

Human Resources Committee
Duluth Public Schools, ISD 709
Agenda
Tuesday, November 13, 2018
UnitedHealth Group Building
4316 Rice Lake Road
Suite 108
Duluth, MN 55811
4:15 PM

- | | |
|--|-----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other HR Action Items | |
| A. <u>New Policy - 401 Equal Employment Opportunity</u> | <u>9</u> |
| Attached is the edited MSBA Model Policy 401 - Equal Employment Opportunity for the second reading. This policy would replace the current policy 4010. | |
| <u>Recommendation:</u> It is recommended that the Duluth School Board approve Policy 401 - second reading. | |
| B. <u>Delete Policy - 4010 Equal Employment and Promotional Opportunities</u> | <u>11</u> |
| In moving to MSBA Model Policies, administration is recommending the deletion of Policy 4010 which will be replaced with MSBA Policy 401. | |
| <u>Recommendation:</u> It is recommended that the Duluth School Board approve the deletion of Policy 4010 - second reading. | |
| C. <u>New Policy - 402 Disability Non Discrimination Policy</u> | <u>12</u> |
| Attached is the edited MSBA Model Policy 402 - Disability Non Discrimination for the second reading. | |
| <u>Recommendation:</u> It is recommended that the Duluth School Board approve Policy 402 - second reading. | |
| D. <u>New Policy - 405 Veteran's Preference</u> | <u>13</u> |
| Attached is the MSBA Model Policy 405 - Veteran's Preference for the second reading. | |
| <u>Recommendation:</u> It is recommended that the Duluth School Board approve Policy 405 - second reading. | |
| 3. HR Informational Items | |
| A. There are no HR Informational Items at this time. | |
| 4. Other HR Future Items | |
| A. There are no Future HR Items at this time. | |

HUMAN RESOURCES ACTION ITEMS FOR: 11/20/2018

CERT APPOINTMENT

ARMBRUSTER, AUSTIN
BACKSTROM, MARY
HUBLEY, CAMERON
RODBERG, JEANNE
SPEHAR, THOMAS
SPEHAR, THOMAS
*Placeholder
Total: 6

POSITION/LOCATION/CLASS&STEP/REPLACING

SPEC ED RESOURCE/LOWELL/HOMECROFT, III 3, TEMP POS
INTERVENTIONIST/STOWE, III 2, TEMP POS
.425 HDST FAMILY ADVOCATE TCHR/LOWELL, 111 3, TEMP POS, H FELDMAN-MCCULLOUGH
.475 INTERVENTIONIST/STOWE, III 4, TEMP POS
.1 ART SPECIALIST/LESTER, IV+45, NEW POS
.4 MEDIA SPECIALIST/ROCKRIDGE/MERRITT/LESTER, IV+45, NEW POS

EFFECTIVE DATES

10/09/18 06/07/19
10/08/18 06/07/19
10/22/18 06/07/19
10/08/18 06/07/19
09/10/18
09/10/18

CERT COCURRICULAR

ADAMCZAK, ANTHONY
ADAMCZAK, ANTHONY
ADAMCZAK, ANTHONY
ALBRIGHT, THOMAS
ALSTEAD, HANNAH
ANDERSON, CLAUDIA
ANDERSON, JAKE
ANDERSON, JESSICA
ANDERSON, KEVIN
ANDERSON, SCOTT
AXELSON, ROGER
BACHAND, COREY
BALLAVANCE, ADAIR
BALLAVANCE, ADAIR
BAUER, HEATHER
BEAUDRY, MELINDA
BEDARD, THERESE
BEEKSMA, ELIZABETH
BENSON, SANDRA
BENSON, SANDRA
BENSON, WILLIAM
BERGMAN, MELISSA
BERRY, JAMES
BODIN, AMY
BOESE, JACOB
BOLANDER, KYLE
BOOMER, BREA
BOYNTON, SANDRA
BRAACK, ZACKERY
BRATEK, JULIEN
BREKKE, JOEL
BREMER, NICHOLAS
BROWN, NATHANIEL
CARLSON, NICOLE
CARR, JULIA
CARR, JULIA
CHICK, KIMBERLY
CHOPP, CLARE
CHRISTENSON, PAUL
CHRISTENSON, PAUL
CHRISTENSON, PAUL
CHURCHILL, LESLIE
CLEMENTS, GREGORY
CLEMENTS, GREGORY
COGGER, BENJAMIN
COLLINS, ANNE
CONLIN, PATRICK
COURAGE, MARY
COURAGE, MARY
DALY, SAMANTHA
DAVIDSON, LEVI
DAVIS, JENNA
DAVIS, PAUL
DAVIS, PAUL
DECARO, ANTHONY

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

.1 ASST BOYS BASKETBALL COACH/EAST, 18/19, \$355.30
.1 HEAD BOYS BASKETBALL COACH/EAST, 18/19, \$545.30
.1 HEAD GRADE 9 BOYS BASKETBALL COACH/EAST, 18/19, \$277.80
.5 ACADEMIC CLUB/STUDENT COUNCIL/LINCOLN PARK, 18/19, \$496.00
HEAD CHEER COACH/EAST, 18/19, \$3,348.00
.5 TECHNOLOGY ADVISOR/DENFELD, 18/19, \$1,934.00
GRADE 9 FOOTBALL COACH/DENFELD, 18/19, \$2,638.00
.2 ASST GIRLS SWIM COACH/EAST, 18/19, \$580.20
.33 TECHNOLOGY ADVISOR/HOMECROFT, 18/19, \$875.16
HEAD BOYS SOCCER COACH/DENFELD, 18/19, \$3,849.00
.33 ASST GIRLS SOFTBALL COACH/DENFELD, 18/19, \$918.39
HEAD BOYS SOCCER COACH/EAST, 18/19, \$3,849.00
.5 SENIOR CLASS ADVISOR/DENFELD, 18/19, \$583.50
HEAD GIRLS BASKETBALL COACH/DENFELD, 18/19, \$5,453.00
.33 ASST GIRLS LACROSSE COACH/EAST, 18/19, \$809.82
SCHOOL PATROL ADVISOR/LAKEWOOD, 18/19, \$821.00
SCHOOL PATROL ADVISOR/MYERS-WILKINS, 18/19, \$821.00
.33 ASST GIRLS SOFTBALL COACH/DENFELD, 18/19, \$918.39
.5 TECHNOLOGY ADVISOR/LAKEWOOD, 18/19, \$1,326.00
CLUB ADVISOR/YEARBOOK/LAKEWOOD, 18/19, \$605.00
4 INTRAMURALS/ASST COACH/LINCOLN PARK, 18/19, \$3,500.00
SPLIT CLASSROOM/LAKEWOOD, 18/19, \$7,000.00
.25 ASST BOYS TENNIS COACH/EAST, 18/19, \$568.75
TECHNOLOGY ADVISOR/PIEDMONT, 18/19, \$2,652.00
ASST BOYS HOCKEY COACH/EAST, 18/19, \$3,553.00
.4 ASST BOYS BASEBALL COACH/DENFELD, 18/19, \$1,113.20
HEAD GIRLS BASKETBALL COACH/EAST, 18/19, \$5,453.00
BAND DIRECTOR/LINCOLN PARK, 18/19, \$693.00
.5 ASST BOYS SOCCER COACH/DENFELD, 18/19, \$1,264.00
.5 ASST GIRLS SOCCER COACH/EAST, 18/19, \$1,264.00
.5 ASST GRADE 9 FOOTBALL COACH/EAST, 18/19, \$1,319.50
.5 ASST BOYS SOCCER COACH/EAST, 18/19, \$1,264.00
.05 HEAD GIRLS SOFTBALL COACH/EAST, 18/19, \$219.95
ASST GRADE 9 GIRLS VOLLEYBALL COACH/DENFELD, 18/19, \$2,309.00
.0525 HEAD GIRLS SOCCER COACH/DENFELD, 18/19, \$202.07
.08 ASST GIRLS SOCCER COACH/DENFELD, 18/19, \$202.24
HEAD DANCE TEAM COACH/EAST, 18/19, \$4,399.00
ORCHESTRA ADVISOR/DENFELD, 18/19, \$1,324.00
.5 SCHOOL EVENTS/STAGE ADVISOR/DENFELD, 18/19, \$1,103.00
ONE ACT PLAY/DENFELD, 18/19, \$584.00
VOCAL ADVISOR/DENFELD, 18/19, \$1,404.00
BAND DIRECTOR/ORDEAN EAST, 18/19, \$693.00
ASST GRADE 9 BOYS TRACK COACH/DENFELD, 18/19, \$2,296.00
ASST GRADE 9 GIRLS TRACK COACH/DENFELD, 18/19, \$2,296.00
ASST BOYS/GIRLS/TRACK COACH/DENFELD, 18/19, \$2,943.00
READING CORPS/CONGDON, 18/19, \$1,500.00
.35 ASST SOFTBALL COACH/EAST, 18/19, \$974.05
.5 ACADEMIC CLUB/VIDEO CLUB/ORDEAN EAST, 18/19, \$496.00
TECHNOLOGY ADVISOR/ORDEAN EAST, 18/19, \$3,261.00
ACADEMIC CLUB/ADVISOR/EAST, 18/19, \$992.00
ASST FOOTBALL COACH/EAST, 18/19, \$3,553.00
HEAD DANCE TEAM COACH/DENFELD, 18/19, \$4,399.00
.5 TECHNOLOGY ADVISOR/STOWE, 18/19, \$1,326.00
SCHOOL PATROL ADVISOR/STOWE, 18/19, \$821.00
.2 ASST BOYS BASEBALL COACH/DENFELD, 18/19, \$556.60

EFFECTIVE DATES

CERT COCURRICULAR**POSITION/LOCATION/EFFECTIVE DATE/STIPEND****EFFECTIVE DATES**

DESCOMBAZ, MICHAEL	.5 INTRAMURALS/5 LINE FOOTBALL/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/5 ON 5 BASEBALL/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/5/9 BASE BASEBALL/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/FLOOR HOCKEY/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/MULTI-MEGA SOCCER/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/POPCORN JUNGLE VOLLEYBALL/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/SPEEDBALL/ORDEAN EAST, 18/19, \$437.50	
DESCOMBAZ, MICHAEL	.5 INTRAMURALS/TEAM HANDBALL/ORDEAN EAST, 18/19, \$437.50	
DEVNEY, MICHAEL	.77 HEAD BOYS BASKETBALL COACH/DENFELD, 18/19, \$4,200.00	
DIERYCK, JEFFERY	.33 ASST GIRLS SOFTBALL COACH/DENFELD, 18/19, \$918.39	
DINGMANN, CHRISTOPHER	.33 ASST BOYS LACROSSE COACH/DENFELD, 18/19, \$809.82	
DORMEDY, MEGAN	.5 ASST BOYS/GIRLS TRACK COACH/DENFELD, 18/19, \$1,471.50	
DUPAY, DANIEL	ASST FOOTBALL COACH/DENFELD, 18/19, \$3,553.00	
EAST, MATTHEW	.5 ASST BOYS SOCCER COACH/DENFELD, 18/19, \$1,264.00	
ELLISON, BENJAMIN	VOCAL ADVISOR/LINCOLN PARK, 18/19, \$693.00	
ENSLIN, BRENDA	.5 ASST GIRLS SWIM COACH/EAST, 18/19, \$1,450.50	
ERCHUL, KAYLEN	ASST BOYS/GIRLS TRACK COACH/DENFELD, 18/19, \$2,943.00	
ERICKSON, KARILYN	.2 HEAD GIRLS LACROSSE COACH/EAST, 18/19, \$722.00	
ERICKSON, KARILYN	.33 ASST GIRLS LACROSSE COACH/EAST, 18/19, \$809.82	
ERICKSON, KARILYN	.4 ASST GIRLS HOCKEY COACH/EAST, 18/19, \$1,421.20	
ERICKSON, SHANE	.2 ACADEMIC CLUB/LINK CREW/DENFELD, 18/19, \$694.60	
ERIE, TROY	SCHOOL PATROL ADVISOR/LOWELL, 18/19, \$821.00	
EVAVOLD-BOLF, KIMBERLY	.5 TECHNOLOGY ADVISOR/LAKEWOOD, 18/19, \$1,326.00	
FEHRINGER, BRUCE	.1 ACADEMIC CLUB/ROBOTICS/DENFELD, 18/19, \$369.00	
FILLMORE, JOHN	.5 ACADEMIC CLUB/VIDEO CLUB/ORDEAN EAST, 18/19, \$496.00	
FISHER, CHRISTY	MATH TEAM ADVISOR/EAST, 18/19, \$2,052.00	
FISHER, ETHAN	.5 SENIOR CLASS ADVISOR/DENFELD, 18/19, \$583.50	
FISHER, ETHAN	ACADEMIC CLUB/EXEC BOARD/DENFELD, 18/19, \$992.00	
FLORESTANO, ANGELO	ACADEMIC CLUB/KEY/DENFELD, 18/19, \$992.00	
FLORESTANO, BRENDA	.5 SENIOR CLASS ADVISOR/EAST, 18/19, \$583.50	
FORBORT, KEITH	SCHOOL PATROL ADVISOR/STOWE, 18/19, \$821.00	
FORBORT, SCOTT	ASST BOYS/GIRLS TRACK COACH/DENFELD, 18/19, \$2,943.00	
FOSTER, PAMELA	SPLIT CLASSROOM/LAKEWOOD, 18/19, \$7,000.00	
FOUGNER, CALAN	ACADEMIC CLUB/WEIGHT ROOM/DENFELD, 18/19, \$992.00	
FOUGNER, CALAN	HEAD BOYS BASEBALL COACH/DENFELD, 18/19, \$4,399.00	
FOX, ROBERT	.5 ASST BOYS/GIRLS NORDIC SKI COACH/DENFELD, 18/19, \$1,236.50	
FRESVIK, THEODORE	ELEMENTARY EXCEL PROGRAM/MYERS-WILKINS, 18/19, NOT TO EXCEED 45 HRS	
FROEHLINGS DORF, PETER	ONE ACT PLAY/7 ACTS/EAST, 18/19, \$4,088.00	
FROEHLINGS DORF, PETER	STAGE ADVISOR/SCHOOL EVENTS/ORDEAN EAST, 18/19, \$1,093.00	
FULLER-KASK, BONNIE	HEAD NORDIC SKI COACH/EAST, 18/19, \$3,712.00	
GARNETT, WILLIAM	ACADEMIC CLUB/ADVISOR/EAST, 18/19, \$992.00	
GAVITT, MARY	.5 PLAY ADVISOR/ORDEAN EAST, 18/19, \$271.50	
GAVITT, MARY	ACADEMIC CLUB/HOMEWORK ROOM/ORDEAN EAST, 18/19, \$992.00	
GERIS, RYAN	.42 ASST BOYS HOCKEY COACH/DENFELD, 18/19, \$1,492.26	
GILBERTSON, HEATHER	.5 ACADEMIC CLUB/STUDENT COUNCIL/ORDEAN EAST, 18/19, \$496.00	
GOERTZ, NONA	ASST NORDIC SKI COACH/EAST, 18/19, \$2,473.00	
GOMAN, GREG	HEAD BOYS TRACK COACH/DENFELD, 18/19, \$4,501.00	
GRAVES, PETER	.65 TECHNOLOGY ADVISOR/EAST, 18/19, \$2,514.20	
GUNDERSON, ANDREW	.7 ACADEMIC CLUB/ROBOTICS/DENFELD, 18/19, \$2,583.00	
HANSON, ERIK	HEAD GIRLS TRACK COACH/DENFELD, 18/19, \$4,501.00	
HANSON, NATHAN	.5 ASST BOYS SOCCER COACH/EAST, 18/19, \$1,264.00	
HARRIS, JOAQUIM	.5 ASST FOOTBALL COACH/EAST, 18/19, \$1,776.50	
HARVIEUX, PATRICIA	ASST NORDIC SKI COACH/EAST, 18/19, \$2,473.00	
HAUTAJARVI, MEGAN	ASST GIRLS TENNIS COACH/DENFELD, 18/19, \$2,275.00	
HENDRICKS, ANDREA	ASST ALPINE SKI COACH/EAST, 18/19, \$1,859.00	
HENDRICKS, LEXIE	.7 HEAD GIRLS SWIM COACH/EAST, 18/19, \$4,361.00	
HENKELS, TYLER	ACADEMIC CLUB/GARDEN CLUB/LINCOLN PARK, 18/19, \$992.00	
HEROLD, DEAN	4 INTRAMURALS/ASST COACH/LINCOLN PARK, 18/19, \$3,500.00	
HEROLD, DEAN	ACTIVITIES DIRECTOR/LINCOLN PARK, 18/19, \$1,132.00	
HIETALA, JOSEPH	HEAD FOOTBALL COACH/EAST, 18/19, \$5,453.00	
HILL, KASSANDRA	.0525 HEAD GIRLS SOCCER COACH/DENFELD, 18/19, \$202.07	
HILL, KASSANDRA	.08 ASST GIRLS SOCCER COACH/DENFELD, 18/19, \$202.24	
HOESCHEN, KEVIN	NEWSPAPER ADVISOR/ORDEAN EAST, 18/19, \$693.00	
HOESCHEN, KEVIN	ORCHESTRA ADVISOR/ORDEAN EAST, 18/19, \$992.00	
HOLLINDAY, GINA	ACADEMIC CLUB/NHS/DENFELD, 18/19, \$992.00	
HOLST, LINSY	.3 ASST GIRLS HOCKEY COACH/EAST, 18/19, \$1,065.90	
HUGHES, KRISTEN	.33 TECHNOLOGY ADVISOR/LINCOLN PARK, 18/19, \$1,076.00	
HUGHES, KRISTEN	ANNUAL ADVISOR/LINCOLN PARK, 18/19, \$978.00	

CERT COCURRICULAR

HUIE, FRANK
 HUMPHREYS, CHAD
 HUMPHREYS, LISA
 HUTCHISON, KATIE
 IANNUCCI, TERESA
 JACKSON, TANYA
 JACOBS, NICHOLAS
 JAGO, RODNEY
 JENSEN, NICOLE
 JOHNSON, JACOB
 JOHNSON, SUSAN
 JONES, GREG
 JONES, GREG
 JONES, GREG
 JOSEPH, DEBRA
 JOURDAIN, GORDON
 JUNGMAN, BRIAN
 JUNGMAN, BRIAN
 KAHN, OVE
 KALLEVIG, BRYAN
 KARAKAS, ANISSA
 KASK, DAVID
 KATOSKI, KELLY
 KATOSKI, KELLY
 KENNEDY, GRACE
 KERO, JESSICA
 KIMBER, MEGHAN
 KINSEY, NATHAN
 KLAAS, ANTONIO
 KLAAS, DAVID
 KNETTEL, CLIFFORD
 KNETTEL, COLLEEN
 KRAFTHOFFER, ANNE
 KRUGER, LEE
 KRUGER, LEE
 KUSCH, JONATHAN
 LAFLEUR, AMANDA
 LAFONTAINE, LAURA
 LAFONTAINE, LAURA
 LAPLANTE, COURTNEY
 LARSEN, DAVID
 LARSEN, ROBIN
 LARSON, JAMES
 LAVIGNE, NICHOLAS
 LEHIGH, JOSHUA
 LEHIGH, JOSHUA
 LEHIGH, JOSHUA
 LESAVAGE, BRIGGS
 LEWIS, ED
 LOFALD, ERIK
 LOFALD, JILL
 LOFSTUEN, KATHLEEN
 LULL, EMILY
 LULL, EMILY
 LYLE, HEIDI
 MACIOCE, MARIA
 MACOR, JOSEPH
 MANOPPO, PAUL
 MANOPPO, PAUL
 MCCLIMEK, BETH
 MCDONALD, KAILEE
 MCDONALD, KAYELYN
 MCDONALD, KAYELYN
 MCDONALD, RHETT
 MEYER-LORAAS, CHAYME
 MICHEAU, TERRI
 MILLER, CYNTHIA
 MILLER, CYNTHIA

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

HEAD FOOTBALL COACH/DENFELD, 18/19, \$5,453.00
 HEAD BOYS TENNIS COACH/EAST, 18/19, \$3,573.00
 .4 ASST BOYS TENNIS COACH/EAST, 18/19, \$910.00
 GRADE 8 VOLLEYBALL HEAD COACH/LINCOLN PARK, 18/19, \$1,115.00
 ACADEMIC CLUB/KNOWLEDGE BOWL/LINCOLN PARK, 18/19, \$992.00
 ACTIVITIES DIRECTOR/ORDEAN EAST, 18/19, \$1,132.00
 STAGE MANAGER/SCHOOL EVENTS/LINCOLN PARK, 18/19, \$1,093.00
 HEAD BOYS HOCKEY COACH/DENFELD, 18/19, \$5,453.00
 .5 ACADEMIC CLUB/STUDENT COUNCIL/LINCOLN PARK, 18/19, \$496.00
 .42 ASST BOYS HOCKEY COACH/DENFELD, 18/19, \$1,492.26
 .1 ACADEMIC CLUB/ROBOTICS/DENFELD, 18/19, \$369.00
 .33 KNOWLEDGE BOWL ADVISOR/EAST, 18/19, \$668.58
 HEAD SPEECH ADVISOR/EAST, 18/19, \$3,691.00
 ONE ACT PLAY/3 ACTS/EAST, 18/19, \$1,752.00
 SPLIT CLASSROOM/LOWELL, 18/19, \$7,000.00
 SPLIT CLASSROOM/LOWELL, 18/19, \$7,000.00
 .2 ACADEMIC CLUB/LINK CREW/DENFELD, 18/19, \$694.60
 NEWSPAPER ADVISOR/DENFELD, 18/19, \$3,691.00
 .5 ASST BOYS/GIRLS NORDIC SKI COACH/DENFELD, 18/19, \$1,236.50
 ASST GRADE 9 FOOTBALL COACH/EAST, 18/19, \$2,638.00
 .2 ASST GIRLS TENNIS COACH/EAST, 18/19, \$455.00
 ASST NORDIC SKI COACH/EAST, 18/19, \$2,473.00
 .1 ASST GRADE 9 BOYS BASKETBALL COACH/EAST, 18/19, \$277.80
 .5 ASST BOYS BASKETBALL COACH/EAST, 18/19, \$1,776.50
 GRADE 9 GIRLS BASKETBALL COACH/EAST, 18/19, \$2,778.00
 .5 ASST BOYS/GIRLS TRACK COACH/DENFELD, 18/19, \$1,471.50
 .6 ASST GIRLS TENNIS COACH/EAST, 18/19, \$1,365.00
 .5 HEAD GIRLS TRACK COACH/EAST, 18/19, \$2,250.00
 .5 ASST FOOTBALL COACH/DENFELD, 18/19, \$1,776.50
 .5 ASST FOOTBALL COACH/DENFELD, 18/19, \$1,776.50
 HEAD GIRLS SWIM COACH/DENFELD, 18/19, \$4,361.00
 TECHNOLOGY ADVISOR/MACARTHUR, 18/19, \$2,652.00
 .5 TECHNOLOGY ADVISOR/LESTER PARK, 18/19, \$1,326.00
 .35 ASST BOYS TENNIS COACH/EAST, 18/19, \$796.25
 HEAD GIRLS TENNIS COACH/EAST, 18/19, \$3,573.00
 .2 ASST BOYS BASEBALL COACH/DENFELD, 18/19, \$556.60
 ASST CHEER COACH/EAST, 18/19, \$2,177.00
 ASST BOYS/GIRLS TRACK COACH/EAST, 18/19, \$2,943.00
 ASST CROSS COUNTRY COACH/EAST, 18/19, \$2,633.00
 .5 ASST DANCE TEAM COACH/EAST, 18/19, \$1,391.50
 MATH CORPS/MACARTHUR, 18/19, \$1,500.00
 READING CORPS/MACARTHUR, 18/19, \$1,500.00
 ORCHESTRA DIRECTOR/EAST, 18/19, \$1,324.00
 .5 ASST GRADE 9 FOOTBALL COACH/EAST, 18/19, \$1,319.00
 BAND DIRECTOR/DENFELD, 18/19, \$4,064.00
 JAZZ BAND ADVISOR/DENFELD, 18/19, \$1,404.00
 ONE ACT PLAY/DENFELD, 18/19, \$584.00
 .2 ASST GIRLS TENNIS COACH/EAST, 18/19, \$455.00
 .2 ACADEMIC CLUB/LINK CREW/DENFELD, 18/19, \$694.60
 ASST FOOTBALL COACH/DENFELD, 18/19, \$3,553.00
 HEAD SPEECH ADVISOR/DENFELD, 18/19, \$3,691.00
 SCHOOL PATROL ADVISOR/CONGDON, 18/19, \$821.00
 ACADEMIC CLUB/GERMAN CLUB/ORDEAN EAST, 18/19, \$992.00
 ANNUAL ADVISOR/YEARBOOK/ORDEAN EAST, 18/19, \$978.00
 ACADEMIC CLUB/ADVISOR/EAST, 18/19, \$992.00
 KNOWLEDGE BOWL/ADVISOR/DENFELD, 18/19, \$2,026.00
 HEAD ALPINE SKI COACH/EAST, 18/19, \$3,398.00
 .33 TECHNOLOGY ADVISOR/LINCOLN PARK, 18/19, \$1,076.00
 ACADEMIC CLUB/STEM CLUB/LINCOLN PARK, 18/19, \$992.00
 ACADEMIC CLUB/ADVISOR/EAST, 18/19, \$992.00
 ASST GIRLS BASKETBALL COACH/EAST, 18/19, \$3,553.00
 HEAD BOYS TENNIS COACH/DENFELD, 18/19, \$3,573.00
 HEAD GIRLS TENNIS COACH/DENFELD, 18/19, \$3,573.00
 .9 HEAD BOYS BASKETBALL COACH/EAST, 18/19, \$4,907.70
 CLUB ADVISOR/YEARBOOK/LESTER PARK, 18/19, \$605.00
 .33 TECHNOLOGY ADVISOR/HOMECROFT, 18/19, \$875.16
 SPLIT CLASSROOM/CONGDON, 18/19, \$7,000.00
 TECHNOLOGY ADVISOR/CONGDON, 18/19, \$2,652.00

EFFECTIVE DATES

CERT COCURRICULAR

MLYNARCZYK, HEIDI
 MOOERS, DAVID
 MORK, NINA
 MOSELEY, DAVID
 MOSELEY, DAVID
 MUELLENBACH, ELI
 NORDWALL, COLEEN
 NORMAN, ASHLEY
 NYGAARD, WILLIAM
 OCHS, KAYLIN
 OJANEN, WINONAH
 PATNAUDE, MATTHEW
 PAULSON, DAMIEN
 PAULSON, DAMIEN
 PEARSON, TOM
 PELLER, SHONDA
 PELLER, SHONDA
 PELLER, SHONDA
 PELLER, SHONDA
 PETERSON, BLAKE
 PETERSON, BLAKE
 PETERSON, DENNIS
 PETERSON, KIRSTIN
 PETERSON, KIRSTIN
 PILATE, SCOTT
 PLESHA, JAMIE
 PLESHA, JAMIE
 PLESHA, STEVEN
 PLESHA, STEVEN
 PODGORNIK, NICHOLAS
 POKRZYWINSKI, JOHN
 POKRZYWINSKI, JOHN
 POLKOWSKI, STEVE
 PORKKONEN, ALEX
 PURSI, MATTHEW
 PURSI, MATTHEW
 RANDOLPH, MICHAEL
 RATAI, ALLEN
 RATAI, ALLEN
 RATAI, ALLEN
 RATAI, ALLEN
 RATAI, ALLEN
 RATAI, ALLEN
 RATAI, ALLEN
 RATAI, ALLEN
 REDMAN, SAMANTHA
 REDMAN, SAMANTHA
 ROED, SHAWN
 ROGERS, ALEXANDER
 RUSH, FRANCIS
 SALMELA, AARON
 SAMPSON, JULIA
 SCHILLING, BRIAN
 SCHILLING, BRIAN
 SCHILLING, BRIAN
 SCHWANTZ, CASSANDRA
 SCHWANTZ, CASSANDRA
 SCHWANTZ, CASSANDRA
 SCRIGNOLI, MICHAEL
 SCRIGNOLI, MICHAEL
 SEIDELMANN, ERIC
 SHAW, NATHAN
 SHEARER, JACK
 SHUSTERICH, SHEILA
 SHUSTERICH, SHEILA
 SILJENDAHL, CHRISTOPHER
 SIROIN, STEFANIE
 SORENSON, STUART

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

READING CORPS/HOMECROFT, 18/19, \$1,500.00
 ASST FOOTBALL COACH/EAST, 18/19, \$3,553.00
 .33 ASST GIRLS LACROSSE COACH/EAST, 18/19, \$809.82
 .5 ACADEMIC CLUB/STUDENT COUNCIL/ORDEAN EAST, 18/19, \$496.00
 ASST GIRLS BASKETBALL COACH/DENFELD, 18/19, \$3,553.00
 ACADEMIC CLUB/WEIGHT LIFTING/LINCOLN PARK, 18/19, \$992.00
 .33 TECHNOLOGY ADVISOR/HOMECROFT, 18/19, \$875.16
 .5 ASST SOFTBALL COACH/EAST, 18/19, \$1,391.50
 .33 KNOWLEDGE BOWL ADVISOR/EAST, 18/19, \$668.58
 HEAD CHEER ADVISOR/DENFELD, 18/19, \$3,348.00
 SPLIT CLASSROOM/LOWELL, 18/19, \$7,000.00
 .5 ASST GRADE 9 FOOTBALL COACH/DENFELD, 18/19, \$1,319.00
 .3 ASST GRADE 9 BOYS BASKETBALL COACH/EAST, 18/19, \$833.40
 .4 ASST BOYS BASKETBALL COACH/EAST, 18/19, \$1,421.20
 ACTIVITY DIRECTOR/DENFELD, 18/19, \$5,655.00
 .5 ASST BOYS/GIRLS TRACK COACH/EAST, 18/19, \$1,471.00
 .5 ASST CROSS COUNTRY COACH/EAST, 18/19, \$1,316.50
 .5 HEAD CROSS COUNTRY COACH/EAST, 18/19, \$1,940.00
 .5 HEAD GIRLS TRACK COACH/EAST, 18/19, \$2,250.50
 BAND DIRECTOR/EAST, 18/19, \$4,064.00
 JAZZ BAND DIRECTOR/EAST, 18/19, \$1,404.00
 .85 HEAD GIRLS SOFTBALL COACH/EAST, 18/19, \$3,739.15
 .33 KNOWLEDGE BOWL ADVISOR/EAST, 18/19, \$668.58
 ANNUAL ADVISOR/EAST, 18/19, \$2,828.00
 READING CORPS/LOWELL, 18/19, \$1,500.00
 GRADE 8 HEAD GIRLS VOLLEYBALL COACH/ORDEAN EAST, 18/19, \$1,115.00
 HEAD GIRLS HOCKEY COACH/EAST, 18/19, \$5,453.00
 .1 ASST BASEBALL COACH/EAST, 18/19, \$278.30
 GRADE 7 BOYS BAKSETBALL COACH/LINCOLN PARK, 18/19, \$1,394.00
 .2 ASST BOYS BASEBALL COACH/DENFELD, 18/19, \$556.60
 .5 ACADEMIC CLUB/KNOWLEDGE BOWL/ORDEAN EAST, 18/19, \$496.00
 .5 ACADEMIC CLUB/THEATER/ORDEAN EAST, 18/19, \$496.00
 HEAD GIRLS SOCCER COACH/EAST, 18/19, \$3,849.00
 GRADE 8 BOYS BASKETBALL COACH/LINCOLN PARK, 18/19, \$1,394.00
 .5 SCHOOL EVENTS/STAGE ADVISOR/DENFELD, 18/19, \$1,103.00
 ONE ACT PLAY/8 ACTS/DENFELD, 18/19, \$4,672.00
 HEAD BOYS HOCKEY COACH/EAST, 18/19, \$5,453.00
 .5 INTRAMURALS/5 LINE FOOTBALL/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/5 ON 5 BASKETBALL/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/5/9 BASE BASEBALL/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/FLOOR HOCKEY/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/MULTI-MEGA SOCCER/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/POPCORN JUNGLE VOLLEYBALL/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/SPEEDBALL/ORDEAN EAST, 18/19, \$437.50
 .5 INTRAMURALS/TEAM HANDBALL/ORDEAN EAST, 18/19, \$437.50
 .1 HEAD GIRLS SOFTBALL COACH/EAST, 18/19, \$439.90
 .15 ASST GIRLS SOFTBALL COACH/EAST, 18/19, \$417.45
 ACTIVITY DIRECTOR/EAST, 18/19, \$5,655.00
 .33 ASST BOYS LACROSSE COACH/DENFELD, 18/19, \$809.82
 .33 ASST BOYS LACROSSE COACH/DENFELD, 18/19, \$809.82
 .5 ACADEMIC CLUB/SCIENCE CLUB/ORDEAN EAST, 18/19, \$496.00
 SPLIT CLASSROOM/HOMECROFT, 18/19, \$7,000.00
 .5 TECHNOLOGY ADVISOR/STOWE, 18/19, \$1,326.00
 ASST SPEECH ADVISOR/DENFELD, 18/19, \$1,295.00
 HEAD DEBATE ADVISOR/DENFELD, 18/19, \$3,195.00
 .1 ASST GIRLS SWIM COACH/DENFELD, 18/19, \$290.10
 .1 ASST GIRLS SWIM COACH/EAST, 18/19, \$290.10
 .3 ASST GIRLS SWIM/DIVE COACH/DENFELD, 18/19, \$870.30
 HEAD BOYS/GIRLS GOLF COACH/DENFELD, 18/19, \$2,859.00
 HEAD BOYS/GIRLS CROSS COUNTRY COACH/DENFELD, 18/19, \$3,880.00
 .5 ACADEMIC CLUB/SCIENCE CLUB/ORDEAN EAST, 18/19, \$496.00
 ANNUAL ADVISOR/DENFELD, 18/19, \$2,828.00
 .5 ASST FOOTBALL COACH/EAST, 18/19, \$1,776.50
 .5 PLAY ADVISOR/ORDEAN EAST, 18/19, \$271.50
 VOCAL DIRECTOR/ORDEAN EAST, 18/19, \$693.00
 HEAD BASEBALL COACH/EAST, 18/19, \$4,399.00
 ASST GIRLS VOLLEYBALL COACH/DENFELD, 18/19, \$2,919.00
 HEAD GOLF COACH/EAST, 18/19, \$2,859.00

EFFECTIVE DATES

CERT COCURRICULAR

SORENSEN, STUART
 SPIEKER, ALLISA
 STASIUK, PETER
 STEINSBERGER, NICOLE
 STEMWEDEL, BRANDON
 STRESOW, KATIE
 STROTHER, CIENNA
 STROTHER, CIENNA
 SWANSON, RICHARD
 TERESI, ROBERT
 THOMAS, KALLIE
 TOUMI, LYNN
 TOWNSEND, HEATHER
 TRACEY, GLENN
 TUSKEN, THOMAS
 UPTON, JEROME
 UPTON, JEROME
 UPTON, JEROME
 VALENTINE, RANDY
 VAN SCOY, SHERYL
 VELNER, TIMOTHY
 VISINA, TIMOTHY
 VOLD, SADIE
 WAALKENS, BENJAMIN
 WAGNER, BRANDON
 WALTON, KAYLA
 WALZ, GERALD
 WEBERG, NEIL
 WELHOUSE, CASSIDY
 WELLNITZ, JENNIFER
 WENTWORTH, JAMES
 WESTHOLM, DANIELLE
 WHITE, TIMOTHY
 WICKER, DAVID
 WICKER, DAVID
 WIENS, NIKOLI
 WILKINS, TAMMI
 WIPSON, PATRICIA
 WISHART, SCOTT
 WITTMERS-GRAVES, ERICA
 ZENNER, KAITLIN
 Total: 300

POSITION/LOCATION/EFFECTIVE DATE/STIPEND

NEWSPAPER ADVISOR/EAST, 18/19, \$3,691.00
 .5 ASST DANCE TEAM COACH/EAST, 18/19, \$1,391.50
 HEAD GIRLS VOLLEYBALL COACH/DENFELD, 18/19, \$4,636.00
 HEAD GRADE 7 GIRLS VOLLEYBALL COACH/LINCOLN PARK, 18/19, \$1,115.00
 .895 HEAD GIRLS SOCCER COACH/DENFELD, 18/19, \$3,444.86
 SPLIT CLASSROOM/LAKEWOOD, 18/19, \$7,000.00
 ASST GRADE 9 BOYS TRACK COACH/EAST, 18/19, \$2,296.00
 HEAD GRADE 7 GIRLS VOLLEYBALL COACH/ORDEAN EAST, 18/19, \$1,115.00
 HEAD GIRLS SOFTBALL COACH/DENFELD, 18/19, \$4,399.00
 ASST BOYS/GIRLS TRACK COACH/EAST, 18/19, \$2,943.00
 .84 ASST GIRLS SOCCER COACH/DENFELD, 18/19, \$2,123.52
 .5 TECHNOLOGY ADVISOR/DENFELD, 18/19, \$1,934.00
 .80 ASST DANCE TEAM COACH/DENFELD, 18/19, \$2,226.40
 ACADEMIC CLUB/HISTORY DAY CLUB/ORDEAN EAST, 18/19, \$992.00
 .2 ACADEMIC CLUB/LINK CREW/DENFELD, 18/19, \$694.60
 .5 SENIOR CLASS ADVISOR/EAST, 18/19, \$583.50
 SCHOOL EVENTS/STAGE ADVISOR/EAST, 18/19, \$2,206.00
 VOCAL ADVISOR/EAST, 18/19, \$1,404.00
 .5 ASST GRADE 9 FOOTBALL COACH/DENFELD, 18/19, \$1,319.00
 .5 TECHNOLOGY ADVISOR/LOWELL, 18/19, \$2,652.00
 HEAD ROBOTICS COACH/EAST, 18/19, \$3,690.00
 ASST BOYS/GIRLS TRACK COACH/EAST, 18/19, \$2,943.00
 ELEM EXCEL PROGRAM/MYERS-WILKINS, 18/19, NOT TO EXCEED 45 HRS
 .16 ASST BOYS HOCKEY COACH/DENFELD, 18/19, \$568.48
 ASST SPEECH ADVISOR/EAST, 18/19, \$1,295.00
 ASST GRADE 9 VOLLEYBALL COACH/EAST, 18/19, \$2,309.00
 .1 ACADEMIC CLUB/ROBOTICS/DENFELD, 18/19, \$369.00
 .5 ASST BOYS/GIRLS TRACK COACH/EAST, 18/19, \$1,471.50
 .5 ASST GIRLS SOCCER COACH/EAST, 18/19, \$1,264.00
 .2 ACADEMIC CLUB/LINK CREW/DENFELD, 18/19, \$694.60
 SCHOOL PATROL ADVISOR/MACARTHUR, 18/19, \$821.00
 JUNIOR CLASS ADVISOR/EAST, 18/19, \$875.00
 MATH TEAM ADVISOR/DENFELD, 18/19, \$2,052.00
 .5 ASST CROSS COUNTRY COACH/EAST, 18/19, \$1,316.00
 HEAD BOYS TRACK COACH/EAST, 18/19, \$4,501.00
 HEAD GIRLS VOLLEYBALL COACH/EAST, 18/19, \$4,636.00
 .33 TECHNOLOGY ADVISOR/LINCOLN PARK, 18/19, \$1,076.00
 .35 TECHNOLOGY ADVISOR/EAST, 18/19, \$1,353.80
 HEAD BOYS LACROSSE COACH/DENFELD, 18/19, \$3,610.00
 .5 TECHNOLOGY ADVISOR/LESTER PARK, 18/19, \$1,326.00
 .3 ASST GIRLS HOCKEY COACH/EAST, 18/19, \$1,065.90

EFFECTIVE DATES**CERT EXTENSION**

LARSON, LISA
 Total: 1

POSITION/LOCATION/CONDITION

PRE-KINDERGARTEN/MACARTHUR, NOT TO EXCEED 21.5 HRS

EFFECTIVE DATES

08/20/18 08/27/18

CERT LEAVES

GREENE, KATIE
 HANKS, ROBIN
 TINSLEY, CALLIE
 *Placeholder
 Total: 3

POSITION/LOCATION/LEAVE TYPE

E-SQUARED ENRICHMENT/EXTENSION TOSA/DW, SUPERINTENDENT APPROVED LWOP
 OJIBWE IMMERSION/LOWELL, PARENTAL LWOP
 SPEC ED PHYS/HLTH IMPAIRED/PIEDMONT/MYERS-WILKINS, SUPERINT APPROV

EFFECTIVE DATES

12/14/18 12/31/19
 09/25/18 12/07/18
 01/07/19 01/18/19

CERT LONG TERM SUB

ARMBRUSTER, AUSTIN
 *Placeholder
 Total: 1

POSITION/LOCATION/CLASS & STEP/REPLACING

.5 SPEC ED RESOURCE/LOWELL, III 3, A SKOOG, CHANGE IN DATES

EFFECTIVE DATES

09/10/18 10/05/18

CERT PERM INCREASE

MOORE, PATRICK
 *Placeholder
 Total: 1

POSITION/LOCATION/CLASS & STEP/REPLACING

ENGLISH TOSA/AEO, .9 TO 1.0

EFFECTIVE DATES

08/28/18

NONCERT RESIGNATION

BRADFORD, HEATHER
SAWYER, KRISTEN
*Placeholder
Total: 2

POSITION/LOCATION

PRE-SCHOOL PARA/HOMECROFT
PRE-SCHOOL PARA/MACARTHUR

EFFECTIVE DATES

11/07/18
11/15/18

NONCERT RETIREMENT

KRENNER, CHERYL
RIDGEWELL, LINDA
SALMELA, GAYLE
SCHWARTZ, CATHERINE
SISLO, BETTY
WISS, MITCHELL
Placeholder
Total: 6

POSITION/LOCATION

SPEC ED PARA/EAST
FOOD SERVICE HELPER/DENFELD
PRE-SCHOOL PARA/MYERS-WILKINS
PARA/LPN/HOMECROFT
FOOD SERVICE SITE SUPRV/HOCHS, REVISED RETIREMENT DATE
SPEC ED PARA/ROCKRIDGE

EFFECTIVE DATES

01/04/19
11/01/18
11/16/18
11/02/18
11/30/18
11/02/18

NONCERT TERMINATION

*Placeholders
Total:

POSITION/LOCATION

EFFECTIVE DATES

(Changes requested at the HR Committee Meeting are shaded in grey).

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 **opportunity and promotional opportunities** for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for **disabled** employees **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.

~~**[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]**~~

- 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. Any person having a question regarding this policy should discuss it with **the Senior Human Resource Manager in Human Resources.**

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:

~~4010 — EQUAL EMPLOYMENT AND PROMOTIONAL OPPORTUNITIES~~

~~Equal employment and promotional opportunities will be provided for all persons without regard to race, creed, color, religion, sex, age, disabilities, marital status, national origin, status with respect to public assistance or any other legally protected characteristic. 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 through a positive recruitment plan. Additionally, the recruitment plan will be superseded by all criteria as defined by contracts, collective bargaining agreements and state/federal laws. The School Board will provide resources to implement this plan in every department and school and at all levels of operation.~~

~~Employees with questions or complaints concerning the School District's compliance with Federal and State anti-discrimination laws are encouraged to utilize the "Equal Opportunity Policy Complaint Procedure" to register such questions and complaints.~~

~~Adopted: 04-08-1975 ISD 709~~

~~Revised: 12-11-1979~~

~~03-08-1983~~

~~06-20-1995~~

~~09-21-2004 ISD 709~~

~~Deleted: 10-16-2018 ISD 709~~

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.

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:

(Changes requested at the HR Committee Meeting are shaded in grey).

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use

veteran's preference.

- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching **and non licensed** positions. If a 100-point hiring system is not used for filling **a teaching and non licensed** position, preference points will not be added, but all veteran applicants who have proper licensure **and/or meet the qualifications** for **the teaching position or non licensed positions** will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position. **(The school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.)**
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Replacing: None

First Reading: 10-16-2018

Second Reading: 11-20-2018

Adopted: