

## **Human Resources Committee**

Duluth Public Schools, ISD 709

### Agenda

Monday, August 8, 2016

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

- |   |          |
|---|----------|
| <b>1. Staffing Report Action Items</b>  | <b>2</b> |
| <b>2. Other Action Items</b>  |          |
| A. *Placeholder - Approval of Termination Certified Hourly Staff (change in date) Resolution #HR-8-16-3387                                    | 5        |
| B. *Placeholder - Approval of Collective Bargaining Agreement Food Service Employees effective dates 7/1/16-6/30/17 - Resolution HR-8-16-3388 | 6        |
| C. *Placeholder - Approval of Maintenance Custodian Job Description   | 7        |
| D. *Placeholder - Approval of District Minimum Wage Increase  |          |
| E. *Placeholder - Second Reading - Revision of Policy 413 - Prohibiting Harassment and Violence   | 11       |
| <b>3. Informational Items</b>   |          |
| A. There are no HR Informational Items at this time.  |          |
| <b>4. Future Items</b>  |          |
| A. There are no HR Future Items at this time.   |          |

**HUMAN RESOURCES ACTION ITEMS FOR: 8/16/2016****EFFECTIVE DATES**<sup>2</sup>**CERT APPOINTMENT****POSITION/LOCATION/CLASS&STEP/REPLACING**

BAERG, KATHERINE	ECSE B-6/BARNES, IV+15 8, A PRATT	07/01/16
BERGSTROM, ALISON	.675 SCHOOL READINESS/DW, III 2, C WEBER	08/30/16
FELDMAN MCCULLOUGH HARMONY	.625 HEAD START FAMILY ADVOCATE/DW, IV 4, T ST JOHN STEBE	08/30/16
LEPPER, DONALD	SPEC ED ASD/MYERS-WILKINS, III 2, A SAMUEL	08/30/16
NELSON, COLLEEN	.5 ART/DENFELD, .1 ART/ORDEAN EAST, IV 9, Z BURNINGHAM	08/30/16
NILSSON, STACEY	.6 SPEC ED EBD/MYERS-WILKINS, IV 4, REALLOCATE FTE	08/30/16
REMINGTON, SARAH	SPEC ED EBD/WOODLAND HILLS, III+45 3, K PRECKEL	08/30/16
RICE, STEPHEN	SPEC ED ASD/STOWE, III+15 8, S PLESHA	08/30/16
SEPPANEN, VANESSA	SPEECH LANGUAGE PATHOLOGIST/DW, IV 3, E PETERS RUST	08/08/16
WARD, JACKIE	ASST DIRECTOR SPECIAL SVCS/HOCHS, 40/52 WKS, \$102,262.00/YR, D HAGEN	07/11/16
*Placeholder		
Total: 10		

**CERT EXTENSION****POSITION/LOCATION/CLASS&STEP/REPLACING****EFFECTIVE DATES**

BAMBENEK, PATRICIA	CURRICULUM DEVELOPMENT/HOCHS, NOT TO EXCEED 80 HRS	07/25/16	08/26/16
BENSON, KATHY	HEAD START COORDINATOR/BARNES HDST, NOT TO EXCEED 80 HRS	07/01/16	08/26/16
HARROLD, CARLA	CURRICULUM DEVELOPMENT/HOCHS, NOT TO EXCEED 80 HRS	07/25/16	08/26/16
JARVIS, DEBRA	ESY/CURRICULUM, NOT TO EXCEED 30 HRS	07/11/16	08/26/16
JASPERSON-AAGENES, STEPHANIE	ESY/CURRICULUM, NOT TO EXCEED 30 HRS	08/01/16	08/26/16
OLEARY, AARON	ESY/CURRICULUM, NOT TO EXCEED 30 HRS	07/11/16	08/26/16
PRECKEL, KEVIN	SPEC ED EBD/WOODLAND HILLS, NOT TO EXCEED 105 HRS, CHANGE IN DATE, HRS	06/14/16	07/21/16
SALMELA, AARON	CURRICULUM DEVELOPMENT/HOCHS, NOT TO EXCEED 80 HRS	07/25/16	08/26/16
SCHMIDT, SUSAN	CURRICULUM DEVELOPMENT/HOCHS, NOT TO EXCEED 80 HRS	07/25/16	08/26/16
WILKINS, TAMMI	INNOVATION COORDINATOR/HOCHS, NOT TO EXCEED 40 HRS	08/01/16	08/26/16
Total: 10			

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

METZER, ADAM	GRADE 5/MACARTHUR, .8 TO 1.0	08/30/16
Total: 1		

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

KUUTTI, ELISE	KINDERGARTEN/LESTER PARK/122A.46 EXTENDED LWOP	08/30/16	06/09/17
MORSE, GREGORY	GRADE 4/CONGDON PARK/MID CAREER LWOP	08/30/16	06/09/17
Total: 2			

**CERT RESIGNATION****POSITION/LOCATION****EFFECTIVE DATES**

COTNER, JAMES	SPEC ED EBD/ALC	08/26/19
*Placeholders		
Total: 1		

**CERTIFIED SUMMER SCHOOL****POSITION/LOCATION/CONDITION****EFFECTIVE DATES**

HELLA, LINDSEY	EXCEL/ORDEAN EAST, NOT TO EXCEED 49 HRS	08/03/16	08/25/16
SHAW, NATHAN	EXCEL/ORDEAN EAST, NOT TO EXCEED 49 HRS	08/03/16	08/25/16
Total: 2			

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

RICKETTS, TRACY	0.2 COUNSELOR/ORDEAN EAST, 0.5 NON PUBLIC COUNSELOR/1.0 TO .7, VOLUNTARY	08/24/16	06/14/17
Total: 1			

**CERT TEMP INCREASE****POSITION/LOCATION/CONDITION****EFFECTIVE DATES**

BERGSTROM, ALISON	SCHOOL READINESS/DW, .675 TO .8875	08/30/16	06/09/17
Total: 1			

**NONCERT APPOINTMENT****POSITION/LOCATION/WEEKS/RATE OF PAY/REASON****EFFECTIVE DATES**

BANKS, KELLY	SPEC ED PROG PARA/MERRITT CREEK, 31.24/38WKS, \$16.61/HR, B RUDH	08/30/16
BANKS, KELLY	MENTAL HEALTH PRACTITIONER/DW/40/38WKS, \$22.00/HR, T MCGOWAN	08/30/16
BERGMAN, MICHELLE	INSTR PARA/PIEDMONT, 26.5/38WKS, \$14.90/HR, NEW POS	08/30/16
BISSELL, LORRI	HELPER/DENFELD, 18.75/38WKS, \$10.82/HR, NEW POS	08/30/16
BUSH, ANTHONY	SPEC ED PROG PARA/ORDEAN EAST, 32.5/38WKS, \$17.38/HR, C FRONCKIEWICZ	08/30/16
CARROLL, MIKILIA	OFF SUP SPEC SR/CONGDON, 40/45WKS, \$17.95/HR, S PRECKEL	08/15/16
DINNIES, MATTHEW	SPEC ED BW PARA/ORDEAN EAST, 32.5/38WKS, \$17.19/HR, M MORRISSEAU	08/30/16
DUVALL, JACQUELINE	SPEC ED BW PARA/DENFELD, 32.5/38WKS, \$15.08/HR, S LUND	08/30/16
ERICKSON, BRIAN	SUPV PARA/DENFELD, 19/38WKS, \$14.23/HR, B MARPLE	08/30/16
ERICKSON, TORI	OFF SUP SPEC INTER/EAST, 40/52WKS, \$16.01/HR, D MOTSCHENBACHER	08/01/16
GERTH, HEATHER	LIFEGUARD PARA/LINCOLN PARK, 30/38WKS, \$14.23/HR, J BESSE	08/30/16
GORDER, BRENDA	HELPER/DENFELD, 18.75/38WKS, \$10.82/HR, NEW POS	08/30/16
GULAN, SARAH	INSTR PARA/PIEDMONT HDST, 39/83WKS, \$16.48/HR, C PETERSON	08/30/16
GUY, TONY	HELPER/PIEDMONT, 15/38WKS, \$10.32/HR, NEW POS	08/30/16
HILGENDORF, KELSEY	SPEC ED PROG PARA/MACARTHUR, 32.5/38WKS, \$15.08/HR, L PORTER DONAHUE	08/30/16
KUEHNE, ANGELA	INSTR PARA/PIEDMONT HDST, 19.75/38WKS, \$19.75/HR, B BLINDAUER	08/30/16
MANDERFELD, MARGARET	HELPER/EAST, 21.25/38WKS, \$10.82/HR, NEW POS	08/30/16
MARTINSON, JANNA	SPEC ED STUD SPEC PARA/HOMECROFT, 31.25/38WKS, \$17.38/HR, REALLOCATE FTE	08/30/16

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
MORISSEAU, MARIA	SPEC ED BW PARA/EAST, 32.5/38WKS, \$16.36/HR, T CONSTANTINI	08/30/16
MORRIS, MARY	SPEC ED BW PARA/MYERS-WILKINS, 32.5/38WKS, \$16.48/HR	08/30/16
NICHOLSON, DENISE	SPEC ED LPN PROG PARA/ORDEAN EAST, 32.5/38WKS, \$17.07/HR, REALLOCATE FTE	08/30/16
OLSON, SARAH	INSTR PARA/DW, 31/38WKS, \$15.03/HR, NEW POS	08/30/16
SALMELA, GAYLE	INSTR PARA/MYERS-WILKINS HDST, 19.75/38WKS, \$16.98/HR, K COLARETA	08/30/16
SANDS, ALEXANDER	SUPV PARA/EAST, 19/38WKS, \$14.23/HR, B MARPLE	08/30/16
SIEGLE, KARIANNE	SPEC ED BW PARA/EAST, 32.5/38WKS, \$15.08/HR, S NORLAND	08/30/16
SISLO, GARY	HELPER/EAST, 18.75/38WKS, \$10.82/HR, NEW POS	08/30/16
SLAGLE, MARGARET	SPEC ED LPN PARA/STOWE, 31.25/38WKS, \$17.07/HR, REALLOCATE FTE	08/30/16
SMITH, DENISE	HELPER/LINCOLN PARK, 16.25/38WKS, \$11.92/HR, NEW POS	08/30/16
TARAN, DALE	HELPER/MACARTHUR, 15/38WKS, \$10.82/HR, NEW POS	08/30/16
TIMO, KRISTEN	HELPER/DENFELD, 18.75/38WKS, \$10.82/HR, NEW POS	08/30/16
WAZWAZ, NOAF	INSTR PARA/LESTER PARK ECFE, 19/38WKS, \$13.59/HR, N ROCK	08/30/16
WELLER, SARA	SPEC ED LPN PARA/CONGDON, 31.25/38WKS, \$17.07/HR, S WELLER	08/30/16
YANG, LIANG-PI	SPEC ED BW PARA/LOWELL, 31.25/38WKS, \$17.69/HR, V ADAMS	08/30/16
*Placeholder		
Total: 32		

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<u>NONCERT DEMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
CONSTANTINI, THOMAS	SUPV PARA/ORDEAN EAST, SPEC ED STUD SPEC PARA/DENFELD, \$15.57/HR	08/30/16
FEICK, WILLIAM	RECV DISTR CLERK/HOCHS, SCHOOL CUSTODIAN II/STOWE, \$12.62/HR	07/11/16
LUND, SHERRIE	SUPV PARA/DENFELD, SPEC ED BW PARA/DENFELD, \$15.97/HR	08/30/16
LYONS, DAWN	SUPV PARA/DENFELD, INDIAN YOUTH ADVOCATE PARA/DENFELD, \$15.57/HR	08/30/16
MASSIE, BEVERLY	INSTR PARA/PIEDMONT, SPEC ED BW PARA/MYERS-WILKINS, \$15.03/HR, VOLUNTARY	08/30/16
MORLANG, WENDY	OFF SUPP SPEC SR/PURCH/HOCHS, EXEC ASST/PAYROLL/HOCHS, \$19.17/HR, VOLUNTARY	07/25/16
PETERSON, CONNIE	INSTR PARA/DW, INSTR PARA PIEDMONT HDST, \$15.70/HR	08/30/16
Total: 7		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CARROLL, MIKILIA	OFF SUP SPEC SR/CONGDON, NOT TO EXCEED TBD	08/01/16 08/12/16
ELMORE, NANCY	OFF SUP SPEC SR/MACARTHUR, NOT TO EXCEED 72 HRS	06/28/16 08/04/16
HARRIS, CALVIN	INTEGRATION SPECIALIST/EAST, NOT TO EXCEED 15 HRS	07/01/16 08/12/16
KELLER, JODI	OFF SUP SPEC SR/PIEDMONT, NOT TO EXCEED 40 HRS	06/27/16 07/01/16
PAQUETTE, PATRICIA	OFF SUP SPEC SR/HOCHS, NOT TO EXCEED 160 HRS	07/05/16 07/29/16
SMITH, NATHAN	INTEGRATION SPECIALIST/EAST, NOT TO EXCEED 15 HRS	07/01/16 08/12/16
VANG, SAWM	INTEGRATION SPECIALIST/MYERS-WILKINS, NOT TO EXCEED 40 HRS	06/23/16 06/30/16
Total: 7		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
GUNDERSON, KAREN	SPEC ED STUD SPEC PARA/STOWE, .8125 TO .78125	08/30/16
HENDRICKSON, RHONDA	SPEC ED STUD SPEC PARA/STOWE, .8125 TO .78125	08/30/16
HUGHLEY, MARY	SPEC ED PROG PARA/STOWE, .8125 TO .78125	08/30/16
KNEELAND, STEVE	SPEC ED PROG PARA/STOWE, .8125 TO .78125	08/30/16
LUCKSTEIN, DAVID	SPEC ED PROG PARA/DW, .78125 TO .6	08/30/16
MUSOLF, LESLIE	SPEC ED BW PARA/STOWE, .8125 TO .78125	08/30/16
STANGHELLE, REBECCA	INSTR PARA/PIEDMONT ECFE, .8125 TO .4375	08/30/16
Total: 7		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BLINDAUER, BRETT	INSTR PARA/STOWE HDST, .4 TO .49375	08/30/16
KRAFTHFER, BROOKE	LIFEGUARD PARA/ORDEAN EAST, .375 TO .8125	08/30/16
KVAM, TYLER	SPEC ED STUD SPEC PARA/EAST, .78125 TO .8125	08/30/16
LEINO, ANNE	LPN HEALTH PARA/HOMECROFT, .325 TO .75	08/30/16
PORTER-DONAHUE, LISA	SPEC ED PROG PARA/LINCOLN PARK, .4 TO .8125	08/30/16
ROCK, NICHOLE	INSTR PARA/DW, .475 TO .6	08/30/16
SCHWARTZ, CATHERINE	LPN HEALTH PARA/EAST, .75 TO .875	08/30/16
Total: 7		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
HENDERSON, COURTNEY	SPEC ED BW PARA/LINCOLN PARK, SPEC ED STUD SPEC/EAST, \$15.08/HR	08/30/16
MARPLE, BROOKE	SPEC ED BW PARA/LINCOLN PARK, SUPV PARA/EAST, \$15.08/HR	08/30/16
MITCHELL, MARILYN	SATELLITE MGR I/LOWELL, HELPER/EAST, \$14.87/HR	08/16/16
OLSON, JEANNETTE	SPEC ED PROG PARA/WOODLAND HILLS, SUPV PARA/DENFELD, \$16.98/HR	08/30/16
PILLSBURY, CHARLES	SPEC ED STUD SPEC MALE PARA/LINCOLN PARK, SUPV PARA/ORDEAN EAST, \$15.08/HR	08/30/16
Total: 5		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
DAVIS, TRENT	SUPV PARA/LINCOLN	07/20/16
KAPLAN, ELIZABETH	SPEC ED BW PARA/MYERS-WILKINS	06/10/16
KROCHALK, SUSAN	SPEC ED BW PARA/MYERS-WILKINS	05/28/16
MCCLERNAN, SHARON	OFF SUP SPEC INTER/HOCHS/SPEC SVCS	08/04/16
POHL, PHYLLIS	INDIAN YOUTH ADVOCATE PARA/DW, CHANGE OF DATE	06/30/16
STEPHENS, CORAL	HELPER/LOWELL	07/15/16
*Placeholder		
Total: 6		

**NONCERT RETIREMENT**

FRIGAARD, JERRY  
HANSON, WILLIAM  
PIKE, JOHN  
\*Placeholder  
Total: 3

**POSITION/LOCATION**

SCHOOL BUS DRIVER/TRANSPORTATION  
CFO/EXECUTIVE DIRECTOR OF BUSINESS SERVICES  
SCHOOL BUS DRIVER II/TRANSPORTATION

**EFFECTIVE DATES**

07/01//16  
11/30/16  
08/29/16

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**NONCERT SUMMER SCHOOL**

JOHNSON, KATHIE  
MORISSEAU, MARIA  
Total: 2

**POSITION/LOCATION/CONDITION**

SATELLITE MGR I/DW, AS NEEDED  
ESY WORK EXPERIENCE/DW, NOT TO EXCEED 38 HRS

**EFFECTIVE DATES**

06/13/16 08/26/16  
07/25/16 08/25/16

**NONCERT TEMP INCREASE**

BAASCH, STEPHANIE  
SERRA-WIBERG, PATRICIA  
Total: 2

**POSITION/LOCATION/CONDITION**

INSTR PARA/LESTER PARK SCHL READINESS, .375 TO .4  
INSTR PARA/PIEDMONT SCHL READINESS, .375 TO .4

**EFFECTIVE DATES**

08/30/16 06/09/17  
08/30/16 06/09/17

**NONCERT LEAVES**

NORMAN, JOANN  
NORMAN, JOANN  
NORMAN, JOANN  
NORMAN, JOANN  
\*Placeholder  
Total: 4

**POSITION/LOCATION/TYPER OF LEAVE**

SATELLITE MANAGER II/DENFELD/"A" PERSONAL LEAVE OF ABSENCE  
SATELLITE MANAGER II/DENFELD/"A" PERSONAL LEAVE OF ABSENCE  
SATELLITE MANAGER II/DENFELD/"A" PERSONAL LEAVE OF ABSENCE  
SATELLITE MANAGER II/DENFELD/"A" PERSONAL LEAVE OF ABSENCE

**EFFECTIVE DATES**

07/15/16  
07/22/16  
07/29/16  
08/01/16 08/05/16

## RESOLUTION

### **RE: Termination of Certified Hourly Staff**

**BE IT RESOLVED** by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the employment of the following hourly teachers shall terminate effective at the end of the school day on June 10, 2016, unless another date is indicated below, in which case the employment of the individual shall terminate on that date.

**BE IT FURTHER RESOLVED** that the Clerk of the School Board shall notify such teachers in writing before July 1, 2016, of the termination of their employment.

Deborah Wendling – (Change in date) effective 8/24/16

**Resolution #HR-8-16-3387  
August 16, 2016**

## **RESOLUTION**

### **Food Service Employees**

**RESOLVED**, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and the Food Service Employees, a summary of which is in the hands of all School Board members, be approved and adopted for the period of July 1, 2016 to June 30, 2017, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

**\*Placeholder**

CLASSIFICATION DESCRIPTION

Maintenance Custodian

<p><b><u>Title of Immediate Supervisor:</u></b> Facilities Management Supervisor</p>	<p><b><u>Department:</u></b> Building Operations</p>	<p><b><u>FLSA Status:</u></b> Non-Exempt</p>
<p><b><u>Accountable For (Job Titles): School Custodian II</u></b></p>		<p><b><u>Pay Grade Assignment:</u></b> National Conference of Firemen and Oilers, Local 956, Pay Group 5a</p>

<p><b>General Summary or Purpose of Job:</b></p>
<p>Under general supervision, performs maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain school facilities and district properties, performs basic building maintenance and performs related work as required. In addition, a Maintenance Custodian, under the direction of the Building Engineer, and with supervision from a Facilities Management Supervisor, a Maintenance Custodian assists school custodian II's in their use of equipment, and follows up on completion of regular task assignments as directed by building Engineer or Facilities Management Supervisor. The Maintenance Custodian monitors evening activities in the building and assists in monitoring the conduct of students and adults in and around the building. Also coordinates with building Engineer, principal, community education coordinators, activity directors and activity site managers regarding setups, occupancy times and special needs or concerns. Communicates with building Engineer and supervisors when there are recognized heating and ventilation issues affecting activities or occupancy comfort; responds to and reports emergency situations and equipment failures and alarms. Responsible for clearing the building of occupants and arming security systems after perimeter checks are complete. Has knowledge and ability to create and remove override entries in building access control system. May substitute for Building Engineers during temporary absences.</p>

<p><b>DUTY NO.</b></p>	<p><b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)</p>	<p><b>FRE-QUENCY</b></p>
<p>1.</p>	<p>Vacuum, sweep and/or dust-mop floors in classrooms, hallways, cafeterias and other areas; empty trash containers and pencil sharpeners, and remove and replace trash liners in trash containers.</p>	<p>Daily 30%</p>
<p>2.</p>	<p>Wet mop cafeteria, kitchen, and bathrooms; clean and sanitize sink, fountains, fixtures, mirrors and floor drains; replace hand soap, paper towels and toilet paper; sanitize locker rooms, and showers.</p>	<p>Daily 20%</p>
<p>3.</p>	<p>Spot mop classrooms, halls, stairs, restrooms, entryways, kitchen, and cafeteria; sanitize locker rooms, showers and other areas as needed to maintain clean and safe walking surfaces.</p>	<p>Daily 15%</p>
<p>4.</p>	<p>Close building for daily operations; ensure building and grounds are safe and secure.</p>	<p>Daily 5%</p>

## CLASSIFICATION DESCRIPTION

### Maintenance Custodian

5.	Cleans rooms, halls and stairways; remove marks, stains, and gum from floors, walls, ceilings, fixtures and furnishings; clean indoor and outdoor glass; dust all areas; replace burned out light bulbs; tightens and replaces fasteners on door hinges, cabinet doors, drawer glides, replaces furniture parts and similar duties.	Varies 15%
6.	Remove furnishings, strip and refinish floors; buff; scrub; clean furniture; sweep, shovel or blow snow from sidewalks; sand and salt sidewalks and parking lots; water outdoor plants and mow and trim lawns.	Varies 10%
7.	Perform stripping and refinishing floors, shampooing carpets, cleaning furniture, cleaning walls and staircases. Set-up and tear down and move furnishings and equipment as needed.	As required 5%
8.	Performs basic building maintenance and repairs, and performs other duties of comparable level as required and assigned.	As Required

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

Requires a minimum of a high school diploma or GED and one year of experience; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work as determined by the employer.

**Certification or Licensing Requirements**\_(prior to job entry):

Special Boiler License and Second Class C Boiler License after one year.

**Knowledge Requirements:**

Requires knowledge of:

- Cleaning standards.
- Cleaning methods.
- Cleaning chemicals.
- Time management.
- Effective communications
- Basic boiler operation
- Basic knowledge of standard tools, methods and practices involved in building maintenance.

**Skill Requirements:**

# CLASSIFICATION DESCRIPTION

## Maintenance Custodian

<b>Skilled in:</b>
<ul style="list-style-type: none"> <li>▪ Use and care of floor cleaning equipment.</li> <li>▪ Task prioritization.</li> <li>▪ Operation of janitorial and grounds keeping equipment (e.g., floor scrubbers, snow blowers, lawn tractors with blower attachments).</li> <li>▪ Operation of personal computers, including related to building access and lighting control.</li> <li>▪ Operation of hand and power tools.</li> <li>▪ Oral and written communications.</li> <li>▪ Has the ability to coordinate and assist the work of custodian II as directed by building engineer or facilities management supervisor.</li> <li>▪ Written and verbal communication and relationship skills to efficiently and effectively perform essential duties.</li> </ul>

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Stand			√	
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell				√
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.				√
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.		√		
More than 100 lbs.	√			

**General Environmental Conditions:**  
 Work is performed under various conditions and there are risks associated with slippery and elevated surfaces, electrical equipment, and cleaning and maintenance chemicals, airborne particles, vibration, and outdoor weather conditions associated with the work.

**General Physical Conditions:**  
 Work can be generally characterized as:  
**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Vision Requirements:** Check box if relevant Yes    No

CLASSIFICATION DESCRIPTION

Maintenance Custodian

No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

**Job Classification History:**

Classification by Kerry M. Leider 07.19.16

## **413 PROHIBITING HARASSMENT AND VIOLENCE**

### **GENERAL STATEMENT OF POLICY**

Independent School District 709 (ISD 709) is committed to creating and maintaining a learning and working environment where all individuals are treated with respect and dignity. Every individual has the right to learn/work in an environment free of harassment and violence.

In this school district, harassment and violence, whether verbal, physical, or cyber, which creates a hostile climate, is unacceptable and will not be tolerated. Harassment and violence are unlawful, hurt all people, and have no legitimate educational purpose. Any employee or student who engages in such conduct shall be disciplined as provided by law, District policies, and applicable labor agreements.

Therefore, it is the policy of ISD 709 to maintain a work and learning environment that is free of harassment and violence based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined in this policy.

Harassment based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute are also forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1965, as amended, 42 U.S.C. Section 2000e, et seq. and or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01 – 363.20, and may represent a criminal law violation.

Violence based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute is a physical act of aggression, intimidation, and/or degradation directed toward a person or group of persons because of their membership or perceived membership in a protected group.

It shall be a violation of this policy for any student or school personnel of ISD 709 to harass a pupil or other school personnel through conduct or communication of a sexual nature or regarding: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined by this Policy and Regulation 4015R. (For purposes of this policy, school personnel include: School Board members, administrators, teachers, all other school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of ISD 709.)

It shall be a violation of this policy for any student or school personnel of ISD 709 to inflict, threaten to inflict, or attempt to inflict violence relating to: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other

Protected Groups as identified by state and/or federal statute as well as any other forms of violence as defined by this policy upon any pupil or school personnel.

ISD 709 will act with reasonable diligence to take action to investigate, respond, remediate and discipline all complaints, either formal or informal, oral or written, of improper actions or statements which may constitute harassment and violence as defined in this policy and Regulation 4015R. Furthermore, ISD 709 intends to provide support for students identified as the victims of these acts in compliance with Minn. Statute Sections 121A.0695.

A report will be given to the School Board at the regular meeting in ~~June~~ **July**, a summary of the number of harassment complaints, types of complaints and the action taken to resolve the complaint. This will be done without releasing any case specifics, information or personnel data.

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For more detailed information on this policy, including definitions for terms used in this policy and the reporting procedures for this policy, please see Regulation 4015R.

*Cross References:* Resolution 413R (Prohibiting Harassment and Violence)  
Resolution 413.1R (Harassment Complaint Form)

Replacing: Policy 4015

First Reading: 05-19-2015

Adopted: 06-16-2015

**04-19-2016 ISD 709** (Renumbering only)

First Reading: 07-19-16