

## **Human Resources Committee**

Duluth Public Schools, ISD 709

### Agenda

Monday, June 11, 2018

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

- |                                                                                                                                                           |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>1. Staffing Report Action Items</b>                                                                                                                    | <b>2</b> |
| <b>2. Other HR Action Items</b>                                                                                                                           |          |
| A. *Placeholder - Approval of Termination of Certified Hourly Staff - Resolution HR-6-18-3550                                                             | 4        |
| B. Placeholder - Approval of Termination of Certified Non-Tenured Certified Staff - Resolution HR-6-18-3551                                               | 5        |
| C. *Placeholder - Approval of Executive Employees Association Collective Bargaining Agreement effective dates: 7/1/17-6/30/20 - Resolution # HR-6-18-3552 | 6        |
| D. *Placeholder - Approval of POSA Position Description - Equitable & Culturally Responsive Practices                                                     |          |
| E. *Placeholder - Approval of Community Education Non-Bargaining Unit Salary                                                                              |          |
| F. *Placeholder - Approval of Jeffrey Horton, Assistant Superintendent Individual Contract - effective 7/1/18-6/30/21                                     |          |
| G. *Placeholder - Approval of Hourly Wage Rates for Hourly Employees                                                                                      | 7        |
| <b>3. HR Informational Items</b>                                                                                                                          |          |
| A. Report on Poverty Solutions Group                                                                                                                      |          |
| B. Report on Community Partnership for Job Position Qualifications                                                                                        |          |
| C. Update on Education Minnesota Duluth Clerical Local 692-A, Collective Bargaining Unit Negotiations                                                     |          |
| <b>4. Other HR Future Items</b>                                                                                                                           |          |
| A. Superintendent Review                                                                                                                                  |          |

**HUMAN RESOURCES ACTION ITEMS FOR: 06/19/2018**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
FANNEY, RACHEL	GRADE 2 SPANISH IMMERSION/LOWELL, MAE IV, 8, NEW POS	08/28/18
JUBA, TIMOTHY	CHEMISTRY/EAST, III, 7, C. GRINDY	08/28/18
NETLAND, GAIL	DIR OF CURR AND INSTR/DW, 40/52WKS, \$127,654/YR, M CARY	07/01/18
SPAETE, KARI	EDUCATIONAL AUDIOLOGIST/DW, PHD 14, 9, L. KALWEIT	07/01/18
UNGER, CHRISTINE	GRADE 1 SPANISH IMMERSION/LOWELL, III,6, NEW POS	08/28/18

\*Placeholder

Total: 5

<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BANGSUND, EDWINAE	TITLE I/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/12/18 07/20/18
CARLSON, HAILEY	SPANISH/TARGET SVCS/ALC, NOT TO EXCEED 90 HRS	06/11/18 08/16/18
CLAIRMONT, DENISE	PRINCIPAL/ROCKRIDGE, NOT TO EXCEED 110 HRS	07/02/18 07/20/18
DENIO, SUSAN	ABE/HOCHS, NOT TO EXCEED 30 HRS	06/12/18 07/26/18
DURFEE, CHRISTOPHER	TITLE I/ROCKRIDGE, NOT TO EXCEED 105 HRS, CHANGE IN HOURS	06/12/18 07/20/18
FRANK, ANGIE	ABE/ST. LOUIS COUNTY JAIL, NOT TO EXCEED 110 HRS	06/12/18 07/26/18
HELLA, LINDSEY	MATH/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/12/18 07/20/18
HENDERSON, LYNN	PARENT EDUCATOR/ECFE/DW, NOT TO EXCEED 18 HRS	06/11/18 08/27/18
HEROLD, DEAN	ABE/HOCHS, NOT TO EXCEED 110 HRS	06/12/18 07/26/18
JESSICO, SUSAN	ABE/HOCHS, NOT TO EXCEED 30 HRS	06/12/18 07/26/18
KILBURG, JEANNE	SPEC ED EBD/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/12/18 07/20/18
LEBENS, LINNEA	ABE/HOCHS, NOT TO EXCEED 145 HRS	06/11/18 07/26/18
MOZOL, DIANE	CHILD EDUCATOR/ECFE/DW, NOT TO EXCEED 33 HRS	06/11/18 08/27/18
PETERSMEYER, ANNETTE	SPEC ED EBD/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/12/18 07/20/18
POST, CHRISTINE	SPEC ED EBD/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/12/18 07/20/18
REMINGTON, SARAH	SPEC ED EBD/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/12/18 07/20/18
RIKKOLA, KRISTINE	ABE/ESL/SHORT CALL SUBSTITUTE/HOCHS, NOT TO EXCEED 84 HRS	06/12/18 07/26/18
RUD, JAY	ABE/SHORT CALL SUBSTITUE/HOCHS, NOT TO EXCEED 110 HRS	06/12/18 07/26/18
TEMPLE-RHODES, VIRGINIA	ABE/HOCHS, NOT TO EXCEED 65 HRS	06/12/18 07/26/18
TURNER, ROBERT	ABE/HOCHS, NOT TO EXCEED 40 HRS	06/12/18 07/26/18
WILLIAMS, PAULA	COUNSELOR/ROCKRIDGE, NOT TO EXCEED 40 HRS	06/12/18 07/20/18

\*Placeholder

Total: 21

<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
HARALA, MARY	GRADE 3/CONGDON, IV+45 8, G CURRAN, CHANGE IN DATES	08/29/17 06/08/18
NELSON, ELIZABETH	SPEC ED/STOWE, III 2, A WATTERS	05/17/18 06/08/18
SMULLEN, ALEXIS	HEALTH/CHESTER CREEK/MERRITT CREEK, III 2, E GORSKI	05/07/18 06/08/18

\*Placeholder

Total: 3

<b><u>CERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ERICKSON, JULIE	HEALTH TEACHER/ORDEAN EAST	06/08/18

\*Placeholder

Total: 1

<b><u>CERT TEMP INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ANDERSON, JESSICA	GUIDANCE COUNSELOR/EAST, .7 TO 1.0, J FORSMAN	05/25/18 06/08/18
BROSELL, AMANDA	SPEECH LANGUAGE PATHOLOGIST/DW, .6 TO 1.0, B ROSENZWEIG	04/16/18 06/08/18
JACOB, RACHEL	ESCE/DW, 1/6 OVERLOAD, K JACOBS	05/22/18 06/08/18
MANSON, CHRISTINA	ECSE/DW, 1/6 OVERLOAD, K JACOBS	05/21/18 06/08/18

\*Placeholder

Total: 4

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
BAKER, SUSAN	SUPV PARA/DENFELD, 19/38WKS, \$14.66/HR, S GIMPEL, TEMP POS	05/09/18 06/08/18
BRUNS, TYLER	SPEC ED PARA/MACARTHUR, 31.25/38WKS, \$16.86/HR, G BORNDAL, TEMP POS	04/30/18 06/08/18
CRACE, TRISHA	NETWORK ENGINEER II/HOCHS, 40/52WKS, \$1,310.00/WK, N STEVERMER	04/30/18
DEFRANG, BOBBIE	HEALTH ASST PARA/LPN FLOAT NURSE/DW, 32.5/38WKS, \$17.58/HR, G SETTERGREN, TEMP POS	05/07/18 06/08/18
DOCKENDORF, EMILY	SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$15.53/HR, TEMP POS	05/07/18 06/08/18

**NONCERT APPOINTMENT**

JOHNSON, ERIK  
 KUEHL, MELISSA  
 LONGLEY, KINZIE  
 TUCKER, LANCE  
 VANERT, MICHAEL  
 WHITE, KEVIN  
 \*Placeholder  
 Total: 11

**POSITION/LOCATION/WEEKS/RATE OF PAY/REASON**

CUSTODIAN II/DENFELD, 40/52WKS, \$12.33/HR, J BUNT  
 SPEC ED PARA/BW/HOMECROFT, 31.25/38WKS, \$15.53/HR, TEMP POS  
 SPEC ED/STUD SPEC/MACARTHUR, 28.74/38WKS, \$15.33/HR, TEMP POS  
 SCHOOL CUSTODIAN II/LINCOLN PARK, 40/52WKS, \$12.33/HR, T WARD  
 SCHOOL CUSTODIAN II/ORDEAN EAST, 40/52WKS, \$12.33/HR, J KRANZ  
 SUPV PARA/ORDEAN EAST, 19.5/38WKS, \$14.66/HR, T CONSTANTINI, TEMP POS

**EFFECTIVE DATES**

05/10/18  
 04/30/18 06/08/18  
 05/17/18 06/08/18  
 05/09/18  
 05/11/18  
 05/07/18 06/08/18

**NONCERT LEAVES**

BANKS, KELLY  
 CLEMENTS, GREGORY  
 MATHIAS, AMANDA  
 SWARD, LISA  
 \*Placeholder  
 Total: 4

**POSITION/LOCATION/TYPE OF LEAVE**

SPEC ED PARA/ORDEAN EAST, A" PERSONAL"  
 SUPV PARA/LINCOLN PARK, A" LWOP"  
 CAFETERIA HELPER/EAST, PARENTAL LWOP  
 CAFETERIA HELPER/EAST

**EFFECTIVE DATES**

04/19/18 05/07/18  
 04/30/18 05/18/18  
 05/03/18 06/07/18  
 04/30/18 04/30/19

**NONCERT RECLASS**

SPOONER, DAVID  
 Total: 1

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

FACILITIES MANAGER/FACILITIES/FACILITIES MANAGER, \$1758 WK

**EFFECTIVE DATES**

07/01/17

**NONCERT RESIGNATION**

CRAVEN, TRACEY  
 JOHNSON, MICHAEL  
 \*Placeholder  
 Total: 2

**POSITION/LOCATION**

CAFETERIA HELPER/DENFELD  
 TRANSPORTATION MANAGER/TRANSPORTATION

**EFFECTIVE DATES**

04/09/18  
 06/13/18

**NONCERT RETIREMENT**

LUNDBERG, STEVEN  
 MARK, STEVEN  
 STEVENSON, KATHERINE  
 \*Placeholder  
 Total: 3

**POSITION/LOCATION**

ENGINEER 4/DENFELD  
 ENGINEER II/LESTER PARK  
 CAFETERIA HELPER/HOMECROFT

**EFFECTIVE DATES**

07/27/18  
 09/05/18  
 06/07/18

**NONCERT SUMMER SCHOOL**

WILLIAMS, STEPHANIE  
 \*Placeholder  
 Total: 1

**POSITION/LOCATION/CONDITION**

OFF SUPP SPEC SR/DENFELD, NOT TO EXCEED 128 HRS

**EFFECTIVE DATES**

06/11/18 08/10/18

**NONCERT TERMINATION**

SOULAR, ANGEL  
 Total: 1

**POSITION/LOCATION**

SPEC ED PARA/PRGRAM LPN/ORDEAN, REJECTION ON PROBATION

**EFFECTIVE DATES**

05/25/18

## RESOLUTION

### **RE: Termination of Certified Hourly Staff**

**BE IT RESOLVED** by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the employment of the following hourly teachers shall terminate effective at the end of the school day on June 8, 2018, unless another date is indicated below, in which case the employment of the individual shall terminate on that date.

**BE IT FURTHER RESOLVED** that the Clerk of the School Board shall notify such teachers in writing before July 1, 2018, of the termination of their employment

\*Placeholder

**Resolution #HR-6-18-3550  
June 19, 2018**

## R E S O L U T I O N

***RE: Termination of Certified Probationary (Non-Tenured) Staff***

**WHEREAS**, during the first three years of consecutive employment all teachers in the public schools in cities of the first class are deemed to be in a probational period of employment during which period the School Board may renew, or not renew, any teachers' annual contract as the School Board shall see fit. The term "teacher" includes every person regularly employed, as a principal, or to give instruction in a classroom, or to superintend or supervise classroom instruction, or as a placement teacher and visiting teacher.

**NOW, THEREFORE, BE IT RESOLVED** by the School Board on Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The employment contracts of the following probationary teachers shall not be renewed and their employment shall terminate at the end of the school day on June 8, 2018, unless another date is indicated below, in which case the employment of the particular teacher shall terminate on that date.

*\*Placeholder*

2. **BE IT FURTHER RESOLVED** the Clerk of the School Board shall notify such teachers in writing before July 1, 2018, of the termination of their employment.

**RESOLUTION****EXECUTIVE EMPLOYEES 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 Executive Employees 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.

\*Placeholder

**Resolution #HR-6-18-3552  
June 19, 2018**

# 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>	\$ 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		
<b>Puppeteer</b>		<del>\$ 10.00</del>	\$ 10.10	
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>			\$ 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

<b><u>PARAPROFESSIONALS</u></b>		
Instructional Assistant(Tutor) <b>Sub</b> <b>Hourly Instructional Assistant(Tutor)</b>	\$ 9.65	\$ 9.75
Media Assistant	\$ 9.65	
Supervisory Assistant <b>Sub</b> <b>Hourly Supervisory Assistant</b>	\$ 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	<del>\$ 12.50</del>	\$ 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	
<b><u>MISCELLANEOUS</u></b>		
HRA Headstart Resource Aide	\$ 9.65	
Desegregation Assistant	\$ 9.65	
Cafeteria/Playground Monitor	<del>\$ 9.65</del>	\$ 9.75
Crossing Guard	<del>\$ 9.65</del>	\$ 9.75
Work Study	\$ 9.65	
Accounting Intern	\$ 9.65	
GED Examiner	\$ 20.00	
Parental Involvement Coordinator - <b>Hourly</b>	<del>\$ 9.65</del>	\$ 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 - <b>Hourly</b>	<del>\$ 14.00</del>	\$ 14.14
<b>Deli Assistant - Hourly</b>	<del>\$ 9.65</del>	\$ 9.75
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>		