

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, November 19, 2019

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- | | |
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| 1. Staffing Report Action Items | 2 |
| 2. HR Action Items. | |
| A. Approval of Hourly/Substitute Pay Rate Sheet - Increase in Minimum Wage effective January 1, 2020. | 5 |
| 3. HR Informational Items | |
| A. A superintendent search update | |
| B. Superintendent review | 7 |
| 4. Other HR Future Items | |
| A. Nepotism Discussion | |

HUMAN RESOURCES ACTION ITEMS FOR: 11/19/2019

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>	
BRUCE, LINDSAY	.4 SOCIAL WORKER/DW, (MA) IV 1, H STOKES, TEMP POS	10/25/19	06/15/20
KNAPP, LAURIE	INTERIM PRINCIPAL/DENFELD, VI 5, T SCONIERS	08/08/19	07/06/20
PAHL, KATELYN	.5 SPEC ED RESOURCE/MACARTHUR, (BA) III V, M WADE	10/01/19	
RODBERG, JEANNE	.475 INTERVENTIONIST/STOWE, (BS) III 4, TEMP POS	09/23/19	06/08/20
Total: 4			
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>	
DEMIANIUK, ALLISON	GRADE 2/MACARTHUR, PARENTAL LWOP	10/07/19	01/01/20
LITMAN, TRACY	SCHOOL SOCIAL WORKER/ORDEAN EAST, POLICY #4125 LWOP	03/25/20	03/30/20
Total: 2			
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>	
MOEN, CHRISTINE	SPEECH LANGUAGE PATHOLOGIST/DW, (MA) IV+45 9, K RUPP	10/27/19	10/25/19
RUDOLPH, VERONICA	GRADE 1/HOMECROFT, (BA) III 1, S CHAPMAN, TO BE DETERMINED	10/21/19	
Total: 2			
<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
BUSH, SHANIA	TOSA SCIENCE/ALC/AEO/EAST, .9 TO 1.0	08/27/19	
LINDULA, JOHN	TOSA SOCIAL STUDIES/ALC, .6 TO .7	08/27/19	
MENEGHINI, CARLA	TOSA MATH/ALC, .7 TO .9	08/27/19	
PELKEY, KAYLEE	E-SQUARED/ENRICHMENT/EXTENTION TOSA/DW, ELEM INTERVEN/ST. JAMES, .85 TO 1.0	08/27/19	
Total: 4			
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
DOWNS, KRISTINA	GRADE 3/STOWE	06/08/20	
JOHNS, SHERI	MATH TOSA/ALC	01/17/20	
JOHNSON, KATHRYN	SPEC ED SPEECH LANUGUAGE PATHOLOGIST/DW	01/03/20	
MITCHELL, LORRAINE	GRADE 2/STOWE	01/17/20	
SEAMAN, JAN	SPECIAL ED EBD/MERRITT CREEK	01/17/20	
Total: 5			
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
DESCOMBAZ, MICHAEL	PHY ED/AEO/ALC/HOCHS, 1.0 TO .9, VOLUNTARY TEMPORARY, REVISED	08/27/19	06/08/20
RAY, JULIE	SPEECH LANGUAGE PATHOLOGIST/DW, 1.0 TO .9, VOLUNTARY, RESCIND	08/27/19	
Total: 2			
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
BOMBARD, KATHRYN	ENGLISH/DENFELD, SCIENCE/EAST, .4 TO .6, NEW POS	09/03/19	06/08/20
BUSH, SHANIA	TOSA/EAST, HALF 1/6 OVERLOAD	08/27/19	06/08/20
HJELLE, REGAN	MUSIC SPECIALIST/LESTER, HALF 1/6 OVERLOAD	08/27/19	06/08/20
LINDULA, JOHN	TOSA SOCIAL STUDIES/ALC, .7 TO .8	08/27/19	01/17/20
NORTON, THERESE	ART SPECIALIST/LESTER, HALF 1/6 OVERLOAD	08/27/19	06/08/20
ZWAK, MICHAEL	LABOR MANAGEMENT/DW, 1/6 OVERLOAD	08/27/19	06/08/20
Total: 6			
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>	
ANDERSON, KRISTI	SPEC ED PARA/PROG, DENFELD, 32.5/38WKS, \$16.08/HR, K ERSPAMER	10/10/19	
ANDERSON, LISA	SPEC ED ECSE/BW/DW, 16/38WKS, \$16.08/HR, NEW POS	10/21/19	
BACKSTROM, MARY	SPCE ED PARA/BW/MACARTHUR, 31.25/38WKS, \$16.08/HR, TEMP POS	09/23/19	10/11/19
BACKSTROM, MARY	SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$16.08/HR, K TORGERSON	10/14/19	
EDWARDS, KATHLEEN	SPEC ED PARA/BW, 32.5/38WKS, \$16.08/HR, S GIMPEL	09/26/19	
GILBERTSON, MOLLIE	SPEC ED ECSE PARA/PROG/BW/DW, 31.25/38WKS, \$16.08/HR, NEW POS	10/29/19	
HALTER, MICHELLE	SPED ED RN FLOAT PARA/DW, 32.5/38WKS, \$26.36/HR, NEW POS	10/28/19	
HARVEY, MAXIMILIAN	PRE-SCHOOL 2ND PARA/LOWELL, 16/38WKS, \$16.08/HR, K REGAS	09/30/19	
HENDERSON, CAROLINE	PRE-SCHOOL 1ST PARA FLOAT/DW, 30/38WKS, \$16.08/HR, R BAUERS	10/01/19	
KITTERMAN, SAMUEL	SPEC ED PARA/BW/DENFELD, 39/38WKS, \$16.08/HR, B HEMBREE	11/04/19	
LIND, JULIE	HEALTH ASST LPN PARA/LINCOLN, 31.25/38WKS, \$18.20/HR, C ROSAS	09/30/19	
MACIVER, LISA	PRE-SCHOOL 2ND PARA/LOWELL, 18/38WKS, \$16.08/HR, J GREENSMITH	10/09/19	
MALLOY, MARGARET	OFF SUPP SPEC/EARLY CHILDHOOD/HOCHS, 18/38WKS, \$14.93/HR, E RAWLYK	09/27/19	
NEPHEW, SARA	SPEC ED LPN PARA/PROG/EAST, 32.5/38WKS, \$18.20/HR, NEW POS	10/21/19	
OJANEN, PAUL	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.96/HR, M FLEISCHER	10/04/19	

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>	
PLEMEL, MARK	TECH TUTOR CONSTRUCTION PARA/EAST, 13/38WKS, \$17.14/HR, S AMUNDSON	10/14/19	3
SCHULTE, ABIGAIL	INSTR PARA/LESTER, 31.25/38WKS, \$13.82/HR, TEMP POS	10/02/19	
SMYTH, CARRIE	SPEC ED PARA/BW/ORDEAN EAST, 32.5/38WKS, \$16.08/HR, A HAKALA	10/02/19	
SODERBURG, JERRIE	SPEC ED ECSE PARA/BW/LOWELL, 16/38WKS, \$16.08/HR, T MCNELLY	10/10/19	
THOMAS, EMILY	SUPV PARA/COMM ED, 19/38WKS, \$15.18/HR, P ERICKSON	10/14/19	
WAGNER, MATTHEW	SPEC ED PARA/STUD SPEC/MYERS-WILKINS, 31.25/38WKS, \$16.08/HR, NEW POS	10/21/19	
WALKER CAMPBELL, SERENITY	PRE-SCHOOL 2ND PARA/PIEDMONT, 20/38WKS, \$16.08/HR, K ROBISON	10/11/19	
WELTER, MARIA	SPEC ED PARA/STUD SPEC/DENFELD, 32.5/38WKS, \$16.08/HR, J JOHNSON	10/30/19	
YANG, JOSHUA	INTEGRATION SPECIALIST/DW, 40/40WKS, \$38,469/YR, M BLANCHARD	10/14/19	
Total: 24			
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>	
ANDERSON, KAREN	SPEC ED PARA/MYERS-WILKINS, A" PERSONAL LWOP"	03/09/20 03/13/20	
SORENSEN, MARCIA	FOOD SERVICE HELPER/LESTER, A" PERSONAL LWOP"	05/25/20 06/01/20	
SORENSEN, MELANIE	FOOD SERVICE HELPER/LESTER, A" PERSONAL LWOP"	05/25/20 06/01/20	
TARAN, DALE	FOOD SERVICE HELPER/MACARTHUR, A" PERSONAL LWOP"	10/07/19 10/11/19	
Total: 4			
<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/RATE OF PAY/REPLACING</u>	<u>EFFECTIVE DATES</u>	
KIRK, LARAE	FOOD SERVICE HELPER/LINCOLN, 17.5/38WKS, \$11.55/HR	10/21/19	
Total: 1			
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
BATTEES, SUSAN	FOOD SERVICE HELPER/MYERS-WILKINS, .4375 TO .40625, K SANDERS	10/21/19	
HEMBREE, BRADLEY	SPEC ED PARA/BW/HOMECROFT, .9375 TO .78125, NEW POS	10/07/19	
JOHNSON, JULIE	SPEC ED PARA/MYERS-WILKINS, .8125 TO .78125, NEW POS	11/19/19	
KOESTERMAN, LYLE	SPEC ED PARA/PROG/MALE REQ/DENFELD, .90625 TO .8125, DISPLACED	10/28/19	
KOESTERMAN, LYLE	SPEC ED/STUD SPEC/LINCOLN, .96875 TO .90625, SHORTER BUS RIDE	09/03/19	
Total: 5			
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
ADAMS, KATHLEEN	SPEC ED PARA/PROG/EAST, .78125 TO .8125	09/06/19	
CLOSE, KEVIN	SPEC ED PARA/BW/DENFELD, .4 TO .8125, C WATERHOUSE	10/07/19	
MCNELLY, TERESA	SPEC ED ECSE PARA/BW/HOMECROFT, .5 TO .625, NEW POS	10/07/19	
POZNIAK, JOHN	SPEC ED PARA/STUD SPEC/LINCOLN, .78125 TO .8125	09/03/19	
Total: 4			
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
SHAW, PATRICK	MAINT CUSTODIAN II/CONGDON, SCHL CUSTODIAN II/EAST, \$17.06/HR, K LUOTO	10/23/19	
Total: 1			
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
BARNES, ASHLEY	FOOD SERVICE HELPER/CONGDON	10/04/19	
HANSON, BRENDA	BUS DRIVER II/TRANSPORTATION	01/03/20	
LAMBERSON-MAKELA, HELEN	LPN PARA/MACARTHUR	10/04/19	
LARSON, ANDREW	CERTIFIED LIFEGUARD PARA/ORDEAN EAST	10/25/19	
NICHOLSON, DENISE	SUPV PARA/ORDEAN EAST	11/15/19	
SANDERS, KENDRA	FOOD SERVICE HELPER/MEYERS-WILKINS	10/16/19	
Total: 6			
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
COPPERUD, CARRIE	COMM ED KEYZONE PROG COORD/MACARTHUR	12/27/19	
DARNELL, LEAH	LPN PARA/PIEDMONT	01/03/20	
MACMILLAN, WENDY	BUS DRIVER II/TRANSPORTATION	11/04/19	
Total: 3			
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
ANDERSON, LEANE	FOOD SERVICE HELPER/DENFELD, .46875 TO .53125	09/11/19 06/05/20	
BEAULIEU, ISABELLE	FOOD SERVICE HELPER/EAST, .5 TO .59375	10/15/19 06/05/20	
BERLINQUETTE, ZOE	ECFE PARA/DW, .4625 TO .5	08/27/19 06/05/20	
CLINGMAN, AMIE	FOOD SERVICE HELPER/CONGDON, .5 TO .75	10/24/19 06/05/20	
FINK, MAGNOLIA	SIGN LANG INTERP/MYERS-WILKINS, .78125 TO .875, RIDE BUS	10/07/19 06/05/20	

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
GUY, TONY	FOOD SERVICE HELPER/LINCOLN, .4375 TO .5	10/04/19	06/05/20
JACKSON, EMILY	FOOD SERVICE HELPER/LOWELL, .40625 TO .5	10/08/19	06/05/20
KALHOR, RANGINEH	FOOD SERVICE HELPER/EAST, .53125 TO .59375	10/15/19	06/05/20
KALLEVIG, BRYAN	SUPV PARA/EAST, .5875 TO .80625	08/28/19	06/05/20
LAVIGNE, NICHOLAS	SUPV PARA/ORDEAN EAST, .8125 TO .9375	10/07/19	06/05/20
LIU, XUE	FOOD SERVICE HELPER/EAST, .46875 TO .59375	10/15/19	06/05/19
MCRAE, JONELLE	FOOD SERVICE HELPER/DENFELD, .53125 TO .59375	10/21/19	06/05/20
PRIVETT, WENDY	SATELLITE MGR II/LOWELL, .875 TO 1.0	10/08/19	06/05/20
QUINN-JERECZEK, DIANA	SUPV PARA/ORDEAN EAST, .475 TO .59375	08/27/19	06/05/20
RODGERS, COLLEEN	FOOD SERVICE HELPER/EAST, .46875 TO .59375	10/15/19	06/05/20
SMITH, CINDY	FOOD SERVICE HELPER/DENFELD, .5625 TO .59375	10/21/19	06/05/20
VALENTINE, SALLY ANN	FOOD SERVICE HELPER/DENFELD, .53125 TO .59375	10/21/19	06/05/20
WALKER, AMY	FOOD SERVICE HELPER/LINCOLN, .4375 TO .5	10/14/19	06/05/20
WATCZAK, JAMES	FOOD SERVICE HELPER/LOWELL, .40625 TO .5	10/09/19	06/05/20
Total: 19			

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective: 1/1/2020

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POSITION	CATEGORY	RATE
<u>COMMUNITY EDUCATION</u>		
American Indian Facilitator	Hourly	\$10.00
Lifeguard	Hourly	\$10.15
Locker Room Attendant	Hourly	\$10.00
Pool Director	Hourly	\$10.00
Puppeteer	Hourly	\$10.15
School-Aged/Pre-K Worker	Hourly	\$10.00
Special Needs Helper	Hourly	\$10.00
Youth Development Programs		
Cross Age Student Helper Playground Leader Gym Supervisor Activity Leader Summer Youth Placement Coordinator	Hourly	\$10.00
<u>FOOD SERVICE</u>		
Cook and Head Cook Substitute	Substitute	\$10.15
Food Service Substitute/Non-Unit Helper	Hourly & Substitute	\$10.00
<u>MAINTENANCE AND CONSTRUCTION</u>		
Lead Person for Laborers	Substitute	\$10.00
Snow Shovelers, Temporary	Hourly	\$10.00
Summer AV Repair	Hourly	\$10.00
Summer Hourly Substitute	Substitute	\$10.00
<u>BUILDING OPERATIONS</u>		
Substitute for Licensed People	Substitute	\$10.00
Summer Hourly and Summer Hourly Lawn Crew	Hourly	\$10.00
<u>TRANSPORTATION</u>		
Bus Helper	Substitute	\$10.00
Field Trip	Substitute	\$10.15
<u>PRINT SHOP</u>		
Summer Hourly	Hourly	\$10.00
<u>PURCHASING (STOREROOM)</u>		
Hourly Regular Substitute	Substitute	\$10.00
Hourly Student	Hourly	\$10.00
<u>CLERICAL</u>		
Hourly Clerical	Hourly	\$10.15
Regular Substitute	Substitute	\$10.15
<u>PARAPROFESSIONALS</u>		
Career Center Assistant	Hourly	\$10.00
Child Care Assistant	Substitute	\$10.15
Community Assistant	Substitute	\$10.00
Community Liaison	Substitute	\$10.00
Cultural Assistant (no language skills)	Substitute	\$10.00
Cultural Assistant (with language skills)	Substitute	\$10.15
Experience Center Manager	Substitute	\$10.00
Indian Oriented Assistant	Substitute	\$10.00
Instructional Assistant (Tutor)	Hourly & Substitute	\$10.00
Media Assistant	Substitute	\$10.00
Occupational Therapy Assistant	Substitute	\$10.15
Special Education Assistant	Hourly & Substitute	\$10.15
Supervisory Assistant	Substitute	\$10.15
Technical Tutor		
Graphic Artist Cultural Assistant (with language skills) RDT Asian Oriented Evaluation/Testing	Substitute	\$10.15

Board approved 11.19.19

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective: 1/1/2020

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POSITION	CATEGORY	RATE
<u>MISCELLANEOUS</u>		
Accounting Intern	Hourly	\$10.00
Assistant Examiner	Hourly	\$10.00
Cafeteria/Playground Monitor	Hourly	\$10.00
Crossing Guard	Hourly	\$10.00
Deli Assistant	Hourly	\$10.00
Desegregation Assistant	Hourly	\$10.00
HRA Headstart Resource Aide	Hourly	\$10.00
Indian Adult Basic Education Assistant	Hourly	\$10.00
Parental Involvement Coordinator	Hourly	\$10.00
Technology Student Intern (after 17 months)	Hourly	\$10.00
Technology Student Intern(ISD#709 Student)	Hourly	\$10.00
Work Study	Hourly	\$10.00

Board approved 11.19.19

DULUTH PUBLIC SCHOOLS NO. 709

EVALUATION OF THE SUPERINTENDENT (Evaluation Instrument)

INSTRUCTIONS: This evaluation instrument is divided into three (3) goals. Each School Board member is asked to rate the Superintendent on the items cited in each of the categories on a scale ranging from **1** to **4**. The number **1** is the lowest possible score & indicates unsatisfactory goal and result attainment. The number **4** indicates distinguished goal and result attainment. A definition of each numerical rating is presented as follows:

4 - DISTINGUISHED

The Superintendent exceeded the expectations of the specific goal and results.

3 – ACCOMPLISHED

The Superintendent meets expectations & results are achieved of the specific goal.

2 - SATISFACTORY

Specific goal is met however may be lacking in important result areas.

1 – UNSATISFACTORY

The Superintendent's goal attainment and results in this category is unacceptable & requires immediate attention.

***Note:** Any area determined as being performed in a less than satisfactory manner must contain recommendations on how the Superintendent can improve their performance in that area.

Areas of Goal Evaluation

Goal 1. Tool for Equity Accountability Implementation

Goal 2. Decrease disproportionate Out of School Suspensions for subjective reasons (according to progress targets for OSS Plan)

Goal 3. Dissertation Completion

The overall ranking of the Superintendent as rated by the average score of all School Board members, in the evaluation areas listed above is in the "Accomplished/Satisfactory" range.