

**Human Resources/Finance Committee - Working Session**

Duluth Public Schools, ISD 709

Agenda

Wednesday, March 11, 2020

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

4:30 PM

**1. Guest Presentations for this Meeting - None**

**2. Human Resources Report**

A. Staffing Report Action Items - Consent Agenda

B. HR Resolutions - Consent Agenda - None

C. HR Action Items - Consent Agenda - None

D. HR Informational Items

1) Superintendent Search Update

**3. Finance Report**

A. Financial Report - Consent Agenda

1) Financial Report

2) Approval of Payment of Claims - Attached as an "extra"

a. Vendor Payments Report

b. Student Activity Expenditures Report

3) Budget Revisions

4) Wire Transfers

5) Investment Transactions

6) APU Projections

7) Fundraisers

8) Finance Education

a. Revenue Equalization - **attachment pending**

B. Bids, R.F.P.s and Quotes Reports - Consent Agenda

1) Bids

a. PLACEHOLDER - Bid 1279 Large Venue Wireless Infrastructure

b. PLACEHOLDER - Bid 1280 Network Switch Stacking Modules

2) RFPs - None

3) Quotes - None

C. Policies and Regulations - Consent Agenda - None

D. Contracts, Change Orders, and Leases - Consent Agenda

1) Contracts - None

a. PLACEHOLDER - Other Contracts

2) Change Orders - None

3) Leases - None

a. PLACEHOLDER - Other Leases

E. Resolutions - Consent Agenda

3

1) B-3-20-xxxx - Acceptance of Donations

Recommendation: It is recommended that the Duluth School Board approve Resolution 3-20-xxxx.

2) B-3-20-xxxx - Authorized Bank Account Signer

Recommendation: It is recommended that the Duluth School Board approve Resolution 3-20-xxxx.

3) B-3-20-xxxx - Acceptance of Grants

Recommendation: It is recommended that the Duluth School Board approve Resolution 3-20-xxxx.

4) PLACEHOLDER - Other Resolutions

F. Informational - These items are provided for informational purposes only; no action is required.

1) Expenditure Contracts

The Superintendent or CFO/Executive Director of Business Services has signed these contracts during the month of February 2020.

2) Extension or Renewal Contracts - None

3) No Cost Contracts

The Superintendent or CFO/Executive Director of Business Services has signed these contracts during the month of February 2020.

4) Revenue Contracts - None

5) Grant Applications

6) Property Sale Updates

7) Facilities Management & Capital Project Status Report

8) Change Orders Signed - None

**HUMAN RESOURCES ACTION ITEMS FOR: 3/17/20**

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&amp;STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
CARIVEAU, CHRISTINA	DEAF HARD OF HEARING/DW, (MA) IV+45 8, C. LARSON	9/1/2020
FUNK, KELSEY	DEAF HARD OF HEARING/DW, (MA) IV+15 6, M. SMITH-JOHNSON	9/1/2020
GALLINGER, CAROL	FIT/CONGDON, (MA) IV+45 7, A REDETZKE, TEMP POS	1/31/2020 6/8/2020
MOORE, LAURELEI	AUTOMOTIVE/DENFELD, (BA) III 1, S SOLAND, TEMP POS	2/3/2020 6/8/2020
MURPHY, ALESHA	SPEC ED DCD III/MYERS WILKINS, (BA) LANE III 4, NEW	2/24/2020
STEVENSON, LEAH	SPEC ED RESOURCE/LINCOLN PARK, (BA) LANE III 2, S. PLESHA	2/24/2020
*PLACEHOLDER		
Total: 6		
<u>CERT EXTENSION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
LITCHKE, COURTNEY	SPEC ED ECSE/DISTRICT WIDE	2/3/2020 4/3/2020
*PLACEHOLDER		
Total: 1		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
STOKES, HANNAH	SOCIAL WORKER/MYERS WILKINS, A" PARENTAL LWOP"	2/13/2020 4/17/2020
*PLACEHOLDER		
Total: 1		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
GUSHULAK, TARA	GRADE 3/LAURA MACARTHUR, (BA) LANE III 2, D DEBOLT	2/10/2020 6/8/2020
*PLACEHOLDER		
Total: 1		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BARNES, JANE	ECFE PARENT EDUCATOR/DISTRICT WIDE	6/8/2020
MICHEAU, TERRI	GRADE 2/HOMECROFT	6/8/2020
NEWGREN, SANDRA	PRESCHOOL TOSA/HEADSTART	6/8/2020
*PLACEHOLDER		
Total: 3		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
JACOB, RACHEL	SPEC ED ECSE/DISTRICT WIDE, 1/6 OVERLOAD	2/3/2020 4/3/2020
MATTEVI, MORIAH	SPEECH LANGUAGE PATHOLOGIST/DW, 0.5	3/3/2020 6/8/2020
MCGOWAN, TODD	SCHOOL SOCIAL WORKER/MYERS WILKINS, 1/6 OVERLOAD	2/4/2020 4/20/2020
MOORE, LAURELEI	AUTOMOTIVE/DENFELD, 1/6 OVERLOAD	2/3/2020 6/8/2020
WENTWORTH, LISA	SEL SPECIALIST/CONGDON PARK, .2 FTE	2/12/2020 6/8/2020
*PLACEHOLDER		
Total: 5		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BENSON, SHELBI	SPEC ED STUDENT SPECIFIC PARA/EAST, 32.5/38WKS, \$16.08/HR, TEMP	2/4/2020 6/5/2020
EASTWOOD, ALEXIS	SPEC ED STUDENT SPECIFIC PARA/LINCOLN PARK, 32.5/38WKS, \$16.08, TEMP	2/26/2020 6/5/2020
EVANS, MARAH	SUPERVISORY PARA/EAST, 23.5/38WKS, \$15.18/HR, J BUSHMAKER, TEMP	2/3/2020 6/5/2020
HALL, LYNN	SPEC ED ECSE RN PARA/DISTRICT WIDE, 24/38WKS, \$26.36, TEMP	3/2/2020 6/5/2020
HENDERSON, CAROLINE	PRE-K 1ST PARA/LOWELL, 39/38WKS, \$16.08, TEMP	2/24/2020 6/5/2020
IATONNA, MATHEW	CAFETERIA HELPER/DISTRICT WIDE, 17.5/38WKS, \$11.55	2/25/2020
LANGVIN, YVONNE	CAFETERIA HELPER/DISTRICT WIDE, 16.25/38WKS, \$11.55	2/10/2020
LARSON, ALICIA	SPEC ED BW ECSE PARA/DISTRICT WIDE, 22/38WKS, \$16.08/HR, CLOSE K, TEMP	1/30/2020 6/5/2020
MARSALLA, GINA	SUPERVISORY PARA/COMMUNITY ED, 23.75/38WKS, \$15.18, TEMP	2/13/2020 6/5/2020
WASHECHEK, ANNMARI	SUPERVISORY PARA FOCUS PROGRAM/DENFELD, 32.5/38 WKS, \$15.18/HR, TEMP	2/5/2020 6/5/2020
WATERS, JACOB	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.96/HR, ENG A	2/10/2020
WINKER, EMILY	SPEC ED PROGRAM PARA/EAST, 32.5/38WKS, \$16.08, TEMP	2/10/2020 6/5/2020
*PLACEHOLDER		
Total: 12		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
ARNOLD, JAMIE	BUS HELPER/TRANSPORTATION, A" MEDICAL LWOP"	1/28/2020 1/31/2020
GULAN, SARAH	HEADSTART PARAPROFESSIONAL/LOWELL, A" MEDICAL LWOP, DATE TBD	2/4/2020
MACFARLANE, CRYSTAL	SPEC ED PARA RN/DISTRICT WIDE, A" MEDICAL LWOP DATE TBD"	2/4/2020
MOORE, LAURELEI	AUTOMOTIVE TECH TUTOR/DENFELD, A" PERSONAL LWOP"	2/3/2020 6/8/2020
SERRA-WIBERG, PATRICIA	PRESCHOOL PARAPROFESSIONAL/PIEDMONT, A" MEDICAL LWOP"	1/8/2020 2/7/2020
WATCZAK, JAMES	CAFETERIA HELPER/LOWELL, A" PERSONAL LWOP"	2/10/2020 2/13/2020
*PLACEHOLDER		
Total: 6		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
PFEIFER, CALDER	SPEC ED BW PARA/DENFELD, .975 TO .81250	1/21/2020
*PLACEHOLDER		
Total: 1		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
KOECHER, CINDY	SPEC ED BW PARA/DISTRICT WIDE, .350 TO .375	1/27/2020 6/5/2020
PLACEHOLDER		
Total: 1		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BIRD, MEGAN	OFFICE SUPPORT SPECIALIST SR/ROCKRIDGE	2/11/2020
CARLSON, DYLAN	SUPERVISOR OF BUILDING OPERATIONS/FACILITIES	2/25/2020
GILBERTSON, MOLLIE	SPEC ED BW PARAPROFESSIONAL/ORDEAN	1/16/2020
MACFARLANE, CRYSTAL	SPEC ED PARAPROFESSIONAL RN/DISTRICT WIDE	2/26/2020
MEADE, LUCY	CAFETERIA HELPER/EAST	2/21/2020
SMITH, ERIN	CAFETERIA HELPER/DENFELD	2/3/2020
WARD, WAYNE	CAFETERIA HELPER/LOWELL	2/3/2020
*PLACEHOLDER		
Total: 7		

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HOFFMANN, DIANE	ROUTE COORDINATOR/TRANSPORTATION	9/28/2020
*PLACEHOLDER		
Total: 1		