

## **Regular School Board Meeting**

Duluth Public Schools, ISD 709

### **Agenda**

Tuesday, September 17, 2019

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Reading and Approving Minutes**
  - A. Regular School Board Meeting - August 20, 2019 2
  - B. Special Closed Meeting - Property - August 26, 2019 13
  - C. Special Closed Meeting - Board Vacancy - September 9, 2019 15
6. **School and Community Recognition**
7. **Audience**
8. **Reading Communications, Petitions, Etc.** 18
9. **Report of the Superintendent**
  - A. Reports from Student School Board Representatives
  - B. Schedule of Meetings and Events 19
10. **Report of Standing Committees**
  - A. Education Committee (*see separate report*)
  - B. Human Resources Committee (*see separate report*)
  - C. Business Committee (*see separate report*)
11. **Special Resolutions**
12. **Questions / Other**
13. **Adjournment**

## Minutes of the Regular School Board Meeting

Of the School Board of Independent School District No. 709 held at the Historic Old Central High School, 215 North First Avenue East, Duluth, Minnesota 55802, on

Tuesday, August 20, 2019

Members Present:

Josh Gorham  
David Kirby  
Rosie Loeffler-Kemp  
Jill Lofald  
Alanna Oswald  
Nora Sandstad

Others Present:

Bill Gronseth, Superintendent  
Cathy Erickson, CFO  
Melinda Thibault, Secretary

Student Representatives:

Emma Natale (Denfeld)  
Vanessa Farrell (East)

Members Absent:

Sally Trnka

➤ Chair Loeffler-Kemp called the Regular School Board meeting of August 20, 2019 to order at 6:32 p.m., and the pledge of allegiance to the American flag was given.

**M-Sandstad, S-Lofald, to approve the agenda as presented. Upon a vote, the agenda was approved as presented – 6-0.**

Chair Loeffler-Kemp asked school board members if there were any corrections or changes to the minutes of the Regular School Board Meeting of July 16, 2019.

**M-Sandstad, S-Lofald, to approve the minutes of the July 16, 2019 Regular School Board Meeting as presented. Upon a vote, the same was approved – 6-0.**

Chair Loeffler-Kemp asked school board members if there were any corrections or changes to the minutes of the Special School Board Meeting of July 29, 2019.

**M-Lofald, S-Gorham, to approve the minutes of the July 29, 2019 Special School Board Meeting as presented. Upon a vote, the same was approved – 5-0-1 as follows:**

**Yea: Gorham, Kirby, Loeffler-Kemp, Lofald, Oswald**

**Nay: None**

**Abstain: Sandstad**

Chair Loeffler-Kemp asked school board members if there were any corrections or changes to the minutes of the Special School Board Meeting of August 12, 2019.

**M-Lofald, S-Kirby, to approve the minutes of the August 12, 2019 Special School Board Meeting as presented. Upon a vote, the same was approved – 6-0.**

**School and Community Recognition**  
**August 2019**

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Chair Loeffler-Kemp:

And now we move on to School and Community Recognition.

We are two weeks from the first day of school. As we prepare for a new year, the Duluth School Board recognizes and honors all those working toward every child's success at school.

This includes our teachers, many of whom spent the summer at training sessions, honing their skills or working together to update our curriculum. We thank our paraprofessionals, many who worked throughout the summer with our summer programs or renewing their trainings.

We honor our facilities personnel who worked over the summer to repair and clean our buildings, and our school cafeteria workers who helped provide free summer meals to children and help keep them well-nourished throughout the year.

We thank our district personnel who are helping creating next week's Staff Development Day training opportunities and clerical staff who are fielding dozens of phone calls, emails and visits from families preparing for the first day of school.

Many thanks to technology staff who helped make important updates to our computer and phone systems, and to our transportation employees drafting routes, conducting training and preparing to safely carry students to school on that first day and throughout the year.

Thanks as well to our human resources staff, helping to post and fill positions as we make our classrooms ready to receive students.

We thank our school principals that are leading our buildings and staff in their buildings, as well as being leaders in their school communities and the district as a whole. We thank their leadership as they are getting ready for the new school year.

And we honor our school families and all they do every day - day in and day out - to support their child's success, from getting them to school on time to providing a quiet place for study, reading to little ones, taking an active interest in their school work, providing opportunities to explore outside of school, encouraging curiosity and a love of learning – the list is endless. Everything you do makes a difference in the success in each of our students.

Thank you and best wishes to all for a successful school year.

**Public Comments**  
**August 2019**

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Member Gorham read the Community Vision and Priorities for Duluth's Schools and the Eleven Tools of Civility.

Ethan Fisher, 2016 Tyrol Street, DFT President, spoke to the school board to say that he is looking forward to working with the district, and coming to future meetings to talk about what is going on in our schools.

Betty Greene, 4015 Dodge Street, – spoke to the school board regarding her concern with the lack of budget breakdowns by building the importance of budget transparency.

**Communications, Petitions, Etc.**

**August 2019**

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Superintendent Gronseth stated that no communications had been received.

**Superintendent's Report**

**August 2019**

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The first day of school is September 3--just two weeks from today! Kindergarten students start on September 5th. Principals and clerical staff have also been busy making sure everything is ready for the new school year. Teachers and paraprofessionals and others will be back next week for trainings and to prepare for the first days with students.

We currently have quite a few more openings in the district in several areas-- we are looking for teachers, nurses, paraprofessionals, food service helpers, playground and cafeteria monitors, substitute bus drivers and other areas. Visit our website for more information! It is a great opportunity to join our team.

We have new students enrolling everyday-- People new to our community or to our schools are encouraged to enroll students as soon as possible. We have an online enrollment process on our website. People are also welcome to stop by the school and enroll in person. If you need assistance in filling out the information, we will be happy to help. Enrolling students now will allow us to prepare for your students ahead of the first days of school.

With school starting soon, I also want to remind drivers to use extra caution around our bus stops and our buses. Please stop for the buses when the stop arm is extended or the lights are flashing. We all want our students to be safe-- saving a minute or two on your drive by driving around a stopped school bus isn't worth jeopardizing the safety of our students.

The CHUM Annual Backpack Distribution is coming up this Thursday, August 22 from Noon-4 at the Central Hillside Community Center, Morgan Park Community Center, and at the Portman Community Center. We want to thank them for their efforts to make sure all of our students are ready for school with the supplies they will need. We would also like to thank everyone who donated supplies or made monetary donations to make this possible. I know that throughout the year students continue to receive supplies as they are needed through this important program. If you would like more information, you can check the CHUM Website at [chumduluth.org](http://chumduluth.org).

Friday of this week will be the end of the summer meal program. We have been able to provide breakfast and lunch to students and families across the district. We want to thank everyone who worked with this program over the summer and to all the families that took part. Next week we will be doing some training and preparing for the school year---We look forward to welcoming students back on the first day of school.

Many of our student groups have also been busy preparing for the start of school-- perhaps our student school board reps will be sharing some of their activities:

Vanessa Farrell, Student Representative from Duluth East, reported to the Board that they are preparing for the new school year. This week is jump start, Hound Pack leaders will help freshmen find their way around and meet other students, and Wednesday is open house where students can meet their teachers and put things in their lockers. August 29<sup>th</sup> is the first home football game for East and other activities like tennis, swimming and cross country are starting up.

Emma Natale, Student Representative from Denfeld, reported to the board that Denfeld has begun preparing for the upcoming school year. August 22<sup>nd</sup> is the Hunter kickoff and early registration to get pictures taken and schedules handed out. Link Crew is having their annual training to prepare for freshman orientation and will work with freshmen throughout the year. Fall sports have begun as well as other activities such as debate. Unfortunately Denfeld still needs a theatre director. Denfeld's open house and barbeque is on August 28<sup>th</sup>.

### **Education Committee Report**

**August 2019**

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Member Lofald presented the Education Committee report which was available electronically to each school board member.

Member Lofald presented the resolution:

#### **RESOLUTION**

##### **Acceptance of Grant Awards to Duluth Public Schools**

WHEREAS, Minnesota Statute 465.03 requires a school district to accept grants by resolution expressed in the terms prescribed by the donor in full; and,

WHEREAS, acceptance of the grant in accordance with the donor's terms is in the best interest of the Duluth Public Schools:

NOW, THEREFORE, BE IT RESOLVED that the Duluth Public Schools does accept the below-described grants from said organizations in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to these organizations.

<b>Organization</b>	<b>Author/Contact</b>	<b>Project Title</b>	<b>Award Amount</b>	<b>Terms</b>
Safe Fleet	Callie DeVriendt, Lincoln Park Middle School	2019 United to End Bullying (UEB) Grant	\$1,000	Funds will be used to support restorative practice training, consultation and/or supplies at Lincoln Park Middle School.

Resolution E-8-19-3667

August 20, 2019

**M-Lofald, S-Sandstad, to approve Resolution E-8-19-3667 – Acceptance of Grant Awards to the Duluth Public Schools. Upon a vote, the same was approved – 6-0.**

**M-Lofald, S-Sandstad, to approve the remainder of the Education Committee Report. Upon a vote, the remainder of the Education Committee Report was approved – 6-0.**

**Human Resources Committee Report**  
**August 2019**

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Member Kirby presented the Human Resources Committee report which was available electronically to each school board member.

Resolution HR-8-19-3360 was held over to the next school board meeting because not all board members were present.

Member Gorham asked for a separate vote on Item 1. Staffing Report.

Member Sandstad withheld Item 3.A. Superintendent Search Options, to state that she is looking forward to seeing the results of the RFP. Discussion took place regarding the superintendent search process.

**M-Sandstad, S-Kirby, to approve Item 1. Staffing Report Action Items. Upon a vote, the same was approved 5-0-1 as follows:**

**Yea: Kirby, Loeffler-Kemp, Lofald, Oswald, Sandstad**

**Nay: None**

**Abstain: Gorham**

**M-Kirby, S-Lofald, to approve the remainder of the Human Resource Committee report. Upon a vote, the same was approved – 6-0.**

**Business Committee Report**  
**August 2019**

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Member Oswald presented the Business Committee report which was available electronically to each school board member.

Member Oswald presented the resolution:

**RESOLUTION**

**Acceptance of Donations to Duluth Public Schools**

WHEREAS, Minnesota Statute 465.03 requires a school district to accept donations by resolution expressed in the terms prescribed by the donor in full; and,

WHEREAS, acceptance of the donations in accordance with the donor's terms is in the best interest of the Duluth Public Schools:

NOW, THEREFORE, BE IT RESOLVED that the Duluth Public Schools does accept the below-described donations from said organizations in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Duluth Public Schools wishes to extend its grateful appreciation to these individuals and organizations.

SCHOOL	DONOR	AMOUNT	RESTRICTION	COMMENTS
Area Learning Center	Narcotics Anonymous	\$30.00	ALC Students	
Curriculum	Barnes and Noble	In Kind	None	Robotics Kit, 6 boxes of Trade Books; to be distributed to sites as curriculum sees the need
Headstart	Jane Killough	\$50.00	None	
Ordean-East	Ordean-East PTA	\$1,000.00	6th Gr Biztown / River Quest 2018-19	

Resolution B-8-19-3668

August 20, 2019

**M-Oswald, S-Lofald, to approve Resolution B-8-19-3668 – Acceptance of Donations to Duluth Public Schools. Upon a vote, the same was approved – 6-0.**

Member Oswald presented the resolution:

**RESOLUTION**

**Authorized Bank Account Signer**

RESOLVED, by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that it hereby authorizes the following:

<b>District Building</b>	<b>Banking Institution</b>	<b>Account Number</b>	<b>Addition of Authorized Signer</b>	<b>Removal of Authorized Signer</b>
Headstart	Harbor Pointe Credit Union	XXXX0	Sheryl Williams	Pam Rees
Community Education	Harbor Pointe Credit Union	XXXX9	Gail Campbell Sharie Blevins	Linda Blair
Laura MacArthur	Western National Bank	XXXXXX2	Elyse Lawrey	Nancy Elmore
Lincoln Park School	Park State Bank	XXXXXX0 XXXXXX5 XXXXX9 XXXXXX5	Brian Kazmierczak	Jacob Hintsala
Merritt Creek Academy	Harbor Pointe Credit Union	XXXX0	Jacob Hintsala	
Rockridge	Harbor Pointe Credit Union	XXXX1	Jacob Hintsala	

Resolution B-8-19-3669

August 20, 2019

**M-Oswald, S-Lofald, to approve Resolution B-8-19-3669 – Authorized Bank Account Signer. Upon a vote, the same was approved – 6-0.**

Member Oswald presented the resolution:

RESOLUTION  
 Release and Pledge of Collateral

BE IT RESOLVED, by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that it hereby releases the \$200,000 par value FHLB note, CUSIP number XXXXXXDG1, pledged as collateral by North Shore Bank of Commerce.

BE IT FURTHER RESOLVED, By the School Board, that it accepts the pledge collateral of a \$200,000 par value FHLB note maturing 11/28/2023, CUSIP number XXXXXXVK9 in

Resolution B-8-19-3670

August 20, 2019

**M-Oswald, S-Sandstad, to approve Resolution B-8-19-3670 – Release and Pledge of Collateral. Upon a vote, the same was approved – 6-0.**

Member Oswald presented the resolution:

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2019-2020 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 709, County of St. Louis, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Denfeld High School  
Duluth East High School

is/are authorized by this, the Governing Board of said school district or school to:

1.  Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_  
**OR;**  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

***Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: \_\_\_\_\_ Date: \_\_\_\_\_

District Office Address, City, Zip: 215 N. 1st Ave E., Duluth, MN 55802

School Superintendent's Phone: 218-336-8752 School Superintendent's Email: william.gronseth@isd709.org

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019**  
Retain one copy for the school files.

(over)

## **RESOLUTION**

### **Relating to the Election of School Board Members and Calling the School District General Election**

BE IT RESOLVED by the School Board of Independent School District No. 709, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November, 2019.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and

cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

**General Election Ballot**  
**Independent School District No. 709**  
**DULUTH PUBLIC SCHOOLS**

**November 5, 2019**

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**Instructions to Voters:**

**To vote, completely fill in the oval(s) next to your choice(s) like this:**

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**School Board Member Vote for Up to four**

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- |                       |                  |
|-----------------------|------------------|
| <input type="radio"/> | Candidate U      |
| <input type="radio"/> | Candidate V      |
| <input type="radio"/> | Candidate W      |
| <input type="radio"/> | Candidate X      |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in if any  |

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Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section

204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Resolution B-8-19-3672

August 20, 2019

**M-Oswald, S-Sandstad, to approve Resolution B-8-19-3672 – Relating to the Election of School Board Members and Calling the School District General Election. Upon a vote, the same was approved – 6-0.**

**M-Oswald, S-Sandstad, to approve the remainder of the Business Committee report.**

Chair Loeffler-Kemp clarified that Item 4.A.-New Policy 412 Expense Reimbursement applies to all district staff, and that the Frontline Education contract in Item 5.A.- Contracts is a teacher evaluation software package.

**Upon a vote, the remainder of the Business Committee report was approved – 6-0.**

**Other**  
**August 2019**  
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Chair Loeffler-Kemp recognized a student in the audience who is learning about civic government for his Eagle Scout project. Chair Loeffler-Kemp expressed gratitude that she and Member Oswald were allowed to attend the MSBA Summer Institute stating that there were many good speakers and they found it very informational.

**M-Sandstad, S-Oswald, to adjourn the meeting. Upon a vote, the same was approved – 6-0.**

Chair Loeffler-Kemp adjourned the Regular School Board Meeting of August 20, 2019 at 7:28 p.m.

## Minutes of the Special School Board Meeting

13

Of the School Board of Independent School District No. 709 held at the Historic Old Central High School, 215 North First Avenue East, Duluth, Minnesota 55802, on

Monday, August 26, 2019

### Members Present:

David Kirby  
Rosie Loeffler-Kemp  
Jill Lofald  
Alanna Oswald

### Others Present:

Bill Gronseth, Superintendent  
Melinda Thibault, Secretary

### Members Absent:

Josh Gorham  
Nora Sandstad  
Sally Trnka

- Chair Loeffler-Kemp called the Special School Board meeting of August 26, 2019 to order at 4:47 p.m.

Chair Loeffler-Kemp read the following statement:

The next item on the agenda is the discussion of pending property sales. The Open Meeting Law, Minnesota Statutes section 13D.05 subdivision 3(c), states a public body may close a meeting for discussion related to the purchase or sale of real property. Accordingly, pursuant to the law I have cited, I will hereby entertain a motion that this meeting be closed for the purpose of discussing the sale of real property.

**M-Kirby, S-Lofald, that this meeting be closed for the purpose of discussion related to the purchase or sale of real property. Upon a vote, the same was approved - 4-0.**

**Recessed at 4:48 p.m.**

**Reconvened at 5:06 p.m.**

## **RESOLUTION**

Amendment to Resolution B-6-19-3658  
Authorizing the Sale of District Property Adjacent to Hartley Park

WHEREAS, by Resolution #B-6-19-3658, the School Board authorized the sale of the District Owned Property Adjacent to Hartley Park and authorized the School Board Chair to execute a purchase agreement for this sale; and,

WHEREAS, the Buyer and Seller desire to amend the Agreement under the terms set forth in the First Amendment to Purchase Agreement.

NOW, THEREFORE, BE IT RESOLVED the School Board hereby reaffirms Resolution B-6-19-3658 Authorizing the sale of the Property Adjacent to Hartley Park to include the amendments consistent with the terms considered by the Board in Executive Closed Session on August 26, 2019; and,

BE IT FURTHER RESOLVED the School Board authorizes the School Board Chair to execute the Amendment to Purchase Agreement, and to sign all other documents required for closing this sale transaction.

B-8-19-3674

August 26, 2019

**M-Loeffler-Kemp, S-Kirby, to Approve Resolution B-8-19-3674 - Amending Resolution B-6-19-3658 - Authorizing the Sale of District Property Adjacent to Hartley Park. Upon a vote, the same was approved – 4-0.**

**M-Lofald, S-Kirby, to adjourn the meeting. Upon a vote, the same was approved - 4-0.**

- Chair Loeffler-Kemp adjourned the Special School Board meeting of August 26, 2019 at 5:09 p.m.

## Minutes of the Special School Board Meeting

Of the School Board of Independent School District No. 709 held at the Historic Old Central High School, 215 North First Avenue East, Duluth, Minnesota 55802, on

Monday, September 9, 2019

### Members Present:

David Kirby  
Rosie Loeffler-Kemp  
Jill Lofald  
Alanna Oswald  
Nora Sandstad  
Sally Trnka

### Others Present:

Bill Gronseth, Superintendent  
Melinda Thibault, Secretary

### Members Absent:

None

- Chair Loeffler-Kemp called the Special School Board meeting of September 9, 2019 to order at 4:20 p.m.

### School Board Vacancy:

Chair Loeffler-Kemp made the following statement: The purpose of today's meeting is to acknowledge that we have received in writing on Wednesday, September 4, 2019 a written resignation effective immediately from Josh Gorham to resign from the Duluth School Board. Based on the written resignation by Josh Gorham, to be effective immediately, we are declaring a vacancy on the Duluth School Board.

Due to the timing of Josh's (Josh Gorham) resignation, with regards to elections, our next steps are to fill the vacancy with an appointment to hold the seat until a special school board election would be conducted in November 2020 where a candidate would be elected to fill the seat in January 2021.

Member Loeffler-Kemp stated that State Statute indicates that the vacancy must be filled by appointment but that it doesn't indicate what that process has to look like and opened the floor to discussion.

Discussion took place regarding the process to apply for the vacant school board seat.

**M-Lofald, S-Oswald, to go with an application process to fill the vacant school board seat. Upon a vote, the same was approved 6-0**

Discussion continued on the process and what questions to use in the application.

**M-Trnka, S-Sandstad, to use the following three questions on the application:**

1. **Why do you want to be a Duluth Public Schools board member?**
2. **What skills and experiences would you bring to the Duluth Public Schools (personally, professionally, and in community involvement)?**
3. **How would you represent our diverse district community?**

**Upon a vote the same passed 6-0.**

Discussion continued regarding the process, how to apply and whether to use an interview process.

**M-Oswald, S-Trnka, to use a personal interview process. Upon a vote, the same was approved 5-1 as follows:**

**Yea: Kirby, Loeffler-Kemp, Lofald, Oswald, Trnka**  
**Nay: Sandstad**

Discussion continued on the interview process and how many applicants to interview.

**M-Trnka, S-Oswald, to table forming the interview questions until after the Regular School Board meeting on September 17, 2019, and decide on timeline at this meeting. Upon a vote, the same was approved 6-0.**

Discussion continued regarding the timeline, and what to do if a candidate can't be at the interviews in person.

**Timeline:**

September 9, 2019 - Special Meeting – Announce vacancy, determine process, fill Clerk position.

September 12-23, 2019 - Take applications starting Thursday, September 12<sup>th</sup> through Monday, September 23<sup>rd</sup>, 2019.

September 17, 2019 – Special School Board meeting to determine interview questions and process.

September 23-30, 2019 – Board members review applications.

September 30, 2019 - Special Meeting to interview and choose new member – read resolution once voting has finished.

October 1-November 1, 2019 - 30 day waiting period

November 2, 2019 - New board member term begins

**M-Oswald S-Lofald, to allow candidates to participate via alternative technological means. Upon a vote, the same failed 2-4 as follows:**

**Yea: Lofald, Oswald**  
**Nay: Kirby, Loeffler-Kemp, Sandstad, Trnka**

Discussion continued regarding the upcoming meeting to decide on the interview questions and process.

**Election of Clerk:**

Chair Loeffler-Kemp opened nominations for the position of clerk.

- Member Trnka nominated Member Oswald

**Upon a vote to appoint Member Oswald as Clerk for the remainder of the year, the same passed 6-0.**

**M-Trnka, S-Sandstad, to adjourn the meeting, the same was approved 6-0.**

Chair Loeffler-Kemp adjourned the Special School Board meeting of September 9, 2019 at 6:21 p.m.

8. Communications, Petitions, etc.  
None

DULUTH PUBLIC SCHOOLS ISD 709  
**SCHEDULE OF MEETINGS AND EVENTS**

*All meetings are scheduled at Historic Old Central High School, 215 N 1st Avenue East, unless otherwise noted.*

**September 9-13, 2019**

Friday	September 13, 2019	5:00 p.m.	Special Closed Session - Pursuant to Attorney-Client Privilege to Discuss Lawsuit by Former Employee Board Room - 2nd Floor
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**September 16-20, 2019**

Tuesday	September 17, 2019	6:30 p.m.	Regular School Board Meeting* Board Room - 2nd Floor
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Tuesday	September 17, 2019	To Follow Regular Meeting	Special School Board Meeting Re: School Board Vacancy Board Room - 2nd Floor
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**September 23-27, 2019**

Thursday	September 26, 2019	5:00 p.m.	Education Equity Advisory Committee Board Room - 2nd Floor
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**September 30 - October 4, 2019**

Monday	September 30, 2019	5:00 p.m.	Special School Board Meeting (Tentative) Re: Superintendent Search RFP Board Room - 2nd Floor
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Monday	September 30, 2019	6:00 p.m.	Special School Board Meeting Re: School Board Vacancy Interviews/Selection Board Room - 2nd Floor
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**October 7-11, 2019**

Monday	October 7, 2019	4:15 p.m.	Education Committee Board Room - 2nd Floor
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Tuesday	October 8, 2019	4:15 p.m.	Human Resources Committee Board Room - 2nd Floor
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Tuesday	October 8, 2019	4:30 p.m. <small>(or to follow the Human Resources Committee)</small>	Business Committee Board Room - 2nd Floor
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**October 14-18, 2019**

Tuesday	October 15, 2019	6:30 p.m.	Regular School Board Meeting* Board Room - 2nd Floor
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Thursday	October 17, 2019	6:30 p.m.	Parent Advisory Committee Special Education Room 203C - 2nd Floor
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**October 21-25, 2019**

Thursday	October 24, 2019	5:00 p.m.	Education Equity Advisory Committee Board Room - 2nd Floor
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**October 28 - November 1, 2019***No meetings scheduled at this time***November 4-8, 2019***No meetings scheduled at this time***November 11-15, 2019**

Tuesday	November 12, 2019	4:15 p.m.	Special School Board Meeting Re: Canvass General Election Results Board Room - 2nd Floor
Tuesday	November 12, 2019	4:30 p.m. <i>(or to follow the Special Meeting)</i>	Human Resources Committee Board Room - 2nd Floor
Tuesday	November 12, 2019	4:45 p.m. <i>(or to follow the Human Resources Committee)</i>	Business Committee Board Room - 2nd Floor
<b>Wednesday</b>	November 13, 2019	4:15 p.m.	Education Committee Board Room - 2nd Floor
<b>October 14-18, 2019</b>			
Tuesday	November 19, 2019	4:45 p.m.	<b>ISD 709 Annual Report to the Community Tenured Teacher Celebration</b> 4:45PM – 5:15PM: Refreshments & Music 5:15PM – 6:00PM: Newly Tenured Teacher Celebration 6:00PM – 6:30PM: Annual Report for the Community HOCHS - Board Room - 2nd Floor
Tuesday	November 19, 2019	6:30 p.m.	Regular School Board Meeting* Board Room - 2nd Floor

*\*If a Regular School Board meeting is cancelled and cannot be held on the regularly scheduled date listed above, due to weather or unforeseen circumstances, it will be held the very next day at the same time and location.*

Office of the Superintendent  
September 12, 2019