

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, May 15, 2018

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Staffing Report Action Items** 2
2. **Other HR Action Items**
3. **Approval of Hourly Wage Rates for Hourly Employees - POSTPONED INDEFINITELY** 4
4. **HR Informational Items**
 - A. Para Pro Assessment Test
 - B. Hiring Committee
5. **Other HR Future Items**
 - A. Superintendent Review

NONCERT APPOINTMENT

JOHNSON, JENNIFER
 JOHNSON, MICHAELA
 MCCLAREY, CRYSTAL
 MICKELSON, HANNAH
 PRENTICE, HARLY
 SPECHT, DEBORAH
 Total: 6

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

SPEC ED PARA/BW/MACARTHUR, 31.25/38WKS, \$15.53/HR, M DRAGSTEN, TEMP POS
 SPEC ED PARA/BW/ST MICHAEL'S, 20/38WKS, \$15.53/HR, D FORETSCH, TEMP POS
 SPEC ED PARA/BW/PIEDMONT, 23.9/38WKS, \$15.53/HR, J POZNIAK, TEMP POS
 SPEC ED PARA/BW/HOMECROFT, 31.25/38WKS, \$15.53/HR, R BARNETT, TEMP POS
 SPEC ED PARA/LPN/PROGRAM/LESTER PARK, 31.25/38WKS, \$17.58/HR, T MALY, TEMP POS
 SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$15.53/HR, K ENGBRETSSEN, TEMP POS

EFFECTIVE DATES

04/25/18 06/08/18
 04/23/18 06/08/18
 04/09/18 06/08/18
 04/17/18 06/08/18
 04/25/18 06/08/18
 04/27/18 06/08/18

NONCERT LEAVES

LEFAIVE, GERALD
 Total: 1

POSITION/LOCATION/TYPE OF LEAVE

SCHOOL CUSTODIAN II/MYERS-WILKINS, A" MEDICAL LWOP - DATE TBD"

EFFECTIVE DATES

04/11/18

NONCERT PROMOTION

MURRAY, EDWARD
 Total: 1

NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY

MAINT CUST/LOWELL, SCHOOL CUST II/LOWELL, \$16.48/HR

EFFECTIVE DATES

04/16/18

NONCERT RESIGNATION

BUKOWIEC, MARGARET
 PACKINGHAM, DEBORAH
 Total: 2

POSITION/LOCATION

SUPV PARA/EAST
 CAFETERIA HELPER/STOWE

EFFECTIVE DATES

03/30/18
 04/20/18

NONCERT RETIREMENT

DESAUTEL, PEGGY
 JOHNSON, KATHIE
 MARGO, THOMAS
 Total: 3

POSITION/LOCATION

CAFETERIA HELPER/MYERS-WILKINS
 SATELLITE MANAGER I/EAST
 COMMUNITY EDUCATION AREA COORDINATOR/EAST

EFFECTIVE DATES

06/07/18
 08/27/18
 06/27/18

HOURLY/SUBSTITUTE PAY RATE SHEET

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

POSITIONS	SPECIAL NOTES	OLD RATE	PROPOSED RATE	NOTES
<u>COMMUNITY EDUCATION</u>				
Lifeguard		\$ 10.00		
Locker Room Attendant		\$ 9.65		
Swim Instructor		\$ 11.50		
School-Aged Care/Pre-K Worker		\$ 9.65	\$ 9.75	
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	\$ 10.10	
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		
Stock Clerk (Retired Employee)		Step A of MA CBA		
<u>CLERICAL</u>				
Regular Substitute		\$ 10.00		
Hourly Clerical			\$ 10.10	Previously part of Reg Sub Rate
Retired/Layoff Employees		OSS Step 1 of Clerical CBA		

HOURLY/SUBSTITUTE PAY RATE SHEET

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

<u>PARAPROFESSIONALS</u>		
Instructional Assistant(Tutor) Sub Hourly Instructional Assistant(Tutor)	\$ 9.65	\$ 9.75
Media Assistant	\$ 9.65	
Supervisory Assistant Sub Hourly Supervisory Assistant	\$ 10.00	\$ 10.10
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	\$ 12.63
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	\$ 9.75
Crossing Guard	\$ 9.65	\$ 9.75
Work Study	\$ 9.65	
Accounting Intern	\$ 9.65	
GED Examiner	\$ 20.00	
Parental Involvement Coordinator - Hourly	\$ 9.65	\$ 9.75
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 - Hourly	\$ 14.00	\$ 14.14
Deli Assistant - Hourly	\$ 9.65	\$ 9.75
Headstart Nutritionist	\$ 25.00	
<u>SUBSTITUTE TEACHERS</u>		
All Certified Substitutes	\$ 125.00	
Certified Retired Substitutes Only	\$ 130.00	
Teacher Hourly Rate of Pay 7/1/17	\$ 22.08	
updated 11/28/17, Effective 01/01/2018, Proposed Changes 4/17/18, effective 07/01/18		