

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, May 16, 2017

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- 1. Staffing Report Action Items** **2**
- 2. Other HR Action Items**
 - A. Approval of additional "Hourly/Substitute Pay Rate Sheet" wage increase effective 5/16/17 **4**
- 3. Informational Items**
 - A. There are no HR Informational Items at this time.
- 4. Future Items**
 - A. There are no Future HR Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 05/16/2017**CERT APPOINTMENT**

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BENTON, GABRIELLE	SCHOOL PSYCHOLOGIST/DW/IV+45, 7, J. NEUHARTH	08/29/17
KAPPAH, NATALIE	SPANISH IMMERSION GRADE 1/LOWELL/III, 3, NEW POSITION	08/29/17
MANDELIN, KATHERINE	SCHOOL PSYCHOLOGIST/DW/IV+45, 7, S. SCHREIBER	08/29/17
STOKKE, KARA	PHYSICAL THERAPIST/DW/PHD V, 9, A. LUNDSTEN	08/29/17
STROM, MARIA	SPANISH IMMERSION KINDERGARTEN/LOWELL/III+15, 8, NEW POSITION	08/29/17
Total: 5		

CERT EXTENSION

<u>CERT EXTENSION</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
AHERN, JENNIFER	TARGET SERVICES/ALC, MATH 90 HRS	06/20/17 08/17/17
BREILEIN, ALEXANDRA	TARGET SERVICES/ALC, ART 45 HRS	06/20/17 08/17/17
DESCOMBAZ, MICHAEL	TARGETED SERVICES/ALC, IEP REVIEW 30 HRS	06/12/17 08/17/17
DESCOMBAZ, MICHAEL	TARGETED SERVICES/ALC, PHY ED 45 HRS	06/20/17 08/17/17
FORBORT, SCOTT	TARGETED SERVICES/ALC, ENGLISH 90 HRS	06/20/17 08/17/17
GANGENESS, NANCY	SCHOOL NURSE/BARNES HEADSTART, 80 HRS	06/12/17 06/23/17
HALVER, DEBRA	TARGET SERVICES/ALC, MATH 90 HRS	06/20/17 08/17/17
HANSON, CHAD	TARGET SERVICES/ALC, MUSIC 45 HRS	06/20/17 08/17/17
JOHNS, SHERI	TARGET SERVICES/ALC, INDEPENDENT STUDY 120 HRS	06/12/17 08/25/17
MCDONALD, SUE	BARNES HEADSTART, PRE-KINDERGARTEN UP TO 40 HRS	06/12/17 06/16/17
MICKOLAJAK, TODD	TARGET SERVICES/ALC, SPEC EDUC IEP 30 HRS	06/20/17 08/17/17
SMITH, HAMILTON	TARGET SERVICES/ALC, SCIENCE 90 HRS	06/20/17 08/17/17
SODERBERG, CARL	TARGET SERVICES/ALC, SOCIAL STUDIES 90 HRS	06/20/17 08/17/17
THOUIN, PHILLIP	TARGET SERVICES/ALC, 90 HRS	06/20/17 08/17/17
VOLD, CHRIS	ACADEMIC EXCELLENCE ONLINE, NOT TO EXCEED 40 HRS	06/12/17 08/25/17
WILLIAMS, PAULA	TARGET SERVICES/ALC, GUIDANCE COUNSELOR 120 HRS	06/12/17 08/25/17
WINTERFELD, KARLA	TARGET SERVICES/ALC, 45 HRS	06/20/17 08/17/17
ZWAK, MICHAEL	TARGETED SERVICES/ALC, 90 HRS	06/20/17 08/17/17
Total: 18		

CERT LEAVES

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
HATFIELD, KATHRYN	SPEC ED AUTISTIC/HOCHS, PARENTAL LWOP, CHANGE IN DATES	03/10/17 03/30/17
Total: 1		

CERT LONG TERM SUB

<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
GIMPEL, SHERRI	SPEC ED AUTISM/PIEDMONT, III 2, A WATTERS	04/10/17 05/30/17
MOE, JESSICA	GRADE 1/PIEDMONT, III 2, K STARIHA, TO BE DETERMINED	02/27/17
SEITZ, DANIELLE	OCCUPATIONAL THERAPIST/DW, IV 9, K KEELOR	04/12/17 06/09/17
Total: 3		

CERT RESIGNATION

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HULL, CHRISTEN	GRADE 5/LAKEWOOD	06/09/17
Total: 1		

CERT RETIREMENT

<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
CHESLEY, SANDRA	ADAPTIVE PHY ED/MACARTHUR	06/09/17
FALK, MARY	MATH/EAST	06/09/17
FITZGERALD-ANDERSON, MARY	GRADE 1/STOWE	06/09/17
HEIKKINEN, LEE	GRADE 1/MYERS-WILKINS	06/09/17
KEELOR, KIMBERLY	SPEC ED OT/ORDEAN	04/07/17
SMITH, SHIRLEY	MUSIC SPECIALIST/PIEDMONT	06/09/17
SOLIN, SUSAN	MEDIA SPECIALIST/LINCOLN PARK	06/09/17
SULLIVAN, JANE	GRADE 3/LOWELL	06/09/17
UDESEN, LEANN	LEARNING DISABLED/ORDEAN EAST	06/09/17
Total: 9		

CERT TEMP INCREASE

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ACHTERHOFF, STACEY	ESL/DW, 1/6 OVERLOAD	04/12/17 06/09/17
GROVER, MELISSA	ESL/DW, .6 TO .6875	04/12/17 06/09/17
SERRANO RIVERA, ALBERTO	ESL/LINCOLN PARK, .9 TO .9875	04/12/17 06/09/17
SUNDAL, JENNIFER	PARENT EDUCATOR/ECFE/LESTER, .75 TO 1.0, L GLASER	04/24/17 04/28/17
Total: 3		

NONCERT APPOINTMENT

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
ANDERSON, KEVIN	INTEGRATION SPECIALIST/DW, 40/41WKS, \$930.00/WK, TEMP POS	03/29/17 06/16/17
JOHNSON, JOSEPH	SCHOOL CUST II/EAST, 40/52WKS, \$11.96/HR, M MONROE	04/10/17
KRANZ, JUDD	SCHOOL CUST II/ORDEAN EAST, 40/52WKS, \$11.96/HR, CHANGE IN DATES	04/17/17
SAWYER, KRISTEN	SPEC ED PARA/BW/ECSE/PIEDMONT, 14/38WKS, \$15.38/HR TEMP POS	04/10/17 06/02/17
WITHERSPOON, STEPHAN	INTEGRATION SPECIALIST/DW, 30/41WKS, \$697.57/WK, TEMP POS	03/27/17 06/16/17
Total: 5		

NONCERT DEMOTION

<u>NONCERT DEMOTION</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
WOLF, BRADLEY	SCHL CUST II/DENFELD, MAINT CUST/LOWELL, \$12.62, RELEASED ON PROBATION	04/15/17
Total: 1		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>	
AMMESMAKI, MARCUS	CULTURAL IMMERSION PARA/PROG/LOWELL, NOT TO EXCEED 40 HRS	04/03/17	04/07/17
CONLEY, KELLEY	MISA/ABE, NOT TO EXCEED 40 HRS	04/03/17	04/07/17
HANKS, ROBIN	CULTURAL IMMERSION PARA/PROG/LOWELL, NOT TO EXCEED 40 HRS	04/03/17	04/07/17
MORLANG, SHILO	FIELD SUPPORT/HOCHS/TECHNOLOGY, NOT TO EXCEED 40 HRS	04/03/17	04/07/17
Total: 4			
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>	
BUNNELL, EMMA	HELPER/LINCOLN, 'B' LEAVE W/O PAY, TO BE DETERMINED	04/12/17	
DUVALL, JACQUELINE	SPEC ED PARA/DENFELD, 'A' MEDICAL LEAVE W/O PAY, TO BE DETERMINED	04/18/17	
HOWARD, APRIL	SPEC ED PARA/LINCOLN PARK, 'A' MEDICAL LEAVE W/O PAY	04/11/17	04/21/17
NEVALA, JENNIKA	SPEC ED PARA/ORDEAN EAST, 'A' MEDICAL LEAVE W/O PAY, TO BE DETERMINED	04/11/17	
SIEGLE, KARIANNE	SPEC ED PARA/STUD SPEC/CHESTER CREEK, 'A' PERSONAL LEAVE W/O PAY	04/25/17	04/28/17
SWARD, CINDY	SPEC ED PARA/LESTER, 'A' MEDICAL LEAVE W/O PAY, TO BE DETERMINED	03/15/17	
Total: 6			
<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>	
SWANSON, KAREN	HELPER/PIEDMONT, 15/38WKS, \$11.04/HR	03/06/17	06/08/17
ZEBOTT, SHERRY	HELPER/EAST, 18.75/38WKS, \$11.04/HR	03/08/17	06/08/17
Total: 2			
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
GERTH, HEATHER	LIFEGUARD/LINCOLN PARK	05/01/17	
Total: 1			
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
CONLEY, KELLEY	MISA PARA/HOCHS/ABE	06/30/17	
HUNGER, GAYLE	OFFICE SUPPORT SPECIALIST SR/LOWELL	09/01/17	
MASON, GWEN	EXECUTIVE ASSISTANT/HOCHS/FINANCE	08/31/17	
OSBORNE, DAVID	PAINTER/FACILITIES	07/14/17	
TULLGREN, WENDY	SPEC ED PARA/EAST	06/09/17	
WICK-ZEMAN, SHELLY	SPEC ED INSTR PARA/STOWE	06/09/17	
Total: 6			
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
MCKOWSKI, RYAN	HELPER/ORDEAN EAST, .40625 TO .46875	03/27/17	06/08/17
PETERSON, TERESA	SPEC ED PARA/BW/LAKEWOOD, .65625 TO .71875	04/24/17	06/08/17
SALMELA, GAYLE	INSTR PARA/HDST/MYERS-WILKINS, .45 TO .50, STUDENT NEEDS	03/13/17	04/13/17
STRONG, GWENDOLYN	INSTR PARA/HDST/STOWE, .40 TO .45	03/27/17	06/09/17
SWARD, VICKI	HELPER/ORDEAN EAST, .40625 TO .46875	03/27/17	06/08/17
WRIGHT, MELISSA	INSTR PARA/HDST/MACARTHUR, .40 TO .45	03/27/17	06/09/17
ZEBOTT, SHERRY	HELPER/EAST, .46875 TO .53125	03/12/17	06/08/17
Total: 7			

HOURLY/SUBSTITUTE PAY RATE SHEET
Updated 05/16/17 ~ Effective 05/16/17 (excepted where noted)

POSITIONS	SPECIAL NOTES	RATE
<u>COMMUNITY EDUCATION</u>		
Lifeguard		\$ 10.00
Locker Room Attendant		\$ 9.50
Swim Instructor		\$ 11.50
School-Aged Care/Pre-K Worker		\$ 9.50
Special Needs Helper		\$ 9.50
Youth Development Programs		
-Cross Age Student Helper		\$ 9.50
-Youth Service Facilitator		\$ 12.50
-Playground Leader		\$ 9.50
-Gym Supervisor		\$ 9.50
-Activity Leader		\$ 9.50
-Summer Youth Placement Coordinator		\$ 9.50
Site Supervisor Substitute		\$ 10.50
Pool Director		\$ 9.50
Temporary Building Coordinator		\$ 12.50
Puppeteer		\$ 10.00
American Indian Facilitator		\$ 9.75

<u>FOOD SERVICE</u>		
Food Service Substitute/Non -Unit Helper		\$ 9.50
Cook and Head Cook Substitute		\$ 10.00
Production Manager Substitute		\$ 10.50
Satellite Manager Substitute		\$ 10.50
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		\$ 9.50
Snow Shovelers, Temporary		\$ 9.50
Summer AV Repair		\$ 9.50
Lead Person for Laborers		\$ 9.50
Summer Retired Trades People	Step A-Step B of MA CBA	
Welder and Other Skilled Trades	Step A of MA CBA	

<u>BUILDING OPERATIONS</u>		
Hourly Regular Substitute		\$ 11.00
Substitute for Licensed People		\$ 9.50
Summer Hourly and Summer Hourly Lawn Crew		\$ 9.50
Retired Custodian		*
Retired Custodian II		*
Retired Fireperson I		\$ 11.85
Retired Fireperson II		*
Retired Engineer	(Eng. 1*/Eng. 2*/Eng. 3*/Eng. 4*)	

*(Step B Current Maintenance Unit Bargaining Agreement)

<u>TRANSPORTATION</u>		
Substitute for Bus Driver (regular route)	Step A of MA CBA	
Field Trip		\$ 10.00
Bus Helper		\$ 9.50

<u>PRINT SHOP</u>		
Summer Hourly		\$ 9.50
Skilled Tradesperson	Step A of MA CBA	

<u>PURCHASING (STOREROOM)</u>		
Hourly Regular Substitute		\$ 9.50
Hourly Student		\$ 9.50
Stock Clerk (Retired Employee)	Step A of MA CBA	

HOURLY/SUBSTITUTE PAY RATE SHEET
Updated 05/16/17 ~ Effective 05/16/17 (excepted where noted)

<u>CLERICAL</u>	
Regular Substitute	\$ 10.00
Retired/Layoff Employees	OSS Step 1 of Clerical CBA

<u>PARAPROFESSIONALS</u>	
Instructional Assistant(Tutor)	\$ 9.50
Media Assistant	\$ 9.50
Supervisory Assistant	\$ 10.00
Special Education Assistant	\$ 10.00
Health Assistant	\$ 11.00
Hearing Impaired Assistant (Signer) (Transliterators Non-Licensed)	\$ 13.00
Licensed Interpreter for the Deaf	\$ 20.00
Special Education Assistant (LPN License Required)	\$ 16.50
Special Education Assistant (RN License Required)	\$ 22.50
Indian Oriented Assistant	\$ 9.50
Cultural Assistant (no language skills)	\$ 9.50
Cultural Assistant (with language skills)	\$ 10.00
Community Assistant	\$ 9.50
Experience Center Manager	\$ 9.50
Career Center Assistant	\$ 9.50
Career Center Coordinator	\$ 12.50
Occupational Therapy Assistant	\$ 10.00
Technical Tutor	
-Graphic Artist	\$ 10.00
-Cultural Assistant (with language skills)	\$ 10.00
-RDT	\$ 10.00
-Asian Oriented	\$ 10.00
-Evaluation/Testing	\$ 10.00
Child Care Assistant	\$ 10.00
Community Liaison	\$ 9.50
Physical Therapist Assistant	\$ 14.00
Mental Health Practitioner Sub	\$ 12.00

<u>MISCELLANEOUS</u>	
HRA Headstart Resource Aide	\$ 9.50
Desegregation Assistant	\$ 9.50
Cafeteria/Playground Monitor	\$ 9.50
Crossing Guard	\$ 9.50
Work Study	\$ 9.50
Accounting Intern	\$ 9.50
GED Examiner	\$ 20.00
Parental Involvement Coordinator	\$ 9.50
Indian Adult Basic Education Assistant	\$ 9.50
Assistant Examiner	\$ 9.50
Systems Maintenance Technician	\$ 21.54
Technology Student Intern(ISD#709 Student)	\$ 9.50
Technology Student Intern (after 17 months)	\$ 9.50
Technology Intern (2 yrs college or above)	\$ 12.00
Help Desk Technician	\$ 13.00
Deli Operator	\$ 14.00
Headstart Nutritionist	\$ 25.00

<u>SUBSTITUTE TEACHERS</u>	
All Certified Substitutes	\$ 125.00
Certified Retired Substitutes Only	\$ 130.00
Teacher Hourly Rate of Pay 7/1/16	\$ 21.03