

**Human Resources Committee - Regular School Board Meeting**  
Duluth Public Schools, ISD 709

Agenda

Tuesday, July 19, 2011  
District Services Center  
709 Portia Johnson Dr.  
Duluth, MN 55811  
6:30 PM

- |   |          |
|---|----------|
| <b>1. Staffing Report Action Items</b>  | <b>2</b> |
| <b>2. Other Action Items</b>  |          |
| A. Approval of Sarah Dixon Individual Contract, Minnesota Alliance With Youth - 8/15/11-8/14/12         | 8        |
| B. Approval of Renee Anderson Individual Contract, Minnesota Alliance With Youth -8/15/11-8/14/12       | 11       |
| C. Approval of Stephanie Paumen Individual Contract, Minnesota Alliance With Youth - 8/15/11-8/14/12    | 14       |
| D. Approval of Melissa Burwell Individual Contract, Minnesota Alliance With Youth - 8/15/11-8/14/12     | 18       |
| E. Approval of New Position - Climate Coordinator - Please see attached job description and requisition | 21       |
| <b>3. Informational Items</b>   |          |
| A. <i>There are no Informational Items at this time.</i>  |          |
| <b>4. Future Items</b>  |          |
| A. <i>There are no HR Future Items at this time.</i>  |          |

**HUMAN RESOURCES ACTION ITEMS FOR 07/19/11:****CERT APPOINTMENT**

HOPKINS, VANCE  
 KMIECH, TANYA  
 PECHEK, AMANDA  
 PETERSON, SARAH  
 Total: 4

**POSITION/SITE/CLASS&STEP/REPLACING**

ASST PRINCIPAL/WOODLAND, II 4 42 WKS \$90,804.00, C LEIBFRIED  
 SPECIAL ED/AUTISM/CONGDON, III 2, D HOLECEK  
 EBD/ALC, III+15 3, REALLOC OF FTE  
 EBD/NETTLETON, IV 4, REALLOC OF FTE

**EFFECTIVE DATES**

08/22/11  
 09/05/11  
 09/05/11  
 09/05/11

**CERT COCURRICULAR**

BALLAVANCE, ADAIR  
 BALLAVANCE, ADAIR  
 BAMBENEK, PATRICIA  
 BROWN, DELAINE  
 CARTER, DARCY  
 CHURCHILL, LESLIE  
 CIURLEO, GREGORY  
 CORA, SUSAN  
 COURAGE, MARY  
 DAHLQUIST, JANINE  
 DEVANEY, DEBORAH  
 DEVANEY, DEBORAH  
 FISCHER, LISA  
 FISHER, ETHAN  
 FORD, TED  
 FORD, TED  
 GARNETT, WILLIAM  
 GRINDY, CYNTHIA  
 HOLM, BRUCE  
 JONES, GREG  
 LIEN, CHERYL  
 LIEN, CHERYL  
 LIEN, CHERYL  
 MATTSON, TIFFANY  
 MESEDAHL, KEITH  
 MESEDAHL, KEITH  
 MEYER, TAMARA  
 MOSTROM, PETER  
 NACHBAR, CATHERINE  
 NYGAARD, WILLIAM  
 OLIVER, KATIE  
 OVERLAND, MARK  
 PETERSON, RICHELLE  
 PIORO, ANGELA  
 PUTTKAMMER, LANA  
 ROED, SHAWN  
 ROEMHILDT, MICHAEL  
 SOLIN, SUSAN  
 SOLIN, SUSAN  
 STROM, ANNETTE  
 UPTON, JEROME  
 VELNER, TIMOTHY  
 VELNER, TIMOTHY  
 WESTHOLM, DANIELLE  
 WIPSON, PATRICIA  
 ZWAK, MICHAEL  
 ZWAK, MICHAEL  
 Total: 47

**POSITION/LOCATION/EFFECTIVE DATE/STIPEND**

.5 SENIOR CLASS ADVISOR/CENTRAL, 10/11, \$518.00  
 JUNIOR CLASS ADV/CENTRAL, 10/11, \$777.00  
 .333 ACADEMIC CLUB/MATH OLYMPIADS/WOODLAND, 10/11, \$293.37  
 BAND ADV/MORGAN, 10/11, \$615.00  
 JUNIOR CLASS ADV/EAST, 10/11, \$777.00  
 STAGE, LIGHTING & SOUND/WOODLAND, 10/11, \$485.00  
 ORCHESTRA ADV/MORGAN PARK, 10/11, \$615.00  
 ANNUAL/MORGAN PARK, 10/11 \$868.00  
 TECHNOLOGY COORD/DW, 10/11, \$2896.00  
 .5 SENIOR CLASS ADV/EAST, 10/11, \$518.00  
 CHOIR ADV/MORGAN PARK, 10/11, \$615.00  
 STAGE/LIGHTING AND SOUND/MORGAN PARK, 10/11, \$485.00  
 .1 ASSISTANT CHEERLEADING/EAST, 10/11, \$193.00  
 .5 SENIOR CLASS ADV/CENTRAL, 10/11, \$518.00  
 SOPHOMORE ADV/EAST, 10/11, \$560.00  
 STAGE ADV/EAST, 10/11, \$970.00  
 ACADEMIC CLUB/NATIONAL HONOR SOCIETY/EAST, 10/11, \$881.00  
 ACADEMIC CLUB/ASSOCIATION ADVISOR/EAST, 10/11, \$881.00  
 INTRAMURALS(5)/MORGAN PARK, 10/11, \$3885.00  
 KNOWLEDGE BOWL/EAST, 10/11, \$799.00  
 .556 KNOWLEDGE BOWL/EAST, 10/11, \$1000.00  
 .665 ACADEMIC CLUB/ASSEMBLY CLUB/EAST, 10/11, \$586.00  
 ACADEMIC CLUB/EXEC BOARD/EAST, 10/11, \$881.00  
 .5 ACADEMIC CLUB/STUDENT COUNCIL/MORGAN PARK, 10/11, \$440.50  
 .5 STAGE ADV/CENTRAL, 10/11, \$969.00  
 STAGE/LIGHTING/CENTRAL, 10/11, \$954.00  
 .137 ACADEMIC CLUB/MATH OLYMPIADS/WOODLAND, 10/11, \$147.13  
 .3 TECHNOLOGY COORDINATOR/MORGAN PARK, 10/11, \$964.33  
 .33 9TH GR INTRAMURALS/EAST, 10/11, \$573.21  
 .33 INTRAMURALS/GR 9/EAST, 10/11, \$579.00  
 .5 ACADEMIC CLUB/STUDENT COUNCIL/MORGAN PARK, 10/11, \$440.50  
 .5 STAGE ADV/CENTRAL, 10/11, \$969.00  
 .5 ACADEMIC CLUB/CRIBBAGE CLUB/WOODLAND, 10/11, \$440.50  
 .5 NEWSPAPER/3 ISSUES/MORGAN PARK, 10/11, \$532.50  
 ACADEMIC CLUB/MATH CLUB/MORGAN PARK, 10/11, \$881.00  
 .25 ACADEMIC CLUB/WEELLNESS CLUB/EAST, 10/11, \$220.25  
 BAND ADV/MORGAN PARK, 10/11, \$615.00  
 .3 TECHNOLOGY COORDINATOR/MORGAN PARK, 10/11, \$964.34  
 .5 NEWSPAPER, 3 ISSUES/MORGAN PARK, 10/11, \$533.50  
 ONE ACT PLAY/WOODLAND, 10/11, \$241.00  
 .5 SENIOR CLASS ADVISOR/EAST, 10/11, \$518.00  
 .33 INTRAMURALS/GR 9/EAST, 10/11, \$579.00  
 .75 ACADEMIC CLUB/KEY CLUB ADV/EAST, 10/11, \$660.75  
 ANNUAL/ALC, 10/11, \$868.00  
 ANNUAL/LESTER, 10/11, \$538.00  
 .3 TECHNOLOGY COORDINATOR/MORGAN PARK, 10/11, \$964.33  
 INTRAMURALS(5)/MORGAN PARK, 10/11, \$3885.00

**EFFECTIVE DATES****CERT EXTENSION**

AKERVIK, THERESA  
 ANDERSON, KEITH  
 ANDERSON, KEITH  
 BUSSE, JULIE  
 CARLSON, CYNTHIA  
 CORDLE, MICHELLE  
 CRANDALL, MARNEY  
 CRANE, REBECCA  
 DEETZ, SUSAN  
 FERGUSON, MARGARET  
 GUDDECK, JULIE  
 HANSON, KEITH  
 HUGHES, KATHY

**POSITION/LOCATION/EFFECTIVE DATE/STIPEND**

CURRICULUM DEV/HOCHS, NOT TO EXCEED 40 HRS  
 TECHNOLOGY/MEDIA COORD/HOCHS, NOT TO EXCEED 120 HRS  
 TECHNOLOGY/MEDIA COORD/HOCHS, NOT TO EXCEED 360 HRS  
 ESY/TOSA DUTIES/DW, NOT TO EXCEED 100 HRS  
 ESY/ECSE HOMEBASED/DW, NOT TO EXCEED 35 HRS  
 ESY/PHYSCH-EAK TESTING/DW, NOT TO EXCEED 20 HRS  
 ESY/HOMEBASED/DW, NOT TO EXCEED 95 HRS  
 ESY/ECSE TOSA/DW, NOT TO EXCEED 130 HRS  
 ESY/HOMEBASED/DW, NOT TO EXCEED 30 HRS  
 ESY/TOSA DUTIES & CONSULTATION/DW, NOT TO EXCEED 200 HRS  
 ESY/D/HH HOMEBASED & SUB/DW, NOT TO EXCEED 40 HRS  
 EBD/WOODLAND HILLS ACADEMY, NOT TO EXCEED 104.5 HRS  
 ESY/SCHOOL NURSE B-3/MA BILLING/DW NOT TO EXCEED 170 HRS

**EFFECTIVE DATES**

06/13/11 06/30/11  
 06/11/12 06/29/12  
 07/01/11 09/02/11  
 06/13/11 09/03/11  
 06/13/11 09/03/11  
 06/13/11 09/03/11  
 06/13/11 09/03/11  
 07/01/11 09/03/11  
 06/13/11 09/03/11  
 06/13/11 09/03/11  
 06/13/11 09/03/11  
 06/13/11 07/29/11  
 06/13/11 09/03/11

| <u>CERT EXTENSION</u> | <u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>                    | <u>EFFECTIVE DATES</u> |
|-----------------------|--|------------------------|
| HUTTEL, TERRI         | CURRIC. DEVELOPMENT/HOCHS, NOT TO EXCEED 120 HRS                   | 06/13/11 06/30/11      |
| HUTTEL, TERRI         | CURRIC. DEVELOPMENT/HOCHS, NOT TO EXCEED 120 HRS                   | 06/11/12 06/29/12      |
| HUTTEL, TERRI         | CURRIC. DEVELOPMENT/HOCHS, NOT TO EXCEED 224 HRS                   | 07/01/11 09/02/11      |
| HUTTEL, TERRI         | CURRIC. DEVELOPMENT/HOCHS, NOT TO EXCEED 56 HRS, 1/16,2/23,2/24/12 | 12/27/11 12/30/11      |
| JACOBS, KACY          | ESY/HOMEBASED/DW NOT TO EXCEED 70 HRS                              | 06/13/11 09/03/11      |
| JANSON, SUSAN         | ESY/SMI HIGH SCHOOL CLASSROOMS/DW, NOT TO EXCEED 58 HRS            | 06/20/11 07/22/11      |
| JOHNSON, CHARLENE     | ESY/DCD ELEM CLASSROOMS/DW, NOT TO EXCEED 83 HRS                   | 06/20/11 07/22/11      |
| JOHNSON, DEBORAH      | ESY/ASD ELEM CLASSROOMS/DW, NOT TO EXCEED 98 HRS                   | 06/20/11 07/22/11      |
| JOHNSON, ELISABETH    | ESY/ASD-EC CLASSROOM/DW, NOT TO EXCEED 78 HRS                      | 06/20/11 07/22/11      |
| LARSON, CARLA         | ESY/D/HH CLASSROOM & HOMEBASED/DW, NOT TO EXCEED 80 HRS            | 06/13/11 09/03/11      |
| LINDBERG, TIM         | ESY/WORK EXPERIENCE SUPV/DW, NOT TO EXCEED 125 HRS                 | 06/13/11 09/03/11      |
| LIPPITT, MARTHA       | ESY/TOSA, ESY ADMIN/DW, NOT TO EXCEED 200 HRS                      | 06/13/11 09/03/11      |
| LUNDSTEN, ANNE        | ESY/PT/DW, NOT TO EXCEED 80 HRS                                    | 06/13/11 09/03/11      |
| MEYERSON, ROBI        | HEADSTART/DW, NOT TO EXCEED 40 HRS                                 | 06/13/11 06/30/11      |
| NORGARD, ALLISON      | ESY/SPEECH LANGUAGE/DW, NOT TO EXCEED 65 HRS                       | 06/13/11 09/03/11      |
| PEARSON, TOM          | ACTIVITY DIRECTOR/DENFELD, NOT TO EXCEED 160 HRS                   | 07/01/11 06/30/12      |
| PULKRABEK, AMANDA     | ESY/ECSE CLASSROOM/DW, NOT TO EXCEED 48 HRS                        | 06/13/11 09/03/11      |
| RODD, RONI            | ESY/PT/DW, NOT TO EXCEED 80 HRS                                    | 06/13/11 09/03/11      |
| ROED, SHAWN           | ACTIVITY DIRECTOR/EAST, NOT TO EXCEED 160 HRS                      | 07/01/11 06/13/12      |
| ROURKE, CINDY         | ESY/HOMEBASED/DW, NOT TO EXCEED 75 HRS                             | 06/13/11 09/03/11      |
| RUPP, KENDRA          | ESY/SPEECH LANGUAGE/DW, NOT TO EXCEED 50 HRS                       | 06/13/11 09/03/11      |
| SEAMAN, JAN           | ESY/ASD HIGH SCHOOL CLASSROOM/DW, NOT TO EXCEED 78 HRS             | 06/20/11 07/22/11      |
| SEDERBERG, SUSAN      | ESY/MA BILLING/DW, NOT TO EXCEED 50 HRS                            | 06/13/11 09/03/11      |
| WIKSTROM, MICHELLE    | ESY/OT, B-3/DW, NOT TO EXCEED 100 HRS                              | 06/13/11 09/03/11      |
| WIRTH, KAREN          | ESY/SCHOOL NURSE SUB/DW, NOT TO EXCEED 20 HRS                      | 06/20/11 07/22/11      |
| WISE, REBECCA         | ESY/EBD/LD & DCD CLASSROOMS/DW, NOT TO EXCEED 58 HRS               | 06/20/11 07/22/11      |
| ZIFKO, SARA           | ESY/SPEECH LANGAUGE/DW, NOT TO EXCEED 60 HRS                       | 06/13/11 09/03/11      |
| ZYCHOWSKI, DOUGLAS    | ESY/ASC-MS/HS CLASSROOMS/DW, NOT TO EXCEED 50 HRS                  | 06/13/11 09/03/11      |
| Total: 41             |  |                        |

| <u>CERT LEAVES</u> | <u>POSITION/LOCATION/LEAVE TYPE</u>   | <u>EFFECTIVE DATES</u> |
|--------------------|---------------------------------------|------------------------|
| FLEECE, PATRICIA   | ABE/GED SKILLS/ALC, P#4125 .3 W/O PAY | 09/05/11 06/08/12      |
| Total: 1           |                                       |                        |

| <u>CERT PERM DECREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
|---------------------------|------------------------------------|------------------------|
| GROHN, SUSAN              | SCHOOL NURSE/DW, .9 TO .8          | 09/05/11               |
| Total: 1                  |                                    |                        |

| <u>CERTIFIED SUMMER SCHOOL</u> | <u>POSITION/LOCATION/CONDITION</u>              | <u>EFFECTIVE DATES</u> |
|--------------------------------|---|------------------------|
| AKERVIK, KATHLEEN              | CULTURE CLUB/LINCOLN                            | 06/13/11 06/30/11      |
| AKERVIK, KATHLEEN              | JUMP START/LINCOLN                              | 08/08/11 08/25/11      |
| BACKUS, GINGER                 | EXCEL/WOODLAND                                  | 08/01/11 08/25/11      |
| BARNES, SARAH                  | MATH/READING/STOWE                              | 06/13/11 06/30/11      |
| BARTA, ANNMARIE                | ABE/ESL/ALC                                     | 06/16/11 07/28/11      |
| BARTLETTE, SHAWN               | SOCIAL STUDIES/CENTRAL                          | 06/20/11 07/29/11      |
| BEETCHER, CHERYL               | ELEM/MACARTHUR                                  | 06/13/11 06/30/11      |
| BEETCHER, CHERYL               | EXCEL/HOMECROFT                                 | 08/15/11 09/01/11      |
| BERGMAN, HELEN                 | MATH/READING/STOWE                              | 06/13/11 06/30/11      |
| BOLEN, VALERIE                 | EXCEL/HOCHS                                     | 06/13/11 08/26/11      |
| BOICH, SUSAN                   | ELEM/MACARTHUR                                  | 06/13/11 06/30/11      |
| BOYHTARI, BONNIE               | EXCEL/JUMP START/CONGDON                        | 06/13/11 09/01/11      |
| BURNHAM, BERNADETTE            | EXCEL/MACARTHUR                                 | 06/10/11 07/01/11      |
| CARLSON, DEBRA                 | MATH/READING/STOWE                              | 06/13/11 06/30/11      |
| CRANDALL, WILLIAM              | SUMMER SCHOOL COORDINATOR/DW, STIPEND \$5000.00 | 06/13/11 07/21/11      |
| DRISCOLL, MELANIE              | EXCEL/LOWELL                                    | 06/13/11 08/15/11      |
| EVAVOLD, KIMBERLY              | EXCEL/LAKEWOOD                                  | 08/15/11 08/26/11      |
| FINLAYSON, DUSTIN              | MATH/CENTRAL                                    | 06/20/11 07/29/11      |
| FOSTER, JOSEPH                 | MIDDLE SCHOOL/WOODLAND                          | 08/01/11 08/26/11      |
| FOSTER, JOSEPH                 | SPECIAL ED/WOODLAND HILLS                       | 06/20/11 07/29/11      |
| GLOCKLE, NATHAN                | PRINCIPAL/DW                                    | 06/13/11 07/22/11      |
| GOLDBERG, PATRICE              | SPECIAL ED/WOODLAND HILLS ACADEMY               | 06/20/11 07/29/11      |
| HANEY, ERIN                    | EXCEL/CONGDON                                   | 06/13/11 09/01/11      |
| HARALA, MARY                   | EXCEL/CONGDON                                   | 06/13/11 09/01/11      |
| HITI, ANNE                     | EXCEL/HOMECROFT                                 | 08/15/11 09/01/11      |
| HODER, LYNDA                   | EXCEL/MORGAN PARK                               | 06/13/11 07/21/11      |
| HOLECEK, DEAN                  | MIDDLE SCHOOL/WOODLAND                          | 08/01/11 08/26/11      |
| HOLM, BRUCE                    | FACILITATOR/MORGAN PARK                         | 06/13/11 07/21/11      |
| HOOKER-MCNULTY, KENNETH        | EXCEL/HOMECROFT                                 | 08/15/11 09/01/11      |
| HOPPE, ASHLEY                  | SOCIAL STUDIES/CENTRAL                          | 06/20/11 07/29/11      |
| JENSEN, NICOLE                 | SPECIAL ED/MERRITT CREEK ACADEMY                | 06/20/11 07/29/11      |
| JOHNSON, DEBORAH               | EXCEL/WOODLAND                                  | 08/01/11 08/25/11      |

| <u>CERTIFIED SUMMER SCHOOL</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
|--------------------------------|------------------------------------|------------------------|
| JOHNSTON, KACY                 | MATH/CENTRAL                       | 06/20/11 07/29/11      |
| KLEINKE, JENELLE               | THEATRE/EXCEL/NETTLETON            | 06/13/11 07/29/11      |
| KRAFTHFER, BROOKE              | SCIENCE/CENTRAL                    | 06/20/11 07/29/11      |
| LENSING, ELIZABETH             | EXCEL/LOWELL                       | 06/13/11 08/15/11      |
| LIEN, CHERYL                   | TRANSITION ACADEMY/CENTRAL         | 06/17/11 07/15/11      |
| LOFSTUEN, KATHLEEN             | SPECIAL ED/MERRITT CREEK ACADEMY   | 06/20/11 07/29/11      |
| LYLE, HEIDI                    | SPECIAL ED/CHESTER CREEK ACADEMY   | 06/20/11 07/29/11      |
| LYONS, CHERYL                  | TRANSITION ACADEMY/CENTRAL         | 06/17/11 07/15/11      |
| MACDONELL, JOAN                | ELEM/MACARTHUR                     | 06/13/11 06/30/11      |
| MACIOCE, MARIA                 | ENGLISH/CENTRAL                    | 06/20/11 07/29/11      |
| MEYER, TAMARA                  | SPECIAL ED/CHESTER CREEK ACADEMY   | 06/20/11 07/29/11      |
| MICHALICEK, KEVIN              | SCIENCE/CENTRAL                    | 06/20/11 07/29/11      |
| NACE, JEFFREY                  | STAR PROGRAM/CENTRAL               | 06/09/11 07/28/11      |
| NEMEC, NICOLE                  | ENGLISH/CENTRAL                    | 06/20/11 07/29/11      |
| OLSON, ANTHONY                 | SPECIAL ED/WOODLAND HILLS          | 06/20/11 07/29/11      |
| PECHEK, AMANDA                 | SPECIAL ED/WOODLAND HILLS          | 06/20/11 07/29/11      |
| PEDERSON, JENNIFER             | COMPASS PROGRAM/EXCEL/NETTLETON    | 06/13/11 07/29/11      |
| PELTO, LINDA                   | ELEM/MACARTHUR                     | 06/13/11 06/30/11      |
| PERTTULA, MARY                 | JUMP START/LINCOLN                 | 08/08/11 08/25/11      |
| PETERSON, SARAH                | SPECIAL ED/MERRITT CREEK ACADEMY   | 06/20/11 07/29/11      |
| PROUT, HEATHER                 | COMPASS PROGRAM/EXCEL/NETTLETON    | 06/13/11 07/29/11      |
| PUTTKAMMER, LANA               | GR 6/MORGAN PARK                   | 06/13/11 07/22/11      |
| RODBERG, BARBARA               | MATH/READING/STOWE                 | 06/13/11 06/30/11      |
| RUDOLPH-LAVALIER, CYNTHIA      | EXCEL/LOWELL                       | 06/13/11 08/15/11      |
| SALO, ANNA                     | EXCEL/ABE/HOCHS                    | 06/13/11 08/26/11      |
| SOLIN, SUSAN                   | EXCEL/MORGAN PARK                  | 06/14/11 07/21/11      |
| STRUGALA, ISABELLA             | EXCEL/LOWELL                       | 06/13/11 08/15/11      |
| SYMENS, JODI                   | CULTURE CLUB/LINCOLN               | 06/13/11 06/30/11      |
| TERESI, ROBERT                 | SCIENCE/ALC                        | 06/20/11 08/05/11      |
| THOMPSON, LYNN                 | FACILITATOR/LINCOLN                | 08/08/11 08/25/11      |
| TRAVAGLIONE, ANNA              | SCIENCE/CENTRAL                    | 06/20/11 07/29/11      |
| VENBERG, CYNTHIA               | FACILITATOR/LOWELL                 | 06/13/11 08/15/11      |
| WANGERIN, CLARISSA             | ENGLISH/CENTRAL                    | 06/20/11 07/29/11      |
| WIITANEN, GENEVIEVE            | COMPASS PROG/EXCEL/NETTLETON       | 06/13/11 07/29/11      |
| WIRTA, WILLIAM                 | JUMP START/LINCOLN                 | 08/08/11 08/25/11      |
| WOODFILL, KARLA                | GR 6/MORGAN PARK                   | 06/13/11 07/22/11      |
| ZAVODNIK, BRENNIA              | EXCEL/CONGDON                      | 06/13/11 09/02/11      |
| Total: 69                      |                                    |                        |

| <u>CERT TEMP INCREASE</u> | <u>POSITION/LOCATION/CONDITION</u>                     | <u>EFFECTIVE DATES</u> |
|---------------------------|--|------------------------|
| ANDERSON, KEITH           | TECHNOLOGY/MEDIA COORD/HOCHS, 1/6 OVERLOAD             | 07/01/11 06/30/12      |
| HUTTEL, TERRI             | CURRICULUM DEVELOPMENT/HOCHS, 1/6 OVERLOAD             | 07/01/11 06/30/12      |
| JOHNSON, KATHRYN          | SPEECH LANG PATH/EARLY CHILD SCREEN/BARNES, .75 TO 1.0 | 09/05/11 06/08/12      |
| ROSENZWEIG, BETSY         | SPEECH LANGUAGE PATH/DW, .6 TO .8                      | 09/05/11 06/08/12      |
| Total: 4                  |  |                        |

| <u>NONCERT APPOINTMENT</u> | <u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>                 | <u>EFFECTIVE DATES</u> |
|----------------------------|---|------------------------|
| BORRELL, CLARA             | HEALTH/LPN PARA/NETTLETON, 31.25/38WKS \$19.23/HR, REALLOC OF FTE | 09/06/11               |
| PORTER, JESSE              | SYSTEM SPEC. NETWORK II/HOCHS/TECH, 40/52WKS, \$1193/WK, G LORAAS | 07/13/11               |
| Total: 2                   |   |                        |

| <u>NONCERT DEMOTION</u> | <u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>                | <u>EFFECTIVE DATES</u> |
|-------------------------|--|------------------------|
| BASTYR, JILL            | CLERICAL LEVEL D/LOWELL, CLERICAL LEVEL E/STC, \$16.74/HR        | 08/15/11               |
| BLOOMQUIST, JEFFREY     | CUSTODIAN II/HOCHS, FIREPERSON I/NETTLETON, \$11.59/HR           | 07/01/11               |
| CHOPP, JEROME           | FIREPERSON I/LAKEWOOD, FIREPERSON II/EAST, \$16.85/HR            | 07/01/11               |
| DARTANYAN, ALAN         | FIREPERSON I/CONGDON, FIREPERSON II/LINCOLN, \$16.85/HR          | 07/01/11               |
| FULLER, GREGORY         | FIREPERSON I/PIEDMONT, FIREPERSON II/LINCOLN, \$16.85/HR         | 07/01/11               |
| GERTH, DAVID            | CUSTODIAN II/EAST, FIREPERSON I/CONGDON, \$11.38/HR              | 07/01/11               |
| GULBRANSON, DELWIN      | FIREPERSON I/LESTER, FIREPERSON II/EAST, \$16.85/HR              | 07/01/11               |
| JACKSON, GREGORY        | FIREPERSON II/MORGAN, ENGINEER I/CONGDON, \$17.93/HR             | 07/01/11               |
| JOHNSON, KATHIE         | SATELLITE MGR II/PIEDMONT, HEAD COOK/LINCOLN, \$13.87/HR         | 09/07/11               |
| LARSON, THOMAS          | CUSTODIAN II/LOWELL, FIREPERSON II/CENTRAL, \$11.59/HR           | 07/01/11               |
| LEDOUX, JASON           | CUSTODIAN II/LESTER, FIREPERSON I/HOMECROFT, \$11.59/HR          | 07/01/11               |
| LUNDBERG, BONNIE        | SUPV PARA/EAST, SPECIAL ED PROG PARA/EAST, \$14.97/HR            | 09/06/11               |
| MOKROS, DANIEL          | CUSTODIAN II/MACARTHUR, FIREPERSON II/MACARTHUR, \$11.59/HR      | 07/01/11               |
| NORMAN, JOANN           | SATELLITE MGR I/DENFELD, PRODUCTION MGR/CENTRAL, \$15.24/HR      | 09/07/11               |
| OJA, ROSELYN            | ENGINEER 2/PIEDMONT, ENGINEER 3/LINCOLN, \$21.15/HR              | 07/01/11               |
| OPHEIM, ADELE           | SATELLITE MGR II/LESTER, HELPER/LESTER, \$11.12/HR               | 09/07/11               |
| PATENAUDE, MARK         | CUSTODIAN II/DENFELD, FIREPERSON II/CENTRAL, \$11.59/HR          | 07/01/11               |
| ROSETH, RICHARD         | SUPV PARA/MALE REQ/DENFELD, SPEC. ED PARA/BW/CENTRAL, \$14.70/HR | 09/06/11               |

**NONCERT DEMOTION**

RUDD, RANDY  
 SNOW, GARY  
 TRUONG, SI  
 Total: 21

**POSITION/LOCATION/WEEKS/RATE OF PAY/REASON**

FIREPERSON I/HOMECROFT, FIREPERSON II/WOODLAND, \$16.85/HR  
 FIREPERSON I/MACARTHUR, FIREPERSON II/MORGAN, \$16.85/HR  
 CUSTODIAN II/WOODLAND, FIREPERSON I/STOWE, \$11.59/HR

**EFFECTIVE DATES**

07/01/11      5  
 07/01/11  
 07/01/11

**NONCERT EXTENSION**

DAWSON, MARIA  
 GELINEAU, AARON  
 HALVORSON, MARY  
 HARRIS, CALVIN  
 HARRIS, JES WA  
 HENDERSON, ALLEGRA  
 HOLTEN, SHERRY  
 HOPKINS, VANCE  
 ISAACSON, KIM  
 LIVADAROS, KATHERINE  
 MAKOWSKI, KAREN  
 MARKLE, PATRICIA  
 MONTGOMERY, DEBRA  
 ONEILL, WENDY  
 OTTEN, JOSHUA  
 PIERCE, LUISA  
 QUILLIEN, VERONICA  
 ROSS, TERRY  
 SMITH, NATHAN  
 SMITH, NICHOLAS  
 SMITH, TAMARA  
 TARNOWSKI, NORLIZA  
 THEIS, GABRIELA  
 Total: 23

**POSITION/LOCATION/LENGTH**

INTEGRATION SPECIALIST/DW, NOT TO EXCEED 104 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 124 HRS  
 SUPV PARA/MORGAN PARK, NOT TO EXCEED 102 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 128 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 240 HRS  
 INTEGRATION SPEICALIST/DW, NOT TO EXCEED 360 HRS  
 CLERICAL LEVEL D/HOMECROFT, NOT TO EXCEED 64 HRS, RESCIND  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 224 HRS  
 INSTR PARA/WASHINGTON CTR/ECFE, NOT TO EXCEED 18 HRS  
 CULTURAL CTR PARA/LINCOLN NOT TO EXCEED 96 HRS, CHANGE IN HRS  
 SPECIAL ED PARA/JOB COACH/EAST, NOT TO EXCEED 85 HRS  
 CLERICAL LEVEL C/BARNES HDST, NOT TO EXCEED 20 HRS  
 COMMUNITY LIAISON/LINCOLN, NOT TO EXCEED 112 HRS, CHANGE IN HRS  
 SPECIAL ED PARA/JOB COACH/EAST, NOT TO EXCEED 85 HRS  
 LATCHKEY SUPV/CONGDON, 40HR/WK  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 360 HRS  
 OT/LINCOLN, NOT TO EXCEED 10 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 184 HRS  
 COMMUNITY LIAISON/DW, NOT TO EXCEED 112 HRS, CHANGE IN HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 160 HRS  
 CULTURAL CTR PARA/LINCOLN, NOT TO EXCEED 96 HRS, DATE CHANGE  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 360 HRS

**EFFECTIVE DATES**

07/06/11    08/11/11  
 06/20/11    07/29/11  
 06/19/11    07/21/11  
 06/28/11    08/19/11  
 06/20/11    07/29/11  
 06/20/11    08/19/11  
 08/15/11    09/01/11  
 06/22/11    08/19/11  
 06/15/11    07/29/11  
 06/13/11    06/30/11  
 06/20/11    07/21/11  
 07/01/11    08/12/11  
 06/13/11    06/30/11  
 06/20/11    07/21/11  
 06/13/11    08/26/11  
 06/20/11    07/29/11  
 06/20/11    08/19/11  
 06/13/11    07/31/11  
 06/20/11    08/19/11  
 06/13/11    06/30/11  
 07/06/11    07/15/11  
 06/13/11    06/30/11  
 06/20/11    08/19/11

**NONCERT LAYOFF**

KOIVISTO, KEN  
 LITZINGER, LYNN  
 RANDA, JON  
 WOLF, BRADLEY  
 Total: 4

**POSITION/LOCATION/LENGTH**

CUSTODIAN II/HOCHS  
 CLERICAL LEVEL D/LOWELL  
 CUSTODIAN II/HOCHS  
 CUSTODIAN II/EAST

**EFFECTIVE DATES**

06/30/11  
 06/24/11  
 06/30/11  
 06/30/11

**NONCERT LEAVES**

COYLE, SANDRA  
 HAGEN, AMANDA  
 MACKAY, SANDRA  
 TINSLEY, CALLIE  
 Total: 4

**POSITION/LOCATION/TYPER OF LEAVE**

CLERICAL LEVEL E/HOCHS/ED EQUITY, FMLA, W/O PAY, DATE CHANGE  
 CLERICAL LEVEL G/HOCHS/PAYROLL, 'A' MEDICAL W/O PAY  
 SUPV PARA/DENFELD, 'A' PERSONAL W/O PAY  
 LATCH KEY SUPV/STOWE, PARENTAL W/O PAY

**EFFECTIVE DATES**

04/28/11    06/24/11  
 06/02/11    06/13/11  
 09/21/11    09/23/11  
 06/02/11    08/26/11

**NONCERT PERM DECREASE**

BEEKMANN, GRACE  
 ERICKSON, LIANNE  
 FERRARI, CHERYL  
 MCKOWSKI, KELLIE  
 MILLER, LORRIE  
 MILLER, MARK  
 MONTGOMERY, NORA  
 STEPHENSON, DEBRA  
 VALENTINE, SALLY ANN  
 WAKEFIELD, WENDY  
 Total: 10

**POSITION/LOCATION/TYPER OF LEAVE**

HELPER/CONGDON, .4375 TO .375  
 HELPER/LOWELL, .4375 TO .375  
 HELPER/MORGAN PARK, .40625 TO .375  
 HELPER/WOODLAND, .4375 TO .375  
 HELPER/MORGAN PARK. 46875 TO .40625  
 SPECIAL ED BW/MALE REQ PARA/DENFELD, .96875 TO .88125  
 SATELLITE MGR I/EAST, .90625 TO .875  
 HELPER/WOODLAND, .46875 TO .40625  
 HELPER/MACARTHUR, .71875 TO .46875  
 SATELLITE MGR II/STOWE, .5625 TO .53125

**EFFECTIVE DATES**

09/07/11  
 09/07/11  
 09/07/11  
 09/07/11  
 09/07/11  
 09/06/11  
 09/07/11  
 09/07/11  
 09/07/11  
 09/07/11

**NONCERT PERM INCREASE**

AUTIO, LIZABETH  
 CAMPS, KATHERINE  
 CARLSON, SUSAN  
 FLIPPIN, JUNEVELA  
 HURLEY, CAROLYN  
 KESTI, SHAREN  
 MCKOWSKI, DEBRA

**POSITION/LOCATION/TYPER OF LEAVE**

HELPER/EAST, .40625 TO .4375  
 HELPER/DENFELD, .375 TO .40625  
 HELPER/DENFELD, .375 TO .4375  
 HELPER/DENFELD, .375 TO .40625  
 SATELLITE MGR II/UNITY, .375 TO .4375  
 SPECIAL ED PROG PARA/NETTLETON, .75 TO .78125  
 SATELLITE MGR I/WOODLAND .8125 TO .875

**EFFECTIVE DATES**

09/07/11  
 09/07/11  
 09/07/11  
 09/07/11  
 09/07/11  
 09/06/11  
 09/07/11

| <u>NONCERT PERM INCREASE</u> | <u>POSITION/LOCATION/TYPER OF LEAVE</u>    | <u>EFFECTIVE DATES</u> |
|------------------------------|--|------------------------|
| PROUDLOCK, PEGGY             | SATELLITE MGR I/MORGAN PARK, .8125 TO .875 | 09/07/11               |
| RIDGEWELL, LINDA             | HELPER/DENFELD, .375 TO .4375              | 09/07/11               |
| VAN ALLEN, GEORGIA           | HELPER/MORGAN PARK, .4375 TO .46875        | 09/07/11               |
| Total: 10                    |  | 6                      |

| <u>NONCERT PROMOTION</u> | <u>NEW POSITION/LOCATION</u>                          | <u>EFFECTIVE DATES</u> |
|--------------------------|---|------------------------|
| GEISSLER, SUSAN          | SATELLITE MGR II/LESTER, HELPER/NETTLETON, \$13.52/HR | 09/07/11               |
| MARK, STEVEN             | ENGINEER II/LESTER, FIREPERSON II/WOODLAND, \$21.15   | 07/01/11               |
| NELSON, RONALD           | ENGINEER 4/EAST, ENGINEER 3/EAST,\$22.06/HR           | 07/01/11               |
| Total: 3                 |   |                        |

| <u>NONCERT RESIGNATION</u> | <u>POSITION/LOCATION</u>    | <u>EFFECTIVE DATES</u> |
|----------------------------|-----------------------------|------------------------|
| SHAW, MICHAEL              | SCHOOL CUSTODIAN II/CENTRAL | 06/24/11               |
| Total: 1                   |                             |                        |

| <u>NONCERT RETIREMENT</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
|---------------------------|--------------------------|------------------------|
| STAFFORD, ROBERT          | ENGINEER I/HOMECROFT     | 09/02/11               |
| Total: 1                  |                          |                        |

| <u>NONCERT SUMMER SCHOOL</u> | <u>POSITION/LOCATION</u>                    | <u>EFFECTIVE DATES</u> |
|------------------------------|---|------------------------|
| BAKKE, RAYLENE               | ESY/LPN/FEMALE REQUIRED/LINCOLN             | 06/20/11 07/21/11      |
| BATTEES, SUSAN               | HELPER/STOWE                                | 06/14/11 08/26/11      |
| BELLAMY, TERESE              | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| BLAIS, JASON                 | ESY/SPECIAL ED PARA/MALE REQUIRED/LINCOLN   | 06/20/11 07/21/11      |
| BORRELL, CLARA               | SPECIAL ED/RN REQUIRED PARA/LINCOLN         | 06/20/11 07/21/11      |
| BUSH, ANTHONY                | ESY/SPECIAL ED/MALE REQUIRED PARA/LINCOLN   | 06/20/11 07/21/11      |
| CIURLEO, VERONICA            | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 06/30/11      |
| COX, PHILLIP                 | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| DARNELL, LEAH                | ESY/SPECIAL ED/LPN REQUIRED PARA/LINCOLN    | 06/20/11 07/21/11      |
| DEFRANG, DARCIE              | BUS HELPER/TRANSPORTATION                   | 06/13/11 07/31/11      |
| DESAUTEL, PEGGY              | HELPER/NETTLETON                            | 06/14/11 08/26/11      |
| DINNIES, MATTHEW             | ESY/SPECIAL ED/MALE REQUIRED PARA/LINCOLN   | 06/20/11 07/21/11      |
| DOLAN, MARY ANNE             | HELPER/NETTLETON                            | 06/14/11 08/26/11      |
| DONALDSON, PATRICIA          | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| DURENE, LISA                 | ESY/SPECIAL ED/ASL INTERPRETER/PARA/LINCOLN | 06/20/11 07/21/11      |
| FORSETH, MARY                | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| FRENCH, DANELLE              | ESY/SPECIAL ED/FEMALE REQUIRED PARA/LINCOLN | 06/20/11 07/21/11      |
| FRIGAARD, JERRY              | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| GEISSLER, SUSAN              | HELPER/MACARTHUR                            | 06/14/11 08/26/11      |
| GUZZO, JAMES                 | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| HINNENKAMP, DENNIS           | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| HURLEY, CAROLYN              | SATELLITE MGR II/STOWE                      | 06/14/11 08/26/11      |
| JARVIS, DEBRA                | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| JOHNSON, DOROTHY             | BUS HELPER/TRANSPORTATION                   | 06/13/11 07/31/11      |
| JOYCE, DAVID                 | SPECIAL ED MALE REQUIRED PARA/LINCOLN       | 06/20/11 07/21/11      |
| KARON, MARIA                 | SATELLITE MGR II/MORGAN PARK                | 06/14/11 08/26/11      |
| KILLIAN, JOSEPH              | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| KOOSMAN, CHRISTINE           | BUS HELPER/TRANSPORTATION                   | 06/13/11 07/31/11      |
| LARSON, MARTIN               | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| LAUMEYER, ELAINE             | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| LEE, ROBERT                  | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/21/11      |
| LOWE, JULIE                  | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| LUND, SHERRIE                | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| LUNDBERG, BONNIE             | ESY/SPECIAL ED FEMALE REQUIRED PARA/LINCOLN | 06/20/11 07/21/11      |
| LUNDGREN, KATHLEEN           | BUS HELPER/TRANSPORTATION                   | 06/13/11 07/31/11      |
| MACMILLAN, WENDY             | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/31/11      |
| MAKI, MICHAEL                | ESY/SPECIAL ED MALE REQUIRED PARA/LINCOLN   | 06/20/11 07/21/11      |
| MARTINSON, JANNA             | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| MAYVILLE, RICHARD            | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 06/30/11      |
| MCKEEVER, JUDITH             | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| MCKOWSKI, DEBRA              | SATELLITE MGR II/NETTLETON                  | 06/14/11 08/26/11      |
| MENDOZA, CRUZ                | ESY/SPECIAL ED MALE REQUIRED PARA/LINCOLN   | 06/20/11 07/21/11      |
| MILLER, LORRIE               | HELPER/STOWE                                | 06/14/11 08/26/11      |
| MURRAY, COLLEEN              | SCHOOL BUS DRIVER II/TRANSPORTATION         | 06/13/11 07/30/11      |
| NELSON, DAYLE                | BUS HELPER/TRANSPORTATION                   | 06/13/11 07/31/11      |
| NORMAN, JOANN                | SATELLITE MGR II/MACARTHUR                  | 06/14/11 08/26/11      |
| OLESIAK, GENEVIEVE           | BUS HELPER/TRANSPORTATION                   | 06/13/11 07/31/11      |
| PETERSON, JANE               | ESY/SPECIAL ED PARA/LINCOLN                 | 06/20/11 07/21/11      |
| PUFF, JODI                   | SATELLITE MGR II/LINCOLN                    | 06/14/11 08/26/11      |

**NONCERT SUMMER SCHOOL**

RANKIN, DIANA  
 ROSETH, RICHARD  
 ROUSE, LAURIE  
 SMITH, CINDY  
 STACKLAND, THOMAS  
 VALENTINE, SALLY ANN  
 VAN ALLEN, GEORGIA  
 WAKEFIELD, WENDY  
 WICK, SUSAN  
 Total: 58

**POSITION/LOCATION**

ESY/SPECIAL ED PARA/LINCOLN  
 ESY/SPECIAL ED MALE REQUIRED PARA/LINCOLN  
 SCHOOL BUS DRIVER II/TRANSPORTATION  
 HELPER/MORGAN PARK  
 ESY/SPECIAL ED/MALE REQUIRED PARA/LINCOLN  
 HELPER/LINCOLN  
 HELPER/MACARTHUR  
 SATELLITE MGR II/STOWE  
 HELPER/LINCOLN

**EFFECTIVE DATES**

06/20/11 07/27/11  
 06/20/11 07/21/11  
 06/13/11 07/31/11  
 06/14/11 08/26/11  
 06/20/11 07/21/11  
 06/14/11 08/26/11  
 06/14/11 08/26/11  
 06/14/11 08/26/11  
 06/14/11 08/26/11

**NONCERT TEMP DECREASE**

SODERLUND, MELANIE  
 Total: 1

**POSITION/LOCATION/CONDITION**

EXECUTIVE CLERICAL LEVEL C/HOCHS/HUMAN RESOURCES, 1.0 TO .625

**EFFECTIVE DATES**

10/24/11 10/24/12

**NONCERT TEMP INCREASE**

FARNHAM, DEBBIE  
 Total: 1

**POSITION/LOCATION/CONDITION**

LATCHKEY SUPV/MACARTHUR, .75 TO 1.0

**EFFECTIVE DATES**

06/13/11 08/26/11

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Sarah Dixon, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as President and CEO, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the Board of Directors governing Minnesota Alliance With Youth, herein referred to as the "**Board of Directors**".
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at Independent School District No. 709, the Minneapolis office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of eight (8) hours per workday. Flexibility to this schedule can be approved by the Board of Directors. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2011, and continue until August 14, 2012. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as President and CEO shall cease. In the event the Employer is contemplating not offering the Employee a subsequent Agreement, the Employer shall give written notice of such intent 60 days before the expiration of this Employment Agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$80,000. Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on August 15, 2011 and terminating on the next August 14, 2012.
6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of her duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the Assistant Superintendent or designee in accordance with the laws of the state of

Minnesota and the policies of Employer. The Assistant Superintendent or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of her personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations.

- 7. **Vacation/Holiday.** The Employee shall earn 200 hours of paid vacation to use during the term of this Agreement. Vacation days are to be scheduled with the Board of Directors or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive her vacation pro-rated from August 15, 2011, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), President's Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
- 8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
- 9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
- 10. **Life Insurance.** Group term life insurance in the amount of \$50,000 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
- 11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
- 12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The Board of Directors shall have final authority in determining the number of allowable days. For the purpose of this section, **"death in family"** shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.
- 13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law and is one of the District's 403(b) providers.
- 14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
- 15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in

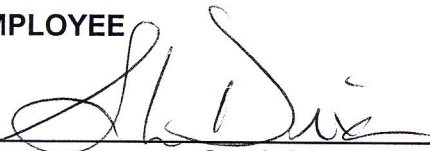
office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466. <sup>10</sup>

16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.

17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of Employer.

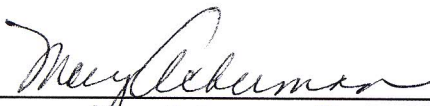
**IN WITNESS WHEREOF**, the parties have executed this Agreement in Duluth, Minnesota this \_\_\_\_\_ day of, \_\_\_\_\_, 2011.

**EMPLOYEE**

  
\_\_\_\_\_  
Sarah Dixon, President & CEO

7-7-11  
\_\_\_\_\_  
Date

**MINNESOTA ALLIANCE WITH YOUTH**

  
\_\_\_\_\_  
Mary Ackerman, Chair of the Board

July 7, 11  
\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Renee Anderson, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as Director of Education & Training, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the President and CEO or designee.
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at the Minneapolis office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of eight (8) hours per workday. Flexibility to this schedule can be approved by the President and CEO or designee. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2011, and continue until August 14, 2012. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as Director of Education & Training shall cease. In the event the Employer is contemplating not offering the Employee a subsequent Agreement, the Employer shall give written notice of such intent 60 days before the expiration of this Employment Agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$43,260. Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on August 15, 2011 and terminating on the next August 14, 2012.
6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of her duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the President and CEO or designee in accordance with the laws of the state of Minnesota and the policies of Employer. The President and CEO or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of

her personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations.

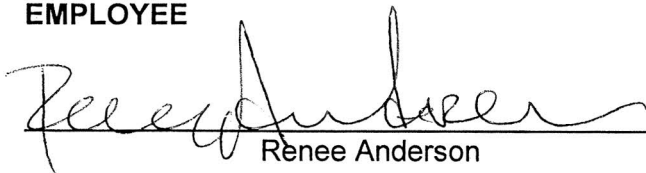
7. **Vacation/Holiday.** The Employee shall earn 120 hours of paid vacation to use during the term of this Agreement. Vacation days are to be scheduled with the Present and CEO's or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive her vacation pro-rated from August 15, 2011, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), Presidents' Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
10. **Life Insurance.** Group term life insurance in the amount of \$50,000.00 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The President and CEO shall have final authority in determining the number of allowable days. For the purpose of this section, "**death in family**" shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.
13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law and is one of the District's 403(b) providers.
14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466.

16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall<sup>13</sup> be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.

17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of employer.


**IN WITNESS WHEREOF**, the parties have executed this Agreement in Duluth, Minnesota this 11<sup>th</sup> day of, July, 2011.

**EMPLOYEE**

  
\_\_\_\_\_  
Renee Anderson

7/11/11  
\_\_\_\_\_  
Date

**MINNESOTA ALLIANCE WITH YOUTH**

  
\_\_\_\_\_  
President and CEO

7/11/2011  
\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Stephanie Paumen, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as Office Manager, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the President & Chief Executive Officer of the Minnesota Alliance With Youth or designee.
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at the St. Paul office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of 40 hours per week or eight (8) hours per workday. Flexibility to this schedule can be approved by the Chief Executive Officer or designee. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2011, and continue until August 14, 2012. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as Office Manager shall cease. In the event the Employer is contemplating not offering the Employee a subsequent agreement, the Employer shall give written notice of such intent 60 days before the expiration of this employment agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$37,453. The contract year is defined as commencing on August 15, 2011 and terminating on the next August 14, 2012. Employee's salary shall be paid in twenty-six (26) installments during the contract year.

6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of his duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the Chief Executive Officer or designee in accordance with the laws of the state of Minnesota and the policies of Employer. The Chief Executive Officer or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations.
7. **Vacation/Holiday.** The Employee shall earn 80 hours of paid vacation to use during the term of this agreement. Vacation days are to be scheduled with the Chief Executive Officer or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive his vacation prorated from August 15, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), Presidents' Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for Single Coverage. The Employee would be responsible for the premium difference should Dependent Coverage be elected.
9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance the Employees receive as are paid for employees in the teacher bargaining unit. The Employee would be responsible for the premium difference should Dependent Coverage be elected.
10. **Life Insurance.** Group term life insurance in the amount of \$50,000 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The Chief Executive Officer shall have final authority in determining the number of allowable days. For the purpose of this section, "death in family" shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-

law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.

13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law, within the District's 403B Plan Providers.
14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466.
16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.
17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of employer.

IN WITNESS WHEREOF, the parties have executed this Agreement in Duluth, Minnesota this 6 day of July, 2011.

**EMPLOYEE**

Stephanie Paumen  
Stephanie Paumen

7/6/11  
Date

**MINNESOTA ALLIANCE WITH YOUTH**

Sarah Dixon  
Sarah Dixon, President & CEO

7/6/11  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made between Melissa Burwell, herein referred to as "**Employee**", and the Minnesota Alliance With Youth, fiscally hosted by School Board of Independent School District No. 709, Duluth, Minnesota (School District), herein referred to as the "**Employer**".

In consideration of the mutual promises and agreements set forth below, Employee and the Employer agree as follows:

1. Employer hereby employs, engages and hires Employee as Director of Strategic Initiatives, and Employee hereby accepts and agrees to such hiring, engagement and employment subject to the general supervision and pursuant to the orders, advice and direction of the President and CEO or designee.
2. Employee agrees that she will at all times faithfully, industriously and to the best of her ability, experience and talents, perform all of the duties that may be required of and from her pursuant to the express and implicit terms hereof and to the reasonable satisfaction of Employer. Such duties shall be rendered at the Minneapolis office for Minnesota Alliance With Youth and at such other places as Employer shall in good faith require or as the interest, needs, business or opportunity of Employer shall require. The Employee agrees to devote her attention, knowledge and skills solely to the business and interest of the Employer, a minimum of eight (8) hours per workday. Flexibility to this schedule can be approved by the President and CEO or designee. Employee shall make available to the Employer all information of which Employee shall have any knowledge as it relates to business or operations of the Employer and shall make all suggestions and recommendations that will be of a mutual benefit to Employer, the business and operation of the Employer and to the Employee.
3. **Term of Agreement.** This Agreement shall commence effective August 15, 2011, and continue until August 14, 2012. At the conclusion of this term, neither party shall have any further claim against the other and Employee's employment with the Minnesota Alliance With Youth, as Director of Strategic Initiatives shall cease. In the event the Employer is contemplating not offering the Employee a subsequent Agreement, the Employer shall give written notice of such intent 60 days before the expiration of this Employment Agreement.
4. **Termination.** Employer expressly reserves the right to discharge for cause and to cancel this Agreement on that account. Such cause shall consist, by way of illustration and not limitation, of one or more of the following: conviction of a felony, fraud, moral turpitude, continual insubordination, drunkenness, embezzlement, material violation of the terms of this Agreement or any other cause set forth in the School District Civil Service Board Rule 17.2. In any such case of discharge, cancellation or termination, written notice thereof shall be given to the Employee and shall be effective as of the date mailed in accordance with this Agreement, or, if delivered, upon delivery to the Employee unless the written notice specifies a later date.
5. **Salary.** Employer shall pay Employee, and Employee shall accept from Employer in full payment for Employee's services, an annual salary of \$51,500. Employee's salary shall be paid in twenty-six (26) installments during the contract year. The contract year is defined as commencing on August 15, 2011 and terminating on the next August 14, 2012.
6. **Expenses.** The School District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies. All expense statements submitted by Employee shall be in conformity to policies of the Board of Education. Employee shall file itemized expense statements to be processed and approved as provided by law. Employer shall reimburse Employee for all reasonable and necessary expenses incurred in the performance of his duties for the Minnesota Alliance With Youth. Employee shall file itemized and verified claim statements for such expenses with the President and CEO or designee in accordance with the laws of the state of Minnesota and the policies of Employer. The President and CEO or designee shall approve all travel outside the immediate Minneapolis and St. Paul area. Employer will pay a mileage allowance to Employee for use of

her personal vehicle in the course of the employment of the Employer, per School Board Policy and regulations. <sup>19</sup>

7. **Vacation/Holiday.** The Employee shall earn 160 hours of paid vacation to use during the term of this Agreement. Vacation days are to be scheduled with the Present and CEO's or designee approval. There will be no cash payment for unused vacation. If Employee resigns prior to the expiration of the term of this Agreement, Employee will receive her vacation pro-rated from August 15, 2011, until her termination date. Employee will receive the following as paid holidays: New Year's Day (January 1), Presidents' Day, Memorial Day, Independence Day (July 4), Labor Day, Education Minnesota in October, Thanksgiving Day (the fourth Thursday in November) and day after Thanksgiving, Christmas Eve Day (December 24), and Christmas Day (December 25).
8. **Health & Hospitalization.** The Employer shall make available to the Employee the same group health insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
9. **Dental.** The Employer shall make available to the Employee the same group dental insurance as is or are available to the employees within the teacher bargaining unit of the School District and their dependents. The Employer shall pay the same portion of the cost for such group insurance for the Employee as are paid for employees in the teacher bargaining unit for single coverage. The Employee would be responsible for the premium difference should dependent coverage be elected.
10. **Life Insurance.** Group term life insurance in the amount of \$50,000.00 shall be provided at no cost to the Employee. Optional supplemental life and dependent life insurance will be made available at the Employee's cost.
11. **Long Term Disability (LTD).** Long Term Disability (LTD) shall be provided at no cost to the Employee.
12. **Sick Leave.** Employee shall earn paid sick leave at a rate of one day (8 hours) for each month worked for a total of twelve (12) days per year. There will be no cash payment for unused sick leave. Full pay for absence not to exceed five (5) days, shall be allowed for any death in the family. The President and CEO shall have final authority in determining the number of allowable days. For the purpose of this section, "**death in family**" shall constitute members of the immediate family of an employee or spouse and shall include father, mother, brother, sister, wife, child, grandparent, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, and grandchild. This shall also apply to foster relationships in the above listed categories.
13. **Individual Retirement Plan.** Employer shall, in accordance with its practice and policies and at the request of Employee, withhold from salary and transfer or pay such sums as the Employee shall designate to a tax-deferred or tax-sheltered annuity program as permitted by law and is one of the District's 403(b) providers.
14. **District & Federal Retirement Funds.** Employee shall be a member of the PERA and agrees that the Employee's contribution to said fund, to FICA, all other deductions required by law, and all deductions authorized by the Employee in advance in writing and approved by the School Board shall be deducted from her salary.
15. **Indemnification & Provision of Counsel.** In the event that an action is brought or a claim is made against Employee arising out of, or in connection with Employee's employment, and the Employee is acting within the scope of employment or official duties, the Employer shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the Employer herein, shall be subject to the limitation of Minnesota Statutes Chapter 466.

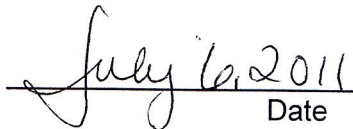
16. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or breach thereof, shall be settled by arbitration in the City of Duluth, Minnesota, in accordance with the rules of the American Arbitration Association and the judgment upon the award rendered may be entered in any court having jurisdiction thereof.

17. **Complete Agreement.** This writing contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. This Agreement is subject to the laws of the State of Minnesota and all rules, regulations, and policies and amendments. It is understood and agreed that the Employee is not under a contract of employment for any period covered by this Agreement except with the Employer and that this Agreement constitutes a binding legal contract for the term set forth, the breach of which will result in liability for damages. The parties stipulate that neither of them has made any representation including the execution and delivery hereof, except such representations as are specifically set forth herein and each of the parties hereto acknowledges that they or it has relied on their or its own judgment and in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no affect and that neither of them has relied thereon in connection with their or its dealing with the other. No waiver, modifications, or amendment of this Agreement or of any covenant, condition or limitation herein contained, shall be valid unless it is in writing, approved by the Employer, School Board, and executed by Employee and the authorized officers of employer.

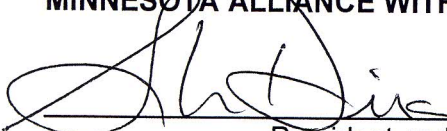
**IN WITNESS WHEREOF**, the parties have executed this Agreement in Duluth, Minnesota this \_\_\_\_\_ day of, \_\_\_\_\_, 2011.

**EMPLOYEE**

  
\_\_\_\_\_  
Melissa Burwell

  
\_\_\_\_\_  
Date

**MINNESOTA ALLIANCE WITH YOUTH**

  
\_\_\_\_\_  
President and CEO

  
\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 709**

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**REQUISITION REPORT**

ER114617      **CLIMATE COORDINATOR**      STATUS A      REQUESTED DATE: 07/05/2011

005TEXZ912      **CLIMATE COORDINATOR**      BOARD APPROVED DATE: \_\_\_\_\_

LOCATION: 005      DISTRICT WIDE      FTE: 0.60000

FISCAL YR: 2011-12      EFFECTIVE YR: N

BARGAINING UNIT: TEACHE

REASON CODE: 10      NEW POSITION      REPLACING/AFFECTED EIN: \_\_\_\_\_

Start Date: 09/05/2011      Start Time: 08:00:00      M T W T H F  
 Permanent Assignment:       End Time: 04:00:00      Days Per Week       
 Temp End Date: \_\_\_\_\_      Fulltime:        FTE: 0.60000      Weeks/Year: 38.00

**Job Description:**

PROVIDE COORDINATION FOR THE PLANNING, IMPLEMENTATION AND EVALUATION OF THE PLAN TO ADDRESS THE DISTRICT'S AIM OF CREATING AND SUSTAINING A SAFE AND WELCOMING ENVIRONMENT. RESPONSIBILITIES GENERALLY INCLUDE COORDINATING STAFF DEVELOPMENT OPPORTUNITIES, WORKING WITH STAFF AND FAMILIES TO INTERVENE IN SITUATIONS OF BULLYING AND/OR HARASSMENT.

**Minimum Qualifications:**

A MASTER'S DEGREE IN EDUCATION OR A CLOSELY RELATED FIELD, OR AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING AND/OR EXPERIENCE NECESSARY TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE WORK. MN TEACHING LICENSE.

**Desirable Qualifications:**

**Comments/Special Instructions:**

**Notes:**

| Budget Key Code | Object | PCN #      | Percentage FTE | Approved Status: |
|-----------------|--------|------------|----------------|------------------|
| 1204200414      | 114300 | 005TEXZ912 | 0.60           | U                |

**REQUISITION REPORT**

**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: Tim Sworsky Date: 7/5/11

**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**

### **TITLE: Climate Coordinator**

**TITLE OF IMMEDIATE SUPERVISOR:** Assistant Superintendent

**ACCOUNTABLE FOR (Job Titles):**

**SUPERVISES:** Instructional programs and staff development activities in the areas of cultural competence, climate, and bullying/harassment intervention and prevention

**PAY GRADE ASSIGNMENT:**

Teacher pay scale

**GENERAL SUMMARY OR PURPOSE OF JOB:**

Provide coordination for the planning, implementation and evaluation of the plan to address the district's aim of creating and sustaining a safe and welcoming environment. Responsibilities generally include coordinating staff development opportunities, working with staff and families to intervene in situations of bullying and/or harassment, and other activities to improve the climate and culture of the district.

**ESSENTIAL DUTIES:** (These duties are a representative sample)

#### **Harassment/Bullying Prevention & Intervention**

- Respond to harassment/bullying reports
- Facilitate mediation sessions with families involved in harassment/bullying situations
- Work with student lead groups to address harassment & bullying behaviors
- Lead staff development/training opportunities for staff at all levels of the district
- Create an evaluation plan for the districts harassment/bullying policies & practices

#### **Climate Coordinator - Title II .60**

- Collaborate with learning services department and quality steering committee to create and implement a district-wide climate improvement plan
- Facilitate staff development opportunities in alignment with the district's climate goals
- Develop and implement a tiered intervention model for addressing behavior and climate issues
- Train and implement district restrictive procedures plan and procedures

**MINIMUM QUALIFICATIONS:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Requires a minimum of a master's degree in education or a closely related field, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**CERTIFICATION OR LICENSING REQUIREMENTS** (prior to job entry):

- Licensed to teach by the Minnesota Department of Children, Families and Learning.

**KNOWLEDGE REQUIREMENTS:**

Requires knowledge of:

- Federal, State, and District Policies on harassment/bullying
- State and Federal law regarding harassment/bullying

- Federal and State reporting requirements
- General knowledge of building and maintaining safe and welcoming environments
- General knowledge of climate/culture intervention programs/strategies

**SKILL REQUIREMENTS:**

Skilled in:

- Communication and interpersonal skills with staff and community members.
- Organizational skills
- Effective group facilitation skills
- Basic computer skills for word processing, spreadsheets, using databases, publishing, e-mail, and the Internet.
- Preparing reports.
- Ability to perform multiple tasks concurrently.
- Ability to use common office equipment and processes, such as facsimile machines, photocopiers, calculators, and voice messaging systems.