

Human Resources - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, September 17, 2019

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

- | | |
|----------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other HR Action Items | |
| A. Approval of Employment of a School Board Member by the District - Resolution #HR-9-19-3660 POSTPONED DEFINITELY. | 4 |
| B. Revise Policy 102 Equal Educational Opportunity - Second Reading | 6 |
| C. Revise Policy 402 - Disability Non Discrimination Policy - Second Reading | 8 |
| 3. HR Informational Items | |
| A. A superintendent search update | |
| 4. Other HR Future Items | |
| A. Nepotism Discussion | |

HUMAN RESOURCES ACTION ITEMS FOR: 9/17/19

CERT APPOINTMENT

POSITION/LOCATION/CLASS&STEP/REPLACING

EFFECTIVE DATES

BUSEMAN, JENNIFER	GRADE 4/PIEDMONT, (MA)IV 2, 24 HR POSTING	8/27/2019	6/8/2020
HOTALING, JOHN	.4 SOCIAL STUDIES/DENFELD, (MA)IV 5, NEW POS, TEMP HOURLY	8/27/2019	6/8/2020
JARVIS, DEBRA	.4 SPEC ED RESOURCE/DENFELD, (BA)III 7, TEMP HOURLY	8/27/2019	6/8/2020
KOHEL, JENNIFER	SPEC ED DCD/SMI III/ORDEAN EAST, (BA)III+30 6, C ROURKE	8/27/2019	
MENEGHINI, CARLA	MATH/ALC/HOCHS, (MA)IV 8, S PEARSON	8/27/2019	
MORRIS, JULIA	GRADE 2/MACARTHUR, (BA)III 2, B BOOMER	8/27/2019	
PECK, ANNALISE	SPEC ED ECSE/BIRTH TO AGE 6/DW, (BA)111 3, B GOLDFINE	8/12/2019	
PETERSON, JAMIE	.7 HEALTH/PHY ED/LINCOLN PARK, (BA)III 7, R WINDT	8/27/2019	
SCHERZ, KYLE	.1 MUSIC SPECIALIST/CHESTER CREEK (BA)III+15 2, C HANSON	8/27/2019	
SCHERZ, KYLE	.5 MUSIC SPECIALIST/MACARTHUR, (BA)III+15 2, R HJELLE	8/27/2019	
SPEHAR, SOPHIE	.3 VISUAL ARTS/ORDEAN EAST, (BA)III 1, NEW POS	8/27/2019	
SPEHAR, SOPHIE	.3 VISUAL ARTS/EAST, (BA)III 1, NEW POS	8/27/2019	
VALLIE, SARA	.3 PHY ED SPEC/CONGDON, (MA)IV 3, NEW POS	8/27/2019	
VALLIE, SARA	.5 PHY ED SPEC/LAKEWOOD, (MA) IV 3, NEW POS	8/27/2019	
WEIDT, SALLY	KINGERGARTEN/MACARTHUR, (MA)IV 7, 24 HR POSTING, P KOLAR	8/27/2019	6/8/2020
WIECZOREK, ISIAHA	.3 PHY ED/LOWELL, (BA)III 2, K BERGERSON, 24 HR POSTING	8/27/2019	6/8/2020
WIECZOREK, ISIAHA	.3 PHY ED/ORDEAN EAST, (BA)III 2, M DESCOMBAS, 24 HR POSTING	8/27/2019	6/8/2020
Total: 17			

CERT EXTENSION

POSITION/LOCATION/CONDITION

EFFECTIVE DATES

BAMBENEK, PATRICIA	CURRICULUM/HOCHS, NOT TO EXCEED 40 HRS	8/5/2019	8/26/2019
HARVICK, HEATHER	CURRICULUM/HOCHS, NOT TO EXCEED 30 HRS	8/5/2019	8/26/2019
SALMELA, AARON	CURRICULUM/HOCHS, NOT TO EXCEED 24 HRS	8/12/2019	8/26/2019
SMITH, CHARLES	MISSABEKONG IMMERSION COORD TOSA/HOCHS, NOT TO EXCEED 40 HRS	8/5/2019	8/26/2019
Total: 4			

CERT LONG TERM SUB

POSITION/LOCATION/CLASS & STEP/REPLACING

EFFECTIVE DATES

JESKE, MARIAH	GRADE 2/MACARTHUR, (MA)IV 4, A DEMIANIUK	8/27/2019	1/2/2020
KNAPP, LAURIE	PRINCIPAL/DENFELD, VI 5, T SCONIERS, TO BE DETERMINED	8/8/2019	
LAMAN, EMILY	PRE-K/MACARTHUR, (BA)III+15 6, E SILJENDAHL	8/27/2019	2/27/2020
Total: 3			

CERT PERM DECREASE

POSITION/LOCATION/CONDITION

EFFECTIVE DATES

WENTWORTH, LISA	GUIDANCE COUNSELOR/ORDEAN EAST, 1.0 TO .5, VOLUNTARY DECREASE	8/23/2019	
Total: 1			

CERT PERM INCREASE

POSITION/LOCATION/CONDITION

EFFECTIVE DATES

COOK, JESSICA	SPEC ED RESOURCE/EAST, .9 TO 1.0	8/27/2019	
LEBENS, LINNEA	ABE/HOCHS, .75 TO 1.0	8/27/2019	
SCHUCHMAN, HEIDI	READING INTERVENTIONIST TOSA/LOWELL, .6 TO .8	8/27/2019	
Total: 3			

CERT RESIGNATION

POSITION/LOCATION

EFFECTIVE DATES

JUBA, TIMOTHY	CHEMISTRY/EAST	8/18/2019	
RADZAK, ANGELA	GRADE 3 /MYERS-WILKINS, PRESUMED RESIGNATION	6/7/2019	
WENTWORTH, LISA	SCHOOL COUNSELOR/EAST - RESCINDED	8/24/2019	
Total: 3			

CERT RETIREMENT

POSITION/LOCATION

EFFECTIVE DATES

GORSKI, ELIZABETH	HEALTH/MERRITT CREEK/CHESTER CREEK ACADEMIES	6/7/2019	
LARSEN, DAVID	ELEMENTARY INTERVENTIONIST/MACARTHUR	1/17/2020	
Total: 2			

CERT TEMP DECREASE

POSITION/LOCATION/CONDITION

EFFECTIVE DATES

MCGOWAN, TODD	SOCIAL WORKER/MYERS-WILKINS, 1.0 TO .95, VOLUNTARY	9/3/2019	12/17/2019
Total: 1			

NONCERT APPOINTMENT

POSITION/LOCATION/WEEKS/RATE OF PAY/REASON

EFFECTIVE DATES

ANDERSON, RODNEY	FIREPERSON II/ORDEAN EAST, 40/52WKS, \$19.66/HR, J KING	8/19/2019	
BERLINQUETTE, ZOE	ECFE PARA/STOWE/MYERS-WILKINS, 18.5/38WKS, \$14.49/HR, C PETERSON	8/27/2019	
GUZZO, SHANNON	SUPV PARA/DENFELD, 19/38WKS, \$15.18/HR, J NELSON	8/27/2019	
JACKSON, EMILY	FOOD SERVICE HELPER/LOWELL, 16.25/38WKS, \$11.55/HR	8/27/2019	
MACFARLANE, CRYSTAL	HEALTH ASST FLOAT RN PARA/DW, 32.5/38WKS, \$26.36/HR, S LAURVICK	8/27/2019	
MELLESMOEN, HANNAH	ECFE PARA/PIEDMONT, 22.5/38WKS, \$14.49/HR, J HANSON	8/27/2019	
RASSIER, DAMION	SPEC ED PARA/STUD SPEC/LINCOLN, 32.5/38WKS, \$16.08/HR, NEW POS	8/27/2019	
THOMPSON, ALYSSA	OFFICE SUPP SPEC-INTER/EAST, 40/44WKS, \$16.548/HR, G CAMPBELL	9/3/2019	
WILSON, KATHLEEN	OFF SUPP SPEC/EAST, 40/44WKS, \$14.93/HR, E LARSON	8/12/2019	
WINTER, APRIL	SUPV PARA/DENFELD, 19/38WKS, \$15.18/HR, K MENSING	8/27/2019	
Total: 10			

NONCERT LEAVES

HOTALING, JOHN
LAGRANDE, PAUL ANTHONY
PALMER, MICHELLE
SMITH, CHARLES
Total: 4

POSITION/LOCATION/TYPE OF LEAVE

INSTR PARA/MYERS-WILKINS, B PERSONAL" LWOP"
CUSTODIAN II/CONGDON, A MEDICAL LWOP
SATELLITE MANAGER II/CONGDON, A PERSONAL" LWOP"
INTEGRATION SPECIALIST/EAST, B PERSONAL" LWOP"

EFFECTIVE DATES

8/27/2019 6/8/2020
8/5/2019 8/16/2019
9/10/2019 9/13/2019
8/26/2019 8/25/2020

NONCERT PERM DECREASE

BERGESON, JOSEPHINE
HILGENDORF, KELSEY
ROBISON, KATIE
Total: 3

POSITION/LOCATION/TYPE OF LEAVE

SPCE ED ECSE PARA/BW/DW, SPEC ED PARA/BW/DENFELD, .8125 TO .75, K RICH
SPEC ED ECSE PARA/BW, .78125 TO .75, K ROBISON
PRE-SCHOOL 2ND PARA/PIEDMONT, .75 TO .50, VOLUNTARY, E MINOR

EFFECTIVE DATES

8/27/2019
8/27/2019
8/27/2019

NONCERT DEMOTION

LUOTO, KIMBERLY
Total: 1

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

SCHOOL CUSTODIAN II/DW/MAINTENANCE CUSTODIAN/CONGDON, \$13.21

EFFECTIVE DATES

8/26/2019

NONCERT PERM INCREASE

RICH, KRISTIN
Total: 1

POSITION/LOCATION/CONDITION

SPEC ED PARA/BW/MACARTHUR, .75 TO .78125, E SHEMWELL

EFFECTIVE DATES

8/27/2019

NONCERT PROMOTION

BOLANDER, MELISSA
RAWLYK, EILEEN
REGAS, KATHERINE
Total: 3

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

MENTAL HEALTH PARA/MYERS-WILKINS, SUPV PARA/PIEDMONT, \$21.87/HR, NEW POS
OFFICE SUPP SPEC-INTER/HOCHS, OFFICE SUPP SPEC/BARNES, \$18.15, J BLACK
PRE-SCHOOL 1ST PARA/LOWELL, PRE-SCHOOL 2ND PARA/BARNES, \$16.08, T MCNELLY

EFFECTIVE DATES

8/27/2019
8/30/2019
8/27/2019

NONCERT RESIGNATION

ADAMSKI, SCOTT
AMUNDSON, STEVEN
FLEISCHER, MARK
GARRISON, KAYTLIN
GILBERTSON, CAYLA
HAMMER, TIFFANEE
PEAK, SUSAN
RUNIA, WHITNEY
SISLO, GARY
WRIGHT, MELISSA
Total: 10

POSITION/LOCATION

SPEC ED PARA/DENFELD
TECH TUTOR CONSTRUCTION PARA/EAST
BUS DRIVER II/TRANSPORTATION
SPEC ED PARA/MYERS-WILKINS
SPEC ED PARA/LESTER
PRE-K 2ND PARA/HOMECROFT
SPEC ED PARA LPN/LESTER
ASL INTERPRETER/EAST
CAFETERIA HELPER/EAST
PRE-K 1ST PARA/LOWELL

EFFECTIVE DATES

8/12/2019
8/7/2019
9/3/2019
8/5/2019
8/26/2019
8/14/2019
8/22/2019
8/19/2019
8/23/2019
8/15/2019

NONCERT RETIREMENT

RICHARDS, SUSAN
Total: 1

POSITION/LOCATION

EARLY CHILDHOOD BUSINESS MANAGER/HEAD START/HOCHS

EFFECTIVE DATES

10/31/2019

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

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, 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

Second Reading: 09-17-2019

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 Senior Human Resource Manager in Human Resources. 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
Second Reading: 09/17/2019