

## Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, August 20, 2019

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 HR Action Items</b>	
A. *Placeholder - Approval of Employment of a School Board Member by the District - Resolution #HR-8-19-3660 - Held until the September Board Meeting	6
B. Revise Policy 401 - Equal Employment Opportunity - Second Reading	8
C. Revise Policy 103 - Complaints - Students, Employees, Parents, Other Persons - Second Reading	10
D. Revise Policy 102 Equal Educational Opportunity - First Reading	15
E. Revise Policy 402 - Disability Non Discrimination Policy - First Reading	17
<b>3. HR Informational Items</b>	
A. Superintendent search options	19
<b>4. Other HR Future Items</b>	
A. Nepotism Discussion	

**HUMAN RESOURCES ACTION ITEMS FOR: 8/20/2019**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/LOCATION/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
AURAN, AMY	GRADE 1/LAURA MACARTHUR, (BA) III 2, NEW POSITION	8/27/2019
BEYER, JUSTINE	GRADE 2/MYERS WILKINS, (BA) III 4, S. CHAPMAN	8/27/2019
BLANCHARD, MICHELLE	DEAN OF STUDENTS/DENFELD, (MA) IV 7, NEW POSITION	8/27/2019
DOUGHERTY, MICHAELA	GRADE 2/MYERS WILKINS, (BA) III 3, NEW POS	8/27/2019
FUCHS, JENNIFER	TOSA THE DEN PROGRAM COORD/LINCOLN PARK, (MA) IV 6, NEW POS	8/27/2019
HESSLER, EVE	SPANISH/DENFELD, (MA)IV+15 9, R ALM	8/27/2019
KAZMIERCZAK, BRIAN	MIDDLE SCHOOL PRINCIPAL/LINCOLN PARK, V,2, B. VATTHAUER	8/5/2019
PETERSON, JAMIE	.7 HEALTH/PHYED/LINCOLN PARK, (BA) III,7, R.WINDT	8/27/2019
PUGLISI, ANTHONY	.7 ELEM MUSIC SPECIALIST/LOWELL, (BA) III 2, K. PASCHEN	8/27/2019
REED, JENNIFER	SPEC EDUC B-6 ECSE/DW, (BA) III 6, R. JACOB	8/27/2019
REINHARD, JANNA	GRADE 5/MYERS WILKINS, (BA) III 7, A. ROSENBERG	8/27/2019
SAUMER, LAURA	BAND/LINCOLN PARK, (BA) III 7, S. BOYNTON	8/27/2019
SCHUCHMAN, HEIDI	.6 TOSA READING INTERVENTIONIST/LOWELL, (MA) IV+15 9, D. USELMAN	8/27/2019
SMITH, ADDIE	SPEC ED SCHOOL SOCIAL WORKER/DW, IV+30 5, V SUNDELL	8/20/2019
SMITH, CHARLES	.6 TOSA MISAABEKONG COORDINATOR/LOWELL, (BA) III 3, NEW POS	8/27/2019
VAUGHT, DANIEL	SCHOOL NURSE/DW, (BA)III 7, S SEDERBERG	8/27/2019
WRAZIDLO, BROOKE	GRADE 2/MYERS WILKINS, (BA) III, 1, B. ANTONICH	8/27/2019
ZESTCOTT, AURORA	SPEC ED MULTI CATEGORY SETTING III/EAST, (BA)III 3, NEW POS	8/27/2019
*Placeholder		
Total: 18		
<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
AKERVIK, THERESA	CURRICULUM/HOCHS, NOT TO EXCEED 8 HRS	8/12/2019 8/26/2019
CLAIRMONT, DENISE	POSA/RESIDENTIAL, NOT TO EXCEED 86 HRS	8/5/2019 8/26/2019
HANNU, DEBRA	CURRICULUM/HOCHS, NOT TO EXCEED 8 HRS	8/12/2019 8/26/2019
JONES, GREG	STAFF DEVELOPMENT/DW, NOT TO EXCEED 24 HRS	7/15/2019 8/26/2019
LAFONTAINE, LAURA	CURRICULUM/HOCHS, NOT TO EXCEED 8 HRS	8/12/2019 8/26/2019
PEARSON, TOM	ACTIVITY DIRECTOR/DENFELD, NOT TO EXCEED 160 HRS	7/1/2019 6/30/2020
PUGLISI, LINDA	CURRICULUM/HOCHS, 8 HRS	8/12/2019 8/26/2019
ROED, SHAWN	ACTIVITY DIRECTOR/EAST, NOT TO EXCEED 160 HRS	7/1/2019 6/30/2020
ZWAK, MICHAEL	WORK EXPERIENCE/ALC, NOT TO EXCEED 90 HRS	6/17/2019 8/15/2019
*Placeholder		
Total: 9		
<b><u>CERT LEAVES</u></b>	<b><u>POSITION/LOCATION/LEAVE TYPE</u></b>	<b><u>EFFECTIVE DATES</u></b>
GUSE, JESSICA	GRADE 4/PIEDMONT, SUPERINTENDENT APPROVED LWOP	8/27/2019 6/8/2020
MEHLING, MARIBEL	GRADE 3/MYERS-WILKINS, RESCIND POLICY #4125 AND CHANGE TO MID-CAREER LWOP	8/27/2019 6/3/2022
*Placeholder		
Total: 2		
<b><u>CERT LONG TERM SUB</u></b>	<b><u>POSITION/LOCATION/CLASS &amp; STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
MOEN, CHRISTINE	SPEECH LANGUAGE PATHOLOGIST/DW, (MA)IV+45 9, K RUPP	8/27/2019 10/1/2019
*Placeholder		
Total: 1		
<b><u>CERT PROMOTION</u></b>	<b><u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u></b>	<b><u>EFFECTIVE DATES</u></b>
HINTSALA, JACOB	PRINCIPAL/RESIDENTIALS, ASST PRINCIPAL/LINCOLN, \$121,482/YR, D CLAIRMONT	8/5/2019
Total: 1		
<b><u>CERT RESIGNATION</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
ERICKSON, KARILYN	MATH/EAST	7/11/2019
LEVOIR, JANELLE	KINDERGARTEN/PIEDMONT, LWOP STATUS	6/7/2019
WENTWORTH, LISA	SCHOOL COUNSELOR/EAST	8/24/2019
*Placeholder		
Total: 3		
<b><u>CERT RETIREMENT</u></b>	<b><u>POSITION/LOCATION</u></b>	<b><u>EFFECTIVE DATES</u></b>
EASON, LINDA	MEDIA SPECIALIST/CONGDON	11/1/2019
*Placeholder		
Total: 1		

<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
OSTERLUND, ALICIA	ENGLISH/LINCOLN	6/12/2019 7/26/2019
OSTERLUND, ALICIA	EXCEL/LOWELL	7/7/2019 7/25/2019
SPEHAR, THOMAS	ENGLISH AND MATH GRADES 6-12/ROCKRIDGE	6/12/2019 7/17/2019
WHITE, HEATHER	ENGLISH/LINCOLN	8/5/2019 8/15/2019
*Placeholder		
Total: 4		
<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LAKE, TAWNYEA	DIR OF ASSESSMENT AND EVALUATION/HOCHS/1.00 TO 0.9 VOL REDUCTION	7/1/2019 6/30/2020
STOKES, HANNAH	MTSS COORD/MYERS-WILKINS/SPEC ED SOC WRKR/DW, SPEC ED SOC WRKR, 1.0 TO .8	8/20/2019 6/15/2020
*Placeholder		
Total: 2		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HATFIELD, KATHRYN	SPEC ED PHYSICALLY IMPAIRED/DW, 1/6 OVERLOAD	8/27/2019 6/8/2020
HUGHES, DOUGLAS	BUSINESS ED/ORDEAN EAST, HALF 1/6 OVERLOAD	8/27/2019 6/8/2020
LYLE, RICHARD	INDUSTRIAL TECH/ORDEAN EAST, HALF 1/6 OVERLOAD	8/27/2019 6/8/2020
STEINSBERGER, JEFFREY	INDUSTRIAL ARTS/ORDEAN EAST, 1/6 OVERLOAD	8/27/2019 6/8/2020
*Placeholder		
Total: 4		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
ANDERSON, LERAE	FOOD SERVICE HELPER/HOMECROFT, 15/38WKS, \$12.71/HR	8/27/2019
BARRY, KERRI	SPEC ED PARA/BW/ORDEAN EAST, 32.5/38WKS, \$16.08/HR, S PAQUETTE	8/27/2019
BEAULIEU, ISABELLE	FOOD SERVICE HELPER/EAST, 20/38WKS, \$11.55/HR	8/27/2019
BERGESON, JOSEPHINE	SPCE ED PARA/BW/DENFELD, 32.5/38WKS, \$16.08/HR, J BRUENINGHAUS	8/27/2019
BEYER, ANGELA	FOOD SERVICE HELPER/LESTER PARK, 15/38WKS, \$11.55/HR, NEW POS	8/27/2019
BOLANDER, MELISSA	SUPV PARA/PIEDMONT, 23.5/38WKS, \$15.18/HR	8/20/2019
CANAVAN, JASMINE	FOOD SERVICE HELPER/ORDEAN EAST, 17.5/38WKS, \$11.55/HR	8/27/2019
COYLE, SARAH	SPEC ED PARA/STUD SPEC/LINCOLN, 32.5/38WKS, \$17.23/HR, NEW POS	8/27/2019
DELUCA, JUSTINA	SPEC ED PARA/BW/ORDEAN EAST, 32.5/38WKS, \$16.08/HR, M DINNIES	8/27/2019
FALTEISEK, MARA	SUPV PARA/MACARTHUR, 19.5/38WKS, \$14.88/HR, NEW POS	8/27/2019
FERN, JERE-LYN	FOOD SERVICE HELPER/PIEDMONT, 16.25/38WKS, \$11.55/HR	8/27/2019
GANZ, VANESSA	SPEC ED PARA/PROG/MACARTHUR, 36.25/38WKS, \$17.11/HR, NEW POS	8/27/2019
GORHAM, ANNE	SPEC ED PARA/PROG/ROCKRIDGE, 31.25/38WKS, \$16.08/HR, J OLSON	8/27/2019
GUNDERSON, ANDREW	TECH TUTOR PARA/FAB LAB/DENFELD, 13/38WKS, \$16.80/HR, NEW POS	8/27/2019
HAKALA, AILI	SPEC ED PARA/BW/ORDEAN EAST, 32.5/38WKS, \$16.08/HR, C FRONCKIEWICZ	8/27/2019
HATLEWICK, KALEA	SPEC ED PARA/PROG/LINCOLN, 32.5/38WKS, \$16.08/HR, NEW POS	8/27/2019
HENDRICKSON, RHONDA	SPEC ED PARA/ECSE/DW, 37.5/38WKS, \$17.93/HR, J BERGESON	8/27/2019
HOLL, DEBRA	PRE-SCHOOL PARA/2ND/PIEDMONT, 18/38WKS, \$17.45/HR, K ROBISON	8/27/2019
LARSEN, ROGER	SUPV PARA/ORDEAN EAST, 19.5/38WKS, \$15.18/HR, NEW POS	8/27/2019
LARSON, ANDREW	CERT LIFEGUARD PARA/ORDEAN EAST, 32.5/38WKS, \$14.88/HR, NEW POS	8/27/2019
LAWREY, ELYSE	OFF SUPP SPEC SR/MACARTHUR, 40/45WKS, \$18.58/HR, N ELMORE	8/12/2019
MARPLE, BROOKE	TECH TUTOR PARA/CULINARY/DENFELD, 32/38WKS, \$18.13/HR, NEW POS	8/27/2019
MAXIM, KOURTNEY	PRE-SCHOOL PARA/2ND/MACARTHUR, 16/38WKS, \$15.76/HR	8/27/2019
MINOR, EMILY	1ST PARA/PRE SCHOOL/PIEDMONT, 39/38WKS, \$17.45/HR, M HALVORSON	8/27/2019
MONGAN, DEEDRA	PRE-K INSTR PARA/2ND/HOMECROFT, 18/38WKS, \$16.08/HR	8/27/2019
NELSON, JANICE	SPEC ED PARA/STUD SPEC/STOWE, 31.25/38WKS, \$16.08/HR, M SLAGLE	8/27/2019
RENNQUIST, JEAN-PAUL	AMERICAN INDIAN HOME SCHL LIAISON PARA/DW, 40/38WKS, \$18.49/HR, NEW POS	8/27/2019
SAILSBURY, ROMAN	SPEC ED PARA/STUD SPEC/LINCOLN, 32.5/38WKS, \$16.08/HR, NEW POS	8/27/2019
SHEMWELL, ETHNA	PRE-SCHOOL PARA/1ST/MACARTHUR, 39/38WKS, \$17.57/HR, R BAUERS	8/27/2019
SLAGLE, MARGARET	SPEC ED LPN PARA/PROG/LINCOLN, 37.5/38WKS, \$19.77/HR, REALLOCATE FTE	8/27/2019
SORENSON, MARCIA	FOOD SERVICE HELPER/LESTER, 15/38WKS, \$12.71/HR	8/27/2019
STASIUK, PETER	SPEC ED PARA/PROG/LINCOLN, 32.5/38WKS, \$15.76/HR, NEW POS	8/27/2019
TORGESEN, KAREN	SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$16.08/HR, A AMUNDSON	8/27/2019
TRAN, JENNIFER	FOOD SERVICE HELPER/DENFELD, 18.75/38WKS, \$11.55/HR	8/27/2019
TUURA, JILL	SPEC ED PARA/PROG/JOB COACH/DW, 24/38WKS, \$17.57/HR, C GILBERTSON	8/27/2019
*Placeholder		
Total: 35		
<u>NONCERT DEMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
HANSON, JENELLE	INSTR PARA/MYERS-WILKINS, INSTR PARA/ECFE/PIEDMONT, \$15.32/HR, VOL, NEW POS	8/27/2019
*Placeholder		
Total: 1		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
MORLANG, SHILO	ESY/FIELD SUPPORT TECH/HOCHS/SPEC ED, NOT TO EXCEED 240 HRS	6/10/2019 8/2/2019
ROSS, TERRY	ESY/OT SUPPORT/DW, NOT TO EXCEED 10 HRS	7/1/2019 8/23/2019
VAUGHT, DANIEL	ESY/SCHOOL NURSE, NOT TO EXCEED 70 HRS	8/2/2019 8/15/2019
*Placeholder		
Total: 3		
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
WICK, SUSAN	FOOD SERVICE HELPER/PIEDMONT, A PERSONAL" LWOP"	7/8/2019 7/19/2019
*Placeholder		
Total: 1		
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
THRO, CATHLEEN	PRE-SCHOOL PARA/DW, .975 TO .775	8/27/2019
*Placeholder		
Total: 1		
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ERICKSON, SARAH	LIC ASL INTERPRETER PARA/DW, 18.75 TO 25	8/27/2019
PETERSON, TERESA	SPEC ED PARA/BW/LAKEWOOD, .65625 TO .78125	8/27/2019
*Placeholder		
Total: 2		
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
BLACK, JENNIFER	OFF SUPP SPEC SR/ALC, OFF SUPP SPEC INTER/SPEC SVCS, \$18.58/HR, S WAKEFIELD	7/22/2019
CAMPBELL, GAIL	OFF SUPP SPEC SR/COMM ED/HOCHS, OFF SUPP SPEC INTER/EAST, \$18.58, L BLAI	7/15/2019
DOCKENDORF, EMILY	SPEC ED PARA/PROG/LINCOLN PARK, SPEC ED PARA/STUD SPEC/CHESTER \$17.11/HR	8/27/2019
GILBERTSON, CAYLA	SPEC ED PARA/STUD SPEC/LESTER PARK, SPEC ED PARA/BW/DW, \$16.08/HR, NEW P	8/28/2019
HUBER, PARKER	SPEC ED PARA/BW/MACARTHUR, INSTR PARA/MERRITT CREEK, \$16.08/HR, J URSIN	8/27/2019
LEBENS, LINNEA	CARPENTRY/ABE/HOCHS, NOT TO EXCEED 60 HRS	7/26/2019 8/26/2019
KNOEPFLER, TAWNIA	SPEC ED PARA/PROG/ORDEAN EAST, SPEC ED PARA/ECSE/DW, \$16.08/HR, NEW POS	8/27/2019
LOWE, JULIE	SPEC ED PARA/PROG/CHESTER CREEK, SUPV PARA/DENFELD, \$17.93/HR, K KORSGAA	8/27/2019
LUOTO, KIMBERLY	MAINT CUSTODIAN/CONGDON, SCHOOL CUSTODIAN/DW, \$17.06/HR	7/30/2019
ROBISON, KATIE	SPEC ED PARA/ECSE/BW/DW, 30/38WKS, \$17.11/HR, E RICHARDSON	8/27/2019
*Placeholder		
Total: 10		
<u>NONCERT RECLASS</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
JARVELA, LISA	OFF SUPP SPEC SR/ROCKRIDGE, OFF SUPP SPEC INTERM/ROCKRIDGE, \$19.85/HR	7/1/2019
*Placeholder		
Total: 1		
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
AYEN, KELLI	SPEC ED PARA/LINCOLN	7/9/2019
KING, JAMES	FIREPERSON II/ORDEAN EAST	5/23/2019
MCLEETE, LORANDA	SPEC ED PARA/DENFELD	8/1/2019
PAQUETTE, SHARYN	SPEC ED PARA/ORDEAN EAST	6/28/2019
REGAN, CONNIE	FOOD SERVICE HELPER/DENFELD	7/15/2019
*Placeholder		
Total: 5		
<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ANDERSON, STEVEN	ELECTRICIAN/FACILITIES	8/9/2019
JOHNSON, DOROTHY	BUS HELPER/TRANSPORTATION	8/15/2019
LUNDGREN, KATHLEEN	BUS HELPER/TRANSPORTATION	8/31/2019
*Placeholder		
Total: 3		
<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ANDERSON, KAREN	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019 8/15/2019
BAKKEN, KIM	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019 8/15/2019
CONSTANTINI, THOMAS	ESY JOB COACH/DW, NOT TO EXCEED 80 HRS	7/22/2019 8/22/2019

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
COOPER, JOLYNN	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
CULLEN, JULIE	SATELLITE MGR II/MYERS-WILKINS	6/11/2019	8/23/2019
DOCKENDORF, EMILY	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 20 HRS	8/5/2019	8/15/2019
DURENE, LISA	ESY ASL INTERPRETER PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
ERICKSON, LIANNE	FOOD SERVICE HELPER/LAURA MACARTHUR	6/17/2019	8/9/2019
FOUTS, PAMELA	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 20 HRS	8/5/2019	8/15/2019
FRIESE, JULIE	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
GEISSLER, SUSAN	SATELLITE MGR II/LINCOLN	6/11/2019	8/23/2019
GUZZO, SHANNON	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
HALES, KYRA	FOOD SERVICE HELPER/STOWE	6/11/2019	8/2/2019
HEMBREE, BRADLEY	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 60 HRS	8/5/2019	8/15/2019
ISAACSON, KIM	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
KARON, MARIA	SATELLITE MGR II/PIEDMONT	6/11/2019	8/23/2019
LUNDORFF, STEPHANIE	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 30 HRS	8/5/2019	8/15/2019
MCCRACKEN, CRYSTAL	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 50 HRS	8/5/2019	8/15/2019
MCKEEVER, JUDITH	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
MORISSEAU, MARIA	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
MUSOLF, LESLIE	ESY JOB COACH PARA/DW, NOT TO EXCEED 80 HRS	7/22/2019	8/22/2019
NELSON, JANICE	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 50 HRS	8/5/2019	8/15/2019
NORLAND, SHERRYANN	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
PRIVETT, WENDY	SATELLITE MGR II/STOWE	6/11/2019	8/23/2019
PUFF, JODI	SATELLITE MGR II/LOWELL	6/17/2019	8/23/2019
RENNQUIST, JEAN-PAUL	ESY JOB COACH PARA/DW, NOT TO EXCEED 80 HRS	7/22/2019	8/22/2019
ROBISON, KATIE	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
STEPHENSON, DEBRA	FOOD SERVICE HELPER/MYERS-WILKINS	6/11/2019	8/2/2019
VAN ALLEN, GEORGIA	SATELLITE MGR II/LAURA MACARTHUR	6/11/2019	8/23/2019
VIERGUTZ, JODI	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 60 HRS	8/5/2019	8/15/2019
WALCZYNSKI-FILIPOVICH, DENA	ESY SPEC ED PARA/MACARTHUR, NOT TO EXCEED 40 HRS	8/5/2019	8/15/2019
WALDRUFF, TRACY	ESY JOB COACH PARA/DW, NOT TO EXCEED 80 HRS	7/22/2019	8/22/2019
WICK, SUSAN	FOOD SERVICE HELPER/PIEDMONT	6/11/2019	8/2/2019

\*Placeholder

Total: 33

**RESOLUTION**

Employment of a School Board Member by the District

WHEREAS, the School Board member(s) below are/will be employed by the Duluth Public Schools during their service as a School Board member, and

WHEREAS, Minnesota Statute 123B.195 Board Member’s Right to Employment requires that the member receive a majority approval by the School Board to be initially employed or to continue in employment at a meeting at which all board members are present, and

WHEREAS, Minnesota Statute 123B.195 Board Member’s right to Employment states that the employment relationship will not exceed \$8,000 in a fiscal year, excluding compensation for being a School Board member,

BE IT RESOLVED, that the School Board authorize the employment of the following School Board members as listed, not to exceed \$8,000 in a fiscal year.

BOARD MEMBER

TIME FRAME

Jill Lofald

July 2019 - June 2020

Alanna Oswald

July 2019 - June 2020

**123B.195 BOARD MEMBERS' RIGHT TO EMPLOYMENT.**

Notwithstanding section 471.88, subdivision 5, a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. Notwithstanding section 122A.40 or 122A.41 or other law, if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district.

**History:** 1961 c 651 s 1; 1965 c 806 s 1-4; 1969 c 26 s 1; 1973 c 123 art 5 s 7; 1977 c 55 s 1-3; 1978 c 651 s 1; 1979 c 20 s 1; 1986 c 399 art 2 s 38-40; 1986 c 400 s 38-40; 1986 c 444; 1Sp1986 c 3 art 2 s 41; 1991 c 65 s 1,2; 1992 c 380 s 7; 1992 c 522 s 42,43; 1993 c 224 art 9 s 43; 1996 c 471 art 7 s 18; 1998 c 269 s 1; 1998 c 397 art 11 s 3; 1999 c 241 art 6 s 3; 2004 c 294 art 2 s 12

## 401 EQUAL EMPLOYMENT OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment and promotional opportunities for all applicants and employees. The school district does not unlawfully discriminate on the basis of **actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, disability, status with regard to public assistance, age, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Minnesota Human Rights Act (Chapter 363A)**, family care leave status, or veteran status. The school district also makes reasonable accommodations for employee with a disability.

The School District, in accordance with all applicable federal, state, and local anti-discrimination laws, including Chapter 363A of Minnesota Statutes, will use approved traditional and non-traditional methods to recruit, employ, train, assign, transfer, retain, and to promote equity in employment of women, people of color and other legally protected characteristics.

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Refer to District Policy 103 Complaints – Students, Employees, Parents, Other Persons for complaint and grievance procedures.**
- F. Any person having a question regarding this policy should discuss it with the Senior Human Resource Manager in Human Resources, *the Title IX Coordinator or the Section 504 Coordinator.***

**Title IX Coordinator:**  
**Jeffrey Horton, Assistant Superintendent**  
**ISD 709, HOCHS Room 203**  
**215 N 1<sup>st</sup> Ave E**  
**Duluth, MN 55802**  
**218-336-8739**  
**[jeffrey.horton@isd709.org](mailto:jeffrey.horton@isd709.org)**

**Section 504 Coordinator:**  
**Jeffrey Horton, Assistant Superintendent**  
**ISD 709, HOCHS Room 203**  
**215 N 1<sup>st</sup> Ave E**  
**Duluth, MN 55802**  
**218-336-8739**  
**jeffrey.horton@isd709.org**

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**MN Department of Human Rights**  
**540 Fairview Ave N, Ste. 201**  
**St. Paul, MN 55104**  
**800.657.3704**  
**651.296.5663**  
**TDD 651.296.1283**

~~**F. To file a complaint, please see District Policy 103.**~~

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
 29 U.S.C. § 2615 (Family and Medical Leave Act)  
 38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
 38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
 MSBA/MASA Model Policy 405 (Veteran's Preference)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)

Replacing:	Policy 4010
First Reading:	10-16-2018
Second Reading:	11-20-2018
Adopted:	11-20-2018
First Reading:	07-16-2019
Second Reading:	08-20-2019

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

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

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in the same communication method as the complaint was received to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

### **III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

**The following grievance procedure applies to claims of sex, disability, and racial discrimination:**

**A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.**

**B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.**

**C. The school board hereby designates Timothy Sworsky, 215 N 1<sup>st</sup> Ave E, Duluth, MN 55802, (218) 336-8700 ext. 1062, timothy.sworsky@isd709.org, as the school district Human Rights Officer(s) to receive reports, complaints, or grievances of unlawful discrimination. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent of Schools. ~~fa different staff member, such as the superintendent or school board chair, designated by the school board~~.**

**D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.**

**E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within ~~24 hours~~ 2 business days and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.**

**F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.**

## **INVESTIGATION**

**A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.**

**B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.**

**C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such**

**as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.**

**D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.**

**E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.**

**F. The district shall comply with federal and state law pertaining to retention of records.**

### **APPEAL**

**If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."**

### **SCHOOL DISTRICT ACTION**

**A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.**

**School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.**

**B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.**

### **RETALIATION**

**The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.**

**CONFLICT OF INTEREST**

**If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.**

**DISSEMINATION OF POLICY**

**The school district shall adopt and publish these procedures.**

<b><u>TITLE IX COORDINATOR</u></b>	<b><u>SECTION 504 COORDINATOR</u></b>
<b><u>Jeffrey Horton, Assistant Superintendent</u></b>	<b><u>Jeffrey Horton, Assistant Superintendent</u></b>
<b><u>ISD 709, HOCHS Room 203</u></b>	<b><u>ISD709, HOCHS Room 203</u></b>
<b><u>215 N 1<sup>st</sup> Ave E</u></b>	<b><u>215 N 1<sup>st</sup> Ave E</u></b>
<b><u>Duluth, MN 55802</u></b>	<b><u>Duluth, MN 55802</u></b>
<b><u>218-336-8739</u></b>	<b><u>218-336-8739</u></b>
<b><u>jeffrey.horton@isd709.org</u></b>	<b><u>jeffrey.horton@isd709.org</u></b>

**RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

**These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.**

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**MN Department of Human Rights**  
**540 Fairview Ave N, Ste. 201**  
**St. Paul, MN 55104**  
**800.657.3704**  
**651.296.5663**  
**TDD 651.296.1283**

**For complaints of employment discrimination:**  
**Equal Employment Opportunity Commission**  
**330 S. 2<sup>nd</sup> Avenue**  
**Suite 430**  
**Minneapolis, MN 55401**  
**800.669.4000**  
**612.335.4040**  
**TDD 612.335.4045**

**This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.**

**Resources:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**Reading Room, U.S. Department of Education, Office for Civil Rights:**  
**<http://www2.ed.gov/about/offices/list/ocr/publications.html>**

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
**34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)**  
**34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)**

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 514 (Bullying Prohibition)  
 MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

New Policy  
 Replacing: Policy 1090  
 First Reading: 06-19-2018  
 Adopted: 07-17-2018  
 First Reading: 07-16-2019  
 Second Reading: 08-20-2019

## **102 - Equal Educational Opportunity**

### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

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

- A. It is the school district's policy to provide equal educational opportunity to all students. The school district does not unlawfully discriminate on the basis of actual or perceived race, ethnicity, color, creed, **religion**, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Minnesota Human Rights Act (Chapter 363A).
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**F. Refer to District Policy 103 Complaints – Students, Employees, Parents, Other Persons for complaint and grievance procedures.**

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**MN Department of Human Rights**  
**540 Fairview Ave N, Ste. 201**  
**St. Paul, MN 55104**  
**800.657.3704**  
**651.296.5663**

**TDD 651.296.1283**

**Legal References:** Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
 20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Replaces: Policy 5005  
 First Reading: 06-16-2016  
 Adopted: 07-21-2015  
**03-22-2016 ISD 709** (*Renumbered only*)  
 First Reading: 08-20-2019

## 402 DISABILITY NONDISCRIMINATION POLICY

### I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the **Timothy Sworsky**, Senior Human Resource Manager in Human Resources, **215 N 1<sup>st</sup> Ave E, Duluth, MN 55802, 218-336-8700 ext. 1062, timothy.sworsky@isd709.org.** This individual is the school district's appointed ADA coordinator.

**E. Refer to District [Policy 103 Complaints – Students, Employees, Parents, Other Persons for complaint and grievance procedures.](#)**

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

**U.S. Department of Education**  
**Office for Civil Rights, Region V**  
**500 W. Madison Street – Suite 1475**  
**Chicago, IL 60661**  
**Tel: 312-730-1560**  
**TDD: 312-730-1609**

**MN Department of Human Rights**  
**540 Fairview Ave N, Ste. 201**  
**St. Paul, MN 55104**  
**800.657.3704**  
**651.296.5663**  
**TDD 651.296.1283**

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 104

**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Replacing:	None
First Reading:	10-16-2018
Second Reading:	11-20-2018
Adopted:	11-20-2018
First Reading:	08-20-2019

## Search Services

Search Proposals typically include a variation of the following services:

- Conduct an initial meeting with the School Board for purposes of developing the search timeline, preliminary discussion of the hiring criteria, advertising venues, etc.\*
- Conduct community/school district staff online survey — created and summarized by consultant
- Conduct community/school district staff activities — hold [specify number] community/school district staff listening sessions, conduct interviews of school board members, and conduct up to [specify number] one-on-one interviews with staff/community over a [specify number]-day time frame as determined by the School Board\*
- Develop a [specify number]-page (2-sided) vacancy announcement and post vacancy via various sources
- Handle applicants' calls and correspondence and receive applicants' credentials
- Conduct a meeting with the School Board for purposes of interview training, developing interview questions, and clarifying remaining steps of the search process\*
- Screen the applicant pool against the School Board's established hiring criteria
- Conduct preliminary verification of references and pre-interviews of applicants who best meet the School Board's hiring criteria as determined by consultant's screening team
- Conduct a meeting with the School Board to present applicants so the School Board can take action to select "finalists" for interviews and finalize first round of interview questions\*
- Conduct a meeting with non-school board member committees in conjunction with the finalists selection meeting to prepare for the interviews, if requested\*
- Be on-site during the first and second rounds of interviews
- \*Prepare a communication piece to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed, if requested
- Assist with developing second round of interview, reference check, and site visit questions
- Facilitate a community/school district staff question-and-answer forum with finalists in conjunction with the second round of interviews, if requested\*
- Prepare a communication piece to send to the media, school district staff, and community introducing the new superintendent
- Visit the new superintendent during the new superintendent's first year of employment\*
- Conduct an in-district, post-hiring workshop after the new superintendents begins work\*

\*Denotes in-district meeting with School Board and/or stakeholder groups.

## DULUTH PUBLIC SCHOOLS SUPERINTENDENT SEARCH TIMELINE

January 4, 2011	Meet with Board to establish search process
January 12	Set up Internet feedback for community/staff/students Stakeholder letter to explain process
January 20 & 21	Meet with board, staff, students and community For input into the "New Superintendent Profile"
February 7	Develop "New Superintendent Profile" Submit report on findings to Board Board accepts criteria desired in next superintendent
January 5 – April 7	Recruit candidates
April 11	Five to six candidates presented to Board
April 12 & 13	First Board Interviews (5:00, 6:30, 8:00 each evening)
April 13	Board narrows choice to two or three
April 27 & 29	Community/staff/students interview finalists Board conducts second interview/dinner
April 28 (29)	Board narrows choice to one
May	Negotiate contract
May	Board action on superintendent's contract
July 1, 2011	Superintendent assumes duties