

**Human Resources Committee**  
Duluth Public Schools, ISD 709

Agenda

Monday, April 9, 2018

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

1. **Staffing Report Action Items** 2
2. **Other HR Action Items**
  - A. \*Placeholder - Retired Community Education pay rate 4
  - B. \*Placeholder - Approval of Hourly Wage Rates for Hourly Employees
  - C. \*Placeholder - Approval of Collective Bargaining Agreement and  
Independent School District #709 Duluth, Minnesota and Duluth District-  
Wide Instructional Administrators' Association - effective August 1, 2017 to  
July 31, 2020 - Resolution #HR 4-18-3536 6
3. **There are no HR Informational Items at this time.**
4. **Other HR Future Items**
  - A. Superintendent Review

**HUMAN RESOURCES ACTION ITEMS FOR: 04/17/2018**

<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>	
FLETCHER, MOLLY	.33 HEAD TRACK COACH/LINCOLN PARK, 17/18, \$366.34		
FLETCHER, MOLLY	.33 ASST BOYS TRACK COACH/LINCOLN PARK, 17/18, \$256.33		
FLETCHER, MOLLY	.33 ASST GIRLS TRACK COACH/LINCOLN PARK, 17/18, \$256.33		
HARRIS, JES WA	ASST TRACK COACH/ORDEAN EAST, 17/18, \$769.00		
HUIE, FRANK	.33 HEAD TRACK COACH/LINCOLN PARK, 17/18, \$637.00		
HUIE, FRANK	.33 ASST BOYS TRACK COACH/LINCOLN PARK, 17/18, \$256.33		
HUIE, FRANK	.33 ASST GIRLS TRACK COACH/LINCOLN PARK, 17/18, \$256.33		
HUTCHISON, KATIE	.33 HEAD TRACK COACH/LINCOLN PARK, 17/18, \$366.33		
HUTCHISON, KATIE	.33 ASST BOYS TRACK COACH/LINCOLN PARK, 17/18, \$256.34		
HUTCHISON, KATIE	.33 ASST GIRLS TRACK COACH/LINCOLN PARK, 17/18, \$256.34		
LAFLEUR, AMANDA	.5 ASST CHEER COACH/EAST, 17/18, \$1,072.00		
MORK, NINA	.4 ASST GIRLS LACROSSE COACH/EAST, 17/18, \$967.00		
WEBERG, NEIL	ASST TRACK COACH/ORDEAN EAST, 17/18, \$769.00		
WILKINS, TAMMI	NEWSPAPER ADVISOR/LINCOLN PARK, 17/18, \$394.00		
*Placeholder			
Total: 14			
<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>	
PORTNER, STEPHANIE	.80 ECSE/DW, III 2, R MCINTYRE, CHANGE IN DATES	01/29/18	03/06/18
*Placeholder			
Total: 1			
<b><u>CERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>	
HURON, JESSICA	AUTISM TEACHER/LAURA MACARTHUR	01/19/18	
*Placeholder			
Total: 1			
<b><u>CERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>	
ANDERSON, JON	BIOLOGY/DENFELD	06/08/18	
BARTEL, ELIZABETH	GRADE 1/LAKEWOOD	06/08/18	
FOX, ROBERT	CHEMISTRY/DENFELD	06/08/18	
HANSON, DONNA	GRADE 1/STOWE	06/08/18	
JARDINE, JILL	EARLY CHILDHOOD SPECIAL EDUCATION/MYERS-WILKINS	06/08/18	
JARVIS, DEBRA	LEARNING DISABLED/DENFELD	06/08/18	
LETKO, ANN	MATH INTERVENTIONIST/LINCOLN PARK	06/08/18	
MELCHERT, MARY	SPANISH/EAST	06/08/18	
MOHN, CHERYL	HEAD START/STOWE	06/08/18	
MOOERS, DAVID	PHYSICAL EDUCATION/EAST	06/08/18	
SENSKI, VINCENT	SOCIAL STUDIES/ORDEAN EAST	06/08/18	
SHELDON, KRISTY	EMOTIONAL BEHAVIOR DISORDER/MERRITT CREEK	06/08/18	
SUNDSTROM, JOLANE	ART SPECIALIST/STOWE	03/07/18	
TERESI, ROBERT	LIFE SCIENCE/DENFELD	06/08/18	
TIDEMAN, PETER	PHYSICAL SCIENCE/EAST	06/08/18	
VUKELICH, JOE	SOCIAL STUDIES/DENFELD	06/08/18	
*Placeholder			
Total: 16			
<b><u>CERT TEMP INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>	
BENTON, GABRIELLE	SCHOOL PSYCHOLOGIST/DW, 1/6 OVERLOAD, S HUSHAGEN, REVISED END DATE	03/05/18	06/08/18
FEYEN, ANN	SCHOOL PSYCHOLOGIST/DW, 1/6 OVERLOAD, S HUSHAGEN, REVISED END DATE	03/05/18	06/08/18
HUIE, FRANK	PHYSICAL EDUCATION/LINCOLN PARK, 1/6 OVERLOAD	01/22/18	06/08/18
TRENTOR, DOUGLAS	SCHOOL PSYCHOLOGIST/DW, 1/6 OVERLOAD, S HUSHAGEN, REVISED END DATE	03/05/18	06/08/18
*Placeholder			
Total: 4			
<b><u>NONCERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u></b>	<b><u>EFFECTIVE DATES</u></b>	
ERSPAMER, KASEY	SPEC ED PARA/STUD SPEC/MERRITT CREEK, 31.25/38WKS, \$15.53/HR, NEW POS, TEMP	02/28/18	06/08/18
FOERTSCH, DANIELLE	PROJECT/AUTO CAD TECH/FACILITIES, 40/52WKS, \$23.18/HR, G GRENSING	04/09/18	
GANZ, VANESSA	SPEC ED PARA/BW, 16/38WKS, \$15.33/HR, NEW POS, TEMPORARY	01/03/18	06/08/18
KNOEPLER, TAWNIA	SPEC ED PARA/STUD SPEC, 31.25/38WKS, \$15.53/HR, NEW POS, TEMPORARY	03/06/18	06/08/18
MORISSEAU, MARIA	SPEC ED PARA/BW/MYERS-WILKINS, 31.25/38WKS, \$16.81/HR, S MAREK, TEMP	02/26/18	06/08/18
SMULLEN, ALEXIS	SPEC ED PARA/STUD SPEC, 31.25/38WKS, \$15.53/HR, A ERICKSON, TEMPORARY	03/27/18	06/08/18

**NONCERT APPOINTMENT**

\*Placeholder  
Total: 6

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

3

**NONCERT LEAVES**

ANDERSON, LERAE  
MURRAY, CANDACE  
SANDS, ALEXANDER  
\*Placeholder  
Total: 3

**POSITION/LOCATION/TYPER OF LEAVE**

CAFETERIA HELPER/EAST, A" LWOP"  
CAFETERIA HELPER/HOMECROFT, A" LWOP"  
SUPV PARA/EAST, A" LWOP"

**EFFECTIVE DATES**

03/26/18 03/29/18  
04/09/18 04/13/18  
03/21/18 03/30/18

**NONCERT LONG TERM SUB**

GEHLEN, CARRIE  
RODGERS, COLLEEN  
\*Placeholder  
Total: 2

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

HELPER/DENFELD, 18.75/38WKS, \$11.04/HR, TEMPORARY  
HELPER/EAST, 18.75/38WKS, \$11.04/HR, TEMPORARY

**EFFECTIVE DATES**

02/26/18 06/07/18  
02/26/18 06/07/18

**NONCERT PROMOTION**

BUNT, JORDAN  
\*Placeholder  
Total: 1

**NEW POSITION/LOCATION**

MAINT CUST/CONGDON PARK, SCHOOL CUST FLOAT/DW, \$16.48/HR

**EFFECTIVE DATES**

03/07/18

**NONCERT RESIGNATION**

BORNDAL, GRANT  
ENGBRETSSEN, KATRINA  
KRANZ, JUDD  
LEIGHTON, BRIDGET  
MALY, TINA  
SCHULLER, ANNE  
SIMONSON, JUDITH  
SWANSON, KARLIE  
WANGEN, STEPHEN  
WARD, TODD  
\*Placeholder  
Total: 10

**POSITION/LOCATION**

SPEC ED PARA/LAURA MACARTHUR  
SPEC ED PARA/LAURA MACARTHUR  
SCHOOL CUSTODIAN II/ORDEAN EAST  
HEALTH PARA/LPN/LAURA MACARTHUR \*\*RESCINDED 3/19/18  
SPEC ED PARA/LPN/LESTER PARK  
CAFETERIA HELPER/DENFELD  
CAFETERIA HELPER/LAKEWOOD  
LTS CAFETERIA HELPER/LOWELL  
SPEC ED PARA/MERRITT CREEK  
SCHOOL CUSTODIAN II/LINCOLN PARK

**EFFECTIVE DATES**

03/07/18  
04/13/18  
03/30/18  
03/16/18  
03/09/18  
04/13/18  
03/29/18  
03/02/18  
03/09/18  
03/13/18

**NONCERT RETIREMENT**

BOGART, PAUL  
CAMERON, WILLIE  
GUNDERSON, KAREN  
\*Placeholder  
Total: 3

**POSITION/LOCATION**

SCHOOL CUSTODIAN II/ORDEAN EAST  
SPEC ED PARA/DENFELD  
SPEC ED PARA/STOWE

**EFFECTIVE DATES**

07/05/18  
06/08/18  
06/08/18

# HOURLY/SUBSTITUTE PAY RATE SHEET

Proposed Update 04/17/18 - Effective 06/15/2018

POSITIONS	SPECIAL NOTES	RATE
<b><u>COMMUNITY EDUCATION</u></b>		
Lifeguard		\$ 10.00
Locker Room Attendant		\$ 9.65
Swim Instructor		\$ 11.50
School-Aged Care/Pre-K Worker		\$ 9.65
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
American Indian Facilitator		\$ 9.75
<b>Retired Community Schools Coordinator/Drivers Ed Coordinator</b>		<b>\$ 27.00</b>
<b><u>FOOD SERVICE</u></b>		
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.		
<b><u>MAINTENANCE AND CONSTRUCTION</u></b>		
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
<b><u>BUILDING OPERATIONS</u></b>		
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*)	
<b>*(Step B Current Maintenance Unit Bargaining Agreement)</b>		
<b><u>TRANSPORTATION</u></b>		
Substitute for Bus Driver (regular route)		Step A of MA CBA
Field Trip		\$ 10.00
Bus Helper		\$ 9.65
<b><u>PRINT SHOP</u></b>		
Summer Hourly		\$ 9.65
Skilled Tradesperson		Step A of MA CBA
<b><u>PURCHASING (STOREROOM)</u></b>		
Hourly Regular Substitute		\$ 9.65

# HOURLY/SUBSTITUTE PAY RATE SHEET

Proposed Update 04/17/18 - Effective 06/15/2018

Hourly Student	\$ 9.65
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)	\$ 9.65
Media Assistant	\$ 9.65
Supervisory Assistant	\$ 10.00
Special Education Assistant	\$ 10.00
Health Assistant	\$ 11.00
Hearing Impaired Assistant (Signer) (Transliterater 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
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

<b><u>MISCELLANEOUS</u></b>	
HRA Headstart Resource Aide	\$ 9.65
Desegregation Assistant	\$ 9.65
Cafeteria/Playground Monitor	\$ 9.65
Crossing Guard	\$ 9.65
Work Study	\$ 9.65
Accounting Intern	\$ 9.65
GED Examiner	\$ 20.00
Parental Involvement Coordinator	\$ 9.65
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	\$ 14.00
Headstart Nutritionist	\$ 25.00

<b><u>SUBSTITUTE TEACHERS</u></b>	
All Certified Substitutes	\$ 125.00
Certified Retired Substitutes Only	\$ 130.00
Teacher Hourly Rate of Pay 7/1/17	\$ 22.08

## **RESOLUTION**

### **Duluth District-Wide Instructional Administrators' Association**

**RESOLVED**, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and the Duluth District-Wide Instructional Administrators' Association, a summary of which has been provided electronically to all School Board members, be approved and adopted for the period of August 1, 2017 to July 31, 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

\*Placeholder

Resolution #HR-4-18-3536  
April 17, 2018