

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, May 21, 2013

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. *Placeholder - Resolution #HR-5-13-3091 - Termination of Certified Hourly Staff | 5 |
| B. *Placeholder - Resolution #HR-5-13-3092 - Termination of Non-Tenured Certified Staff | 6 |
| C. *Placeholder - Resolution #HR-5-13-3093 - Termination of Certified Long-Term Substitutes | 7 |
| D. Hourly Substitute Pay Rate Sheet | 8 |
| 3. Informational Items | |
| A. <i>There are no Informational Items at this time.</i> | |
| 4. Future Items | |
| A. <i>There are no HR Future Items at this time.</i> | |

HUMAN RESOURCES ACTION ITEMS FOR: 05/21/13

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
KANDEL, JILL	SPECIAL ED DCD SETTING III/DW, MA 4 (REALLOC OF FTE)	09/02/13
WOKSON, DIANA	SPECIAL ED DCD SETTING III/DW, III 4 (REALLOC OF FTE)	09/02/13
Total: 2		

<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>
ANDERSON, MATTHEW	.500 ASST TRACK/DENFELD, 12/13, \$1,339.50	
ARNDT, JAMES	ACADEMIC CLUB/ROBOTICS ADV/DENFELD, 12/13, \$902.00	
BOLANDER, KYLE	ASST BASEBALL/DENFELD, 12/13, \$2,533.00	
EHLERT, PEGGY	ACADEMIC CLUB/VOCATIONAL CLUB ADVISOR/EAST, 12/13, \$2,870.00	
FRITCH, BONNIE	.600 TECH COORDINATOR/LAKEWOOD, 12/13, \$1,207.00	
LARSON, DANIEL	.500 ASST TRACK/DENFELD, 12/13, \$1,339.50	
LINDAHL, SARAH	ASST SWIM/ORDEAN-EAST, 12/13, \$711.00	
MADOLE, JENNIFER	ACADEMIC CLUB/CLUB ADV/DENFELD, 12/13, \$2,870.00	
MAGLIANO, THERESA	GR 9 ASST TRACK/EAST, 12/13, \$2,090.00	
OLSON, JAMES	TECHNOLOGY COORDINATOR/NETTLETON, 12/13, \$2,414.00	
OLSON, KIMBERLY	ACADEMIC CLUB/VOCATIONAL ADV/DENFELD, 12/13, \$2,870.00	
PELLER, SHONDA	ACADEMIC CLUB/VOCATIONAL ADV/DENFELD, 12/13, \$2,870.00	
SANDHOLM, PAUL	HEAD GOLF/DENFELD, 12/13, \$2,602.00	
SHUSTER, SARA	.400 ASST SOFTBALL/EAST, 12/13, \$1,013.20	
WHITE, TIMOTHY	ACADEMIC CLUB/ROBOTICS ADV/DENFELD, 12/13, \$902.00	
WICKER, AMY	.500 ASST TRACK/GIRLS/EAST, 12/13, \$1,339.50	
WITTMERS-GRAVES, ERICA	.400 TECH COORDINATOR/LAKEWOOD, 12/13, \$1,207.00	
Total: 17		

<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ARNDT, JAMES	PRINCIPAL/CONSORTIUM REPRESENTATION 12/13 (NOT TO EXCEED 93 HRS)	07/01/12 06/30/13
LEIBFRIED, CHARLES	PRINCIPAL/LAKEWOOD (NOT TO EXCEED 40 HRS)	04/08/13 04/12/13
Total: 2		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
BERGMAN, HELEN	SPLIT GR 1/2/STOWE, POLICY #4125 W/O PAY	03/20/13 03/22/13
BERGUM, LADONNA	SPANISH/EAST, POLICY #4125 W/O PAY (DATE CHANGE)	04/22/13 04/24/13
BOYHTARI, BONNIE	GR 3/CONGDON PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
CLAY, CORY	BAND/ORDEAN-EAST, POLICY #4125 W/O PAY (EXTENSION)	09/02/13 01/17/14
DANZ, MARY	GR 1/LESTER PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
DARVELL, MEGAN	AUTISM/MACARTHUR, SUPT APPROVED LEAVE W/O PAY (DATE CHANGE)	01/21/13 04/29/13
GODFREY, SARAH	EBD/NETTLETON, MEDICAL W/O PAY	03/22/13 03/29/13
KARICH, CELINE	ENGLISH/EAST, .500 JOB SHARE W/O PAY	09/02/13 06/06/14
KRIZAJ, ERIN	GR 1/LESTER PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
LANE, MARJORIE	MATH/DENFELD, MID-CAREER W/O PAY (EXTENSION)	09/02/13 06/06/14
LARSON, AMY	GR 1/LOWELL, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
LOVOLD, MARY	ENGLISH/ORDEAN-EAST, POLICY #4125 W/O PAY (EXTENSION)	09/02/13 06/06/14
MEYERSON, ROBI	PRE-KDGN/DW, SUPT APPROVED LEAVE W/O PAY	03/22/13 04/26/13
POKRZYWINSKI, JOHN	GR 4/NETTLETON, MID-CAREER W/O PAY (DATE CHANGE)	09/05/11 06/07/13
SCHLICHTING, RHONDA	EBD/DW/CHESTER CREEK, MID-CAREER, W/O PAY (EXTENSION)	09/02/13 06/06/14
SUNDLAND, AMY	GR 3/CONGDON PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
TRYGGESTAD, LYNN	ENGLISH/EAST, .200 POLICY #4125 W/O PAY (EXTENSION)	09/02/13 06/06/14
WESTHOLM, DANIELLE	ENGLISH/EAST, .500 JOB SHARE W/O PAY	09/02/13 06/06/14
WESTHOLM, DANIELLE	ENGLISH/EAST, .400 PARENTAL W/O PAY (DATE CHANGE)	01/22/13 06/07/13
ZWAK, KRISTY	GR 1/LOWELL, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
Total: 21		

<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
HELTUNEN, CHARLES	MATH/LINCOLN PARK, III 2, S. HODGSON	04/22/13 06/07/13
JOHNSON, MEGAN	GR 1/STOWE, III 2, B. WINDSOR	04/29/13 06/07/13
KEMP, HEATHER	MATH/LINCOLN PARK, III 2, S. HODGSON (DATE CHANGE)	01/23/13 04/05/13
TORMONDSEN, WILLIAM	BAND/EAST, IV+30 7, D. BROWN, TO BE DETERMINED	03/28/13
Total: 4		

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
CRANDALL, WILLIAM	PRINCIPAL/ALC (ON LEAVE)	07/31/13
PIERSON, SHELLY	GR 5/NETTLETON (ON LEAVE)	06/07/13
Total: 2		

<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
FOX, KATHERINE	GR 3/STOWE	09/16/13
GRITZMACHER, CYNTHIA	MUSIC/CONGDON PARK/CHESTER CREEK/MERRITT CREEK	06/07/13
KAISER, AMY	PHYSICAL ED. SPECIALIST/PIEDMONT	06/07/13
NISSWANDT, KIRSTEN	HOMEBOUND/DW	06/07/13
TAMMINEN, BETH	COORDINATOR/ALC	07/31/13
WINDSOR, BRENDA	GR 1/STOWE	04/30/13
Total: 6		

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BENNETT, PATRICIA	TITLE I/STOWE, .350 TO .475	03/25/13 05/17/13
IDEKER, BRIDGET	PRE-K/BARNES, .650 TO 1.00	04/15/13 04/26/13
SWEDBERG, JUDITH	PRE-K/BARNES, .750 TO 1.00	04/15/13 04/26/13
Total: 3		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
SMITH, JAMIE	SPEC ED PROG PARA/MALE/MACARTHUR,31.25/38WKS,\$14.49/HR LUCKSTEIN	05/23/13 06/07/13
TRONTVET, LEAH	INTEG SPEC/DENFELD/EAST,40/41WKS,\$21.48/HR,TEMPOS (DATE CHANGE)	03/04/13 05/10/13
TRONTVET, LEAH	KEY ZONE SITE COORD/CONGDON, 40HRS/51WKS, \$14.90/HR,M THOMAS	05/13/13
Total: 3		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HALLFRISCH, MONICA	COMMUNITY LIAISON/STOWE (NOT TO EXCEED 87 HRS)	06/10/13 06/28/13
Total: 1		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
ANDERSON, JENNY	HELPER/STOWE, PARENTAL W/O PAY	03/30/13 06/06/13
BANKS, KELLY	MENTAL HEALTH PRACT/NETTLETON, "A" PERSONAL W/O PAY	04/24/13 04/26/13
GALLIAN, WILLIAM	CUSTODIAN II/DENFELD, "A" PERSONAL W/O PAY	04/01/13 04/03/13
LARSON, ELIZABETH	OFFICE SUPP. INTERMED./LOWELL, "B" W/O PAY (EXTENSION)	04/17/13 04/17/14
LEE, ROBERT	HELPER/DENFELD, "A" PERSONAL W/O PAY	05/13/13 05/24/13
LUCKSTEIN, DAVID	SPEC ED PROG PARA/MACARTHUR, "A" PERSONAL W/O PAY (DATE CHANGE)	02/18/13 03/28/13
MAFFIA, MICHELLE	HEALTH/LPN PARA/ORDEAN-EAST, "A" PERSONAL W/O PAY	03/27/13 03/29/13
OLCOTT, CHRISTINE	SPEC ED PROG PARA/DENFELD, "A" PERSONAL W/O PAY	04/16/13 05/01/13
SHATTO, ALVINE	HELPER/LINCOLN PARK, "A" MEDICAL W/O PAY	03/26/13 06/06/13
SHEARER, JACK	SPEC ED PROG PARA/LESTER PARK, ADMIN. LEAVE W/ PAY (DATE CHANGE)	03/07/13 03/29/13
SIMONSON, HOLLY	BUS DRIVER II/TRANSPORTATION, "A" MEDICAL W/O PAY	03/18/13 04/30/13
SWEARENGIN, SANDRA	HELPER/CONGDON PARK, "A" MEDICAL W/O PAY	04/16/13 06/06/13
WHITE, KAREN	OFFICE SUPP. SENIOR/EAST, "A" MILITARY LEAVE W/PAY	03/18/13 04/05/13
Total: 13		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
ERICKSON, LIANNE	SAT MGR II/ALC, 17.5/38WKS, \$14.00/HR, C. HURLEY (TEMP. POS.)	03/27/13 06/06/13
Total: 1		

<u>NONCERT RECLASS</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
VANDELL, BRENDA Total: 1	OFFICE SUPP. SENIOR/ALC, OFFICE SUPP. INTER./ALC, \$19.53/HR	10/23/12

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BROWN, NATHANIEL	SPEC ED PARA/BW/LINCOLN PARK (ON LEAVE)	05/03/13
CHRISTIANSEN, ALINA	INSTR PARA/PIEDMONT HEADSTART	04/30/13
JOHNSON, JEFFREY	CUSTODIAN II/LINCOLN PARK	05/02/13
JOHNSON, KRISTINA	HELPER/LESTER PARK	04/22/13
MEYER, KIMBERLY	SPEC ED PARA/BW/STOWE (PRESUMED RESIGNATION)	03/12/13
SUTHERLAND, LINDA	CUSTODIAN II/LESTER PARK	04/10/13
TRONTVET, LEAH Total: 7	INTEGRATION SPEICALIST/DW	05/10/13

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
DOYLE, KATHY	OFFICE SUPP. SENIOR/FOOD SERVICE/HOCHS	06/28/13
JAHN, WILLIAM	STOREKEEPER/HOCHS	04/30/13
KREAGER, ANN Total: 3	TECH TUTOR/EAST	06/28/13

<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
JOYCE, DAVID	SPEC ED PARA/STUD SPEC/HOMECROFT, .875 TO .781 (CHANGE IN DATES)	03/25/13 06/07/13
LUCKSTEIN, DAVID Total: 2	SPECIAL ED/JOB COACH/HOCHS, .781 TO .500 (TEMP. POS.)	03/29/13 06/07/13

<u>NON-CERT TERM</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
VALENTINE, SUSAN Total: 1	HELPER/NETTLETON	04/02/13

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
SUNDEEN, SALLY Total: 1	SPEC ED PARA/STUD SPEC/EAST, .781 TO .875	04/22/13 05/03/13

RESOLUTION

RE: Termination of Certified Hourly Staff

BE IT RESOLVED by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the employment of the following hourly teachers shall terminate effective at the end of the school day on June 7, 2013, unless another date is indicated below, in which case the employment of the individual shall terminate on that date.

****Placeholder***

BE IT FURTHER RESOLVED that the Clerk of the School Board shall notify such teachers in writing before July 1, 2013, of the termination of their employment.

R E S O L U T I O N

RE: Termination of Certified Probationary (Non-Tenured) Staff

WHEREAS, during the first three years of consecutive employment all teachers in the public schools in cities of the first class are deemed to be in a probational period of employment during which period the School Board may renew, or not renew, any teachers' annual contract as the School Board shall see fit. The term "teacher" includes every person regularly employed, as a principal, or to give instruction in a classroom, or to superintend or supervise classroom instruction, or as a placement teacher and visiting teacher.

NOW, THEREFORE, BE IT RESOLVED by the School Board on Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The employment contracts of the following probationary teachers shall not be renewed and their employment shall terminate at the end of the school day on June 7, 2013, unless another date is indicated below, in which case the employment of the particular teacher shall terminate on that date.

****Placeholder***

2. **BE IT FURTHER RESOLVED** the Clerk of the School Board shall notify such teachers in writing before July 1, 2013, of the termination of their employment.

RESOLUTION

RE: Termination of Certified Long-Term Substitutes

WHEREAS, the School Board desires to provide notice that long-term substitute teaching positions terminate on the date specified in the individual substitute teacher's contract or at the conclusion of the school year, whichever is earlier;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the employment of all long-term substitute teachers, including those listed below, shall terminate effective at the end of the school day on June 7, 2013, unless another date is indicated below, or on the date specified in the individual substitute teacher's contract, whichever is earlier.

****Placeholder***

BE IT FURTHER RESOLVED that the Clerk of the School Board shall so notify such teachers in writing before July 1, 2013.

**Resolution #HR-5-13-3093
May 21, 2013**

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective 5/21/2013 RATE

<u>COMMUNITY EDUCATION</u>			
Lifeguard		\$	9.00
Locker Room Attendant	Minimum Wage	\$	7.25
Swim Instructor		\$	11.00
School-Aged Care/Pre-K Worker	Name Change 5/21/13	\$	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
Site Supervisor Substitute	Name Change 5/21/13	\$	10.00
Pool Director		\$	7.50
Temporary Building Coordinator		\$	12.00
Puppeteer		\$	9.00
American Indian Facilitator		\$	9.25

<u>FOOD SERVICE</u>			
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
Satellite Mgr Trainer		\$	15.63
Retired Food Service Employees are paid \$1.00/hr. in addition to above rates.			

<u>MAINTENANCE AND CONSTRUCTION</u>			
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		*	

<u>BUILDING OPERATIONS</u>			
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*)			

<u>TRANSPORTATION</u>			
Substitute for Bus Driver (regular route)			Step A of MA CBA
Field Trip		\$	10.00
Bus Helper		\$	9.00

<u>PRINT SHOP</u>			
Summer Hourly	Minimum Wage	\$	7.25
Skilled Tradesperson		*	

*(Step B Current Maintenance Unit Bargaining Agreement)

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective 5/21/2013 RATE

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

<u>CLERICAL</u>			
Regular Substitute		\$	9.00
Retired/Layoff Employees		\$	13.50

<u>EDUCATIONAL ASSISTANT</u>			
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) (Transliterater 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	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
Mental Health practitioner Sub		\$	12.00

<u>MISCELLANEOUS</u>			
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 (2 yrs college or above)	Eff 5/21/13	\$	11.00
Help Desk Technician		\$	12.82
Deli Operator		\$	14.00

<u>SUBSTITUTE TEACHERS</u>			
All Certified Substitutes		\$	95.00
Certified Retired Substitutes Only		\$	100.00
Teacher Hourly Rate of Pay 7-1-12		\$	21.03

updated 5-21-13