

Human Resources Committee

Duluth Public Schools, ISD 709

Agenda

Monday, December 12, 2016

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

1. **Staffing Report Action Items** **3**
2. **Other Action Items**
 - A. *Placeholder - Approval of Individual Contract for William Gronseth, Superintendent - effective dates - July 1, 2017 through June 30, 2020.
 - B. New Policy 302 - Superintendent 5
Attached is MSBA model Policy 302 - Superintendent for the first reading. This policy would replace the current policy 2015, 2010, 2050, and 2065.

Recommendation: It is recommended that the Duluth School Board approve Policy 302 - first reading.
 - C. 2015 Superintendent - Functions - Deletion 7
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2015 which will be replaced with MSBA Policy 302.

Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2015 - first reading.
 - D. 2010 Superintendent - Overview - Deletion 9
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2010 which will be replaced with MSBA Policy 302.

Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2010 - first reading.
 - E. 2050 Line Of Responsibility - Deletion 10
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2050 which will be replaced with MSBA Policy 302.

Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2050 - first reading.
 - F. 2065 Administrative Leeway In Absence Of School Board Policy - Deletion 11
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2065 which will be replaced with MSBA Policy 302.

Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2065 - first reading.

3. Informational Items

A. Fair Labor Standards Act Revision

B. Health Reimbursement (HRA) legislation update

4. Future Items

HUMAN RESOURCES ACTION ITEMS FOR: 12/20/2016

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
FORSMAN, JESSICA	.5 GUIDANCE COUNSELOR/EAST, IV 4, S BERINI	12/01/16
SKOOG, ALICIA	.5 SPEC ED LD RESOURCE/PIEDMONT, III 4, REALLOCATE FTE	11/21/16
Total: 2		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
GRENBERG, SARAH	SCIENCE/ORDEAN EAST, IV 2, R TERESI, CHANGE IN DATES	08/30/16 10/03/16
IRVINE, MARY	KINDERGARTEN/MYERS-WILKINS, H ANDRYS, TO BE DETERMINED	11/23/16
ZMUDY, HOWARD	SPEC ED EBD/ARROWHEAD ACADEMY, IV+45 7, A PECHEK	11/07/16 12/02/16
Total: 3		
<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
AKUAMOAH-BOATENG, ANITA	SPEC ED LD/LAURA MACARTHUR, .6 TO 1.0	11/14/16
SWANSON, BARBARA	DATA COACH/ABE, .75 TO 1.0	10/17/16
Total: 2		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
SPEHAR, THOMAS	GRADE 5/LESTER PARK	01/20/17
Total: 1		
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
SAVRE, JAMIE	GUIDANCE COUNSELOR/EAST, 1.0 TO .8, VOLUNTARY DECREASE	12/01/16 06/16/17
Total: 1		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
AKUAMOAH-BOATENG, ANITA	SPEC ED LD/LAURA MACARTHUR, 1/6 OVERLOAD	11/14/16 06/09/17
FORSMAN, JESSICA	GUIDANCE COUNSELOR/EAST, .5 TO .8	12/01/16 06/16/17
GILBERTSON, HEATHER	WIN/ORDEAN EAST, 1/6 OVERLOAD	08/30/16 06/09/17
OLSON, KIMBERLY	HEALTH/MEDICAL OCC/EAST/DENFELD, 1/6 OVERLOAD	08/30/16 06/09/17
RANNILA, MATTHEW	TRADE INDUST ARTS/DENFELD, 1/6 OVERLOAD	08/30/16 06/09/17
SEIDELMANN, ERIC	WIN/ORDEAN EAST, 1/6 OVERLOAD	08/30/16 06/09/17
SENSKI, VINCENT	WIN/ORDEAN EAST, 1/6 OVERLOAD	08/30/16 06/09/17
TOLO, CHARLES	WIN/ORDEAN EAST, 1/6 OVERLOAD	08/30/16 06/09/17
VAN LOH, JANE	PRE-K SCHOOL READINESS/STOWE, .375 TO .4125	08/30/16 06/09/17
ZWAK, MICHAEL	LABOR MANAGEMENT/DW, 1/6 OVERLOAD	08/30/16 06/09/17
Total: 10		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BOWEN-BAILEY, HOLLY	ENGLISH/ORDEANEAST/PERSONAL LEAVE OF ABSENCE, "LWOP"	01/24/17 02/06/17
MURPHY, CAMILLE	SCHOOL NURSE/LINCOLN PARK/PERSONAL LEAVE OF ABSENCE, "LWOP"	01/26/17 01/31/17
Total: 2		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BRITTON, JEREMY	FIELD SUPPORT TECH/HOCHS/TECHNOLOGY, 40/52WKS, \$913.00/WK, D DORN	11/14/16
GILBERTSON, CAYLA	SUPV PARA/EAST, 19/38WKS, \$14.23/HR, J BENNETT	11/14/16
KLOTZ, JILL	INSTR PARA ECFE/DW, 19/38WKS, \$13.86/HR, N WAZWAZ	11/07/16
MARIUCCI, REBECCA	TITLE I INSTR PARA/PIEDMONT, 26.5/38WKS, \$13.86/HR, M BERGMAN	11/21/16
STENEHJEM, KATIE	SPEC ED BW PARA/STOWE, 18/38WKS, \$15.38/HR, M ANDERSON	11/21/16
STRONG, GWENDOLYN	INSTR PARA/DW HDST/SR, 16/38WKS, \$15.36/HR, NEW POS	11/28/16
UDENBERG, THOMAS	SUPV PARA/DENFELD, 19/38WKS, \$14.23/HR, J MARCKS	11/21/16
WEIDINGER, NICOLE	SPEC ED BW PARA/STOWE, 16/38WKS, \$15.38/HR, NEW POS	11/08/16
Total: 8		
<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/RATE OF PAY/REPLACING</u>	<u>EFFECTIVE DATES</u>
ANDERSON, LERAE	HELPER/EAST, 18.75/38WKS, \$11.04/HR	10/24/16 06/08/17
BECKMAN, LYNN	HELPER/DENFELD, 18.75/38WKS, \$11.04/HR	11/07/16 06/08/17
SHEA, KERRI	HELPER/DENFELD, 18.75/38WKS, \$11.04/HR	10/31/16 06/08/17
SWARD, LISA	HELPER/EAST, 18.75/38WKS, \$11.04/HR	11/07/16 06/08/17
TRAYLOR, MINDY	HELPER/EAST, 18.75/38WKS, \$11.04/HR	11/07/16 06/08/17
Total: 5		
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BLINDAUER, BRETT	INSTR PARA/STOWE HDST, .49375 TO .45	12/31/16
CANFIELD-EVANSON, KRISTIN	INSTR PARA/MYERS-WILKINS HDST, .49375 TO .4625	10/24/16
CLEMENTS, GREGORY	SUPV PARA/LINCOLN PARK, .925 TO .875	08/30/16
COLARETA, KARINA	INSTR PARA/BARNES HDST, .49375 TO .45	10/24/16

NONCERT PERM DECREASE

DAWSON-HUMES, ANNE
 KUEHNE, ANGELA
 SALMELA, GAYLE
 SAMUELSON-JOHNSON, MELANIE
 SCHOENBORN, EDWARD
 URSIN, JACK
 WINKLESKY, DANYEL
 WRIGHT, MELISSA
 Total: 12

POSITION/LOCATION/CONDITION

INSTR PARA/LAURA MACARTHUR HDST, .49375 TO .45
 INSTR PARA/PIEDMONT HDST, .49375 TO .45
 INSTR PARA/MYERS-WILKINS HDST, .49375 TO .45
 INSTR PARA/LAURA MACARTHUR HDST, .49375 TO .45
 DROP OUT RECOVERY/ALC, .6 TO .2, DISPLACED
 SPEC ED STUD SPEC PARA/MERRITT CREEK, .8125 TO .78125, BUMPED
 INSTR PARA/PIEDMONT HDST, .49375 TO .45
 INSTR PARA/LAURA MACARTHUR HDST, .49375 TO .4

EFFECTIVE DATES

10/24/16
 10/24/16
 10/24/16
 10/24/16
 08/30/16
 11/07/16
 10/24/16
 10/24/16

NONCERT PERM INCREASE

COLARETA, KARINA
 DAY, ANGELA
 KNEELAND, STEVE
 ZWICKY, RACHEL
 Total: 4

POSITION/LOCATION/CONDITION

INSTR PARA/BARNES HDST, .45 TO .975
 SIGN LANGUAGE FACILITATOR/LINCOLN PARK, .78125 TO .8125
 SPEC ED BW PARA MALE REQ/LINCOLN PARK, .78125 TO .8125, DISPLACED
 SPEC ED PROG PARA/PIEDMONT, .78125 TO .8125, BUMPED

EFFECTIVE DATES

11/21/16
 08/30/16
 10/31/16
 11/07/16

NONCERT PROMOTION

BERGMAN, MICHELLE
 EDWARDS, DEBORAH
 FRIDSMA, JAMES
 KLOTZ, JILL
 MONTGOMERY, DEBRA
 SHEMWELL, ETHNA
 Total: 6

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

SPEC ED PROG PARA/MYERS-WILKINS, INSTR PARA/PIEDMONT, \$16.69/HR
 CHECK&CONNECT MENTOR/DENFELD, SPEC ED PROG PARA/MACARTHUR, \$17.68/HR
 UTILITY PERSON I/DW, MAINT CUSTODIAN/LAKEWOOD, \$17.21/HR
 SPEC ED STUD SPEC PARA/MERRITT CREEK, INSTR PARA/DW ECFE, \$15.38/HR
 CHECK & CONNECT MENTOR/DENFELD, SPEC ED PROG PARA/MERRITT CREEK, \$17.81/
 SPEC ED BW PARA/LAURA MACARTHUR, INSTR PARA/PIEDMONT, \$15.38/HR

EFFECTIVE DATES

11/07/16
 11/17/16
 11/09/16
 11/21/16
 11/17/16
 11/21/16

NONCERT RETIREMENT

PLANTE, JOAN
 SCHOENBORN, EDWARD
 Total: 2

POSITION/LOCATION

OCCUPATIONAL THERAPY PARA/LAURA MACARTHUR
 DROP OUT RECOVERY/ALC

EFFECTIVE DATES

01/06/16
 12/03/16

NONCERT TEMP INCREASE

DAVIDSON, LEVI
 HALES, KYRA
 HOFFBAUER, JESSE
 LAURVICK, SANDRA
 QUADE, MEGAN
 ROSETH, RICHARD
 WILSON, KERN
 Total: 7

POSITION/LOCATION/CONDITION

SUPV PARA/EAST, .75 TO .84375
 HELPER/STOWE, .375 TO .5
 SPEC ED PARA/LOWELL, .78125 TO .8125
 SPEC ED PARA RN/LAURA MACARTHUR, .95 TO 1.0, RIDING BUS WITH STUDENT
 SPEC ED STUD SPEC PARA/LAURA MACARTHUR, .78125 TO .875, M QUADE
 SUPV PARA MALE REQ/DENFELD, .73125 TO .85625
 SPEC ED PROG PARA/DENFELD, .8125 TO .9375

EFFECTIVE DATES

10/27/16 06/09/17
 11/07/16 06/08/17
 09/06/16 06/08/17
 11/07/16 06/09/17
 10/03/16 06/08/17
 09/06/16 06/08/17
 09/06/16 06/08/17

NON CERT TERMINATION

LUOMANEN, JEREMY
 Total: 1

POSITION/LOCATION

SCHOOL CUSTODIAN II/DENFELD

EFFECTIVE DATES

11/02/16

NONCERT RESIGNATION

WESTBROOK, JOY
 Total: 1

POSITION/LOCATION

FOOD SERVICE HELPER/EAST

EFFECTIVE DATES

10/18/16

NONCERT LEAVES

BISELL, LORRI
 Total: 1

POSITION/LOCATION/TYPER OF LEAVE

FOOD SERVICE HELPER/DENFELD/B "PERSONAL LWOP"

EFFECTIVE DATES

12/24/16 06/09/17

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
 MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
 MSBA/MASA Model Policy 301 (School District Administration)
 MSBA/MASA Model Policy 303 (Superintendent Selection)
 MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
 MSBA/MASA Model Policy 305 (Policy Implementation)
 MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

First Reading: 12-20-16 ISD 709

~~2015 SUPERINTENDENT FUNCTIONS~~

The areas which shall demand his/her attention include (1) curriculum and instruction, (2) students and parents, (3) human resources, (4) business services, and (5) community relations. The functions of the Superintendent shall include:

1. ~~Develop and present to the School Board all policies necessary for the proper operation of the School District.~~
2. ~~Direct the selection process and make recommendations for hiring all employees, including the administrative staff, instructional staff, and non-teaching employees. Vacant or newly created administrative staff positions will be filled only upon recommendation of the Superintendent and approval by the School Board. Assistant Superintendent and Director positions shall report directly to the Superintendent.~~
3. ~~Direct the preparation and presentation of a realistic budget for the fiscal year based upon expected revenues.~~
4. ~~Direct the development of adequate school housing and equipment for the educational program with the assistance of the School Board and the staff.~~
5. ~~Keep the School Board informed of the needs and accomplishments of all phases of the school program so that it can act intelligently in the adoption of school policies and in the consideration of her/his recommendations.~~
6. ~~Review all communications from the School Board to the members of the staff.~~
7. ~~Review all communications from the staff to the School Board, except when an employee appeals to the School Board from a decision of the Superintendent.~~
8. ~~Develop educational leadership on the part of the staff members and provide educational leadership to the staff.~~
9. ~~Promote improvements in school physical plant and instructional program.~~
10. ~~Provide leadership in the planning of curriculum development so that it reflects the philosophy of the School District and so that each part fits into the whole educational program.~~
11. ~~Establish an effective program of inservice training for the instructional and non-instructional staff members.~~
12. ~~Develop and maintain an organizational structure or pattern of working relationships of administrators within the schools.~~
13. ~~Maintain liaison with local and state branches of government and planning agencies.~~
14. ~~Promote good public relations with service organizations, civic and cultural agencies and educational institutions within the community and the state.~~
15. ~~Direct the development and implementation of an ongoing system for the evaluation of teacher performance. Provide the School Board with recommendations with regard to teacher promotions, transfers, or dismissals based upon these evaluations.~~
16. ~~Direct development and maintenance of a ten-year forecast of School District needs and operations including physical plant, enrollments, and financing.~~
17. ~~Inform the School Board, through specific proposals, of opportunities to participate in federal or state-funded programs and direct filing of applications upon approval of the School Board.~~

Reference: ~~MSA 123.34~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

Deleted: 01-17-2017 ISD 709

~~2010 SUPERINTENDENT OVERVIEW~~

~~The Superintendent shall be the executive representative of the School Board and shall act under the School Board's direction and advice in the management of the schools. It is the duty of the Superintendent to keep the School Board informed concerning the welfare and progress of the schools and to submit promptly and accurately all special reports asked for by the School Board and to carry out the policies and decisions of the School Board.~~

~~References: MSA 125.03, 123.34, 123.51
Minn. Reg. Ed., Superintendents~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

~~Deleted: 01-17-2017 ISD 709~~

~~2050 LINE OF RESPONSIBILITY~~

~~Each employee in the School District is responsible to the School Board through the Superintendent. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. When necessary, the administrative officers shall refer such matters to the next higher authority. All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the School Board.~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

Deleted: 01-17-2017 ISD 709

~~2065 ADMINISTRATIVE LEEWAY IN ABSENCE OF SCHOOL BOARD POLICY~~

~~In cases where emergency action must be taken within the School District and where the School Board has not provided guidelines for administrative action, the Superintendent and/or other administrative personnel shall have the power to act, but their decisions shall be subject to review by the School Board at its regular meeting. It shall be the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.~~

Adopted: ~~06-09-1970 ISD 709~~

Revised: ~~06-20-1995 ISD 709~~

Deleted: 01-17-2017 ISD 709