

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, March 16, 2010

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

- 1. Staffing Reports**
 - A. Certified / Non-Certified Action Items 2
- 2. Action Items - Other**
 - A. *There are no Human Resources Action Items at this time.*
- 3. Informational Items**
 - A. Fall Co-Curricular Appointments 5
- 4. Future Items**
 - A. Long Range Facilities Staffing - Updated Timelines 6

HUMAN RESOURCES ACTION ITEMS FOR: 03/16/2010

CERT APPOINTMENT

LEHNA, SUSAN
NORD, RYAN

Total: 2

POSITION/SITE/CLASS&STEP/REPLACING

.6 ASST PRINCIPAL/CENTRAL, III 2 42WKS, L MITCHELL-KROCAK, TEMP POSITION
LD/DENFELD, III 3, R WISE

EFFECTIVE

10/12/2009 06/25/2010
02/22/2010

CERT COCURRICULAR

MARSHALL, SARA
DIERYCK, JENA
KINNEY, KRYSTAL
SWANSON, RICHARD
WILLIAMS, THERESA
ANDERSON, GREGORY
HILL, TRAVIS
PURSI, MATTHEW

Total: 8

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

.33 HEAD SOFTBALL/EAST, 09/10 \$1314.78,CHANGE IN FTE
.4 ASST GIRLS GR 9 ASST BASKETBALL/DENFELD, 09/10 \$1249.20
.4 ASST GIRLS SOFTBALL/EAST, 09/10 \$978.80
.5 ASST GR 9 BASKETBALL/DENFELD, 09/10 \$547.10
.6 ASST GIRLS SOFTBALL/EAST, 09/10 \$1468.20, CHANGE IN FTE
HEAD BOYS BASEBALL/CENTRAL, 09/10 \$3867.00
MUSICAL/CENTRAL/COSTUMES,CHOREOGRAPHER, 09/10 \$640.00
PLAY(2 ACTS)/WINTER/DENFELD, 09/10, \$1028.00

EFFECTIVE

CERT LEAVES

VANASSE, DIANA
HOLMAN, JOEL
PRISTASH, LEIGH
HUSTON, LAURIE
FISCHOFF, DONALEE
ZIFKO, SARA

Total: 6

POSITION/LOCATION/LEAVE TYPE

AUTISTIC/WOODLAND, MEDICAL W/O PAY, TO BE DETERMINED
MATH/DENFELD, P#4125 W/O PAY
READING/LINCOLN, MEDICAL W/O PAY, & FROM 2/26/10 TO BE DETERMINED
SOCIAL STUDIES/DW, MID CAREER EXTENDED W/O PAY
SOCIAL WORKER/DW, MID CAREER EXTENEDED W/O PAY
SPECIAL ED/DW, PARENTAL W/O PAY

EFFECTIVE

11/25/2010
05/10/2010 05/13/2010
01/19/2010 02/24/2010
09/06/2010 06/10/2011
08/30/2010 06/18/2011
02/04/2010 03/09/2010

CERT LONG TERM SUB

EMERSON, MICHAEL
LINDBO, SARAH

Total: 2

POSITION/LOCATION/CLASS & STEP/REPLACING

.8 VOCATIONAL SERVICES OCCUP/STC, III 8 BALLOU
GR 5/HOMECROFT, III 1, C HOLM, CHANGE IN DATES, TO BE DETERMINED

EFFECTIVE

01/25/2010 06/11/2010
11/09/2009

CERT RECALL FROM LAYOFF**POSITION/LOCATION/CLASS & STEP/REPLACING**

UDESSEN, LEANN
RING, JACALYN

Total: 2

ART/MORGAN/WOODLAND, 1.0, CHANGE IN FTE
SOCIAL STUDIES/EAST/CENTRAL, .8 TO .9, CHANGE IN FTE

EFFECTIVE

09/06/2009
09/06/2009

CERT RETIREMENT

MCDONALD, JEANETTE
ESLER, JEAN
OSWALD, LOIS
DONNELLAN, KATHLEEN

Total: 4

POSITION/LOCATION

KDGN/NETTLETON
MATH/FOCUS/CENTRAL
PHYED/MORGAN
SCHOOL SOCIAL WORKER/DW

EFFECTIVE

06/11/2010
06/11/2010
06/30/2010
04/12/2010

HUMAN RESOURCES ACTION ITEMS FOR: 03/16/2010

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<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE</u>
WESTHOLM, DANIELLE	ENGLISH/ALC/CENTRAL, .9375 TO .99375	01/25/2010 06/11/2010
PETERSON, JON	INDUSTRIAL ARTS/.2 EAST/.2 MORGAN/.2 WOODLAND, .4 TO .6	01/25/2010 06/11/2010
ZWAK, MICHAEL	WORK EXP/MORGAN PARK, 1/6 OVERLOAD	09/07/2009 06/11/2010
<i>Total:</i> 3		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE</u>
PAQUETTE, PATRICIA	CLERICAL LEVEL C/WOODLAND HILLS, 40/41WKS, \$13.57/HR C O'REILLY TEMPOS	02/12/2010 06/18/2010
<i>Total:</i> 1		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE</u>
CONLEY, KELLEY	MISA/ALC, NOT TO EXCEED 64 HRS, 4/5/10-4/9/10	02/16/2010 02/19/2010
<i>Total:</i> 1		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE</u>
CAMPBELL, NANCY	CLERICAL LEVEL D/CONGDON, 'A' PERSONAL W/O PAY	04/05/2010 04/09/2010
TJADEN, MADELEINE	HELPER/CENTRAL,'A' MEDICAL W/O PAY, TO BE DETERMINED	02/22/2010
HEAZLETT, HAROLD	MENTAL HEALTH PRACT/LINCOLN, 'A' PERSONAL W/O PAY	02/03/2010 02/05/2010
MAYVILLE, RICHARD	SCHOOL CUSTODIAN II/CENTRAL, 'A' MEDICAL W/O PAY, AND 2/5/10	01/26/2010 02/02/2010
WHITE, MICHAEL	SCHOOL CUSTODIAN II/DENFELD, ADMIN LEAVE W/O PAY	08/14/2009 10/08/2009
TUURA, JILL	SPECIAL ED BW PARA/DENFELD, 'A' MEDICAL W/O PAY, CHANGE IN DATES	01/08/2010 03/05/2010
ADAMS, KATHLEEN	SPECIAL ED BW PARA/LOWELL, 'A' MEDICAL W/O PAY	01/25/2010 01/29/2010
OVERBY, CHERYL	SPECIAL ED BW PARA/STOWE, 'A' MEDICAL W/O PAY	01/21/2010 01/26/2010
MAREK, SHERRY	SPECIAL ED PROG PARA/CONGDON, 'A' MEDICAL W/O PAY	02/01/2010 02/09/2010
PARLIN, COLLEEN	SPECIAL ED PROG PARA/LOWELL, 'A' MEDICAL W/O PAY	02/01/2010 02/03/2010
MAKOWSKI, KAREN	SPECIAL ED PROGRAM PARA/EAST, 'A' MEDICAL W/O PAY	03/04/2010 03/15/2010
THOMAS, SETH	SPECIAL ED STUDENT SPECIFIC/DENFELD, 'A' PERSONAL W/O PAY	03/15/2010 03/19/2010
<i>Total:</i> 12		

<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE</u>
HEASLIP, MADELINE	SPECIAL ED PROG PARA/WOODLAND HILLS, 32.5/38WKS \$13.86/HR D ANDREWS	02/01/2010 06/11/2010
<i>Total:</i> 1		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE</u>
O'REILLY, CATHERINE	CLERICAL LEVEL C/HOCHS/TECHNOLOGY, 41 TO 46 WKS	01/29/2010
<i>Total:</i> 1		

<u>NONCERT RECLASS</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE</u>
EVANSON, ROBERTA	BUSINESS PROCESS SYSTEM ANALYSIS/ACCOUNTANT II, \$1092/WK CHNGE LANE/STEP7/01/2008	
<i>Total:</i> 1		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE</u>

HUMAN RESOURCES ACTION ITEMS FOR: 03/16/2010

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RACHEL, JOHN	FIREPERSON II/DENFELD	03/01/2010
SUMMERS, CONNIE	HELPER/EAST	03/04/2010
WITHERSPOON, SEBASTIAN	INTEGRATION SPECIALIST/DW	03/19/2010
DOESKEN, BRIAN	SCHOOL CUSTODIAN II/EAST	06/11/2010
MULLOZZI, CHRISTINA	SPECIAL ED LPN PARA/CENTRAL	03/05/2010
Total:	5	

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE</u>
CARLSON, SANDRA	SPECIAL ED PROG PARA/DENFELD	06/11/2010
Total:	1	

<u>NON-CERT TERM</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE</u>
HEAZLETT, HAROLD	MENTAL HEALTH PRACT/LINCOLN	02/22/2010
Total:	1	

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE</u>
HALLFRISCH, MONICA	COMMUNITY LIAISON PARA/STOWE, .875 TO .9875	02/01/2010 04/21/2010
JOHNSON, KATHIE	HEAD COOK/LINCOLN, .84375 TO .9375	02/01/2010 06/10/2010
WICK, SUSAN	HELPER/LINCOLN, .375 TO .84375	02/01/2010 06/10/2010
ERICKSON, LIANNE	HELPER/WOODLAND, .4375 TO .46875	02/08/2010 06/10/2010
NORMAN, JOANN	SATELLITE MGR I/WOODLAND, .90625 TO .9375	02/08/2010 06/10/2010
Total:	5	

Fall Coach/Advisor Recommendations for Western and Eastern High Schools - 2/26/10 ⁵

<i>Head Football</i>	Western High School Eastern High School	Chris Vold Joe Hietala
<i>Head Boys Soccer</i>	Western High School Eastern High School	Scott Anderson Dominic Bacigalupo
<i>Head Girls Soccer</i>	Western High School Eastern High School	Rob Weber Steve Polkowski
<i>Head Volleyball</i>	Western High School Eastern High School	Kim Swanstrom Kevin Flynn
<i>Boys and Girls Cross Country</i>	Western High School Eastern High School	Joel Holman David Wicker
<i>Girls Tennis</i>	Western High School Eastern High School	Paul Sandholm Lee Kruger
<i>Dance Line</i>	Western High School Eastern High School	Nicole Scharte Jeannine Maki
<i>Cheer Advisor</i>	Western High School Eastern High School	Tricia Neubarth TBD

Assignment and Transfer Notes

from meeting on 2-25-2010

Draft 6

Necessary Communication by Early March

- ❖ Send letters of displacement to all displaced secondary teachers. Indicate that a letter of intent is not necessary and your displacement letter automatically enrolls you as participant in the “Big Fill”.
- ❖ Communication letter that explains who needs to file a letter of intent. Only appropriately licensed staff who have not been displaced. If you chose to file a letter of intent to participate in the “Big Fill”, you will be displaced from your current position.
- ❖ Send letter to employees age 55 or older stating if they are considering retirement to please declare their intentions by April 1st to help insure a smooth “Big Fill” process.

Timeline for Filling Winter Sports & Activities Coaches & Advisors

- March 26th to April 2nd - Postings for winter sports & activities coaches and advisors.
- April 12th - Screenings for winter sports & activities coaches and advisor applicants.
- April 20th - Interviews for winter sports & activities coaches and advisor candidates.

Timeline for Filling Teaching Positions

- April 15th - Postings for the “Big Fill” become available for view for staff.
- April 16th - Early release day. Information sessions for certified staff on the process and postings of the “Big Fill”.
- April 19th - World Language pre fill - 4:00 pm in Room 302 at HOCHS
- April 20th - Career & Technical Education pre fill - 4:00 pm in Room 302 at HOCHS
- April 21st - Music pre fill - 4:00 pm in Room 302 at HOCHS
- April 22nd - Additional pre fill date if necessary - 4:00 pm in Room 302 at HOCHS
- April 26th - Day 1 of Big Fill. First 50 at Central High School. 4:00 pm at Media Center?
- April 28nd - Day 2 of Big Fill. Next 60 at Central High School. 4:00 pm at Media Center?
- May 3rd - Day 3 of Big Fill. Next 60 at Central High School. 4:00 pm at Media Center?
- May 5th - Day 4 of Big Fill. Remainder of eligible teachers at Central High School. 4:00 pm at Media Center?
- May 6th - Additional or make up day if necessary at Central High School. 4:00 pm at Media Center?
- May 7th - Early release day. Teacher staff meetings at their new assignments and buildings.

Timeline for Filling Spring Sports & Activities Coaches & Advisors

- June 4th to June 11th - Postings for spring sports & activities coaches and advisors.
- June 14th - Screenings for spring sports & activities coaches and advisor applicants.
- June 21st - Interviews for spring sports & activities coaches and advisor candidates.

Other

- Develop a proxy form if you are unable to attend. Ex. 1. Top five choices 2. Cell phone contact etc.
- Develop a rules guideline for staff.
- If you are late you jump in line when you arrive.
- “No do over’s or take backs” if you change your mind later.
- Consider stranding ramifications when choosing. “Ask Tim”