

**Human Resources Committee**  
Duluth Public Schools, ISD 709  
Agenda  
Monday, May 7, 2018  
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**
3. **\*Placeholder - Approval of Hourly Wage Rates for Hourly Employees** 4
4. **HR Informational Items**
  - A. Para Pro Assessment Test
  - B. Hiring Committee
5. **Other HR Future Items**
  - A. Superintendent Review



| <u>CERT TEMP INCREASE</u>                    | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
|--|------------------------------------|------------------------|
| SCHINGEN, JOSEPH<br>*Placeholder<br>Total: 1 | ENGLISH/ALC, 1/6 OVERLOAD          | 04/04/18 06/08/18      |

| <u>NONCERT APPOINTMENT</u> | <u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>                                  | <u>EFFECTIVE DATES</u> |
|----------------------------|--|------------------------|
| JOHNSON, JENNIFER          | SPEC ED PARA/BW/MACARTHUR, 31.25/38WKS, \$15.53/HR, M DRAGSTEN, TEMP POS           | 04/25/18 06/08/18      |
| JOHNSON, MICHAELA          | SPEC ED PARA/BW/ST MICHAEL'S, 20/38WKS, \$15.53/HR, D FORETSCH, TEMP POS           | 04/23/18 06/08/18      |
| MCCLAREY, CRYSTAL          | SPEC ED PARA/BW/PIEDMONT, 23.9/38WKS, \$15.53/HR, J POZNIAK, TEMP POS              | 04/09/18 06/08/18      |
| MICKELSON, HANNAH          | SPEC ED PARA/BW/HOMECROFT, 31.25/38WKS, \$15.53/HR, R BARNETT, TEMP POS            | 04/17/18 06/08/18      |
| PRENTICE, HARLY            | SPEC ED PARA/LPN/PROGRAM/LESTER PARK, 31.25/38WKS, \$17.58/HR, T MALY, TEMP POS    | 04/25/18 06/08/18      |
| SPECHT, DEBORAH            | SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$15.53/HR, K ENGBRETSSEN, TEMP POS | 04/27/18 06/08/18      |
| Total: 6                   |  |                        |

| <u>NONCERT LEAVES</u>       | <u>POSITION/LOCATION/TYPER OF LEAVE</u>                        | <u>EFFECTIVE DATES</u> |
|-----------------------------|--|------------------------|
| LEFAIVE, GERALD<br>Total: 1 | SCHOOL CUSTODIAN II/MYERS-WILKINS, A" MEDICAL LWOP - DATE TBD" | 04/11/18               |

| <u>NONCERT PROMOTION</u>   | <u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u> | <u>EFFECTIVE DATES</u> |
|----------------------------|--|------------------------|
| MURRAY, EDWARD<br>Total: 1 | MAINT CUST/LOWELL, SCHOOL CUST II/LOWELL, \$16.48/HR           | 04/16/18               |

| <u>NONCERT RESIGNATION</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
|----------------------------|--------------------------|------------------------|
| BUKOWIEC, MARGARET         | SUPV PARA/EAST           | 03/30/18               |
| PACKINGHAM, DEBORAH        | CAFETERIA HELPER/STOWE   | 04/20/18               |
| Total: 2                   |                          |                        |

| <u>NONCERT RETIREMENT</u> | <u>POSITION/LOCATION</u>                  | <u>EFFECTIVE DATES</u> |
|---------------------------|---|------------------------|
| DESAUTEL, PEGGY           | CAFETERIA HELPER/MYERS-WILKINS            | 06/07/18               |
| JOHNSON, KATHIE           | SATELLITE MANAGER I/EAST                  | 08/27/18               |
| MARGO, THOMAS             | COMMUNITY EDUCATION AREA COORDINATOR/EAST | 06/27/18               |
| Total: 3                  |   |                        |

# HOURLY/SUBSTITUTE PAY RATE SHEET

Proposed Update 4/17/18 - Effective 07/01/2018

| POSITIONS  | SPECIAL NOTES                     | OLD RATE                   | PROPOSED RATE   | NOTES                                  |
|--|-----------------------------------|----------------------------|-----------------|--|
| <b><u>COMMUNITY EDUCATION</u></b>  |                                   |                            |                 |  |
| Lifeguard  |                                   | \$ 10.00                   |                 |  |
| Locker Room Attendant  |                                   | \$ 9.65                    |                 |  |
| Swim Instructor  |                                   | \$ 11.50                   |                 |  |
| <b>School-Aged Care/Pre-K Worker</b>   |                                   | <del>\$ 9.65</del>         | <b>\$ 9.75</b>  |  |
| 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                   |                 |  |
| <b>Puppeteer</b>   |                                   | <del>\$ 10.00</del>        | <b>\$ 10.10</b> |  |
| American Indian Facilitator  |                                   | \$ 9.75                    |                 |  |
| <b><u>FOOD SERVICE</u></b>   |                                   |                            |                 |  |
| 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. |                                   |                            |                 |  |
| <b><u>MAINTENANCE AND CONSTRUCTION</u></b>                                     |                                   |                            |                 |  |
| 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           |                 |  |
| <b><u>BUILDING OPERATIONS</u></b>  |                                   |                            |                 |  |
| 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*) |                            |                 |  |
| <b>*(Step B Current Maintenance Unit Bargaining Agreement)</b>                 |                                   |                            |                 |  |
| <b><u>TRANSPORTATION</u></b>   |                                   |                            |                 |  |
| Substitute for Bus Driver (regular route)                                      |                                   | Step A of MA CBA           |                 |  |
| Field Trip   |                                   | \$ 10.00                   |                 |  |
| Bus Helper   |                                   | \$ 9.65                    |                 |  |
| <b><u>PRINT SHOP</u></b>   |                                   |                            |                 |  |
| Summer Hourly  |                                   | \$ 9.65                    |                 |  |
| Skilled Tradesperson   |                                   | Step A of MA CBA           |                 |  |
| <b><u>PURCHASING (STOREROOM)</u></b>   |                                   |                            |                 |  |
| Hourly Regular Substitute  |                                   | \$ 9.65                    |                 |  |
| Hourly Student   |                                   | \$ 9.65                    |                 |  |
| Stock Clerk (Retired Employee)   |                                   | Step A of MA CBA           |                 |  |
| <b><u>CLERICAL</u></b>   |                                   |                            |                 |  |
| Regular Substitute   |                                   | \$ 10.00                   |                 |  |
| <b>Hourly Clerical</b>   |                                   |                            | <b>\$ 10.10</b> | <b>Previously part of Reg Sub Rate</b> |
| Retired/Layoff Employees   |                                   | OSS Step 1 of Clerical CBA |                 |  |

# HOURLY/SUBSTITUTE PAY RATE SHEET

Proposed Update 4/17/18 - Effective 07/01/2018

| <b><u>PARAPROFESSIONALS</u></b>   |                     |                 |  |
|---|---------------------|-----------------|--|
| Instructional Assistant(Tutor) <b>Sub</b>   | \$ 9.65             |                 | <b>Add Sub to title to differentiate from Hrly</b> |
| <b>Hourly Instructional Assistant(Tutor)</b>  |                     | <b>\$ 9.75</b>  | <b>Previously part of Inst Asst Sub Rate</b>       |
| Media Assistant   | \$ 9.65             |                 |  |
| Supervisory Assistant <b>Sub</b>  | \$ 10.00            |                 | <b>Add Sub to title to differentiate from Hrly</b> |
| <b>Hourly Supervisory Assistant</b>   |                     | <b>\$ 10.10</b> | <b>Previously part of Supv Asst Sub Rate</b>       |
| 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   | <del>\$ 12.50</del> | <b>\$ 12.63</b> |  |
| 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            |                 |  |
| <b><u>MISCELLANEOUS</u></b>   |                     |                 |  |
| HRA Headstart Resource Aide   | \$ 9.65             |                 |  |
| Desegregation Assistant   | \$ 9.65             |                 |  |
| Cafeteria/Playground Monitor  | <del>\$ 9.65</del>  | <b>\$ 9.75</b>  |  |
| Crossing Guard  | <del>\$ 9.65</del>  | <b>\$ 9.75</b>  |  |
| Work Study  | \$ 9.65             |                 |  |
| Accounting Intern   | \$ 9.65             |                 |  |
| GED Examiner  | \$ 20.00            |                 |  |
| Parental Involvement Coordinator - <b>Hourly</b>  | <del>\$ 9.65</del>  | <b>\$ 9.75</b>  |  |
| 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 - <b>Hourly</b>   | <del>\$ 14.00</del> | <b>\$ 14.14</b> |  |
| <b>Deli Assistant - Hourly</b>  | <del>\$ 9.65</del>  | <b>\$ 9.75</b>  |  |
| Headstart Nutritionist  | \$ 25.00            |                 |  |
| <b><u>SUBSTITUTE TEACHERS</u></b>   |                     |                 |  |
| All Certified Substitutes   | \$ 125.00           |                 |  |
| Certified Retired Substitutes Only  | \$ 130.00           |                 |  |
| Teacher Hourly Rate of Pay 7/1/17   | \$ 22.08            |                 |  |
| updated 11/28/17, Effective 01/01/2018, <b>Proposed Changes 4/17/18, effective 07/01/18</b> |                     |                 |  |