

Human Resources Committee

Duluth Public Schools, ISD 709

Agenda

Monday, January 9, 2017

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

1. Staffing Report Action Items	3
2. Other Action Items	
<u>A. New Policy 302 - Superintendent</u>	<u>5</u>
1) Attached is MSBA model Policy 302 - Superintendent for the second reading. This policy would replace the current policy 2015, 2010, 2050, and 2065.	
2) Attached is the current Superintendent Policy 2015.	7
3) Attached is the alternative proposed model Policy 302 with revisions.	9
Recommendation: It is recommended that the Duluth School Board approve the MSBA model Policy 302 - first reading.	
<u>B. 2015 Superintendent - Functions - Deletion</u>	<u>11</u>
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2015 which will be replaced with MSBA Policy 302.	
Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2015 - first reading.	
<u>C. 2010 Superintendent - Overview - Deletion</u>	<u>13</u>
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2010 which will be replaced with MSBA Policy 302.	
Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2010 - first reading.	
<u>D. 2050 Line Of Responsibility - Deletion</u>	<u>14</u>
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2050 which will be replaced with MSBA Policy 302.	
Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2050 - first reading.	
<u>E. 2065 Administrative Leeway In Absence Of School Board Policy - Deletion</u>	<u>15</u>
In moving to MSBA Model Policies, administration is recommending the deletion of Policy 2065 which will be replaced with MSBA Policy 302.	
Recommendation : It is recommended that the Duluth School Board approve the deletion of Policy 2065 - first reading.	

3. Informational Items

A. There are no HR Informational Items at this time.

4. Future Items

A. There are no HR Future Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 01/17/2017

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
BOOMER, BREA Total: 1	HEAD START/LAURA MACARTHUR, III 2, K JACOBS, TEMP POS	12/08/16 06/09/17 ³
<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
DEETZ, SUSAN KMIECH, TANYA Total: 2	DCD/MYERS-WILKINS AUTISM/CONGDON PARK/MYERS-WILKINS	01/20/17 01/20/17
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
GRONSETH, DEANNA PICKAR, WENDY RAY, JULIE RODD, RONI WILLIAMS, PAULA Total: 5	SPEECH LANGUAGE PATHOLOGIST/DW, 1/6 OVERLOAD PHYSICAL THERAPIST/DW, 1/6 OVERLOAD, A LUNDSTEN SPEECH LANGUAGE PATHOLOGIST/DW, 1/6 OVERLOAD, K RUPP PHYSICAL THERAPIST/DW, 1/6 OVERLOAD, A LUNDSTEN GUIDANCE COUNSELOR/WOODLAND HILLS, 1/6 OVERLOAD	11/28/16 02/10/17 11/01/16 12/22/16 11/28/16 02/10/17 11/01/16 12/22/16 08/24/16 06/16/17
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BARNETT, RITA CHISHOLM, KYLE DUPRE, KATHLEEN ERICKSON, ALAN FRONDEN, KAREN GIMPEL, SHERRI HOLL, DEBRA MICHOG, EMILY MODEAN, ROCHELLE MODEAN, ROCHELLE SUZICK, JUDITH TURNER, KATHLEEN VALENTINE, RANDY Total: 13	SPEC ED PARA STUDENT SPEC/MERRITT CREEK, 31.25/38WKS, \$15.38/HR, J URSIN TITLE I INSTR PARA/PIEDMONT, 26.25/38WKS, \$13.86/HR, NEW POS SPEC ED PARA STUDENT SPEC/CHESTER CREEK, 31.25/38WKS, \$15.38/HR, NEW POS INSTR PARA TITLE I/PIEDMONT, 26.5/38WKS, \$13.86/HR, R STANGHELLE INSTR PARA/LESTER PARK ECFE, 19/38WKS, \$13.86/HR, J KLOTZ SPEC ED PROG PARA/PIEDMONT, 32.5/38WKS, \$15.38/HR, R ZWICKY INSTR PARA TITLE I/PIEDMONT, 26.5/38WKS, \$13.86/HR, E SHEMWELL HEALTH PARA LPN/DW, 13/38WKS, \$17.07/HR, K CHALLES SPEC ED BW PARA/MYERS-WILKINS, 15/38WKS, \$15.38/HR, NEW POS SPEC ED BW PARA/MYERS-WILKINS, 31.25/38WKS, \$15.38/HR, TEMP POS, S MAREK SPEC ED BW PARA/LAURA MACARTHUR, 15/38WKS, \$15.38/HR, NEW POS SUPV PARA/ORDEAN EAST, 19.5/38WKS, \$14.51/HR, NEW POS SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.02/HR, J RASMUSSON	11/30/16 12/22/16 12/14/16 12/12/16 12/12/16 12/14/16 12/06/16 12/05/16 12/05/16 12/21/16 12/01/16 12/05/16 12/05/16
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
MONSON, DEBRA TRENBERTH, PENELOPE Total: 2	BUS DRIVER II/TRANSPORTATION, A" MEDICAL LWOP" TBD HELPER/ORDEAN EAST, A" LWOP"	12/19/16 12/12/16 01/06/17
<u>NONCERT LONG TERM SUB</u>	<u>POSITION/LOCATION/RATE OF PAY/REPLACING</u>	<u>EFFECTIVE DATES</u>
KOWALIK, MARY Total: 1	HELPER/LINCOLN PARK, 16.25/38WKS, \$11.04/HR	12/05/16 06/08/17
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ZWICKY, RACHEL Total: 1	SPEC ED PROG PARA/STOWE, .8125 TO .78125, M HUGHLEY	12/02/16
<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
WILLIAMS, STEPHANIE Total: 1	OFF SUP SPEC SR/HOCHS/INDIAN ED, .75 TO .85	09/26/16
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
BLEVINS, SHARIE GIEGLING, SCOTT HALVER, STEVEN JARVELA, LISA STANGHELLE, REBECCA Total: 5	OFF SUP SR/BARNES HDST, OFF SUP INTER/BARNES, \$19.17/HR, P MARKLE MAINT CUST/CONGDON, SCHOOL CUST II/CONGDON, \$16.97/HR, REVISED WAGE MAINT CUST/LAKEWOOD, SCHOOL CUST II/STOWE, \$16.32/HR OFF SUP SPEC INTER/WOODLAND HILLS, OFF SUP SPEC/WOODLAND HILLS, \$16.74/HR INSTR PARA HDST/DW, INSTR PARA/PIEDMONT, \$16.69/HR	12/19/16 10/14/16 12/05/16 01/03/17 12/05/16
<u>NONCERT RECLASS</u>	<u>NEW POSITION/LOCATION/OLD POSITION/LOCATION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
*Placeholder Total:		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HURT, ROXANNE	SPEC ED PARA/DENFELD	01/03/17
LYONS, PAMELA	HELPER/LESTER PARK	12/22/16
MARIUCCI, REBECCA	PARA/PIEDMONT	12/15/16
PILLSBURY, CHARLES	SPEC ED PARA/LINCOLN PARK	12/22/16
STENEHJEM, KATIE	SPEC ED BW PARA/STOWE	11/30/16
TIMO, KRISTEN	HELPER/DENFELD	12/05/16
WEST FABINY, LINDSAY	HEALTH PARA LPN/MYERS-WILKINS	01/06/17
Total: 7		

4

<u>NONCERT TEMP DECREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
TRAYLOR, MINDY	HELPER/LESTER PARK, .46875 TO .375, CHANGE IN LOCATION	01/03/17 06/08/17
Total: 1		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CHIALASTRI, THERESE	HELPER/MYERS-WILKINS, .4375 TO .46875	11/07/16 06/08/17
ERICKSON, LIANNE	SATELLITE MGR II/ALC, .4375 TO .475	09/06/16 06/08/17
KUNKEL, ROBERTA	HELPER/MYERS-WILKINS, .4375 TO .46875	11/07/16 06/08/17
PETERSON, NANCY	HELPER/MYERS-WILKINS, .4375 TO .5	11/07/16 06/08/17
SMITH-GOUTERMONT, SHERRIL	SPEC ED BW PARA/LAURA MACARTHUR, .78125 TO .84375	09/06/16 06/08/17
TOLAND, PAMELA	OFF SUP SPEC INTER/ABE, .4 TO .5	11/21/16 06/23/17
Total: 6		

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
 MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
 MSBA/MASA Model Policy 301 (School District Administration)
 MSBA/MASA Model Policy 303 (Superintendent Selection)
 MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
 MSBA/MASA Model Policy 305 (Policy Implementation)
 MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

Second Reading: 01-17-17 ISD 709

2015 SUPERINTENDENT - FUNCTIONS

The areas which shall demand his/her attention include (1) curriculum and instruction, (2) students and parents, (3) human resources, (4) business services, and (5) community relations. The functions of the Superintendent shall include:

1. Develop and present to the School Board all policies necessary for the proper operation of the School District.
2. Direct the selection process and make recommendations for hiring all employees, including the administrative staff, instructional staff, and non-teaching employees. Vacant or newly created administrative staff positions will be filled only upon recommendation of the Superintendent and approval by the School Board. Assistant Superintendent and Director positions shall report directly to the Superintendent.
3. Direct the preparation and presentation of a realistic budget for the fiscal year based upon expected revenues.
4. Direct the development of adequate school housing and equipment for the educational program with the assistance of the School Board and the staff.
5. Keep the School Board informed of the needs and accomplishments of all phases of the school program so that it can act intelligently in the adoption of school policies and in the consideration of her/his recommendations.
6. Review all communications from the School Board to the members of the staff.
7. Review all communications from the staff to the School Board, except when an employee appeals to the School Board from a decision of the Superintendent.
8. Develop educational leadership on the part of the staff members and provide educational leadership to the staff.
9. Promote improvements in school physical plant and instructional program.
10. Provide leadership in the planning of curriculum development so that it reflects the philosophy of the School District and so that each part fits into the whole educational program.
11. Establish an effective program of inservice training for the instructional and non-instructional staff members.
12. Develop and maintain an organizational structure or pattern of working relationships of administrators within the schools.
13. Maintain liaison with local and state branches of government and planning agencies.
14. Promote good public relations with service organizations, civic and cultural agencies and educational institutions within the community and the state.
15. Direct the development and implementation of an ongoing system for the evaluation of teacher performance. Provide the School Board with recommendations with regard to teacher promotions, transfers, or dismissals based upon these evaluations.
16. Direct development and maintenance of a ten-year forecast of School District needs and operations including physical plant, enrollments, and financing.
17. Inform the School Board, through specific proposals, of opportunities to participate in federal or state funded programs and direct filing of applications upon approval of the School Board.

Reference: MSA 123.34

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709

~~2015-302~~- Superintendent--Functions

The areas which shall demand his/her attention include (1) curriculum and instruction, (2) students and parents, (3) human resources, (4) business services, and (5) community relations. The functions of the Superintendent shall include:

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16. Direct development and maintenance of a ten-year forecast of School District needs and operations including physical plant, enrollments, and financing.
17. Inform the School Board, through specific proposals, of opportunities to participate in federal or state funded programs and direct filing of applications upon approval of the School Board.
18. Inform and provide copies to all School Board members of all: legal suits filed by or against the School District; attorney correspondences to and from the School District; offers to purchase or distribute school property; petitions and correspondences received by the School District; and information requests and Data Practice Act requests received by the School District.
19. Responsibility for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
20. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
21. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Reference: ~~MSA 123.34~~ Minn. Statue 123B.143

Adopted: 6-9-70 ISD 709

Revised: 6-20-95

01-17-2017

~~2015 SUPERINTENDENT FUNCTIONS~~

The areas which shall demand his/her attention include (1) curriculum and instruction, (2) students and parents, (3) human resources, (4) business services, and (5) community relations. The functions of the Superintendent shall include:

1. Develop and present to the School Board all policies necessary for the proper operation of the School District.
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16. Direct development and maintenance of a ten-year forecast of School District needs and operations including physical plant, enrollments, and financing.
17. Inform the School Board, through specific proposals, of opportunities to participate in federal or state-funded programs and direct filing of applications upon approval of the School Board.

Reference: ~~MSA 123.34~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

Deleted: 01-17-2017 ISD 709

~~2010 SUPERINTENDENT OVERVIEW~~

~~The Superintendent shall be the executive representative of the School Board and shall act under the School Board's direction and advice in the management of the schools. It is the duty of the Superintendent to keep the School Board informed concerning the welfare and progress of the schools and to submit promptly and accurately all special reports asked for by the School Board and to carry out the policies and decisions of the School Board.~~

~~References: MSA 125.03, 123.34, 123.51
Minn. Reg. Ed., Superintendents~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

~~Deleted: 01-17-2017 ISD 709~~

~~2050 LINE OF RESPONSIBILITY~~

~~Each employee in the School District is responsible to the School Board through the Superintendent. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. When necessary, the administrative officers shall refer such matters to the next higher authority. All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the School Board.~~

~~Adopted: 06-09-1970 ISD 709~~

~~Revised: 06-20-1995 ISD 709~~

Deleted: 01-17-2017 ISD 709

~~2065 ADMINISTRATIVE LEEWAY IN ABSENCE OF SCHOOL BOARD POLICY~~

~~In cases where emergency action must be taken within the School District and where the School Board has not provided guidelines for administrative action, the Superintendent and/or other administrative personnel shall have the power to act, but their decisions shall be subject to review by the School Board at its regular meeting. It shall be the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.~~

Adopted: ~~06-09-1970 ISD 709~~

Revised: ~~06-20-1995 ISD 709~~

Deleted: 01-17-2017 ISD 709