

**Human Resources Committee - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, March 20, 2012

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
  - A. Approval of Paraprofessionals Collective Bargaining Agreement - Effective July 1, 2011 - June 30, 2013 - Resolution #HR-3-12-2989 4
  - B. Approval of Food Service Employees Collective Bargaining Agreement - Effective July 1, 2011 - July 30, 2013 - Resolution #HR-3-12-2988 5
  - C. Approval of Mental Health Practitioner Substitute new hourly rate of \$12.00 per hour to hourly pay rate sheet - effective March 19, 2012. 6
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: 03/20/12**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
LIEN, CHERYL	INTERIM ASST PRINCIPAL/EAST, 40/42WKS, \$1975.00/WK, N GLOCKE	12/12/11 06/22/12
SCONIERS, TONYA	INTERIM PRINCIPAL/DENFELD, 40/46WKS, \$2461.00/WK, E CRAWFORD	02/27/12 07/06/12
TUSKEN, THOMAS	INTERIM ASST PRINCIPAL/DENFELD, 40/42WKS, \$2039.00/WK, T SCONIERS	02/27/12 06/22/12
WOODHULL, KRISTEN	GR 3/LAKEWOOD, IV 9, J SHYNE, TEMP POS	02/27/12 06/08/12
Total: 4		

<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
ABRAHAMSON, SUSAN	.5 HEAD GIRLS BASKETBALL/GR 7/WOODLAND, 11/12, \$625.00	
BAUMGARTNER, ELIZABETH	HEAD GIRLS BASKETBALL/GR 8/WOODLAND, 11/12, \$1250.00	
BERGUM, JOHN	ASST SPEECH/DENFELD, 11/12, \$1162.00 (RESCIND)	
BRIGGS, JARED	HEAD BOY BASKETBALL/GR 8/WOODLAND, 11/12, \$1250.00	
DEROSIER, CHAD	HEAD GOLF/DENFELD, 11/12, \$2564.00 (RESCIND)	
FLETCHER, MOLLY	HEAD GIRLS BASKETBALL/GR 8/MORGAN PARK, 11/12, \$1250.00	
FOXLEY, CURTIS	ASST SPEECH/EAST, 11/12, \$1162.00	
JONES, GREG	HEAD SPEECH/EAST, 11/12, \$3310.00	
JUBENVILLE, JAMES	HEAD BASKETBALL/GR 8/MORGAN PARK, 11/12, \$1250.00	
MALBAN, DAVID	ASST BOYS SWIM/EAST, 11/12, \$2602.00	
PARO-STROTHER, DAWN	HEAD GIRLS BASKETBALL/GR 7/MORGAN PARK, 11/12, \$1250.00	
SUMNER, JACOB	HEAD BOYS BASKETBALL GR 7/WOODLAND, 11/12, \$1250.00	
WAGNER, JESSICA	ASST SPEECH/EAST, 11/12, \$1162.00	
WESTIN, HANNAH	.25 ASST DANCELINE/EAST, 11/12, \$324.00	
Total: 14		

<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
BOYNTON, SANDRA	BAND/WOODLAND, .5 P#4125 W/O PAY (CHANGE IN DATES)	09/05/11 01/20/12
LANE, MARJORIE	MATH/DENFELD, MID-CAREER EXTENSION, W/O PAY	09/03/12 06/07/13
LARSEN, DAVID	GR 4/MACARTHUR, SUPT APPROVED LEAVE (CHANGE IN DATES)	03/05/12 03/09/12
SEIDELMANN, JULIE	MEDIA GENERALIST/CONGDON, MID-CAREER EXTENSION, W/O PAY	09/03/12 06/07/13
Total: 4		

<b><u>CERT RECALL FROM LAYOFF</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
MADOLE, JENNIFER	.2 AGRI-BUSINESS/EAST	09/05/11
Total: 1		

<b><u>CERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
FISCHOFF, DONALEE	SOCIAL WORKER/DW	06/15/12
OVERLAND, CATHERINE	GRADE 5/LOWELL	06/08/12
OVERLAND, MARK	MUSIC/DENFELD	06/08/12
SHYNE, JOANNE	GRADE 3/LAKEWOOD	02/24/12
Total: 4		

<b><u>CERT TEMP INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ERICKSON, SHANE	SOCIAL WORKER/DENFELD, 1/6 OVERLOAD	03/02/12 06/08/12
MOSTROM, PETER	SCIENCE/MORGAN PARK, 1/6 OVERLAOD	01/23/12 06/08/12
Total: 2		

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
KARREY, COREY	BUILD SYS TECH COORD/DW/40/52WKS/\$1020/WK/NEW POS (APPR 03/15/11)	03/19/12
MAGNUSON, DANIELLE	FIELD SUP TECH/HOCHS/TECH/40/52WKS/\$862/WK/REALLOC OF FTE	02/14/12
PETERSON, RONALD	BUS DRIVER II/TRANSPORTATION/25/38WKS/\$13.83/HR, R HUTCHINGS	02/13/12
Total: 3		

<b><u>NONCERT DEMOTION</u></b>	<b><u>NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY</u></b>	<b><u>EFFECTIVE DATES</u></b>
LEDOUX, KIMBERLY Total: 1	OFF SUP SPEC SENIOR/HOCHS/FINANCE, OFF SUP EXEC/HOCHS/TECH \$19.76	02/27/12
<b><u>NONCERT LEAVES</u></b>	<b><u>POSITION/LOCATION/TYPER OF LEAVE</u></b>	<b><u>EFFECTIVE DATES</u></b>
DEAN, JEFFREY	CUSTODIAN II/EAST, "A" MEDICAL W/O PAY, TO BE DETERMINED	02/17/12
DONALD, ROSEMARY	OFFICE SUP SPEC/INTERMEDIATE/STOWE, "A" PERSONAL, W/O PAY	03/19/12 03/21/12
GULBRANSON, DELWIN	FIREPERSON I/LESTER PARK, ADMIN LEAVE WITH PAY	02/02/12 02/06/12
GULBRANSON, DELWIN	FIREPERSON I/LESTER PARK, SUSPENSION W/O PAY	02/07/12 02/20/12
HUTCHINGS, RAEBETH	BUS DRIVER II/TRANSP, "A" PERSONAL W/O PAY (DATE CHANGE)	10/31/11 12/07/11
LY, NAM	HELPER/LAKEWOOD, "A" PERSONAL W/O PAY, TO BE DETERMINED	01/23/12
MCGRAW, ELIZABETH	HELPER/HOMECROFT, "A" MEDICAL, W/O PAY	02/15/12 02/17/12
MILLER, JOLEEN	SPEC ED PARA/BW/MACARTHUR, "B" PERSONAL W/O PAY (DATE CHANGE)	02/10/11 02/24/12
PETERSON, LINDA	INSTR PARA/MACARTHUR HDST, 'A' PERSONAL, W/O PAY	03/13/12 03/22/12
ROSE, TINA	HELPER/EAST, "A" MEDICAL, W/O PAY	02/15/12 02/17/12
SCANLON, NANCY Total: 11	SPEC ED PROG PARA/ALC, "A" MEDICAL, W/O PAY	03/12/12 04/18/12
<b><u>NONCERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
HUNGER, GAYLE Total: 1	EXECUTIVE ASST/HOCHS/FINANCE, 43WKS TO 52WKS	02/27/12
<b><u>NONCERT PROMOTION</u></b>	<b><u>NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY</u></b>	<b><u>EFFECTIVE DATES</u></b>
RICHARDS, SUSAN	OFF SUP EXEC/BARNES, OFF SUP SENIOR/HOCHS/FINANCE, \$19.76	02/27/12
WILLIAMS, CORAL Total: 2	SPEC ED PARA/STUD SPEC/DENFELD, SUPV PARA/MACARTR/MORGAN, \$15.35/HR	03/08/12
<b><u>NONCERT RECALL</u></b>	<b><u>NEW POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ELLISON, ROBIN	.75 SPEC ED PROG PARA/WOODLAND, TEMP POS	02/27/12 06/07/12
RONINGEN, JUDY	.6 SUPV PARA/EAST	02/02/12
URBANIAK, JOAN Total: 3	.375 SUPV PARA/MACARTHUR/MORGAN PARK	03/08/12
<b><u>NONCERT RECLASS</u></b>	<b><u>NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY</u></b>	<b><u>EFFECTIVE DATES</u></b>
RICHARDS, SUSAN Total: 1	OFF SUP SPEC/SENIOR/HOCHS/PAYROLL, OFF SUP SPEC/INTER/HOCHS, \$19.34/HR	02/02/12
<b><u>NONCERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
HUTCHINGS, RAEBETH	BUS DRIVER II/TRANSPORTATION, PRESUMED RESIGNATION	12/08/12
MILLER, JOLEEN Total: 2	SPEC ED PARA/BW/MACARTHUR	02/27/12
<b><u>NONCERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
DARTANYAN, CHERYL	SPEC ED PROG PARA/CHESTER CREEK ACADEMY	06/08/12
SCANLON, NANCY	SPEC ED PROG PARA/ALC	04/19/12
STRAND, DEBORAH Total: 3	UTILITY PERSON I/DENFELD	04/06/12
<b><u>NONCERT TEMP INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
FREEMAN, CAROL	SPEC ED PARA/BW/LAKEWOOD, .625 TO .75	02/06/12 02/17/12
HALLFRISCH, MONICA	COMMUNITY LIAISON/STOWE, .875 TO .95	01/30/12 05/22/12
NORMAN, JOANN Total: 3	SATELLITE MGR I/DENFELD, .875 TO 1.0	03/05/12 06/08/12

## **RESOLUTION**

### **Paraprofessionals**

**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 the Paraprofessionals, 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.

## **RESOLUTION**

### **Food Service Employees**

**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 the Food Service Employees, 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.

## HOURLY/SUBSTITUTE PAY RATE SHEET Effective 3/19/2012

		<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 3/19/2012**

**RATE**

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

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

<b><u>PARAPROFESSIONALS</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>Mental Health Practitioner Substitute</u></b>	<b><u>Effective 3/19/12</u></b>		<b><u>\$12.00</u></b>

<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
<b><u>Updated 3/9/12</u></b>			