

Human Resources Committee

Monday, July 13, 2015 4:15 PM

Historic Old Central High School - Board Room, 2nd Floor, 215 N 1st Ave E,
Duluth, MN 55802

1. Staffing Report Action Items

2. Other Action Items

- A. *Placeholder - Resolution HR-7-15-3283 -
Termination of Non-Tenured Certified Staff
- B. *Placeholder - Hourly-Substitute Pay Rate Sheet
- C. Approval of Policy 8050 - Code of Ethics - Second
Reading

3. *Placeholder - Individual Contract

4. Informational Items

- A. There are no HR Informational Items at this time.

5. Future Items

- A. There are no Future HR Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 7/21/2015

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
CRANE, JASON	DIRECTOR OF SPE SERVICES/HOCHS, 40/52WKS, \$117,340.00, L FREDRICKSON	07/01/15
COOK, JESSICA	SPEC ED RESOURCE LT/EAST, V 8, J KNUITSEN	09/02/15
DALY, SAMANTHA	SPEC ED LR RESOURCE/EAST, III 2, J BAUMGARDNER	09/02/15
DOMINI, MICHAEL	SPEC ED ASD/LAURA MACARTHUR, III 2, L ROSE	09/02/15
PASCHEN, KRISTIN	.4 MUSIC SPECIAL/HOMECROFT, 0.6 MUSIC SPECIALIST/LESTER III+15 7, C KEMPF	09/02/15
RIDGEWELL, CHRISTINE	.8 EARTH SCIENCE/ORDEAN EAST, III 5, P SCHNABEL	09/02/15
SCHILLING, BRIAN	.6 MEDIA SPECIALIST/PIEDMONT, 0.4 MEDIA SPECIALIST/LAKEWOOD, IV 8, L TOUMI	09/02/15
SWART, SARA	NURSE/DW, III 8, C POWERS	09/02/15
UPTON, ALLIE	.6 SOCIAL WORKER/DW, IV 3, J BOWE	08/26/15
WIDMAN, KATIE	SPEC ED DCD/LAURA MACARTHUR, III 3, E JOHNSON	09/02/15
Total: 10		

<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BAMBENEK, PATRICIA	CURRICULUM SPECIALIST/HOCHS, NOT TO EXCEED 200 HRS, CHG IN HOURS	06/08/15 09/01/15
CHEPELNIK, ALBERT	ESY/SPEC ED-ICOD/DW, NOT TO EXCEED 6 HRS	06/08/15 08/28/15
CORDLE, MICHELLE	ESY/PSYCH-EAK TESTING/DW, NOT TO EXCEED 20 HRS	06/08/15 06/30/15
CRANE, REBECCA	ESY/ECSE TOSA/DW, NOT TO EXCEED 200 HRS	06/08/15 08/28/15
GILBERTSON, DEBRA	ESY/TEACHER-DCD/DW, NOT TO EXCEED 30 HRS	08/03/15 08/14/15
GUDDECK, JULIE	ESY/TEACHER-DHH/DW, NOT TO EXCEED 38 HRS	08/03/15 08/14/15
HALLGREN, MICHAEL	ESY/TEACHER-DCD/DW, NOT TO EXCEED 30 HRS	08/03/15 08/14/15
KOLODGE, LISA	ESY/TEACHER-SLP/DW, NOT TO EXCEED 160 HRS	06/08/15 08/28/15
LARSON, CARLA	ESY/TEACHER-ASD/DW, NOT TO EXCEED 12 HRS	08/03/15 08/14/15
LARSON, CARLA	ESY/TEACHER-DHH/DW, NOT TO EXCEED 26 HRS	06/08/15 08/28/15
LEBENS, LINNEA	ABE TEACHER/ALC, NOT TO EXCEED 300 HRS, CHANGE IN HOURS	06/08/15 08/21/15
LINDBERG, TIM	ESY/WORK EXP COORD/DW, NOT TO EXCEED 120 HRS	06/08/15 08/28/15
LIPPITT, MARTHA	ESY/TOSA ADMIN/DW, NOT TO EXCEED 200 HRS	06/08/15 08/28/15
LUNDSTEN, ANNE	ESY/PHYSICAL THERAPIST/DW, NOT TO EXCEED 30 HRS	08/03/15 08/14/15
MANSON, CHRISTINA	ESY/ECSE TEACHER/DW, NOT TO EXCEED 30 HRS	08/03/15 08/14/15
OLEK, MAUREEN	ESY/ECSE TEACHER/DW, NOT TO EXCEED 80 HRS	06/08/15 08/28/15
PANASUK-ZIFKO, SARA	ESY/ECSE TEACHER/DW, NOT TO EXCEED 80 HRS	06/08/15 08/28/15
RAY, COURTNEY	ESY/TEACHER-DCD/DW, NOT TO EXCEED 30 HRS	08/03/15 08/14/15
RAY, JULIE	ESY/NEW TEACHER TRAINING/DW, NOT TO EXCEED 20 HRS	06/08/15 08/28/15
RODD, RONI	ESY/PHYSICAL THERAPIST/DW, NOT TO EXCEED 10 HRS	06/08/15 08/28/15
ROURKE, CINDY	ESY/TEACHER-DCD/DW, NOT TO EXCEED 47 HRS	08/03/15 08/14/15
SALMELA, AARON	CURRICULUM SPECIALIST/HOCHS, NOT TO EXCEED 160 HRS, CHG IN HOURS	06/08/15 09/01/15
SEAMAN, JAN	ESY/TEACHER-ASD/DW, NOT TO EXCEED 54 HRS	08/03/15 08/21/15
STACKEN, JODI	ESY/HOME BASED/DW, NOT TO EXCEED 13 HRS	06/08/15 08/28/15
STORTZ WIKLUND, BARBARA	ESY/ICOD/DW, NOT TO EXCEED 6 HRS	06/08/15 08/28/15
TRENTOR, DOUGLAS	ESY/SCHOOL PSYCHOLOGIST/DW, NOT TO EXCEED 100 HRS	06/08/15 08/28/15
TWARDOWSKI, STEPHANIE	ESY/TEACHER-ASD/DW, NOT TO EXCEED 30 HRS	08/03/15 08/14/15
WIKSTROM, MICHELLE	ESY/OCCUPATIONAL THERAPIST/DW, NOT TO EXCEED 160 HRS	06/08/15 08/28/15
ZYCHOWSKI, DOUGLAS	ESY/TEACHER-ASD/DW, NOT TO EXCEED 47 HRS	08/03/15 08/14/15
Total: 29		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
FRANCKOWIAK, GAYLE	SOCIAL STUDIES/EAST, .300FTE POLICY #4125 LWOP	09/02/15 06/10/16
Total: 1		

<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BOWE, JESSICA	SOCIAL WORKER/DW, .4 TO 1.0	08/26/15
Total: 1		

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
SEVILLA, LYNNELIZ	DCD-S/EAST	06/30/15
Total: 1		

<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
WENDLING, DEBORAH	PHY ED/HEALTH/ALC/DENFELD CHANGE IN DATES	07/22/15
Total: 1		

<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
AKERVIK, KATHLEEN	TITLE 1/PIEDMONT, NOT TO EXCEED 14 HRS	06/09/15 06/11/15
AMUNDSON, JENNA	SUMMER LEARNING LOSS PROGRAM/PIEDMONT, NOT TO EXCEED 116 HRS	06/15/15 08/13/15
ANDERSON, NATHAN	SEAT-BASED PHYSICAL SCIENCE/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
BEETCHER, CHERYL	EXCEL/MYERS-WILKINS	06/08/15 07/23/15
BERGMAN, HELEN	TITLE 1/STOWE, NOT TO EXCEED 86 HRS	06/09/15 06/30/15

<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BREDESON SAMPSON, JULIA	TITLE 1/PIEDMONT, NOT TO EXCEED 18.6 HRS	06/15/15 06/18/15
BROWN, PAULA	SPEC ED-ENGLISH/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
COTNER, JAMES	INDEPENDENT STUDY-SCIENCE/ALC, NOT TO EXCEED 90 HRS	06/15/15 08/21/15
DRENGLER, KURT	SPEC ED-MATH/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/12/15 07/17/15
DRISCOLL, MELANIE	TITLE 1/LOWELL, NOT TO EXCEED 60 HRS	06/08/15 06/25/15
ERIE, RONDA	TITLE 1/LAURA MACARTHUR, NOT TO EXCEED 50 HRS	06/09/15 06/26/15
ERIE, TROY	TITLE 1/LOWELL, NOT TO EXCEED 60 HRS	06/08/15 06/25/15
FABBRO, JENNIFER	SCIENCE ACADEMY/PIEDMONT, NOT TO EXCEED 40 HRS	06/08/15 06/18/15
FABBRO, JENNIFER	TITLE 1/PIEDMONT, NOT TO EXCEED 18.6 HRS	06/22/15 06/25/15
FLORESTANO, MATTHEW	SEAT-BASED ALGEBRA/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
GILBERTSON, HEATHER	SUMMER LEARNING LOSS PRG/MACARTHUR, NOT TO EXCEED 116 HRS	06/15/15 08/13/15
GLANDER, PATRICK	TITLE 1/LINCOLN PARK, NOT TO EXCEED 72 HRS	06/15/15 08/20/15
GLOCKLE, NATHAN	.5 SUMMER SCHOOL COORDINATOR/DW, STIPEND \$2500.00	
GLOCKLE, NATHAN	.5 SUMMER SCHOOL PRINCIPAL/DW	06/15/15 08/21/15
GOTTSCHALD, STEPHANIE	TITLE 1/LOWELL, NOT TO EXCEED 60 HRS	06/08/15 06/25/15
HAGSTROM, LINDA	SPEC ED-DIAGNOSTIC/CHESTER CREEK, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
HANEY, ERIN	TITLE 1/PIEDMONT, NOT TO EXCEED 51.3 HRS	06/09/15 06/25/15
HANNULA, ELISABETH	SEAT-BASED ENGLISH/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
HANSON, SARA	SEAT-BASED ALGEBRA/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
HEEHN, LISA	TITLE 1/STOWE, NOT TO EXCEED 86 HRS	06/09/15 06/30/15
HENDRICKX, SARA	SUMMER LEARNING LOSS PROGRAM/PIEDMONT, NOT TO EXCEED 116 HRS	06/15/15 08/13/15
HILL, SARA	SCIENCE ACADEMY/PIEDMONT, NOT TO EXCEED 40 HRS	06/08/15 06/18/15
HOLT, KELSEY	TITLE 1/LOWELL, NOT TO EXCEED 60 HRS	06/08/15 06/25/15
HUSS, CARLI	EXCEL/MYERS-WILKINS	06/08/15 07/23/15
HUTCHISON, KATIE	SPEC ED-ENGLISH/MATH/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
JAJA, LINDSEY	TITLE 1/MYERS-WILKINS, NOT TO EXCEED 50 HRS	06/08/15 06/30/15
JOHNSON, MEGAN	TITLE 1/STOWE, NOT TO EXCEED 86 HRS	06/09/15 06/30/15
JOHNSTON, KACY	SEAT-BASED GEOMETRY/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
JUNGMAN, BRIAN	SPEC ED-ENGLISH/CHESTER CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
LARSEN, STEPHANIE	SCIENCE ACADEMY/PIEDMONT, NOT TO EXCEED 40 HRS	06/08/15 06/18/15
LEWIS, JAMIE	TITLE 1/LAURA MACARTHUR, NOT TO EXCEED 50 HRS	06/09/15 06/26/15
LINDBERG, TIM	SPEC ED-MATH/CHESTER CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
LIPPITT, MARTHA	TITLE 1/STOWE, NOT TO EXCEED 86 HRS	06/09/15 06/30/15
MANOPPO, PAUL	TITLE 1/LINCOLN PARK, NOT TO EXCEED 72 HRS	06/15/15 08/20/15
MARTINSON, LINDSEY	TITLE 1/PIEDMONT, NOT TO EXCEED 51.3 HRS	06/09/15 06/25/15
METZER, ADAM	TITLE 1/MYERS-WILKINS, NOT TO EXCEED 50 HRS	06/08/15 06/30/15
MULLER, MAGGIE	SEAT-BASED ENGLISH/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
NORMAN, ADRIAN	.5 SUMMER SCHOOL COORDINATOR/DW, STIPEND \$2500.00	
NORMAN, ADRIAN	.5 SUMMER SCHOOL PRINCIPAL/DW	06/15/15 08/21/15
OLSEN, LARA	TITLE 1/LAURA MACARTHUR, NOT TO EXCEED 50 HRS	06/09/15 06/26/15
OLSON, ANTHONY	SPEC ED-ENGLISH/MATH/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
OWENS, HEIDI	TITLE 1/PIEDMONT, NOT TO EXCEED 51.3 HRS	06/09/15 06/25/15
PERTTULA, MARY	TITLE 1/PIEDMONT, NOT TO EXCEED 51.3 HRS	06/09/15 06/25/15
POWLESS, KELLIE	SUMMER LEARNING LOSS PROG/MACARTHUR, NOT TO EXCEED 116 HRS	06/15/15 08/13/15
RADZAK, ANGELA	TITLE 1/LINCOLN PARK, NOT TO EXCEED 72 HRS	06/15/15 08/20/15
ROHLOFF, AMBER	SEAT-BASED BIOLOGY/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
ROSE, LUKE	TITLE 1/LAURA MACARTHUR, NOT TO EXCEED 50 HRS	06/09/15 06/26/15
SERRANO RIVERA, ALBERTO	EXCEL/MYERS-WILKINS	06/08/15 07/23/15
SORENSEN, STUART	INDEPENDENT STUDY-ENGLISH/ALC, NOT TO EXCEED 90 HRS	06/15/15 08/21/15
TAUS, MORGAN	TITLE 1/STOWE, NOT TO EXCEED 86 HRS	06/09/15 06/30/15
TUSKEN, THOMAS	SEAT-BASED SOCIAL STUDIES/DENFELD, NOT TO EXCEED 128 HRS	06/12/15 07/24/15
UPTON, CINDY	TITLE 1/LOWELL, NOT TO EXCEED 60 HRS	06/08/15 06/25/15
VALENTO, CHRISTINE	TITLE 1/LAURA MACARTHUR, NOT TO EXCEED 50 HRS	06/09/15 06/26/15
WICK, CARLY	TITLE 1/LINCOLN PARK, NOT TO EXCEED 72 HRS	06/15/15 08/20/15
WIDMAN, KATIE	SPEC ED-ENGLISH/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
WILLER, KIMBERLY	TITLE 1/MYERS-WILKINS, NOT TO EXCEED 110 HRS	06/08/15 06/30/15
WILLIAMS, ROBIN	TITLE 1/LAURA MACARTHUR, NOT TO EXCEED 50 HRS	06/09/15 06/26/15
Total: 62		

<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HAUSWIRTH, ANDY	SPECIAL ED EBD TEACHER/SUPERIOR ACADEMY, .7 TO .6	09/02/15 06/10/16
SARGENT, JOAN	SOCIAL WORKER/DENFELD, 1.0 TO .9	08/25/15 06/17/16
Total: 2		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
JACOBS, NICHOLAS	COORD COMMUNITY ED/DENFELD/LINCOLN, 40/50WKS, \$927/WK, J KRAMER	05/26/15
SHEIKH, SUMAIR	INTEGRATION SPECIALIST/DW, 40/4.8 WKS, \$28.34/HR	05/28/15 06/30/15
STRATIOTI, DIANA	OFFICE SUPPORT INTERMEDIATE/HOCHS/SPEC SVCS, 48 WKS TO 51 WKS	07/01/14 06/19/15
*Placeholder		
Total: 3		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
ANDERSON, STEVEN	ELECTRICIAN/FACILITIES, "A" MEDICAL LWOP	06/01/15 06/05/15
DAVIS, TRENT	SUPERVISORY PAR/LINCOLN, "A" PERSONAL LWOP	06/01/15 06/05/15
JAMES, SUSAN	INSTRUCTIONAL PARA/PIEDMONT, "B" PERSONAL LWOP	09/03/15 06/09/16
LANE, DANIEL	UTILITYPERSON I/DENFELD "A" MEDICAL LWOP	06/01/15 06/05/15
LUOMANEN, JEREMY	CUSTODIAN/MACARTHUR, "A" MEDICAL LWOP 04/27/15-TBD	04/27/15
MAYBERRY, SEAN	SUPERVISORY PARA/LINCOLN PARK, MILITARY LEAVE W/PAY	05/15/15
OSTROWSKI, KIM	HELPER/LESTER PARK, "A" PERSONAL LWOP	05/25/15 06/04/15
THOMPSON, BENJAMIN	CUSTODIAN/EAST, "A" MEDICAL LWOOP	05/25/15 06/05/15
Total: 8		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>
HALVORSON, MARY	INSTR PARA/PIEDMONT HDST, NOT TO EXCEED 40 HRS	06/16/15 07/31/15
HEMBREE, BRADLEY	ESY/SPECIAL ED PARA/DENFELD, NOT TO EXCEED 46 HRS	08/03/15 08/21/15
MARKLE, PATRICIA	OFFICE SUPPORT SPECIALIST SR/BARNES, NOT TO EXCEED 80 HRS	06/22/15 07/31/15
MOSELEY, DAVID	ESY/SPECIAL ED PARA/DENFEL, NOT TO EXCEED 52 HRS	08/03/15 08/21/15
OLSON, SARAH	INSTRUCTIONAL PARA/PIEDMONT, NOT TO EXCEED 60 HRS	06/09/15 06/25/15
OTTO, ZACHARY	ESY/SPECIAL ED PARA/DENFELD, NOT TO EXCEED 52 HRS	08/03/15 08/21/15
RICHARDS, SUSAN	EXECUTIVE ASST/BARNES, NOT TO EXCEED 200 HRS	06/22/15 07/31/15
TUOMINEN, ROBBIN	OFFICE SUPPORT SPECIALIST/HOCHS/HR, NOT TO EXCEED 24 HRS	06/08/15 06/12/15
Total: 8		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>
ANSTETT, DIANA	INTEGRATION SPECIALIST/DW, 38 WKS TO 41 WKS	06/08/15
TUOMINEN, ROBBIN	OFFICE SUPPORT SPECIALIST/HOCHS/HR, 24/38 WKS TO 24/41 WKS	08/17/15
Total: 2		

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ANDERSON, KAREN	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
ANDREWS, LINDA	HELPER/PIEDMONT, 15 HRS/WK, \$12.80/HR	06/15/15 07/23/15
BAILEY, ROBERT	HELPER/MYERS-WILKINS, 15 HRS/WK, \$11.40/HR	06/15/15 07/31/15
BARBER, PATTI	SATELLITE MGR II/LAURA MACARTHUR, 30 HRS/WK, \$14.22/HR	06/09/15 08/21/15
BATTEES, SUSAN	HELPER/STOWE, 15 HR/WK, \$11.40/HR	06/15/15 07/31/15
CAMPBELL, JAMES	ESY/SPECIAL ED PARA/DENFELD, NOT TO EXCEED 46 HRS	08/03/15 08/21/15
CARROLL, MIKILIA	HELPER/LOWELL, 15 HRS/WK, \$11.40/HR	06/15/15 07/31/15
DARNELL, LEAH	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 24 HRS	08/03/15 08/14/15
DESAUTEL, PEGGY	HELPER/MYERS-WILKINS, 14 HRS/WK, \$13.00/HR	06/10/15 07/31/15
DURENE, LISA	ESY/ASL INTERPRETER/LAURA MACARTHUR, NOT TO EXCEED 24 HRS	08/03/15 08/14/15
ERICKSON, LIANNE	SATELLITE MGR II/DW, 30 HRS/WK, \$14.22/HR	06/09/15 08/21/15
GEISSLER, SUSAN	SATELLITE MGR II/LOWELL, 30 HRS/WK, \$14.00/HR	06/09/15 08/21/15
HOWARD, APRIL	SPECIAL ED PARA/CHESTER CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
HURT, ROXANNE	ESY/SPECIAL ED PARA/DENFELD, NOT TO EXCEED 46 HRS	08/03/15 08/21/15
KARON, MARIA	SATELLITE MGR II/PIEDMONT, 30 HRS/WK, \$14.15/HR	06/09/15 08/21/15
KESTI, SHAREN	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
LUND, SHERRIE	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
MACDONALD, LAURIE	ASL INTERPRETER-SCIENCE ACADEMY/PIEDMONT, NOT TO EXCEED 40 HRS	06/09/15 06/18/15
MACDONALD, LAURIE	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
MCCRACKEN, CRYSTAL	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
MCCRACKEN, CRYSTAL	SPECIAL ED PARA/MERRITT CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
MCDONALD, DENNIS	SPECAIL ED PARA/MERRITT CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
MCKEEVER, JUDITH	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
MCKEEVER, JUDITH	SPECAIL ED PARA/CHESTER CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
MENDOZA, CRUZ	ESY/SPECIAL ED PARA/DENFELD, NOT TO EXCEED 46 HRS	08/03/15 08/21/15
MOLITOR, ANNETTE	INSTRUCTIONAL PARA/PIEDMONT, NOT TO EXCEED 60 HRS	06/09/15 06/25/15
MUSOLF, LESLIE	SPECIAL ED PARA/MERRITT CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
NORLAND, SHERRYANN	ESY/SPECIAL ED PARA/NOT TO EXCEED 40 HRS	08/03/15 08/14/15
NORMAN, JOANN	SATELLITE MGR II/DENFELD, 30 HRS/WK, \$14.22/HR	06/09/15 08/21/15
PACKINGHAM, DEBORAH	HELPER/STOWE, 15 HRS/WK, \$11.40/HR	06/15/15 07/31/15
PETERSON, CONNIE	ESY/SPECIAL ED PARA/DW, NOT TO EXCEED 92 HRS	07/20/15 08/20/15
PUFF, JODI	SATELLITE MGR II/LESTER PARK, 30 HR/WK, \$14.22/HR	06/09/15 08/21/15
RAISANEN, MOLINA	SATELLITE MGR II/LINCOLN PARK, 30 HRS/WK, \$13.33/HR	06/09/15 08/21/15
RANDA, KATHY	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
REEVES, AHMISA	TITLE 1 PARA/LINCOLN PARK, NOT TO EXCEED 32 HRS	06/15/15 06/25/15
REEVES, AHMISA	TITLE 1 PARA/LINCOLN PARK, NOT TO EXCEED 32 HRS	08/10/15 08/20/15
SUOMALA, TRACY	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
SWEARENGIN, SANDRA	HELPER/LESTER PARK, 15 HRS/WK, \$11.40/HR	06/16/15 07/31/15
THOMAS, TIFFANI	HELPER/LOWELL, 15 HRS/WK, \$11.40/HR	06/16/15 07/31/15
VALENTINE, SALLY ANN	HELPER/DENFELD, 15 HRS/WK, \$13.00/HR	06/15/15 07/31/15
VAN ALLEN, GEORGIA	SATELLITE MGR II/MYERS-WILKINS, 30 HRS/WK, \$13.86/HR	06/09/15 08/21/15
WABROWETZ, JENNIFER	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
WAKEFIELD, WENDY	SATELLITE MGR II/STOWE, 30 HRS/WK, \$14.15/HR	06/09/15 08/21/15
WALKER, TAMMY	ESY/SPECIAL ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS	08/03/15 08/14/15
WICK, SUSAN	HELPER/DENFELD, 15 HRS/WK, \$12.93/HR	06/10/15 07/31/15
Total: 45		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
SMITH, JAMIE	SPECIAL ED PROGRAM PARA/DENFELD, .8125 TO .9375	05/19/15 06/04/15
Total: 1		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HIGHLAND, RYAN	NETWORK ENGINEER/HOCHS	06/19/15
MACDONALD, DAVID	SPECIAL ED PARA/CHESTER CREEK	06/04/15
ST GERMAINE, SHELLY	BENEFITS COORDINATOR/HR/HOCHS	07/03/15
Total: 3		

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
GEPHART, JANE	OFFICE SUPPORT SR/CONGDON PARK	06/19/15
Total: 1		

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 5, 2015, unless another date is indicated below, in which case the employment of the particular teacher shall terminate on that date.

Sarah Remington – 7/17/15 - ***RESCIND***

2. **BE IT FURTHER RESOLVED** the Clerk of the School Board shall notify such teachers in writing before July 1, 2015, of the termination of their employment.

**Resolution #HR-7-15-3283
July 21, 2015**

HOURLY/SUBSTITUTE PAY RATE SHEET
Effective 8/1/2014-8/1/15 (excepted where noted)

	<u>RATE</u>	<u>New Rate</u>
<u>COMMUNITY EDUCATION</u>		
Lifeguard	\$ 9.00	
Locker Room Attendant	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Swim Instructor	\$ 11.00	
School-Aged Care/Pre-K Worker	\$ 8.00	\$9.00
Special Needs Helper	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Youth Development Programs		
-Cross Age Student Helper	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
-Youth Service Facilitator	\$ 12.50	
-Playground Leader	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
-Gym Supervisor	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
-Activity Leader	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
-Summer Youth Placement Coordinator	\$ 8.50	\$9.00
Site Supervisor Substitute	\$ 10.00	
Pool Director	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
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	\$9.00
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.		
*(Step B Current Maintenance Unit Bargaining Agreement)		
<u>MAINTENANCE AND CONSTRUCTION</u>		
Summer Hourly Substitute	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Snow Shovelers, Temporary	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Summer AV Repair	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Lead Person for Laborers	\$ 8.15	\$9.00
Summer Retired Trades People	Step A of MA CBA	
Welder and Other Skilled Trades	Step A of MA CBA	
<u>BUILDING OPERATIONS</u>		
Hourly Regular Substitute	\$ 8.50	\$9.00
Substitute for Licensed People	\$ 8.15	\$9.00
Summer Hourly	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Summer Hourly Lawn Crew	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Retired Custodian	*	
Retired Custodian II	*	
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 Increase 8/1/14-8/1/15	\$9.00
Skilled Tradesperson	Step A of MA CBA	
<u>PURCHASING (STOREROOM)</u>		
Hourly Regular Substitute	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Hourly Student	Minimum Wage Increase 8/1/14-8/1/15	\$9.00
Stock Clerk (Retired Employee)	Step A of MA CBA	

HOURLY/SUBSTITUTE PAY RATE SHEET
Effective ~~8/1/2014~~ 8/1/15 (excepted where noted)

<u>CLERICAL</u>		
Regular Substitute	\$ 9.00	\$10.00
Retired/Layoff Employees	\$ 13.50	Step 1 OSS of Clerical CBA
<u>EDUCATIONAL ASSISTANT</u>		
Instructional Assistant(Tutor)	\$ 8.75	\$9.00
Media Assistant	\$ 8.75	\$9.00
Supervisory Assistant	\$ 9.00	\$10.00
Special Education Assistant	\$ 9.00	\$10.00
Health Assistant	\$ 10.00	\$11.00
Hearing Impaired Assistant (Signer) (Transliterators 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	\$9.00
Cultural Assistant (no language skills)	\$ 9.00	\$9.00
Cultural Assistant (with language skills)	\$ 9.50	\$10.00
Community Assistant	\$ 8.50	\$9.00
Experience Center Manager	\$ 8.50	\$9.00
Career Center Assistant	\$ 8.00	\$9.00
Career Center Coordinator	\$ 12.50	
Occupational Therapy Assistant	\$ 9.50	\$10.00
Technical Tutor		
-Graphic Artist	\$ 9.00	\$10.00
-Cultural Assistant (with language skills)	\$ 9.50	\$10.00
-RDT	\$ 9.00	\$10.00
-Asian Oriented	\$ 9.00	\$10.00
-Evaluation/Testing	\$ 9.00	\$10.00
Child Care Assistant	\$ 9.00	\$10.00
Community Liaison	\$ 9.00	
Physical Therapist Assistant	\$ 13.95	\$14.00
Mental Health practitioner Sub	\$ 12.00	
<u>MISCELLANEOUS</u>		
HRA Headstart Resource Aide	\$ 8.00	\$9.00
Desegregation Assistant	\$ 8.00	\$9.00
Cafeteria/Playground Monitor	\$ 8.50	\$9.00
Crossing Guard	\$ 8.00	\$9.00
Work Study	\$ 8.00	\$9.00
Accounting Intern	\$ 8.00	\$9.00
GED Examiner	\$ 20.00	
Parental Involvement Coordinator	\$ 8.00	\$9.00
Indian Adult Basic Education Assistant	\$ 8.75	\$9.00
Assistant Examiner	\$ 8.00	\$9.00
Systems Maintenance Technician	\$ 21.54	
Technology Student Intern(ISD#709 Student)	\$ 8.00	\$9.00
Technology Student Intern (after 17 months)	\$ 8.00	\$9.00
Technology Intern (2 yrs college or above)	\$ 11.00	\$12.00
Help Desk Technician	\$ 12.82	\$13.00
Deli Operator	\$ 14.00	
Headstart Nutritionist	\$ 25.00	
<u>SUBSTITUTE TEACHERS</u>		
All Certified Substitutes	\$ 100.00	\$125.00
Certified Retired Substitutes Only	\$ 105.00	\$130.00
Teacher Hourly Rate of Pay 7-1-14	\$ 21.03	

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. ~~Support~~ Uphold the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
- ~~3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.~~ Model civility to students, employees, and all elements of the community by behaving in a respectful, professional manner towards other school board members and district employees.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. ~~Insist~~ Ensure that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
- ~~2. Attempt to obtain adequate financial support for the school district's programs.~~
- ~~3.~~ 2. ~~Insist~~ Ensure that business transactions of the school district be ethical and open.

43. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. ~~Assure that the school district will be administered by the best professional personnel available.~~ Vote on all personnel matters before the school board based on the needs of the school district, rather than any personal bias or personal motivation.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. ~~Offer the superintendent counsel and advice.~~
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. ~~Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.~~

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration. By way of example, this includes but is not limited to, refraining from making any promise regarding votes on any proposition in advance of meetings at which the proposition will be considered by the school board and complying with all applicable laws restricting gifts to school board members.
7. Guard the confidentiality of information that is protected under applicable law.

Subject to applicable law, violation of this policy may constitute grounds for censure, removal from internal school board officer position (e.g., chair, vice chair, secretary), removal from school board committee(s), and/or removal from the school board.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

MSBA/MASA Model Policy 209 (Code of Ethics)

RRM: 201511

Adopted: 06-09-1970 ISD 709

Revised: 04-12-1977

06-20-1995

07-18-2000

2nd Reading: 07-21-2015 ISD 709
