

## Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

### Agenda

Tuesday, October 18, 2011

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- |  |          |
|--|----------|
| <b>1. Staffing Report Action Items</b>   | <b>2</b> |
| <b>2. Other Action Items</b>   |          |
| A. Approval of Increase Hourly Rates for Retired Employee/Laid Off Clerical  | 7        |
| B. Approval of Sarah Ullmer Individual Contract, Minnesota Alliance With Youth, Director of Education & Training - 10/10/11-10/9/12      | 10       |
| C. Approval of New Position - Curriculum & Instruction Coordinator<br>(Please see attached job description and requisition.)             | 13       |
| D. Approval of Revised Job Description - Federal Programs Supervisor/Grant Writer (Please see attached job description and requisition.) | 16       |
| <b>3. Informational Items</b>  |          |
| A. <i>There are no 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 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 DANIELINE/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  
DANIELINE/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 DANIELINE/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: 10

**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            06/08/12  
 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 TADEN, 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  
WALDRIFF, 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: 10

**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>
<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 10/31/2011

		<b>RATE</b>
<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/Laid Off Clerical	Effective 10/31/11	\$ 13.50

<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)		\$ 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

<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
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

<b><u>SUBSTITUTE TEACHERS</u></b>		
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.

11

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.

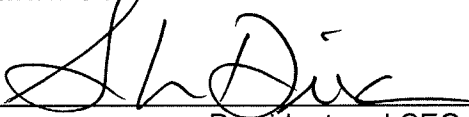
**IN WITNESS WHEREOF**, the parties have executed this Agreement in Duluth, Minnesota this 6<sup>th</sup> day of, October, 2011.

**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

## **CLASSIFICATION DESCRIPTION**

13

### ***TITLE: Curriculum & Instruction Coordinator***

**TITLE OF IMMEDIATE SUPERVISOR:** Assistant Superintendent

**ACCOUNTABLE FOR (Job Titles):** Curriculum Coaches, Instructional Data Coaches, Literacy Coach, Math Coach, and Textbook/Materials Manager

**SUPERVISES:** Instructional programs and staff development activities in the areas of curriculum, instruction and assessment

**PAY GRADE ASSIGNMENT:** DDWIAA – 1.00FTE - 52 Weeks

**GENERAL SUMMARY OR PURPOSE OF JOB:** Provide coordination for the planning, implementation and evaluation of the District's E-12 curriculum and program of staff development. Responsibilities generally include aligning district, state, and federal curricula, facilitating the curricular review and materials adoption processes, developing curricular budgets, facilitates staff development opportunities, complies with federal requirements for federal funding, oversees the training and work of instructional data coaches and district interventions.

**ESSENTIAL DUTIES:** (These duties are a representative sample)

#### **Coordinator of Curriculum & Instruction:**

- Aligns District curriculum to state and federal standards
- Maintains current knowledge of changes in state and federal standards
- Facilitates regular teacher leader meetings to review curricula regularly
- Facilitates materials adoption process when appropriate
- Creates documents communicating the District curriculum to staff and community
- Coordinates and monitors effectiveness in the areas of content area curriculum, common assessment implementation, instructional material adoption and instructional strategies.
- Coordinate with Director of Assessment, Evaluation & Performance for the administration of local, state and federal assessments including the interpretation of results for use in program and student academic improvement
- Provides leadership and facilitates collaboration among instructional focused training personnel (coaches, instructional leaders).
- Collaborates with the Assistant Superintendent in the development of policy that supports student achievement of content standards
- Collaborates with the Assistant Superintendent in the development of the curriculum and staff development budgets.
- Assists with the coordination of state/federal programs and grants as designated by the Assistant Superintendent.

**MINIMUM QUALIFICATIONS:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a master's degree in education or a closely related field, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**CERTIFICATION OR LICENSING REQUIREMENTS** (prior to job entry):

- Licensed to teach by the Minnesota Department of Education.

**KNOWLEDGE REQUIREMENTS:** (Requires knowledge of:)

- Federal, State, and District Learning Standards
- State and Federal curricular requirements and regulations

- Federal and State reporting requirements
- Familiarity with Federal and State curricular processes
- General knowledge of budgeting and accounting
- General knowledge of educational law, especially regarding curriculum.

**SKILL REQUIREMENTS:** (Skilled in)

- Communication and interpersonal skills with staff and community members.
- Excellent organizational skills
- Effective group facilitation skills
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Supervising staff.
- Ability to perform multiple tasks concurrently.
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.

**REQUISITION REPORT**

<b>ER115210</b>	<b>Curriculum &amp; Instruction Coor</b>	STATUS <u>A</u>	REQUESTED DATE: <u>10/12/2011</u>
<b>801DA45914</b>	<b>CURRICULUM &amp; INSTRUCT COORD</b>		BOARD APPROVED DATE: _____
LOCATION: <u>012</u>	<u>HOCHS</u>	FTE: <u>1.00000</u>	
FISCAL YR: <u>2011-12</u>	EFFECTIVE YR: <u>C</u>		
BARGAINING UNIT: <u>DDWIAA</u>			
REASON CODE: <u>10</u> <u>NEW POSITION</u> REPLACING/AFFECTED EIN: <u>5785</u> <u>HUTTEL, TERRI</u>			
Start Date: <u>10/12/2011</u>	Start Time: <u>08:00:00</u>	M T W T H F	
Permanent Assignment: <input checked="" type="checkbox"/>	End Time: <u>04:00:00</u>	Days Per Week <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Temp End Date: _____	Fulltime: <input checked="" type="checkbox"/>	FTE: <u>1.00000</u>	Weeks/Year: <u>52.00</u>

**Job Description:**

Coordinator of Curriculum & Instruction - See Job Description

**Minimum Qualifications:**

See Job Description

**Desirable Qualifications:**

See Job Description

**Comments/Special Instructions:**

**Notes:**

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
1216200401	114300	801DA45914	0.50	U
1030012000	114300	801DA01914	0.50	U

**HUMAN RESOURCES USE ONLY**

Empl ID:(EIN#) \_\_\_\_\_ NAME: \_\_\_\_\_

Date Offered: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Start Date: \_\_\_\_\_

Offer Type:  Internal  External  LTS

Salary Index \_\_\_\_\_ Range: \_\_\_\_\_ Step: \_\_\_\_\_ Next Step Increase: \_\_\_\_\_

Vacation Time Accrual: \_\_\_\_\_ Sick Time Accrual: \_\_\_\_\_ Sick Bank: Oct \_\_\_ May \_\_\_

Eligibility: Benefits \_\_\_\_\_ Sick/Personal Leave \_\_\_\_\_ Holiday \_\_\_\_\_ Snow Day \_\_\_\_\_ Vacation \_\_\_\_\_

Probation: Yes: \_\_\_ No: \_\_\_ # of months \_\_\_\_\_

Notes: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFIED USE ONLY:**

Minnesota Licensure: \_\_\_\_\_ Degree: \_\_\_\_\_ No. of Credits: \_\_\_\_\_

Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO

## CLASSIFICATION DESCRIPTION

### TITLE: Federal Programs Supervisor/ Grant Writer

**TITLE OF IMMEDIATE SUPERVISOR:** Assistant Superintendent

**ACCOUNTABLE FOR (Job Titles):** Federal Programs Clerical, Coordinators of individual federal programs

**SUPERVISES:** Federal Programs Clerical

**PAY GRADE ASSIGNMENT:** DDWIAA - 1.00FTE - 52 Weeks

**GENERAL SUMMARY OR PURPOSE OF JOB:** Complies with federal requirements for federal funding, completes all required documentation and reporting regarding federal grants. Seeks out and pursues general grant opportunities to support the district's aims and goals.

**ESSENTIAL DUTIES:** (These duties are a representative sample)

- Manage federally funded program budgets
- Assure that the District is adhering to state and federal accountability requirements
- Oversee federal programs
  - Title Programs
    - Collaborate with Curriculum & Instruction Coordinator in the development of a standardized Title I program across the District K-8 and of an evaluation system for Title programming
  - Home School
    - Collaborate with District Home School liaison who will:
      - Maintain current knowledge of Minnesota Statutes regarding Homeless Education
      - Develop a process for home school families to report to the school district
      - Maintain documentation of required subjects being taught
      - Develop a process for yearly state reporting
      - Develop a system on making on-site visits as necessary
  - Homeless Education
    - Collaborate with District homeless liaison
    - Oversee McKinney-Vento Homeless Assistance Act requirements
  - English Language Learners (ELL)
    - Collaborate with district ELL Coordinator who will:
      - Develop a protocol for student identification and placement
      - Develop a program which addresses the needs of all levels of English proficiency
      - Develop a plan for integrated services into the school day
      - Adhere to state and federal fiduciary requirements
      - Develop an ongoing program evaluation
  - Gifted and Talented Education (GTE)
    - Collaborate with district GTE coordinator who will:
      - Develop a statement of program philosophy, goals and objectives
      - Plans for integration of services into the school day
      - Develop an extensive identification process including best practice and protocols
      - Develop a GTE professional development plan
      - Develop an ongoing program evaluation
  - Collaborate with Director of Assessment, Evaluation and Performance to comply with requirements of No Child Left Behind Legislature
    - Seek out, pursue, and manage general grant opportunities that support the District's aims and goals

**CERTIFICATION OR LICENSING REQUIREMENTS:** (prior to job entry)

- Licensed to teach by the Minnesota Department of Children, Families and Learning.

**KNOWLEDGE REQUIREMENTS:** (Requires knowledge of)

- Federal, State, and District Learning Standards
- State and Federal curricular requirements and regulations
- Federal and State reporting requirements
- Grant writing experience
- General knowledge of budgeting and accounting
- General knowledge of educational law, especially regarding NCLB.

**SKILL REQUIREMENTS:** (Skilled in)

- Communication and interpersonal skills with staff and community members.
- Excellent organizational skills
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Grant writing
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.

### REQUISITION REPORT

**ER115213**    **FEDERAL PROGRAMS SUPERVISOR**    STATUS A    REQUESTED DATE: 10/12/2011  
**801DC45778**    **SUPERVISOR FEDERAL PROGRAMS**    BOARD APPROVED DATE: \_\_\_\_\_  
 LOCATION 012    HOCHS    FTE: 1.00000  
 FISCAL YR: 2011-12    EFFECTIVE YR: C  
 BARGAINING UNIT: DDWIAA  
 REASON CODE: 40    RESIGNATION    REPLACING/AFFECTED EIN: \_\_\_\_\_

Start Date: 10/24/2011    Start Time: 08:00:00    M T W TH F  
 Permanent Assignment:     End Time: 04:00:00    Days Per Week       
 Temp End Date: \_\_\_\_\_    Fulltime:     FTE: 1.00000    Weeks/Year: 52.00

**Job Description:**  
SEE JOB DESCRIPTION

**Minimum Qualifications:**  
 Licensed to teach by the Minnesota Department of Children, Families and Learning. Requires knowledge of:   
 Federal, State, and District Learning Standards  State and Federal curricular requirements and regulations   
 Federal and State reporting requirements  Grant writing experience  General knowledge of budgeting and  
 accounting  Gen

**Desirable Qualifications**

**Comments/Special Instruction:**  
SEE JOB DESCRIPTION

**Notes**

FQA	PCN #	Percentage FTE	Approved Status
01-216-200-401-000-114000	801DC45778	1.00	U