

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

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 16, 2012

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

**1. Staffing Report Action Items**

2

**2. Other Action Items***A. New Position - Interim Manager of Technology**B. New Position - Senior Manager of Human Resources***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**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
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 KDGN/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		
<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
RAY, JULIE	ESY/SLP/AT COORDINATOR/DW/ORDEAN-EAST, NOT TO EXCEED 18 HRS	08/20/2012 08/31/2012
Total: 1		
<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
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		
<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
MULLER, MAGGIE	ENGLISH/ALC, III 2, D WESTHOLM	09/12/2012 01/18/2013
Total: 1		
<b><u>CERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
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		
<b><u>CERT RECALL FROM LAYOFF</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
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		
<b><u>CERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
VORMWALD, LISA	ENGLISH/DENFELD,(ON LEAVE), PRESUMED RESIGNED	06/08/2012
Total: 1		
<b><u>CERT TEMP DECREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
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/TYPER 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  
 SMITH, BART  
 SWORSKY, TIMOTHY  
 VILLEBURN-VRANEK, KAREN  
 WANGEN, STEPHEN  
 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  
 INTERIM MGR OF TECHNOLOGY/HOCHS, NETWORK ADMIN/HOCHS, \$1672/WK TBD  
 SENIOR HUMAN RESOURCES MGR/HOCHS, HR MANAGER/HOCHS, \$1672/WK  
 OFF SUP SPEC SENIOR/LAKEWOOD, OFF SUP SPEC INTER/TRANSP, \$20.14/HR REDLINED  
 SPECIAL ED BW PARA/MALE REQ/DENFELD, SUPV/LINCOLN, \$15.73/HR

**EFFECTIVE DATES**

09/05/2012  
 04/30/2012  
 08/31/2012  
 09/03/2012  
 09/03/2012  
 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