

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, February 26, 2013

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
 - A. Approval of New Position - Deli Operator - \$14.00 per hour - See attached requisition and job description 5
 - B. Approval of Superintendent Annual Review
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: 02/26/13**CERT APPOINTMENT**

<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>	
ANDERSON, KEVIN	.6 MEDIA SPECIALIST/MACARTHUR, III+45 1, TEMP ASSIGNMENT, K ANDERSON	01/07/13 06/07/13
DENIO, SUSAN	MEDIA SPECIALIST/.6 CONGDON, .4 LOWELL, IV+15 6, TEMP ASSIGNMENT, P WIPSON	01/22/13 06/07/13
HANEY, ERIN	GR 6/ORDEAN EAST, III+15 8, TEMP ASSIGNMENT, M KRYSIAK	01/22/13 06/07/13
HANSON, BENJAMIN	MUSIC/.2 EAST/.2 ALC, III 2, J WALTERS	01/28/13 06/07/13
HANSON, KEITH	SPECIAL ED/MACARTHUR, IV 4, TEMP ASSIGNMENT, CHANGE IN DATES	11/27/12 01/18/13
RIDGEWELL, CHRISTINE	GR 1/HOMECROFT, III 2, TEMP ASSIGNMENT, W DEETZ	01/21/13 06/07/13
Total: 6		

CERT COCURRICULAR

<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>	
BEICHLER, AUSTIN	BOYS BASKETBALL/ORDEAN EAST, 12/13, \$1269.00	
BODIN, AMY	.5 AMERICORPS TRUE NORTH STIPEND/PIEDMONT, 12/13, \$750.00	
BOWEN-BAILEY, HOLLY	.5 AMERICORPS PROMISE FELLOWS STIPEND/ORDEAN, 12/13, \$750.00	
BOYAT-CHARTIER, STEPHANIE	.5 AMERICORPS READING CORPS STIPEND/NETTLETON, 12/13, \$750.00	
BROMAN, NANCY	.5 AMERICORPS MATH CORPS STIPEND/NETTLETON, 12/13, \$750.00	
BURNHAM, BERNADETTE	.5 AMERICORPS TRUE NORTH STIPEND/MACARTHUR, 12/13, \$750.00	
BUSHEY, JOHN	.5 AMERICORPS TRUE NORTH STIPEND/HOMECROFT, 12/13, \$750.00	
DEVANEY, DEBORAH	.5 AMERICORP PROMISE FELLOWS STIPEND/LINCOLN, 12/13, \$750.00	
DEVANEY, MARY BETH	.5 AMERICORPS READING CORPS STIPEND/CONGDON, 12/13, \$750.00	
ERIE, RONDA	.5 AMERICORPS MATH CORPS STIPEND/MACARTHUR, 12/13, \$750.00	
HARALA, MARY	.25 AMERICORPS TRUE NORTH STIPEND/CONGDON, 12/13, \$375.00	
ISBELL, PATRICIA	.5 AMERICORPS READING CORPS STIPEND/LAKEWOOD, 12/13, \$750.00	
ISBELL, PATRICIA	.5 AMERICORPS TRUE NORTH STIPEND/LAKEWOOD, 12/13, \$750.00	
ISBELL, PATRICIA	.5 AMERICORPS TRUE NORTH STIPEND/LESTER, 12/13, \$750.00	
JOHNSON, MEGAN	.5 AMERICORPS READING CORPS STIPEND/STOWE, 12/13, \$750.00	
KRESS, DOROTHY	.5 AMERICORPS PROMISE FELLOWS STIPEND/DENFELD, 12/13, \$750.00	
KRIZAJ, ERIN	.5 AMERICORPS READING CORPS STIPEND/LESTER, 12/13, \$750.00	
LARSON, AMY	.5 AMERICORPS READING CORPS STIPEND/LOWELL, 12/13, \$750.00	
MACDONELL, JOAN	.5 AMERICORPS READING CORPS STIPEND/MACARTHUR, 12/13, \$750.00	
MARSHALL, KATHI	.25 AMERICORPS TRUE NORTH STIPEND/CONGDON, 12/13, \$375.00	
MICHEAU, TERRI	.25 AMERICORPS READING CORPS STIPEND/HOMECROFT, 12/13, \$375.00	
PETERSON, RICHELLE	.5 AMERICORPS TRUE NORTH STIPEND/STOWE, 12/13, \$750.00	
PILATE, SCOTT	.5 AMERICORPS MATH CORPS STIPEND/PIEDMONT, 12/13, \$750.00	
PILATE, SCOTT	.5 AMERICORPS READING CORPS STIPEND/PIEDMONT, 12/13, \$750.00	
SEDERBERG, BRENDA	.25 AMERICORPS READING CORPS STIPEND/HOMECROFT, 12/13, \$375.00	
SULLIVAN, JANE	.5 AMERICORPS MATH CORPS STIPEND/LOWELL, 12/13, \$750.00	
VENBERG, CYNTHIA	.5 AMERICORPS TRUE NORTH STIPEND/LOWELL, 12/13, \$750.00	
ZOBEL, JULIE	.5 AMERICORPS PROMISE FELLOWS STIPEND/EAST, 12/13, \$750.00	
Total: 28		

CERT LEAVES

<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>	
BERGUM, LADONNA	SPANISH/EAST, P#4125, W/O PAY	04/16/13 04/24/13
CLAY, CORY	BAND/ORDEAN EAST, P#4125, W/O PAY, EXTENSION	01/21/13 06/07/13
KNUTSEN, JOAN	ENGLISH/EAST, MEDICAL, W/O PAY, TO BE DETERMINED	01/07/13
WESTHOLM, DANIELLE	ENGLISH/EAST, PARENTAL LEAVE, .4 W/O PAY, TO BE DETERMINED	01/22/13
Total: 4		

CERT LONG TERM SUB

<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>	
IDEKER, BRIDGET	.65 FAMILY ADVOCATE/DW HDST, IV 2, G PHILLIPS	01/14/13 06/07/13
JONES, JO	DEAN OF STUDENTS/ORDEAN EAST, III 3, R JACKSON	01/02/13 06/07/13
MULLER, MAGGIE	ENGLISH/ALC, III 2, D WESTHOLM, CHANGE IN DATE, TO BE DETERMINED	09/12/12
OLMEM, NANCY	SPECIAL ED/MACARTHUR, IV+45 9, M DARVELL	01/22/13 02/08/13
SEDERBERG, NICOLE	PRE-KDGN/BARNES HDST, III 2, Y WAKELEY	02/07/13 06/07/13
Total: 5		

CERT RECALL FROM LAYOFF

<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
RILEY, MICHELLE	.6 PHYSICAL SCIENCE/EAST, .2 EARTH SCIENCE/ORDEAN	01/21/13
RING, JACALYN	SOCIAL STUDIES/DENFELD, .7 TO .9, CHANGE IN FTE	09/03/12
WALTERS, JOANNA	.5 DEAN OF STUDENTS/LINCOLN	01/24/13
Total: 3		

CERT RETIREMENT

CROSBY, LISA
 FROST, RICHARD
 HOFF, LINDA
 NORD, DENISE
 Total: 4

POSITION/LOCATION

SPANISH/ORDEAN(ON LAYOFF)
 SPECIAL ED/LINCOLN
 SOCIAL STUDIES/LINCOLN
 KDGN/STOWE (ON LEAVE)

EFFECTIVE DATES

01/15/13
 01/31/13
 01/18/13
 06/14/13

CERT TEMP DECREASE

DEARTH, PENELOPE
 JOHNSON, BARBARA
 Total: 2

POSITION/LOCATION/CONDITION

PSYCHOLOGIST/DW, 1.0 TO .8
 TITLE I/MERRITT CREEK ACADEMY, 1.0 TO .5

EFFECTIVE DATES

09/03/12 06/07/13
 09/03/12 06/07/13

CERT TEMP INCREASE

CHOPP, CLARE
 DENIO, SUSAN
 WARMANEN, PHILIP
 Total: 3

POSITION/LOCATION/CONDITION

ORCHESTRA/LINCOLN, 1/6 OVERLOAD
 MEDIA SPECIALIST/CONGDON, LOWELL, 1/6 OVERLOAD
 GR 2/MACARTHUR, .5 TO 1.0

EFFECTIVE DATES

02/05/13 06/07/13
 01/22/13 06/07/13
 01/02/13 06/07/13

NONCERT APPOINTMENT

CHRISTIANSAN, ALINA
 GULAN, SARAH
 LANCOUR, JOAN
 LATOUR, STEVEN
 MATTHEWS, NANCY
 RUSK, TIMOTHY
 SISLO, KATHRYN
 SMITH, STEVEN
 Total: 8

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

INSTR PARA/PIEDMONT HDST, 17.5/38WKS, \$13.06/HR TEMPOS
 SPECIAL ED BR PARA/NETTLETON ECSE, 16/38WKS, \$14.49/HR, TEMPOS
 OFFICE SUP SPEC INTER/LEARNING SERVICES, 19/44 WKS, \$15.09/HR REALLOFFTE
 SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$14.15/HR, G KOLLATH
 SPECIAL ED BW PARA/LINCOLN, 32.5/38WKS, \$14.49/HR TEMPOS
 SPEC ED PROG PARA/JOB COACH/HOCHS, 20/38WKS, \$14.49/HR, S SMITH TEMPOS
 SUPV PAR/ORDEAN EAST, 19/38WKS, \$13.68/HR, B MASSIE
 SPECIAL ED BW PARA/LOWELL, 31.25/38 WKS, \$15.96/HR, TEMPOS

EFFECTIVE DATES

01/30/13
 02/04/13
 01/14/13
 01/07/13
 01/30/13
 01/30/13
 01/22/13
 02/01/13

NONCERT LEAVES

ABRAMSON, TAMI
 ANDERSON, KAREN
 BROWN, NATHANIEL
 BROWN, RYAN
 BUETTNER, MOLLY
 LUCKSTEIN, DAVID
 LY, NAM
 MANIEKKE, CAREE
 OMAN, DAVID
 RESTAD, TERISA
 RIDGEWELL, LINDA
 THOMPSON, BENJAMIN
 WINKLESKY, DANYEL
 Total: 13

POSITION/LOCATION/TYPER OF LEAVE

LIC CUED SPEECH TRANS/DENFLED, 'A' PERSONAL, W/O PAY
 INSTR PARA/LESTER ECFE, 'A' PERSONAL, W/O PAY
 SPECIAL ED BW PARA/LINCOLN, 'B', W/O PAY
 HELPER/LINCOLN, 'A' PERSONAL, W/O PAY
 INSTR PARA/LESTER, 'A' PERSONAL, W/O PAY
 SPECIAL ED PROG PARA/MACARTHUR, 'A' PERSONAL, W/O PAY
 HELPER/HOMECROFT, 'A' PERSONAL, W/O PAY
 HELPER/LINCOLN, 'A' PERSONAL, W/O PAY
 STOREROOM TRUCK DRIVER/HOCHS, 'A' MEDICAL, W/O PAY, TO BE DETERMINED
 HEALTH/LPN PARA/LAKEWOOD, PARENTAL, W/O PAY, CHANGE IN DATES
 HELPER/DENFELD, 'A' PERSONAL, W/O PAY
 SCHOOL CUSTODIAN II/EAST, 'A' PERSONAL, W/O PAY
 HELPER/EAST, 'A' PERSONAL, W/O PAY

EFFECTIVE DATES

05/15/13 05/17/13
 03/06/13 03/10/13
 01/17/13 05/20/13
 01/23/13 02/07/13
 02/25/13 03/01/13
 02/06/13 02/15/13
 01/22/13 01/31/13
 12/17/12 12/20/12
 01/07/13
 10/16/12 01/21/13
 05/30/13 06/03/13
 01/14/13 01/18/13
 03/11/13 03/15/13

NONCERT LONG TERM SUB

SWAFFORD, REBECCA
 Total: 1

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

HELPER/LOWELL, 15/38WKS, \$10.30/HR, D LAPLANTE, CHANGE IN DATES

EFFECTIVE DATES

09/06/12 06/06/13

NONCERT PERM DECREASE

PAULSON, ELIZABETH
 Total: 1

POSITION/LOCATION/CONDITION

LICENSED CUED SPEECH TRANS/NETTLETON, .8125 TO .78125

EFFECTIVE DATES

09/04/12

NONCERT PERM INCREASE

CARLSON, SUSAN
 HOLMQUIST, CARRIE
 Total: 2

POSITION/LOCATION/CONDITION

HELPER/DENFELD, .40625 TO .4375
 HELPER/LINCOLN, .375 TO .46875

EFFECTIVE DATES

12/24/12
 01/14/13

NONCERT PROMOTION

MICHELIZZI, SAMUEL
 Total: 1

NEW POSITION/OLD POSITION/RATE OF PAY

ENGINEER III/ORDEAN, ENGINEER II/ORDEAN, \$21.95/HR, CHANGE IN DATE

EFFECTIVE DATES

07/11/12

NONCERT RECALL

KRENNER, CHERYL
Total: 1

NEW POSITION/LOCATION

SPECIAL ED BW PARA/NETTLETON/ECSE, .4

EFFECTIVE DATES

12/17/12

NONCERT RECLASS

VILLEBURN-VRANEK, KAREN
Total: 1

NEW POSITION/OLD POSITION/RATE OF PAY

EXEC ASST/LAKEWOOD, OFF SUP SENIOR/LAKEWOOD, \$20.34/HR

EFFECTIVE DATES

11/14/12

NONCERT RESIGNATION

CALLAWAY, NATALIE
DORMEDY, NICOLE
ECKDAHL, CAREY
HENDRICKSON, MARY
MCKENDRICK, JOSHUA
NICHOLLS, DEBRA
ROSE, TINA
RUNMARK, ADAM
THEIS, GABRIELA
Total: 9

POSITION/LOCATION

HELPER/LINCOLN
OFFICE SUPPORT INTERMEDIATE/BARNES (ON LEAVE)
HELPER/LINCOLN
LATCHKEY SUPV/LESTER
SCHOOL CUSTODIAN II/ORDEAN EAST
HELPER/EAST, PRESUMED RESIGNATION
HELPER/EAST
SCHOOL CUSTODIAN II/LINCOLN
INTEGRATION SPECIALIST SYSTEMS/LAKEWOOD

EFFECTIVE DATES

01/11/13
01/21/13
01/04/13
12/05/12
01/04/13
01/28/13
01/10/13
01/04/13
02/22/13

NONCERT TEMP DECREASE

ANDERSON, KAREN
Total: 1

POSITION/LOCATION/CONDITION

INSTR PARA/LESTER ECFE, .65 TO .5875

EFFECTIVE DATES

09/04/12 01/09/13

NON-CERT TERM

OPFERKEW, RICHARD
Total: 1

POSITION/LOCATION

SCHOOL CUSTODIAN II/DENFELD

EFFECTIVE DATES

01/24/13

NONCERT TEMP INCREASE

ANDERSON, KAREN
CHRISTIANSSEN, ALINA
LIVADAROS, KATHERINE
LIVESAY, LORELEI
MASSIE, BEVERLY
Total: 5

POSITION/LOCATION/CONDITION

INSTR PARA/LESTER ECFE, .5875 TO .6375
INSTR PARA/PIEDMONT HDST, .4375 TO .4875
CULTURAL CENTER PARA/EAST, .6 TO 1.0
SUPV PARA/LINCOLN, .475 TO .6
SUPV PARA/EAST, .475 TO .6, TEMPOS

EFFECTIVE DATES

01/10/13 06/07/13
01/30/13 05/30/13
01/14/13 06/07/13
01/02/13 06/07/13
01/02/13 06/07/13

REQUISITION REPORT

ER115198 STATUS A REQUESTED DATE: 10/10/2011
 2358301597 DELI OPERATOR BOARD APPROVED DATE: _____
 LOCATION: 215 DENFELD HIGH SCHOOL FTE: .488 FTE
 FISCAL YR: 2012-2013 EFFECTIVE YR: C
 BARGAINING UNIT: NA
 REASON CODE: 70 ADDL STF NEEDS REPLACING/AFFECTED EIN: _____

Start Date: 9/4/2012 Start Time: 08:00:00 M T W T H F
 Days Per Week
 Permanent Assignment: End Time: 04:00:00
 Temp End Date: _____ Fulltime: FTE: .488 Weeks/Year: 34.00

Job Description: \$14.00 hr.

Minimum Qualifications:

Desirable Qualifications:

Comments/Special Instructions:
 PER WEEK. _____ FOR A TOTAL OF 19.5 HOURS

Notes:

Fully Qualified Account Code and Object	PCN #	FTE %	Approved Status:
01-365-215-830-000-114102	2358301597	1.0000	A
Total Percent:		<u>1.0000</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: Tim Swowsky Date: 2/20/2013
 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: Deli Operator

<u>Title of Immediate Supervisor:</u> Principal of Technical Services, Foods Program Instructor(s)	<u>Department:</u>	<u>FLSA Status:</u>
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u>

General Summary or Purpose Of Job:

Performs the daily business, food preparation and sales, and educational support functions required for the successful operation of the Technical Center Deli, by assisting with ordering, receiving, stocking and display of deli product, including service and self-service/retail deli cases.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Set up Deli for daily business; by programming cash register for daily operation, prepare beverage products, confirm reservations for the day, and consult with the instructor regarding daily operations for the day.	10%
2.	Assist in Student Based Management; assist students in restocking supplies, making start up products and the introduction of activities slated for the day.	15%
3.	Daily Management of Deli; ensure unfinished tasks are completed each day; assist in resolving customer services issues and set up of special orders.	10%
4.	Daily Closing of the Deli; reconcile all sales for the day, and prepare area for next class to include the cleaning and prep of all equipment.	10%
5.	Maintains department cleanliness and provide customer service, operate cash register as needed, follow all front end and cash accountability procedures.	10%
6.	Other duties as assigned; maintain area for maximum customer appeal, keep daily, weekly; and yearly sales records.	10%

CLASSIFICATION DESCRIPTION

TITLE: Deli Operator

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

High school education or equivalent combination of education and experience.
Must have at least 3 years experience in deli department operation.

Certification or Licensing Requirements (prior to job entry):

Must obtain Serve Safe certification within 6 months of hire date.

Knowledge Requirements:

Requires knowledge of:

- Familiarity with managing department inventory, in-stock position, pricing integrity, merchandising, labor and other operational processes.
- Safety procedures and safe/proper use of equipment found in Foods Technology labs (kitchen) such as, but not limited to the stove, oven, meat slicer, warming pots, mixers, fryers, cappuccino machine, popcorn machine, and coffee brewers.
- Issues related to students with special needs and adverse social economic backgrounds.
- Working knowledge of deli recipes and prepared foods.

Skill Requirements:

Skilled in:

- Written and verbal communications, including presentation skills.
- Management skills, including leadership, supervision, organization, prioritization, working with multiple tasks concurrently, analysis, and project management.
- Basic proficiency in using MS-Office, especially Word, Excel and Access.
- Team-building skills, especially the ability to work cooperatively with others, applying methods of conflict resolution, when necessary.
- Ability to maintain effective working and professional relationships, especially with public agencies, private organizations, and labor organizations.
- Ability to accurately manage POS system.
- Ability to work with minimal supervision.
- Basic math skills.
- Ability to multi-task and respond well under pressure.

CLASSIFICATION DESCRIPTION

TITLE: Deli Operator

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			
General Environmental Conditions:				
<p>Work is performed under normal conditions and there are minimal environmental risks or disagreeable conditions associated with the work.</p> <p>On occasion, displays for career fairs, boxes of materials or files weighing up to 50 pounds must be lifted or carried.</p> <p>The typical noise level is considered to be moderate.</p>				
General Physical Conditions:				
<p>Work can be generally characterized as:</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>				

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

CLASSIFICATION DESCRIPTION

TITLE: Deli Operator

Classification reviewed and revised on September 29, 2011 by Harrison Dudley,
Human Resource Manager.