

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, July 18, 2017

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

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| 1. Staffing Report Action Items | 2 |
| 2. Other HR Action Items | 2 |
| A. Approval to Rescind Termination of Certified Non-Tenured Certified Staff - Resolution HR-7-17-3464 | 7 |
| B. Approval of the Duluth Principal's Association Collective Bargaining Agreement - Effective Dates: 8/1/17-7/31/19 and 8/1/19-7/31/21 - Resolution # HR-7-17-3465 | 8 |
| C. New Position - Early Childhood Business Manager, ISD 709 E-12 Operations (see attached job description) | 9 |
| 3. Informational Items | |
| A. Summary of Employee Complaints, 2016-17 | 11 |
| 4. Future Items | |
| A. There are no Future HR Items at this time. | |

HUMAN RESOURCES ACTION ITEMS FOR: 07/18/2017**CERT APPOINTMENT****POSITION/LOCATION/CLASS&STEP/REPLACING****EFFECTIVE DATES**

BAUER, RUSSELL	SPEC ED ASD II/LINCOLN PARK, V 7, T LARSON	08/29/17
BAUER, SHAUNA	SPEC ED ASD III/PIEDMONT, IV 7, A WATTERS	08/29/17
BENTON, GABRIELLE	SCHOOL PSYCHOLOGIST/DW, IV+45 7, J NEUHARTH	08/29/17
BROWN, SHARON	SPEC ED DAPE/DW, IV,5, K OLING	08/29/17
HUSHAGEN, SEAN	SCHOOL PSYCHOLOGIST/DW, IV 2, J PEDERSON	08/29/17
KAPPAH, NATALIE	SPANISH IMMERSION GRADE 1/LOWELL, III 3, NEW POS	08/29/17
MANDELIN, KATHERIN	SCHOOL PSYCHOLOGIST/DW, IV+45 7, S SCHREIBER	08/29/17
RILEY, ABIGAIL	SPEC ED ASD/DENFELD, III+45 3, REALLOCATE FTE	08/29/17
SEITZ, DANIELLE	SPEC ED OCCUPATIONAL THERAPIST/DW, IV, 9, K.KEELOR	08/29/17
SOLAND, STUART	AUTOMOTIVE/DENFELD, III 8, M RANNILA	08/29/17
STOKKE, KARA	SPEC ED PT/DW, V 9, A LUNDSTEN	08/29/17
WENTWORTH, LISA	.5 GUIDANCE COUNSELOR/EAST, IV 2, J FORSMAN	08/23/17

Total: 12

2

CERT EXTENSION**POSITION/LOCATION/CONDITION****EFFECTIVE DATES**

AKUAMOAH-BOATENG, ANITA	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 28 HRS	08/07/17	08/18/17
BAMBENEK, PATRICIA	CURRICULUM DEVELOPMENT/HOCHS, NOT TO EXCEED 40 HRS	06/12/17	06/30/17
BANGSUND, EDWINAE	TITLE I/WOODLAND HILLS, NOT TO EXCEED 105 HRS	06/12/17	07/20/17
BENSON, KATHY	PRE-K/BARNES HDST, NOT TO EXCEED 120 HRS	06/12/17	06/30/17
BENSON, KATHY	PRE-K/BARNES HDST, NOT TO EXCEED 40 HRS	07/24/17	07/28/17
BERSELL, THOMAS	ESY/HOMEBOUND TEACHER/DW, NOT TO EXCEED 18 HRS	06/12/17	08/28/17
CLAIRMONT, DENISE	PRINCIPAL/WOODLAND HILLS, NOT TO EXCEED 110 HRS	06/12/17	07/20/17
CORDLE, MICHELLE	ESY/EARLY ENTRANCE/DW, NOT TO EXCEED 12 HRS	06/12/17	08/28/17
CRANE, REBECCA	ESY/TOSA/DW, NOT TO EXCEED 180 HRS	06/12/17	08/28/17
DANIELSON, KATIE	HOMELSS TUTOR/HOCHS, NOT TO EXCEED 40 HRS	07/03/17	08/28/17
FRESVIK, THEODORE	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 28 HRS	08/07/17	08/18/17
GOLDFINE, BRENDA	ESY/ECSE/DW, NOT TO EXCEED 10 HRS	06/12/17	08/28/17
GRONSETH, DEANNA	ESY/TOSA/DW, NOT TO EXCEED 100 HRS	06/12/17	08/28/17
GUDECK, JULIE	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 28 HRS	08/07/17	08/18/17
HATFIELD, KATHRYN	ESY/TOSA/DW, NOT TO EXCEED 58 HRS	06/12/17	08/28/17
HILL, REBECCA	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 28 HRS	08/07/17	08/18/17
JAROS, JENNIFER	ECFE/DW, NOT TO EXCEED 120 HRS, CHANGE IN HRS	06/12/17	08/28/17
KLOTZ, JILL	ESY/HOMEBOUND TEACHER/DW, NOT TO EXCEED 10 HRS	06/12/17	08/28/17
KOLAR, PATRICIA	SPEC ED EBD/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/12/17	07/20/17
LARSON, CARLA	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 28 HRS	08/07/17	08/18/17
LINDBERG, TIM	ESY/WORK EXPERIENCE/DW, NOT TO EXCEED 120 HRS	07/24/17	08/25/17
LIPPITT, MARTHA	ESY/TOSA/DW, NOT TO EXCEED 190 HRS	06/12/17	08/28/17
MCGOWAN, TODD	ESY/SOCIAL WORKER/DW, NOT TO EXCEED 30 HRS	06/07/17	08/28/17
PANASUK-ZIFKO, SARA	ESY/SPEECH/DW, NOT TO EXCEED 80 HRS	06/07/17	08/28/17
PLESHA, STEVEN	ESY/CLASSROOM SUB/DW	06/07/17	08/28/17
PRECKEL, KEVIN	SPEC ED EBD/ARROWHEAD ACADEMY, NOT TO EXCEED 105 HRS, CHG IN LOC	06/12/17	07/20/17
RAY, JULIE	ESY/ASSISTIVE TECH/DW, NOT TO EXCEED 50 HRS	06/07/17	08/28/17
REES, PAMELA	SUPV EARLY CHILDHOOD PROGRAM/BARNES, NOT TO EXCEED 120 HRS	01/03/17	06/30/17
RODD, RONI	ESY/PT/DW, NOT TO EXCEED 20 HRS	08/07/17	08/18/17
ROURKE, CINDY	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 48 HRS	08/07/17	08/18/17
SALMELA, AARON	SCIENCE/DW, NOT TO EXCEED 40 HRS	06/12/17	06/30/17
SCHMIDT, SUSAN	SOCIAL STUDIES/DW, NOT TO EXCEED 40 HRS	06/12/17	06/30/17
SEAMAN, JAN	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 50 HRS	08/07/17	08/25/17
SEDERBERG, SUSAN	ESY/NURSE/DW, NOT TO EXCEED 100 HRS	08/07/17	08/18/17
SHELDON, DARREN	SUPV FEDERAL PROGRAMS/HOCHS, NOT TO EXCEED 104 HRS	07/03/17	08/11/17
SUNDAL, JENNIFER	PRE-K/WASHINGTON HDST, NOT TO EXCEED 200 HRS	06/12/17	08/25/17
TRENTOR, DOUGLAS	ESY/SCHOOL PSYCHOLOGIST/DW, NOT TO EXCEED 30 HRS	06/09/17	08/28/17
TWARDOWSKI, STEPHANIE	ESY/TOSA/DW, NOT TO EXCEED 40 HRS	06/09/17	08/28/17
WATKINS-MELBY, LAUREL	PRE-K/MYERS-WILKINS, NOT TO EXCEED 40 HRS	06/12/17	06/16/17
WIKSTROM, MICHELLE	ESY/OT/DW, NOT TO EXCEED 140 HRS	06/09/17	08/28/17
WILLIAMS, PAULA	GUIDANCE COUNSELOR/WOODLAND HILLS, NOT TO EXCEED 40 HRS	06/12/17	08/25/17
ZYCHOWSKI, DOUGLAS	ESY/CLASSROOM TEACHER/DW, NOT TO EXCEED 48 HRS	08/07/17	08/18/17

Total: 42

CERT LEAVES**POSITION/LOCATION/LEAVE TYPE****EFFECTIVE DATES**

PRATT, ANA	SPEC ED/BARNES ECSE, MID-CAREER LWOP	08/29/17	06/06/20
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Total: 1

CERT PERM DECREASE**POSITION/LOCATION/CONDITION****EFFECTIVE DATES**

BROSELL, AMANDA	SPEECH LANGUAGE PATHOLOGIST/DW, 1.0 TO .6, A ENTZMINGER-BUSSEY	08/29/17
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Total: 1

<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
FORSMAN, JESSICA Total: 1	GUIDANCE COUNSELOR/EAST, .50 TO 1.0, T RICKETTS	08/23/17
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HESSIAN, MOLLY MUDY, HOWARD Total: 2	AUTISM/STOWE LEARNING DISABLED/PIEDMONT	06/19/17 06/09/17
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
DALBACKA, JILL GANGENESS, NANCY LEMIEUX, JACQUELINE Total: 3	INSTRUCTIONAL COACH/CURRICULUM SCHOOL NURSE/BARNES HDST GRADE 3/STOWE	06/09/17 06/23/17 06/09/17
<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
AKUAMOAH-BOATENG, ANITA ALDINGER, ASHLEY AMUNDSON, JENNA ANDERSON, COREEN ANDERSON, JON BEETCHER, CHERYL BOLEN, VALERIE BROWN, PAULA CARLSON, HAILEY DESHAW, NICHOLAS ENGLAND-SULLIVAN, CHRISTI FLORESTANO, MATTHEW GIMPEL, SHERRI GLOCKLE, NATHAN GLOCKLE, NATHAN GRENBERG, SARAH HAGSTROM, LINDA HALLGREN, TANYA HENKELS, TYLER HILL, REBECCA HOPPE, ASHLEY HUSS, CARLI JENNINGS, JULIE JOHNSON, DEBORAH JOHNSON, EMILY JUNGMAN, BRIAN LEMAY, RONDA LEWIS, JAMIE LINDBERG, TIM LIPPITT, MARTHA LUSSIER, ANGIE LYLE, HEIDI MANOPPO, PAUL MANOPPO, PAUL MCKEEVER, JOSHUA METZER, ADAM MILLER, CYNTHIA MOSELEY, DAVID MULLER, MAGGIE NORMAN, ADRIAN NORMAN, ADRIAN OCKWIG-LARSON, SALLY PAVLISICH, KALINA PERTTULA, MARY PORKKONEN, ALEX REKER, JON SAWYER, KRISTEN SMITH, HAMILTON WEILAND, KARA WEILAND, SEAN WEILAND, SEAN WHITLINGER, JAMIE	EXCEL/STOWE, NOT TO EXCEED 64 HRS GEOMETRY/DENFELD, NOT TO EXCEED 128 HRS EXCEL/PIEDMONT, NOT TO EXCEED 64 HRS EXCEL/LOWELL, NOT TO EXCEED 64 HRS MATH/SCIENCE/ALGEBRA/ARROWHEAD ACADEMY, NOT TO EXCEED 105 HRS EXCEL/MYERS-WILKINS, NOT TO EXCEED 96 HRS ALGEBRA/DENFELD, NOT TO EXCEED 128 HRS ENGLISH/WOODLAND HILLS, NOT TO EXCEED 105 HRS SPANISH/ALC, NOT TO EXCEED 45 HRS WORLD HISTORY/DENFELD, NOT TO EXCEED 128 HRS EXCEL/LESTER PARK, NOT TO EXCEED 64 HRS ALGEBRA/DENFELD, NOT TO EXCEED 128 HRS EXCEL/STOWE, NOT TO EXCEED 64 HRS .5 SUMMER SCHOOL COORDINATOR/DW, STIPEND \$2,500.00 .5 SUMMER SCHOOL PRINCIPAL/ALC/DENFELD, NOT TO EXCEED 128 HRS BIOLOGY/DENFELD, NOT TO EXCEED 128 HRS GRADES 1-4/CHESTER CREEK, NOT TO EXCEED 105 HRS EXCEL/LAURA MACARTHUR, NOT TO EXCEED 32 HRS, SPLIT W/J LEWIS EXCEL/LINCOLN PARK, NOT TO EXCEED 48 HRS EXCEL/LAURA MACARTHUR, NOT TO EXCEED 64 HRS MATH/ALGEBRA/WOODLAND HILLS, NOT TO EXCEED 105 HRS EXCEL/MYERS-WILKINS, NOT TO EXCEED 96 HRS EXCEL/CONGDON, NOT TO EXCEED 64 HRS ENGLISH/CHESTER CREEK, NOT TO EXCEED 105 HRS EXCEL/LESTER PARK, NOT TO EXCEED 64 HRS ENGLISH/DENFELD, NOT TO EXCEED 128 HRS EXCEL/LAURA MACARTHUR, NOT TO EXCEED 64 HRS EXCEL/LAURA MACARTHUR, NOT TO EXCEED 32 HRS, SPLIT W/T HALLGREN MATH/ALGEBRA/CHESTER CREEK, NOT TO EXCEED 105 HRS DIAGNOSTIC/ASSESSMENT PROG/MERRITT CREEK, NOT TO EXCEED 105 HRS EXCEL/LESTER PARK, NOT TO EXCEED 64 HRS MATH/ALGEBRA/WOODLAND HILLS, NOT TO EXCEED 105 HRS EXCEL/LINCOLN PARK, NOT TO EXCEED 37.5 HRS EXCEL/LINCOLN PARK, NOT TO EXCEED 48 HRS EXCEL/LOWELL, NOT TO EXCEED 64 HRS EXCEL/LAURA MACARTHUR, NOT TO EXCEED 64 HRS EXCEL/CONGDON, NOT TO EXCEED 64 HRS MATH/ALGEBRA/WOODLAND HILLS, NOT TO EXCEED 105 HRS ENGLISH/DENFELD, NOT TO EXCEED 128 HRS .5 SUMMER SCHOOL COORDINATOR/DW, STIPEND \$2,500.00 .5 SUMMER SCHOOL PRINCIPAL/ALC/DENFELD, NOT TO EXCEED 120 HRS ENGLISH/MERRITT CREEK, NOT TO EXCEED 19 HRS EXCEL/LESTER PARK, NOT TO EXCEED 64 HRS EXCEL/PIEDMONT, NOT TO EXCEED 64 HRS ENGLISH/WOODLAND HILLS, NOT TO EXCEED 105 HRS PHYSICAL SCIENCE/DENFELD, NOT TO EXCEED 128 HRS EXCEL/MYERS-WILKINS, NOT TO EXCEED 96 HRS MATH/CREDIT RECOVERY/WOODLAND HILLS, NOT TO EXCEED 29 HRS EXCEL/PIEDMONT, NOT TO EXCEED 64 HRS AMERICAN HISTORY/DENFELD, NOT TO EXCEED 128 HRS CIVICS/GEOGRAPHY/DENFELD, NOT TO EXCEED 128 HRS EXCEL/LESTER PARK, NOT TO EXCEED 64 HRS	06/19/17 07/20/17 06/26/17 08/03/17 06/19/17 07/20/17 06/19/17 07/20/17 06/13/17 07/20/17 06/19/17 06/22/17 06/26/17 08/03/17 06/13/17 07/20/17 06/19/17 08/17/17 06/26/17 08/03/17 06/19/17 07/20/17 06/26/17 08/03/17 06/19/17 07/20/17 06/19/17 08/17/17 06/19/17 08/17/17 06/26/17 08/03/17 06/13/17 07/20/17 06/19/17 07/20/17 08/07/17 08/24/17 06/19/17 07/20/17 06/13/17 07/20/17 06/19/17 07/27/17 06/19/17 07/20/17 06/13/17 07/20/17 06/19/17 07/20/17 06/19/17 07/20/17 06/13/17 07/20/17 06/19/17 07/20/17 06/19/17 07/20/17 06/19/17 07/20/17 06/13/17 07/20/17 06/13/17 07/20/17 06/19/17 07/20/17 06/13/17 07/20/17 06/12/17 06/16/17 08/07/17 08/24/17 06/19/17 07/20/17 06/19/17 07/20/17 06/19/17 07/20/17 06/19/17 07/20/17 06/13/17 07/20/17 06/26/17 08/03/17 06/19/17 08/17/17 06/26/17 07/06/17 06/19/17 07/20/17 06/19/17 07/20/17 06/13/17 07/20/17 06/26/17 08/03/17 06/19/17 07/27/17 06/16/17 07/20/17 06/19/17 07/20/17 06/26/17 08/03/17 06/26/17 08/03/17 06/19/17 07/20/17

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>	
VALENTINE, SALLY ANN	HELPER/DENFELD, 21.25/38WKS, \$13.79/HR	08/29/17	
VAN ALLEN, GEORGIA	SATELLITE MGR I/LAURA MACARTHUR, 40/38WKS, \$16.10/HR	08/29/17	
WAKEFIELD, WENDY	SATELLITE MGR II/STOWE, 35/38WKS, \$14.96/HR	08/29/17	5
WALKER, AMY	HELPER/LINCOLN PARK, 17.5/38WKS, \$12.16/HR	08/29/17	
WATCZAK, JAMES	HELPER/LOWELL, 15/38WKS, \$12.16/HR	08/29/17	
WICK, SUSAN	HELPER/PIEDMONT, 30/38WKS, \$13.79/HR	08/29/17	
WIEMANN, BARBARA	HELPER/EAST, 30/38WKS, \$12.16/HR	08/29/17	
WINKLESKY, DANYEL	MISA PARA/ABE, 30/50WKS, \$17.68/HR, K CONLEY	07/03/17	
Total: 69			
<u>NONCERT DEMOTION</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>	
KLOTZ, JILL	PARA/LIFEGUARD/LINCOLN, SPEC ED PARA/STUD SPEC/MERRITT, \$14.51/HR	08/29/17	
Total: 1			
<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
BLANCHE, JARED	INDIAN YOUTH ADVOCATE/DW, NOT TO EXCEED 18 HRS	06/12/17 06/16/17	
BLEVINS, SHARIE	OFFICE SUPP SPEC SR/ECFE/BARNES, NOT TO EXCEED 40 HRS	06/12/17 08/11/17	
CANFIELD-EVANSON, KRISTIN	INSTR PARA/HDST/MYERS-WILKINS, NOT TO EXCEED 16 HRS	06/12/17 06/30/17	
DELACRUZ, JAMIE	INDIAN YOUTH ADVOCATE/DW, NOT TO EXCEED 72 HRS	06/12/17 06/30/17	
JARVELA, LISA	OFFICE SUPP SPEC/WOODLAND HILLS, NOT TO EXCEED 40 HRS	07/05/17 07/20/17	
KNAUSS, SUSAN	OFFICE SUPP SPEC/MERRITT CREEK, NOT TO EXCEED 40 HRS	07/07/17 07/20/17	
MILLER, SUSANNA	INDIAN YOUTH ADVOCATE/DW, NOT TO EXCEED 72 HRS	06/12/17 06/30/17	
MORLANG, SHILO	ESY/FIELD SUPPORT TECH/HOCHS/SPEC ED, NOT TO EXCEED 120HRS	06/19/17 08/04/17	
NELSON, KIM	INSTR PARA/HDST/MYERS-WILKINS, NOT TO EXCEED 16 HRS	06/12/17 06/30/17	
OLSON, DAWN	ESY/PARA/PT/DW, NOT TO EXCEED 15 HRS	07/01/17 08/25/17	
ROSS, TERRY	ESY/PARA/OT/DW, NOT TO EXCEED 10 HRS	07/01/17 08/25/17	
STABE, GWEN	MISA/BARNES/HDST, NOT TO EXCEED 66 HRS	06/12/17 06/30/17	
TOLAND, PAMELA	OFFICE SUPP SPEC INTER/ABE, NOT TO EXCEED 200 HRS	06/26/17 08/11/17	
WINKLESKY, DANYEL	MISA PARA/ABE, NOT TO EXCEED 18 HRS	06/20/17 06/22/17	
Total: 14			
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>	
MUSOLF, LESLIE	SPEC ED PARA/BW/STOWE, 'A' PERSONAL, W/O PAY	05/22/17 05/25/17	
SIMONSON, HOLLY	BUS DRIVER II/TRANSPORTATION, 'A' MEDICAL, W/O PAY	05/23/17 05/26/17	
WAZWAZ, NOAF	SPEC ED PARA/LESTER PARK, 'B' PERSONAL, W/O PAY	08/29/17 06/08/18	
ZWICKY, RACHEL	SPEC ED PARA/STOWE	05/18/17 05/26/17	
Total: 4			
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
SETTERGREN, GERALDINE	HEALTH PARA/LPN/DW, 13/38WKS, \$18.73/HR, E MICHOG	08/29/17	
Total: 1			
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
TUOMINEN, ROBBIN	OFF SUPP SPEC/CHESTER CRK/WOODLAND HILLS, 24/42WKS TO 40/42WKS, K HERMANSON	08/14/17	
Total: 1			
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>	
DAVIS, MICHAEL	MAINT CUST/LAKEWOOD, SCHOOL CUST II/DW, \$16.32/HR	06/12/17	
Total: 1			
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
AMMESMAKI, MARCUS	CULTURAL IMMERSION PARA/LOWELL	05/26/17	
BALESTRERI, JOSEPH	SPEC ED PARA/DENFELD	06/09/17	
HERMANSON, KIONA	OFFICE SUPPORT SPECIALIST/CHESTER CREEK/WOODLAND HILLS	06/23/17	
KUEHNE, ANGELA	INSTR PARA/PIEDMONT/HDST	06/09/17	
LEWANDOWSKI, LEEANN	SUPV PARA/LINCOLN PARK	06/09/17	
MICHOG, EMILY	HEALTH PARA/LPN/DW	06/06/17	
OLCOTT, CHRISTINE	SPEC ED PARA/DENFELD	06/09/17	
STANGHELLE, REBECCA	INSTR PARA/BARNES	06/09/17	
WEIDINGER, NICOLE	SPEC ED PARA/STOWE	05/19/17	
Total: 9			
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
BELLAMY, THERESE	INSTR PARA/PIEDMONT	06/09/17	
FROMBERG, VIVIAN	OFFICE SUPP SPEC SR/LAKEWOOD	06/02/17	
HOLTEN, SHERRY	OFF SUPP SPEC SR/HOMECROFT	06/23/17	
LAURILA, BRUCE	CARPENTER/FACILITIES	09/02/17	
LULOFF, CARL	MASTER PLUMBER/FACILITIES	08/11/17	

NONCERT RETIREMENTMITCHELL, MARILYN
PETRICH, DIANE

Total: 7

POSITION/LOCATIONSATELLITE MGR II/LOWELL
SPEC ED PARA/BW/STOWE**EFFECTIVE DATES**06/08/17
06/09/17

6

NONCERT SUMMER SCHOOLANDERSON, KAREN
ANDERSON, MARK
ANDREWS, LINDA
ANSETH, BETTY
BATTEES, SUSAN
BECK, ELIZABETH
BEDARD, THERESE
BUKOWIEC, MARGARET
BUKOWIEC, MARGARET
CAMPBELL, JAMES
CHIALASTRI, THERESE
CULLEN, JULIE
DESAUTEL, PEGGY
DINNIES, MATTHEW
DINNIES, MATTHEW
DRAGSTEN, MICHAEL
DURENE, LISA
DUVALL, JACQUELINE
ELLISON, ROBIN
ERICKSON, LIANNE
ERICKSON, PAMELA
FEDLER, ANNETTE
FOUTS, PAMELA
FOUTS, PAMELA
GEISSLER, SUSAN
HALES, KYRA
HELQUIST, MELODIE
HEMBREE, BRADLEY
HOLL, DEBRA
HOWARD, APRIL
HUGHLEY, MARY
ISAACSON, KIM
KARON, MARIA
KESTI, SHAREN
KESTI, SHAREN
KORSGAARD, KATHARINE
KVAM, TYLER
LUND, SHERRIE
LUND, SHERRIE
MATTHEWS, NANCY
MCCRACKEN, CRYSTAL
MCKEEVER, JUDITH
MCKEEVER, JUDITH
MENDOZA, CRUZ
MILLER, CARRIE
MUSOLF, LESLIE
NELSON, KIM
NORLAND, SHERRYANN
OLEARY, PAULETTE
OLSON, JOSEPH
PADDOCK, DAVID
PUFF, JODI
ROBINSON, KIM
SANDERS, KENDRA
SIMONSON, JUDITH
STEPHENSON, DEBRA
SUNDEEN, SALLY
SWEARENGIN, SANDRA
TALBOT, MARK
VAN ALLEN, GEORGIA
WAKEFIELD, WENDY
WALDRUFF, TRACY
WICK, SUSAN
WILLIAMS, STEPHANIE

Total: 64

POSITION/LOCATIONSPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NOT TO EXCEED 76 HRS
SPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NO TO EXCEED 80 HRS
HELPER/PIEDMONT
SPEC ED PARA/PROGRAM/MERRITT CREEK, NOT TO EXCEED 80 HRS
SATELLITE MGR II/DENFELD
SPEC ED PARA/PROGRAM/WOODLAND HILLS, NOT TO EXCEED 80 HRS
SPEC ED PARA/PROGRAM/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/WORK EXPERIENCE/DW, NOT TO EXCEED 34 HRS
SPEC ED PARA/PROGRAM/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
HELPER/MYERS-WILKINS
SATELLITE MGR II/LOWELL
HELPER/LAURA MACARTHUR
ESY/SPEC ED PARA/PROGRAM/JOB COACH/DW, NOT TO EXCEED 104 HRS
SPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/MALE REQ/DENFELD, NOT TO EXCEED 52 HRS
SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
SPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS
HELPER/MYERS-WILKINS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
SPEC ED PARA/STUDENT SPEC/LPN/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
ESY/SPEC ED PARA/PROGRAM/MERRITT CREEK, NOT TO EXCEED 80 HRS
SATELLITE MGR II/LINCOLN PARK
HELPER/STOWE
SPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/MALE REQ/DENFELD, NOT TO EXCEED 52 HRS
ESY/SPEC ED PARA/RN/LAURA MACARTHUR, NOT TO EXCEED 28 HRS
SUPV PARA/LINCOLN PARK, NOT TO EXCEED 35 HRS
SPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
SATELLITE MGR II/PIEDMONT
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 24 HRS
SPEC ED PARA/PROGRAM/CHESTER CREEK, NOT TO EXCEED 80 HRS
SPEC ED PARA/PROGRAM/CHESTER CREEK, NOT TO EXCEED 80 HRS
HELP DESK TECH/HOCHS/TECHNOLOGY
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
INSTR PARA/LINCOLN PARK, NOT TO EXCEED 35 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 24 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
SPEC ED PARA/BW/CHESTER CREEK, NOT TO EXCEED 80 HRS
ESY SPEC ED PARA/MALE REQ/DENFELD, NOT TO EXCEED 46 HRS
HELPER/DENFELD
ESY/SPEC ED PROG PARA/JOB COACH/DW, NOT TO EXCEED 104 HRS
SPEC ED PARA/PROGRAM/MERRITT CREEK, NOT TO EXCEED 80 HRS
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
ESY/SPEC ED PARA/LPN/LAURA MACARTHUR, NOT TO EXCEED 35 HRS
SPEC ED PARA/STUDENT SPEC/CHESTER CREEK, NOT TO EXCEED 80 HRS
SPEC ED PRAR/PROGRAM/CHESTER CREEK, NOT TO EXCEED 80 HRS
SATELLITE MGR II/LESTER PARK
ESY/SPEC ED PARA/LAURA MACARTHUR, NOT TO EXCEED 40 HRS
SATELLITE MGR II/MYERS-WILKINS
HELPER/LESTER PARK
HELPER/LESTER PARK
SPEC ED PARA/PROGRAM/MERRITT CREEK, NOT TO EXCEED 80 HRS
HELPER/LESTER PARK
HELPER/LAURA MACARTHUR
SATELLITE MGR II/LAURA MACARTHUR
SATELLITE MGR II/STOWE
SPEC ED PARA/STUDENT SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS
HELPER/PIEDMONT
OFF SUPP SPEC SR/DENFELD, NOT TO EXCEED 128 HRS**EFFECTIVE DATES**06/15/17 07/19/17
06/14/17 07/19/17
06/19/17 08/19/17
06/14/17 07/19/17
06/12/17 08/25/17
06/14/17 07/19/17
06/14/17 07/19/17
07/24/17 08/25/17
06/14/17 07/19/17
08/08/17 08/18/17
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06/12/17 08/25/17
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06/13/17 08/25/17
06/26/17 08/03/17

R E S O L U T I O N

RE: Termination of Certified Probationary (Non-Tenured) Staff

WHEREAS, during the first three years of consecutive employment all teachers in the public schools in cities of the first class are deemed to be in a probational period of employment during which period the School Board may renew, or not renew, any teachers' annual contract as the School Board shall see fit. The term "teacher" includes every person regularly employed, as a principal, or to give instruction in a classroom, or to superintend or supervise classroom instruction, or as a placement teacher and visiting teacher.

NOW, THEREFORE, BE IT RESOLVED by the School Board on Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The employment contracts of the following probationary teachers shall not be renewed and their employment shall terminate at the end of the school day on June 9, 2017, unless another date is indicated below, in which case the employment of the particular teacher shall terminate on that date.

Kari Romano - *Rescind*

2. **BE IT FURTHER RESOLVED** the Clerk of the School Board shall notify such teachers in writing before July 1, 2017, of the termination of their employment.

RESOLUTION**Duluth Principals' Association**

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 Duluth Principals' Association, a summary of which is in the hands of all School Board members, be approved and adopted for the periods August 1, 2017 to July 31, 2019, and August 1, 2019 to July 31, 2021, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

**DULUTH HEAD START
JOB DESCRIPTION**

JOB TITLE: Early Childhood Business Manger

IMMEDIATE SUPERVISOR: Head Start Director

DEPARTMENT: ISD 709 E-12 Operations

PAY GRADE ASSIGNMENT: ISD 709 Non-Certified Business Administrators Association

MINIMUM QUALIFICATIONS: Bachelor's degree in education or related field. Ability to demonstrate effective verbal and written communication skills and to work independently. Accounting experience and experience with Excel spreadsheets, grant writing, Head Start Performance Standards and Monitoring. Proficiency with Child Plus database.

DESIRED QUALIFICATIONS: Bachelor's degree in education or business, extensive knowledge of ISD 709 policies and procedures. Excellent computer skills, grant writing and grant management experience. Must have skills in developing and managing budgets, cost allocation and salary and benefit projections across programs and budgets. Expertise with Smart Find Express, IFASS, Infinite Campus, Child Plus database and the Head Start Enterprise System. Must have expertise in writing, reconciling and maintaining federal and state Head Start grants and be able to do so independently.

DUTIES AND RESPONSIBILITIES:

Independently prepare and monitor salary, wage and benefit projections for early childhood programs;

Collaborate with the program director to prepare and submit annual federal and state grants including salary, wage and benefits, initiating and maintaining consultation contracts using the Head Start Enterprise System;

Make budget, staffing, and reporting and grant decisions in the absence of the director;

Preparation of various required reports including financial reports required of the program;

Maintain departmental records, files, and confidential employee personnel records;

Monitor Smart Find Express, locate certified and non-certified substitute when districts supply is down, enter vacant jobs on Smart Find Express, and proof/tally non-certified staff time sheets;

Monitor, track, and maintain accounting and budget records district- wide involving numerous budgets, grants or funds, independently making adjustments as needed;

Analyze and prepare financial reports for Policy Council, district administrators, and grant writing personnel involving multiple budgets, grants, or funds;

Prepare all materials for Policy Council and Governing Board meetings;

Assist with staff training and orientation;

Analyze, maintain and monitor staffing spreadsheet and work closely with Human Resources and the Finance Department grant personnel for compliance with Head Start Performance Standards;

Enter employee requisitions on districts web-based program;

Enter grants and Program Information Report, (PIR) on web-based state and federal websites;

Enter purchase requisitions and receive supplies for staff district-wide;

Responsible for maintaining In-kind data in Child Plus and Excel and submitting quarterly reports;

Work closely with contracted service providers and process payments;

Monitor program and individual staff budget expenditures;

Analyze and monitor finances and budget projections for program compliance and make budgetary adjustments as needed independently;

Maintain staff development records, personnel information, and set up security for staff on Child Plus;

Keep administrators abreast of problems, issues or concerns requiring their attention;

Support program staff including:

- Coordinating in and out of district trainings and meetings;
- Monthly parent meeting requests for childcare
- Monitor staff absences and substitutes;
- Assign support staff to classrooms as needed to cover absences;
- Monitor all classroom and family advocate budgets

Balance and maintain checkbook for all early childhood programs;

Serve as a liaison between building administrator and other units within the building;

Other duties as assigned by supervisor.

The Head Start job description further defines the roles and responsibilities of staff covered within the ISD 709 Business Unit.

DATE: July 6, 2017

TO: Douglas Hasler, CFO
Timothy Sworsky, Sr. Human Resources Manager

FROM: Linda Kinnear, Human Resources Manager

SUBJECT: Employee Harassment Complaints Fiscal Year 2016-2017 Report

Reports Received in Human Resources:

Total Employee Complaints Received in HR = 4*

- 2 resolved
- 2 open/pending final report

***Please note:**

We do not provide a breakdown of complaint information when there are less than 10 individual complaints to prevent the potential disclosure of the identities of the involved parties