

Human Resources Committee Meeting

Duluth Public Schools, ISD 709

Agenda

Monday, October 8, 2012

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 - New Position

B. Placeholder - New Position

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: 10/16/2012

| <u>CERT APPOINTMENT</u> | <u>POSITION/SITE/CLASS&STEP/REPLACING</u> | <u>EFFECTIVE DATES</u> |
|---------------------------------------|---|-------------------------------|
| ANDERSON, JESSICA | .8 GUIDANCE COUNSELOR/MARSHALL/ST JAMES, IV 4, REALLOC OF FTE | 08/27/2012 |
| BESEMAN, ASHLEY | .2 BIOLOGY/.2 PHYSICAL SCIENCE/EAST, III 1, REALLOC OF FTE | 09/04/2012 01/18/2013 |
| BYNUM, TERRANCE | READ 180/ORDEAN IV+30 9, TEMPOS | 09/11/2012 09/27/2012 |
| HINTSALA, JACOB | ASST PRINCIPAL/LINCOLN, II 1, REALLOC OF FTE | 09/03/2012 |
| HULL, CHRISTEN | ASST PRINCIPAL/MACARTHUR, 1 1, 40WKS, \$77,400.00 | 09/24/2012 |
| JOHNSON, SHANE | .5 LITERACY/MACARTHUR, IV 8, REALLOC OF FTE | 09/03/2012 |
| KLABER-HARTL, CATHERINE | .5 ENGLISH/EAST, IV+15 9, REALLOC OF FTE | 09/03/2012 |
| LINDAHL, SARAH | READ 180/ORDEAN, III 8, REALLOC OF FTE | 09/10/2012 |
| MEYERSON, ROBI | .75 FAMILIES IN TRANS/DW, III 3, REALLOC OF FTE | 09/03/2012 |
| PETERS, MIKI | .6 MATH/DENFELD, III 6, REALLOC OF FTE | 09/05/2012 |
| SAVRE, JAMIE | GUIDANCE COUNSELOR/EAST, IV+15 9, REALLOC OF FTE | 08/30/2012 |
| SCHMINSKI, LORI | .4 MATH/EAST, III 8, REALLOC OF FTE,TEMPOS | 09/05/2012 09/28/2012 |
| TARNOWSKI, NORLIZA | .5 LANGUAGE NEST KODGN/UMD/CHESTER PARK BLDG, IV+45 2, REALLOC OF FTE | 09/03/2012 |
| WARMANEN, PHILIP | .5 LITERACY COACH/MACARTHUR, III+15 2, REALLOC OF FTE | 09/25/2012 |
| Total: 14 | | |
| <u>CERT EXTENSION</u> | <u>POSITION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| RAY, JULIE | ESY/SLP/AT COORDINATOR/DW/ORDEAN-EAST, NOT TO EXCEED 18 HRS | 08/20/2012 08/31/2012 |
| Total: 1 | | |
| <u>CERT LEAVES</u> | <u>POSITION/LOCATION/LEAVE TYPE</u> | <u>EFFECTIVE DATES</u> |
| ARNDT, JAMES | PRINCIPAL/VOCATIONAL/DENFELD/EAST/DW, .5 MEDICAL W/O PAY, TBD | 09/30/2012 |
| MADOLE, JENNIFER | AGRI-BUSINESS/EAST, P#4125, .4 W/O PAY | 09/03/2012 06/08/2013 |
| STACK, NAIRI | ORCHESTRA/ORDEAN EAST, P#4125, .4 W/O PAY | 09/03/2012 06/07/2013 |
| TRYGGESTAD, LYNN | ENGLISH/EAST, P#4125, .2 W/O PAY | 09/03/2012 06/08/2013 |
| Total: 4 | | |
| <u>CERT LONG TERM SUB</u> | <u>POSITION/LOCATION/CLASS & STEP/REPLACING</u> | <u>EFFECTIVE DATES</u> |
| MULLER, MAGGIE | ENGLISH/ALC, III 2, D WESTHOLM | 09/12/2012 01/18/2013 |
| Total: 1 | | |
| <u>CERT PERM INCREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| JOHNSON, SHANE | READING/TOSA/MACARTHUR, .5 TO 1.0 | 09/14/2012 |
| TYLLIA, RAE | GR 3/PIEDMONT, .625 TO 1.0 | 09/03/2012 |
| Total: 2 | | |
| <u>CERT RECALL FROM LAYOFF</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| GRITZMACHER, CYNTHIA | MUSIC SPECIALIST/.2 MERRITT CREEK, .1 CHESTER CREEK, .1 CONGDON | 09/07/2012 |
| HOBAN, JOHN | SPECIAL ED/.3 BETHANY/.2 ARROWHEAD ACADEMY | 09/12/2012 |
| KOVACOVIC, LAURIE | SPANISH/LINCOLN, .2 | 09/03/2012 |
| MADOLE, JENNIFER | AGRI-BUSINESS/EAST, .4 | 09/03/2012 |
| PIORO, ROBERT | PHYED/ALC/CONGDON/NETTLETON, .5 | 09/10/2012 |
| RING, JACALYN | SOCIAL STUDIES/DENFELD, .7 | 09/03/2012 |
| SENSKI, VINCENT | SOCIAL STUDIES/EAST, 1.0 | 09/03/2012 |
| TYLLIA, RAE | GR 3/PIEDMONT, .125 | 09/03/2012 |
| UDESEN, LEANN | LD/ORDEAN, 1.0 | 09/28/2012 |
| WALTERS, JOANNA | ORCHESTRA/.1 LINCOLN, MUSIC/ALC .2 | 09/10/2012 |
| WALTERS, JOANNA | VOCAL/EAST/.2 | 09/14/2012 |
| WOOD, ALISON | SCIENCE/DENFELD, .5 | 09/03/2012 |
| Total: 12 | | |
| <u>CERT RESIGNATION</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| VORMWALD, LISA | ENGLISH/DENFELD,(ON LEAVE), PRESUMED RESIGNED | 06/08/2012 |
| Total: 1 | | |
| <u>CERT TEMP DECREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| HUGHES, DOUGLAS | BUSINESS ED/ORDEAN, 1.0 TO .9 | 09/03/2012 06/08/2013 |
| WOOD, ALISON | SCIENCE/DENFELD, 1.0 TO .8 | 09/03/2012 |
| Total: 2 | | |

CERT TEMP INCREASE

ALM-FOIX, REBECCA
 ANDERSON, KEITH
 BACKUS, GINGER
 CRONIN, VICKI
 CRONIN, VICKI
 EASON, LINDA
 JONES, GREG
 LELAND, PAULA
 LIPPITT, MARTHA
 MCNEIL, DENISE
 PETERSON, GREGORY
 RAY, JULIE
 TOSCANO, CONNIE
 VAN LOH, JANE
 WEBER, CYNTHIA
 Total: 15

POSITION/LOCATION/CONDITION

SPANISH/DENFELD, 1/6 OVERLOAD
 INFORMATION TECHNOLOGY & MEDIA COOR/HOCHS, 1/6 OVERLOAD, CHG IN DATES
 MENTOR COORD/DW, 1/6 OVERLOAD
 FAMILY PARENT ED/DW, .4375 TO .625
 PARENT EDUC/ECFE/FAMILY PARTNERSHIP/DW, .625 TO .95
 MEDIA SPECIALIST/STOWE/MERRITT CREEK, .5 TO .6
 STAFF DEV COORD/HOCHS, 1/6 OVERLOAD
 ENGLISH/DENFELD, 1/6 OVERLOAD
 SPECIAL ED TOSA/DW, 1/6 OVERLOAD
 ECFE PARENT EDUCATOR/LESTER, .5 TO .55
 VOC WORK EXP DIS/ALC, 1/6 OVERLOAD
 SPECIAL ED/DW, 1/6 OVERLOAD
 PRE-K/LESTER, .6125 TO .675
 PRE-K/STOWE/ECFE, .55 TO .61875
 PRE-K/PIEDMONT LEARNING READINESS, .6125 TO .675

EFFECTIVE DATES

09/03/2012 06/07/2013
 07/02/2012 09/28/2012
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013
 09/03/2012 06/08/2013
 09/03/2012 09/28/2012
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013
 09/10/2012 06/07/2013
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013
 09/03/2012 06/07/2013

NONCERT APPOINTMENT

CALLAWAY, NATALIE
 MILLER, LEANN
 Total: 2

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

HELPER/LINCOLN, 15/38WKS, \$10.30/HR, REALLOC OF FTE
 HELPER/LINCOLN, 15/38WKS, \$10.30/HR, REALLOC OF FTE

EFFECTIVE DATES

09/05/2012
 09/05/2012

NONCERT DEMOTION

HALVORSON, MARY
 Total: 1

NEW POSITION/ OLD POSITION/RATE OF PAY

INSTR PARA/MACARTHUR HDST/SPEC ED BW PARA/CONGDON, \$15.56/HR

EFFECTIVE DATES

09/17/2012

NONCERT EXTENSION

ELMORE, NANCY
 Total: 1

POSITION/LOCATION/CONDITION

OFF SUP SPEC INTER/MACARTHUR, NOT TO EXCEED 13.5 HRS

EFFECTIVE DATES

08/06/2012 08/08/2012

NONCERT LEAVES

CAMPBELL, THERESA
 ECKDAHL, CAREY
 DAVIS, JENNY
 HANSON, NANCY
 OLSON, JEANNETTE
 Total: 5

POSITION/LOCATION/TYPE OF LEAVE

HELPER/ORDEAN, 'A' PERSONAL W/O PAY
 HELPER/LINCOLN, 'A' PERSONAL W/O PAY
 OCCUP THERP PARA/DW, PARENTAL, W/O PAY
 FIELD SUPPORT/HOCHS/TECHNOLOGY, 'A' MILITARY, WITH PAY
 SUPV PARA/DENFELD, 'A' PERSONAL, W/O PAY

EFFECTIVE DATES

10/10/2012 10/12/2012
 09/24/2012 09/26/2012
 09/04/2012 09/28/2012
 09/14/2012
 12/07/2012 12/14/2012

NONCERT LONG TERM SUB

SWAFFORD, REBECCA
 Total: 1

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

HELPER/LOWELL, 15HR/16/WKS, \$10.30/HR, D LAPLANTE

EFFECTIVE DATES

09/06/2012 12/21/2012

NONCERT PERM DECREASE

BLAZEJAK, JENNIFER
 PADDOCK, DAVID
 Total: 2

POSITION/LOCATION/CONDITION

SPECIAL ED BW PARA/LINCOLN, .84375 TO .8125
 SPECIAL ED BW PARA/CONGDON, .8125 TO .78125

EFFECTIVE DATES

09/04/2012
 09/24/2012

NONCERT PERM INCREASE

BUETTNER, MOLLY
 CONNOR, MARK
 HUGHLEY, MARY
 MILLER, CARRIE
 WAKEFIELD, SUSAN
 Total: 5

POSITION/LOCATION/CONDITION

INSTR PARA/LESTER, .4375 TO 475
 SUPV PARA/MACARTHUR, .875 TO 1.0
 SPECIAL ED BW PARA/LINCOLN, .78125 TO .8125
 HELPER/LINCOLN, .40625 TO .46875
 OFF SUP SPECIALIST INTERMEDIATE/ALC, 42 TO 45 WKS

EFFECTIVE DATES

09/05/2012
 09/04/2012
 09/14/2012
 10/01/2012
 08/13/2012

NONCERT PROMOTION

HALVORSON, MARY
 KELEKOVICH, ANTON
 MCEWEN, TERRY
 VILLEBURN-VRANEK, KAREN
 WANGEN, STEPHEN
 PLACEHOLDER
 PLACEHOLDER
 Total: 7

NEW POSITION/ OLD POSITION/RATE OF PAY

SPECIAL ED BW PARA/CONGDON, SUPV PARA/LINCOLN, \$16.32/HR
 SUPV/PURCHASING/HOCHS, SENIOR BUYER/HOCHS, \$1213/WK, CHANGE IN SALARY
 PRINT SHOP COORD/HOCHS, PRINTER/HOCHS, \$23.14/HR
 OFF SUP SPEC SENIOR/LAKEWOOD, OFF SUP SPEC INTER/TRANSP, \$20.14/HR REDLINE
 SPECIAL ED BW PARA/MALE REQ/DENFELD, SUPV/LINCOLN, \$15.73/HR

EFFECTIVE DATES

09/05/2012
 04/30/2012
 08/31/2012
 08/21/2012
 09/24/2012

NONCERT RECALL

HARTLEY, ATHENA
Total: 1

POSITION/LOCATION

INSTR PARA/MACARTHR/HDST, .4375

EFFECTIVE DATES

09/17/2012

NONCERT RESIGNATION

BOOTH, JAMES
CASHIN, KATHLEEN
KLEVETER, EDWARD
MILLER, JUDY
NEPHEW, PAULA
STOVER, ALICE
TARNOWSKI, NORLIZA
Total: 7

POSITION/LOCATION

HELPER/NETTLETON
HEALTH/LPN PARA FLOATER/DW, PRESUMED RESIGNATION
HELPER/LINCOLN
HELPER/CONGDON
HELPER/NETTLETON
INSTR PARA/MACARTHUR/HDST
CULTURAL ASIAN PARA/LOWELL

EFFECTIVE DATES

09/28/2012
09/12/2012
09/05/2012
09/04/2012
09/28/2012
08/29/2012
08/31/2012

NONCERT RETIREMENT

SALL, NANCY
Total: 1

POSITION/LOCATION

LATCH KEY SITE SUPV/LESTER

EFFECTIVE DATES

09/06/2012

NONCERT SUSPENSION

GORDON, BRUCE
Total: 1

POSITION/LOCATION

UTILITY 2/EAST, SUSPENSION W/O PAY

EFFECTIVE DATES

10/02/2012 10/04/2012

NONCERT TEMP INCREASE

BEDARD, THERESE
HALL, JEFFREY
MORRIS, MARY
OLSON, SARAH
REDEPENNING, ALLISON
SIEMSEN, MARY
WILLIAMS, CORAL
Total: 7

POSITION/LOCATION/CONDITION

SPECIAL ED BW PARA/PIEDMONT, .78125 TO .84375
SPECIAL ED BW PARA/PIEDMONT, .78125 TO .84375
INSTR PARA/NETTLETON HDST, .4375 TO .4875
INSTR PARA/BARNES HDST, .4375 TO .4875
INSTR PARA/NETTLETON HDST, .4375 TO .4875
SPECIAL ED BW PARA/PIEDMONT, .78125 TO .84375
INSTR PARA/PIEDMONT HDST, .4375 TO .4875

EFFECTIVE DATES

09/06/2012 06/06/2013
09/06/2012 06/06/2013
09/17/2012 05/31/2013
09/17/2012 05/31/2013
09/17/2012 05/31/2013
09/06/2012 06/06/2013
09/17/2012 05/31/2013