

Human Resources Committee
Duluth Public Schools, ISD 709
Agenda
Monday, December 9, 2013
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 - Approval of a New Position - Head Start Dietitian/Nutritionist, District Wide* **4**
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: 12/17/13

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BENSON, KATHY	.375 PARENT EDUCATOR/PIEDMONT HDST, III+45 2, S WEBSTER, CHG IN DATE	09/09/13 12/06/13
BENSON, KATHY	.75 ERSEAT COORD/BARNES HDST, III+45 3, C TRACHSEL	12/09/13
BERTOLATUS, JILL	.375 EARLY CHILD TITLE I/MYERS-WILKINS, III 4, REALLOC OF FTE	11/19/13 06/06/14
GLASER, LINDA	.5 TITLE I EARLY CHILDHOOD/MYERS-WILKINS, 111 5, REALLOC OF FTE	11/19/13
HAUGEN, MARGARET	.375 PRE-K FAMILY ADV/PIEDMONT HDST, III 2, K BENSON	11/19/13 06/06/14
Total: 5		
<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>
DODGE, GINALISA	.3 ASST HOCKEY/EAST, 13/14, \$970.20	
Total: 1		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
ANDERSON, ILA	PSYCHOLOGIST/DW, MEDICAL, W/O PAY, TO BE DETERMINED	11/11/13
WISE, REBECCA	EBD/MACARTHUR, ADMIN LEAVE WITH PAY, CHANGE IN DATES	11/13/13 12/03/13
Total: 2		
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
WISE, REBECCA	EBD/MACARTHUR	12/03/13
Total: 1		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
MEYERSON, ROBI	PRE-KINDERGARTEN/WASHINGTON CULTURAL CENTER	01/10/14
RODBERG, BARBARA	TITLE I/STOWE CHG IN DATE	12/20/13
SHEGA, NANCY	GR 2/MACARTHUR	01/03/14
Total: 3		
<u>CERT SUSPENSION</u>	<u>POSITION/LOCATION/TYPE OF SUSPENSION</u>	<u>EFFECTIVE DATES</u>
SIMS, JULIE	GR 3/LESTER, SUSPENSION, W/O PAY	11/18/13 11/22/13
Total: 1		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BERGUM, LADONNA	SPANISH/EAST, 1/6 OVERLOAD, CHANGE IN DATES	09/02/13 06/06/14
Total: 1		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BRUN, JULIE	SCHOOL CUSTODIAN II/LESTER, 40/52WKS, \$11.26/HR, REALLOC OF FTE	11/11/13
CANFIELD-EVANSON, KRISTIN	INSTR PARA/TITLE I/MYERS-WILKINS, 15/38WKS, \$13.06/HR, REALLOC OF FTE	11/19/13 06/06/14
FRIDSMA, JAMES	SCHOOL CUSTODIAN II/EAST, 40/52WKS, \$11.26/HR, REALLOC OF FTE	11/27/13
GIACOMINI, JEFFREY	SCHOOL CUSTODIAN II/LINCOLN, 40/52WKS, \$11.26/HR, REALLOC OF FTE	11/25/13
KOLBERG, STEPHEN	SCHOOL CUSTODIAN II/DENFELD, 40/52WKS, \$11.26/HR, REALLOC OF FTE	11/26/13
KRAUSE, CHERYL	EXECUTIVE ASST/HOCHS/FINANCE, 40/52WKS, \$18.81/HR, G HUNGER	11/18/13
LINDGREN, KYOSTI	SPEC ED PROG/MALE REQ PARA/DENFELD, 31.25/38WKS, \$14.49/HR, N SMITH	12/16/13
MCCLERNAN, SHARON	OFF SUP SPECIALIST/WOODLAND HILLS, 40/40WKS, \$13.59/HR, G HUNGER	11/08/13
PENROSE, RACHEL	HELPER/EAST, 15/38WKS, \$10.30/HR, L DEFOE	11/12/13
SMITH, CHARLES	INTEGRATION SPECIALIST/DW, 25/38WKS, \$21,650.50, REALLOC OF FTE	11/04/13
Total: 10		
<u>NONCERT DEMOTION</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
MASSIE, BEVERLY	SUPV PARA/EAST, SPECIAL ED PROG PARA/HOCHS, \$15.21/HR	11/25/13 06/06/14
Total: 1		
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
BAASCH, STEPHANIE	INSTR PARA/PIEDMONT ECFE, 'A' PERSONAL, W/O PAY	11/18/13 11/22/13
BUETTNER, MOLLY	SPECIAL ED BW PARA/LINCOLN, 'A' PERSONAL, W/O PAY	11/13/13 11/22/13
DIXON, JOYCE	HELPER/DENFELD, 'A' PERSONAL, W/O PAY	10/30/13 11/01/13
HACK, SHERYL	HELPER/MACARTHUR, 'A' PERSONAL LEAVE, W/O PAY	11/05/13 01/06/14

NONCERT LEAVES

LARSON, DAWNMARIE
 MCLELLAN, DEBORAH
 RICHARDS, PHILIP
 Total: 7

POSITION/LOCATION/TYPER OF LEAVE

SATELLITE MGR II/LESTER, 'A' PERSONAL, W/O PAY
 HELPER/LESTER, 'A' PERSONAL, W/O PAY
 SCHOOL CUSTODIAN II/EAST, ADMIN LEAVE, W/O PAY, AND 10/7-11/12/13

EFFECTIVE DATES

11/21/13 11/27/13
 02/26/14 04/03/14
 09/16/13 10/02/13

NONCERT LONG TERM SUB

CARROLL, MIKILIA
 SWARD, CINDY
 Total: 2

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

HELPER/CONGDON, 15/38WKS, \$10.30/HR, P TAYLOR
 HELPER/EAST, 15/38WKS, \$10.30/HR, A LAROQUE

EFFECTIVE DATES

11/11/13 06/05/14
 12/02/13 06/05/14

NONCERT PERM DECREASE

BARTLETT, TONNA
 LARSON, MARTIN
 LATOUR, STEVEN
 LUCIA, GARY
 OLESIAK, GENEVIEVE
 PETERSON, RONALD
 Total: 6

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

SCHOOL BUS DRIVER II/TRANSPORTATION, .875 TO .75
 SCHOOL BUS DRIVER II/TRANSPORTATION, 1.0 TO .875
 SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .625
 SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .625
 SCHOOL BUS HELPER/TRANSPORTATION, 1.0 TO .875
 SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .625

EFFECTIVE DATES

11/01/13
 11/01/13
 11/01/13
 11/01/13
 11/01/13
 11/01/13

NONCERT PERM INCREASE

SIMONSON, HOLLY
 Total: 1

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

SCHOOL BUS DRIVER II/TRANSPORTATION, 625 TO .875

EFFECTIVE DATES

11/01/13

NONCERT PROMOTION

PETERSON, LINDA
 Total: 1

NEW POSITION/LOCATION

SPECIAL ED BW PARA/DENFELD,SUPV PARA/EAST, \$15.96/HR

EFFECTIVE DATES

11/18/13

NONCERT RESIGNATION

BREWSTER, DONALD
 HAUGEN, MARGARET
 LANGDON-LARSON, JENNIFER
 LAROQUE, ANDREA
 Total: 4

POSITION/LOCATION

HELPER/DENFELD
 INSTR PARA/STOWE HDST
 PRE-LICENSED ASL/DW
 HELPER/EAST

11/29/13
 11/18/13
 01/13/14
 11/29/13

NON-CERT TERM

RICHARDS, PHILIP
 Total: 1

POSITION/LOCATION

SCHOOL CUSTODIAN II/EAST

EFFECTIVE DATES

11/12/13

NONCERT TEMP INCREASE

BYRD, DUANE
 GUNDERSON, JAMES
 GUNDERSON, JAMES
 SMITH-GOUTERMONT, SHERRIL
 Total: 4

POSITION/LOCATION/CONDITION

DIVERSITY COORD/MYERS-WILKINS, .75 TO .875
 SPECIAL ED PROG PARA/EAST, .78125 TO .875
 SPECIAL ED PROG PARA/EAST, .875 TO .90625
 SPECIAL ED BW PARA/MACARTHUR, .78125 TO .84375

EFFECTIVE DATES

10/28/13 06/05/14
 10/28/13 11/29/13
 12/02/13 06/04/14
 09/05/13 06/06/14

REQUISITION REPORT

ER118576 **NUTRIONIST/DIETICIAN HD STRT** STATUS A REQUESTED DATE: 11/15/2013
00583AO054 NUTRITIONIST BOARD APPROVED DATE: _____ 4
 LOCATION: 005 DISTRICT WIDE FTE: 0.25000
 FISCAL YR: 2013-14 EFFECTIVE YR: C
 BARGAINING UNIT: FOODSE
 REASON CODE: 10 NEW POSITION REPLACING/AFFECTED EIN: _____

Start Date: 10/28/2013 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: 0.25000 Weeks/Year: 28.00

Job Description:

OVERSEE PROGRAM OPERATIONS AND COMPLIANCE W/HS PERF STANDARDS AND REGS IN AREA OF FOOD & NUTRITION; CONSULT W/THE HEALTH & NUTRITION SERV COORDINATOR; REVIEW CHILD FILES FOR DIETERY AND NUTRITIONAL NEEDS; DEVELOP MONTHLY MENUS ACCORDING TO NUTRITIONAL GUIDELINES; WORK WITH DISTRICT FOOD SERVICE DEPT TO COORDINATE MEAL SERVICE.

Minimum Qualifications:

B.A. IN HEALTH, NUTRITION OR RELATED FIELD AND POSSESS CURRENT REGISTRATION WITH THE COMMISSION ON DIETIC REGISTRATION OF THE AMERICAN DIETIC ASSOC OR BE ELIGIBLE, REGISTERED AND READY TO TAKE THE EXAM. CURRENT VALID DRIVER'S LICENSE AND ACCESS TO RELIABLE TRANSPORTATION.

Desirable Qualifications:

COURSEWORK AND/OR EXPERIENCE WITH FAMILIES FROM A VARIETY OF SOCIAL AND CULTURAL BACKGROUNDS AND FAMILIES LIVING IN ECONOMIC POVERTY. ABILITY TO DEMONSTRATE EFFECTIVE VERBAL AND WRITTEN COMMUNICATION SKILLS TO WORK INDEPENDENTLY.

Comments/Special Instructions:

THIS POSITION HAS BEEN FILLED AS AN HOURLY EMPLOYEE BY LAURA LIECHTY (12678) - RATE OF PAY \$25.00/HR...this position needs to be band and graded and approved by the board...Laura was paid \$25 per hour from 10/28/13 through 11/8/2013 and then starting 11/11/13 she will get paid \$10.30 per hour until it is banded/graded.

Notes:

Fully Qualified Account Code and Object	PCN #	FTE %	Approved Status:
04-580-005-503-000-117002	00583AO054	0.8000	A
04-580-005-285-000-117002	0058343054	0.2000	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: _____ Date: _____

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: Dietitian/Nutritionist

Title of Immediate Supervisor: Director of Head Start	Department: Head Start (ISD 709 E-12 Operations)	FLSA Status: Non-Exempt
Accountable For (Job Titles): N/A		Pay Grade Assignment: Non-Bargaining; Linked to Non-Certified Business Administrators' Association

General Summary or Purpose Of Job:

Overseeing program operations and compliance with Head Start Performance Standards and Regulations in the area of food and nutrition; consult with the Health & Nutrition Services Coordinator; train staff on food safety and proper serving procedures in accordance with Head Start Performance Standards; serve as a liaison to nutrition and food resources in the community to include families from a variety of social, economic and cultural backgrounds.

DUTY NO.	ESSENTIAL DUTIES (These duties are a representative sample; position assignments may vary.):	FREQUENCY
1.	Monitor food safety practices; provide nutrition counseling and education to individual parents regarding the nutritional needs of their children;	Daily 25%
2.	Review all child files for dietary and nutritional needs; update and revise nutrition area of the program plan; consult with teachers regarding concerns about children's eating habits;	Daily 20%
3.	Reflect cultural and ethnic preferences, and include a wide variety of foods;	Daily 15%
4.	Develop monthly menus for breakfast, lunch and snack that meet nutritional guidelines and work with school district food service department to coordinate meal service;	Weekly 15%
5.	Work with food service, nurse and families on special diets for identified food allergies;	Daily 10%
6.	Monitor hemoglobin levels, height and weight on all children in order to identify potential problems and provide follow-up;	Daily 5%
7.	Monitor and coordinate oral health activities in the program; provide information and materials for nutrition education activities in the classroom;	Daily 5%
8.	Coordinate and provide nutrition education at parent meetings; be a member of Head Start Health Advisory Committee;	Monthly 5%
9.	Other duties as assigned.	As required



CLASSIFICATION DESCRIPTION

TITLE: Dietitian/Nutritionist

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

Minimum Bachelor's degree in food and nutrition, food service management or a related field and possesses a current registration with the Commission on Dietetic Registration of the American Dietetic Association or registered to take the examination.

Certification or Licensing Requirements (prior to job entry):

Have a current valid driver's license and/or access to reliable transportation.

- Knowledge Requirements** (Requires knowledge of):
- Various cultural backgrounds, communities of color, and families living in economic poverty
 - Quality and quantity food preparation.
 - Record keeping, accounting procedures and inventory control as related to food service operations.
 - Operation of food service equipment.
 - Serve Safe principles.
 - Arithmetic necessary for calculating recipes and performing food service calculations.
 - Basic computer operations.

- Skill Requirements** (Skilled in):
- Computer-based food service software.
 - Customer relations.
 - Excellent organizational skills.
 - Written and verbal communication.

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.	√			



CLASSIFICATION DESCRIPTION

TITLE: Dietitian/Nutritionist

General Environmental Conditions:

Work is performed under normal office or classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. There is exposure to outdoor weather conditions when traveling between school sites.

The typical noise level is considered to be moderate

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

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: Description established by ISD 709 Human Resources on 11/20/2013. Band and Grade by Bjorklund Compensation Consulting, LLC on 11/23/2013. With the School Board approval on _____.



SALARY ASSIGNMENT SUMMARY

TITLE: Dietitian/Nutritionist

Title of Immediate Supervisor: Director of Head Start	Department: Head Start (ISD 709 E-12 Operation)	FLSA Status:
Accountable For (Job Titles):		Pay Grade Assignment:

General Summary or Purpose Of Job:

WHAT THE JOB IS PROPOSED TO ACCOMPLISH: Overseeing program operations and compliance with Head Start Performance Standards and regulations in the area of food and nutrition; Consult with the Health & Nutrition Services Coordinator, Train staff on food safety and proper serving procedures in accordance with Head Start performance standards; Serve as liaison to nutrition and food resources in the community to include families from a variety of social, economic and cultural backgrounds. General summary of the purpose of the job and the essential duties falls within the Occupational Series of Dietitian or Nutritionist, therefore the position is properly classified as a Dietitian/Nutritionist

SALARY RANGE: 39 thousands to 52 thousands annually. \$18.75- to 34.21 hourly. (Rates derived from national and local area workforce data).

1. Information from the Government Occupational Handbook cites the median wage national level is (52,000) fifty-two thousands annual salary.

Converted to an hourly rate - 52 weeks at 40 hours per week, hourly rate of \$25 (52K annually)
Converted to an hourly rate - 38 weeks at 40 hours per week, hourly rate of \$34 (52K annually)

2. Information from the Duluth Minnesota Pay scale Salary Report provide shows the average salary of (39, 000) thirty-nine thousands annually with one year of experience.

Converted to an hourly rate - 52 weeks at 40 hours, hourly rate of \$18.75 (39K annually)
Converted to an hourly rate - 38 weeks at 40 hours, hourly rate of \$25.66 (39K annually)

3. Information from Bjorklund Compensation Consulting, LLC, completed the banding and grading at the level (C41). Positions that are currently filled and/or within the District at this particular level are:

Drop Out Recovery Technician (Non Bargaining)	annual salary 30K	hourly rate \$23
Program Manager/MN Alliance (Individual contract)	annual salary 51K	hourly rate \$24
Coord of Health, Safety (Non-Cert Bargaining Unit)	annual salary 48K	hourly rate \$23
Network Engineer (Non-Cert Bargaining Unit)	annual salary 57K	hourly rate \$27

ALL RATES LISTED ARE ENTRY LEVEL AND BASED ON THEIR INDIVIDIAL CONTRACTUAL 2013 PAY SCALE.

Classifier: _____ Suggest a hourly range between: \$22-25.00

Date: _____ Approved starting hourly rate of : _____

Establish___ Abolished___ Revised___