIND	09/07/2009 06/08/2012
BARTHOLDT, SABINE	SOCIAL STUDIES/EAST, P#4125 W/O PAY	09/07/2009 06/11/2010
<i>Total:</i> 3		

<u><b>CERT LONG TERM SUB</b></u>	<u><b>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</b></u>	<u><b>EFFECTIVE</b></u>
JOHNSON, DEBRA	LD/CENTRAL, III+30 3 D VANASSE	09/06/2010 06/10/2011
<i>Total:</i> 1		

<u><b>CERTIFIED SUMMER</b></u>	<u><b>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</b></u>	<u><b>EFFECTIVE</b></u>
BARTA, ANNMARIE	TITLE I/CHESTER CREEK ACADEMY, NOT TO EXCEED 11 HRS, RESCIND	06/14/2010 06/30/2010

**HUMAN RESOURCES ACTION ITEMS FOR: 08/17/2010**

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BOYHTARI, BONNIE	EXCEL/CONGDON, NOT TO EXCEED 72 HRS, CHANGE IN HOURS	08/16/2010	09/02/2010
CRANDALL, MARNEY	ENGLISH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
FROEHLINGS DORF, PETER	MATH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
HANEY, ERIN	EXCEL/CONGDON, NOT TO EXCEED 36 HRS	08/16/2010	09/02/2010
JACKSON, RACHEL	MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
LOFSTUEN, KATHLEEN	MATH/MERRITT CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
PERTTULA, MARY	EXCEL/CONGDON, NOT TO EXCEED 36 HRS	08/16/2010	09/02/2010
RUD, BRIAN	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
TERESI, ROBERT	SCIENCE/WOODLAD HILLS ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
TERESI, WENDY	MATH/WOODLAND HILLS, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
WENDLING, DEBORAH	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
<i>Total:</i>	12		

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE</u></b>	
DAWSON, MARIA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$40,414.00	08/16/2010	
GELINEAU, AARON	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$38,000.00, CHNG IN SALARY	05/03/2010	
HENDERSON, ALLEGRA	INTEPRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$40,000.00	08/16/2010	
LIABRAATEN, SHERRY	HEALTH/LPN PARA/ROCKRIDGE, 30/38WKS \$15.85/HR REALLOC OF FTE	09/07/2010	
LITTLE, KATERI	BUSINESS SERVICES LIAISON/HOCHS, 40/52WKS, \$723/WK, T DESUTTER	08/23/2010	
MCGAUGHEY, CHARITY	MENTAL HEALTH PRACT/DW, 31.25/HR/38WKS \$19.23/HR, REALLOC OF FTE	09/07/2010	
PIERCE, LUISA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$39,000.00	08/16/2010	
QUILLIEN, VERONICA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$38,000.00	08/16/2010	
SMITH, TAMARA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$40,414.00	08/16/2010	
THEIS, GABRIELA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$38,000.00	08/16/2010	
WATT, CORDELL	SATELLITE MGR II/UNITY, 17.5/38WKS, \$13.00, C HURLEY	09/07/2010	
<i>Total:</i>	11		

<b><u>NONCERT DEMOTION</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE</u></b>	
ANNALA, JUDY	INSTR PARA/LINCOLN, INSTR PARA/HDST/NETT, \$14.58/HR	09/07/2010	
FERRARI, CHERYL	HELPER/MORGAN PARK, SATELLTIE MGR I/MORGAN PARK, \$12.49/HR	09/07/2010	
GEISSLER, SUSAN	HELPER/NETTLETON, SATELLITE MGR II/UNITY, \$10.05/HR	09/07/2010	
GIRGA, BRIAN	SPECIAL ED BW/MALE REQ PARA/CENTRAL, TECH TUTOR, \$15.46/HR	09/07/2010	
TARAN, ROBERTA	HELPER/LOWELL, SATELLITE MGR I/NETTLETON, \$12.49/HR	09/07/2010	
<i>Total:</i>	5		

<b><u>NONCERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/LENGTH</u></b>	<b><u>EFFECTIVE</u></b>	
GRAVES, CAROLYN	CLERICAL LEVEL D/CENTRAL, NOT TO EXCEED 56 HRS	07/01/2010	08/06/2010
HAGEN, AMANDA	CLERICAL LEVEL C/ALC, NOT TO EXCEED 24 HRS	07/05/2010	08/05/2010
HORTON, MICHAEL	FIELD SUPPORT TECH/HOCHS/SPECIAL SERV, AND 12/27-12/31/10	08/02/2010	08/13/2010
OREILLY, CATHERINE	CLERICAL LEVEL C/TECHNOLOGY/HOCHS, TO TO EXCEED 40 HRS	07/06/2010	07/09/2010
WEBER, MARGARET	CLERICAL LEVEL D/WOODLAND, NOT TO EXCEED 24 HRS	06/28/2010	06/30/2010
<i>Total:</i>	5		

<b><u>NONCERT LEAVES</u></b>	<b><u>POSITION/LOCATION/TYPER OF LEAVE</u></b>	<b><u>EFFECTIVE</u></b>	
NORMAN, JOANN	SATELLITE MGR II/MACARTHUR, 'A' PERSONAL W/O PAY	08/09/2010	08/13/2010

# HUMAN RESOURCES ACTION ITEMS FOR: 08/17/2010

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Total: 1

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE</u>
ANSETH, BETTY	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
BANKS, JANET	HELPER/LINCOLN, .4375 TO .375	08/07/2010
BAUMGARTH, GEORGIA	SPECIAL ED PROG PARA/CHESTER CREEK ACADEMY, .8125 TO .75	09/07/2010
BEDARD, THERESE	SPECIAL ED BW PARA/LINCOLN, .8125 TO .78125	09/07/2010
BERGUM, DIANE	SPECIAL ED PROG PARA/CHESTER CREEK ACADEMY, .8125 TO .75	09/07/2010
BOOKER, LINDA	SPECIAL ED PROG PARA/MERRICK CREEK ACADEMY, .8125 TO .75	09/07/2010
COLE, MARY	SPECIAL ED PROG PARA/WOODLAND HILLS ACADEMY, .81250 TO .75	09/07/2010
DARTANYAN, CHERYL	SPECIAL ED PROG PARA/CHESTER CREEK ACADEMY, .8125 TO .75	09/07/2010
DEFRANG, DARCI	HELPER/MACARTHUR, .4375 TO .375	09/07/2010
DESAUTEL, PEGGY	HELPER/NETTLETON, .46875 TO .4375	09/07/2010
ENKE, BRIDGET	SPECIAL ED PROG PARA/CHESTER CREEK ACADEMY, .8125 TO .75	09/07/2010
FALK, KAREN	SPECIAL ED PROG PARA/WOODLAND HILLS, .8125 TO .75	09/07/2010
FLATT, CAROL	HELPER/LINCOLN, .4375 TO .375	09/07/2010
FLIPPIN, JUNEVELA	HELPER/MACARTHUR, .40625 TO .375	09/07/2010
GOODENBERGER, SUZANNE	SPECIAL ED BW PARA/NETTLETON ECSE, .78125 TO .53125	09/07/2010
HUGHES, SCOTT	SPECIAL ED BW MALE REQ PARA/CENTRAL, .84375 TO .78125	09/07/2010
HURLEY, CAROLYN	SATELLITE MGR II/ROCKRIDGE, .40625 TO .375	09/07/2010
JOUPPI, CAROL	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
KARON, MARIA	SATELLITE MGR II/STOWE, .6875 TO .5625	09/07/2010
KLECZKA, THERESA	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
KORSGAARD, KATHARINE	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
LAPLANTE, DAVID	HELPER/LOWELL, .40625 TO .375	09/07/2010
LATTURE, KATHLEEN	HELPER/WOODLAND, .40625 TO .375	09/07/2010
MACKAY, SANDRA	SUPV PARA/FEMALE REQ/CENTRAL, .9 TO .7	09/07/2010
MENDOZA, CRUZ	SUPV PARA/EAST, .93125 TO .4	09/07/2010
MERRITT, MARY	SPECIAL ED PROG PARA/WOODLAND HILLS, .8125 TO .75	
MORRIS, FRANCES	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
MUSOLF, LESLIE	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	
OLSON, JEANNETTE	SPECIAL ED PROG PARA/WOODLAND HILLS, .8125 TO .75	09/07/2010
OMAN, MARGARET	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
PLANTE, JOAN	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	
PORTER, CHRISTOPHER	SUPV PARA/CENTRAL, .9375 TO .7	09/07/2010
RIDGEWELL, LINDA	HELPER/STOWE, .4375 TO .375	09/07/2010
SMITH, CINDY	HELPER/MORGAN, .40625 TO .375	09/07/2010
STANIUS, LINDA	HELPER/LESTER, .4375 TO .375	09/07/2010
STINGL, KATHRYN	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
STOVER, ALICE	SPECIAL ED PROG JOB COACH PARA/DW, .78125 TO .5	
TREBESCH, DONNA	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010
TURNER, KATHERINE	HELPER/EAST, .46875 TO .40625	09/07/2010
WATERS, LINDA	SPECIAL ED PROG/JOB COACH/DW, .625 TO .5	09/07/2010
WICK, SUSAN	HELPER/LINCOLN, .46875 TO .375	09/07/2010
WICK-ZEMAN, SHELLY	INSTR TITLE I PARA/STOWE, .925 TO .8	09/07/2010
WILLIAMS, CORAL	SPECIAL ED PROG/JOB COACH/DW, .84375 TO .5	09/07/2010
ZIMM, SANDRA	SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75	09/07/2010

**HUMAN RESOURCES ACTION ITEMS FOR: 08/17/2010**

*Total:* 44

<b><u>NONCERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/TYPER OF LEAVE</u></b>	<b><u>EFFECTIVE</u></b>
ANDERSON, BETH	HELPER/EAST, .375 TO .40625	09/07/2010
AUTIO, LIZABETH	HELPER/EAST, .375 TO .4375	09/07/2010
BRAXTON-BROWN, MELISSA	HELPER/EAST, .375 TO .40625	09/07/2010
JOHNSON, MICHELE	SUPV PARA/ALC, .6625 TO .7	09/07/2010
MALONEY, MARJORIE	SPECIAL ED PROG PARA/CENTRAL, .75 TO .78125	09/07/2010
MCKOWSKI, DEBRA	SATELLITE MGR I/EAST, .75 TO .8125	09/07/2010
MERRITT, SARA	HELPER/EAST, .375 TO .40625	09/07/2010
MONTGOMERY, NORA	SATELLITE MGR I/WOODLAND, .75 TO .90625	09/07/2010
PROUDLOCK, PEGGY	SATELLITE MGR I/MORGAN, .6875 TO .8125	09/07/2010
ROSETH, RICHARD	SUPV PARA/EAST, .75 TO .8	09/07/2010
STEPHENSON, DEBRA	HELPER/WOODLAND, .40625 TO .46875	09/07/2010
WEBER, MARGARET	CLERICAL LEVEL D/WOODLAND, 48 TO 52WKS	07/01/2010
ZWAK, ELIZABETH	SPECIAL ED PROG PARA/WOODLAND, .78125 TO .84375	09/07/2010
<i>Total:</i> 13		

<b><u>NONCERT PROMOTION</u></b>	<b><u>NEW POSITION/LOCATION</u></b>	<b><u>EFFECTIVE</u></b>
ADOLPHSON, ROSEMARY	SPECIAL ED BW PARA/CENTRAL, INSTR PARA/DENFELD	09/07/2010
BRAUN, GARY	SPECIAL ED PROG/MALE REQ PARA/EAST,SUPV PARA/CENTRAL, \$15.35/HR	09/07/2010
HAGEN, AMANDA	CLERICAL LEVEL G/HOCHS/PAYROLL, CLERICAL LEVEL C/ALC, \$18.44/HR	07/30/2010
LOWE, JULIE	SPECIAL ED PROG PARA/CENTRAL, SUPV PARA/DENFELD, \$15.35/HR	09/07/2010
LUND, SHERRIE	SPECIAL ED BW PARA/CENTRAL, SUPV PARA/WOODLAND, \$15.35/HR	09/07/2010
NORMAN, JOANN	PRODUCTION MGR/CENTRAL, SATELLITE MGR I/MACARTHUR, \$15.75/HR	09/07/2010
RAFFERTY, ARLENE	PRODUCTION MGR/LINCOLN, SATELLITE MGR I, \$16.07/HR	09/07/2010
WEYERS, KERRY	SPECIAL ED PROG PARA/CENTRAL, SUPV PAR/LINCOLN, \$15.76/HR	09/07/2010
<i>Total:</i> 8		

<b><u>NONCERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE</u></b>
KORZENOWSKI, JODI	GRANT PROJECT DIRECTOR/HOCHS	07/23/2010
<i>Total:</i> 1		

<b><u>NONCERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE</u></b>
ANDERSON, RAYMOND	SCHOOL BUS DRIVER II/TRANSPORTATION, CHANGE IN DATE	07/22/2010
ARMSTRONG, KAREN	SPECIAL ED PROG PARA/WOODLAND HILLS	09/01/2010
BETROS, GERALDINE	PRODUCTION MANAGER/CENTRAL	06/30/2010
HILL, DARLENE	SCHOOL BUS HELPER/TRANSPORTATION	07/22/2010
<i>Total:</i> 4		

<b><u>NONCERT SUMMER SCHOOL</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE</u></b>
HARALA, MARY	EXCEL/CONGDON, NOT TO EXCEED 36 HRS, RESCIND	08/16/2010 09/02/2010
TAYLOR, PAULINE	HELPER/STOWE, 10HR/WK, \$11.01/HR, RESCIND	06/15/2010 07/30/2010
WAKEFIELD, WENDY	HELPER/STOWE, 10HR/WK, \$11.01/HR	06/28/2010 08/27/2010

**HUMAN RESOURCES ACTION ITEMS FOR: 08/17/2010**

**Total:** 3

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**HUMAN RESOURCES ACTION ITEMS FOR 08/17/2010**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
AUSTIN, ALEXANDRA	LD/MORGAN PARK, III 3, C SMITH	09/06/2010
CRANE, JASON	ASST DIRECTOR OF SPECIAL SERVICES, 40/52WKS \$94,000.00	08/01/2010
JOHNSON, DEBORAH	SPECIAL ED/ASDIII/WOODLAND, IV 8 REALLOC OF FTE	09/05/2010
KOIVISTO, JAN	EBD III/EAST, IV 8, J KNUITSEN	09/06/2010
LEHNA, SUSAN	INTERIM PRINCIPAL/HOMECROFT, V 3 \$93,396, W GRONSETH	08/16/2010 06/24/2011
<i>Total:</i> 5		

<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
SAICE, PEGGY	.5 TECHNOLOGY COORD/MACARTHUR, 09/10, \$1066.50	
WELINSKI, MARK	HEAD BOYS TENNIS/EAST, 10/11, \$3172.00	
WHITE, KAREN	.5 TECHNOLOGY COORDINATOR/MACARTHUR, 09/10, \$1066.50	
<i>Total:</i> 3		

<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
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CRANDALL, MARNEY	ENGLISH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
CRANE, JASON	ESY/TOSA DUTIES & CONSULTATION NOT TO EXCEED 154 HRS,CHANGE HRS/DATES	06/14/2010 07/30/2010
FROEHLINGS DORF, PETER	MATH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
HUGHES, KATHY	ESY/SCHOOL NURSE B-3, NOT TO EXCEED 30 HRS	06/14/2010 09/03/2010
JACKSON, RACHEL	MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
LOFSTUEN, KATHLEEN	MATH/MERRITT CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
MITCHELL-KROCAK, LISA	PRINCIPAL ON SPECIAL ASSIGNMENT/HOCHS, NOT TO EXCEED 80 HRS	07/12/2010 07/30/2010
OLMEM, NANCY	ESY/TOSA DUTIES, NOT TO EXCEED 24 HRS	06/14/2010 09/03/2010
OLSEN, SHARON	SOCIAL WORKER/WOODLAND HILLS, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
RUD, BRIAN	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
TERESI, ROBERT	SCIENCE/WOODLAND HILLS ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
TERESI, WENDY	MATH/WOODLAND HILLS, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
WENDLING, DEBORAH	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS	06/21/2010 07/29/2010
<i>Total:</i> 15		

<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
BARTHOLDT, SABINE	SOCIAL STUDIES/EAST, MID-CAREER W/O PAY	09/06/2010 06/07/2013
BARTHOLDT, SABINE	SOCIAL STUDIES/EAST, MID-CAREER W/O PAY, RESCIND	09/07/2009 06/08/2012
BARTHOLDT, SABINE	SOCIAL STUDIES/EAST, P#4125 W/O PAY	09/07/2009 06/11/2010
<i>Total:</i> 3		

<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
JOHNSON, DEBRA	LD/CENTRAL, III+30 3 D VANASSE	09/06/2010 06/10/2011
<i>Total:</i> 1		

<b><u>CERTIFIED SUMMER SCHOOL</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
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**HUMAN RESOURCES ACTION ITEMS FOR 08/17/2010**

BARTA, ANNMARIE	TITLE I/CHESTER CREEK ACADEMY, NOT TO EXCEED 11 HRS, RESCIND	06/14/2010	06/30/2010
BOYHTARI, BONNIE	EXCEL/CONGDON, NOT TO EXCEED 72 HRS, CHANGE IN HOURS	08/16/2010	09/02/2010
CRANDALL, MARNEY	ENGLISH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
FROEHLINGS DORF, PETER	MATH/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
HANEY, ERIN	EXCEL/CONGDON, NOT TO EXCEED 36 HRS	08/16/2010	09/02/2010
JACKSON, RACHEL	MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
LOFSTUEN, KATHLEEN	MATH/MERRITT CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
PERTTULA, MARY	EXCEL/CONGDON, NOT TO EXCEED 36 HRS	08/16/2010	09/02/2010
RUD, BRIAN	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
TERESI, ROBERT	SCIENCE/WOODLAD HILLS ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
TERESI, WENDY	MATH/WOODLAND HILLS, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010
WENDLING, DEBORAH	PHYED/CHESTER CREEK ACADEMY, NOT TO EXCEED 160 HRS, RESCIND	06/21/2010	07/29/2010

Total: 12

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>	
DAWSON, MARIA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$40,414.00	08/16/2010	
GELINEAU, AARON	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$38,000.00, CHNG IN SALARY	05/03/2010	
HENDERSON, ALLEGRA	INTEPRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$40,000.00	08/16/2010	
LIABRAATEN, SHERRY	HEALTH/LPN PARA/ROCKRIDGE, 30/38WKS \$15.85/HR REALLOC OF FTE	09/07/2010	
LITTLE, KATERI	BUSINESS SERVICES LIAISON/HOCHS, 40/52WKS, \$723/WK, T DESUTTER	08/23/2010	
MCGAUGHEY, CHARITY	MENTAL HEALTH PRACT/DW, 31.25/HR/38WKS \$19.23/HR, REALLOC OF FTE	09/07/2010	
PIERCE, LUISA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$39,000.00	08/16/2010	
QUILLIEN, VERONICA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$38,000.00	08/16/2010	
SMITH, TAMARA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$40,414.00	08/16/2010	
THEIS, GABRIELA	INTEGRATION SPECIALIST SYSTEMS/DW, 40/41WKS, \$38,000.00	08/16/2010	
WATT, CORDELL	SATELLITE MGR II/UNITY, 17.5/38WKS, \$13.00, C HURLEY	09/07/2010	

Total: 11

<b><u>NONCERT DEMOTION</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>	
ANNALA, JUDY	INSTR PARA/LINCOLN, INSTR PARA/HDST/NETT, \$14.58/HR	09/07/2010	
FERRARI, CHERYL	HELPER/MORGAN PARK, SATELLTIE MGR I/MORGAN PARK, \$12.49/HR	09/07/2010	
GEISSLER, SUSAN	HELPER/NETTLETON, SATELLITE MGR II/UNITY, \$10.05/HR	09/07/2010	
GIRGA, BRIAN	SPECIAL ED BW/MALE REQ PARA/CENTRAL, TECH TUTOR, \$15.46/HR	09/07/2010	
TARAN, ROBERTA	HELPER/LOWELL, SATELLITE MGR I/NETTLETON, \$12.49/HR	09/07/2010	

Total: 5

<b><u>NONCERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/LENGTH</u></b>	<b><u>EFFECTIVE DATES</u></b>	
GRAVES, CAROLYN	CLERICAL LEVEL D/CENTRAL, NOT TO EXCEED 56 HRS	07/01/2010	08/06/2010
HAGEN, AMANDA	CLERICAL LEVEL C/ALC, NOT TO EXCEED 24 HRS	07/05/2010	08/05/2010
HORTON, MICHAEL	FIELD SUPPORT TECH/HOCHS/SPECIAL SERV, AND 12/27-12/31/10	08/02/2010	08/13/2010
OREILLY, CATHERINE	CLERICAL LEVEL C/TECHNOLOGY/HOCHS, TO TO EXCEED 40 HRS	07/06/2010	07/09/2010
WEBER, MARGARET	CLERICAL LEVEL D/WOODLAND, NOT TO EXCEED 24 HRS	06/28/2010	06/30/2010

Total: 5

<b><u>NONCERT LEAVES</u></b>	<b><u>POSITION/LOCATION/TYPER OF LEAVE</u></b>	<b><u>EFFECTIVE DATES</u></b>	
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**HUMAN RESOURCES ACTION ITEMS FOR 08/17/2010**

ZIMM, SANDRA SPECIAL ED PROG PARA/MERRITT CREEK ACADEMY, .8125 TO .75 09/07/2010  
*Total:* 44

<b><u>NONCERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/TYPER OF LEAVE</u></b>	<b><u>EFFECTIVE DATES</u></b>
ANDERSON, BETH	HELPER/EAST, .375 TO .40625	09/07/2010
AUTIO, LIZABETH	HELPER/EAST, .375 TO .4375	09/07/2010
BRAXTON-BROWN, MELISSA	HELPER/EAST, .375 TO .40625	09/07/2010
JOHNSON, MICHELE	SUPV PARA/ALC, .6625 TO .7	09/07/2010
MALONEY, MARJORIE	SPECIAL ED PROG PARA/CENTRAL, .75 TO .78125	09/07/2010
MCKOWSKI, DEBRA	SATELLITE MGR I/EAST, .75 TO .8125	09/07/2010
MERRITT, SARA	HELPER/EAST, .375 TO .40625	09/07/2010
MONTGOMERY, NORA	SATELLITE MGR I/WOODLAND, .75 TO .90625	09/07/2010
PROUDLOCK, PEGGY	SATELLITE MGR I/MORGAN, .6875 TO .8125	09/07/2010
ROSETH, RICHARD	SUPV PARA/EAST, .75 TO .8	09/07/2010
STEPHENSON, DEBRA	HELPER/WOODLAND, .40625 TO .46875	09/07/2010
WEBER, MARGARET	CLERICAL LEVEL D/WOODLAND, 48 TO 52WKS	07/01/2010
ZWAK, ELIZABETH	SPECIAL ED PROG PARA/WOODLAND, .78125 TO .84375	09/07/2010

*Total:* 13

<b><u>NONCERT PROMOTION</u></b>	<b><u>NEW POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ADOLPHSON, ROSEMARY	SPECIAL ED BW PARA/CENTRAL, INSTR PARA/DENFELD	09/07/2010
BRAUN, GARY	SPECIAL ED PROG/MALE REQ PARA/EAST,SUPV PARA/CENTRAL, \$15.35/HR	09/07/2010
HAGEN, AMANDA	CLERICAL LEVEL G/HOCHS/PAYROLL, CLERICAL LEVEL C/ALC, \$18.44/HR	07/30/2010
LOWE, JULIE	SPECIAL ED PROG PARA/CENTRAL, SUPV PARA/DENFELD, \$15.35/HR	09/07/2010
LUND, SHERRIE	SPECIAL ED BW PARA/CENTRAL, SUPV PARA/WOODLAND, \$15.35/HR	09/07/2010
NORMAN, JOANN	PRODUCTION MGR/CENTRAL, SATELLITE MGR I/MACARTHUR, \$15.75/HR	09/07/2010
RAFFERTY, ARLENE	PRODUCTION MGR/LINCOLN, SATELLITE MGR I, \$16.07/HR	09/07/2010
WEYERS, KERRY	SPECIAL ED PROG PARA/CENTRAL, SUPV PAR/LINCOLN, \$15.76/HR	09/07/2010

*Total:* 8

<b><u>NONCERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
KORZENOWSKI, JODI	GRANT PROJECT DIRECTOR/HOCHS	07/23/2010

*Total:* 1

<b><u>NONCERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ANDERSON, RAYMOND	SCHOOL BUS DRIVER II/TRANSPORTATION, CHANGE IN DATE	07/22/2010
ARMSTRONG, KAREN	SPECIAL ED PROG PARA/WOODLAND HILLS	09/01/2010
BETROS, GERALDINE	PRODUCTION MANAGER/CENTRAL	06/30/2010
HILL, DARLENE	SCHOOL BUS HELPER/TRANSPORTATION	07/22/2010

*Total:* 4

<b><u>NONCERT SUMMER SCHOOL</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
HARALA, MARY	EXCEL/CONGDON, NOT TO EXCEED 36 HRS, RESCIND	08/16/2010 09/02/2010
TAYLOR, PAULINE	HELPER/STOWE, 10HR/WK, \$11.01/HR, RESCIND	06/15/2010 07/30/2010

**HUMAN RESOURCES ACTION ITEMS FOR 08/17/2010**

WAKEFIELD, WENDY

HELPER/STOWE, 10HR/WK, \$11.01/HR

06/28/2010 08/27/2010

*Total:* 3

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Melissa Burwell, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as Director of Strategic Initiatives, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the President and CEO or designee.
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at the Minneapolis office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of eight (8) hours per workday. Flexibility to this schedule can be approved by the President and CEO or designee. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2010, and continue until August 14, 2011. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as Program Coordinator shall cease. In the event the Employer is contemplating not offering the Employee a subsequent Agreement, the Employer shall give written notice of such intent 60 days before the expiration of this Employment Agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$50,000. Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on August 15 and terminating on the next August 14.
6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of his duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the President and CEO or designee in accordance with the laws of the state of Minnesota and the policies of Employer. The President and CEO or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of

her personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations.

7. **Vacation/Holiday.** The Employee shall earn 160 hours of paid vacation to use during the term of this Agreement. Vacation days are to be scheduled with the Present and CEO's or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive her vacation pro-rated from September 1, 2010, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), Presidents' Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
10. **Life Insurance.** Group term life insurance in the amount of \$50,000.00 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The President and CEO shall have final authority in determining the number of allowable days. For the purpose of this section, **"death in family"** shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.
13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law and is one of the District's 403(b) providers.
14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466.

16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.

17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of employer.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in Duluth, Minnesota this 22 day of, July 2010.

**EMPLOYEE**

Melissa J Burwell  
Melissa Burwell

July 22, 2010  
Date

**MINNESOTA ALLIANCE WITH YOUTH**

[Signature]  
President and CEO

July 22, 2010  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Sarah Dixon, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as President and CEO, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the Board of Directors governing Minnesota Alliance With Youth, herein referred to as the "**Board of Directors**".
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at Independent School District No. 709, the Minneapolis office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of eight (8) hours per workday. Flexibility to this schedule can be approved by the Board of Directors. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2010, and continue until August 14, 2011. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as President and CEO shall cease. In the event the Employer is contemplating not offering the Employee a subsequent Agreement, the Employer shall give written notice of such intent 60 days before the expiration of this Employment Agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$71,028. Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on August 15, 2010 and terminating on the next August 14, 2011.
6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of her duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the Assistant Superintendent or designee in accordance with the laws of the state of

Minnesota and the policies of Employer. The Assistant Superintendent or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of her personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations.

7. **Vacation/Holiday.** The Employee shall earn 200 hours of paid vacation to use during the term of this Agreement. Vacation days are to be scheduled with the Board of Directors or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive her vacation pro-rated from August 15, 2010, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), President's Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
10. **Life Insurance.** Group term life insurance in the amount of \$50,000 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The Board of Directors shall have final authority in determining the number of allowable days. For the purpose of this section, "**death in family**" shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.
13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law and is one of the District's 403(b) providers.
14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in

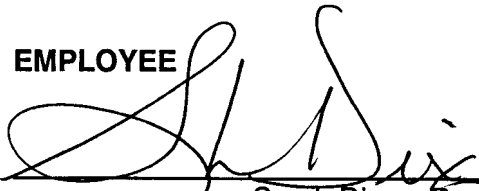


office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466.


16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.

17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of Employer.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in Duluth, Minnesota this 23 day of, July, 2010.

**EMPLOYEE**  
  
\_\_\_\_\_  
Sarah Dixon, President & CEO

July 23, 2010  
\_\_\_\_\_  
Date

**MINNESOTA ALLIANCE WITH YOUTH**  
  
\_\_\_\_\_  
Mary Ackerman, Chair of the Board

July 23, 2010  
\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**  
  
\_\_\_\_\_  
Chair of the Board  
  
\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Date

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Renee Anderson, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as Director of Education & Training, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the President and CEO or designee.
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at the Minneapolis office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of eight (8) hours per workday. Flexibility to this schedule can be approved by the President and CEO or designee. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2010, and continue until August 14, 2011. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as Director of Education & Training shall cease. In the event the Employer is contemplating not offering the Employee a subsequent Agreement, the Employer shall give written notice of such intent 60 days before the expiration of this Employment Agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$42,000. Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on August 15 and terminating on the next August 14.
6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of her duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the President and CEO or designee in accordance with the laws of the state of Minnesota and the policies of Employer. The President and CEO or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of

her personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations.

7. **Vacation/Holiday.** The Employee shall earn 120 hours of paid vacation to use during the term of this Agreement. Vacation days are to be scheduled with the Present and CEO's or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive her vacation pro-rated from September 1, 2010, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), Presidents' Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
10. **Life Insurance.** Group term life insurance in the amount of \$50,000.00 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The President and CEO shall have final authority in determining the number of allowable days. For the purpose of this section, "**death in family**" shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.
13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law and is one of the District's 403(b) providers.
14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466.

16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.

17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of employer.


*IN WITNESS WHEREOF*, the parties have executed this Agreement in Duluth, Minnesota this 28 day of July, 2010.

**EMPLOYEE**

  
\_\_\_\_\_  
Renee Anderson

7/28/2010  
\_\_\_\_\_  
Date

**MINNESOTA ALLIANCE WITH YOUTH**

  
\_\_\_\_\_  
President and CEO

7/28/2010  
\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## HOURLY/SUBSTITUTE PAY RATE SHEET Effective 7/19/2010

		<u>RATE</u>
<b><u>COMMUNITY EDUCATION</u></b>		
Lifeguard		\$ 9.00
Locker Room Attendant	Minimum Wage	\$ 7.25
Swim Instructor		\$ 11.00
Latch Key/Nursery School Worker		\$ 8.00
Special Needs Helper	Minimum Wage	\$ 7.25
Youth Development Programs		
-Cross Age Student Helper	Minimum Wage	\$ 7.25
-Youth Service Facilitator		\$ 12.50
-Playground Leader		\$ 7.50
-Gym Supervisor	Minimum Wage	\$ 7.25
-Activity Leader		\$ 7.50
-Summer Youth Placement Coordinator		\$ 8.50
Latch Key Site Supervisor Substitute		\$ 10.00
Pool Director		\$ 7.50
Temporary Building Coordinator		\$ 12.00
Puppeteer		\$ 9.00
American Indian Facilitator		\$ 9.25

<b><u>FOOD SERVICE</u></b>		
Food Service Substitute/Non -Unit Helper		\$ 8.50
Cook and Head Cook Substitute		\$ 9.50
Production Manager Substitute		\$ 10.50
Satellite Manager Substitute		\$ 9.50
Retired Food Service Employees are paid \$1.00/hr. in addition to above rates.		

<b><u>MAINTENANCE AND CONSTRUCTION</u></b>		
Summer Hourly Substitute		\$ 7.50
Snow Shovelers, Temporary		\$ 7.50
Summer AV Repair		\$ 7.00
Lead Person for Laborers		\$ 8.15
Summer Retired Trades People		*
Welder and Other Skilled Trades		*

<b><u>BUILDING OPERATIONS</u></b>		
Hourly Regular Substitute		\$ 8.50
Substitute for Licensed People		\$ 8.15
Summer Hourly		\$ 7.75
Summer Hourly Lawn Crew		\$ 7.75
Retired Custodian		*
Retired Fireperson I		\$ 11.85
Retired Fireperson II		*
Retired Engineer		
(Eng. 1*/Eng. 2*/Eng. 3*/Eng. 4*)		

<b><u>TRANSPORTATION</u></b>		
Substitute for Bus Driver (regular route)		Step A of MA CBA
Field Trip		\$ 10.00
Bus Helper		\$ 9.00

<b><u>PRINT SHOP</u></b>		
Summer Hourly	Minimum Wage	\$ 7.25
Skilled Tradesperson		*

\*(Step B Current Maintenance Unit Bargaining Agreement)

# HOURLY/SUBSTITUTE PAY RATE SHEET

**Effective 7/19/2010** **RATE**

<b><u>PURCHASING (STOREROOM)</u></b>			
Hourly Regular Substitute		\$	7.60
Hourly Student	Minimum Wage	\$	7.25
Stock Clerk (Retired Employee)		*	

<b><u>CLERICAL</u></b>			
Regular Substitute		\$	9.00
Retired Employee		\$	9.50

<b><u>EDUCATIONAL ASSISTANT</u></b>			
Instructional Assistant(Tutor)		\$	8.75
Media Assistant		\$	8.75
Supervisory Assistant		\$	9.00
Special Education Assistant		\$	9.00
Health Assistant		\$	10.00
Hearing Impaired Assistant (Signer) (Transliterators Non-Licensed)		\$	13.00
Licensed Interpreter for the Deaf		\$	20.00
Special Education Assistant (LPN License Required)		\$	14.00
Special Education Assistant (RN License Required)		\$	15.00
Indian Oriented Assistant		\$	8.50
Cultural Assistant (no language skills)		\$	9.00
Community Assistant		\$	8.50
Experience Center Manager		\$	8.50
Career Center Assistant Probationary Rate	Minimum Wage	\$	7.25
Career Center Assistant	Minimum Wage	\$	7.25
Career Center Coordinator		\$	12.50
Occupational Therapy Assistant		\$	9.50
Technical Tutor			
-Graphic Artist		\$	9.00
-Cultural Assistant (with language skills)		\$	9.50
-RDT		\$	9.00
-Asian Oriented		\$	9.00
-Evaluation/Testing		\$	9.00
Child Care Assistant		\$	9.00
Community Liaison		\$	9.00
Physical Therapist Assistant		\$	13.95

<b><u>MISCELLANEOUS</u></b>			
HRA Headstart Resource Aide	Minimum Wage	\$	7.25
Desegregation Assistant		\$	7.50
Cafeteria/Playground Monitor		\$	8.50
Crossing Guard		\$	8.00
Work Study	Minimum Wage	\$	7.25
Accounting Intern		\$	8.00
<b>GED Examiner</b>	<b>Effective 7/19/10</b>	<b>\$</b>	<b>20.00</b>
Parental Involvement Coordinator	Minimum Wage	\$	7.25
Indian Adult Basic Education Assistant		\$	8.75
Assistant Examiner		\$	8.00
Technology Student Intern(ISD#709 Student)		\$	7.00
Technology Student Intern (after 17 months)		\$	7.30
Technology Intern (college or above)		\$	8.00
Help Desk Technician		\$	12.82

<b><u>SUBSTITUTE TEACHERS</u></b>			
All Certified Substitutes		\$	95.00
Certified Retired Substitutes Only		\$	100.00

Teacher Hourly Rate of Pay 7-1-10		\$	20.46
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