

Human Resources Committee Meeting

Duluth Public Schools, ISD 709

Agenda

Monday, October 10, 2011

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

- | | |
|--|----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other Action Items | |
| A. *Placeholder - Increase Hourly Rates for Retired Employee/Laid Off Clerical | 7 |
| B. *Placeholder - Sarah Ullmer Individual Contract, Minnesota Alliance With Youth, Director of Education and Training - 10/10/11-10/9/12 | 10 |
| 3. Informational Items | |
| A. <i>There are no Informational Items at this time.</i> | |
| 4. Future Items | |
| A. <i>There are no HR Future Items at this time.</i> | |

HUMAN RESOURCES ACTION ITEMS 10/18/11**CERT APPOINTMENT**

AKERVIK, KARI
 ANDERSON, HEATHER
 BAXTON, ROBERT
 DEMARS, JESSICA
 NORTHEY, SHAWN
 WAHI, JAY
 Total: 6

POSITION/SITE/CLASS&STEP/REPLACING

KDGN/MACARTHUR, III 1, REALLOC OF FTE
 KDGN/HOMECROFT, III 2, REALLOC OF FTE
 SOCIAL WORKER/DW, IV 5, J SARGENT
 EBD/LD/DENFELD, III+30 4, J WAHI
 MATH/DENFELD, MA+45 9, REALLOC OF FTE
 SPECIAL ED EBD/LD/DENFELD, IV 5, C POST, RESCIND

EFFECTIVE DATES

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

 09/22/11
 09/05/11

CERT COCURRICULAR

AEBI, CAROLYN
 ANDERSON, BRAD
 ANDERSON, CLAUDIA
 ANDERSON, SCOTT
 AXELSON, ROGER
 BACIGALUPO, DOMINIC
 BAKER, CHAD
 BALAICH, ASHLEY
 BALLAVANCE, ADAIR
 BALLAVANCE, ADAIR
 BALLAVANCE, ADAIR
 BALLAVANCE, ADAIR
 BERGMAN, HELEN
 BERGQUIST, PATRICK
 BERGSON, PAUL
 BERGUM, JOHN
 BERRY, JAMES
 BOURDEAU, SHARON
 BREKKEN, JOEL
 BREMER, NICHOLAS
 BROWN, ALICIA
 BROWN, NATHANIEL
 BROWN, PHILLIP
 BYRKA, LINDSAY
 CARTER, COURTNEY
 CARTER, DARCY
 CARTER, DARCY
 CHICK, KIMBERLY
 CHOPP, CLARE
 DAHLQUIST, JANINE
 DAHLQUIST, RODNEY
 DAVIDSON, LEVI
 DAVIDSON, SHAWNA
 DEROSIER, CHAD
 DIERYCK, JEFFERY
 ERICKSON, JAMES
 ERICKSON, JAMES
 ESKOLA, MARK
 FINCKLER, BRANDIE
 FISHER, ETHAN
 FLAA, JON
 FLAA, JON
 FLYNN, KEVIN
 FOGG, ABIGAIL
 FORBORT, SCOTT
 FORD, TED
 FORD, TED
 FOX, ROBERT
 FULLER-KASK, BONNIE
 GARNETT, WILLIAM
 GARNETT, WILLIAM
 GELLERSTEDT, ADAM
 GILBERT, GARY
 GOMAN, GREG
 GRANTHAM, KAYLEE
 GRAVES, PETER
 GRINDY, CYNTHIA
 GRINDY, CYNTHIA
 HAGBERG, CHARLES
 HANSON, ERIK
 HANSON, ERIK

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

HEAD CHEERLEADING/EAST, 11/12, \$3003.00
 ASST BASEBALL/EAST, 11/12, \$2496.00
 .5 TECHNOLOGY COORD/DENFELD, 11/12, \$1717.50
 HEAD BOYS SOCCER/DENFELD, 11/12, \$3452.00
 .25 ASST SOFTBALL/DENFELD, 11/12, \$624.00
 HEAD BOYS SOCCER/EAST, 11/12, \$3452.00
 .5 GR 9 ASST FOOTBALL/EAST, 11/12, \$1183.00
 ASST CHEERLEADING ADV/DENFELD, 11/12, \$1952.00
 .5 SENIOR ADV/DENFELD, 11/12, \$523.00
 ANNUAL/DENFELD, 11/12, \$2536.00
 HEAD GIRLS BASKETBALL/DENFELD, 11/12, \$4890.00
 JUNIOR ADV/DENFELD, 11/12, \$785.00
 TECHNOLOGY/STOWE, 11/12, \$2378.00
 HEAD BASEBALL/DENFELD, 11/12, \$3945.00
 ASST VOLLEYBALL/EAST, 11/12, \$2618.00
 .5 ASST SPEECH/DENFELD, 11/12, \$1150.00
 .5 ASST BOYS TENNIS/EAST, 11/12, \$1111.00
 ASST VOLLEYBALL/DENFELD, 11/12, \$2618.00
 ASST FOOTBALL/EAST, 11/12, \$3186.00
 .25 ASST BOYS SOCCER/EAST, 11/12, \$566.75
 .5 ASST GIRLS SOCCER/EAST, 11/12, \$1133.50
 HEAD SOFTBALL/EAST, 11/12, \$3945.00
 .3 HEAD ALPINE SKI/EAST, 11/12, \$914.10
 .75 HEAD GIRLS SWIM/EAST, 11/12, \$2933.25
 .5 ASST DANIELINE/EAST, 11/12, \$646.50
 ACADEMIC CLUB/EXEC BOARD/EAST, 11/12, \$ 890.00
 JUNIOR ADV/EAST, 11/12, \$785.00
 HEAD DANIELINE/DENFELD, 11/12, \$2041.00
 ORCHESTRA/DENFELD, 11/12, \$1188.00
 .5 SENIOR ADV/EAST, 11/12, \$523.00
 PLAYS(10 ACTS)/EAST, 11/12, \$5240.00
 .5 GR 9 ASST FOOTBALL/EAST, 11/12, \$1183.00
 HEAD GIRLS HOCKEY/EAST, 11/12, \$4890.00
 HEAD GOLF/DENFELD, 11/12, \$2564.00
 .25 ASST SOFTBALL/DENFELD, 11/12, \$624.00
 BAND/EAST, 11/12, \$3645.00
 JAZZ BAND/EAST, 11/12, \$1259.00
 ORCHESTRA/EAST, 11/12, \$1188.00
 CHEERLEADING ADV/DENFELD, 11/12, \$3003.00
 .5 SENIOR ADV/DENFELD, 11/12, \$523.00
 .5 INTRAMURALS/EAST, 11/12, \$1557.50
 ASST CROSS COUNTRY/EAST, 11/12, \$2361.00
 HEAD VOLLEYBALL/EAST, 11/12, \$4158.00
 ASST CHEERLEADING/EAST, 11/12, \$1952.00
 ASST TRACK/DENFELD, 11/12, \$2639.00
 SOPHOMORE ADV/EAST, 11/12, \$566.00
 STAGE/LIGHTING/SOUND/EAST, 11/12, \$964.00
 KNOWLEDGE BOWL/DENFELD, 11/12, \$1817.00
 HEAD NORDIC SKI/EAST, 11/12, \$3329.00
 .68 ASST BASKETBALL/EAST, 11/12, \$2166.48
 ACADEMIC CLUB/NATIONAL HONOR SOCIETY/EAST, 11/12, \$890.00
 ASST BOYS TRACK/DENFELD, 11/12, \$2639.00
 ASST FOOTBALL/DENFELD, 11/12, \$3186.00
 HEAD BOYS TRACK/DENFELD, 11/12, \$4037.00
 .5 GR 9 ASST GRILS TRACK/DENFELD, 11/12, \$1029.50
 .67 TECHNOLOGY COORD/EAST, 11/12, \$2324.23
 .335 ACADEMIC CLUB/ASSEMBLIES CLUB/EAST, 11/12, \$298.15
 ACADEMIC CLUB/ASSOCIATION CLUB/EAST, 11/12, \$890.00
 .5 ASST BASEBALL/DENFELD, 11/12, \$1248.00
 ASST FOOTBALL/DENFELD, 11/12, \$3186.00
 HEAD GIRLS TRACK/DENFELD, 11/12, \$4037.00

EFFECTIVE DATES

CERT COCURRICULAR

HANSON, KEITH
HANZLIK, KAITLIN
HASBARGEN, AMBER
HEASLIP, KRISTEN
HELBACKA, MICHELE
HILL, TRAVIS
HILL, TRAVIS
HOLMAN, JOEL
HOLTEN, SHERRY
JAZDZEWSKI, TIMOTHY
JOHNSON, AARON
JOHNSON, EMILY
JOHNSON, KELSEY
JOHNSON, TERRY
JONES, GREG
KALLEVIG, BRYAN
KASK, DAVID
KATOSKI, KELLY
KATOSKI, KELLY
KERO, KATHERINE
KERR, MICHAEL
KIMBER, MEGHAN
KINSEY, NATHAN
KRENZEN, MIKAELA
KRUGER, LEE
KUNZE, BILL
KURTZ, THOR
LAFFERTY, JOHN
LAMMI, JACOB
LARSON, ELIZABETH
LARSON, ELIZABETH
LENT, BRYAN
LEPISTO, GARY
LIEN, CHERYL
LIEN, CHERYL
LILLEGAARD, DANIEL
LOFALD, JILL
MAKI, JEANNINE
MESEDAHL, KEITH
MESEDAHL, KEITH
MICHEAU, TERRI
MICKLE, STEPHANIE
MILLER, DAWN
MILLER, SHAWN
MOHN, JENNIFER
MRKONJICH, TINA
NACE, JEFFREY
NACHBAR, CATHERINE
NYGAARD, WILLIAM
OVERLAND, MARK
OVERLAND, MARK
PAVLOVICH, JASON
PEARSON, TOM
PETERSON, DENNIS
PETERSON, JON
PETERSON, KIRSTIN
PETERSON, KIRSTIN
POLKOWSKI, STEVE
PRICE, ANN
PUGLISI, LINDA
RADLOFF, ANTHONY
RANDOLPH, MICHAEL
ROBERTS, ANDREW
ROCK, KYLE
ROED, SHAWN
ROED, SHAWN
ROEMHILDT, MICHAEL
ROEMHILDT, MICHAEL
RUBESCH, MEGAN
RUD, BRIAN
RUDOLPH, JOHN
SALO, MEGAN
SANDHOLM, PAUL

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

.5 ASST SOFTBALL/EAST, 11/12, \$1248.00
.5 ASST GIRLS SOCCER/EAST, 11/12, \$1133.50
ASST GIRLS HOCKEY/EAST, 11/12, \$3186.00
.8 ASST GIRLS SWIM/EAST, 11/12, \$2081.60
ACADEMIC CLUB/NATIONAL HONOR SOCIETY/DENFELD, 11/12, \$890.00
.5 ASST SPEECH/DENFELD, 11/12, \$1150.00
.5 ASST SPEECH/EAST, 10/11, \$1150.00
HEAD CROSS COUNTRY/DENFELD, 11/12, \$3480.00
.5 TECHNOLOGY COORD/HOMECROFT, 11/12, \$1189.00
GR 9 ASST FOOTBALL/DENFELD, 11/12, \$2366.00
.5 ASST FOOTBALL/EAST, 11/12, \$1593.00
.25 ASST DANCELIN/EAST, 11/12, \$323.25
GR 9 ASST VOLLEYBALL/DENFELD, 11/12, \$2071.00
ASST BOYS HOCKEY/EAST, 11/12, \$3186.00
.5 KNOWLEDGE BOWL/EAST, 11/12, \$908.50
.5 ASST FOOTBALL/EAST, 11/12, \$1593.00
ASST NORDIC SKI/EAST, 11/12, \$2218.00
.5 GR 9 ASST FOOTBALL/EAST, 11/12, \$1183.00
GR 9 ASST BOYS BASKETBALL/EAST, 11/12, \$3186.00
.8 ASST GIRLS SWIM/DENFELD, 11/12, \$2081.60
GR 9 ASST BOYS BASKETBALL/DENFELD, 11/12, \$2492.00
.9 ASST GIRLS TENNIS/EAST, 11/12, \$1999.80
HEAD GIRLS TRACK/EAST, 11/12, \$4037.00
GR 9 ASST VOLLEYBALL/EAST, 11/12, \$2071.00
HEAD GIRLS TENNIS/EAST, 11/12, \$3204.00
HEAD GIRLS BASKETBALL/EAST, 11/12, \$4890.00
ASST BOYS TRACK/DENFELD, 11/12, \$2639.00
.5 GR 9 ASST GIRLS TRACK/EAST, 11/12, \$1029.50
ASST BOYS SOCCER/DENFELD, 11/12, \$2267.00
ACADEMIC CLUB/DRAMA CLUB/DENFELD, 11/12, \$890.00
PLAYS(7 ACTS)/DENFELD, 11/12, \$3680.00
.8 ASST BOYS HOCKEY/DENFELD, 11/12, \$2548.80
ASST CROSS COUNTRY/DENFELD, 11/12, \$2361.00
.5 KNOWLEDGE BOWL/EAST, 11/12, \$908.50
ACADEMIC CLUB/ASSEMBLIES CLUB/EAST, 11/12, \$591.85
ASST GIRLS BASKETBALL/EAST, 11/12, \$3186.00
HEAD SPEECH/DENFELD, 11/12, \$3310.00
DANCELIN/EAST, 11/12, \$2041.00
.5 STAGE ADV/DENFELD, 11/12, \$989.50
.5 TECHNOLOGY COORD/DENFELD, 11/12, \$1717.50
.5 TECHNOLOGY COORD/HOMECROFT, 11/12, \$1189.00
NEWSPAPER/DENFELD, 11/12, \$3310.00
HEAD NORDIC SKI/DENFELD, 11/12, \$3329.00
ASST NORDIC SKI/DENFELD, 11/12, \$2218.00
.25 ASST DANCELIN/EAST, 11/12, \$323.25
.6 HEAD APLINE SKI/DENFELD, 11/12, \$1828.20
HEAD BOYS BASKETBALL/DENFELD, 11/12, \$4890.00
.33 GR 9 INTRAMURALS/EAST, 11/12, \$578.82
.33 GR 9 INTRAMURALS/EAST, 11/12, \$578.82
.5 STAGE ADV/DENFELD, 11/12, \$989.50
VOCAL/DENFELD, 11/12, \$1259.00
.25 ASST BOYS SOCCER/EAST, 11/12, \$566.75
ACTIVITIES DIRECTOR/DENFELD, 11/12, \$5071.00
.25 ASST SOFTBALL/DENFELD, 11/12, \$624.00
GR 9 ASST FOOTBALL/DENFELD, 11/12, \$2366.00
ANNUAL/EAST, 11/12, \$2536.00
NEWSPAPER/EAST, 11/12, \$3310.00
HEAD GIRLS SOCCER/EAST, 11/12, \$3452.00
ACADEMIC CLUB/ART CLUB/DENFELD, 11/12, \$890.00
HEAD GIRLS SWIM/DENFELD, 11/12, \$3911.00
ASST FOOTBALL/DENFELD, 11/12, \$3186.00
HEAD BOYS HOCKEY/EAST, 11/12, \$4890.00
ASST BOYS BASKETBALL/DENFELD, 11/12, \$3186.00
.5 ASST BOYS SOCCER/EAST, 11/12, \$1133.50
.25 ACADEMIC CLUB/WELLNESS CLUB/EAST, 11/12, \$222.50
ACTIVITIES DIRECTOR/EAST, 11/12, \$5071.00
BAND/DENFELD, 11/12, \$3645.00
JAZZ BAND/DENFELD, 11/12, \$1259.00
.5 ASST GIRLS TRACK/EAST, 11/12, \$1319.50
HEAD GOLF/EAST, 11/12, \$2564.00
HEAD BASEBALL/EAST, 11/12, \$3945.00
.5 GR 9 ASST BOYS TRACK/DENFELD, 11/12, \$1029.50
HEAD BOYS HEAD TENNIS/DENFELD, 11/12, \$3204.00

EFFECTIVE DATES

CERT COCURRICULAR

SANDHOLM, PAUL
 SCHINGEN, JOSEPH
 SMALLEY, KEVIN
 SMITH, MATTHEW
 SORENSON, STUART
 SORENSON, STUART
 STARKS, WILLIAM
 SUNDEEN, SALLY
 SWANSON, RICHARD
 SWANSTROM, KIM
 TAIPALE, HEATHER
 TERESI, ROBERT
 THELEN, RACHEL
 TOLO, CHARLES
 TOMASSONI, RONNIE
 TREIBER, CLAYTON
 UJDUR, GERALD
 UPTON, JEROME
 UPTON, JEROME
 VANHORNWEDER, THOMAS
 VERRY, ELON
 VOLD, CHRIS
 VUKSON, LINDA
 WALTERS, MARY
 WEBER, RON
 WEBER, THERESA
 WENDLING, DEBORAH
 WHITE, TIMOTHY
 WHITLINGER, LINDSEY
 WICKER, DAVID
 WICKER, DAVID
 WISE, REBECCA
 ZAUHAR, JEFF
 ZIEGLER, MARY
 Total: 168

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

HEAD GIRLS TENNIS/DENFELD, 11/12, \$3204.00
 ACADEMIC CLUB/STUDENT COUNCIL/DENFELD, 11/12, \$890.00
 HEAD BOYS HOCKEY/DENFELD, 11/12, \$4890.00
 .8 JV BOYS HOCKEY/DENFELD, 11/12, \$3186.00
 .5 INTRAMURALS/EAST, 11/12, \$1557.50
 ASST GOLF/EAST, 11/12, \$1515.00
 ASST BOYS BASKETBALL/EAST, 11/12, \$3186.00
 .25 HEAD GIRLS SWIM/EAST, 11/12, \$977.75
 HEAD SOFTBALL/DENFELD, 11/12, \$3945.00
 VOLLEYBALL/DENFELD, 11/12, \$4518.00
 .25 ASST SOFTBALL/DENFELD, 11/12, \$624.00
 ASST BOYS TRACK/EAST, 11/12, \$2639.00
 .5 GR 9 ASST BOYS TRACK/EAST, 11/12, \$1029.50
 HEAD BOYS BASKETBALL/EAST, 11/12, \$4890.00
 .2 ASST BOYS HOCKEY/DENFELD, 11/12, \$637.20
 .5 ASST BOYS TENNIS/EAST, 11/12, \$1111.00
 .5 ASST BASEBALL/DENFELD, 11/12, \$1248.00
 .5 SENIOR ADV/EAST, 11/12, \$523.00
 VOCAL/EAST, 11/12, \$1259.00
 MATH TEAM/EAST, 11/12, \$1840.00
 HEAD BOYS SWIM/EAST, 11/12, \$3911.00
 HEAD FOOTBALL/DENFELD, 11/12, \$4890.00
 .33 TECHNOLOGY COORD/EAST, 11/12, \$1144.77
 FRESHMAN ADV/EAST, 11/12, \$482.00
 HEAD GIRLS SOCCER/DENFELD, 11/12, \$3452.00
 .5 ASST GIRLS SOCCER/DENFELD, 11/12, \$1133.50
 ACADEMIC CLUB/KEY CLUB/DENFELD, 11/12, \$890.00
 MATH TEAM/DENFELD, 11/12, \$1840.00
 .32 GR 9 ASST GIRLS BASKETBALL/EAST, 11/12, \$1019.52
 HEAD BOYS TRACK/EAST, 11/12, \$4037.00
 HEAD CROSS COUNTRY/EAST, 11/12, \$3480.00
 .75 ACADEMIC CLUB/KEY CLUB/EAST, 11/12, \$667.50
 .4 HEAD ALPINE SKI/DENFELD, 11/12, \$1218.80
 .5 ASST SOFTBALL/EAST, 11/12, \$1248.00

EFFECTIVE DATES**CERT EXTENSION**

QUINLAN, DEIDRE
 TERESI, ROBERT
 Total: 2

POSITION/LOCATION

SCHL SOCIAL WORKER/LIC CHILD CARE/DENFELD, NOT TO EXCEED 24 HRS
 SCIENCE/ALC, NOT TO EXCEED 90 HRS

EFFECTIVE DATES

08/22/11 09/01/11
 06/20/11 08/05/11

CERT LEAVES

GELLERSTEDT, KATHRYN
 JOHNSON, NANCY
 PRICE, ANN
 RUPP, KENDRA
 THOMPSON, LYNN
 Total: 5

POSITION/LOCATION/LEAVE TYPE

PRE-KDGN/BARNES, P#4125 .225 W/O PAY, CHANGE IN FTE
 SPEECH LANGUAGE PATHOLOGIST/DW, .5 JOB SHARE W/O PAY, RESCIND
 ART/DENFELD, P#4125 .3 W/O PAY
 SPECIAL ED/DW, P#4125 W/O PAY
 GRADE 5/PIEDMONT, P#4125 W/O PAY

EFFECTIVE DATES

09/05/11 06/08/12
 09/05/11 06/08/12
 09/05/11 06/08/12
 10/10/11 06/08/12
 09/09/11 09/22/11

CERT LONG TERM SUB

COEN, TISHA
 HOLTE, INESE
 LARSON, LISA
 LETOURNEAU, CASSIE
 Total: 4

POSITION/LOCATION/CLASS & STEP/REPLACING

ENGLISH/EAST, III 2, J KNUITSEN
 .625 PRE-KDGN/BARNES HDST, IV+45 2, K GEARY
 GRADE 3/LAKEWOOD, III 2, J SHYNE, TO BE DETERMINED
 EBD/CHESTER CREEK, III 2, D HOUGLUM, TO BE DETERMINED

EFFECTIVE DATES

09/06/11 01/20/12
 09/13/11 11/04/11
 09/09/11
 09/14/11

CERT PERM INCREASE

LULL, EMILY
 WESTHOLM, DANIELLE
 Total: 2

POSITION/LOCATION/CONDITION

GERMAN/MORGAN/WOODLAND/DENFELD, .6 TO 1.0
 ENGLISH/ALC, .9 TO 1.0

EFFECTIVE DATES

09/05/11
 09/05/11

CERT RECALL FROM LAYOFF

HOBAN, JOHN
 HUGHES, MARK
 MONSON, TERESA
 PELLER, SHONDA
 PIORO, ROBERT
 PORTER, DEBRA
 RILEY, MICHELLE
 SCHMIDT, SUSAN
 SENSKI, VINCENT
 VAN CAMP, MARCIA
 WALTERS, JOANNA
 WOOD, ALISON
 Total: 12

POSITION/LOCATION/CONDITION

.3 SPECIAL ED/BETHANY
 .2 9TH GRADE CORE COORD/DENFELD
 .2 SCIENCE/ALC
 .2 CHILD CARE/DENFELD
 PHYED/.2 DENFELD/.1 PIEDMONT
 .1 FAMILY CONSUMER SCIENCE/MORGAN PARK
 SCIENCE/.6 WOODLAND/.4 MORGAN
 SOCIAL STUDIES/.2 WOODLAND/.2 EAST/.4 DENFELD
 SOCIAL STUDIES/.2 MORGAN/.2 WOODLAND
 .1 MUSIC/VOCAL/CHESTER CREEK, .2 MUSIC/VOCAL/EAST
 ORCHESTRA/.5 MORGAN/.5 WOODLAND
 .5 BIOLOGY/DENFELD

EFFECTIVE DATES

09/12/11
 09/19/11
 09/12/11
 09/05/11
 09/26/11
 09/05/11
 09/08/11
 09/05/11
 09/07/11
 09/05/11
 09/05/11
 09/05/11

CERT RETIREMENT

SAUTER, DEBRA
 Total: 1

POSITION/LOCATION

PRINCIPAL/MACARTHUR

EFFECTIVE DATES

12/02/11

CERTIFIED SUMMER SCHOOL

TERESI, ROBERT
 Total: 1

POSITION/LOCATION

SCIENCE/ALC, NOT TO EXCEED 90 HRS, RESCIND

EFFECTIVE DATES

06/20/11 08/05/11

CERT TEMP DECREASE

JOHNSON, NANCY
 STACK, NAIRI
 Total: 2

POSITION/LOCATION/CONDITION

SPEECH LANGUAGE PATHOLOGIST/DW, 1.0 TO .5
 ORCHESTRA/WOODLAND/MORGAN, 1.0 TO .9

EFFECTIVE DATES

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

CERT TEMP INCREASE

BACKUS, GINGER
 CARLSON, SHERRI
 CRONIN, VICKI
 MCNEIL, DENISE
 NORMAN, NATHAN
 SWEDBERG, JUDITH
 TOSCANO, CONNIE
 VAN LOH, JANE
 WEBER, CYNTHIA
 WILKINS, TAMMI
 Total: 1

POSITION/LOCATION/CONDITION

MENTOR COORD/DW, 1/6 OVERLOAD
 FAMILY CONSUMER SCIENCE/WOODLAND, 1/6 OVERLOAD, TBD
 FAMILY PART FAC/NETT HDST/PARENT EDUCATOR/DW, .4375 TO .95
 PARENT EDUCATOR/LESTER ECFE, .5 TO .7
 MATH/WOODLAND, 1/6 OVERLOAD
 PRE-KDGN/BARNES, .625 TO 1.0
 PRE-KDGN/LESTER PARK, .6125 TO .675
 PRE-KDGN/STOWE LEARNING READINESS, .55 TO .61875
 PRE-KDGN/PIEDMONT .6125 TO .675
 CURRIC TECH/HOCHS/TECHNOLOGY, .6 TO 1.0

EFFECTIVE DATES

09/05/11 06/08/12
 09/19/11
 09/05/11 06/09/12
 09/05/11 06/08/12
 09/12/11 06/08/12
 09/05/11 12/22/11
 09/05/11 06/08/12
 09/05/11 06/08/12
 09/05/11 06/08/12
 09/05/11 06/09/12

NONCERT APPOINTMENT

PEDERSEN, KATHLEEN
 Total: 1

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

HELPER/DENFELD, 15/38, \$10.05/HR, M TJADEN, TEMPOS

EFFECTIVE DATES

09/09/11 12/22/11

NONCERT DEMOTION

JARVIS, DEBRA
 Total: 1

POSITION/LOCATION/RATE OF PAY

INSTR PARA/NETTLETON HDST, SUPV PARA/WOODLAND, \$14.20/HR

EFFECTIVE DATES

09/28/11

NONCERT LEAVES

HUTCHINGS, RAEBETH
 JARVIS, DEBRA
 LARSON, DAWNMARIE
 LITZINGER, LYNN
 MURRAY, MICHAEL
 PAVLICH, YVONNE
 PEDERSEN, KATHLEEN
 WEYERS, KERRY
 Total: 8

POSITION/LOCATION/TYPE OF LEAVE

SCHOOL BUS DRIVER II/TRANSP, 'A' PERSONAL W/O PAY
 SUPV PARA/WOODLAND, ADMIN LEAVE WITH PAY
 HELPER/WOODLAND, 'A' PERSONAL W/O PAY
 HEALTH/LPN PARA/LAKEWOOD, 'A' PERSONAL W/O PAY
 SCHOOL CUSTODIAN II/EAST, 'A' MEDICAL W/O PAY
 HELPER/EAST, 'A' PERSONAL W/O PAY
 HELPER/PIEDMONT, 'A' PERSONAL W/O PAY
 SPEICAL ED PROG PARA/DENFELD, 'A' MEDICAL W/O PAY

EFFECTIVE DATES

09/08/11 10/28/11
 09/21/11 09/27/11
 10/03/11 10/07/11
 01/12/11 10/14/11
 08/22/11 08/26/11
 11/28/11 12/09/11
 09/22/11 09/27/11
 10/07/11 10/12/11

NONCERT PERM DECREASE

ANDREWS, LINDA
BRAXTON-BROWN, MELISSA
WITZMAN, KAYE
Total: 3

POSITION/LOCATION/CONDITION

HELPER/PIEDMONT, .40625 TO .375
HELPER/WOODLAND, .40625 TO .375
CHILD CARE PARA/HABITAT, 1.0 TO .9375

EFFECTIVE DATES

10/03/11
09/19/11
09/06/11

NONCERT PERM INCREASE

JOYCE, DAVID
LUCKSTEIN, DAVID
PAQUETTE, PATRICIA
PETERSON, CONNIE
PETERSON, TERESA
TAHTINEN, ANNE
Total: 6

POSITION/LOCATION/CONDITION

SPECIAL ED STUDENT SPECIFIC PARA/MORGAN, .78125 TO .84375
SPECIAL ED PROG MALE REQ PARA/MACARTHUR, .6875 TO .78125
OFFICE SUPPORT SPECIALIST INTERMEDIATE/WOODLAND HILLS, .75 TO .875
INSTR PARA/PIEDMONT HDST, .65 TO .975
INSTR PARA/MACARTHUR HDST, .325 TO .4375
INSTR PARA/LESTER/ECFE .4375 TO .65

EFFECTIVE DATES

09/05/11
09/06/11
09/20/11
09/09/11
09/12/11
09/19/11

NONCERT PROMOTION

MCCONNELL, MICHELLE
MCKOWSKI, KELLIE
Total: 2

NEW POSITION/LOCATION

SPEC. ED PROG PARA/EAST, INSTR PARA/MACARTHUR HDST, \$15.76/HR
SATELLITE MGR II/CONGDON, HELPER/EAST, \$13.52/HR

EFFECTIVE DATES

09/06/11
09/07/11

NONCERT RECALL

BUETTNER, MOLLY
GANDT, JULIE
RANDA, JON
WALDRUFF, TRACY
WOLF, BRADLEY
Total: 5

NEW POSITION/LOCATION

.375 SPECIAL ED BW PARA/NETTLETON
.475 SUPV PARA/WOODLAND(TEMPORARY POSITION)
1.0 SCHOOL CUSTODIAN II/EAST
.325 INSTR PARA/WASHINGTON CTR/ECFE
1.0 SCHOOL CUSTODIAN II/NETTLETON

EFFECTIVE DATES

09/19/11
10/03/11
08/23/11
09/15/11
08/19/11

NONCERT RESIGNATION

FREITAG, RONALD
GELLERSTEDT, ADAM
OESTREICH, THOMAS
REILLY, LYNNE
Total: 4

POSITION/LOCATION

SCHOOL CUSTODIAN II/EAST
MENTAL HEALTH PRACT/DENFELD, PRESUMED RESIGNATION
SPECIAL ED PROG PARA/NETTLETON, PRESUMED RESIGNATION
HELPER/EAST

EFFECTIVE DATES

09/23/11
08/30/11
09/06/11
10/03/11

NONCERT TEMP DECREASE

DAVIS, ELSIE
Total: 1

POSITION/LOCATION/CONDITION

INSTR PARA/LESTER ECFE, .475 TO .425

EFFECTIVE DATES

09/06/11 06/07/12

NON-CERT TERM

PETERSON, SARA
Total: 1

POSITION/LOCATION

HELPER/DENFELD

EFFECTIVE DATES

09/15/11

NONCERT TEMP INCREASE

GAVITT, MARY
GUNDERSON, KAREN
HALL, JEFFREY
HUGHLEY, MARY
JARVIS, DEBRA
MACKAY, SANDRA
ONEILL, WENDY
PETERSON, CONNIE
ROSETH, RICHARD
SCARCELLA, PEGGY
Total: 1

POSITION/LOCATION/CONDITION

SUPV PARA/WOODLAND, .8125 TO .9375
SPECIAL ED PROG PARA/NETTLETON, .78125 TO .8125
SPECIAL ED BW PARA/PIEDMONT, .78125 TO .84375
SPECIAL ED PROG PARA/PIEDMONT .78125 TO .84375
INSTR PARA/NETTLETON HDST, .4375 TO .4875
SUPV PARA/DENFELD, .7 TO .825
SPECIAL ED PROG PARA/EAST, .5 TO .625
INSTR PARA/PIEDMONT HDST, .975 TO 1.0
SUPV PARA/DENFELD, .7 TO .825
SUPV PARA/WOODLAND, .625 TO .75

EFFECTIVE DATES

09/19/11 06/07/12
09/12/11 06/08/12
09/09/11 06/08/12
09/09/11 06/08/12
09/28/11 06/08/12
09/06/11 06/08/12
09/08/11 06/07/12
09/09/11 06/08/12
09/06/11 06/08/12
09/19/11 06/07/12



*Human Resources Department
 Historic Old Central High School
 215 N. First Avenue E., Room 200
 Duluth, Minnesota 55802
 Phone: (218) 336-8719
 Fax: (218) 336-8785*

MEMORANDUM

TO: Board Members
FROM: Harrison Dudley
 Human Resources Manager
DATE: September 29, 2011
RE: Increase Hourly Rates for Retired and Laid-Off Clerical Employees

The District's current hourly rate of \$9.00 for regular substitutes and \$9.50 for retired clerical employees, are slightly lower rates than rates with similar experience within the local community.

Based on the lower rates, we have had to bring in substitutes who are not familiar with site procedures and operations. They are granted limited access to files and computer based programs.

Therefore, in order to assist in alleviating some of the difficulty this situation creates, and to bring quality temporary workers into the worksite. I am recommending that the rates for clerical substitutes be adjusted to reflect the following.

- Retired clerical and Layoff substitutes receive an hourly rate of \$13.50 compared to \$9.50
- None affiliated District clerical substitutes remain at the hourly rate of..... \$9.00

Attached is the Hourly/Pay rate sheet

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective 10/31/2011

		<u>RATE</u>
<u>COMMUNITY EDUCATION</u>		
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

<u>FOOD SERVICE</u>		
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.		

<u>MAINTENANCE AND CONSTRUCTION</u>		
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		*

<u>BUILDING OPERATIONS</u>		
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*)		

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

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

*(Step B Current Maintenance Unit Bargaining Agreement)

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective 10/31/2011 **RATE**

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

<u>CLERICAL</u>			
Regular Substitute		\$	9.00
Retired Employee/Laid Off Clerical	Effective 10/31/11	\$	13.50

<u>EDUCATIONAL ASSISTANT</u>			
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)		\$	20.00
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

<u>MISCELLANEOUS</u>			
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
GED Examiner		\$	20.00
Parental Involvement Coordinator	Minimum Wage	\$	7.25
Indian Adult Basic Education Assistant		\$	8.75
Assistant Examiner		\$	8.00
Systems Maintenance Technician		\$	21.54
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

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

Teacher Hourly Rate of Pay 7-1-11		\$	20.72
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EMPLOYMENT AGREEMENT

THIS AGREEMENT is made between Sarah Ullmer, 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 October 10, 2011, and continue until October 9, 2012. 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 \$46,000.00 Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on October 10, 2011 and terminating on the next October 9, 2012.
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.

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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 President and CEO 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 October X, 2011, 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 6th day of, October, 2011.

EMPLOYEE




Sarah Ullmer

Oct 6, 2011

Date

MINNESOTA ALLIANCE WITH YOUTH



President and CEO

October 6, 2011

Date

INDEPENDENT SCHOOL DISTRICT NO. 709

Chair of the Board

Date

Clerk of the Board

Date