

**Human Resources Committee Meeting**

Duluth Public Schools, ISD 709

Agenda

Monday, August 13, 2012

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

4:15 PM

1. **Staffing Report Action Items** 2
2. **Other Action Items**
  - A. Approval of Policy 4171-Public and Private Personnel Data 5  
**Policy 4171 - Public and Private Personnel Data**  
Attached are proposed revisions to Policy 4171- Use Policy for Public and Private Personnel Data for the second reading.  
  
**Recommendation:** It is recommended that the Duluth School Board approve the proposed revisions to Policy 4171 - Use Policy for Public and Private Personnel Data for the second reading.  
B. *\*Placeholder - New Position - OST Site Supervisor (Lead)*
3. **Informational Items**
  - A. *There are no Informational Items at this time.*
4. **Future Items**
  - A. *There are no HR Future Items at this time.*

**HUMAN RESOURCES ACTION ITEM 8/21/2012**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
DANIELSON, KATIE	SOCIAL WORKER/DW/LINCOLN/NETTLETON, IV 9, FENA/POULOS	08/27/12
EDMUNDS, JEBEH	ELEMENTARY TEACHER/TBD, III+30 1, REALLOC OF FTE	09/03/12
ERICKSON, JAMES	ASST PRINCIPAL/DENFELD, III 2, 40/42WKS, \$86,478.00, T SCONIERS	08/20/12
NORMAN, ADRIAN	ASST PRINCIPAL/LINCOLN, II 2, 40/42WKS, \$86,226.00, L UDESEN	08/20/12
OLSON, ANTHONY	EBD/DENFELD, IV 6, J BABINEAU	09/03/12
STORTZ WIKLUND, BARBARA	SOCIAL WORKER/DW/DENFELD, IV 8, U FENA	08/27/12
ZMUDY, HOWARD	SPEC ED DCD SETTING III/DENFELD, IV+30 7, S JANSON	09/03/12
Total: 7		
<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
ABRAHAMSON, SUSAN	.5 ASST BOYS/GIRLS TRACK/WOODLAND, 11/12, \$350.00	
GRANTHAM, KAYLEE	.5 GR 9 ASST GIRLS TRACK/DENFELD, 11/12, \$1029.50	
HEIM, DONNA	.5 ASST BOYS/GIRLS/TRACK/WOODLAND, 11/12, \$350.00	
HEIM, DONNA	.5 HEAD BOYS/GIRLS TRACK/WOODLAND, 11/12, \$500.00	
SALO, MEGAN	.5 GR 9 ASST BOYS TRACK/DENFELD, 11/12, \$1029.50	
Total: 5		
<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
FULLER, LISA	EBD/ALC, NOT TO EXCEED 60 HRS	07/03/12 08/30/12
GOTTSCHALD, STEPHANIE	EBD/WOODLAND HILLS, NOT TO EXCEED 38 HRS, CHANGE IN DATES/HRS	06/18/12 06/29/12
GRAVES, PETER	TOSA CURRICULUM COORD/HOCHS, NOT TO EXCEED 400 HRS	07/13/12 06/13/13
PEARSON, TOM	ACTIVITY DIRECTOR/DENFELD, NOT TO EXCEED 160 HRS	07/01/12 06/30/13
ROED, SHAWN	ACTIVITY DIRECTOR/EAST, NOT TO EXCEED 160 HRS	07/01/12 06/30/13
WILLIAMS, PAULA	GUIDANCE COUNSELOR/ALC, NOT TO EXCEED 90 HRS	06/19/12 08/02/12
Total: 6		
<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
CRANDALL, WILLIAM	PRINCIPAL/ALC, P#4125 W/O PAY	08/01/12 07/31/13
Total: 1		
<b><u>CERT PERM INCREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
WILKINS, TAMMI	MEDIA & INSTRUCTION TECHNOLOGY COORD/HOCHS, .6 TO 1.0	09/03/12
Total: 1		
<b><u>CERT RECALL FROM LAYOFF</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
NACHBAR, CATHERINE	1.0 SOCIAL STUDIES/EAST	09/03/12
SCHMIDT, SUSAN	1.0 SOCIAL STUDIES/EAST	09/03/12
Total: 2		
<b><u>CERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
HUSTON, LAURIE	SOCIAL STUDIES/ORDEAN (ON LEAVE)	06/08/12
LIU, LIANHAI	MANDARIN CHINESE/DENFELD/EAST	06/08/12
Total: 2		
<b><u>CERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ZAWACKI, MARK	GUIDANCE COUNSELOR/EAST	06/15/12
ISENSEE, KAREN	SPANISH/WOODLAND	06/08/12
Total: 2		
<b><u>CERTIFIED SUMMER SCHOOL</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
AKERVIK, KATHLEEN	EXCEL/PIEDMONT, NOT TO EXCEED 90 HRS	08/13/12 08/30/12
ANDERSON, KEVIN	EXCEL/HOCHS, NOT TO EXCEED 90 HRS	07/09/12 08/24/12
FOSTER, JOSEPH	EBD/WOODLAND HILLS, NOT TO EXCEED 66.5 HRS	07/09/12 07/27/12
PETERS, MIKI	EXCEL/PIEDMONT, NOT TO EXCEED 96 HRS	08/13/12 08/30/12
Total: 4		
<b><u>CERT TEMP DECREASE</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
PHILLIPS, GLORIA	PRE-K/DW, 1.0 TO .625	09/03/12 06/07/13
Total: 1		

**CERT TEMP INCREASE**

PIERRE, SARAH  
ROSENZWEIG, BETSY  
Total: 2

**POSITION/LOCATION/CONDITION**

PARENT EDUCATOR/BARNES/ECFE, .9 TO .975  
SPEECH LANG PATH/DW, .6 TO .8

**EFFECTIVE DATES**

09/03/12 06/07/13  
09/03/12 06/07/13

**NONCERT DEMOTION**

GUNDERSON, KAREN  
WANGEN, STEPHEN  
Total: 2

**NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY**

SPECIAL ED PROG PARA/LINCOLN/CHILD CARE PARA/DENFELD, \$17.00/HR  
SUPV PARA/LINCOLN, SPECIAL ED BW PARA/DENFELD, \$14.96/HR

**EFFECTIVE DATES**

09/04/12  
09/04/12

**NONCERT EXTENSION**

LUNDAHL, DONNA  
MONTGOMERY, DEBRA  
WARNER, DAWN  
Total: 3

**POSITION/LOCATION/CONDITION**

OFF SUP SPECIALIST/WOODLAND HILLS, NOT TO EXCEED 40 HRS  
COMMUNITY LIAISON/PIEDMONT, NOT TO EXCEED 280 HRS, & 7/30/12-8/31/12 CHANGE  
OFF SUP SPECIALIST/INTERMEIDATE/ORDEAN, NOT TO EXCEED 20 HRS

**EFFECTIVE DATES**

07/30/12 08/10/12  
06/11/12 06/29/12  
07/09/12 07/13/12

**NONCERT LAYOFF**

BORRELL, CLARA  
ELLISON, ROBIN  
GANDT, JULIE  
GREEN, BRUCE  
HARTLEY, ATHENA  
LIVESAY, LORELEI  
MASSIE, BEVERLY  
MCCRACKEN, CRYSTAL  
MCDOUGALL, FREDERICK  
RONINGEN, JUDY  
SALMELA, GAYLE  
URBANIAK, JOAN  
WILLIAMS, CORAL  
Total: 13

**POSITION/LOCATION**

SPECIAL ED RN/PARA/NETTLETON, .78125  
SPECIAL ED PROG PARA/WOODLAND HILLS, .75  
SUPV PARA/WOODLAND, .475  
COMMUNITY LIAISON/WOODLAND, 1.0  
INSTR PARA/MACARTHUR HDST  
SUPV PARA/MORGAN, .75  
SUPV PARA/DENFELD, .475  
SPECIAL ED BW PARA/WOODLAND, .84375  
INDIAN YOUTH ADVOCATE/DW, 1.0  
SUPV PARA/EAST, .5  
SPECIAL ED PROG PARA/PIEDMONT/ECSE, .4375  
SUPV PARA/MACARTHUR/LINCOLN, .375  
SPECIAL ED STUDENT SPECIFIC PARA/DENFELD, .78125

**EFFECTIVE DATES**

08/17/12  
07/27/12  
06/27/12  
06/27/12  
06/27/12  
06/27/12  
06/27/12  
06/27/12  
06/27/12  
06/27/12  
07/17/12  
06/27/12  
08/17/12  
08/23/12

**NONCERT LEAVES**

GONHUE, KATHLEEN  
LAPLANTE, DAVID  
WHITE, KAREN  
Total: 3

**POSITION/LOCATION/TYPE OF LEAVE**

OFFICE SUPPORT INTERMEDIATE/TRANSPORTATION, 'A' MEDICAL W/O PAY  
HELPER/LOWELL, 'A' MEDICAL W/O PAY  
OFFICE SUPPORT SENIOR/EAST, 'A' PERSONAL, W/O PAY

**EFFECTIVE DATES**

06/28/12 08/31/12  
10/16/12 12/12/12  
07/26/12 07/31/12

**NONCERT PERM DECREASE**

ADAMS, KATHLEEN  
BUETTNER, MOLLY  
FOUTS, PAMELA  
OLSON, SARAH  
PETERSON, TERESA  
TUTTLE, CORLISS  
WENTWORTH, BRYAN  
Total: 7

**POSITION/LOCATION/CONDITION**

SUPV PARA/EAST, .78125 TO .6  
INSTR PARA/MACARTHUR/HDST, .5 TO .4375  
SPECIAL ED PROG PARA/HOCHS/JOB COACH, .8125 TO .5  
INSTR PARA/BARNES/HDST, .45 TO .4375  
SPECIAL ED PROG PARA/PIEDMONT/ECSE, .78125 TO .4375  
SPECIAL ED BW PARA/HOMECROFT, .78125 TO .5  
SPECIAL ED PROG PARA/DENFELD, .90625 TO .78125

**EFFECTIVE DATES**

09/04/12  
09/04/12  
09/04/12  
09/04/12  
09/04/12  
09/04/12  
09/04/12

**NONCERT PERM INCREASE**

AUTIO, LIZABETH  
COLE, MARY  
HOFFBAUER, JESSE  
Total: 3

**POSITION/LOCATION/CONDITION**

HELPER/CONGDON, .375 TO .40625  
SPECIAL ED BW PARA/LOWELL, .75 TO .78125  
SPECIAL ED STUDENT SPEC PARA/LINCOLN, .78125 TO .8125

**EFFECTIVE DATES**

09/06/12  
09/04/12  
09/04/12

**NONCERT PROMOTION**

BATES, NEIL  
BRAXTON-BROWN, MELISSA  
CHESLAK, JAMES  
GUNSOLUS, LAURELEI  
JACKSON, GREGORY  
JOHN, DANIEL  
LARSON, DAWNMARIE  
LUNDBERG, STEVEN  
MICHELIZZI, SAMUEL  
MORRIS, MARY

**NEW POSITION/OLD POSITION/LOCATION/RATE OF PAY**

ENGINEER II/NETTLETON, ENGINEER I/LAKEWOOD, \$21.15/HR  
SAT MGR II/CONGDON, HELPER/ORDEAN, \$13.86/HR  
ENGINEER II/CONGDON, FIREPERSON II/ORDEAN, \$21.15/HR  
SPECIAL ED/JOB COACH/HOCHS, INSTR PARA/PIEDMONT/ECFE, \$15.96/HR  
ENGINEER II/PIEDMONT, FIREPERSON II/LINCOLN, \$21.15/HR  
FIREPERSON II/HOCHS, CUSTODIAN II/HOCHS, \$17.93/HR  
SAT MGR II/LESTER, HELPER/ORDEAN, \$14.00/HR  
ENGINEER III/LINCOLN, ENGINEER II/MACARTHUR, \$21.96/HR  
ENGINEER III/ORDEAN, ENGINEER II/WOODLAND, \$21.96/HR  
SUPV PARA/ORDEAN, INSTR PARA/BARNES/HDST, \$14.96/HR

**EFFECTIVE DATES**

07/23/12  
09/04/12  
07/25/12  
09/04/12  
07/24/12  
07/11/12  
09/04/12  
07/01/12  
07/12/12  
09/04/12



## **4171 – PUBLIC AND PRIVATE PERSONNEL DATA**

**I. PURPOSE** - The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

### **II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning & ending work hours, place of employment & work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, or an individual was an applicant for employment, volunteers for the school district, or is a member of or applicant for an advisory board or commission.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteer & independent contractors, is public:
  - 1. Name
  - 2. Actual gross salary
  - 3. Salary Range
  - 4. Contract Fees
  - 5. Actual gross pension
  - 6. The value & nature of employer-paid fringe benefits
  - 7. The basis for & the amount of any added remuneration, including expense reimbursement, in addition to salary
  - 8. Job title
  - 9. Bargaining unit
  - 10. Job description
  - 11. Education & training background
  - 12. Previous work experience
  - 13. Date of first & last employment
  - 14. The existence & status of any complaints or chargers against the employee, regardless of whether the complaint or charge resulted in disciplinary action
  - 15. The final disposition of any disciplinary action, as defined in Minnesota Statute 13.43, Subd. 2(b), together with the specific reasons for the action & data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district
  - 16. The terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement

must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, & such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data

17. Work location
  18. Work telephone number
  19. Badge number
  20. Honors & awards received
  21. Payroll timesheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or medical leave or other not public data
  22. City & county of residence
- B. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
- C. The following information on applicants for employment or advisory board/commission is public:
1. Veteran status
  2. Relevant test scores
  3. Rank on eligible list
  4. Job history
  5. Education and training
  6. Work availability
- D. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- E. Names & home addresses of applicants for appointment to & members of an advisory board/commission are public.
- F. Regardless of whether there has been a final disposition as defined in Minnesota Statute 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statute 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data is private & will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- C. Parking space leasing data is private.
- D. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee
- E. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

- 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statute 253B.07, Subd. 1; or;
- 3. A court, law enforcement agency or prosecuting authority.
- F. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- G. The school district shall make any report to the board of teaching or the state board of education as required by Minnesota Statute 122A.20, Subd. 2, & shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, & settlement or compromise, or any investigative file in accordance with Minnesota Statute 122A.20, Subd. 2.
- H. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the reemployment insurance program under Minnesota Chapter 268.

**VI. MULTIPLE CLASSIFICATIONS** - If data on individuals is classified as both private and confidential by Chap. 13, or any other state or federal law, the data is private.

**VII. CHANGE IN CLASSIFICATIONS** - The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

**VIII. RESPONSIBLE AUTHORITY** - The school district has designated ~~Julio Almanza, the~~ Superintendent of Schools or his/her designee, 723-4100 (218) 336-8752, ext. 1109, as the authority responsible for personnel data. If you have any questions, contact his/her office.

**IX. EMPLOYEE AUTHORIZATION/RELEASE FORM** - An employee authorization form is included as an addendum to this policy. See 4171 - 1Legal References:  
 Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act)  
 Minnesota Statute 13.02 (Definitions)  
 Minnesota Statute 13.43 (Personnel Data)  
 Minnesota Statute 122A.20, Subd. 2 (Mandatory Reporting)

Adopted: 06/19/01 - ISD 709  
 Revised: 07/17/12, 08/19/03