

Human Resources Committee
Duluth Public Schools, ISD 709

Agenda

Monday, May 13, 2013

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
 - A. *Placeholder - Resolution #HR-5-13-3091 - Termination of Certified Hourly Staff
 - B. *Placeholder - Resolution #HR-5-13-3092 - Termination of Non-Tenured Certified Staff
 - C. *Placeholder - Resolution #HR-5-13-3093 - Termination of Certified Long-Term Substitutes
 - D. Hourly Substitute Pay Rate Sheet 5
3. **Informational Items**
 - A. *There are no Informational Items at this time.*
4. **Future Items**
 - A. *There are no HR Future Items at this time.*

HUMAN RESOURCES ACTION ITEMS FOR: 05/21/13

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
KANDEL, JILL	SPECIAL ED DCD SETTING III/DW, MA 4 (REALLOC OF FTE)	09/02/13
WOKSON, DIANA	SPECIAL ED DCD SETTING III/DW, III 4 (REALLOC OF FTE)	09/02/13
Total: 2		

<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>
ANDERSON, MATTHEW	.500 ASST TRACK/DENFELD, 12/13, \$1,339.50	
ARNDT, JAMES	ACADEMIC CLUB/ROBOTICS ADV/DENFELD, 12/13, \$902.00	
BOLANDER, KYLE	ASST BASEBALL/DENFELD, 12/13, \$2,533.00	
EHLERT, PEGGY	ACADEMIC CLUB/VOCATIONAL CLUB ADVISOR/EAST, 12/13, \$2,870.00	
FRITCH, BONNIE	.600 TECH COORDINATOR/LAKEWOOD, 12/13, \$1,207.00	
LARSON, DANIEL	.500 ASST TRACK/DENFELD, 12/13, \$1,339.50	
LINDAHL, SARAH	ASST SWIM/ORDEAN-EAST, 12/13, \$711.00	
MADOLE, JENNIFER	ACADEMIC CLUB/CLUB ADV/DENFELD, 12/13, \$2,870.00	
MAGLIANO, THERESA	GR 9 ASST TRACK/EAST, 12/13, \$2,090.00	
OLSON, JAMES	TECHNOLOGY COORDINATOR/NETTLETON, 12/13, \$2,414.00	
OLSON, KIMBERLY	ACADEMIC CLUB/VOCATIONAL ADV/DENFELD, 12/13, \$2,870.00	
PELLER, SHONDA	ACADEMIC CLUB/VOCATIONAL ADV/DENFELD, 12/13, \$2,870.00	
SANDHOLM, PAUL	HEAD GOLF/DENFELD, 12/13, \$2,602.00	
SHUSTER, SARA	.400 ASST SOFTBALL/EAST, 12/13, \$1,013.20	
WHITE, TIMOTHY	ACADEMIC CLUB/ROBOTICS ADV/DENFELD, 12/13, \$902.00	
WICKER, AMY	.500 ASST TRACK/GIRLS/EAST, 12/13, \$1,339.50	
WITTMERS-GRAVES, ERICA	.400 TECH COORDINATOR/LAKEWOOD, 12/13, \$1,207.00	
Total: 17		

<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ARNDT, JAMES	PRINCIPAL/CONSORTIUM REPRESENTATION 12/13 (NOT TO EXCEED 93 HRS)	07/01/12 06/30/13
LEIBFRIED, CHARLES	PRINCIPAL/LAKEWOOD (NOT TO EXCEED 40 HRS)	04/08/13 04/12/13
Total: 2		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
BERGMAN, HELEN	SPLIT GR 1/2/STOWE, POLICY #4125 W/O PAY	03/20/13 03/22/13
BERGUM, LADONNA	SPANISH/EAST, POLICY #4125 W/O PAY (DATE CHANGE)	04/22/13 04/24/13
BOYHTARI, BONNIE	GR 3/CONGDON PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
CLAY, CORY	BAND/ORDEAN-EAST, POLICY #4125 W/O PAY (EXTENSION)	09/02/13 01/17/14
DANZ, MARY	GR 1/LESTER PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
DARVELL, MEGAN	AUTISM/MACARTHUR, SUPT APPROVED LEAVE W/O PAY (DATE CHANGE)	01/21/13 04/29/13
GODFREY, SARAH	EBD/NETTLETON, MEDICAL W/O PAY	03/22/13 03/29/13
KARICH, CELINE	ENGLISH/EAST, .500 JOB SHARE W/O PAY	09/02/13 06/06/14
KRIZAJ, ERIN	GR 1/LESTER PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
LANE, MARJORIE	MATH/DENFELD, MID-CAREER W/O PAY (EXTENSION)	09/02/13 06/06/14
LARSON, AMY	GR 1/LOWELL, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
LOVOLD, MARY	ENGLISH/ORDEAN-EAST, POLICY #4125 W/O PAY (EXTENSION)	09/02/13 06/06/14
MEYERSON, ROBI	PRE-KDGN/DW, SUPT APPROVED LEAVE W/O PAY	03/22/13 04/26/13
POKRZYWINSKI, JOHN	GR 4/NETTLETON, MID-CAREER W/O PAY (DATE CHANGE)	09/05/11 06/07/13
SCHLICHTING, RHONDA	EBD/DW/CHESTER CREEK, MID-CAREER, W/O PAY (EXTENSION)	09/02/13 06/06/14
SUNDLAND, AMY	GR 3/CONGDON PARK, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
TRYGGESTAD, LYNN	ENGLISH/EAST, .200 POLICY #4125 W/O PAY (EXTENSION)	09/02/13 06/06/14
WESTHOLM, DANIELLE	ENGLISH/EAST, .500 JOB SHARE W/O PAY	09/02/13 06/06/14
WESTHOLM, DANIELLE	ENGLISH/EAST, .400 PARENTAL W/O PAY (DATE CHANGE)	01/22/13 06/07/13
ZWAK, KRISTY	GR 1/LOWELL, .500 JOB SHARE W/O PAY (EXTENSION)	09/02/13 06/06/14
Total: 21		

<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
HELTUNEN, CHARLES	MATH/LINCOLN PARK, III 2, S. HODGSON	04/22/13 06/07/13
JOHNSON, MEGAN	GR 1/STOWE, III 2, B. WINDSOR	04/29/13 06/07/13
KEMP, HEATHER	MATH/LINCOLN PARK, III 2, S. HODGSON (DATE CHANGE)	01/23/13 04/05/13
TORMONDSSEN, WILLIAM	BAND/EAST, IV+30 7, D. BROWN, TO BE DETERMINED	03/28/13
Total: 4		

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
CRANDALL, WILLIAM	PRINCIPAL/ALC (ON LEAVE)	07/31/13
PIERSON, SHELLY	GR 5/NETTLETON (ON LEAVE)	06/07/13
Total: 2		

<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
FOX, KATHERINE	GR 3/STOWE	09/16/13
GRITZMACHER, CYNTHIA	MUSIC/CONGDON PARK/CHESTER CREEK/MERRITT CREEK	06/07/13
KAISER, AMY	PHYSICAL ED. SPECIALIST/PIEDMONT	06/07/13
NISSWANDT, KIRSTEN	HOMEBOUND/DW	06/07/13
TAMMINEN, BETH	COORDINATOR/ALC	07/31/13
WINDSOR, BRENDA	GR 1/STOWE	04/30/13
Total: 6		

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BENNETT, PATRICIA	TITLE I/STOWE, .350 TO .475	03/25/13 05/17/13
IDEKER, BRIDGET	PRE-K/BARNES, .650 TO 1.00	04/15/13 04/26/13
SWEDBERG, JUDITH	PRE-K/BARNES, .750 TO 1.00	04/15/13 04/26/13
Total: 3		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
SMITH, JAMIE	SPEC ED PROG PARA/MALE/MACARTHUR,31.25/38WKS,\$14.49/HR LUCKSTEIN	05/23/13 06/07/13
TRONTVET, LEAH	INTEG SPEC/DENFELD/EAST,40/41WKS,\$21.48/HR,TEMPOS (DATE CHANGE)	03/04/13 05/10/13
TRONTVET, LEAH	KEY ZONE SITE COORD/CONGDON, 40HRS/51WKS, \$14.90/HR,M THOMAS	05/13/13
Total: 3		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HALLFRISCH, MONICA	COMMUNITY LIAISON/STOWE (NOT TO EXCEED 87 HRS)	06/10/13 06/28/13
Total: 1		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
ANDERSON, JENNY	HELPER/STOWE, PARENTAL W/O PAY	03/30/13 06/06/13
BANKS, KELLY	MENTAL HEALTH PRACT/NETTLETON, "A" PERSONAL W/O PAY	04/24/13 04/26/13
GALLIAN, WILLIAM	CUSTODIAN II/DENFELD, "A" PERSONAL W/O PAY	04/01/13 04/03/13
LARSON, ELIZABETH	OFFICE SUPP. INTERMED./LOWELL, "B" W/O PAY (EXTENSION)	04/17/13 04/17/14
LEE, ROBERT	HELPER/DENFELD, "A" PERSONAL W/O PAY	05/13/13 05/24/13
LUCKSTEIN, DAVID	SPEC ED PROG PARA/MACARTHUR, "A" PERSONAL W/O PAY (DATE CHANGE)	02/18/13 03/28/13
MAFFIA, MICHELLE	HEALTH/LPN PARA/ORDEAN-EAST, "A" PERSONAL W/O PAY	03/27/13 03/29/13
OLCOTT, CHRISTINE	SPEC ED PROG PARA/DENFELD, "A" PERSONAL W/O PAY	04/16/13 05/01/13
SHATTO, ALVINE	HELPER/LINCOLN PARK, "A" MEDICAL W/O PAY	03/26/13 06/06/13
SHEARER, JACK	SPEC ED PROG PARA/LESTER PARK, ADMIN. LEAVE W/ PAY (DATE CHANGE)	03/07/13 03/29/13
SIMONSON, HOLLY	BUS DRIVER II/TRANSPORTATION, "A" MEDICAL W/O PAY	03/18/13 04/30/13
SWEARENGIN, SANDRA	HELPER/CONGDON PARK, "A" MEDICAL W/O PAY	04/16/13 06/06/13
WHITE, KAREN	OFFICE SUPP. SENIOR/EAST, "A" MILITARY LEAVE W/PAY	03/18/13 04/05/13
Total: 13		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
ERICKSON, LIANNE	SAT MGR II/ALC, 17.5/38WKS, \$14.00/HR, C. HURLEY (TEMP. POS.)	03/27/13 06/06/13
Total: 1		

NONCERT RECLASSVANDELL, BRENDA
Total: 1**NEW POSITION/OLD POSITION/RATE OF PAY**

OFFICE SUPP. SENIOR/ALC, OFFICE SUPP. INTER./ALC, \$19.53/HR

EFFECTIVE DATES

10/23/12

NONCERT RESIGNATIONBROWN, NATHANIEL
CHRISTIANSEN, ALINA
JOHNSON, JEFFREY
JOHNSON, KRISTINA
MEYER, KIMBERLY
SUTHERLAND, LINDA
TRONTVET, LEAH
Total: 7**POSITION/LOCATION**SPEC ED PARA/BW/LINCOLN PARK (ON LEAVE)
INSTR PARA/PIEDMONT HEADSTART
CUSTODIAN II/LINCOLN PARK
HELPER/LESTER PARK
SPEC ED PARA/BW/STOWE (PRESUMED RESIGNATION)
CUSTODIAN II/LESTER PARK
INTEGRATION SPEICALIST/DW**EFFECTIVE DATES**05/03/13
04/30/13
05/02/13
04/22/13
03/12/13
04/10/13
05/10/13**NONCERT RETIREMENT**DOYLE, KATHY
JAHR, WILLIAM
KREAGER, ANN
Total: 3**POSITION/LOCATION**OFFICE SUPP. SENIOR/FOOD SERVICE/HOCHS
STOREKEEPER/HOCHS
TECH TUTOR/EAST**EFFECTIVE DATES**06/28/13
04/30/13
06/28/13**NONCERT TEMP DECREASE POSITION/LOCATION/CONDITION**JOYCE, DAVID
LUCKSTEIN, DAVID
Total: 2SPEC ED PARA/STUD SPEC/HOMECROFT, .875 TO .781 (CHANGE IN DATES)
SPECIAL ED/JOB COACH/HOCHS, .781 TO .500 (TEMP. POS.)**EFFECTIVE DATES**03/25/13 06/07/13
03/29/13 06/07/13**NON-CERT TERM**VALENTINE, SUSAN
Total: 1**POSITION/LOCATION**

HELPER/NETTLETON

EFFECTIVE DATES

04/02/13

NONCERT TEMP INCREASE POSITION/LOCATION/CONDITIONSUNDEEN, SALLY
Total: 1

SPEC ED PARA/STUD SPEC/EAST, .781 TO .875

EFFECTIVE DATES

04/22/13 05/03/13

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective 5/21/2013 RATE

<u>COMMUNITY EDUCATION</u>			
Lifeguard		\$	9.00
Locker Room Attendant	Minimum Wage	\$	7.25
Swim Instructor		\$	11.00
School-Aged Care/Pre-K Worker	Name Change 5/21/13	\$	8.00
Special Needs Helper	Minimum Wage	\$	7.25
Youth Development Programs			
-Cross Age Student Helper	Minimum Wage	\$	7.25
-Youth Service Facilitator		\$	12.50
-Playground Leader		\$	7.50
-Gym Supervisor	Minimum Wage	\$	7.25
-Activity Leader		\$	7.50
-Summer Youth Placement Coordinator		\$	8.50
Site Supervisor Substitute	Name Change 5/21/13	\$	10.00
Pool Director		\$	7.50
Temporary Building Coordinator		\$	12.00
Puppeteer		\$	9.00
American Indian Facilitator		\$	9.25

<u>FOOD SERVICE</u>			
Food Service Substitute/Non -Unit Helper		\$	8.50
Cook and Head Cook Substitute		\$	9.50
Production Manager Substitute		\$	10.50
Satellite Manager Substitute		\$	9.50
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		\$	7.50
Snow Shovelers, Temporary		\$	7.50
Summer AV Repair		\$	7.00
Lead Person for Laborers		\$	8.15
Summer Retired Trades People		*	
Welder and Other Skilled Trades		*	

<u>BUILDING OPERATIONS</u>			
Hourly Regular Substitute		\$	8.50
Substitute for Licensed People		\$	8.15
Summer Hourly		\$	7.75
Summer Hourly Lawn Crew		\$	7.75
Retired Custodian		*	
Retired Fireperson I		\$	11.85
Retired Fireperson II		*	
Retired Engineer		*	
(Eng. 1*/Eng. 2*/Eng. 3*/Eng. 4*)			

<u>TRANSPORTATION</u>			
Substitute for Bus Driver (regular route)			Step A of MA CBA
Field Trip		\$	10.00
Bus Helper		\$	9.00

<u>PRINT SHOP</u>			
Summer Hourly	Minimum Wage	\$	7.25
Skilled Tradesperson		*	

*(Step B Current Maintenance Unit Bargaining Agreement)

HOURLY/SUBSTITUTE PAY RATE SHEET

Effective 5/21/2013 RATE

<u>PURCHASING (STOREROOM)</u>			
Hourly Regular Substitute		\$	7.60
Hourly Student	Minimum Wage	\$	7.25
Stock Clerk (Retired Employee)		*	

<u>CLERICAL</u>			
Regular Substitute		\$	9.00
Retired/Layoff Employees		\$	13.50

<u>EDUCATIONAL ASSISTANT</u>			
Instructional Assistant(Tutor)		\$	8.75
Media Assistant		\$	8.75
Supervisory Assistant		\$	9.00
Special Education Assistant		\$	9.00
Health Assistant		\$	10.00
Hearing Impaired Assistant (Signer) (Transliterater Non-Licensed)		\$	13.00
Licensed Interpreter for the Deaf		\$	20.00
Special Education Assistant (LPN License Required)		\$	14.00
Special Education Assistant (RN License Required)		\$	20.00
Indian Oriented Assistant		\$	8.50
Cultural Assistant (no language skills)		\$	9.00
Community Assistant		\$	8.50
Experience Center Manager		\$	8.50
Career Center Assistant	Minimum Wage	\$	7.25
Career Center Coordinator		\$	12.50
Occupational Therapy Assistant		\$	9.50
Technical Tutor			
-Graphic Artist		\$	9.00
-Cultural Assistant (with language skills)		\$	9.50
-RDT		\$	9.00
-Asian Oriented		\$	9.00
-Evaluation/Testing		\$	9.00
Child Care Assistant		\$	9.00
Community Liaison		\$	9.00
Physical Therapist Assistant		\$	13.95
Mental Health practitioner Sub		\$	12.00

<u>MISCELLANEOUS</u>			
HRA Headstart Resource Aide	Minimum Wage	\$	7.25
Desegregation Assistant		\$	7.50
Cafeteria/Playground Monitor		\$	8.50
Crossing Guard		\$	8.00
Work Study	Minimum Wage	\$	7.25
Accounting Intern		\$	8.00
GED Examiner		\$	20.00
Parental Involvement Coordinator	Minimum Wage	\$	7.25
Indian Adult Basic Education Assistant		\$	8.75
Assistant Examiner		\$	8.00
Systems Maintenance Technician		\$	21.54
Technology Student Intern(ISD#709 Student)		\$	7.00
Technology Student Intern (after 17 months)		\$	7.30
Technology Intern (2 yrs college or above)	Eff 5/21/13	\$	11.00
Help Desk Technician		\$	12.82
Deli Operator		\$	14.00

<u>SUBSTITUTE TEACHERS</u>			
All Certified Substitutes		\$	95.00
Certified Retired Substitutes Only		\$	100.00
Teacher Hourly Rate of Pay 7-1-12		\$	21.03