

## **Human Resources Committee**

Monday, September 14, 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 - Individual Contracts

#### **3. \*Placeholder - Approval of New Policy 4180 - Workload Limits for Certain Special Education Teachers - Second Reading**

#### **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: 9/22/2015**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
AHERN, JENNIFER	.6 MATH TOSA/ALC, .4 MATH TOSA/AEO, III 6	09/02/15
ANSTETT, DIANA	.2 FTE OJIBWE/DENFELD, .2 FTE OJIBWE/EAST, VI 3	09/02/15
BROWN, LISA	ECFE PARENT EDUCATOR/DW, IV 9, S PIERRE	09/02/15
FONSECA, MICHELLE	GRADE 2/LAURA MACARTHUR, III+15 8, D DAHL	09/02/15
GERSTER, GABRIELLE	ART/LAURA MACARTHUR, III 1, C VALENTO	09/02/15
GLOMSKI, EMILY	GRADE 3/LAURA MACARTHUR, III 2, G WATTERSON	09/02/15
HANSON, CHAD	.4 MUSIC TOSA-CONTRACT HOURLY/ALC, III 2	09/02/15
HENDRICKX, SARA	SPECIAL ED LD/LINCOLN PARK, III+30 6, K DRENGLER	09/02/15
HEWITT OROBONA, STACEY	SPECIAL ED LD/EAST, IV 6, K DRENGLER	09/02/15
HUTCHISON, KATIE	.8 GRADE 6/.2 MATH/LINCOLN PARK ELEM, III 4, S ANDERSON	09/02/15
ISENBERG, EMILY	.6 ART/MYERS-WILKINS,.2 ART/MERRITT CREEK,.2 ART/CHESTER CREEK, III 7	09/02/15
MCCORMICK, KAREN	.5 SPECIAL ED ADAPTIVE PHY ED/DW, III 5, J COPAS	09/02/15
METZER, ADAM	.8 GRADE 5/MYERS-WILKINS, III+45 2	09/02/15
NORMAN, EMILY	SPECIAL ED DCD III/LAURA MACARTHUR, III 4, K WIDMAN	09/02/15
PECK, JODY	GRADE 2/LAURA MACARTHUR, III 5, G JOHNSON	09/02/15
PERKINS, JACOB	MATH/LINCOLN PARK, IV 4, J COLE	09/02/15
REMINGTON, SARAH	SPECIAL ED EBD/WOODLAND HILLS ACADEMY, III+45 2, A BERGMAN	09/02/15
RICE, STEPHEN	SPECIAL ED LD/LINCOLN PARK, III+15 8, J JUBENVILLE	09/02/15
SCHREIBER, SANDRA	SCHOOL PSYCHOLOGIST/DW, IV+45 9, P DEARTH	09/02/15
SEXTON, SARAH	SPECIAL ED ECSE 3-5 OUTREACH/DW,IV 6, C BEAVER	09/02/15
STAUBER, RACHAEL	MATH/DENFELD, III 3, J HILLE	09/02/15
YAKLE, ALLISON	KINDERGARTEN/LAURA MACARTHUR, III 3, H ANDRYS	09/02/15
Total: 22		

<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BARNES, JANE	ECFE PARENT EDUCATOR/BARNES, NOT TO EXCEED 58.25 HRS, CHG IN HRS	06/08/15 09/01/15
CHEDERQUIST, KEVIN	INDUSTRIAL ARTS-FAB LAB, NOT TO EXCEED 160 HRS	08/01/15 08/31/15
GOODREAU, AMANDA	EARLY CHILDHOOD/MACARTHUR HEAD START, NOT TO EXCEED 41.5 HRS, CHG IN HRS	06/08/15 08/31/15
GUDDECK, JULIE	ESY/-DEAF HARD OF HEARING/DW, NOT TO EXCEED 42 HRS, CHG IN HRS	08/03/15 08/14/15
JOHNS, SHERI	STAR/ALC, NOT TO EXCEED 190 HRS, CHANGE IN HRS	06/08/15 08/19/15
JOHNSON, ELISABETH	HEAD START/PIEDMONT, NOT TO EXCEED 40 HRS, CHANGE IN HRS	06/16/15 07/31/15
NORMAN, ADRIAN	ADMIN/PRINCIPAL/ALC, NOT TO EXCEED 130 HRS, CHANGE IN DATES & HRS	06/16/15 08/27/15
SCHINGEN, JOSEPH	TOSA/ALC, NOT TO EXCEED 25 HRS	06/16/15 08/27/15
Total: 8		

<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
HULL, CHRISTEN	GRADE 5/LAKEWOOD, 1.0 FTE POLICY #4125 LWOP	09/02/15 06/10/16
MCCLIMEK, BETH	SOCIAL STUDIES/EAST, PARENTAL LWOP	09/10/15 11/28/15
TONKIN, JEANNE	FACS/ORDEANEAST, 1.0 FTE MID-CAREER	09/02/15 01/01/19
Total: 3		

<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
CAVEN, KARLY	SOCIAL STUDIES/EAST/ IV+45 2 , B MCCLIMEK	09/02/15 11/27/15
Total: 1		

<b><u>CERTIFIED SUMMER SCHOOL</u></b>	<b><u>POSITION/LOCATION/SUMMER SCHOOL</u></b>	<b><u>EFFECTIVE DATES</u></b>
BOWEN-BAILEY, HOLLY	EXCEL/ORDEAN EAST, NOT TO EXCEED 53 HRS	08/04/15 08/27/15
GLOCKLE, NATHAN	.5 SUMMER SCHOOL PRINCIPAL/DW, NOT TO EXCEED 125 HRS, CHANGE IN HRS	06/15/15 08/21/15
IRVINE, MARY	EXCEL/CONGDON, NOT TO EXCEED 45 HRS	08/17/15 08/28/15
JUTEN, JANE	EXCEL/ORDEAN EAST, NOT TO EXCEED 53 HRS	08/04/15 08/27/15
NELSON, PAMELA	EXCEL/ORDEAN EAST, NOT TO EXCEED 53 HRS	08/04/15 08/27/15
OLSEN, LARA	EXCEL/CONGDON, NOT TO EXCEED 45 HRS	08/17/15 08/28/15
TEICHROEW, JULIE	EXCEL/ORDEAN EAST, NOT TO EXCEED 53 HRS	08/04/15 08/27/15
Total: 7		

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
BLAZEJAK, JENNIFER	SPEC ED PROG PARA/LAURA MACARTHUR, 31.25/38WKS, \$17.69, A MOLITOR	09/02/15
DOLENTZ, JACQUELINE	OFFICE SUPPORT SPECIALIST SR/CONGDON, 40/45 WKS, \$17.60, J GEPHART	08/17/15
EDWARDS, MICHELLE	FOOD SERVICE HELPER/HOMECROFT, 38/15, \$10.82, L WEST	09/02/15
GIAMBALVO, CLAIRE	SPEC ED PARP-LPN/DENFELD, 37.5/38WKS, \$17.07, D NICHOLSON	09/02/15
GRETHEN, WENDY	SPV PARA/EAST, 19/38WKS, \$14.23, K BUCKLEY	09/02/15
HANKS, ROBIN	CULTURAL IMMERSION PROG PARA/LOWELL, 40/38WKS, J CHALMERS	09/02/15
KERNITZ, DEANNA	SPEC ED BW PARA/ORDEAN EAST, 38/32.5 WKS, \$15.08, A BLANKENSHIP	09/02/15
KIMBALL, ASHLY	SPV PARA-COMM ED/LINCOLN PARK, 19/38WK, \$14.23	09/02/15
LARSEN, STEPHANIE	SPEC ED PROG PARA/STOWE, 31.25/38WKS, \$16.36, J BLAZEJAK	09/02/15
MASSIE, BEVERLY	SPEC ED PARA-BW/MYERS-WILKINS, 31.25/38WKS, \$16.61, S NORLAND	09/02/15
MCLEETE, LORANDA	SPEC ED PARA-BW/ORDEAN EAST, 32.4/38WKS, \$15.08, A BLANKENSHIP	09/02/15
MOOERS, BRIAN	SPEC ED PARA-BW/DENFELD, 32.5/38WKS, \$15.08, S URNESS	09/02/15
MORISSEAU, MARIA	SPEC ED PROG PARA/ORDEAN EAST, 32.5/38WKS, \$15.08, S PASARIBU	09/02/15

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
PETERSON, TERESA	SPEC ED PROGRAM PARA/LESTER PARK, 31.25/38 WKS, \$16.98, P BERGSTROM	09/02/15
PILLSBURY, CHARLES	SPV PARA/ORDEAN EAST, 32.5/38WKS, \$14.23, S REDMAN	09/02/15
RODRIGUE, JEANNE	INSTR PARA-HEAD START/DW, 19.75/38WKS, \$15.08, B BLINDAUER	09/02/15
TOMAICH, DERICK	SPEC ED PROG PARA-MALE REQ/MACARTHUR, 31.25/38 WKS, \$15.08, D LUCKSTEIN	09/02/15
Total: 17		
<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>
BLEVINS, SHARIE	OFFICE SUPPORT SPEC INTER/HOCHS HR, NOT TO EXCEED 80 HRS	06/23/15 07/21/15
SISLO, KATHRYN	OFFICE SUPPORT SPEC INTER/WOODLAND HILLS ACADEMY, NOT TO EXCEED 16 HRS	06/15/15 07/17/15
Total: 2		
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
DAY, ANGELA	PRE-LICENSED SIGN LANGUAGE INTERPRETER/DW, .8125 TO .78125	09/02/15
Total: 1		
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
MACDONALD, LAURIE	LICENSED SIGN LANGUAGE INTERPETER/DW, .78125 TO .8125	09/02/15
Total: 1		
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BERGSTROM, PAUL	ED ASST/SPEC ED PARA/LESTER PARK	08/31/15
GILBERT, JENNIFER	SPEC ED PARA/DENFELD	08/05/15
MOLITOR, ANNETTE	SPEC ED PARA/LAURA MACARTHUR	07/23/15
WHITE, KAREN	PRESUMED RESIGNATION/OFFICE SUPP SR/EAST	08/05/15
Total: 4		
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
GRAVES, JEFFREY	MAINT/ENGINEER -HEAT-VENT-EQUIP/FACILITIES	09/11/15
OLSON, JOHN	MAINTENANCE AUTO MECHANIC/TRANSPORTATION	07/01/15
SNOW, GARY	MAINT/FIREPERSON I/LAURA MACARTHUR	08/31/15
SOUFFLET, BARBARA	CLERICAL/OFFICE SUPPORT SENIOR/LESTER PARK	12/31/15
ZAHORIK, MARGARET	SPEC ED PARA JOB COACH/ALC	08/13/15
Total: 5		
<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ULVESTAD, ANNMARIE	KEYZONE SITE SUPV/LAURA MACARTHUR, 1.0 TO .2625	08/19/15 08/31/15
Total: 1		
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HALL, JEFFREY	SPEC ED PARA-BW/HOMECROFT, .78125 TO .8125	09/08/15 06/09/16
SUNDEEN, SALLY	SPEC ED PARA-BW/HOMECROFT, .78125 TO .8125	09/08/15 06/10/16
Total: 2		

## 4180 Workload Limits for Certain Special Education Teachers

*[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]*

*[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employers Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*

### I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

#### B. Direct Services

"Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

#### C. Indirect Services

"Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

#### D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

*Legal References:* Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

*Cross References:* MSBA/MASA Model Policy 427 (Workload Limits for Certain Special Education Teachers)  
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services - Special Education)

Adopted: 2nd Reading 09-22-2015 ISD709