

Human Resources Committee
Duluth Public Schools, ISD 709
Agenda
Monday, December 11, 2017
UnitedHealth Group Building
4316 Rice Lake Road
Suite 108
Duluth, MN 55811
4:15 PM

1. **Staffing Report Action Items** 2
2. **Other HR Action Items**
 - A. *Placeholder - Hourly Wage Rates for Hourly Employees 4
3. ***Placeholder - Approval of NonCert Business Collective Bargaining Agreement - Resolution # HR-12-17-3496**
4. ***Placeholder - Position Changes**
5. **Informational Items**
 - A. Pay Equity Report
6. **Future Items**
 - A. There are no Future HR Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 12/19/2017

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BERVEN, ABBY	SPECIAL ED EBD RESOURCE/MYERS-WILKINS, III+30 3, A AKUAMOAH-BOATENG	11/20/17
FOSTER, PAMELA	GRADE 2-3 SPLIT/LAKEWOOD, III+15 4, B ANTONICH, TEMP POS	12/04/17 06/08/17
IRVINE, MARY	KINDERGARTEN/MYERS-WILKINS, III 5, H JOHNSON, TEMP POS	11/27/17 06/08/17
MALY, ERIN	.2 SPEC ED HOMEBOUND/DW, III 2	11/14/17
MALY, ERIN	.4 SPEC ED LD RESOURCE/LINCOLN PARK, 111 2, C SCHICK	11/14/17
SHAW, NATHAN	.9 ENGLISH/DENFELD, III+45 4, P LELAND	11/20/17
*Placeholders		
Total: 6		
<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>
ANDERSON, JESSICA	.6 ASST GIRLS SWIM COACH/EAST, 17/18, \$2,858.00	12/19/17
Total: 1		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
LETKO, ANN	MATH INTERVENTIONIST/LINCOLN PARK, A" MEDICAL LWOP, DATE TBD"	11/10/17
*Placeholder		
Total: 1		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
CUMMINS, JOHANNA	.8 SPANISH/EAST, III 2, C COFFEY-SCHORR, CHANGE IN DATES	10/09/17 11/22/17
CUMMINS, JOHANNA	SPANISH/DENFELD, III 2, R ALM	11/23/17 12/18/17
MORISSEAU, MARIA	GRADE 1/MYERS-WILKINS, 111+15 2, T NELSON, CHANGE IN DATES	08/29/17 11/17/17
MORISSEAU, MARIA	SPECIAL ED LD/STOWE, III+15 2, M TAUS	11/20/17 02/12/18
ROBINSON, RACHEL	GRADE 1/PIEDMONT, III 2, J LABOONE, TO BE DETERMINED	11/06/17
ULVESTAD, ANNMARIE	GRADE 1/MACARTHUR, III 2, R LARSEN, CHANGE IN DATES	11/17/17 11/17/17
ULVESTAD, ANNMARIE	KINDERGARTEN/MACARTHUR, III 2, J LEWIS, TO BE DETERMINED	11/20/17
WOLFE, SAMANTHA	KINDERGARTEN/PIEDMONT, III 2, J LEVOIR, CHANGE IN DATES	09/08/17 11/17/17
*Placeholder		
Total: 8		
<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
MACIOCE, MARIA	ENGLISH/DENFELD, .90 TO 1.0	08/29/17
Total: 1		
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
JOHNSON, HOLLY	KINDERGARTEN/MYERS-WILKINS	11/17/17
*Placeholder		
Total: 1		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HAWORTH, MARY ELLEN	SCHOOL NURSE/CONGDON	01/05/18
*Placeholder		
Total: 1		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BLACK, JENNIFER	OFFICE SUPP SPEC INTERM/HOCHS/SPECIAL SERVICES, 40/52WKS, \$16.01/HR, B VIETHS	11/09/17
BRADFORD, HEATHER	2ND PARA/HDST/HOMECROFT, 18/38WKS, \$15.38/HR, D MONGAN	11/20/17
DAVIDSON, REBECCA	SPEC ED PARA/BW/ORDEAN EAST, 32.5/38WKS, \$15.38/HR, NEW POS	11/09/17
ENGBRETSSEN, KATRINA	SPEC ED PARA/BW/MACARTHUR, 31.25/38WKS, \$15.38/HR, J WABROWETZ	11/14/17
HEIM, DONNA	OFF SUPP SPEC INTERM/EAST, 40/52WKS, \$16.01/HR, J BENNETT	11/13/17
JOHANSON, ERICK	SCHOOL CUSTODIAN II/EAST, 40/52WKS, \$11.96/HR, G GRANMO	11/01/17
LAVIGNE, NICHOLAS	SPEC ED PARA/STUD SPEC/MACARTHUR, 25/38WKS, \$15.38/HR, NEW POS	11/27/17
MATHIAS, AMANDA	HELPER/EAST, 18.75/38WKS, \$11.04/HR	09/18/17
PETERSON, DANIEL	ASST SUPV TRANSPORTATION/TRANSPORTATION, 40/52WKS, \$1,054/WK, W POLSON	11/20/17
SLOBODYAN, IRYNA	SPEC ED PARA/BW/LESTER PARK, 16/38WKS, \$15.38/HR, NEW POS	10/25/17
*Placeholder		
Total: 10		
<u>NONCERT DEMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
BUSSEY, JOSEPH	SUPV PARA/ORDEAN EAST, SPEC ED PARA/STUD SPEC/MERRITT, \$14.51/HR	11/10/17
Total: 1		
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
GUDDECK, ALONDRA	PARA/ECSE/DW, A" LWOP"	12/18/17 12/22/17
NELSON, KIM	INSTR PARA/HDST/MYERS-WILKINS, A" LWOP"	10/23/17 10/29/17
SANDS, ALEXANDER	SUPV PARA/EAST, A" LWOP"	11/15/17 12/19/17

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
*Placeholder Total: 4		
<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
ANTHONY, GAIL	HELPER/LESTER, 15/38WKS, \$11.05/HR, TEMP POS	10/30/17 06/07/18
SORENSEN, MARCIA	HELPER/CONGDON, 15/38WKS, \$11.04/HR	10/30/17 06/07/18
SWANSON, KARLIE	HELPER/LOWELL, 15/38WKS, \$11.04/HR	10/30/17 06/07/18
Total: 3		
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
POZNIAK, JOHN	SPEC ED PARA/BW/PIEDMONT, .78125 TO .50	11/08/17
Total: 1		
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
DOCKENDORF, EMILY	SPEC ED PARA/BW/ECSE/BARNES, .35 TO .60	11/27/17
Total: 1		
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
CHISHOLM, KYLE	SPEC ED PARA/STUD SPEC/MALE REQ/LINCOLN, SUPV PARA/MALE REQ/LINCOLN, \$15.38/HR	11/02/17
FEICK, WILLIAM	MAINT CUST/ROCKRIDGE, SCHOOL CUST/STOWE, \$16.97/HR, DATE TO BE DETERMINED	
Total: 2		
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ELLENBAUM, JENNIFER	PARA/INDIAN YOUTH ADVOCATE/DW	11/08/17
KOPP, JAMIE	CUSTODIAN II FLOATER/DW	11/01/17
LUCKSTEIN, DAVID	SPEC ED PARA/PROGRAM/DW	01/19/18
*Placeholder Total: 3		
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
JOHNSON, DEBRA	HEALTH PARA LPN/MACARTHUR	01/18/18
*Placeholder Total: 1		
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
DAWSON-HUMES, ANNE	2ND PARA/HDST/MACARTHUR, .45 TO .575	10/02/17 11/02/17
GREENSMITH, JEFFERY	2ND PARA/HDST/BARNES, .45 TO .575	10/02/17 11/02/17
MODEAN, ROCHELLE	2ND PARA/HDST/MYERS-WILKINS, .45 TO .575	10/02/17 11/02/17
SAWYER, KRISTEN	2ND PARA/HDST/MYERS-WILKINS, .40 TO .575	10/02/17 11/02/17
WILSON, KERN	SPEC ED PARA/PROGRAM/DENFELD, .8125 TO .9375	09/05/17 11/03/17
Total: 5		

HOURLY/SUBSTITUTE PAY RATE SHEET

Updated 11/28/17 - Effective 01/01/2018

POSITIONS	SPECIAL NOTES	RATE
<u>COMMUNITY EDUCATION</u>		
Lifeguard		\$ 10.00
Locker Room Attendant		\$ 9.65
Swim Instructor		\$ 11.50
School-Aged Care/Pre-K Worker		\$ 9.65
Special Needs Helper		\$ 9.65
Youth Development Programs		
-Cross Age Student Helper		\$ 9.65
-Youth Service Facilitator		\$ 12.50
-Playground Leader		\$ 9.65
-Gym Supervisor		\$ 9.65
-Activity Leader		\$ 9.65
-Summer Youth Placement Coordinator		\$ 9.65
Site Supervisor Substitute		\$ 10.50
Pool Director		\$ 9.65
Temporary Building Coordinator		\$ 12.50
Puppeteer		\$ 10.00
American Indian Facilitator		\$ 9.75

<u>FOOD SERVICE</u>		
Food Service Substitute/Non -Unit Helper		\$ 9.65
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		\$ 9.65
Snow Shovelers, Temporary		\$ 9.65
Summer AV Repair		\$ 9.65
Lead Person for Laborers		\$ 9.65
Retired Trades People		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		\$ 9.65
Summer Hourly and Summer Hourly Lawn Crew		\$ 9.65
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		\$ 9.65

<u>PRINT SHOP</u>		
Summer Hourly		\$ 9.65
Skilled Tradesperson		Step A of MA CBA

<u>PURCHASING (STOREROOM)</u>		
Hourly Regular Substitute		\$ 9.65
Hourly Student		\$ 9.65

HOURLY/SUBSTITUTE PAY RATE SHEET

Stock Clerk (Retired Employees) **Updated 11/21** Step A of MA CBA

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

<u>PARAPROFESSIONALS</u>	
Instructional Assistant(Tutor)	\$ 9.65
Media Assistant	\$ 9.65
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	\$ 9.65
Cultural Assistant (no language skills)	\$ 9.65
Cultural Assistant (with language skills)	\$ 10.00
Community Assistant	\$ 9.65
Experience Center Manager	\$ 9.65
Career Center Assistant	\$ 9.65
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	\$ 9.65
Physical Therapist Assistant	\$ 14.00
Mental Health Practitioner Sub	\$ 12.00

<u>MISCELLANEOUS</u>	
HRA Headstart Resource Aide	\$ 9.65
Desegregation Assistant	\$ 9.65
Cafeteria/Playground Monitor	\$ 9.65
Crossing Guard	\$ 9.65
Work Study	\$ 9.65
Accounting Intern	\$ 9.65
GED Examiner	\$ 20.00
Parental Involvement Coordinator	\$ 9.65
Indian Adult Basic Education Assistant	\$ 9.65
Assistant Examiner	\$ 9.65
Systems Maintenance Technician	\$ 21.54
Technology Student Intern(ISD#709 Student)	\$ 9.65
Technology Student Intern (after 17 months)	\$ 9.65
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

updated 11/28/17, Effective 01/01/2018