

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 19, 2017

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

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| 1. Staffing Report Action Items | 2 |
| 2. Other HR Action Items | |
| A. Approval of Hourly Wage Rates for Hourly Employees | 4 |
| B. Approval of Non-Certified Business Division Administrators'
Association Collective Bargaining Agreement - effective dates: July 1, 2017
through June 30, 2020 - Resolution #HR-12-17-3496 | 6 |
| 3. Informational Items | |
| A. Pay Equity Report | |
| 4. 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
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
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
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
Total: 1		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HAWORTH, MARY ELLEN	SCHOOL NURSE/CONGDON	01/05/18
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
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
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

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

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

RESOLUTION

Non-Certified Business Division Administrators' Association

RESOLVED, By the School Board of Independent School District 709, St. Louis County, Minnesota, that the Collective Bargaining Agreements between Independent School District 709 and the Non-Certified Business Division Administrators' Association, a summary of which is in the hands of all School Board members, be approved and adopted for the period of July 1, 2017 to June 30, 2020 inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.