

Human Resources Committee Meeting

Duluth Public Schools, ISD 709

Agenda

Monday, July 9, 2012

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

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| 1. Staffing Report Action Items | 2 |
| 2. Other Action Items | |
| A. <i>*Placeholder - Approval of National Conference of Firemen and Oilers District of Local 32BJ, SEIU (NCFO District) Chapter 956 Collective Bargaining Agreement - July 1, 2011- June 30, 2013 -Resolution #HR-7-12-3038</i> | 7 |
| B. <i>*Placeholder - Termination of Certified Tenured Staff - Resolution #HR-7-12-3041</i> | 8 |
| C. <i>*Placeholder - Rescind Termination of Certified Long-Term Substitutes - Resolution #HR-7-12-3039</i> | 9 |
| D. Approval of Policy 4171- Public and Private Personnel Data | 10 |
| <u>Policy 4171 - Public and Private Personnel Data</u> | |
| Attached are proposed revisions to Policy 4171- Use Policy for Public and Private Personnel Data for the first reading. | |
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| <u>Recommendation:</u> It is recommended that the Duluth School Board approve the proposed revisions to Policy 4171 - Use Policy for Public and Private Personnel Data for the first reading. | |
| 3. Informational Items | |
| A. Letter for MN Alliance with Youth | |
| 4. Future Items | |
| A. <i>There are no HR Future Items at this time.</i> | |

HUMAN RESOURCES ACTION ITEMS FOR: 07/17/12

<u>CERT APPOINTMENT</u>	<u>POSITION/SITE/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>	
LEIBFRIED, CHARLES	.5 PRINCIPAL/LAKEWOOD, .5 POSA/HOCHS/FED PROG, IV 3, K TEBERG	08/13/12	
LEIBFRIED, CHARLES	INTERIM FEDERAL PROGRAMS/HOCHS, II-A 5, M ROTONDI, CHANGE IN DATE	12/07/11	08/03/12
SCONIERS, TONYA	PRINCIPAL/DENFELD, IV 4, E CRAWFORD	08/06/12	
UDESEN, LARRY	PRINCIPAL/STOWE, IV 4, T COTTINGHAM	08/13/12	
Total: 4			

<u>CERT COCURRICULAR</u>	<u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u>	<u>EFFECTIVE DATES</u>	
BOYNTON, SANDRA	.5 BAND DIRECTOR/WOODLAND, 11/12, \$310.50		
BUSH, ANTHONY	ELEMENTARY CLUB/MATH/CONGDON, 11/12, \$543.00		
CHURCHILL, LESLIE	.5 BAND DIRECTOR/WOODLAND, 11/12, \$310.50		
COURAGE, MARY	TECHNOLOGY COORDINATOR/WOODLAND, 11/12, \$2925.00		
GANNAWAY, REBECCA	ASST TRACK/WOODLAND, 11/12, \$700.00		
GRINDY, CYNTHIA	.335 ACADEMIC CLUB/ASSEMBLIES/EAST, 11/12, \$298.15, RESCIND		
GRINDY, CYNTHIA	ACADEMIC CLUB/ASSOCIATION CLUB/EAT, 11/12, \$890.00, RESCIND		
OLSON, JAMES	TECHNOLOGY COORD/NETTLETON, 11/12, \$2378.00		
VAN CAMP, MARCIA	.5 CHOIR DIRECTOR/WOODLAND, 11/12, \$310.50		
VENBERG, CYNTHIA	TECHNOLOGY COORD/LOWELL, 11/12, \$2378.00		
WESTHOLM, DANIELLE	ANNUAL/ALC, 11/12, \$877.00		
ZWAK, WILLIAM	.335 ACADEMIC CLUB/ASSEMBLIES ADV/EAST, 11/12, \$298.15		
ZWAK, WILLIAM	ACADEMIC CLUB/ASSOCIATION ADV/EAST, 11/12, \$890.00		
Total: 13			

<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
ACHTERHOFF, STACEY	HOMELESS TUTOR/HOCHS, NOT TO EXCEED 32 HRS	06/11/12	06/22/12
AKERVIK, THERESA	CURRICULUM SPECIALIST/HOCHS, NOT TO EXCEED 40 HRS	06/19/12	06/29/12
AUSTIN, ALEXANDRA	ESY-ASD ELEMENTARY CLASSROOM/DW, NOT TO EXCEED 38 HRS	08/06/12	08/24/12
BUSSE, JULIE	ESY-TOSA DUTIES/DW, NOT TO EXCEED 200 HRS	06/11/12	08/31/12
CARLSON, JAMES	ART/DW, NOT TO EXCEED 60 HRS	06/11/12	06/29/12
CORDLE, MICHELLE	ESY-PSYCH-EAK TESTING/DW, NOT TO EXCEED 25 HRS	06/11/12	08/31/12
CRANDALL, MARNEY	ESY-HOMEBASED/DW, NOT TO EXCEED 43 HRS	06/11/12	08/31/12
CRANE, REBECCA	ESY-ECSE TOSA/DW, NOT TO EXCEED 130 HRS	06/11/12	08/31/12
CRONIN, VICKI	PARENT EDUCATOR/ECFE/DW, NOT TO EXCEED 15 HRS	07/02/12	08/31/12
FERGUSON, MARGARET	ESY-TOSA DUTIES & CONSULTATION/DW, NOT TO EXCEED 200 HRS	06/11/12	08/31/12
GUDDACK, JULIE	ESY-D/HH CLASSROOM & HOMEBASED/DW, NOT TO EXCEED 56 HRS	06/11/12	08/31/12
HEILIG, JASON	ESY-DCD HIGH SCHOOL CLASSROOM/DW, NOT TO EXCEED 38 HRS	08/06/12	08/24/12
HUGHES, KATHY	ESY-SCHOOL NURSE B-3/MA BILLING/DW, NOT TO EXCEED 98 HRS	06/11/12	08/31/12
JACOBS, KACY	ESY-ECSE HOMEBASED/DW, NOT TO EXCEED 10 HRS	06/11/12	08/31/12
JOHNSON, BARBARA	TITLE I/MERRITT CREEK, NOT TO EXCEED 8 HRS	06/11/12	06/11/12
JOHNSON, DEBORAH	ESY-DCD ELEMENTARY CLASSROOM/DW, NOT TO EXCEED 38 HRS	08/06/12	08/24/12
KOIVISTO, JAN	ESY-DCD HIGH SCHOOL CLASSROOM/DW, NOT TO EXCEED 38 HRS	08/06/12	08/24/12
LAKE, RONALD	CLIMATE COORD/DW, NOT TO EXCEED 100 HRS	07/01/12	08/24/12
LARSON, CARLA	ESY-D/HH CLASSROOM & HOMEBASED/DW, NOT TO EXCEED 88 HRS	06/11/12	08/31/12
LINDBERG, TIM	ESY-WORK EXPERIENCE SUPV/DW, NOT TO EXCEED 100 HRS	07/16/12	08/24/12
LIPPITT, MARTHA	ESY-TOSA/ADMINSTRATOR/DW, NOT TO EXCEED 200 HRS	06/11/12	08/31/12
LUNDSTEN, ANNE	ESY-PT/DW, NOT TO EXCEED 30 HRS	06/11/12	08/31/12
NORGARD, ALLISON	ESY-SPEECH LANGUAGE/DW, NOT TO EXCEED 60 HRS	08/06/12	08/24/12
PETERSON, SARAH	ESY-LD CLASSROOM/DW, NOT TO EXCEED 30 HRS	08/06/12	08/24/12
QUINLAN, DEIDRE	LICENSED CHILD CARE/DENFELD, NOT TO EXCEED 40 HRS	06/18/12	07/26/12
RODD, RONI	ESY-PT/DW, NOT TO EXCEED 30 HRS	06/11/12	08/31/12
ROURKE, CINDY	ESY-DCD ELEM CLASSROOM & HOMEBASED/DW, NOT TO EXCEED 63 HRS	06/11/12	08/31/12
SAARI, LORI	ESY-SCHOOL NURSE SUBSTITUTE/DW, NOT TO EXCEED 10 HRS	08/06/12	08/24/12
SAMUEL, AMY	ESY-HOMEBASED/DW, NOT TO EXCEED 34 HRS	06/11/12	08/31/12
SEAMAN, JAN	ESY-ASD HIGH SCHOOL CLASSROOM/DW, NOT TO EXCEED 54 HRS	08/06/12	08/24/12
TWARDOWSKI, STEPHANIE	ESY-ASD ELEMENTARY CLASSROOM/DW, NOT TO EXCEED 38 HRS	08/06/12	08/24/12
WIKSTROM, MICHELLE	ESY-OT/B-3/DW, NOT TO EXCEED 60 HRS	06/11/12	08/31/12
ZYCHOWSKI, DOUGLAS	ESY-ASD ELEMENTARY CLASSROOM/DW, NOT TO EXCEED 38 HRS	08/06/12	08/24/12
Total: 33			

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

LEIBFRIED, CHARLES
SIMS, JULIE
Total: 2

SUPV FEDERAL PROG/HOCHS/CURRICULUM, P#4125, W/O PAY
GR3/LESTER, P#4125, W/O PAY

07/09/12 07/20/12
05/29/12 05/31/12

CERT RETIREMENT**POSITION/LOCATION****EFFECTIVE DATES**

CERTIFIED, PLACEHOLDER
COTTINGHAM, TERRY
KLABER-HARTL, CATHERINE
Total: 3

MN YOUTH DIRECTOR - DIXON, S
PRINCIPAL/STOWE, CHANGE IN DATE
ENGLISH/DENFELD, CHANGE IN DATE

08/14/12
06/22/12
06/08/12

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

AKERVIK, KARI TITLE I/MACARTHUR
AKERVIK, KATHLEEN TITLE I/PIEDMONT
ANDERSON, HEATHER EXCEL/HOMECROFT
BARTLETTE, SHAWN SOCIAL STUDIES/DENFELD
BEETCHER, CHERYL EXCEL/LOWELL
BERGMAN, HELEN TITLE I/STOWE
BOLEN, VALERIE EXCEL/EAST
BORICH, SUSAN TITLE I/MACARTHUR
BREDESON SAMPSON, JULIA EXCEL/LESTER
BURGER, CAROL EXCEL/WOODLAND
BURNHAM, BERNADETTE TITLE I/MACARTHUR
CRANDALL, WILLIAM SUMMER SCHOOL COORD/DW, STIPEND \$5000.00
DANIEL, GAYLE THEATER CAMP/NETTLETON
DAVIDSON, MARY EXCEL/LESTER
DURAN, JOYCE TITLE I/STOWE
EK, ANN PHYED/HEALTH/ALC
ERICKSON, SHANE COMPASS CAMP/EXCEL/NETTLETON
EVAVOLD, KIMBERLY EXCEL/LAKEWOOD
FINLAYSON, DUSTIN MATH/ALC
GLOCKLE, NATHAN PRINCIPAL/DENFELD
GRITZMACHER, CYNTHIA THEATER CAMP/NETTLETON
HAGSTROM, LINDA EXCEL/HOCHS
HANNULA, ELISABETH ENGLISH/DENFELD
HARALA, MARY EXCEL/WOODLAND
HARALA, MARY SPECIAL ED/CHESTER CREEK
HARBSON, ALAN ENGLISH/DENFELD
HAUGEN, MARGARET TITLE I/STOWE
HILL, SARA EXCEL/PIEDMONT
HOLM, BRUCE EXCEL/MORGAN
HOOKER-MCNULTY, KENNETH EXCEL/HOMECROFT
HOPPE, ASHLEY SPECIAL ED/MERRITT CREEK
HUBERT, CAROL EXCEL/LESTER
JARVIS, DEBRA ESY/LDCLASSROOM&HOMEBASED, NOT TO EXCEED 54 HRS
JOHNSON, DEBORAH SPECIAL ED/MERRITT CREEK
JOHNSON, MEGAN TITLE I/STOWE
JOHNSON, SHANE COMPASS CAMP/NETTLETON
JOHNSTON, KACY MATH/DENFELD
KERSTING-PETERSON, ELIZAB TITLE I/PIEDMONT
LANGR, PETER EXCEL/EAST
LEWIS, ED MATH/DENFELD
LINDBERG, TIM SPECIAL ED/WOODLAND HILLS
LIVADAROS, KATHERINE EXCEL/LOWELL
LOFSTUEN, KATHLEEN SPECIAL ED/MERRITT CREEK
LOKKEN, BRIAN SCIENCE/DENFELD
MACDONELL, JOAN EXCEL/LESTER
MACIOCE, MARIA ENGLISH/DENFELD
MAKI, KATHLEEN EXCEL/LOWELL
MATTHEWS, NANCY EXCEL/LESTER
MEYER, TAMARA SPECIAL ED/WOODLAND HILLS
MICHEAU, TERRI EXCEL/HOMECROFT
NACE, JEFFREY PLATO/DENFELD

06/12/12 06/29/12
06/11/12 06/28/12
08/13/12 08/31/12
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08/13/12 08/31/12
06/14/12 07/26/12

<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
PEDERSON, JENNIFER	COMPASS CAMP/NETTLETON	06/11/12 07/30/12
PERTTULA, MARY	EXCEL/PIEDMONT	08/13/12 08/30/12
PERTTULA, MARY	TITLE I/PIEDMONT	06/11/12 06/28/12
PETERSON, SARAH	SPECIAL ED/MERRITT CREEK	06/18/12 07/27/12
PROUT, HEATHER	COMPASS CAMP/NETTLETON	06/11/12 07/30/12
PUTTKAMMER, LANA	TITLE I/MORGAN	06/11/12 06/29/12
RODBERG, BARBARA	TITLE I/STOWE	06/11/12 06/29/12
ROLLEFSON, RUTH	COMPASS CAMP/NETTLETON	06/11/12 07/30/12
RUDOLPH-LAVALIER, CYNTHIA	EXCEL/LOWELL	06/11/12 06/28/12
SALMELA, AARON	EXCEL/EAST	08/06/12 08/30/12
SALMELA, AARON	EXCEL/MORGAN	06/11/12 06/29/12
SMITH, CATHY	SPECIAL ED/CHESTER CREEK	06/18/12 07/27/12
SORBO, GWEN	EXCEL/LESTER	08/13/12 08/24/12
STRUGALA, ISABELLA	EXCEL/PIEDMONT	08/13/12 08/30/12
THOMPSON, LYNN	EXCEL/PIEDMONT	08/06/12 08/23/12
TRAVAGLIONE, ANNA	SCIENCE/DENFELD	06/14/12 07/26/12
VENBERG, CYNTHIA	EXCEL/LOWELL	06/11/12 06/28/12
WIITANEN, GENEVIEVE	COMPASS CAMP/NETTLETON	06/11/12 07/30/12
WINKLE, MARK	SOCIAL STUDIES/DENFELD	06/14/12 07/26/12
WINTERFELD, KARLA	TITLE I/MORGAN	06/11/12 06/29/12
WUSSOW, JENNIFER	COMPASS CAMP/NETTLETON	06/01/12 06/28/12
Total: 72		

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LAKE, RONALD	CLIMATE COORD/DW, 1/6/ OVERLOAD	08/27/12 06/14/13
SAARI, LORI	SCHOOL NURSE/DW, .8 TO 1.0	09/03/12 06/07/13
Total: 2		

<u>NONCERT DEMOTION</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
HILL, CATHY	INSTR PARA/BARNES HDST, CHILD CARE PARA/DENFELD, \$15.56/HR	09/04/12
LARSON, DAWNMARIE	HELPER/ORDEAN EAST, SATELLITE MGR II/LESTER, \$12.61/HR	09/05/12
URBICK, ROBERT	SPECIAL ED BW PARA/WOODLAND, TECH TUTOR/EAST, \$16.32/HR	09/04/12
Total: 3		

<u>NONCERT DECEASED</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ZIMM, SANDRA	SPECIAL ED PROG PARA/MERRITT CREEK	06/11/12
Total: 1		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BANKS, KELLY	MENTAL HEALTH PRACT/DW, NOT TO EXCEED 200 HRS	06/11/12 08/31/12
CARTER III, DAVID	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 184 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
GELINEAU, AARON	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 92 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
GILBERTSON, JUDY	OFF SUP SPECIALIST/WOODLAND HILLS, NOT TO EXCEED 40 HRS,7/9-7/26/12	06/18/12 06/28/12
GRANT, MARLON	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 184 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
GUSTAFSON, SANDRA	OFF SUP SPEC/INTRAMEDIANE/WOODLAND HILLS, NOT TO EXCEED 64 HRS 7/9-26/12	06/25/12 06/28/12
HALLFRISCH, MONICA	COMMUNITY LIAISON/STOWE, NOT TO EXCEED 120 HRS	06/11/12 06/29/12
HARRIS, CALVIN	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 160 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
HARRIS, JES WA	INTEGRATION SPEICALIST/DW, NOT TO EXCEED 184 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
HENDERSON, ALLEGRA	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 184 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
HOPKINS, VANCE	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
LEPPER, DONALD	MENTAL HEALTH PRACT/DW, NOT TO EXCEED 200 HRS	06/11/12 08/31/12
LIVADAROS, KATHERINE	CULTURAL CENTER PARA/EAST, NOT TO EXCEED 91 HRS	06/11/12 06/29/12
LUNDAHL, DONNA	OFF SUP SPECIALIST/WOODLAND HILLS, NOT TO EXCEED 80 HRS,7/9-7/26/12	06/18/12 06/28/12
MAKOWSKI, KAREN	SPECIAL ED PARA/JOB COACH/DW, NOT TO EXCEED 94 HRS	07/23/12 08/23/12
MCGAUGHEY, CHARITY	MENTAL HEALTH PRACT/DW, NOT TO EXCEED 200 HRS	06/11/12 08/31/12
MCGOWAN, TODD	MENTAL HEALTH PRACT/DW, NOT TO EXCEED 200 HRS	06/11/12 08/31/12
MILLER, ROBERT	CULTURAL PARA/HOCHS/INDIAN ED, NOT TO EXCEED 120 HRS	06/10/12 06/29/12
NELSON, SUSAN	OFF SUP SPECIALIST/CHESTER CREEK, NOT TO EXCEED 80 HRS, 7/9-7/26/12	06/18/12 06/29/12
OLSON, DAWN	PT PARA/DW, NOT TO EXCEED 25 HRS	

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ONEILL, WENDY	SPECIAL ED PARA/JOB COACH/DW, NOT TO EXCEED 94 HRS	07/23/12 08/23/12
OTTEN, JOSHUA	LATCHKEY SITE SUPV/LOWELL, NOT TO EXCEED 440 HRS	06/11/12 08/24/12
PAQUETTE, PATRICIA	OFF SUP SENIOR/HOCHS ED EQUITY, NOT TO EXCEED 84 HRS	06/25/12 08/10/12
QUILLIEN, VERONICA	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 104 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
ROSS, TERRY	OT PARA/DW, NOT TO EXCEED 25 HRS	07/02/12 08/31/12
SMITH, NATHAN	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 23 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
SMITH, TAMARA	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 120 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
THEIS, GABRIELA	INTEGRATION SPECIALIST/DW, NOT TO EXCEED 96 HRS, AND 8/1/12-8/17/12	06/18/12 06/29/12
Total: 28		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
BRZEZINSKI, PETER	SUPV PARA/MORGAN, 'B', W/O PAY	04/30/12 04/30/13
CLYNCH, JESSICA	SCHOOL BUS DRIVER II/TRANSPORATION, 'A' PERSONAL, W/O PAY	05/17/12 05/21/12
SMITH, STEVEN	SPECIAL ED STUDENT SPECIFIC PARA/MORGAN, 'B' PERSONAL W/O PAY,CHNG DATES	09/06/11 06/08/12
Total: 3		

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ABRAMSON, TAMI	LIC CUED SPPECH TRANS PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
AUTIO, LIZABETH	HELPER/ORDEAN EAST, .4375 TO .375	09/05/12
BERKELMAN, JAMES	SPECIAL ED BW PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
BLANKENSHIP, AUDREY	SPECIAL ED BW PARA/ORDEAN EAST, .84735 TO .8125	09/04/12
BROWN, NATHANIEL	SPECIAL ED BW PARA/LINCOLN, .84375 TO .8125	09/04/12
BROWN, RYAN	HELPER/LINCOLN, .40625 TO .375	09/05/12
CARLSON, SUSAN	HELPER/DENFELD, .4375 TO .40625	09/05/12
DINNIES, MATTHEW	SPECIAL ED PROG PARA/MALE REQ/ORDEAN EAST, .84375 TO .8125	09/04/12
FILLMORE, JOHN	SPECIAL ED BW PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
FOUTS, PAMELA	SPECIAL ED PROG PARA/LINCOLN, .84375 TO .8125	09/04/12
FRONCKIEWICZ, CHERYL	SPECIAL ED PROG PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
JOHNSON, ADAM	SPECIAL ED BW PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
JOUPPI, HOLLY	HELPER/MACARTHUR .40625 TO .375	09/05/12
JOYCE, DAVID	SPECIAL ED STUDENT SPECIFIC PARA/LINCOLN, .84375 TO .8125	09/04/12
KNEELAND, STEVE	SPECIAL ED BW PARA/LINCOLN, .84375 TO .8125	09/04/12
KROCHALK, SUSAN	SPECIAL ED PROG PARA/PIEDMONT ECSE, .5625 TO .4375	09/13/12
LIVADAROS, KATHERINE	CULTURAL CTR PARA/HOMECROFT, 1.0 TO .6	09/04/12
MAKI, MICHAEL	SPECIAL ED PROG PARA/LINCOLN, .84375 TO .8125	09/04/12
MCNABNEY, RICHARD	SPECIAL ED BW PARA/LINCOLN, .84375 TO .8125	09/04/12
MILLER, ROBERT	CULTURAL CTR PARA/HOCHS, 1.0 TO .6	09/04/12
MUSOLF, LESLIE	SPECIAL ED PROG PARA/LINCOLN, .84375 TO .8125	09/04/12
PACK, THERESA	SPECIAL ED BE PARA/LINCOLN, .84375 TO .8125	09/04/12
PADDOCK, DAVID	SPECIAL ED BW PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
PAULSON, ELIZABETH	LICENSED CUED SPEECH TRANS PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
ROSAS, CINDY	HEALTH/LPN PARA/LINCOLN, .78125 TO .75	09/04/12
ROSE, TINA	HELPER/EAST, .40625 TO .375	09/05/12
SIEMSEN, MARY	SPECIAL ED PROG PARA/HOCHS, .5625 TO .5	09/04/12
SMITH, STEVEN	SPECIAL ED PROG PARA/JOB COACH/MALE REQ/HOCHS, .84375 TO .5	09/04/12
SOMROCK, SHERRY	LIC SIGN LANG INTER/TRANS/DW, .84375 TO .8125	09/04/12
STEPHENSON, DEBRA	HELPER/ORDEAN, .40625 TO .375	09/05/12
STEVENSON, KATHERINE	HELPER/HOMECROFT, .40625 TO .375	09/05/12
TARNOWSKI, NORLIZA	CULTURAL CR PARA/LOWELL, 1.0 TO .6	09/04/12
URBICK, ROBERT	SPECIAL ED BW PARA/ORDEAN EAST, .84375 TO .8125	09/04/12
VALENTINE, SALLY ANN	HELPER/PIEDMONT, .46875 TO .4375	09/05/12
VAN HALE, KAREN	SPECIAL ED PROG PARA/OREAN EAST, .84375 TO .8125	09/04/12
WAKEFIELD, WENDY	SATELLITE MGR II/STOWE, .875 TO .75	09/04/12
Total: 36		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BANKS, JANET	HELPER/EAST, .40625 TO .4375	09/05/12
BANKS, KELLY	MENTAL HEALTH PRACT/DW, .9375 TO 1.0	09/04/12
DOLAN, MARY ANNE	HELPER/ORDEAN EAST, .4375 TO .46875	09/05/12
LEPPER, DONALD	MENTAL HEALTH PRACT/DW, .9375 TO 1.0	09/04/12
MAINELLA, KATHY	HEALTH PARA/LPN/DENFELD, .78125 TO .84375	09/04/12

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
MCGAUGHEY, CHARITY	MENTAL HEALTH PRACT/DW, .9375 TO 1.0	09/04/12
MCGAUGHEY, CHARITY	MENTAL HEALTH PRACT/DW, .9375 TO 1.0	09/04/12
MIGHELL, PATRICIA	HELPER/EAST, .375 TO .40625	09/05/12
MILLER, CARRIE	HELPER/LINCOLN, .375 TO .40625	09/05/12
MILLER, LORRIE	HELPER/DENFLED, .375 TO .4375	09/05/12
NEPHEW, PAULA	HELPER/LINCOLN, .375 TO .46875	09/05/12
PUFF, JODI	HELPER/HOMECROFT, .53125 TO .625	09/05/12
SALMELA, GAYLE	SPECIAL ED PROG PARA/PIEDMONT/ECSE, .375 TO .4375	09/13/12
SIEMSEN, MARY	SPECIAL ED BW PARA/PIEDMONT, .5 TO .78125	09/04/12
SMITH, CINDY	HELPER/DENFELD, .375 TO .40625	09/05/12
Total: 15		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
GEISSLER, SUSAN	SATELLITE I MGR/LOWELL,SATELLITE MGR II/STOWE, \$15.26/HR	09/04/12
HALVORSON, MARY	SUPV PARA/LINCOLN, INSTR PARA/MACARTHUR, \$16.23	09/04/12
MCKOWSKI, KELLIE	SATELLITE MGR I/LINCOLN,/SATELLITE MGR II/CONGDON, \$15.26/HR	09/04/12
PEDERSEN, ROBIN	OFF SUP SPEC/INTER/HOCHS/FINANCE,OFF SUP SPEC/DENFELD, \$16.36/HR	05/25/12
Total: 4		

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BLUEDORN, SHARRY	SPECIAL ED BW PARA/PIEDMONT	06/08/12
BUCSKO, MARIE	CHILD CARE PARA/HABITAT	06/30/12
HENDRICKSON, RICHARD	ENGINEER 3/HOCHS	07/06/12
WITZMAN, KAYE	CHILD CARE PARA/HABITAT	06/30/12
Total: 4		

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BARBER, PATTI	SAT MGR II/MACARTHUR	06/11/12 08/31/12
CLYNCH, JESSICA	SCHOOL BUS DRIVER II/TRANSPORTATION	08/01/12 06/29/12
COX, PHILLIP	SCHOOL BUS DRIVER II/TRANSPORATION, AND 8/1/12-8/31/12	06/11/12 08/31/12
DEFRANG, DARCIE	BUS HELPER/TRANSPORTATION	08/01/12 08/31/12
FORSETH, MARY	SCHOOL BUS DRIVER II/TRANSPORTATION	06/11/12 08/24/12
GEISSLER, SUSAN	SATELLITE MGR II/LINCOLN	06/11/12 08/31/12
GUZZO, JAMES	SCHOOL BUS DRIVER II/TRANSPORTATION	08/01/12 06/29/12
HINNENKAMP, DENNIS	SCHOOL BUS DRIVER II/TRANSPORTATION, AND 8/1/12-8/31/12	06/11/12 08/31/12
HOLTEN, SHERRY	EXCEL/HOMECROFT	08/13/12 08/24/12
HURLEY, CAROLYN	SAT MGR II/ALC	06/11/12 08/31/12
JOHNSON, DOROTHY	BUS HELPER/TRANSPORTATION	08/01/12 08/24/12
KARON, MARIA	SAT MGR II/DENFELD	06/11/12 06/29/12
KILLIAN, JOSEPH	SCHOOL BUS DRIVER II/TRANSPORTATION, AND 8/1/12-8/31/12	06/11/12 08/31/12
KOOSMAN, CHRISTINE	BUS HELPER/TRANSPORTATION	08/01/12 08/31/12
LUNDGREN, KATHLEEN	BUS HELPER/TRANSPORTATION	07/01/12 06/29/12
MACMILLAN, WENDY	SCHOOL BUS DRIVER II/TRANSPORTATION, AND 8/1/12-8/31/12	06/11/12 08/24/12
MCKOWSKI, DEBRA	SATE MGR II/NETTLETON	06/11/12 08/31/12
MURRAY, COLLEEN	SCHOOL BUS DRIVER II/TRANSP	06/11/12 06/29/12
NACEY, DEIDRA	SCHOOL BUS DRIVER II/TRANSPORTATION, AND 8/1/12-8/31/12	06/11/12 08/31/12
NELSON, DAYLE	BUS HELPER/TRANSPORTATION	08/01/12 08/24/12
NORMAN, JOANN	SAT MGR II/PIEDMONT	06/11/12 08/31/12
OLESIK, GENEVIEVE	BUS HELPER/TRANSPORTATION	08/01/12 08/24/12
PUFF, JODI	SAT MAGR II/MORGAN PARK	06/11/12 08/31/12
ROUSE, LAURIE	SCHOOL BUS DRIVER II/TRANSPORTATION	08/01/12 07/27/12
SEELING, ROGER	SPECIAL ED/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/18/12 08/24/12
VALENTINE, SALLY ANN	HELPER/MACARTHUR	06/12/12 08/24/12
VAN ALLEN, GEORGIA	HELPER/NETTLETON	06/12/12 08/24/12
WAKEFIELD, WENDY	SAT MGR II/STOWE	06/11/12 08/24/12
Total: 28		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
COYLE, SANDRA	OFF SUP SPEC/SENIOR/HOCHS/TECHNOLOGY, .75 TO .8, 43 TO 45 WKS	08/06/12 06/28/13
Total: 1		

RESOLUTION

NATIONAL CONFERENCE OF FIREMEN AND OILERS

RESOLVED, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District No. 709 and National Conference of Firemen And Oilers, a summary of which is in the hands of all School Board members, be approved and adopted for the period July 1, 2011 to June 30, 2013, 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***

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 2012-2013 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 8, 2012, unless another date is indicated below, due to discontinuance of position or lack of pupils.

Tyllia Rae .125 FTE

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.

RESOLUTION

RE: Termination of Certified Long-Term Substitutes

WHEREAS, the School Board desires to provide notice that long-term substitute teaching positions terminate on the date specified in the individual substitute teacher's contract or at the conclusion of the school year, whichever is earlier;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the employment of all long-term substitute teachers, including those listed below, shall terminate effective at the end of the school day on June 8, 2012, unless another date is indicated below, or on the date specified in the individual substitute teacher's contract, whichever is earlier.

Tyllia Rae - (0.5 FTE) – Rescind

BE IT FURTHER RESOLVED that the Clerk of the School Board shall so notify such teachers in writing before July 1, 2012.

**Resolution #HR-7-12-3039
July 17, 2012**

4171 – PUBLIC AND PRIVATE PERSONNEL DATA

- I. PURPOSE** - The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning & ending work hours, place of employment & work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, or an individual was an applicant for employment, volunteers for the school district, or is a member of or applicant for an advisory board or commission.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer & independent contractors, is public:
1. Name
 2. Actual gross salary
 3. Salary Range
 4. Contract Fees
 5. Actual gross pension
 6. The value & nature of employer-paid fringe benefits
 7. The basis for & the amount of any added remuneration, including expense reimbursement, in addition to salary
 8. Job title
 9. Bargaining unit
 10. Job description
 11. Education & training background
 12. Previous work experience
 13. Date of first & last employment
 14. The existence & status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action
 15. The final disposition of any disciplinary action, as defined in Minnesota Statute 13.43, Subd. 2(b), together with the specific reasons for the action & data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district
 16. The terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement

- must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, & such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data
17. Work location
 18. Work telephone number
 19. Badge number
 20. Honors & awards received
 21. Payroll timesheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or medical leave or other not public data
 22. City & county of residence
- B. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when authorized by the Commissioner of the Bureau of Mediation Services.
 - C. The following information on applicants for employment or advisory board/commission is public:
 1. Veteran status
 2. Relevant test scores
 3. Rank on eligible list
 4. Job history
 5. Education and training
 6. Work availability
 - D. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
 - E. Names & home addresses of applicants for appointment to & members of an advisory board/commission are public.
 - F. Regardless of whether there has been a final disposition as defined in Minnesota Statute 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statute 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private & will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- C. Parking space leasing data is private.
- D. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee
- E. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;

- 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statute 253B.07, Subd. 1; or;
- 3. A court, law enforcement agency or prosecuting authority.
- F. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- G. The school district shall make any report to the board of teaching or the state board of education as required by Minnesota Statute 122A.20, Subd. 2, & shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, & settlement or compromise, or any investigative file in accordance with Minnesota Statute 122A.20, Subd. 2.
- H. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the reemployment insurance program under Minnesota Chapter 268.

- VI. MULTIPLE CLASSIFICATIONS** - If data on individuals is classified as both private and confidential by Chap. 13, or any other state or federal law, the data is private.
- VII. CHANGE IN CLASSIFICATIONS** - The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.
- VIII. RESPONSIBLE AUTHORITY** - The school district has designated ~~Julio Almanza, the~~ Superintendent of Schools or his/her designee, 723-4100 (218) 336-8752, ext. 1109, as the authority responsible for personnel data. If you have any questions, contact his/her office.
- IX. EMPLOYEE AUTHORIZATION/RELEASE FORM** - An employee authorization form is included as an addendum to this policy. See 4171 - 1Legal References:
Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act)
Minnesota Statute 13.02 (Definitions)
Minnesota Statute 13.43 (Personnel Data)
Minnesota Statute 122A.20, Subd. 2 (Mandatory Reporting)

Adopted: 06/19/01 - ISD 709

Revised: 07/17/12, 08/19/03