

## **Human Resources - Regular School Board Meeting**

Duluth Public Schools, ISD 709

### **Agenda**

Tuesday, July 19, 2016

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

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|---|----------|
| <b>1. Staffing Report Action Items</b>  | <b>2</b> |
| <b>2. Other Action Items</b>  |          |
| A. Approval of Hourly Rate Sheet Minimum Wage Increase                          | 6        |
| B. First Reading - Revision of Policy 413 - Prohibiting Harassment and Violence | 8        |
| <b>3. Informational Items</b>   |          |
| A. Summary of Harassment Complaints, 2015-16                                    | 10       |
| B. Review of Superintendent Evaluation Process including Timeline               |          |
| <b>4. Future Items</b>  |          |
| A. There are no Future HR Items at this time.                                   |          |

**HUMAN RESOURCES ACTION ITEMS FOR: 07/19/2016****CERT APPOINTMENT****POSITION/SITE/CLASS&STEP/REPLACING****EFFECTIVE DATES**

BURRIS, SARAH	SPEC ED LD RESOURCE/LOWELL, III 5, K PRECKEL	08/30/16
CHRISTENSON, PAUL	VOCAL/DENFELD, III,2, M VANCAMP	08/30/16
DANIELSON, KATIE	COORD FAMILIES-TRANSITION TOSA/DW, VIII 9, D WAGNER	08/24/16
DOMINI, MICHAEL	SPEC ED ASD/EAST, III 3, NEW POS	08/30/16
GORDON, MICHAEL	SPEC ED LD/LAURA MACARTHUR, IV 4, V STORTZ	08/30/16
MCCORMICK, KAREN	SPEC ED ADAPTIVE PHY ED/DE, .2 TO .5	08/30/16
WILL, JACOB	ASD III/EAST, III 3, M MILLER	08/30/16
Total: 7		

**CERT EXTENSION****POSITION/SITE/CLASS&STEP/REPLACING****EFFECTIVE DATES**

BACHINSKI, SUSAN	HEAD START COORDINATOR/BARNES HDST, NOT TO EXCEED 120 HRS	06/13/16	07/01/16
BENSON, KATHY	HEAD START COORDINATOR/BARNES HDST, NOT TO EXCEED 120 HRS	06/13/16	07/01/16
CORDLE, MICHELLE	ESY/PSYCHOLOGIST/DW, NOT TO EXCEED 12 HRS	06/13/16	08/26/16
CRANE, REBECCA	ESY/ECSE SUPERVISOR TOSA/DW/ NOT TO EXCEED 190 HRS	06/13/16	08/26/16
DALBEC, SHARON	SPEC ED EBD/MERRITT CREEK ACADEMY, NOT TO EXCEED 53 HRS	06/14/16	07/21/16
DANIELSON, KATIE	HOMELESS LIAISON/HOCHS, NOT TO EXCEED 40 HRS	07/01/16	08/23/16
GANGENESS, NANCY	HEAD START COORDINATOR/BARNES HDST, NOT TO EXCEED 120 HRS	06/13/16	07/01/16
GOODREAU, AMANDA	PRE-K/LAURA MACARTHUR HDST, NOT TO EXCEED 24 HRS	06/20/16	07/29/16
GUDECK, JULIE	ESY/EC/DHH/DW, NOT TO EXCEED 28 HRS	08/08/16	08/19/16
HALLGREN, MICHAEL	ESY/DCD SECONDARY/DW, NOT TO EXCEED 28 HRS	08/08/16	08/19/16
HARROLD, CARLA	CURRICULUM DEVELOPMENT/HOCHS, NOT TO EXCEED 20 HRS	07/01/16	08/29/16
HATFIELD, KATHRYN	ESY/TOSA/DW, NOT TO EXCEED 190 HRS	06/13/16	08/26/16
JONES, GREG	STAFF DEVELOPMENT/HOCHS, NOT TO EXCEED 40 HRS	06/20/16	08/31/16
KLEINSCHMIDT, MARIE	ESY/DCD MIDDLE SCHL/DW, NOT TO EXCEED 28 HRS	08/08/16	08/19/16
LARSON, CARLA	ESY/EC/DHH/DW, NOT TO EXCEED 28 HRS	08/08/16	08/19/16
LAURENT, JACOB	DEAN OF STUDENTS/PIEDMONT, NOT TO EXCEED 32 HRS	06/27/16	06/30/16
LINDBERG, TIM	ESY/WORK EXPERIENCE/DW, NOT TO EXCEED 120 HRS	07/25/16	08/26/16
LIPPITT, MARTHA	ESY/TOSA ADMIN/DW, NOT TO EXCEED 190 HRS	06/13/16	08/26/16
MCDONALD, SUE	HEAD START COORDINATOR/BARNES HDST, NOT TO EXCEED 120 HRS	06/13/16	07/01/16
OLEK, MAUREEN	ESY/ECSE/DW, NOT TO EXCEED 72 HRS	06/13/16	08/26/16
PANASUK-ZIFKO, SARA	ESY/SLP/DW, NOT TO EXCEED 72 HRS	06/13/16	08/26/16
PRECKEL, KEVIN	SPEC ED EBD/WOODLAND HILLS, NOT TO EXCEED 19 HRS	06/14/16	06/17/16
RAY, JULIE	ESY/NEW TEACHER TRAINING/DW, NOT TO EXCEED 40 HRS	06/13/16	08/26/16
RODD, RONI	ESY/PHYSICAL THERAPIST/DW, NOT TO EXCEED 20 HRS	08/08/16	08/26/16
ROURKE, CINDY	ESY/DCD/SMI ELEM/DW, NOT TO EXCEED 48 HRS	08/08/16	08/19/16
SEAMAN, JAN	ESY/ASD HIGH SCHOOL/DW, NOT TO EXCEED 56 HRS	08/08/16	08/26/16
SEDERBERG, SUSAN	ESY/SCHOOL NURSE/DW, NOT TO EXCEED 100 HRS	07/01/16	08/26/16
SHELDON, DARREN	PRINCIPAL/FEDERAL PROGRAMS/HOCHS, NOT TO EXCEED 80 HRS	07/01/16	08/12/16
SHELDON, KRISTY	SPEC ED EBD/MERRITT CREEK ACADEMY, NOT TO EXCEED 53 HRS	06/14/16	07/21/16
SMITH, HAMILTON	SCIENCE/WOODLAND HILLS, NOT TO EXCEED 55 HRS	06/16/16	07/21/16
SUNDAL, JENNIFER	PRE-K/WASHINGTON HDST, NOT TO EXCEED 180 HRS	06/13/16	08/26/16
TWARDOWSKI, STEPHANIE	ESY/ASD ELEM/DW, NOT TO EXCEED 48 HRS	08/08/16	08/19/16
VOLD, CHRIS	TOSA/ALC, NOT TO EXCEED 45 HRS	07/08/16	07/22/16
WALKER, SARAH	PRE-K/BARNES HDST, NOT TO EXCEED 16 HRS	06/13/16	06/30/16
WATKINS-MELBY, LAUREL	PRE-K/MYERS-WILKINS HEAD START, NOT TO EXCEED 40 HRS	06/13/16	06/30/16
WIKSTROM, MICHELLE	ESY/OCCUPATIONAL THERAPIST/DW, NOT TO EXCEED 110 HRS	06/13/16	08/26/16
ZYCHOWSKI, DOUGLAS	ESY/ASD/DCD MIDDLE SCHOOL/DW, NOT TO EXCEED 48 HRS	08/08/16	08/19/16
Total: 37			

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

DALBACKA, JILL	INSTR COACH/HOCHS/ .4 FTE SUPERINTENDENT APPROVED LWOP	08/30/16	06/09/17
Total: 1			

**CERT PERM INCREASE****POSITION/LOCATION****EFFECTIVE DATES**

HOLLINDAY, GINA	SOCIAL STUDIES/DENFELD, .8 TO .9	08/30/16
Total: 1		

**CERT RESIGNATION****POSITION/LOCATION****EFFECTIVE DATES**

BARTHOLDT, SABINE	SOCIAL STUDIES/EAST HIGH SCHOOL	06/10/16
MATTSON, BARBARA	SPEC EDUC DCD SETTING III/MYERS-WILKINS ELEMENTARY	06/10/16
Total: 2		

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

KROPF, CAROL	GUIDANCE COUNSELOR/ ST. JAMES	06/17/16
SEDERBERG, BRENDA	GRADE 3/HOMECROFT	06/10/16
Total: 2		

<u>CERTIFIED SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
AMUNDSON, JENNA	SUMMER LEARNING LOSS/PIEDMONT, NOT TO EXCEED 116 HRS	07/11/16	08/18/16
BEETCHER, CHERYL	EXCEL/MYERS-WILKINS, NOT TO EXCEED 49 HRS	07/11/16	07/28/16
BEETCHER, CHERYL	TITLE 1/MYERS-WILKINS, NOT TO EXCEED 83 HRS	06/13/16	07/07/16
BERGMAN, MELISSA	EXCEL/LESTER, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
BLANCHARD, MICHELLE	EXCEL/PIEDMONT, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
BROWN, PAULA	GRADES 6-12/WOODLAND HILLS, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
DOUGLAS, MARCI	EXCEL/PIEDMONT, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
ERICKSON, RYLEE	SEAT BASED ENGLISH/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
ERIE, RONDA	EXCEL/LAURA MACARTHUR, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
FARCHMIN, RITA	EXCEL/LAURA MACARTHUR, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
FINLAYSON, DUSTIN	SEAT BASED GEOMETRY/DELFIELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
FITZSIMMONS, EMILY	SEAT BASED BIOLOGY/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
FLORESTANO, MATTHEW	GRADES 5-12/ARROWHEAD ACADEMY, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
FRANKLIN, DANIEL	EXCEL/LOWELL, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
GILBERTSON, HEATHER	EXCEL/LESTER, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
GLOCKLE, NATHAN	.5 SUMMER SCHOOL COORDINATOR/ALC, STIPEND \$2,500.00	06/13/16	08/26/16
GLOCKLE, NATHAN	.5 SUMMER SCHOOL PRINCIPAL/DW, NOT TO EXCEED 120 HRS	06/13/16	08/26/16
HELLA, LINDSEY	GRADES 5-12/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
HENDRICKX, SARA	SUMMER LEARNING LOSS/PIEDMONT, NOT TO EXCEED 116 HRS	07/11/16	08/18/16
HUSS, CARLI	EXCEL/MYERS-WILKINS, NOT TO EXCEED 49 HRS	07/11/16	07/28/16
HUSS, CARLI	TITLE 1/MYERS-WILKINS, NOT TO EXCEED 83 HRS	06/13/16	07/07/16
HUTCHISON, KATIE	GRADES 6-7/LINCOLN PARK, NOT TO EXCEED 30 HRS	06/13/16	06/17/16
IRVINE, MARY	EXCEL/PIEDMONT, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
JOHNSON, DEBORAH	GRADES 5-12/CHESTER CREEK, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
JOHNSON, EMILY	EXCEL/MYERS-WILKINS, NOT TO EXCEED 49 HRS	07/11/16	07/28/16
JOHNSON, EMILY	TITLE 1/MYERS-WILKINS, NOT TO EXCEED 83 HRS	06/13/16	07/07/16
JOHNSTON, KACY	SEAT BASED ALGEBRA/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
JUNGMAN, BRIAN	GRADES 5-12/MERRITT CREEK, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
LEPPER, DONALD	EXCEL 1/LOWELL, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
LINDBERG, TIM	GRADES 5-12/CHESTER CREEK, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
LIPPITT, MARTHA	EXCEL/PIEDMONT, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
MULLER, MAGGIE	SEAT BASED ENGLISH/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
NISSSEN, ANDREW	SEAT BASED BIOLOGY/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
NORMAN, ADRIAN	.5 SUMMER SCHOOL COORDINATOR/ALC, STIPEND \$2,500.00	06/13/16	08/26/16
NORMAN, ADRIAN	.5 SUMMER SCHOOL PRINCIPAL/DW, NOT TO EXCEED 120 HRS	06/13/16	08/26/16
NORTHEY, SHAWN	SEAT BASED ALGEBRA/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
OLSON, ANTHONY	GRADES 6-12/WOODLAND HILLS, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
PAULSEN, ALLYSON	EXCEL/LESTER, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
PLESHA, STEVEN	EXCEL/LESTER, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
PLESHA, STEVEN	ESY/AS/DCD ELEM/DW, NOT TO EXCEED 48 HRS	08/08/16	08/19/16
PORKKONEN, ALEX	GRADES 6-12/WOODLAND HILLS, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
RADZAK, ANGELA	GRADES 6-7/LINCOLN PARK, NOT TO EXCEED 30 HRS	06/13/16	06/17/16
RENNQUIST, JEAN-PAUL	ESY/SPEC ED PARA ASST-MALE REQ/DENFELD, NOT TO EXCEED 60 HRS	08/09/16	08/26/16
SCHMIDTKE, MELISSA	EXCEL/LESTER, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
SMITH, HAMILTON	GRADES 6-12/WOODLAND HILLS, NOT TO EXCEED 105 HRS	06/14/16	07/21/16
SORBO, GWEN	EXCEL/LESTER, NOT TO EXCEED 49 HRS	06/28/16	08/04/16
SORENSEN, STUART	ENGLISH/ALC, NOT TO EXCEED 80 HRS	06/21/16	08/26/16
STRESOW, KATIE	EXCEL/LOWELL, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
THORNTON, NICHOLAS	SEAT BASED HISTORY/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
TOKARCZYK, KAREN	EXCEL/LOWELL, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
WEILAND, KARA	EXCEL/LAURA MACARTHUR, NOT TO EXCEED 49 HRS	06/13/16	08/04/16
WEILAND, SEAN	SEAT BASED CIVICS/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
Total: 50			

<u>CERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
NORMAN, JULIE	.5 GIFTED & TALENTED/DW TO .425 ECFE PARENT EDUC, VOL TEMP REDUC	08/30/16	06/09/17
PRECKEL, KEVIN	SPEC ED EBD/AMBERWING, 1.0 TO 0.8, VOL TEMP REDUCTION	08/30/16	06/09/17
Total: 2			

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
GLASER, LINDA	PARENT EDUCATOR/LESTER ECFE, .5 TO .85	08/30/16	06/09/17
MCNEIL, DENISE	HDST FAMILY ADVOCATE/DW, .5 TO .625	08/30/16	06/09/17
Total: 2			

<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>	
CARLSON, DYLAN	SUPV BLDG OPERATIONS/FACILITIES, 40/52WKS, \$1,140.00/WKS, S BALAICH	5/31/2016	
DOLENTZ, JACQUELINE	EEA EXEC ASSIST/HOCHS/BUS SVCS, 40/52WKS, \$19.55/HR, M THIBAUT	06/20/16	
FRIDSMAN, IRENE	OFFICE SUPPORT SPEC SR/ORDEAN EAST, 40/52WKS, \$20.73/HR, M WEBER	07/01/16	
MAGNUSON, DANIELLE	FIELD SUPPORT TECH/HOCHS/TECH, 40/52WKS, \$999/WK, BUMPED S MORLANG	06/27/16	
SHEIKH, SUMAIR	INTEGRATION SPECIALIST/DW, 40/41WKS, \$47,399.00/YR, NEW	06/06/16	
TINSLEY, CALLIE	LATCH KEY SITE SUPERVISOR/STOWE, 40/51WKS, \$17.19/HR, ADDL STAFF	06/13/16	
Total: 6			

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>	
ANSETH, BETTY	SPECIAL ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
BERGUM, DIANE	SPECIAL ED PROG PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
BUETTNER, MOLLY	SPEC ED PARA-STUD SPEC/CHESTER CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
CLARK, KATHLEEN	INSTR PARA/HDST/DW, NOT TO EXCEED 19.75 HRS	06/13/16	06/30/16
CONLEY, KELLEY	MISA/ABE, NOT TO EXCEED 480 HRS	06/12/16	08/29/16
DAWSON-HUMES, ANNE	INSTR PARA/HDST/DW, NOT TO EXCEED 19.75 HRS	06/13/16	06/30/16
DELACRUZ, JAMIE	INDIAN YOUTH ADVOCATE/DW, NOT TO EXCEED 112 HRS	06/13/16	06/30/16
DORMAN, DIXIE	INTEGRATION SPEC/INDIAN ED/DW, NOT TO EXCEED 72 HRS	06/20/16	06/30/16
GOSEYUN, YOLANDA	INTEGRATION SPECIALIST/INDIAN ED, NOT TO EXCEED 40 HRS	06/20/16	06/30/16
HELQUIST, MELODIE	SPEC ED PARA-STUD SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
HEMBREE, BRADLEY	ESY/SPEC ED PARA ASST-MALE REQ/DENFELD, NOT TO EXCEED 60 HRS	08/09/16	08/26/16
HURT, ROXANNE	ESY/SPEC ED PARA ASST/DENFELD, NOT TO EXCEED 46 HRS	08/09/16	08/26/16
JARVELA, LISA	OFFICE SUPP SPEC/WOODLAND HILLS, NOT TO EXCEED 40 HRS	06/27/16	07/21/16
KESTI, SHAREN	SPECIAL ED PROG PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
KNAUSS, SUSAN	OFFICE SUPP SPEC/MERRITT CREEK, NOT TO EXCEED 40 HRS	06/27/16	07/21/16
KORSGAARD, KATHARINE	SPECIAL ED PROG PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
LYONS, DAWN	INDIAN YOUTH ADVOCATE/DW, NOT TO EXCEED 112 HRS	06/13/16	06/30/16
MONTGOMERY, DEBRA	SPECIAL ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
MOSELEY, DAVID	ESY/SPEC PARA ASST-MALE REQ/DENFELD, NOT TO EXCEED 60 HRS	08/09/16	08/26/16
OLSON, DAWN	PHYSICAL THERAPY ASST/DW, NOT TO EXCEED 15 HRS	07/01/16	08/26/16
PADDOCK, DAVID	SPECIAL ED PROG PARA, CHESTER CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
POHL, PHYLLIS	INDIAN YOUTH ADVOCATE/INDIAN ED/DW, NOT TO EXCEED 112 HRS	06/13/16	06/30/16
ROSS, TERRY	OCCUPATIONAL THERAPY ASST/DW, NOT TO EXCEED 10 HRS	07/01/16	08/26/16
RUDH, BARBARA	SPECIAL ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
SISLO, KATHRYN	OFFICE SUPPORT SPEC INTER/WOODLAND HILLS, NOT TO EXCEED 60 HRS	07/06/16	07/21/16
STABE, GWEN	MISA/BARNES HDST, NOT TO EXCEED 72 HRS	07/01/16	08/26/16
TOLAND, PAMELA	OFFICE SUPPORT SPEC-INTER/ABE, NOT TO EXCEED 200 HRS	06/27/16	08/12/16
WALDRIF, TRACY	INSTR PARA/HDST/DW, NOT TO EXCEED 39 HRS	06/13/16	06/30/16
WALLIN, PATRICIA	INSTR PARA/HDST/DW, NOT TO EXCEED 39 HRS	06/13/16	06/30/16
Total: 30			

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>	
BISSELL, LORRI	HELPER/DENFELD, LWOP	05/02/16	06/09/16
DUPRE, KATHLEEN	SPEC ED PRG PARA/MACARTHUR, "A" PERSONAL LEAVE OF ABSENCE, LWOP	6/1/2016	6/10/2016
PORTER-DONAHUE, LISA	SPEC ED PRG PARA/MACARTHUR, "A" PERSONAL LEAVE OF ABSENCE, LWOP	6/2/2016	6/10/2016
SANDS, ALEXANDER	SUPERVISORY PARA/EAST, LWOP	06/06/16	06/10/16
Total: 4			

<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>	
MORLANG, SHILO	FIELD SUPPORT/HOCHS/TECHNOLOGY,52WKS TO 42WKS	08/22/16	
Total: 1			

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
MOTSCHENBACHER, DARCY	OFF SUPPORT SENIOR/EAST, OFF SUPP INTER/EAST, 18.79/HR	06/27/16	
Total: 1			

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
LIVADAROS, KATHERINE	PARA/ORDEAN-EAST	06/10/16	
MURPHY, ANGELA	PARA/LINCOLN PARK	06/10/16	
OSTROWSKI, KIM	HELPER/LESTER PARK	06/10/16	
PAVLICH, YVONNE	HELPER/EAST, PRESUMED RESIGNED	06/02/16	
Total: 4			

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
GORDON, BRUCE	MAINTENANCE UTILITY/EAST HS, RETIREMENT	07/29/16	
LEIDER, KERRY	FAC MGMT MGR/FACILITIES, RETIREMENT	09/30/16	
RUDH, BARBARA	PARA/MERRITT CREEK ACADEMY, REVISED RETIREMENT DATE	07/20/16	
Total: 3			

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
ANDERSON, KAREN	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
ANDERSON, KAREN	SPEC ED PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	08/20/16
AUTIO, LIZABETH	HELPER/LESTER, NOT TO EXCEED 96 HRS	06/20/16	08/11/16
BANKS, KELLY	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
BATTEES, SUSAN	SATELLITE MGR II/LAURA MACARTHUR, NOT TO EXCEED 385 HRS	06/13/16	08/26/16
BEDARD, THERESE	ESY/SPEC ED PROGRAM PARA/DW, NOT TO EXCEED 92 HRS	07/25/16	08/20/16
DESAUTEL, PEGGY	HELPER/MYERS-WILKINS, NOT TO EXCEED 75 HRS	06/20/16	07/28/16
ERICKSON, LIANNE	SATELLITE MGR II/BOYS & GIRLS CLUB, NOT TO EXCEED 75 HRS	06/13/16	07/15/16
FOUTS, PAMELA	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16

<u>NONCERT SUMMER SCHOOL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>	
HOWARD, APRIL	INSTR PARA/LINCOLN PARK, NOT TO EXCEED 32 HRS	06/13/16	06/17/16
ISAACSON, KIM	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
KARON, MARIA	SATELLITE MGR II/PIEDMONT, NOT TO EXCEED 330 HRS	06/13/16	08/26/16
KESTI, SHAREN	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
KOERNER, MACKENZIE	ASL INTERPRETER/DENFELD, NOT TO EXCEED 40 HRS	06/20/16	07/13/16
LEIGHTON, BRIDGET	SPEC ED PARA-STUD SPEC RN/CHESTER CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
LUND, SHERRIE	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
LUND, SHERRIE	INSTR PARA/DENFELD, NOT TO EXCEED 45 HRS	06/28/16	08/04/16
MACDONALD, LAURIE	ESY/ASL INTERPRETER/LAURA MACARTHUR, NOT TO EXCEED 24 HRS	08/09/19	08/19/19
MATTHEWS, NANCY	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
MCCRACKEN, CRYSTAL	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
MCDONALD, DENNIS	ESY/SPEC ED PROGRAM PARA/DW, NOT TO EXCEED 92 HRS	07/25/16	08/20/16
MCKEEVER, JUDITH	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
MENDOZA, CRUZ	INSTR PARA/PIEDMONT, NOT TO EXCEED 60 HRS	06/28/16	08/04/16
MILLER, CARRIE	HELPER/DENFELD, NOT TO EXCEED 120 HRS	06/20/16	08/12/16
MITCHELL, MARILYN	SATELLITE MGR/MYERS-WILKINS, NOT TO EXCEED 150 HRS	06/13/16	07/15/16
MUSOLF, LESLIE	ESY/SPEC ED PARA/DW, NOT TO EXCEED 46 HRS	07/25/16	08/20/16
NORLAND, SHERRYANN	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
NORMAN, JOANN	SATELLITE MGR II/DENFELD, NOT TO EXCEED 330 HRS	06/13/16	08/26/16
OVERBY, CHERYL	INSTR PARA/PIEDMONT, NOT TO EXCEED 60 HRS	06/28/16	08/04/16
PACKINGHAM, DEBORAH	HELPER/LAURA MACARTHUR, NOT TO EXCEED 110 HRS	06/14/16	08/11/16
PALMER, MICHELLE	HELPER/LESTER, NOT TO EXCEED 165 HRS	06/14/16	08/26/16
PETERSON, CONNIE	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
PETERSON, CONNIE	SPEC ED PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
PUFF, JODI	SATELLITE MGR II/LESTER, NOT TO EXCEED 330 HRS	06/13/16	08/26/16
RANDA, KATHY	INSTR PARA/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	06/28/16	08/04/16
RENNQUIST, JEAN-PAUL	SPEC ED PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS	07/15/16	07/20/16
SUNDEEN, SALLY	SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
SUNDEEN, SALLY	SPEC ED PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS	06/15/16	07/20/16
TALBOT, MARK	HELPER/LAURA MACARTHUR, NOT TO EXCEED 90 HRS	07/18/16	08/26/16
THOMAS, TIFFANI	HELPER/MYERS-WILKINS, NOT TO EXCEED 135 HRS	06/14/16	08/12/16
VALENTINE, SALLY ANN	HELPER/PIEDMONT, NOT TO EXCEED 145 HRS	06/20/16	08/23/16
VAN ALLEN, GEORGIA	SATELLITE MGR II/LINCOLN, NOT TO EXCEED 330 HRS	06/13/16	08/26/16
WABROWETZ, JENNIFER	INSTR PARA/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	06/28/16	08/04/16
WAKEFIELD, WENDY	SATELLITE MGR II/STOWE, NOT TO EXCEED 330 HRS	06/13/16	08/26/16
WALDRIF, TRACY	SPEC ED PARA/MERRITT CREEK, NOT TO EXCEED 60 HRS	06/20/16	07/20/16
WALKER, TAMMY	ESY/SPEC ED PARA ASST/LAURA MACARTHUR, NOT TO EXCEED 45 HRS	08/09/16	08/19/16
WEST FABINY, LINDSAY	ESY/SPEC ED PARA ASST LPN/LAURA MACARTHUR, NOT TO EXCEED 35 HRS	08/09/16	08/19/16
WICK, SUSAN	HELPER/LAURA MACARTHUR, NOT TO EXCEED 75 HRS	06/14/16	07/15/16
WICK, SUSAN	SATELLITE MGR II/BOYS & GIRLS CLUB, NOT TO EXCEED 90 HRS	07/18/16	08/26/16
WILLIAMS, STEPHANIE	OFF SUPP SPEC/DENFELD, NOT TO EXCEED 128 HRS	06/13/16	07/29/16
Total: 53			

<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
HARSTAD, DIANA	OFFICE SUPPORT SPEC SR/MYERS-WILKINS, 45 WKS TO 42 WKS	08/15/16	
Total: 1			

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>	
FARNHAM, DEBBIE	LATCH KEY SITE SUPV/LESTER, .75 TO 1.0	06/13/16	08/26/16
Total: 1			

**HOURLY/SUBSTITUTE PAY RATE SHEET**  
**Updated 07/19/2016 ~ Effective 8/1/2016 (excepted where noted)**

POSITIONS	SPECIAL NOTES	RATE
<b><u>COMMUNITY EDUCATION</u></b>		
Lifeguard		\$ 10.00
Locker Room Attendant		\$ 9.50
Swim Instructor		\$ 11.50
School-Aged Care/Pre-K Worker		\$ 9.50
Special Needs Helper		\$ 9.50
Youth Development Programs		
-Cross Age Student Helper		\$ 9.50
-Youth Service Facilitator		\$ 12.50
-Playground Leader		\$ 9.50
-Gym Supervisor		\$ 9.50
-Activity Leader		\$ 9.50
-Summer Youth Placement Coordinator		\$ 9.50
Site Supervisor Substitute		\$ 10.50
Pool Director		\$ 9.50
Temporary Building Coordinator		\$ 12.50
Puppeteer		\$ 10.00
American Indian Facilitator		\$ 9.75

<b><u>FOOD SERVICE</u></b>		
Food Service Substitute/Non -Unit Helper		\$ 9.50
Cook and Head Cook Substitute		\$ 10.00
Production Manager Substitute		\$ 10.50
Satellite Manager Substitute		\$ 10.50
Satellite Mgr Trainer		\$ 15.63
Retired Food Service Employees are paid \$1.00/hr. in addition to above rates.		

<b><u>MAINTENANCE AND CONSTRUCTION</u></b>		
Summer Hourly Substitute		\$ 9.50
Snow Shovelers, Temporary		\$ 9.50
Summer AV Repair		\$ 9.50
Lead Person for Laborers		\$ 9.50
Summer Retired Trades People		Step A of MA CBA
Welder and Other Skilled Trades		Step A of MA CBA

<b><u>BUILDING OPERATIONS</u></b>		
Hourly Regular Substitute		\$ 11.00
Substitute for Licensed People		\$ 9.50
Summer Hourly and Summer Hourly Lawn Crew		\$ 9.50
Retired Custodian		*
Retired Custodian II		*
Retired Fireperson I		\$ 11.85
Retired Fireperson II		*
Retired Engineer	(Eng. 1*/Eng. 2*/Eng. 3*/Eng. 4*)	

\*(Step B Current Maintenance Unit Bargaining Agreement)

<b><u>TRANSPORTATION</u></b>		
Substitute for Bus Driver (regular route)		Step A of MA CBA
Field Trip		\$ 10.00
Bus Helper		\$ 9.50

<b><u>PRINT SHOP</u></b>		
Summer Hourly		\$ 9.50
Skilled Tradesperson		Step A of MA CBA

<b><u>PURCHASING (STOREROOM)</u></b>		
Hourly Regular Substitute		\$ 9.50
Hourly Student		\$ 9.50
Stock Clerk (Retired Employee)		Step A of MA CBA

**HOURLY/SUBSTITUTE PAY RATE SHEET**  
**Updated 07/19/2016 ~ Effective 8/1/2016 (excepted where noted)**

<b><u>CLERICAL</u></b>		
Regular Substitute	\$	10.00
Retired/Layoff Employees	OSS Step 1 of Clerical CBA	

<b><u>PARAPROFESSIONALS</u></b>		
Instructional Assistant(Tutor)	\$	9.50
Media Assistant	\$	9.50
Supervisory Assistant	\$	10.00
Special Education Assistant	\$	10.00
Health Assistant	\$	11.00
Hearing Impaired Assistant (Signer) (Transliterators Non-Licensed)	\$	13.00
Licensed Interpreter for the Deaf	\$	20.00
Special Education Assistant (LPN License Required)	\$	16.50
Special Education Assistant (RN License Required)	\$	22.50
Indian Oriented Assistant	\$	9.50
Cultural Assistant (no language skills)	\$	9.50
Cultural Assistant (with language skills)	\$	10.00
Community Assistant	\$	9.50
Experience Center Manager	\$	9.50
Career Center Assistant	\$	9.50
Career Center Coordinator	\$	12.50
Occupational Therapy Assistant	\$	10.00
Technical Tutor		
-Graphic Artist	\$	10.00
-Cultural Assistant (with language skills)	\$	10.00
-RDT	\$	10.00
-Asian Oriented	\$	10.00
-Evaluation/Testing	\$	10.00
Child Care Assistant	\$	10.00
Community Liaison	\$	9.50
Physical Therapist Assistant	\$	14.00
Mental Health Practitioner Sub	\$	12.00

<b><u>MISCELLANEOUS</u></b>		
HRA Headstart Resource Aide	\$	9.50
Desegregation Assistant	\$	9.50
Cafeteria/Playground Monitor	\$	9.50
Crossing Guard	\$	9.50
Work Study	\$	9.50
Accounting Intern	\$	9.50
GED Examiner	\$	20.00
Parental Involvement Coordinator	\$	9.50
Indian Adult Basic Education Assistant	\$	9.50
Assistant Examiner	\$	9.50
Systems Maintenance Technician	\$	21.54
Technology Student Intern(ISD#709 Student)	\$	9.50
Technology Student Intern (after 17 months)	\$	9.50
Technology Intern (2 yrs college or above)	\$	12.00
Help Desk Technician	\$	13.00
Deli Operator	\$	14.00
Headstart Nutritionist	\$	25.00

<b><u>SUBSTITUTE TEACHERS</u></b>		
All Certified Substitutes	\$	125.00
Certified Retired Substitutes Only	\$	130.00
Teacher Hourly Rate of Pay 7/1/16	\$	21.03

## **413 PROHIBITING HARASSMENT AND VIOLENCE**

### **GENERAL STATEMENT OF POLICY**

Independent School District 709 (ISD 709) is committed to creating and maintaining a learning and working environment where all individuals are treated with respect and dignity. Every individual has the right to learn/work in an environment free of harassment and violence.

In this school district, harassment and violence, whether verbal, physical, or cyber, which creates a hostile climate, is unacceptable and will not be tolerated. Harassment and violence are unlawful, hurt all people, and have no legitimate educational purpose. Any employee or student who engages in such conduct shall be disciplined as provided by law, District policies, and applicable labor agreements.

Therefore, it is the policy of ISD 709 to maintain a work and learning environment that is free of harassment and violence based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined in this policy.

Harassment based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute are also forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1965, as amended, 42 U.S.C. Section 2000e, et seq. and or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01 – 363.20, and may represent a criminal law violation.

Violence based on: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute is a physical act of aggression, intimidation, and/or degradation directed toward a person or group of persons because of their membership or perceived membership in a protected group.

It shall be a violation of this policy for any student or school personnel of ISD 709 to harass a pupil or other school personnel through conduct or communication of a sexual nature or regarding: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined by this Policy and Regulation 4015R. (For purposes of this policy, school personnel include: School Board members, administrators, teachers, all other school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of ISD 709.)

It shall be a violation of this policy for any student or school personnel of ISD 709 to inflict, threaten to inflict, or attempt to inflict violence relating to: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any or All Other

Protected Groups as identified by state and/or federal statute as well as any other forms of violence as defined by this policy upon any pupil or school personnel.

ISD 709 will act with reasonable diligence to take action to investigate, respond, remediate and discipline all complaints, either formal or informal, oral or written, of improper actions or statements which may constitute harassment and violence as defined in this policy and Regulation 4015R. Furthermore, ISD 709 intends to provide support for students identified as the victims of these acts in compliance with Minn. Statute Sections 121A.0695.

A report will be given to the School Board at the regular meeting in ~~June~~ **July**, a summary of the number of harassment complaints, types of complaints and the action taken to resolve the complaint. This will be done without releasing any case specifics, information or personnel data.

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For more detailed information on this policy, including definitions for terms used in this policy and the reporting procedures for this policy, please see Regulation 4015R.

*Cross References:* Resolution 413R (Prohibiting Harassment and Violence)  
Resolution 413.1R (Harassment Complaint Form)

Replacing: Policy 4015

First Reading: 05-19-2015

Adopted: 06-16-2015

**04-19-2016 ISD 709** (Renumbering only)

First Reading: 07-19-16

June 30, 2016

TO: Ron Lake  
Tim Sworsky

FROM: Linda Kinnear *AK*

SUBJECT: Harassment Complaints Fiscal Year 2015-2016 Report

**Reports Received in Human Resources:**

Student/Parent Complaints - 7

Employee Complaints - 11

**Total Complaints - 18 (17 resolved, 1 unresolved)  
Received in HR**

**Reports Received at the Schools (Logged in Infinite Campus)**

Student Complaints – 45 (all resolved)