

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, June 19, 2018

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 Termination of Certified Hourly Staff - Resolution HR-6-18-3550 | 4 |
| B. Approval of Termination of Certified Non-Tenured Certified Staff - Resolution HR-6-18-3551 | 5 |
| C. Approval of Executive Employees Association Collective Bargaining Agreement effective dates: 7/1/17-6/30/20 - Resolution # HR-6-18-3552 | 6 |
| D. Approval of POSA Position Description - Equitable & Culturally Responsive Practices - See attached job description. - FAILED - NOT APPROVED BY BOARD | 7 |
| E. Approval of Community Education Non-Bargaining Unit Salary - see attachment | 9 |
| F. Approval of Jeffrey Horton, Assistant Superintendent Individual Contract - effective 7/1/18-6/30/21 | |
| G. Approval of Hourly Wage Rates for Hourly Employees - POSTPONED INDEFINITELY UNTIL JULY 2018 BOARD MEETING | 10 |
| 3. HR Informational Items | |
| 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 | |
| 4. Other HR Future Items | |
| A. Superintendent Review | |

HUMAN RESOURCES ACTION ITEMS FOR: 06/19/2018

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
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
Total: 5		
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LAKE, TAWNYEA	DIRECTOR OF ASSESSMENT AND EVALUATION/HOCHS/1.00 TO 0.85 FTE VOLUNTARY	7/1/2018 6/30/2019
WARD, JACKIE	ASSISTANT DIRECTOR OF SPECIAL SERVICES/HOCHS/ 1.00 TO .9423 FTE VOLUNTARY	7/1/2018 6/30/2019
Total: 2		
<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
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
Total: 21		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
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
Total: 3		
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ERICKSON, JULIE	HEALTH TEACHER/ORDEAN EAST	06/08/18
Total: 1		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
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
Total: 4		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
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

NONCERT APPOINTMENT

DOCKENDORF, EMILY
 JOHNSON, ERIK
 KUEHL, MELISSA
 LONGLEY, KINZIE
 TUCKER, LANCE
 VANERT, MICHAEL
 WHITE, KEVIN
 Total: 11

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$15.53/HR, TEMP POS
 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

05/07/18 06/08/18
 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
 Total: 4

POSITION/LOCATION/TYPER 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
 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
 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
 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

Elizabeth Mayou
Jennifer McDowell – 7/31/18
Jeanne Rodberg

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.

*Heather Alto
Nathan Shaw - 0.2 FTE*

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.

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

CLASSIFICATION DESCRIPTION

Principal on Special Assignment (POSA): Equitable & Culturally Responsive Practices

Title of Immediate Supervisor: Assistant Superintendent

Department: District-wide

General Summary or Purpose Of Job:

The Principal on Special Assignment (POSA): Equitable & Culturally Responsive Practices provides leadership, coaching, and mentoring to principals and other staff as appropriate ensuring that equity and inclusion are essential principles of our school system and are integrated into all behavioral and academic policies, programs, operations, and practices. In coordination with other district administrators, the POSA is responsible for the development, implementation, and evaluation of the district's Record of Continuous Improvement for Disproportionate Suspension/Expulsion, as guided by our ongoing developmental process of improving our cultural responsiveness and equitable practices.

DURATION: Position reviewed on an annual basis for continuation.

ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides coaching, professional development, and support to district administration, principals, and other staff in developing their capacity to address behavioral concerns, create alternatives to out-of-school suspensions, and create more culturally responsive environments. This work may include but is not limited to: Cultural Proficiency, culturally responsive pedagogy, working effectively with culturally and linguistically diverse staff, students, families, and community members, working closely with the District Climate Coordinator, Office of Education Equity, Office of American Indian Education, and other departments.
2. Provides consultation, knowledge, and understanding of culturally responsive and equitable practices to system-wide projects and processes.
3. Collaborates with Learning Services staff to support the planning, implementation and evaluation of professional development opportunities.
4. Collaborates with district and site teams on the development and implementation of PBIS, student handbooks, policies and other behavioral management strategies and procedures.
5. Provides direct support to all principals for the implementation of the Record of Continuous Improvement for Disproportionate Suspension/Expulsion
6. Prepares annual reports for the School Board, Minnesota Department of Education, and the Minnesota Department of Human Rights regarding the Record of Continuous Improvement for Disproportionate Suspension/Expulsion.
7. Develops, oversees and facilitates an advisory committee as described in the Record of Continuous Improvement for Disproportionate Suspension/Expulsion.

8. May represent the District on State and local boards and committees related to equitable and culturally responsive issues.
9. Collaborates with district administrators to plan for, supervise, and monitor expenditures of the Record of Continuous Improvement for Disproportionate Suspension/Expulsion budget.
10. Performs other duties of a comparable level or type.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a master's degree in education, social science, multicultural/diversity, or a closely-related field and at least three years of experience as a principal.

Certification or Licensing Requirements (prior to job entry):

*Licensed by the State of Minnesota as an education administrator

Knowledge Requirements:

Understanding of diversity and equity issues

Knowledge of practices to reduce disproportionate behavioral referrals and consequences.

Knowledge of principles and concepts for continuous improvement strategies.

Knowledge of staff development strategies regarding equity (i.e. racism, sexism, classism, homophobia, and other forms of bias), culturally responsive pedagogy, and cultural proficiency.

Knowledge of National, State, and District educational goals and standards.

Skill Requirements:

Demonstrated leadership skills, especially regarding equity & cultural issues.

Ability to facilitate various size groups, including conflict resolution.

Demonstrated excellent written and verbal communication skills.

Demonstrated ability to identify barriers in school or departmental systems, and the development and implementation of action plans.

Demonstrated effective staff development planning and facilitation.

Demonstrated mentoring/coaching abilities

APPROVAL OF COMMUNITY EDUCATION NON-BARGAINING UNIT SALARY

- Lead Key Zone Coordinator - 2017-18 (1%), 2018-19 (1.5%), and 2019-20 (2%)
Current Hourly Rate - \$18.82
- Key Zone Site Supervisor – 2017-18 (1%), 2018-19 (1.5%), and 2019-20 (2%)
Current Hourly Rate - \$17.19

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		