

Human Resources Committee Meeting

Monday, September 12, 2011 4:15 PM

Historic Old Central High School - Board Room, 2nd Floor, 215 N 1st Ave E,
Duluth, MN 55802

1. Staffing Report Action Items

A. Board Report

B. Terrence Smith, Director of Indian Education
Director request to rescind retirement
effective 9/2/11

2. Other Action Items

A. *Placeholder - Approval of Duluth District-Wide
Instructional Administrators' Association
Collective Bargaining Agreement effective
8/1/11-7/31/13 - Resolution #HR-9-11-2925

B. *Placeholder - Approval of Education Directors
Association Collective Bargaining Agreement
effective 7/1/11-6/30/13-Resolution #HR-9-11-
2926

C. *Placeholder - Approval of the Non Bargaining
Employees Pay Increases

3. Informational Items

A. *There are no Informational Items at this time.*

4. Future Items

A. *There are no HR Future Items at this time.*

HUMAN RESOURCES ACTION ITEMS FOR: 9/20/11

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
ANTONICH, BRENDA	GR 2/NETTLETON, III+15 4, REALLOC OF FTE	09/05/11
BOYSON, JENNIFER	GR 5/NETTLETON, IV 8, REALLOC OF FTE	09/05/11
CLEARY, ALICIA	KDGN/NETTLETON, III 4, REALLOC OF FTE	09/05/11
FLETCHER, MOLLY	.6 TRAN ENGLISH/.4 READ 180/MORGAN PARK, III 2, REALLOC OF FTE	09/05/11
GRIGG, DAVID	LD/NETTLETON, IV+30 9, C POST	09/05/11
OLIVER, KATIE	.6 DATA COACH/.4 READ 180/MORGAN PARK, IV 9, REALLOC OF FTE	09/05/11
PEDERSON, JENNIFER	GR 5/NETTLETON, III 2, REALLOC OF FTE	09/05/11
RIESLAND, MARIE	KDGN/PIEDMONT V 5, REALLOC OF FTE	09/05/11
SCANLON-OLSON, MELISSA	EBD/MACARTHUR IV+15 6, T COAUETTE	09/05/11
SCHMINSKI, LORI	.8 MATH/MORGAN PARK, III 8, REALLOC OF FTE	09/05/11
SCHOLLMEIER, ANTHONY	INDUSTRIAL ARTS/MORGAN, III 3, REALLOC OF FTE	09/05/11
SWEDBERG, JUDITH	.625 PRE-KDGN/BARNES HDST, III+15 8, I HOLTE	09/05/11
Total: 12		

<u>CERT EXTENSION</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
CRONIN, VICKI	PARENT EDUCATOR/DW, NOT TO EXCEED 61 HRS, CHANGE IN HRS	08/01/11 09/02/11
HUGHES, KATHY	BLOOD BORNE PATHOGEN COORD/DW, NOT TO EXCEED 500 HRS	07/01/11 06/30/12
HUTTEL, TERRI	CURR. DEVELOPMENT/HOCHS, NOT TO EXCEED 176 HRS, RESCIND	09/05/11 06/30/12
Total: 3		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
ANDERSON, NANCY	VIOLENCE PREVENTION SPEC/HOCHS, P#4125 W/O PAY	09/05/11 12/06/12
BOYNTON, SANDRA	BAND/WOODLAND, P#4125 .5 W/O PAY	09/05/11 06/08/12
GIBBON, TAMMY	GR 2/NETTLETON, P#4125 W/O PAY	09/05/11 06/08/12
PIERSON, SHELLY	GR 5/NETTLETON, P#4125 W/O PAY	09/05/11 06/08/12
RINGSRED, LEIF	.8 SCIENCE/ALC, P#4125 W/O PAY	09/05/11 01/20/12
SCHARTE, NICOLE	GERMAN/DENFELD, P#4125 .2 W/O PAY, CHANGE IN FTE	09/05/11 06/08/12
Total: 6		

<u>CERT RECALL FROM LAYOFF</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
ASPOAS, LOUANN	.5 PHYED SPECIALIST/CONGDON	09/05/11
BROWN, DELAINE	.3 BAND/MORGAN PARK	09/05/11
EASON, LINDA	.1 MEDIA/STOWE	09/05/11
HOBAN, JOHN	.4 ART/MORGAN PARK	09/05/11
KOVACOVIC, LAURIE	.15/SPANISH/MORGAN PARK	09/05/11
MONSON, TERESA	.8 SCIENCE/WOODLAND/.2 HEALTH/ALC	09/05/11
NACHBAR, CATHERINE	.6 SOCIAL STUDIES/EAST	09/05/11
PUTTKAMMER, LANA	.4 MATH/MORGAN PARK	09/05/11
RATAI, ALLEN	.85 HEALTH/WOODLAND/ALC	09/05/11
RINGSRED, LEIF	.8 SCIENCE/ALC	09/05/11
SCHMIDT, SUSAN	.2 HISTORY/EAST/.4 HISTORY/DENFELD	09/05/11
SMITH, HAMILTON	1.0 EBD/WOODLAND HILLS	09/05/11
TYLLIA, RAE	.125 GR 3/PIEDMONT	09/05/11
VALENTO, CHRISTINE	.4 ART/MORGAN PARK	09/05/11
Total: 14		

<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
DURAN, JOYCE	TITLE I/STOWE, NOT TO EXCEED 45 HRS	08/08/11 09/01/11
FOSTER, JOSEPH	EXCEL/CONGDON, NOT TO EXCEED 40 HRS	08/15/11 09/01/11
HARRISS, ANDREA	EXCEL/CONGDON, NOT TO EXCEED 78 HRS	06/13/11 09/01/11
JOHNSON, MEGAN	TITLE I/STOWE, NOT TO EXCEED 45 HRS	08/08/11 09/01/11
MEYER, TAMARA	SPECIAL ED/WOODLAND, NOT TO EXCEED 68 HRS	08/01/11 08/26/11
RODBERG, BARBARA	TITLE I/STOWE, NOT TO EXCEED 45 HRS	08/08/11 09/01/11
Total: 6		

CERT TEMP DECREASE

KAISER, AMY
 PHILLIPS, GLORIA
 SAICE, PEGGY
 Total: 3

POSITION/LOCATION/CONDITION

PHYED SPECIALIST/PIEDMONT, 1.0 TO .5
 PRE-K/DW, 1.0 TO .625
 ELEMENTARY MEDIA SPEC./MACARTHUR 1.0 TO 0.7

EFFECTIVE DATES

09/05/11 06/08/12
 09/05/11 06/09/12
 09/05/11 06/08/12

CERT TEMP INCREASE

HUTTEL, TERRI
 RAY, JULIE
 ST JOHN-STEBE, TERRI
 TYLLIA, RAE
 WEBSTER, SAMANTHA
 Total: 5

POSITION/LOCATION/CONDITION

CURRICULUM DEVELOPMENT/HOCHS, 1/6 OVERLOAD, RESCIND
 AT SPECIALIST/DW, 1/6 OVERLOAD
 FAMILY PARTNERSHIP/FACILITATOR/MACARTHUR HDST, .6125 TO .625
 GR 3/PIEDMONT, .625 TO 1.0, TO BE DETERMINED
 FAMILY PARTNERSHIP/FACILITATOR/PIEDMONT HDST, .50 TO .625

EFFECTIVE DATES

07/01/11 09/02/11
 09/05/11 06/08/12
 09/05/11 06/08/12
 09/05/11
 09/05/11 06/08/12

NONCERT APPOINTMENT

ANDERSON, JENNY
 BARTLETT, TONNA
 COLLARD, DONNA
 LEINO, ANNE
 LUCIA, GARY
 LY, NAM
 MACDONALD, LAURIE
 MCLELLAN, DEBORAH
 MITCHELL, MARILYN
 MOBILIA, KARIN
 OSTROWSKI, KIM
 PAVLICH, YVONNE
 PETERSON, SARA
 REILLY, LYNNE
 ROSE, TINA
 YEE, AMY
 Total: 16

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

HELPER/STOWE, 15/38WKS, \$10.05/HR, D KOSKI
 SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$13.83/HR, R LEE
 HELPER/STOWE, 15/38WKS, \$10.05/HR, REALLOC OF FTE
 HEALTH/LPN PARA/DW, 13/38/WKS \$16.01/HR, K CASHIN
 SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$14.26/HR, B HILL
 HELPER/LAKEWOOD, 15/38WKS, \$11.12/HR, REALLOC OF FTE
 LIC SIGN LANG INTERPRETER/DW, 31.25/38WKS \$23.18/HR, REALLOC OF FTE
 HELPER/CONGDON, 15/38WKS \$10.05/HR, REALLOC OF FTE
 HELPER/EAST, 15/38WKS, \$10.05/HR, REALLOC OF FTE
 HEALTH/LPN PARA/NETTLETON, 30/38WKS, \$16.01/HR, J WITTY
 HELPER/EAST, 15/38WKS, \$10.05/HR, REALLOC OF FTE
 HELPER/EAST, 16.25/38WKS, E AUTIO
 HELPER/DENFELD, 15/38WKS, \$10.05/HR, S HJERPE
 HELPER/EAST, 16.25/38WKS, \$10.05/HR, REALLOC OF FTE
 HELPER/EAST, 15/38WKS, \$10.05/HR, REALLOC OF FTE
 HELPER/NETTLETON, 15/38WKS, \$10.05/HR, REALLOC OF FTE

EFFECTIVE DATES

09/06/11
 09/07/11
 09/06/11
 09/06/11
 09/07/11
 09/06/11
 09/06/11
 09/06/11
 09/06/11
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 09/06/11
 09/06/11
 09/06/11
 09/06/11
 09/06/11
 09/07/11

NONCERT DEMOTION

PETRICH, DIANE

Total: 1

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

INSTR PARA/PIEDMONT HDST/SUPV PARA/MORGAN/MACARTHUR, \$13.97/HR

EFFECTIVE DATES

09/06/11

NONCERT LEAVES

CAMPBELL, THERESA
 CASHIN, KATHLEEN
 GONHUE, KATHLEEN
 HANSON, NANCY
 MIGHELL, PATRICIA
 MURRAY, MICHAEL
 MURRAY, MICHAEL
 NORMAN, JOANN
 ROBINSON, PATRICK
 SMITH, STEVEN
 Total: 10

POSITION/LOCATION/TYPER OF LEAVE

HELPER/WOODLAND, 'A' MEDICAL W/O PAY, CHANGE IN DATES
 HEALTH/LPN PARA FLOATER/DW, 'B' PERSONAL, W/O PAY
 CLERICAL LEVEL C/TRANSPORTATION, 'A' MEDICAL W/O PAY
 FIELD SUPPORT/HOCHS/TECHNOLOGY, 'A' MILITARY WITH PAY
 HELPER/EAST, 'A' MEDICAL, W/O PAY, TO BE DETERMINED
 SCHOOL CUSTODIAN II/EAST, 'A' PERSONAL W/O PAY
 SCHOOL CUSTODIAN II/EAST, 'A' PERSONAL W/O PAY
 SATELLITE MGR/MACARTHUR, 'A' PERSONAL W/O PAY
 SCHOOL CUSTODIAN II/NETTLETON, 'A' MEDICAL W/O PAY
 SPECIAL ED STUDENT SPECIFIC PARA/MORGAN, 'B' PERSONAL W/O PAY

EFFECTIVE DATES

01/19/11 09/02/11
 09/13/11 09/07/12
 08/08/11 08/12/11
 07/28/11 07/29/11
 09/07/11
 08/08/11 08/12/11
 07/18/11 07/29/11
 08/08/11 08/12/11
 08/16/11
 09/06/11 09/06/12

NONCERT PERM DECREASE

HAEDRICH, DARLENE
 HODER, MARJORIE
 Total: 2

POSITION/LOCATION/TYPER OF LEAVE

HEALTH PARA/ALC, .8125 TO .66875
 SPEICAL ED BW PARA/NETTLETON, .96875 TO .78125

EFFECTIVE DATES

09/06/11
 09/06/11

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
ANDREWS, LINDA	HELPER/MACARTHUR, .375 TO .40625	09/06/11
BANKS, KELLY	MENTAL HEALTH PRACT/DW, .8125 TO .9375	09/06/11
LEPPER, DONALD	MENTAL HEALTH PRACT/DW, .8125 TO .9375	09/06/11
MCGAUGHEY, CHARITY	MENTAL HEALTH PRACT/DW, .8125 TO .9375	09/06/11
MCGOWAN, TODD	MENTAL HEALTH PRACT/DW, .8125 TO .9375	09/06/11
YANG, LIANG-PI	SPECIAL ED STUDENT SPEC PARA/MORGAN, .5 TO .96875	09/06/11
Total: 6		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
SCANLON, NANCY	SPECIAL ED PROG PARA/JOB COACH/HOCHS, INSTR PARA/PIEDMONT HDST, \$15.35HR	09/06/11
Total: 1		

<u>NONCERT RECALL</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
MCDUGALL, FREDERICK	1.0 SPECIAL ED AMERICAN INDIAN YOUTH ADVOCATE/DW	09/06/11
WILLIAMS, CORAL	.375 SUPV PARA/MORGAN/MACARTHUR	09/06/11
Total: 2		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
KMIECH, TANYA	SPECIAL ED PARA/CONGDON	09/01/11
SKULL, JENNY	SATELLITE MGR II/CONGDON	08/24/11
Total: 2		

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
KOSKI, DONNA	HELPER/LINCOLN	08/01/11
MADSEN, DIANE	MEDIA PARA/DW	08/31/11
MCSHANE, LAURIE	HEALTH PARA/ALC	08/31/11
Total: 3		

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
COX, PHILLIP	SCHOOL BUS DRIVER II/TRANSPORTATION, CHANGE IN DATES	06/13/11 08/31/11
Total: 1		

<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
COYLE, SANDRA	OFFICE SUPPORT SENIOR/HOCHS/ED EQUITY, 1.0 TO .75	08/15/11 06/22/12
HUGHES, KRISTEN	OFFICE SUPPORT INTERMEDIATE/WOODLAND, 44 TO 43 WKS	08/15/11 06/22/12
Total: 2		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BAUERS, RENEE	INSTR PARA/MACARTHUR HDST, .975 TO 1.0	09/06/11 06/08/12
BENSON, LINDA	INSTR PARA/NETTLETON, HDST, .975 TO 1.0	09/06/11 06/08/12
HAUGEN, MARGARET	INSTR PARA/STOWE HDST, .4375 TO .4875	09/06/11 06/08/12
KROCHALK, SUSAN	INSTR PARA/BARNES HDST, .4375 TO .4875	09/06/11 06/08/12
MARKLE, PATRICIA	OFFICE SUPPORT INTERMEDIATE/BARNES, .5 TO .75	08/15/11 11/15/11
MCCONNELL, MICHELLE	INSTR PARA/MACARTHUR HDST, .4375 TO .4875	09/06/11 06/08/12
NELSON, KIM	INSTR PARA/NETTLETON HDST, .975 TO 1.0	09/06/11 06/08/12
PETRICH, DIANE	INSTR PARA/PIEDMONT HDST, .4375 TO .4875	09/06/11 06/08/12
REDEPENNING, ALLISON	INSTR PARA/NETTLETON HDST, .4375 TO .4875	09/06/11 06/08/12
SCHINIGOI, CHERYL	INSTR PARA/BARNES HDST, .975 TO 1.0	09/06/11 06/08/12
SUOMALA, TRACY	INSTR PARA/MACARTHUR HDST, .4375 TO .4875	09/06/11 06/08/12
TAHTINEN, ANNE	INSTR PARA/NETTLETON HDST, .4375 TO .4875	09/06/11 06/08/12
THERESE, MAUREEN	INSTR PARA/PIEDMONT HDST, .4375 TO .4875	09/06/11 06/08/12
THRO, CATHLEEN	INSTR PARA/MACARTHUR HDST, .975 TO 1.0	09/06/11 06/08/12
WALLIN, PATRICIA	INSTR PARA/PIEDMONT HDST, .975 TO 1.0	09/06/11 06/08/12
Total: 15		

Staffing Report B.

Action Item

Request to rescind retirement effective 9/2/11, from Terrence Smith, Director of Indian Education.

RESOLUTION

Duluth District-Wide Instructional Administrators' Association

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and Duluth District-Wide Instructional Administrators' Association, a summary of which is in the hands of all School Board members, be approved and adopted for the period August 1, 2011 to July 31, 2013, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

****Placeholder***

RESOLUTION

Education Directors Association

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and Education Directors Association, a summary of which is in the hands of all School Board members, be approved and adopted for the period July 1, 2011 to June 30, 2013, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

****Placeholder***

**Resolution #HR-9-11-2926
September 20, 2011**

Memorandum



**DULUTH
PUBLIC
SCHOOLS**

Human Resources

TO: School Board Members
FROM: Harrison Dudley, HR Manager
CC: Dr. I.V. Foster, Jr.
DATE: September 1, 2011
RE: Pay Increase for Non-Bargaining Employees

Following contract settlements, policy and past practice dictate review of comparable non-bargaining employees' compensation.

Approval is requested for a 1.0% pay increase for 2011-2012, and 1.5% pay increase for 2012-2013, for Non-Represented employees. This group includes the following positions:

Drop Out Recovery Technician
Latch Key Site Supervisors
Integration Specialist

Thank you for your consideration. If you have any questions, please contact me at (218) 336-8700, ext. 1066.

HD/mls