

Human Resources Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, February 23, 2016

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
 - A. Approval of New Position - Full Service Community Grant Coordinator 4
3. **Informational Items**
 - A. There are no HR Informational Items at this time.
4. **Future Items**
 - A. There are no Future HR Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 2/23/2016

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
GAMACHE, REBECCA Total: 1	HEAD START HOME BASE/BARNES, IV 9, TEMP POS	02/08/16 06/10/16
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
CAVEN, KARLY TINSLEY, CALLIE Total: 2	.9 SOCIAL STUDIES/EAST, IV+45 2, B MCCLIMEK, CHANGE IN DATES GR 2/STOWE, III,2, TEMP POS, M RADAKOVICH	09/02/15 12/23/15 02/01/16 06/10/16
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
CAVEN, KARLY Total: 1	LONG TERM SUB SOCIAL STUDIES/EAST	12/23/15
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HILLE, JANICE Total: 1	MATH/EAST, 1.0 TO .6, VOLUNTARY DECREASE	01/04/16 06/10/16
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BERG, ROBERT Total: 1	TITLE 1 CONTRACT HOURLY/STOWE, .35 TO .475, CHANGE IN DATES	10/05/15 12/21/15
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
MCCLIMEK, BETH Total: 1	SOCIAL STUDIES/EAST/"A" PARENTAL LWOP/CHG IN DATES	12/05/15 01/21/16
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
CUNNIFF, JESSICA MARPLE, BROOKE PETERSON, DANIEL PORTER-DONAHUE, LISA VESEL, SHANA ZELINSKE, ABBY Total: 6	SPEC ED PARA/BW/MACARTHUR, 31.25HR/WK, \$15.08/HR, TEMP POS, J BLAZEJAK SUPV PARA/EAST, 24HR/WK, \$14.23/HR, TEMP POS, P HOMERE SCHL BUS DRIVER II/TRANSPORTATION, 25/38WK, \$14.72/HR, K KUEHNOW SPEC ED PARA/BW/LAURA MACARTHUR, 16HR/WK, \$15.08/HR, TEMP POS EEA CLERICAL/HOCHS/HR, 30HR/WK, \$17.02/HR, CHG IN DATES COMM ED LATCHKEY SUPV/CONGDON, 40/51WK, \$14.90/HR, M SALUS	01/13/16 01/25/16 06/10/16 01/11/16 01/07/16 12/01/15 04/01/16 01/25/16
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
BERGMAN, MICHELLE KAPLAN, ELIZABETH LINDGREN, KYOSTI MOOERS, BRIAN MOOERS, BRIAN TINSLEY, CALLIE TOLAND, PAMELA BAERG, KATHERINE Total: 8	SPEC ED PARA/MYERS-WILKINS, "A" PERSONAL LWOP SPEC ED PARA/MYERS-WILKINS ECSE, "B" PERSONAL LWOP SPEC ED PARA/ORDEAN EAST/ "A" MEDICAL LWOP SPEC ED PARA DENFELD - "A" MEDICAL LWOP SPEC ED PARA DENFELD - "A" MEDICAL LWOP K.E.Y. ZONE SITE COORD/STOWE/"A" PERSONAL LWOP OFFICE SUPP SPEC-INTER/HOCHS ADULT ED, "A" PERSONAL LWOP SPEC ED PROGRAM PARA/STOWE "A" MEDICAL LWOP	01/04/16 01/22/16 09/02/15 06/09/16 12/16/15 02/10/16 01/07/16 01/08/16 12/15/15 12/18/15 02/01/16 06/09/16 02/20/16 02/27/16 12/21/15 01/15/16
<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
TARAN, DALE Total: 1	FOOD SERVICE HELPER/LINCOLN PARK, 15/38WK, \$10.82/HR, S LUNDBERG	12/01/15 06/09/16
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
JARVELA, LISA KNAUSS, SUSAN Total: 2	OFFICE SUPP SPEC/WOODLAND HILLS, 40 TO 42 WEEKS OFFICE SUPP SPEC/MERRITT CREEK, 40 TO 42 WEEKS	01/04/16 01/04/16
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
JEDLENSKI, NICOLE LATOURELLE, BRENDA POLCHOW, NICOLE THOMPSON, SUSAN SCHOEBORN, JUSTINA Total: 5	SUPV PARA/DENFELD SPEC ED PARA/LPN/CONGDON HELPER/LESTER PARK SPEC ED PARA/PIEDMONT HELPER/DENFELD	02/05/16 01/29/16 01/29/16 01/14/16 01/21/16

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CAMPBELL, JAMES	SPEC ED PARA/BW/LAURA MACARTHUR, .78125 TO .84375	01/25/16 06/09/16
PILLSBURY, CHARLES	SUPV PARA/ORDEAN EAST, .8125 TO .9375	04/01/16 06/10/16
TRENBERTH, PENELOPE	FOOD SERV HELPER/ORDEAN EAST, .375 TO .40625	09/14/15 06/09/16
TURNER, KATHERINE	FOOD SERV HELPER/EAST, .53125 TO .875	12/17/15 02/15/16
Total: 4		

REQUISITION REPORT

ER122035 FULL SERVICE COMMUNITY GRANT STATUS A REQUESTED DATE: 02/09/2016 ⁴

005DB17405 FULL SERVICE COMM SCHL COORD

BOARD APPROVED DATE: _____

LOCATION: 225 LINCOLN PARK MIDDLE SCHOOL FTE: 1.00000

FISCAL YR: 2015-16 EFFECTIVE YR: C

BARGAINING UNIT: DDWIAA

REASON CODE: 10 NEW POSITION REPLACING/AFFECTED EIN: _____

Start Date: 03/14/2016 Start Time: 07:45:00 M T W T H F
Days Per Week
Permanent Assignment: End Time: 03:45:00
Temp End Date: 06/09/2016 Fulltime: FTE: 1.00000 Weeks/Year: 46.00

Job Description:

Full service community school coordinator. Work in partnership with the school principal, Board of Directors, Policy Committee Members, School and Community Staff, and Service Providers to develop and lean an integrated FSCS.

Minimum Qualifications:

Desirable Qualifications:

Comments/Special Instructions:

Notes:

Fully Qualified Account Code and Object	PCN #	FTE %	Approved Status:
04-585-005-499-000-114000	005DB17405	1.0000	U
Total Percent:		<u>1.0000</u>	

HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) _____ NAME: _____
Date Offered: _____ Date Accepted: _____ Start Date: _____
Offer Type: Internal External LTS
Salary Index _____ Range: _____ Step: _____ Next Step Increase: _____
Vacation Time Accrual: _____ Sick Time Accrual: _____ Sick Bank: Oct ___ May ___
Eligibility: Benefits _____ Sick/Personal Leave _____ Holiday _____ Snow Day _____ Vacation _____
Probation: Yes: ___ No: ___ # of months _____

Notes: _____

HR Signature: _____ Date: _____

CERTIFIED USE ONLY:

Minnesota Licensure: _____ Degree: _____ No. of Credits: _____

Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO

**CLASSIFICATION DESCRIPTION
FULL SERVICE COMMUNITY SCHOOLS COORDINATOR**

<u>TITLE OF IMMEDIATE SUPERVISOR:</u> Site Principals	<u>DEPARTMENT:</u> District Wide	<u>FLSA STATUS:</u> <i>Exempt</i>
<u>ACCOUNTABLE FOR (Job Titles):</u>	Position is Grant Funded	<u>PAY GRADE ASSIGNMENT:</u> <i>Duluth District-Wide Instructional Administrators' Association, Pay Class I-B 46 Weeks</i>

GENERAL SUMMARY OR PURPOSE OF JOB:
Work in partnership with the school principal, Board of Directors, Policy Committee members, School and Community Staff, and Service Providers to develop and lead an integrated FSCS Establish, facilitate, and provide training for parent and youth advisory boards. Work in partnership with the Site-Based Planning Committee, coordinate and implement inter-generational programs that support the goals and objectives of the FSCS. Work closely with school staff to facilitate strong school/community connections, ensure integration of school-community services, and alignment of services with the goals and objectives of the FSCS. Work with members of the Policy Committee and Site-based Planning Committee to provide publicity and promotion of FSCS events and programs.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	In partnership with the Site-Based Planning Committee to coordinate program evaluation and formalize decision making processes relative to aligning services with evaluation outcomes
2.	In partnership with school principal, recruit and hire staff, AmeriCorps and VISTA members; provide staff training and support, supervision, and termination of staff
3.	Work with members of the Policy Committee and Site-based Planning Committee to provide publicity and promotion of FSCS events and programs
4.	Attend all FSCS Board meetings, and work closely with board members to ensure alignment of FSCS services with mission, goals, and objectives
5.	Attend Site Team meetings, Planning Committee meetings, and Service Provider meetings: Provide facilitation and leadership as needed to ensure integration of FSCS services and communication among individuals and organizations involved in directing the activities of the FSCS Collaborative

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6.	Establish, maintain, and expand connections with other like-minded organizations, individuals, and agencies
7.	Seek to adapt program offerings as needed to respond to evolving needs, availability of resources, and partnership opportunities
8.	Encourage all people associated with the FSCS Collaborative activities to develop their creative potential, spirit of cooperation, hope, and positive attitude toward learning and growth
9.	Other duties as required by the Site-based Planning Committee

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)
Applicants must hold a Bachelor’s degree in Human Services field.

- KNOWLEDGE REQUIREMENTS:** (Requires knowledge of)
- Commitment to the mission, goals and philosophy of the Full Service Community School model
 - Excellent organizational and communication skills
 - Supervisory experience with exceptional problem solving skills
 - Understand the process of grant writing and budget management
 - Demonstrated ability to organize events and programs
 - Experience working with a non-profit board of directors, preferred
 - Experience with, and commitment to, providing cultural, life-skills, educational and recreational programming to high-needs youth and families
 - Ability to organize and facilitate meetings
 - Ability to work effectively with families, youth, school staff, and service providers from diverse cultural, socio-economic, and educational backgrounds to create purposeful partnerships that support the goals and objectives of the FSCS

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				√

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	Taste and smell	√			
Lift & Carry:	Up to 10 lbs.		√		
	Up to 25 lbs.	√			
	Up to 50 lbs.	√			
	Up to 100 lbs.	√			
	More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as:

Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

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:

Bjorklund Compensation Consulting, LLC, completed the banding and grading on January 25, 2016.

Full Service Community Schools Coordinator (DDWIAA)