

**Human Resources - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, December 18, 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**
  - A. Approval of Minimum Wage Increase 4
3. **HR Informational Items**
  - A. There are no HR Informational Items at this time.
4. **Other HR Future Items**
  - A. There are no Future HR Items at this time.

**HUMAN RESOURCES ACTION ITEMS FOR: 12/18/2018**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
HATTON-WALTERS, AMY	SPANISH IMMERSION/GRADE 2/LOWELL, III+30, R FANNEY, TEMP POS	10/15/18 06/07/19
WOLFE, SAMANTHA	.475 ELEM INTERVENTIONIST/PIEDMONT, III 2, NEW POS	10/08/18 06/07/19
Total: 2		

<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
AKERVIK, THERESA	.5 CHOIR DIRECTOR/MYERS-WILKINS, 18/19, \$335.00	
BOWKER, MICHELLE	.5 CHOIR DIRECTOR/MYERS-WILKINS, 18/19, \$335.00	
BOWKER, MICHELLE	READING CORP/MYERS-WILKINS, 18/19, \$1,500.00	
BROMAN, NANCY	MATH CORPS/MYERS-WILKINS, 18/19, \$1,500.00	
COLBERG, ASIA	.7 ASST GIRLS SWIM COACH/EAST, 18/19, \$2,030.70	
DAVIDSON, MAKENZIE	.5 ASST CHEER ADVISOR/DENFELD, 18/19, \$1,088.50	
FOYT, EMILY	.04 INTRAMURALS ADVISOR/EAST, 18/19, \$132.98	
FOYT, EMILY	.37 ACADEMIC CLUB ADVISOR/EAST, 18/19, \$367.00	
KAHN, OVE	HEAD BOYS/GIRLS NORDIC SKI COACH/DENFELD, 18/19, \$3,712.00	
KNETTEL, CLIFFORD	.25 ASST BOYS SWIM COACH/EAST, 18/19, \$725.25	
KNETTEL, CLIFFORD	.25 HEAD BOYS SWIM COACH/EAST, 18/19, \$1,090.25	
MALBAN, DAVID	.25 ASST BOYS SWIM COACH/EAST, 18/19, \$725.25	
MALBAN, DAVID	.25 HEAD BOYS SWIM COACH/EAST, 18/19, \$1,090.25	
OLSON, JAMES	TECHNOLOGY ADVISOR/MYERS-WILKINS, 18/19, \$2,652.00	
POKRZYWINSKI, JOHN	PLAY ADVISOR/ORDEAN EAST, 18/19, \$543.00	
RICHARDSON, JASMINE	ASST GIRLS VOLLEYBALL COACH/EAST, 18/19, \$2,919.00	
ROHRBAUGH, LEON	.25 ASST BOYS SWIM COACH/EAST, 18/19, \$725.25	
ROHRBAUGH, LEON	.25 HEAD BOYS SWIM COACH/EAST, 18/19, \$1,090.25	
SCHNEIDER, COLE	GRADE 8 BOYS BASKETBALL COACH/ORDEAN EAST, 18/19, \$1,394.00	
SCHWANTZ, CASSANDRA	.1 ASST GIRLS DIVE COACH/EAST, 18/19, \$290.10	
SCHWANTZ, CASSANDRA	.1 ASST GIRLS SWIM COACH/EAST, 18/19, \$290.10	
SCHWANTZ, CASSANDRA	.1 ASST GIRLS SWIM COACH/EAST, 18/19, \$290.10	
STISH, JORDAN	.7 ASST GIRLS SWIM COACH/DENFELD, 18/19, \$2,901.00	
STROTHER, CIENNA	GRADE 7 GIRLS BASKETBALL COACH/ORDEAN EAST, 18/19, \$1,394.00	
STROTHER, CIENNA	GRADE 8 GIRLS BASKETBALL COACH/ORDEAN EAST, 18/19, \$1,394.00	
VERRY, ELON	.1 ASST BOYS DIVE COACH/EAST, 18/19, \$290.10	
VERRY, ELON	.25 ASST BOYS SWIM COACH/EAST, 18/19, \$725.25	
VERRY, ELON	.25 HEAD BOYS SWIM COACH/EAST, 18/19, \$1,090.25	
WESTHOLM, DANIELLE	.63 ACADEMIC CLUB ADVISOR/EAST, 18/19, \$625.00	
Total: 29		

<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
BRADLEY, JESSICA	SOCIAL WORKER/PIEDMONT, PARENTAL LWOP	11/26/18 01/16/19
MOOERS, BRIAN	PHY ED SPEC/CHESTER CRK/MERRITT CRK/LESTER PARK/DENFELD, DATE TBD	11/05/18
Total: 2		

<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
BROADMOORE, AMY	.3 MEDIA SPEC/CONGDON, .1 MEDIA SPEC/LAKEWOOD, IV 4, L EASON	11/19/18 06/07/19
FLORESTANO, MATTHEW	MATH/EAST, III 3, C FISHER	11/01/18 12/21/18
Total: 2		

<b><u>CERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
VAN SCOY, SHERYL	MEDIA SPEC/LOWELL, .5 TO .6	08/28/18
Total: 1		

<b><u>CERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
AUSTRENG, PAMELA	SPEC ED/LINCOLN PARK	11/16/18
SCIANNI, CHERYL	KINDERGARTEN/LAKEWOOD	11/28/18
Total: 2		

<b><u>CERT TEMP DECREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
EASON, LINDA	MEDIA SPEC/LAKEWOOD/CONGDON, 1.0 TO .6, VOLUNTARY REDUCTION	11/19/18 06/07/19
Total: 1		

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
AMUNDSON, STEVEN	TECH TUTOR PARA/EAST, 13/38WKS, \$16.80/HR, NEW POS	11/01/18
ANDERSON, KAREN	SPEC ED PARA/PROGRAM/ROCKRIDGE, 31.25/38WKS, \$17.37/HR, M WISS	11/12/18
ARNOLD, KELSEY	HEALTH PARA/LPN/HOMECROFT, 31.25/38WKS, \$17.84/HR, C SCHWARTZ	11/07/18
AYEN, KELLI	SPEC ED ASD II PARA/PROGRAM/STOWE, 31.25/38WKS, \$15.76/HR, J COOPER	11/13/18

**NONCERT APPOINTMENT**

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
BREWSTER, DONALD	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.65/HR, D DEGRIO	11/10/18
CARLSON, STEVEN	SPEC ED DCD/SMI III PARA/PROGRAM/ORDEAN EAST, 32.5/38WKS, \$15.76/HR, NEW POS	11/12/18
JOHNSON, JENNIFER	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.65/HR, C BURKE	11/07/18
KLASSEN, HEIDI	OFF SUPP SPEC SR/CONGDON, 40/45WKS, \$18.22/HR, M CARROLL	11/12/18
LARSON, SHARON	FOOD SERVICE HELPER/DENFELD, 18.75/38WKS, \$11.32/HR, NEW POS	11/05/18
LUNDORFF, STEPHANIE	SPEC ED PARA/BW/DENFELD, 32.5/38WKS, \$15.76/HR, J DUVAL	11/01/18
MAXIM, KOURTNEY	2ND PRE-SCHOOL PARA/MACARTHUR, 16/38WKS, \$15.76/HR, K SAWYER, TEMP POS	11/26/18
MCCLAREY, CRYSTAL	2ND INSTR PARA/MYERS-WILKINS, 18/38WKS, \$15.76/HR, G SALMELA	11/12/18
PETERSON, ELIZABETH	SPEC ED PARA/BW/LINCOLN, 32.5/38WKS, \$15.76/HR, L LEWIS	11/26/18
REGAN, CONNIE	FOOD SERVICE HELPER/DENFELD, 21.25/38WKS, \$12.46/HR, K SHEA	11/07/18
RICHARDSON, ELIZABETH	2ND INSTR PARA/HOMECROFT, 18/38WKS, \$15.76/HR, H BRADFORD	11/05/18
Total: 15		06/07/19

**NONCERT DEMOTION**

<b><u>NONCERT DEMOTION</u></b>	<b><u>POSITION/LOCATION/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
HOTALING, JOHN	INSTR PARA/MYERS-WILKINS, SUPV PARA/EAST, \$13.55/HR, VOLUNTARY	11/19/18
Total: 1		

**NONCERT LEAVES**

<b><u>NONCERT LEAVES</u></b>	<b><u>POSITION/LOCATION/TYPE OF LEAVE</u></b>	<b><u>EFFECTIVE DATES</u></b>
ADAMS, KATHLEEN	SPEC ED PARA/CHESTER CREEK, A" PERSONAL LWOP"	11/01/18 11/08/18
AMMESMAKI, MARCUS	CULTURAL IMMERSION PARA/LOWELL, A" PERSONAL LWOP"	12/12/18 01/12/18
AMMESMAKI, MARCUS	CULTURAL IMMERSION PARA/LOWELL, A" PERSONAL LWOP"	09/10/18 12/07/18
PREMO, TERRANCE	BUS DRIVER II/TRANSPORTATION, MEDICAL LWOP DATE TBD	10/11/18
Total: 4		

**NONCERT PERM DECREASE**

<b><u>NONCERT PERM DECREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
FINK, MAGNOLIA	SIGN LANG INTERPRET/EAST, .8125 TO .78125	08/28/18
SAWYER, KRISTEN	PRE-SCHOOL PARA/PROGRAM/MACARTHUR, .45 TO .4	08/28/18
Total: 2		

**NONCERT PERM INCREASE**

<b><u>NONCERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BAUERS, RENEE	PRE-SCHOOL PARA/PROGRAM/MACARTHUR, .775 TO .975	08/28/18
DAWSON-HUMES, ANNE	PRE SCHOOL PARA/PROGRAM/MACARTHUR, .4 TO .45	08/28/18
GUIDOTTI, SHEAHAN	SPEC ED PARA/BW/MYERS-WILKINS, .5 TO .78125, NEW POS	11/12/18
SHEA, KERRI	FOOD SERVICE HELPER/DENFELD, 30/38WKS, \$12.46/HR, L RIDGEWELL	10/26/18
Total: 4		

**NONCERT PROMOTION**

<b><u>NONCERT PROMOTION</u></b>	<b><u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u></b>	<b><u>EFFECTIVE DATES</u></b>
CARROLL, MIKILIA	OFF SUPP SPEC SR/HOCHS/TECHNOLOGY, OFF SUPP SPEC SR/CONGDON, 45 TO 52 WK	10/25/18
Total: 1		

**NONCERT RESIGNATION**

<b><u>NONCERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BUTLER, ALANA	SUPERVISORY PARA/ORDEAN EAST - PRESUMED RESIGNED	11/29/18
CARLSON, STEVEN	SPEC ED PROGRAM PARA/ORDEAN EAST - PRESUMED RESIGNED	11/27/18
DICKENSON, JULIE	FOOD SERVICE HELPER/EAST - PRESUMED RESIGNED	10/31/18
Total: 3		

**NONCERT RETIREMENT**

<b><u>NONCERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
RINNE, MARIA	HR ASSISTANT CLERICAL/HOCHS	11/15/18
TAHTINEN, ANNE	SPEC ED PARA/DW	12/03/18
THOMAS, JAMIE	SCHOOL CUSTODIAN II/MACARTHUR	11/29/18
Total: 3		

**NONCERT TEMP INCREASE**

<b><u>NONCERT TEMP INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
MILLS, STEPHANIE	HEALTH PARA/LPN/ORDEAN EAST, .78125 TO .8125	08/28/18 06/07/19
RUSSELL, ELIZABETH	SATELLITE MGR II/LAKEWOOD, .625 TO .78125	11/12/18 06/06/19
SMITH, JAMIE	SPEC ED PARA/PROGRAM/DENFELD, .8125 TO .90625, RIDE BUS	09/12/18 11/19/18
Total: 3		

**MINIMUM WAGE INCREASE**  
**Proposed Update: 12/18/18 – Effective: 01/01/19**

<b><u>Position</u></b>	<b><u>Old Rate</u></b>	<b><u>Proposed Rate</u></b>
<b><u>COMMUNITY EDUCATION</u></b>		
Locker Room Attendant	\$9.65	\$9.86
Special Needs Helper	\$9.65	\$9.86
School-Aged Care/Pre-K Worker	\$9.65	\$9.86
Cross Age Student Helper	\$9.65	\$9.86
Playground Leader	\$9.65	\$9.86
Gym Supervisor	\$9.65	\$9.86
Activity Leader	\$9.65	\$9.86
Summer Youth Placement Coordinator	\$9.65	\$9.86
Pool Director	\$9.65	\$9.86
American Indian Facilitator	\$9.75	\$9.86
<b><u>FOOD SERVICE</u></b>		
Food Service Substitute/Non-Unit Helper	\$9.65	\$9.86
<b><u>MAINTENANCE AND CONSTRUCTION</u></b>		
Summer Hourly Substitute	\$9.65	\$9.86
Snow Shovelers, Temporary	\$9.65	\$9.86
Summer AV Repair	\$9.65	\$9.86
Lead Person for Laborers	\$9.65	\$9.86
<b><u>BUILDING OPERATIONS</u></b>		
Substitute for Licensed People	\$9.65	\$9.86
Summer Hourly and Summer Hourly Lawn Crew	\$9.65	\$9.86
<b><u>TRANSPORATION</u></b>		
Bus Helper	\$9.65	\$9.86

**MINIMUM WAGE INCREASE**

**Proposed Update: 12/18/18 – Effective: 01/01/19**

<b><u>Position</u></b>	<b><u>Old Rate</u></b>	<b><u>Proposed Rate</u></b>
<b><u>PRINT SHOP</u></b>		
Summer Hourly	\$9.65	\$9.86
<b><u>PURCHASING (STOREROOM)</u></b>		
Hourly Regular Substitute	\$9.65	\$9.86
Hourly Student	\$9.65	\$9.86
<b><u>PARAPROFESSIONALS</u></b>		
Instructional Assistant (Tutor)	\$9.65	\$9.86
Media Assistant	\$9.65	\$9.86
Supervisory Assistant	\$9.65	\$9.86
Indian Oriented Assistant	\$9.65	\$9.86
Cultural Assistant (no language skills)	\$9.65	\$9.86
Community Assistant	\$9.65	\$9.86
Experience Center Manager	\$9.65	\$9.86
Career Center Assistant	\$9.65	\$9.86
Community Liaison	\$9.65	\$9.86
<b><u>MISCELLANEOUS</u></b>		
HRA Head Start Resource Aide	\$9.65	\$9.86
Desegregation Assistant	\$9.65	\$9.86
Cafeteria/Playground Monitor	\$9.65	\$9.86
Crossing Guard	\$9.65	\$9.86
Work Study	\$9.65	\$9.86
Accounting Intern	\$9.65	\$9.86
Parental Involvement Coordinator	\$9.65	\$9.86
Indian Adult Basic Education Assistant	\$9.65	\$9.86
Assistant Examiner	\$9.65	\$9.86
Technology Student Intern (ISD# 709 Student)	\$9.65	\$9.86
Technology Student Intern (after 17 months)	\$9.65	\$9.86