

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, October 21, 2014

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. Staffing Report Action Items

2. Other Action Items

A. Approval of Job Description - Lifeguard - see attachment

2

5

Recommendation: It is recommended that the Duluth School Board accept and approve the above Job Description - Lifeguard.

B. Stipend Change approval for Dance Coach - Head and Assistant Coach

Team/Weeks in season	Current Stipend	Proposed Stipend
Dance (17)		
Head Coach	\$2,134	\$4,124
Asst. Coach	\$1,352	\$2,609

Recommendation: It is recommended that the Duluth School Board accept and approve the above Stipend Change for Dance Coach - Head and Assistant.

C. Stipend approval for Robotics

Robotics
 \$930 (Currently Club Stipend)
 \$3,460 (Same as Speech)

Recommendation: It is recommended that the Duluth School Board accept and approve the above Stipend for Robotics.

3. Informational Items

A. Report on "NORMS" from District Wide Communication Team - Ronald Lake, Climate Coordinator - see attachment

7

B. Superintendent review process

4. Future Items

A. *There are no HR Future Items at this time.*

HUMAN RESOURCES ACTION ITEMS FOR: 10/21/14

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BIRKBY, PATRICK	MATH/LINCOLN, IV 8, J HILLE	08/28/14
HOLLINDAY, GINA	SOCIAL STUDIES/DENFELD, IV 2, J RING	08/28/14
HOWE, TREVOR	INDUSTRIAL ARTS/.6 ORDEAN/.4 DENFELD, III+30 8, REALLOC OF FTE	09/15/14
JAROS, JENNIFER	ECFE/DW, IV 9, B FARRELL	08/27/14
JUTEN, JANE	.8 MATH/ORDEAN EAST, III 8, REALLOC OF FTE	08/28/14
KOCIAN-DERY, EMILY	.4 ART SPECIALIST/STOWE, III 4, REALLOC OF FTE, DATE TO BE DETERMINED	09/04/14
LETOURNEAU, CASSIE	EBD/EAST, III+45 5, L KRUGER	09/02/14
LITTLE, TIMOTHY	LD/EAST, III+45 5, K ROCK	09/02/14
LYONS, LONI	RTI READING/MATH/PIEDMONT, III 4, REALLOC OF FTE	09/22/14
MCCLIMEK, BETH	EBD/ARROWHEAD ACADEMY, IV 2, REALLOC OF FTE	09/15/14
MCCORMICK, KAREN	PHY-ED/.4 ALC/.2 LINCOLN, III 4, REALLOC OF FTE	08/28/14
Total: 11		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
EMERSON, MICHAEL	WORK EXP/DENFELD/EAST, P#4120, W/O PAY, 10/20-10/24,12/8-12/12,2/2-2/6/15	09/22/14 09/26/14
FALK, MARY	MATH/EAST, SUPT APPROVED LEAVE, .2 W/O PAY	08/27/14 06/05/15
KEMPF, CAROL	MUSIC SPECIALIST/LESTER/HOMECROFT, P#4125, W/O PAY, 1/5/15-1/12/15	12/18/14 12/23/14
Total: 3		
<u>CERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
JOHNSON, NANCY	SPEECH LANG PATH/DENFELD, 1.0 TO .5	08/27/14
Total: 1		
<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ANDERSON, KEVIN	MEDIA SPECIALIST/.4 STOWE/.4 RESIDENTIALS, .6 TO .8	08/27/14
BENSON, KATHY	PRE-K/BARNES HDST, .8 TO .85	08/27/14
HANSON, BENJAMIN	MUSIC/ALC/EAST, .5 TO .6	08/27/14
Total: 3		
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BERTOLATUS, JILL	ECFE/MYERS-WILKINS	06/06/14
FISCHER, ALISON	ESL/DW	06/06/14
MORTLAND, NEIL	PHYED/STOWE/MYERS-WILKINS	06/06/14
TAYLOR, WARREN	ESL/DW	09/18/14
Total: 4		
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BOHLMANN, HEIDI	ENGLISH/EAST, 1.0 TO .8	08/27/14 06/05/15
LELAND, PAULA	ENGLISH/DENFELD, 1.0 TO .8	08/27/14 06/05/15
SEDERBERG, SUSAN	SCHOOL NURSE/EAST, 1.0 TO .9	09/15/14 06/05/15
TEICHROEW, JULIE	ENGLISH/ORDEAN, 1.0 TO .8	08/27/14 06/05/15
VAN DRUTEN, SUSAN	ENGLISH/EAST, 1.0 TO .8	08/27/14 06/05/15
Total: 5		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BERGUM, LADONNA	SPANISH/ORDEAN EAST, 1/6 OVERLOAD	09/03/14 06/05/15
FLEECE, PATRICIA	ALC/COORD/ABE/MANAGER, .75 TO 1.0	09/02/14 09/29/14
GLASER, LINDA	PARENT EDUC/MYERS-WILKINS, .5 TO .725	08/27/14 06/05/15
HIETALA, JOSEPH	PHYED/MERRITT CREEK ACADEMY, 1/6 OVERLOAD	08/27/14 06/05/15
LEBENS, LINNEA	ABE/ALC, .75 TO 1.0	09/02/14 09/29/14
MCNEIL, DENISE	ECFE/MYERS-WILKINS, .5 TO .6	08/27/14 06/05/15
PRATT, ANA	ECSE/DW, .5 TO 1.0	07/07/14 06/30/15
TRENTOR, DOUGLAS	SCHOOL PSYCHOLOGIST/DW, 1/6 OVERLOAD	08/27/14 06/05/15
WEBER, MARGARET	SCHOOL NURSE/MARSHALL, .45 TO .55	09/15/14 06/05/15

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
WILLIAMS, PAULA Total: 10	TOSA/ALC, 1/6 OVERLOAD	09/05/14 06/05/15
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BENSON, WHITNEY	HELPER/EAST, 15/38WKS, \$10.30/HR, REALLOC OF FTE	09/04/14
BERWYN, JACOB	SPEC ED BW/MALE REQ PARA/DENFELD, 32.5/38WKS, \$14.49/HR, REALLOC OF FTE	08/27/14
BROADWELL, JODI	INSTR PARA/PIEDMONT HDST, 15/38WKS, \$14.49/HR, REALLOC OF FTE	09/11/14
CLARKE, MATTHEW	HELPER/HOMECROFT, 15/38WKS, \$10.30/HR, REALLOC OF FTE	08/28/14
COLARETA, KARINA	INSTR HDST PARA/MYERS-WILKINS HDST, 15/38WKS, \$14.49/HR, REALLOC OF FTE	09/11/14
COOKE, JOYCE	HELPER/DENFELD, 15/38WKS, \$10.30/HR, REALLOC OF FTE	08/28/14
DAVIDSON, LEVI	SUPV PARA/EAST, 30/38WKS, \$13.68/HR, REALLOC OF FTE	09/16/14
DAVIS, TRENT	INSTR PARA/PIEDMONT ECFE, 18/38WKS, \$13.06/HR, H SANDEFER	09/15/14
FALWEY, SARAH	HELPER/DENFELD, 15/38WKS, \$10.30/HR, C ECKDAHL	09/08/14
FEICK, SARA	HELPER/LOWELL, 15/38WKS, \$10.30/HR, REALLOC OF FTE	08/28/14
JAMES, SUSAN	INSTR PARA/PIEDMONT, 32.5/38WKS, \$12.46/HR, REALLOC OF FTE	09/11/14
JONES, JENNIFER	INSTR PARA/MACARTHUR HDST, 15/38WKS, \$14.49/HR, REALLOC OF FTE	09/17/14
LARSEN, STEPHANIE	INSTR PARA/PIEDMONT, 32.5/38WKS, \$12.46/HR, REALLOC OF FTE	09/11/14
OTTO, ZACHARY	SPEC ED STUDENT SPEC/MALE REQ PARA/DENFELD, 32.5/38WKS,\$14.49/HR,KVALE	09/05/14
PACE, SHERRI	HELPER/DENFELD, 15/38WKS, \$10.30/HR, C STEPHENS	09/10/14
PASARIBU, SUSI	SPECIAL ED BW PARA/PIEDMONT, 18.75/38WKS, \$14.49/HR, K CLARK	09/16/14
PETROWSKE, MARK	HELPER/CONGDON, 15/38WKS,, \$10.30/HR, D MACDOUGALL	08/28/14
SCHROEDER, AMY	INSTR PARA/PIEDMONT ECFE, 19/38WKS, \$13.06/HR, S BAASCH	09/15/14
SERRA-WIBERG, PATRICIA	INSTR PARA/PIEDMONT SCHL READINESS, 15/38WKS, \$13.06/HR, REALLOC OF FTE	09/15/14
STEPHENS, CORAL	HELPER/DENFELD, 15/38WKS, \$10.30/HR, REALLOC OF FTE	08/28/14
SWARD, CINDY	INSTR PARA/LESTER ECFE, 19/38WKS, \$13.06/HR, J LOCHNER	09/29/14
WINKLESKY, DANYEL	INSTR PARA/PIDEMONT HDST, 15/38WKS, \$14.49/HR, REALLOC OF FTE	09/25/14
YESKE, SARAH Total: 23	HELPER/EAST, 15/38WKS, \$10.30/HR, REALLOC OF FTE	08/28/14
<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>
BYRD, DUANE	DIVERSITY COORD/MYERS-WILKINS, 40/38WKS, \$12.50/HR, TEMPOS	08/27/14 09/25/14
GAVITT, MARY Total: 2	SUPV PARA/ORDEAN EAST, NOT TO EXCEED 72 HRS	08/04/14 08/28/14
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
BARTLETT, TONNA	SCHOOL BUS DRIVER II/TRANSPORTATION, 'A' PERSONAL, W/O PAY	09/02/14 09/12/14
BREWSTER, DONALD	HELPER/DENFELD, 'A' PERSONAL, W/O PAY	09/15/14 10/20/14
HANSON, NANCY Total: 3	FIELD SUPPORT TECH/HOCHS/TECHNOLOGY, 'A' MILITARY, WITH PAY	08/18/14
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BAASCH, STEPHANIE	INSTR PARA/LESTER SCHOOL READINESS, .475 TO .375	08/27/14
CLARK, KATHLEEN	INSTR HDST PARA/STOWE, .46875 TO .375	08/27/14
DARNELL, LEAH	HEALTH LPN PARA/PIEDMONT, .78125 TO .75	09/08/14
MORRIS, MARY	SPECIAL ED PROG PARA/PIEDMONT ECSE, .4375 TO .35	09/08/14
RAMSEY, EMILY	PRE-LIC ASL INTERPRETER/DW, .825 TO .78125	08/27/14
SALMELA, GAYLE	SPECIAL ED PROG PARA/PIEDMONT ECSE, .4375 TO .35	09/08/14
WILLIAMS, CORAL Total: 7	SPECIAL ED STUDENT SPEC PARA/ORDEAN EAST, .875 TO .8125	08/27/14
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ANSTETT, DIANA	INTEGRATION SPECIALIST/DW, .5 TO .75	09/01/14
BUSHEY, JANE	SPECIAL ED LPN PARA/ORDEAN EAST, .78125 TO .8125	08/27/14
DAY, ANGELA	PRE-LIC ASL INTERPRETER/EAST, .78125 TO .8125	08/27/14
ERICKSON, LIANNE	SATELLITE MGR II/ALC, .4375 TO .45	09/02/14
FINK, MAGNOLIA	LIC SING LANG INTERPRTER/EAST, .78125 TO .8125	08/27/14
GIESE, SHANTEL	PRE-LIC ASL INTERPRETER/EAST, .78125 TO .8125	08/27/14
HEDLUND, JEANNETTE	TECH TUTOR/EAST, .75 TO .78125	08/27/14

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HILL, CATHY	TECH TUTOR/DENFELD, .75 TO .78125	08/27/14
JOHNSON, MICHELE	SUPV PARA/ALC, .7 TO .8	08/27/14
KARON, MARIA	SATELLITE MGR I/PIEDMONT, .9375 TO 1.0	09/08/14
LIABRAATEN, SHERRY	SPECIAL ED LPN PARA/LESTER, .75 TO .78125	09/09/14
MCKOWSKI, DEBRA	SATELLITE MGR I/ORDEAN, .9375 TO 1.0	09/15/14
RAISANEN, MOLINA	HELPER/MACARTHUR, .40625 TO .46875	09/02/14
SCARCELLA, PEGGY	SUPV PARA/ORDEAN EAST, .625 TO .8125	09/12/14
SOMROCK, SHERRY	LIC SIGN LANG INTERPRETER/DENFELD, .78125 TO .8125	08/27/14
VAN ALLEN, GEORGIA	SATELLITE MGR I/LINCOLN, .9375 TO 1.0	09/08/14
WEST, LAURIE	HELPER/EAST, .375 TO .40625	09/11/14
Total: 17		
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
CANFIELD-EVANSON, KRISTIN	INSTR PARA HDST/MYERS-WILKINS, INSTR TITL I PARA/MYERS-WILKINS, \$15.73/HR	08/27/14
HARTLEY, ATHENA	INSTR PARA/BARNES HDST/INSTR PARA/DW/ECFE, \$15.73/HR	08/27/14
SANDEFER, HOLLY	SPEC ED STUD SPEC PARA/MACARTHUR/INSTR PARA/PIEDMONT ECFE, \$14.49/HR	09/08/14
Total: 3		
<u>NONCERT RECALL</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
MOSELEY, DAVID	SPECIAL ED PROG PARA/MALE REQ/DENFELD, \$14.49/HR	08/27/14
Total: 1		
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BLACKORBY, LESLIE	HELPER/LOWELL	09/17/14
ECKDAHL, CAREY	HELPER/DENFELD	09/05/14
GIACOMINI, JEFFREY	SCHOOL CUSTODIAN II/LINCOLN	09/19/14
NEUBARTH, TRICIA	OFF SUP INTERMEDIATE/DENFELD-PRESUMED RESIGNED	09/03/14
OPHEIM, ADELE	HELPER/LESTER	09/17/14
PENROSE, RACHEL	HELPER/EAST	09/17/14
PORTER, JESSE	SYSTEM SPECIALIST/HOCHS/TECHNOLOGY	09/26/14
STEBERG, TODD	HELPER/EAST	09/03/14
SWARD, CINDY	HELPER/EAST	09/26/14
WELCH, DEVIN	HELPER/DENFELD	09/17/14
WINKLESKY, DANYEL	HELPER/PIEDMONT	09/24/14
WOOD, ANTHONY	HELPER/LOWELL	09/17/14
YOUNGBLOM, KALYN	PRE-LIC INTERPRETER/MYERS-WILKINS, CHANGE IN DATE	10/31/14
Total: 13		
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
DORMEDY, NANCY	EXECUTIVE CLERICAL/HOCHS/HUMAN RESOURCES	12/05/14
Total: 1		
<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LARSON, ELIZABETH	OFF SUP SPECIALIST/EAST, 1.0 TO .6, CHANGE IN DATES	08/11/14 12/22/14
Total: 1		
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CLEMENTS, GREGORY	SUPV PARA/LINCOLN, .75 TO .875	08/27/14 06/05/15
LIVESAY, LORELEI	SUPV PARA/LINCOLN, .75 TO .875	09/02/14 06/04/15
PETERSON, TERESA	SPECIAL ED BW PARA/LAKEWOOD, .625 TO .65625	09/03/14 06/05/15
Total: 3		

TITLE OF IMMEDIATE SUPERVISOR: Principal	DEPARTMENT: School Operations	FLSA STATUS: Non-Exempt
ACCOUNTABLE FOR (Job Titles):		PAY GRADE ASSIGNMENT: Paraprofessionals, Addendum A, Wages
GENERAL SUMMARY OR PURPOSE OF JOB:		
Under general supervision, ensures the safety of students of the pool facility by preventing and responding to emergencies.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Maintains constant surveillance of students in the pool facility; acts immediately and appropriately to secure safety of students in the event of emergency.	Daily 40%
2.	Provides emergency care and treatment as required until the arrival of emergency medical services.	Daily 15%
3.	Presents professional appearance and attitude at all times, and maintains a high standard of customer service.	Daily 10%
4.	Performs various maintenance duties as directed to maintain a clean and safe facility.	Daily 10%
5.	Prepares and maintains appropriate activity reports.	Annually 5%
6.	Communicates and enforces all pool facility rules in a personable and professional manner.	

MINIMUM QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
Requires a minimum of a high school diploma or GED with six months to one year experience directly related to duties and responsibilities specified. CPR Certified and First Aid Certified with current certification as a Lifeguard by a recognized source of training.
CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)
Current CPR –Infant/child and adult certification. Current First Aid certification. Current Lifeguard Certification. The employee is responsible for maintaining above certifications and providing Human Resources with copies of current certifications.
KNOWLEDGE REQUIREMENTS: (Requires knowledge of)
<ul style="list-style-type: none"> ▪ Knowledge of CPR and emergency medical procedures. ▪ Knowledge of customer service standards and procedures.
SKILL REQUIREMENTS: (Skilled in)
<ul style="list-style-type: none"> ▪ Ability to react calmly and effectively in emergency situations. ▪ Ability to follow routine verbal and written instructions. ▪ Accurate record keeping. ▪ Ability to maintain confidentiality regarding student information. ▪ Ability to continue training in health-related areas.

PHYSICAL REQUIREMENTS: (Indicate according to the requirements of the essential duties/responsibilities)				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit			√	
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms			√	
Climb or balance			√	
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Two person transfer over 50 lbs.		√		
GENERAL ENVIRONMENTAL CONDITIONS:				
Work is performed under normal classroom in a pool facility conditions and there are minimal environmental risks or disagreeable conditions associated with the work.				
The typical noise level is considered to be moderate.				
GENERAL PHYSICAL CONDITIONS:				
Work can be generally characterized as:				
Medium Work: Exerting up to 50 pounds of force occasionally and/or a 25 pound amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. There may be an occasion where assisting an injured child to a cot or a wheelchair is required.				
VISION REQUIREMENTS: (Check box if relevant)			YES	NO
No special vision requirements			√	
Close Vision (20 in. of less)				
Distance Vision (20 ft. of more)				
Color Vision				
Depth Perception				
Peripheral Vision				
JOB CLASSIFICATION HISTORY: (Classification reviewed and revised by)				
ISD No. 709 Human Resources Department: 10/08/14				
Bjorklund Compensation Consulting, LLC: 10/09/14				
School Board Approval: Going for approval at the 10/21/14 School Board Meeting.				

The following norms help identify an agreed upon standard of behavior for employees and volunteers of ISD709. They are intended to guide day-to-day interactions, help frame decision-making processes, and promote consistency and efficiency. Practicing these norms within our organization will support a positive, collaborative, and respectful culture and provide more and better opportunities to focus on building shared knowledge, achieving goals, and meeting the needs of our students and families.

Development of the norms began with a community-driven vision established through Think Kids and the ISD 709 Continuous Improvement Plan. They are associated with the goal to Improve Communication, Cooperation, and Teamwork Within and Across Employee Groups. A committee comprised of teachers, principals, administration and staff representatives researched and developed the draft norms. The determined norms were reviewed by other leadership teams and ISD 709 groups for feedback and revision.

COMMUNICATION

In written communication, we will strive for clarity and professionalism. Email, letters, and all other documents will communicate important information with a tone of respect.

Interpersonally, we will communicate as professionals. We will actively listen, seek to understand multiple perspectives, and share information in a timely manner.

In meetings we will focus on agreed upon issues, avoid distractions that take away from full engagement in the discussion, and allow and encourage each other to participate. During meetings, the use of technology will be limited to professional tasks and directed toward completing the work at hand.

Across our school district, we will ask staff what information is important to them and share this information through multiple forms of communication. We will work to prioritize and coordinate sharing of information in an efficient and effective manner at the district, site, and classroom levels.

The aim of all communication will be to discuss ideas and foster community.

COOPERATION

With helpful intent, we will be open and flexible in our approach to working together. We will value one another and his/her opinions.

We will engage in our work, support each other, and focus on what we can control to creatively find solutions and solve problems.

We will strive for consensus and use compromise to resolve concerns. Once final, we will represent common messages and decisions in the manner intended and agreed upon.

TEAMWORK

We will establish a positive culture of working together to achieve common goals. We will recognize the importance of relationships, focus on strengths, and integrate diverse perspectives.

We will be tight about outcomes and, when possible, loose about how teams achieve them. We will clarify roles and expectations with each other and share the responsibility and accountability for what we achieve.

We will seek feedback from each other and consciously recognize and celebrate our successes together.

I am - because WE are and U Matter!

CONFLICT

We will assume positive intent and see conflict as an opportunity to continuously improve. We will share our concerns and address our challenges with those involved. If necessary, we will seek help, compromise, or agree to disagree.

Mistakes happen; if we make a mess, we will clean it up. We will listen and ask questions to understand each other, work to restore relationships, and solve problems.