

Human Resources Committee

Monday, August 10, 2015 4:15 PM

Historic Old Central High School - Board Room, 2nd Floor, 215 N 1st Ave E,
Duluth, MN 55802

1. Staffing Report Action Items

2. Other Action Items

A. *Placeholder - Individual Contracts

B. *Placeholder - Approval of National Conference of
Firemen and Oilers, District of Local 32BJ,
SEIU (NFCFO District) Chapter 956 Collective
Bargaining Agreement.

3. *Placeholder - Approval of New Policy 4180 - Workload Limits for Certain Special Education Teachers - First Reading

4. Informational Items

A. Discussion of Increase in Minimum Wage

5. Future Items

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

HUMAN RESOURCES ACTION ITEMS FOR: 8/18/2015

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BREILEIN, ALEXANDRA	.4 ART TOSA/ALC/AEO, .6 ART/ARROWHEAD ACADEMY III 2, S REMINGTON	09/02/15
GOLDMAN, CRYSTAL	1.0 IMMERSION/ENGLISH LANGUAGE SPEC/HOCHS, IV 7, NEW POSITION	09/02/15
HAGEN, DENA	ASST DIR OF SPEC SERVICES/HOCHS, 40/52WKS, \$96,364.00/Y, J CRANE	07/01/15
HUSS, CARLI	.8 TITLE 1/MERRITT CREEK ACADEMY, III 3, NEW POSITION	09/02/15
LARVA, JENNIFER	ELEM PRINC/LOWELL, 43WKS, IV 2, \$95,264.00/YR, J MAKI	08/17/15
LETKO, ANN	MATH INTERV TOSA/LINCOLN PARK, IV 8, NEW POSITION	09/02/15
MARSOLEK, STACIA	.7 HEALTH, .3 PHYED/DENFELD, IV 8, S WEBSTER	09/02/15
MCKECHNIE, KAITLYN	EARLY CHILDHOOD HRLY/HRLY/LESTER PARK, IV 8, S WEBSTER	09/02/15
OLSEM, SAMUEL	MATH/DENFELD, III 4, C FISHER	09/02/15
PURSI, MATTHEW	ENGLISH/DENFELD, IV 5, S FORBORT	09/02/15
SHERMOEN, BETH	ELEM PRINC/PIEDMONT, 43WKS, IV 2, \$95,264.00/YR, B EVERS-GERDES	08/17/15
STEINSBERGER, JEFFREY	INDUSTRIAL ARTS/ORDEAN EAST, IV 7, TEMP POSITION	09/02/15
WANG, RENFEI	MANDARIN/DW, III 7, Y SONG	09/02/15
WENDLING, DEBORAH	.4 PHY ED, HEALTH TOSA/ALC, IV+45 9, NEW POSITION	09/02/15
*PLACEHOLDER		
Total: 14		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
HEILIG, JASON	SPEC ED/GF TEACHER / DENFELD/POLICY #4125	09/02/15 06/10/16
*PLACEHOLDER		
Total: 1		

<u>CERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HOLLINDAY, GINA	SOCIAL STUDIES/DENFELD, 1.0 TO .8	09/02/15
MCCLIMEK, BETH	SOCIAL STUDIES/EAST, 1.0 TO .9	09/02/15
Total: 2		

<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CHIALASTRI, THERESE	HELPER/MYERS-WILKINS, .40625 TO .43750	09/02/15
Total: 1		

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HARVICK, HEATHER	ESL TEACHER / DENFELD, EAST	08/28/15
Total: 1		

<u>CERTIFIED SUMMER SCHL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CRANE, REBECCA	ECSE SUPERVISOR/DW, NOT TO EXCEED 200 HRS	06/08/15 08/28/15
GRONSETH, DEANNA	ESY HOURS/CURRICULUM, NOT TO EXCEED 30 HRS	06/08/15 08/28/15
HUGHES, KATHY	ESY SCHOOL NURSE/DW, NOT TO EXCEED 100 HRS	06/08/15 08/28/15
JARVIS, DEBRA	ESY HOURS/CURRICULUM, NOT TO EXCEED 30 HRS	07/01/15 08/28/15
MAUEL, KATHRYN	TOSA/DW, NOT TO EXCEED 100 HRS	06/08/15 08/28/15
MORRIS, JOANNE	ESY HOURS/CURRICULUM, NOT TO EXCEED 30 HRS	07/01/15 08/28/15
OLEK, MAUREEN	ECSE TEACHER/DW, NOT TO EXCEED 80 HRS	06/08/15 08/28/15
PANASUK-ZIFKO, SARA	ECSE TEACHER/DW, NOT TO EXCEED 80 HRS	06/08/15 08/28/15
PIETTE, KELLY	ESY NURSE SUB/DW, NOT TO EXCEED 20 HRS	08/03/15 08/22/15
SAMUEL, AMY	ESY HOURS/CURRICULUM, NOT TO EXCEED 6 HRS	06/08/15 08/28/15
ZYCHOWSKI, DOUGLAS	ESY TEACHER/DW, NOT TO EXCEED 18 HRS	07/01/15 08/03/15
Total: 11		

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BLINDAUER, BRETT	INSTR PARA-HS/DW, 19.75/38WK, \$15.08/HR	09/02/15
BRAUN, ERIC	SUPRV PARA/EAST, 19/38WK, \$14.23/HR, NEW POSITION	09/02/15
BRUNS, TYLER	SPEC ED PROG PARA-MALE REQ/MACARTHUR, 31.25/38WK, \$15.08/HR, W ELLIOTT	09/02/15
BUSHEY, JANE	SPEC ED PROG PARA-LPN/LESTER, 31.25/38WK, \$19.03/HR, S LIABRAATEN	09/02/15
CONSTANTINI, THOMAS	SPEC ED PARA/STUDENT SPEC/DENFELD, 32.5/38WK, \$15.08/HR, REALLOC FTE	09/02/15
DUVALL, JACQUELINE	SPEC ED PARA-STUD SPEC/MACARTHUR, 19.75/38WK, \$15.08/HR, L PORTER	09/02/15
ELLIOTT, WILLIAM	SPEC ED PROG PARA/MERRITT CREEK, 31.25/38WK, \$17.69/HR, L BOOKER	09/02/15
HELQUIST, MELODIE	SPEC ED PARA BW/LINCOLN PARK, 32.5/38WK, \$15.08/HR, C KRENNER	09/02/15
HENDRICKSON, RHONDA	SPEC ED PARA STUD SPEC/LINCOLN, 32.5/38WK, \$16.61/HR, REALL FTE	09/02/15
HILGENDORF, KELSEY	SUPRV PARA-FEMALE REQ/EAST, 24/38WK, \$14.23/HR, B RUSSELL	09/02/15
KIMBALL, ASHLY	SUPRV PARA/COMM ED/LINCOLN PARK, 19/38WK, \$14.23/HR, C HOLMQUIST	09/02/15
KINNEAR, LINDA	BENEFITS COORDINATOR/HOCHS, 40/52WK, \$31.65, S ST GERMAINE	07/02/15
KUEHNE, ANGELA	SPEC ED PARA BW/PIEDMONT, 18.75/38WK, \$15.08, REALLOCATE FTE	09/02/15
KVALE, ELIZABETH	HELPER/LINCOLN PARK, 15/38WK, \$11.92/HR, NEW POSITION	09/02/15
LYONS, DAWN	SPEC ED PARA BW/ORDEAN EAST, 32.5/38WK, \$15.08/HR, J BUSHEY	09/02/15
MANOPPO, PAUL	SPEC ED PROG PARA-MALE/DENFELD, 32.5/38WK, \$15.08/HR, D IMMERFALL	09/02/15

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
MCLEETE, LORANDA	SPEC ED PROG PARA/ORDEAN EAST, 32.5/38WK, \$15.08/HR, S PASARIBU	09/02/15
MCNELLY, TERESA	INSTRUCT PARA HS/DW, 19.75/38WK, \$15.08/HR	09/02/15
SASH, REBECCA	SPEC ED PARA-BW/LINCOLN PARK, 32.50/38WK, \$15.08/HR, D MONTGOMERY	09/02/15
SCHROEDER, AMY	INSTRUCT PARA ECFE/STOWE, 17.5/38WK, \$13.59/HR, NEW POSITION	09/02/15
STANGHELLE, REBECCA	SPEC ED PARA-BW/ORDEAN EAST, 32.5/38WK, \$15.08/HR, J BERKELMAN	09/02/15
ULVESTAD, ANNMARIE	LATCH KEY SUPV/LAURA MACARTHUR, 40/51WK, \$14.90/HR, D FARNHAM	08/10/15
YANG, LIANG-PI	SPEC ED PARA BW/MYERS-WILKINS, 31.25/38WK, \$17.69, REALLOCATE FTE	09/02/15
Total: 23		

<u>NONCERT DEMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
LAURVICK, SANDRA	HEALTH PARA LPN/ORDEAN EAST, SPEC ED PARA RN/MACARTHUR, \$19.67/HR	09/02/15
RODRIGUE, JEANNE	INST PARA-ECFE/PIEDMONT, INSTR PARA/PIEDMONT, \$14.90/HR	09/02/15
Total: 2		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BERKELMAN, JAMES	SPEC ED PARA STUDENT SPEC/CHESTER CREEK, .8125 TO .78125	09/02/15
ERICKSON, LIANNE	SATELLITE MGR II/ALC, .45 TO .4375	09/02/15
IMMERFALL, DALE	SPEC ED PROGRAM PARA/DW, .8125 TO .6	09/02/15
KRENNER, CHERYL	SPEC ED PROGRAM PARA/DW, .8125 TO .6	09/02/15
MONTGOMERY, DEBRA	SPEC EL PROGRAM PARA/MERRITT CREEK ACADEMY, .8125 TO .78125	09/02/15
PERRAULT, JUDITH	HELPER/ORDEAN EAST, .4375 TO .40625	09/02/15
PETERSON, LINDA	SPEC ED PARA STUDENT SPEC/LAURA MACARTHUR, .8125 TO .78125	09/02/15
PETERSON, NANCY	HELPER/MYERS-WILKINS, .46875 TO .43750	09/02/15
RICHARDS, SUSAN	EXECUTIVE ASSIST/BARNES HS, 1.0 TO .9	09/02/15
STEPHENSON, DEBRA	HELPER/ORDEAN EAST, .46875 TO .4375	09/02/15
SUNDEEN, SALLY	SPEC ED PARA BW/HOMECROFT, .8125 TO .78125	09/02/15
THOMAS, TIFFANI	HELPER/ORDERAN EAST .40625 TO .375	09/02/15
TRENBERTH, PENELOPE	HELPER/ORDEAN EAST, .40625 TO .375	09/02/15
Total: 13		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ANDREWS, LINDA	HELPER/PIEDMONT, .375 TO .4375	09/02/15
BAILEY, ROBERT	HELPER/EAST, .375 TO .46875	09/02/15
BARBER, PATTI	SATELLITE MGR I/LAURA MACARTHUR, .9375 TO 1.0	09/02/15
BRAXTON-BROWN, MELISSA	SATELLITE MGR II/CONGDON PARK, .8125 TO .875	09/02/15
CARLSON, SUSAN	HELPER/DENFELD, .4375 TO .46875	09/02/15
CRAVEN, TRACEY	HELPER/DENFELD, .375 TO .46875	09/02/15
ENGESETH, JERALDINE	HELPER/ORDEAN EAST, .375 TO .40625	09/02/15
HACK, SHERYL	HELPER/LAURA MACARTHUR, .375 TO .4375	09/02/15
HOBAN, TRACY	HELPER/DENFELD, .375 TO .46875	09/02/15
ISAACSON, KIM	INST PARA ECFE/PIEDMONT, .6375 TO .975	09/02/15
KUNKEL, ROBERTA	HELPER/MYERS-WILKINS, .375 TO .4375	09/02/15
KVALE, ELIZABETH	HELPER/PIEDMONT, .375 TO .4375	09/02/15
LARSON, DAWNMARIE	SATELLITE MGR II/LESTER PARK, .8125 TO .875	09/02/15
MITCHELL, MARILYN	HELPER/EAST, .40625 TO .46875	09/02/15
NEVALA, JENNIKA	SPEC ED STUDENT SPECIFIC/LINCOLN PARK, .78125 TO .8125	09/02/15
NORLAND, SHERRYANN	SPEC ED PARA BW/EAST, .78125 TO .8125	09/02/15
PAVLICH, YVONNE	HELPER/EAST, .40625 TO .46875	09/02/15
PUFF, JODI	SATELLITE MGR II/HOMECROFT, .8125 TO .875	09/02/15
RICHARDS, SUSAN	EXECUTIVE ASSIST/BARNES HS, 43WK TO 52WK	09/02/15
SCHOENBORN, JUSTINA	HELPER/DENFELD, .43750 TO .46875	09/02/15
SCHULLER, ANNE	HELPER/DENFELD, .4375 TO .46875	09/02/15
SMITH, CINDY	HELPER/DENFELD, .4375 TO .46875	09/02/15
SWARD, CINDY	INSTRUCT PARA ECFE/LESTER PARK, .475 TO .6375	09/02/15
TARAN, ROBERTA	SATELLITE MGR I/MYERS-WILKINS, .9375 TO 1.0	09/02/15
TERRY, JOAN	HELPER/ORDEAN EAST, .375 TO .40625	09/02/15
ZOLTEK, LORI	HELPER/LAURA MACARTHUR, .375 TO .4375	09/02/15
Total: 26		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
GUNSOLUS, LAURELEI	TECH TUTOR/DENFELD, 31.25/38 WK, \$17.33/HR	09/02/15
LARSEN, STEPHANIE	INSTR PARA TITLE 1/MYERS-WILKINS, INSTR PARA/PIEDMONT, \$13.59/HR	09/02/15
MATTHEES, MICHELLE	SPEC ED PROG PARA/WOODLAND HILLS, SUPV PARA/ORDEAN EAST, \$16.36/HR	09/02/15
MCCLERNAN, SHARON	OFF SUP INTERMEDIATE/HOCHS/SPECIAL SVCS, 40/52WKS, \$16.41/HR	07/01/15
MORISSEAU, MARIA	SPEC ED PROG PARA/EAST, SUPV PARA/EAST, \$15.08/HR	09/02/15
OLSON, SARAH	SPEC ED PARA STUDENT SPEC/LESTER, INSTR PARA/PIEDMONT, \$16.36/HR	09/02/15
RUSSELL, BARBARA	HEALTH PARA LPN/MYERS-WILKINS, SPEC ED PARA/LESTER PARK, \$17.07/HR	09/02/15
STRATIOTI, DIANA	EXEC ASST/HOCHS/FINANCE, OFFIC SUPP INTER/HOCHS/SPEC SVCS, \$19.19/HR	06/22/15
WANGEN, STEPHEN	SPEC ED PARA BW/DENFELD, INSTR PARA/LINCOLN PARK, \$16.61/HR	09/02/15
Total: 9		

<u>NON CERTIFIED RECLASS</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
SEPP, ANGELA *PLACEHOLDER Total: 1	SPEC SVCS BUS MGR/HOCHS, IV 6, SPEC SVC BUS MGR/HOCHS VII 6, \$1,089/WK	02/15/15
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
GIESE, SHANTEL	EDUCATION ASSISTANT / EAST	07/15/15
LIABRAATEN, SHERRY	EDUCATION ASSISTANT / LESTER PARK	06/13/15
WEST, LAURIE Total: 3	KITCHEN HELPER / EAST	07/17/15
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
DAWSON, MARIA	INTEGRATION SPECIALIST / HOMECROFT	08/15/15
LARSEN, DONNIE	CUSTODIAN II / STOWE	12/31/15
URNES, SUSAN	EDUCATION ASSISTANT / DENFELD	09/01/15
WIRTH, RUSSELL Total: 4	ENGINEER 2 / STOWE	08/06/15
<u>NONCERT SUMMER SCHL</u>	<u>NEW POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ROBINSON, KIM Total: 1	ESY/SPEC ED PARA/MACARTHUR, NOT TO EXCEED 32 HRS, RESCIND	08/04/14 08/15/14
<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BATTEES, SUSAN Total: 1	HELPER/LAURA MACARTHUR, .40625 TO .46875	09/02/15

4180 Workload Limits for Certain Special Education Teachers

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employers Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 427 (Workload Limits for Certain Special Education Teachers)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services - Special Education)

Adopted: First Reading 08-18-2015 ISD709