

**Human Resources Committee - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, November 17, 2015

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
  - A. Approval of Hourly Substitute Pay Rate Sheet 4
3. **Informational Items**
  - A. There are no Informational HR Items at this time.
4. **Future Items**
  - A. There are no Future HR Items at this time.

**HUMAN RESOURCES ACTION ITEMS FOR: 11/17/2015****CERT APPOINTMENT**

DESHAW, NICHOLAS  
 FABBRO, JENNIFER  
 KOLAR, PATRICIA  
 LARSEN, STEPHANIE  
 Total: 4

**POSITION/LOCATION/CLASS&STEP/REPLACING**

.15 PHY ED SPEC/MACARTHUR & 0.5 PHY ED SPEC/LAKEWOOD, III 3, TEMP POS  
 SPEC ED DCD/SMI III/DENFELD, III 2, E JOHNSON  
 .2 MEDIA/MERRITT CREEK,.1 MEDIA/CHESTER CREEK/WOODLAND HILLS  
 SPEC ED DED III/LAURA MACARTHUR, III+15 5, E NORMAN

**EFFECTIVE DATES**

09/28/15  
 09/21/15  
 10/02/15  
 10/05/15

**CERT LONG TERM SUB**

ANDREWS, SARAH  
 BREDESON SAMPSON, JULIA  
 EGBERT, PAMELA  
 Total: 3

**POSITION/LOCATION/CLASS & STEP/REPLACING**

SOCIAL STUDIES/ORDEAN EAST, III+15, 2, J. TIMMERSMAN  
 GR 5/LOWELL, III 2, M DRISCOLL, TO BE DETERMINED  
 SPEC ED EBD/EAST, IV 9, J KOIVISTO

**EFFECTIVE DATES**

10/22/15 01/22/16  
 10/02/15  
 09/21/15 11/13/15

**CERT PERM INCREASE**

JUTEN, JANE  
 Total: 1

**POSITION/LOCATION/CONDITION**

MATH/ORDEAN EAST, .8 TO 1.0

**EFFECTIVE DATES**

09/02/15

**CERT TEMP DECREASE**

VAN CAMP, MARCIA  
 Total: 1

**POSITION/LOCATION/CONDITION**

MUSIC-VOCAL/DENFELD, 1.0 TO .8

**EFFECTIVE DATES**

10/01/15 06/10/16

**CERT TEMP INCREASE**

BUSSE, JULIE  
 GRENIGER, JODY  
 HANNU, DEBRA  
 HANSON, CHAD  
 JONES, GREG  
 MCNEIL, DENISE  
 MILLER, JENNIFER  
 NORTHEY, SHAWN  
 PORTER, DEBRA  
 PUTTKAMMER, LANA  
 SILJENDAHL, CHRISTOPHER  
 WHITE, TIMOTHY  
 WILLIAMS, PAULA  
 Total: 13

**POSITION/LOCATION/CONDITION**

SPEC ED/DW, 1/6 OVERLOAD  
 ABE/HOCHS, .875 TO 1.0  
 ART/ORDEAN EAST, 1/6 OVERLOAD  
 .2 MUSIC SPECIALIST/ALC, .4 TO .6  
 STAFF DEVELOPMENT COORDINATOR/HOCHS, 1/6 OVERLOAD  
 ECFE/MYERS-WILKINS, .5 TO.6  
 GRAPHIC ARTS/EAST, 1/6 OVERLOAD  
 MATH/DENFELD, 1/6 OVERLOAD  
 FACS/LINCOLN PARK, 1/6 OVERLOAD  
 MATH/LINCOLN PARK, 1/6 OVERLOAD  
 PHYSICAL EDUCATION/LINCOLN PARK, 1/6 OVERLOAD  
 MATH/DENFELD,1/6 OVERLOADS  
 GUIDANCE COUNSELOR/WOODLAND HILLS, 1/6 OVERLOAD

**EFFECTIVE DATES**

09/02/15 06/10/16  
 09/02/15 12/23/15  
 09/02/15 06/10/16  
 10/12/15 06/10/16  
 09/02/15 06/10/16  
 09/02/15 06/10/16  
 09/02/15 06/10/16  
 09/29/15 01/22/16  
 09/02/15 06/10/16  
 09/02/15 06/10/16  
 09/02/15 06/10/16  
 09/29/15 01/22/16  
 09/02/15 06/10/16

**CERT LEAVES**

MCCLIMEK, BETH  
 Total: 1

**POSITION/LOCATION/LEAVE TYPE**

SOCIAL STUDIES/EAST,"A" PARENTAL LWOP

**EFFECTIVE DATES**

12/02/15 01/24/16

**NONCERT APPOINTMENT**

BAERG, KATHERINE  
 BRAUN, ERIC  
 CIANNI, MARY  
 DAHMEN, DAKOTA  
 DUVALL, JACQUELINE  
 ELLISON, ROBIN  
 ESSE, THOMAS  
 HAGE, KAYLEE  
 HAGE, KAYLEE  
 HAGE, KAYLEE  
 HOMERE, PHILLIP  
 ISAACSON, KIM  
 LEIGHTON, BRIDGET  
 MCNELLY, TERESA  
 MORISSEAU, MARIA  
 MORRIS, HEIDI  
 NOVITSKI, FRANK  
 PAPPAS, HEATHER  
 RAMBERG, STEVEN  
 RENNQUIST, JEAN-PAUL  
 RUSSELL, BARBARA  
 SETTERGREN, JAMES  
 SHEMWELL, ETHNA  
 SHOCKLEY, DENISE

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

SPEC ED PROG PARA/STOWE, 31.25/38WKS, \$15.08/HR, S LARSEN  
 SUPV PARA/LINCOLN PARK, 32.5/38WKS, \$14.23/HR, S MAYBERRY  
 SPEC ED PARA-STUD SPEC/MACARTHUR, 21.25/38WKS, \$15.08/HR, J DUVALL  
 HELPER/EAST, 18.75/38WKS, \$11.92/HR  
 SPEC ED PARA/BW/DENFELD, 32.5/38WKS, \$15.08/HR  
 SPEC ED PARA-STUD SPEC/MERRITT CREEK, 31.25/38WKS, \$15.08/HR  
 ENGINEER IV/EAST, 40/52WKS, \$23.42  
 SPEC ED PARA/BW/MYERS-WILKINS, 14/38WKS, \$15.08/HR, E KAPLAN  
 HEALTH PARA-LPN/ORDEAN EAST, 30/38WKS, \$18.79/HR, S LAURVICK  
 SPEC ED PARA-STUD SPEC/DENFELD, 32.5/38WKS, \$15.08/HR  
 SUPV PARA/EAST, 19/38WKS, \$14.23/HR, E BRAUN  
 INST PARA-ECFE/PIEDMONT, 38/38WKS, \$15.52/HR  
 SPEC ED PARA-LPN/CONGDON, 31.25/38WKS, \$17.07/HR  
 INST PARA/MYERS-WILKINS, 24/38WKS, \$13.59/HR, S LARSEN  
 SPEC ED PARA/BW/LESTER PARK, 31.25/38WKS, \$15.08/HR, D TOMAICH  
 EXEC ASST/HOCHS/FINANCE, 40/52WKS, \$19.57/HR, D STRATIOTI  
 SCHL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$14.72/HR, P COX  
 SCHL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$14.72/HR, H SIMONSON  
 SPEC ED PROG PARA/STOWE, 31.25/38WKS, \$15.08/HR, J FABBRO  
 SPEC ED PROG PARA/MALE REQ/DENFELD, 32.5/38WKS, \$15.08/HR, P MANOPPO  
 SPEC ED PARA-LPN/LESTER PARK, 31.25/38WKS, \$17.07/HR, J BUSHEY  
 SCHL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$14.72/HR, J DESCHAMPE  
 SPEC ED PARA-BW/MYERS WILKINS ECSE, 18/38WKS, \$15.08/HR, K HAGE  
 SCHL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$14.72/HR, K KUEHNOW

**EFFECTIVE DATES**

10/20/15  
 09/28/15  
 10/20/15  
 09/23/15  
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 09/23/15  
 10/15/15  
 09/25/15

<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
TARNOWSKI, ANTHONY	SPEC ED PROG PARA/MALE REQ/LAURA MACARTHUR, 31.25/38WKS, \$15.08/HR	10/12/15
TOLAND, PAMELA	OFFICE SUP SPEC-INTER/ABE, 16/45WKS, \$15.70/HR	10/09/15
WAZWAZ, NOAF	INSTR PARA-HS/DW, 19.75/38WKS, \$15.08/HR, T MCNELLY	10/05/15
WEST FABINY, LINDSAY	HEALTH PARA-LPN/MYERS WILKINS, 30/38WKS, \$17.07/HR, B RUSSELL	10/28/15
Total: 28		3
<b><u>NONCERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
CANFIELD-EVANSON, KRISTIN	PARA/MYERS WILKINS, "A" PERSONAL LEAVE WITHOUT PAY (LWOP)	09/23/15 09/24/15
FALWEY, SARAH	KITCHEN HELPER/LOWELL "A" PERSONAL LWOP	12/21/15 12/23/15
FALWEY, SARAH	KITCHEN HELPER/LOWELL "A" PERSONAL LWOP	09/16/15 09/18/15
GAVITT, MARY	SUPV PARA/ORDEAN EAST "A" PERSONAL LWOP	10/19/15 10/22/15
LIVADAROS, KATHERINE	PARA/ORDEAN EAST, "B" SPECIAL LEAVE WITHOUT PAY, EXTENDED 1 ADDL YR	06/05/15 06/05/16
LUNDBERG, SHERRI	FOOD SERVICE HELPER/LINCOLN/A" MEDICAL LWOP	09/10/15
LUOMANEN, JEREMY	SCH CUST II/MACARTHUR & DENFELD/A" MEDICAL LWOP	09/22/15
SCHULLER, ANNE	HELPER/DENFELD, "A" PERSONAL WITHOUT PAY LWOP	10/13/15 10/23/15
Total: 8		
<b><u>NONCERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/RATE OF PAY/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
BISSELL, LORRI	HELPER/DENFELD, 18.75/38WKS, \$10.82/HR	10/19/15 06/09/16
CARLSON, JON	HELPER/EAST, 18.75/38WKS, \$10.82/HR	10/19/15 06/09/16
CULLEN, JULIE	HELPER/LAURA MACARTHUR, 17.5/38WKS, \$10.82/HR	10/19/15 06/09/16
FAWCETT, MARILYN	HELPER/EAST, 18.75/38WKS, \$10.82/HR	10/19/15 06/09/16
MONCRIEF, KIMBERLY	HELPER/PIEDMONT, 17.5/38WKS, \$10.82/HR	10/19/15 06/09/16
POLCHOW, NICOLE	HELPER/LESTER PARK, 15/38WKS, \$10.82/HR	10/19/15 06/09/16
SMITH, DENISE	HELPER/PIEDMONT, 15/38WKS, \$10.82/HR	10/19/15 06/09/16
Total: 7		
<b><u>NONCERT PERM DECREASE</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>
GIAMBALVO, CLAIRE	SPEC ED PARA-LPN/DENFELD, .9375 TO .90625	09/14/15
Total: 1		
<b><u>NONCERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
GAVITT, MARY	SUPV PARA/ORDEAN EAST, .8125 TO .9375	09/02/15
HALLFRISCH, MONICA	COMM LIAISON PARA/STOWE, .875 TO .95	09/02/15
JOHNSON, MICHELE	SUPV PARA/ALC, .8 TO 1.0	09/14/15
SCARCELLA, PEGGY	SUPV PARA/ORDEAN EAST, .8125 TO .9375	09/02/15
Total: 4		
<b><u>NONCERT PROMOTION</u></b>	<b><u>NEW POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
LUNDBERG, STEVEN	ENGINEER IV/DENFELD/ENGINEER III/LINCOLN PARK, \$24.07/HR	09/21/15
Total: 1		
<b><u>NONCERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
CHESLAK, JAMES	ENGINEER II/LOWELL	10/01/15
Total: 1		
<b><u>NONCERT TERMINATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
LUCIA, GARY	SCHOOL BUS DRIVER II/TRANSPORTATION	09/02/15
Total: 1		
<b><u>NONCERT TEMP INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
BEDARD, THERESE	SPEC ED PARA/BW/PIEDMONT, .78125 TO .85625	09/08/15 06/09/16
BESSE, JESSICA	LIFEGUARD/LINCOLN PARK, .75 TO .8125	09/08/15 06/10/16
DUVALL, JACQUELINE	SPEC ED PARA-STUD SPEC/LAURA MACARTHUR, .49375 TO .53125	09/21/15 10/02/15
JOHNSON, ELIZABETH	INSTR PARA/STOWE, .475 TO .6375	09/28/15 06/10/16
LAURVICK, SANDRA	SPEC ED PARA-RN/LAURA MACARTHUR, .84375 TO .95	09/10/15 06/10/16
LIVESAY, LORELEI	SUPV PARA/LINCOLN PARK, .75 TO .875	09/02/15 06/10/16
ROSETH, RICHARD	SUPV PARA/MALE REQ/DENFELD, .73125 TO .85625	09/08/15 06/10/16
SIEMSEN, MARY	SPEC ED PARA/BW/PIEDMONT, .78125 TO .85625	09/08/15 06/09/16
SWARD, CINDY	INST PARA-ECFE/LESTER PARK, .638 TO .7	09/22/15 06/07/16
Total: 9		

POSITIONS	SPECIAL NOTES	RATE	Proposed Rate
<b><u>COMMUNITY EDUCATION</u></b>			
Lifeguard		\$ 9.00	<b>\$9.50</b>
Locker Room Attendant		\$ 9.00	
Swim Instructor		\$ 11.00	<b>\$11.50</b>
School-Aged Care/Pre-K Worker		\$ 9.00	
Special Needs Helper		\$ 9.00	
Youth Development Programs			
-Cross Age Student Helper		\$ 9.00	
-Youth Service Facilitator		\$ 12.50	
-Playground Leader		\$ 9.00	
-Gym Supervisor		\$ 9.00	
-Activity Leader		\$ 9.00	
-Summer Youth Placement Coordinator		\$ 9.00	
Site Supervisor Substitute		\$ 10.00	<b>\$10.50</b>
Pool Director		\$ 9.00	
Temporary Building Coordinator		\$ 12.00	<b>\$12.50</b>
Puppeteer		\$ 9.00	<b>\$9.50</b>
American Indian Facilitator		\$ 9.25	

<b><u>FOOD SERVICE</u></b>			
Food Service Substitute/Non -Unit Helper		\$ 9.00	
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.			

<b><u>MAINTENANCE AND CONSTRUCTION</u></b>			
Summer Hourly Substitute		\$ 9.00	
Snow Shovelers, Temporary		\$ 9.00	
Summer AV Repair		\$ 9.00	
Lead Person for Laborers		\$ 9.00	
Summer Retired Trades People		Step A of MA CBA	
Welder and Other Skilled Trades		Step A of MA CBA	

<b><u>BUILDING OPERATIONS</u></b>			
Hourly Regular Substitute		\$ 9.00	<b>\$11.00</b>
Substitute for Licensed People		\$ 9.00	
Summer Hourly and Summer Hourly Lawn Crew		\$ 9.00	
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)

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

<b><u>PRINT SHOP</u></b>			
Summer Hourly		\$ 9.00	
Skilled Tradesperson		Step A of MA CBA	

<b><u>PURCHASING (STOREROOM)</u></b>			
Hourly Regular Substitute		\$ 9.00	
Hourly Student		\$ 9.00	
Stock Clerk (Retired Employee)		Step A of MA CBA	

<b><u>CLERICAL</u></b>		
Regular Substitute	\$	10.00
Retired/Layoff Employees		OSS Step 1 of Clerical CBA
<b><u>PARAPROFESSIONALS</u></b>		
Instructional Assistant(Tutor)	\$	9.00
Media Assistant	\$	9.00
Supervisory Assistant	\$	10.00
Special Education Assistant	\$	10.00
Health Assistant	\$	11.00
Hearing Impaired Assistant (Signer) (Transliterator 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	\$	9.00
Cultural Assistant (no language skills)	\$	9.00
Cultural Assistant (with language skills)	\$	10.00
Community Assistant	\$	9.00
Experience Center Manager	\$	9.00
Career Center Assistant	\$	9.00
Career Center Coordinator	\$	12.50
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	\$	9.00
Physical Therapist Assistant	\$	14.00
Mental Health Practitioner Sub	\$	12.00
<b><u>MISCELLANEOUS</u></b>		
HRA Headstart Resource Aide	\$	9.00
Desegregation Assistant	\$	9.00
Cafeteria/Playground Monitor	\$	9.00
Crossing Guard	\$	9.00
Work Study	\$	9.00
Accounting Intern	\$	9.00
GED Examiner	\$	20.00
Parental Involvement Coordinator	\$	9.00
Indian Adult Basic Education Assistant	\$	9.00
Assistant Examiner	\$	9.00
Systems Maintenance Technician	\$	21.54
Technology Student Intern(ISD#709 Student)	\$	9.00
Technology Student Intern (after 17 months)	\$	9.00
Technology Intern (2 yrs college or above)	\$	12.00
Help Desk Technician	\$	13.00
Deli Operator	\$	14.00
Headstart Nutritionist	\$	25.00
<b><u>SUBSTITUTE TEACHERS</u></b>		
All Certified Substitutes	<b>Effective 9/2/15</b>	\$ 125.00
Certified Retired Substitutes Only	<b>Effective 9/2/15</b>	\$ 130.00
Teacher Hourly Rate of Pay 7/1/14		\$ 21.03

updated 11/23/15 (**minimum wage increased on 8/1/2015**)