

Human Resources Committee

Duluth Public Schools, ISD 709

Agenda

Monday, September 10, 2018

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

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|---|----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other HR Action Items | |
| A. *Placeholder - Approval of Education Minnesota Duluth Integration Specialist (ISPEC) Collective Bargaining Agreement - Resolution # HR-9-18-3584 | 6 |
| B. *Placeholder - Approval of Individual Contract for Public Relations Coordinator - Kathleen Kaufman | |
| C. *Placeholder - Approval of Individual Contract for CFO/Executive Director of Business Services | |
| 3. HR Informational Items | |
| A. Para Pro Assessment Update | |
| 4. Other HR Future Items | |
| A. There are no Future HR Items at this time. | |

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

BARNETT, RITA	SPEC ED PARA/STUD SP/EAST, 32.5/38WKS, \$17.11/HR, C DANIEL	08/28/18
BARTIKOSKI, KAYLA	KEY ZONE SITE SUPV/COMM ED, 30/51WKS, \$15.27/HR, K CORBETT	08/27/18
BATTEES, SUSAN	HELPER/LINCOLN PARK, 17.5/38WKS, \$13.94/HR	08/28/18
BOWKER, DIANA	HELPER/ROCKRIDGE, 16.25/38WKS, \$11.32/HR,	08/28/18
BUSHEY, JANE	SPEC ED PARA/JOB COACH/BW/DW, 24/38WKS, \$17.75/HR	08/28/18
CANAVAN, JASMINE	HELPER/ORDEAN EAST, 17.5/38WKS, \$11.32/HR	08/28/18
CARLSON, SUSAN	HELPER/DENFELD, 30/38WKS, \$14.14/HR	08/28/18
CHISHOLM, KYLE	SPEC ED PARA/STUD SP/MALE REQ/DENFELD, 32.5/38WKS, \$15.76/HR, NEW POS	08/28/18
CHRISTJOHN, DUSTIN	SPEC ED PARA/STUD SP/DENFELD, 32.5/38WKS, \$17.23/HR	08/28/18
CLINGMAN, AMIE	HELPER/CONGDON PARK, 17.5/38WKS, \$12.46/HR	08/28/18
CONSTANTINI, THOMAS	SPEC ED PARA/STUD SP/EAST, 32.5/38WKS, \$15.76/HR, S GIMPEL	08/28/18
COOPER, JOLYNN	SPEC ED PARA/PROG/STOWE, 31.25/38WKS, \$15.76/HR, K HILGENDORF	08/28/18
COYLE, SARAH	SPEC ED PARA/STUD SP/STOWE, 31.25/38WKS, \$17.11/HR, K GUNDERSON	08/28/18
DANIEL, CHERIE	SPEC ED PARA/STUD SP/EAST, 32.5/38WKS, \$15.76/HR, J MARTINSON	08/28/18
DECARO, DEEANNA	SPEC ED PARA/BW/LOWELL, 31.25/38WKS, \$15.76/HR, R HENDRICKSON	08/28/18
DOCKENDORF, EMILY	SPEC ED PARA/STUD SP/LINCOLN PARK, 32.5/38WKS, \$15.76/HR	08/28/18
DRAGSTEN, MICHAEL	SPEC ED PARA/STUD SP/CHESTER CREEK, 31.25/38WKS, \$17.23/HR, NEW POS	08/28/18
DRAKE, TERRY	SUPV PARA/LINCON PARK, 32.5/38WKS, \$14.88/HR, T DRAKE	08/28/18
EDWARDS, MICHELLE	HELPER/HOMECROFT, 15/38WKS, \$12.46/HR	08/28/18
ELLISON, ROBIN	SPEC ED PARA/PROG/MERRITT CREEK, 31.25/38WKS, \$17.23/HR, M HELQUIST	08/28/18
ENGSTROM, HOLLY	HELPER/DW, 17.5/38WKS, \$11.32/HR	08/28/18
ERICKSON, ALAN	SPEC ED PARA/PROG/PIEDMONT, 31.25/38WKS, \$15.76/HR, A ERICKSON	08/28/18
ERICKSON, LIANNE	SATELLITE MGR II/ALC, 22.5/38WKS, \$15.34/HR	08/28/18
ERICKSON, SARAH	LIC ASL INTER PARA/MYERS-WILKINS, 18.75/38WKS, \$25.84/HR, REALLOCATE FTE	08/28/18
ERSPAMER, KASEY	SPEC ED PARA/BW/MACARTHUR, 31.25/38WKS, \$15.76/HR, J JOHNSON	08/28/18
FRONDEN, JULIE	HELPER/LOWELL, 15/38WKS, \$12.46/HR	08/28/18
GEHLEN, CARRIE	HELPER/DENFELD, 18.75/38WKS, \$11.32/HR	08/28/18
GEISSLER, SUSAN	SATELLITE MGR II/LINCOLN PARK, 35/38WKS, \$16.66/HR	08/28/18
GILBERTSON, CAYLA	SPEC ED ECSE PARA/BW/DW, 37.5/38WKS, \$15.76/HR, NEW POS	08/28/18
GIMPEL, SHERRI	SPEC ED PARA/STUD SP/LINCOLN PARK, 32.5/38WKS, \$17.11/HR, S COYLE	08/28/18
GUY, TONY	HELPER/LINCOLN, 17.5/38WKS, \$12.46/HR	08/28/18
HAKALA, JILL	HELPER/LESTER PARK, 15/38WKS, \$11.32/HR	08/28/18
HALES, KYRA	HELPER/STOWE, 20/38WKS, \$13.94/HR	08/28/18
HELQUIST, MELODIE	SPEC ED PARA/PROG/MERRITT CREEK, 31.25/38WKS, \$17.23/HR, R BARNETT	08/28/18
HENDRICKSON, RHONDA	SPEC ED PARA/BW/STOWE, 31.25/38WKS, \$17.58/HR, L EISENMENGER	08/28/18
HILGENDORF, KELSEY	SPEC ED PARA/BW/PIEDMONT, 31.25/38WKS, \$17.23/HR, C MCCLAREY	08/28/18
HOFFMAN, JENNIFER	SUPV PARA/EAST, 19/38WKS, \$14.88/HR, M BUKOWIEC	08/28/18
HOLL, DEBRA	SPEC ED LPN PARA/PROG/LINCOLN PARK, 37.5/38WKS, \$17.84/HR, D HOLL	08/28/18
JAKUBEK, DIANE	INSTR PARA/2ND HDST/STOWE, 18/38WKS, \$15.76/HR, NEW POS	08/28/18
JOHNSON, STEVEN	TRANSPORTATION MGR/TRANSPORTATION, 40/52WKS, \$1,366/WK, M JOHNSON	08/30/18
JOUPPI, HOLLY	HELPER/PIEDMONT, 15/38WKS, \$13.94/HR	08/30/18
KARON, MARIA	SATELLITE MGR I/PIEDMONT, 35/38WKS, \$16.87/HR	08/30/18
KNOEPFLER, TAWNYA	SUPV PARA/ORDEAN EAST, 19.5/38WKS, \$14.88/HR, K WHITE	08/28/18
KOWALIK, MARY	HELPER/MACARTHUR, 15/38WKS, \$12.46/HR	08/30/18
KUNKEL, ROBERTA	HELPER/MYERS-WILKINS, 17.5/38WKS, \$12.46/HR	08/28/18
LAMBERSON-MAKELA, HELEN	HEALTH ASST LPN PARA/MACARTHUR, 31.25/38WKS, \$17.84/HR, B LEIGHTON	08/28/18
LARSON, DAWNMARIE	SATELLITE MGR II/LESTER PARK, 28/38WKS, \$15.34/HR	08/28/18
LAURVICK, SANDRA	SPEC ED RN FLOAT PARA/DW, 36.25/38WKS, \$34.03/HR, B DEFRANG	08/28/18
LY, NAM	HELPER/HOMECROFT, 15/38WKS, \$13.94/HR	08/28/18
MARTINSON, JANNA	SPEC ED PARA/BW/HOMECROFT, 31.25/38WKS, \$18.49/HR, M KUEHL	08/28/18
MATHIAS, AMANDA	HELPER/EAST, 21.25/38WKS, \$12.46/HR	08/28/18
MCKOWSKI, DEBRA	SATELLITE MGR I/ORDEAN EAST, 35/38WKS, \$16.87/HR	08/28/18
MCRAE, JONELLE	HELPER/DENFELD, 18.75/38WKS, \$11.32/HR	08/28/18
MEECE, ERIKA	HELPER/STOWE, 15/38WKS, \$12.46/HR	08/28/18
MILLER, CARRIE	SATELLITE MGR II/ROCKRIDGE, 30/38WKS, \$15.04/HR	08/28/18
MILLS, STEPHANIE	HEALTH ASSIST LPN PARA/ORDEAN EAST, 31.25/38WKS, \$17.84/HR, C GAZELKA	08/28/18
MONCRIEF, KIMBERLY	HELPER/MACARTHUR, 15/38WKS, \$12.46/HR	08/28/18
MORISSEAU, MARIA	SPEC ED PARA/BW/MYERS-WILKINS, 31.25/38WKS, \$17.23/HR	08/28/18
MURRAY, CANDACE	HELPER/HOMECROFT, 15/38WKS, \$14.07/HR	08/28/18
NICHOLSON, DENISE	SUPV PARA/ORDEAN EAST, 32.5/38WKS, \$14.88/HR, N LAVIGNE	08/28/18
NORMAN, JOANN	FOOD SRV PROD MGR/DENFELD, 40/38WKS, \$17.85/HR	08/28/18
O'LEARY, KAREN	SATELLITE MGR II/DENFELD, 20/38WKS, \$15.04/HR	08/28/18
OHARA, AMANDA	HELPER/LINCOLN PARK, 30/38WKS, \$13.94/HR	08/28/18
PAYONK, BRENDA	HELPER/ORDEAN EAST, 17.5/38WKS, \$12.46/HR	08/28/18
PERRAULT, JUDITH	HELPER/EAST, 21.25/38WKS, \$13.94/HR	08/28/18
PETERSON, NANCY	HELPER/PIEDMONT, 30/38WKS, \$14.14/HR	08/28/18
POZNIAK, JOHN	SPEC ED PARA/STUD SP/MALE REQ/PIEDMONT, 31.25/38WKS, \$15.76/HR	08/28/18
PUFF, JODI	SATELLITE MGR II/HOMECROFT, 35/38WKS, \$15.41/HR	08/28/18
QUILTY, JILL	SPEC ED PARA/STUD SP/EAST, 32.5/38WKS, \$17.11/HR, J HOFFMAN	08/28/18
REGAN, CONNIE	HELPER/DENFELD, 18.75/38WKS, \$12.46/HR	08/28/18
REKSTAD, HEIDI	HELPER/DENFELD, 18.75/38WKS, \$12.46/HR	08/28/18
REPENSKY, BARBARA	HELPER/PIEDMONT, 15/38WKS, \$12.46/HR	08/28/18
RICH, KRISTIN	SPEC ED ECSE PARA/BW/DW, 30/38WKS, \$15.76/HR, NEW POS	08/28/18
RIDGEWELL, LINDA	HELPER/DENFELD, 30/38WKS, \$14.14/HR	08/28/18
RODGERS, COLLEEN	HELPER/EAST, 18.75/38WKS, \$11.32/HR	08/28/18

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
RUSK, THOMAS	COOK,BAKER/DW, 32.5/38WKS, \$15.04/HR	08/28/18
RUSSELL, ELIZABETH	SATELLITE MGR II/LAKEWOOD, 25/38WKS, \$15.41/HR	08/28/18
SANDERS, KENDRA	HELPER/LOWELL, 15/38WKS, \$12.46/HR	08/28/18
SCHWARTZ, CATHERINE	HEALTH PARA/LPN/HOMECROFT, 31.25/38WKS, \$20.56/HR, C SCHWARTZ	08/28/18
SCRIGNOLI, MICHAEL	SPEC ED PARA/STUD SP/DENFELD, 32.5/38WKS, \$18.49/HR, TEMP POS	08/28/18
SETTERGREN, GERALDINE	HEALTH PARA/LPN/EAST, 35/38WKS, \$19.20/HR, TEMP POS	08/28/18
SHEA, KERRI	HELPER/DENFELD, 21.25/38WKS, \$12.46/HR	08/28/18
SISLO, GARY	HELPER/EAST, 21.25/38WKS, \$12.46/HR	08/28/18
SMITH, CINDY	HELPER/DENFELD, 21.25/38WKS, \$14.14/HR	08/28/18
SMITH, DENISE	HELPER/LINCOLN PARK, 17.5/38WKS, \$12.46/HR	08/28/18
SORENSON, MARCIA	HELPER/CONGDON PARK, 15/38WKS, \$12.46/HR	08/28/18
SORENSON, MELANIE	HELPER/CONGDON PARK, 15/38WKS, \$11.32/HR	08/28/18
STEPHENSON, DEBRA	HELPER/LESTER PARK, 17.5/38WKS, \$14.07/HR	08/28/18
SUNDLAND, MIRANDA	SPEC ED PARA/PROG/PIEDMONT, 31.25/38WKS, \$15.76/HR	09/28/18
SWARD, CINDY	INSTR PARA/ECFE/LESTER PARK, 31/38WKS, \$15.71/HR	08/28/18
SWARD, VICKI	HELPER/ORDEAN EAST, 17.5/38WKS, \$12.46/HR	08/28/18
SWEARENGIN, SANDRA	HELPER/ORDEAN EAST, 17.5/38WKS, \$13.94/HR	08/28/18
TAHTINEN, ANNE	SPEC ED PARA/ECSE/BW/DW, 30/38WKS, \$17.75/HR	08/28/18
TALBOT, MARK	HELPER/STOWE, 15/38WKS, \$12.46/HR	08/28/18
TARAN, DALE	HELPER/MACARTHUR, 17.5/38WKS, \$12.46/HR	08/28/18
TARAN, ROBERTA	SATELLITE MGR I/MYERS-WILKINS, 35/38WKS, \$16.87/HR	08/28/18
THOMAS, TIFFANI	HELPER/ORDEAN EAST, 17.5/38WKS, \$12.46/HR	08/28/18
TOMAICH, DERICK	SPEC ED PARA/PROG/ORDEAN EAST, 32.5/38WKS, \$17.23/HR, K ADAMS	08/28/18
VALENTINE, SALLY ANN	HELPER/DENFELD, 21.25/38WKS, \$14.14/HR	08/28/18
VAN ALLEN, GEORGIA	SATELLITE MGR I/MACARTHUR, 35/38WKS, \$16.50/HR	08/28/18
WADE, MATTHEW	SPEC ED PARA/STUD SP/MALE REQ/PIEDMONT, 31.25/38WKS, \$15.76/HR, T KNOEPFLER	08/28/18
WAKEFIELD, WENDY	SATELLITE MGR II/STOWE, 35/38WKS, \$15.34/HR	08/28/18
WALKER, AMY	HELPER/LINCOLN PARK, 17.5/38WKS, \$12.46/HR	08/28/18
WATCZAK, JAMES	HELPER/LOWELL, 15/38WKS, \$12.46/HR	08/28/18
WESTBERG, MELISSA	SPEC ED PARA/STUD SP/MACARTHUR, 31.25/3/WKS, \$15.76/HR	08/28/18
WHITE, KEVIN	SUPV PARA/ORDEAN EAST, 25/38WKS, \$14.88/HR, T CONSTANTINI	08/28/18
WICK, SUSAN	HELPER/PIEDMONT, 22.5/38WKS, \$14.14/HR	08/28/18
WIEMANN, BARBARA	HELPER/EAST, 30/38WKS, \$12.46/HR	08/28/18
WISS, MITCHELL	SPEC ED PARA/PROG/ROCKRIDGE, 31.25/38WKS, \$17.98/HR, J BERKELMAN	08/28/18
ZOLTEK, LORI	HELPER/MACARTHUR, 17.5/38WKS, \$13.94/HR	08/28/18
*Placeholder		
Total: 119		

4

<u>NONCERT DEMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
FEICK, WILLIAM	SCHOOL CUST II/ORDEAN EAST, SCHOOL CUST/STOWE, \$13.19/HR, VOLUNTARY	08/24/18
*Placeholder		
Total: 1		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
NEVALA, JENNIKA	SPECIAL ED PARA/BW/ORDEAN EAST, B" LWOP"	08/28/18 06/07/19
VALENTINE, SALLY ANN	HELPER/DENFELD, A" PERSONAL LWOP"	10/08/18 10/12/18
*Placeholder		
Total: 2		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HACK, SHERYL	HELPER/LINCOLN PARK, .46875 TO .4375, A OHARA	08/28/18
ISAACSON, KIM	INSTR PARA/ECFE/PIEDMONT, .95 TO .8875	08/28/18
*Placeholder		
Total: 2		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CHIALASTRI, THERESE	HELPER/MYERS-WILKINS, .375 TO .4375	08/28/18
CHRISTIANSEN, ALINA	INSTR PARA/1ST HDST/MACARTHUR, 39/38WKS, \$15.76/HR, K ROBINSON	08/20/18
MCNELLY, TERESA	INSTR PARA/ECFE/DW, .325 TO .875	08/28/18
*Placeholder		
Total: 3		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
CHOPP, JEROME	ENGINEER IV/DENFELD, ENGINEER II/MYERS-WILKINS, \$25.17/HR	08/22/18
JOHNSON, PATRICIA	FOOD SRV PROD MGR/EAST, HELPER/EAST, \$16.40/HR	08/23/18
LAVIGNE, NICHOLAS	SUPV PARA/MYERS-WILKINS, SUPV PARA/ORDEAN EAST, \$14.88/HR, NEW POS	08/28/18
LEWIS, LISA	SPEC ED PARA/BW/LINCOLN PARK, SPEC ED PARA/PROG/DENFELD, \$15.76/HR	08/28/18
OLSON, JOSEPH	SPEC ED PRAR/PROG/MERRITT, SPEC ED PARA/STUD SP/CHESTER, \$17.11/HR	08/28/18
PALMER, MICHELLE	SATELLITE MGR II/CONGDON PARK, HELPER/LESTER PARK, \$14.48/HR	08/29/18
ROBINSON, KIM	SPEC ED PARA/CHECK & CONNECT/DENFELD, 40/38WKS, \$18.13/HR, D EDWARDS	08/28/18
*Placeholder		
Total: 7		

NONCERT RESIGNATION**POSITION/LOCATION****EFFECTIVE DATES**

ALBRIGHT, THOMAS	CIVIC ENGAGEMENT COORDINATOR/HOCHS	08/24/18	
BRAUN, ERIC	SUPV PARAP/ORDEAN EAST	08/28/18	
BRUNS, TYLER	SPEC ED PARA/MACARTHUR	08/03/18	5
BURKE, CRYSTAL	BUS DRIVER II/TRANSPORTATION	08/02/18	
COLARETA, KARINA	INSTR PARA/BARNES HDST	07/30/18	
GAZELKA, CAMILLE	LPN PARA/ORDEAN EAST	08/03/18	
KOERNER, MACKENZIE	ASL INTER/DENFELD	08/03/18	
LINN, MELISSA	SATELLITE MGR II/LOWELL	08/23/18	
MONGAN, DEEDRA	HDST PARA/STOWE	08/01/18	
SANDS, ALEXANDER	SUPV PARA/EAST	08/19/18	
THEIS, GABRIELA	INTERGRATION SPECIALIST/LOWELL	08/03/18	
WAZWAZ, NOAF	INSTR PARAL/ECFE	06/08/18	
*Placeholder			
Total: 12			

NONCERT RETIREMENT**POSITION/LOCATION****EFFECTIVE DATES**

ANSETH, BETTY	SPEC ED PARA/MERRITT CREEK	08/01/18	
DONALDSON, PATRICIA	SCHOOL BUS DRIVER II/TRANSPORTATION	08/28/18	
LEIGHTON, BRIDGET	LPN PARA/MACARTHUR	08/24/18	
*Placeholder			
Total: 3			

NONCERT SUMMER SCHOOL**POSITION/LOCATION****EFFECTIVE DATES**

PALMER, MICHELLE	HELPER/LESTER PARK, NOT TO EXCEED 60 HRS	07/09/18	08/09/18
WINTER, LAURA	CULTURAL IMMERSION PARA/LOWELL, NOT TO EXCEED 30 HRS	06/11/18	06/29/18
*Placeholder			
Total: 2			

RESOLUTION

Education Minnesota Integration Specialist (ISPEC) St. Paul, Minnesota

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 Education Minnesota Integration Specialist (ISPEC) St. Paul, Minnesota, a summary of which has been provided electronically to all School Board members, be approved and adopted for the period of July 1, 2018 to June 30, 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