

Human Resources Committee
Duluth Public Schools, ISD 709
Agenda
Tuesday, June 11, 2019
UnitedHealth Group Building
4316 Rice Lake Road
Suite 108
Duluth, MN 55811
4:15 PM

- 1. **Staffing Report Action Items** 2
- 2. **Other HR Action Items**
 - A. *Placeholder - Approval of Termination of Certified Non-Tenured Certified Staff-Resolution HR-6-19-3652 5
 - B. *Placeholder - Approval of Termination of Certified Tenured Staff - Resolution HR-6-19-3651 6
- 3. **HR Informational Items**
 - A. There are no HR Informational Items at this time.
- 4. **Other HR Future Items**
 - A. Nepotism Discussion

HUMAN RESOURCES ACTION ITEMS FOR: 6/18/2019

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
ASCHEMAN, CHARLOTTE	SPANISH/GRADE 1/LOWELL, (MA) IV 7, NEW POS	08/27/19
BOWMAN, ELLEN	SPEC ED ASD III/EAST, (BA) III 2, J WILL	08/27/19
BROWN, PAULA	SPEC ED RESOURCE/ROCKRIDGE, (MA) IV+15 8, D AMRAHAMSON	08/27/19
BURRITT, ABIGAIL	SPEC ED RESOURCE/EAST, (BA) III 2, H LYLE	08/27/19
COOK, JESSICA	.90 SPEC ED RESOURCE/EAST, (PHD) 14 9, E FOYT	08/27/19
*Placeholder		
Total: 5		
<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
AHERN, JENNIFER	TOSA MATH/ALC, NOT TO EXCEED 90 HRS	06/17/19 08/15/19
AKERVIK, THERESA	CURRICULUM/HOCHS, NOT TO EXCEED 24 HRS	06/10/19 06/28/19
BAMBENEK, PATRICIA	CURRICULUM/HOCHS, NOT TO EXCEED 40 HRS	06/10/19 06/28/19
BARNES, JANE	ECFE PARENT EDUCATOR/ESSENTIA/ST LUKES, NOT TO EXCEED 36 HOURS	06/10/19 08/23/19
BREILEIN, ALEXANDRA	TOSA ART/ALC, NOT TO EXCEED 45 HRS	06/17/19 08/15/19
BUSH, SHANIA	TOSA SCIENCE/ALC, NOT TO EXCEED 60 HRS	06/17/19 08/15/19
CARLSON, HAILEY	TOSA SPANISH/ALC, NOT TO EXCEED 90 HRS	06/17/19 08/15/19
CLAIRMONT, DENISE	PRINCIPAL/ROCKRIDGE, NOT TO EXCEED 110 HRS	06/11/19 07/18/19
DAHL, CAROL	POHI/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
DALBEC, SHARON	SPEC ED/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
DANIELSON, KATIE	FAMILIES IN TRANSITION COORD/HOCHS, NOT TO EXCEED 80 HRS	06/10/19 08/26/19
DESCOMBAZ, MICHAEL	TOSA PHYSICAL EDUCATION/ALC, NOT TO EXCEED 45 HRS	06/17/19 08/15/19
DURFEE, CHRISTOPHER	MATH INVENTIONIST/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
FELDHAKE, MARY	PRE-K/MACARTHUR, NOT TO EXCEED 40 HRS	06/10/19 06/14/19
FELDHAKE, MARY	PRE-K/MACARTHUR, NOT TO EXCEED 16 HRS	08/26/19 08/30/19
FORBORT, SCOTT	TOSA ENGLISH/ALC, NOT TO EXCEED 90 HRS	06/17/19 08/15/19
FRANCKOWIAK, KIMBERLY	TOSA SOCIAL STUDIES/ALC, NOT TO EXCEED 60 HRS	06/17/19 08/15/19
GOLDMAN, CRYSTAL	CURRICULUM/HOCHS, NOT TO EXCEED 20 HRS	06/10/19 06/28/19
GRANMO, SHERYL	SPEC ED/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
GRENIGER, JODY	ADULT BASIC ED/HOCHS, NOT TO EXCEED 125 HRS	06/10/19 07/26/19
HARVICK, HEATHER	CURRICULUM/HOCHS, NOT TO EXCEED 80 HRS	06/10/19 06/28/19
HELLA, LINDSEY	MATH/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
HENDERSON, LYNN	ECFE PARENT EDUCATOR/ESSENTIA/ST LUKES, NOT TO EXCEED 18 HRS	06/10/19 08/23/19
HESS, VALERIE	SPEC ED/CHESTER CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
HOPPE, ASHLEY	SPEC ED/CHESTER CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
JAROS, JENNIFER	ECFE/PRE-SCHOOL/DW, NOT TO EXCEED 120 HRS	06/10/19 08/23/19
JOHNS, SHERI	TOSA MATH/ALC, NOT TO EXCEED 120 HRS	06/17/19 08/15/19
JOHNSON, ELISABETH	PRE-K/PIEDMONT, NOT TO EXCEED 40 HRS	06/10/19 08/30/19
JUBENVILLE, JAMES	POHI/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
KEROLA, WILLIAM	SPEC ED/CHESTER CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
KILBURG, JEANNE	SPEC ED/ROCKRIDGE, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
KOLQUIST, JULIE	SPEC ED/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
KOVACOVIC, LAURIE	CURRICULUM/HOCHS, NOT TO EXCEED 30 HRS	06/10/19 06/28/19
LAFONTAINE, LAURA	CURRICULUM/HOCHS, NOT TO EXCEED 55 HRS	06/10/19 06/28/19
LEBENS, LINNEA	ADULT BASIC ED/HOCHS, NOT TO EXCEED 100 HRS	06/10/19 07/26/19
LINDULA, JOHN	TOSA SOCIAL STUDIES/ALC, NOT TO EXCEED 45 HRS	06/17/19 08/15/19
MICKOLAJAK, TODD	SPEC ED TOSA/ALC, NOT TO EXCEED 30 HRS	06/17/19 08/15/19
MOORE, PATRICK	TOSA ENGLISH/ALC, NOT TO EXCEED 45 HRS	06/17/19 08/15/19
MOORE, PATRICK	TOSA HEALTH/ALC, NOT TO EXCEED 45 HRS	06/17/19 08/15/19
MOZOL, DIANE	ECFE CHILD EDUCATOR/ESSENTIA/ST LUKES, NOT TO EXCEED 36 HRS	06/10/19 08/23/19
NEWGRN, SANDRA	PRE-K/HOCHS, NOT TO EXCEED 40 HRS	08/19/19 08/23/19
OLSON, ANTHONY	SPEC ED TOSA/ALC, NOT TO EXCEED 90 HRS	06/17/19 08/15/19
PAQUETTE, BARBARA	SPEC ED/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
PAWLIKOWSKI, BETTY	SPEC ED/ARROWHEAD ACADEMY, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
PEARSON, SARAH	TOSA MATH/ALC, NOT TO EXCEED 90 HRS	06/17/19 08/15/19
PIETTE, KELLY	PRE-K/HOCHS, NOT TO EXCEED 40 HRS	06/10/19 06/14/19
PLESKO, SHERRI	SPEC ED/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
PRECKEL, KEVIN	SPEC ED/ARROWHEAD ACADEMY, NOT TO EXCEED 105 HRS	06/11/19 07/18/19
SALMELA, AARON	CURRICULUM/HOCHS, NOT TO EXCEED 40 HRS	06/10/19 06/28/19
SCHMIDT, SUSAN	CURRICULUM/HOCHS, NOT TO EXCEED 60 HRS	06/10/19 06/28/19
SMITH, HAMILTON	TOSA SCIENCE/ALC, NOT TO EXCEED 90 HRS	06/17/19 08/15/19
SODERBERG, CARL	TOSA SOCIAL STUDIES/ALC, NOT TO EXCEED 60 HRS	06/17/19 08/15/19
SUNDAL, JENNIFER	PRE-K/DW, NOT TO EXCEED 120 HRS	06/10/19 08/23/19 ²
SWENSON, DANIELLE	PRE-K/MYERS-WILKINS, NOT TO EXCEED 16 HRS	08/26/19 08/30/19
THOUIN, PHILLIP	TOSA SCIENCE/ALC, NOT TO EXCEED 60 HRS	06/17/19 08/15/19

<u>CERT EXTENSION</u> VOLD, CHRIS WILKINS, TAMMI WILLIAMS, PAULA WILLIAMS, PAULA WITTMER, NANCY *Placeholder Total: 61	<u>POSITION/LOCATION/CONDITION</u> AEO COORDINATOR/AEO, NOT TO EXCEED 60 HRS CURRICULUM/HOCHS, NOT TO EXCEED 40 HRS COUNSELOR/ALC, NOT TO EXCEED 120 HRS GUIDANCE COUNSELOR/ROCKRIDGE, NOT TO EXCEED 40 HRS SPEC ED/CHESTER CREEK, NOT TO EXCEED 105 HRS	<u>EFFECTIVE DATES</u> 06/17/19 08/15/19 06/10/19 06/28/19 06/17/19 08/15/19 06/12/19 07/18/19 06/11/19 07/18/19
<u>CERT LEAVES</u> BURNHAM, BERNADETTE ENGBRETSSEN, LAURA HUIBREGTSE, SARAH *Placeholder Total: 3	<u>POSITION/LOCATION/LEAVE TYPE</u> .2 QUALITY PROCESS COORD/HOCHS, .8 UNION REP, ORGANIZATIONAL LWOP GRADE 1/MYERS-WILKINS, PARENTAL LWOP GRADE 4/CONGDON, PARENTAL LWOP	<u>EFFECTIVE DATES</u> 07/01/19 06/30/22 04/24/19 06/07/19 04/26/19 06/07/19
<u>CERT LONG TERM SUB</u> FRANKLIN, MEREDITH PLASTER, AMANDA *Placeholder Total: 2	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u> GRADE 4/CONGDON, III 4, S HUIBREGTSE GRADE 1/MYERS-WILKINS, III 2, L ENGBRETSSEN, CHANGE IN END DATE	<u>EFFECTIVE DATES</u> 04/01/19 05/31/19 04/16/19 06/07/19
<u>CERT RESIGNATION</u> CRETENS, MAGDELINE SKOOG, ALICIA *Placeholder Total: 2	<u>POSITION/LOCATION</u> SPEC ED DCD III/MEYERS-WILKINS SPEC ED EBD/LOWELL	<u>EFFECTIVE DATES</u> 06/07/19 06/07/19
<u>CERT RETIREMENT</u> MARTIN, MICHAEL *Placeholder Total: 1	<u>POSITION/LOCATION</u> SOCIAL STUDIES/DW	<u>EFFECTIVE DATES</u> 06/07/19
<u>CERT TEMP INCREASE</u> AHERN, JENNIFER WIKSTROM, MICHELLE *Placeholder Total: 2	<u>POSITION/LOCATION/CONDITION</u> MATH/AEO, 1/6 OVERLOAD, CLASS SIZE SPEC ED OT/DW, 1/6 OVERLOAD	<u>EFFECTIVE DATES</u> 01/22/19 06/07/19 04/29/19 06/07/19
<u>NONCERT APPOINTMENT</u> LABELLE, JENNIFER MAJOR, MEGAN WILLIAMS, SHERYL *Placeholder Total: 3	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u> OFF SUPP SPEC INTERM/EAST, 40/50WKS, \$16.25/HR, D HEIM SPEC ED PARA/STUD SPEC/STOWE, 31.25/38WKS, \$15.76/HR, TEMP POS HEAD START SUPERVISOR/HOCHS, 40/42WKS, \$1927.00/WK, P REES	<u>EFFECTIVE DATES</u> 06/03/19 05/13/19 06/07/19 08/01/19
<u>NONCERT EXTENSION</u> BLEVINS, SHARIE MCGREW, PAULA STABE, GWEN *Placeholder Total: 3	<u>POSITION/LOCATION/CONDITION</u> OFFICE SUPPORT SPEC SR/ECFE/HOCHS, NOT TO EXCEED 60 HRS OFFICE SUPPORT SPEC SR/EXCEL, NOT TO EXCEED 80 HRS HDST PARA/HOCHS, NOT TO EXCEED 96 HRS	<u>EFFECTIVE DATES</u> 06/17/19 08/09/19 06/24/19 08/09/19 06/10/19 08/26/19
<u>NONCERT LEAVES</u> FONTAINE, GAYLA *Placeholder Total: 1	<u>POSITION/LOCATION/TYPER OF LEAVE</u> CAFETERIA HELPER/CONGDON, A MEDICAL" LWOP, DATE TBD"	<u>EFFECTIVE DATES</u> 05/07/19
<u>NONCERT RESIGNATION</u> AMUNDSON, ALEXIA BRUENINGHAUS, JENNIFER BUNT, JORDAN HANSEN, JENNIFER JACOBS, NICHOLAS	<u>POSITION/LOCATION</u> SPEC ED PARA/MACARTHUR SPEC ED PARA/DENFELD MAINTENANCE CUSTODIAN/CONGDON SPEC ED PARA/ORDEAN EAST COORDINATOR COMMUNITY ED/DENFELD/LINCOLN PARK	<u>EFFECTIVE DATES</u> 06/07/19 06/07/19 05/31/19 06/07/19 06/07/19

NONCERT RESIGNATION

LARSON, ELIZABETH
MAJOR, MEGAN
MILLER, JOSEPH
SANDMAN, BABETTE
URSIN, JACK
*Placeholder
Total: 10

POSITION/LOCATION

OFFICE SUPPORT SPECIALIST/EAST
SPEC ED PARA/STOWE
LTS CAFETERIA HELPER/EAST
AMERICAN INDIAN HOME SCHOOL LIAISON/DW
SPEC ED PARA/MACARTHUR

EFFECTIVE DATES

06/03/19
06/07/19
05/23/19
06/07/19
06/07/19

NONCERT RETIREMENT

ELMORE, NANCY
OLSON, JEANNETTE
*Placeholder
Total: 2

POSITION/LOCATION

OFFICE SUPPORT SPECIALIST SR/MACARTHUR
SPEC ED PARA/ROCKRIDGE

EFFECTIVE DATES

06/21/19
06/07/19

NONCERT SUMMER SCHOOL

HILL, KRISTA
*Placeholder
Total: 1

POSITION/LOCATION

OFF SUPP SPEC SR/LINCOLN, NOT TO EXCEED 128 HRS

EFFECTIVE DATES

06/17/19 07/25/19

R E S O L U T I O N

RE: Termination of Certified Probationary (Non-Tenured) Staff

WHEREAS, during the first three years of consecutive employment all teachers in the public schools in cities of the first class are deemed to be in a probational period of employment during which period the School Board may renew, or not renew, any teachers' annual contract as the School Board shall see fit. The term "teacher" includes every person regularly employed, as a principal, or to give instruction in a classroom, or to superintend or supervise classroom instruction, or as a placement teacher and visiting teacher.

NOW, THEREFORE, BE IT RESOLVED by the School Board on Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The employment contracts of the following probationary teachers shall not be renewed and their employment shall terminate at the end of the school day on June 7, 2019, unless another date is indicated below, in which case the employment of the particular teacher shall terminate on that date.

**Placeholder*

2. **BE IT FURTHER RESOLVED** the Clerk of the School Board shall notify such teachers in writing before July 1, 2019, of the termination of their employment.

R E S O L U T I O N

RE: Termination of Certified Tenured Staff

WHEREAS, enrollment in the School District is declining;

WHEREAS, during the 2019-20 school year, the District will lack a sufficient number of pupils to support all tenured teachers currently employed by the District;

WHEREAS, the School Board has found it necessary to discontinue certain positions;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The Board proposes that the employment of the following tenured teachers terminate effective at the end of the school day on June 7, 2019, unless another date is indicated below, due to discontinuance of position or lack of pupils.

**Placeholder*

2. The Clerk of the School Board shall notify all such teachers in writing of the proposed layoff, the grounds for the proposed layoff, and the right to request a hearing within ten (10) calendar days after receiving said notice. The Clerk shall also notify all such teachers that if they fail to request a hearing within ten (10) days, they will be deemed to have acquiesced in the Boards action.