

School Board Meeting - Human Resources Committee-Working Session

Duluth Public Schools, ISD 709

Agenda

Tuesday, January 14, 2020

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

4:15 PM

1. **Staffing Report Action Items** 2
2. **HR Action Items**
 - A. ***Placeholder - New Policy 426- Nepotism In Employment** 4
 Attached is the New Policy MSBA model Policy 426 - Nepotism In Employment for the second reading.
Recommendation: It is recommended that the Duluth School Board approve Policy 426 - second reading
3. **HR Informational Items**
 - A. A superintendent search update
4. **Other HR Future Items**
 - A. There are no Future HR Items at this time.

HUMAN RESOURCES ACTION ITEMS FOR: 1/21/2020

<u>CERT APPOINTMENT</u>	<u>POSITION/LOCATION/CLASS&STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
MARSTEN, CAMILLE	.2 PHY ED/.1 HEALTH/ORDEAN EAST (BA) 111 2, I WIECZOREK	1/02/2020
MARSTEN, CAMILLE	.3 PHY ED SPECIALIST/LOWELL (BA) 111 2, I WIECZOREK	1/02/2020
MATTEVI, MORIAH	.5 SPEECH LANGUAGE PATHOLOGIST/DW, (MA) IV+15, J KING	1/02/2020
MOE, RACHEL	GRADE 2/STOWE, (BA) 111+45 4, L MITCHELL, TEMP POS	1/21/2020 6/08/2020
*Placeholder		
Total: 4		
<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
BENTON, GABRIELLE	SPEC ED PSYCHOLOGIST/DW, PARENTAL LWOP	11/14/2019 2/13/2020
*Placeholder		
Total: 1		
<u>CERT LONG TERM SUB</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
AHO, TERESA	.4 ORCHESTRA/ORDEAN EAST, .2 ORCHESTRA/LINCOLN, (BA) 111 4, L KIMMES	11/18/2019
ROBERTS, STACY	GRADE 2/MACARTHUR, (BA) III 2, A DEMIANIUK	1/06/2020 6/08/2020
RUDOLPH, VERONICA	GRADE 1/HOMECROFT, (BA) III 1, S CHAPMAN, REVISED END DATE	10/21/2019 6/08/2020
*Placeholder		
Total: 3		
<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
KING, JACK	SPEECH LANGUAGE PATHOLOGIST/DW, .5 TO 1.0, K JOHNSON, CHANGE IN START DATE	12/20/2019
PAHL, KATELYN	SPEC ED RESOURCE/MACARTHUR, .5 TO 1.0	12/05/2019
REDETZKE, AIMEE	GRADE 3/STOWE, .6 TO 1.0, K DOWNS	1/20/2020
*Placeholder		
Total: 3		
<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HANKA, BARBARA	ELEM MUSIC SPECIALIST/CONGDON	1/31/2020
LARSON, CARLA	SPEC ED DEAF & HARD OF HEARING/MYERS-WILKINS	8/18/2020
*Placeholder		
Total: 2		
<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CLASS & STEP/REPLACING</u>	<u>EFFECTIVE DATES</u>
HOTALING, JOHN	.4 SWS SOCIAL STUDIES/.2 SWS/SCIENCE/DENFELD, .4 TO .6	11/20/2019 6/08/2020
MENEGHINI, CARLA	TOSA MATH/ALC/AEO, .9 TO 1.0, STUDENT COUNT	11/04/2019 1/17/2020
ZWAK, MICHAEL	WORK EXPERIENCE TOSA/ALC, 1/6 OVERLOAD	8/27/2019 6/08/2020
*Placeholder		
Total: 3		
<u>NONCERT APPOINTMENT</u>	<u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u>	<u>EFFECTIVE DATES</u>
BORCHERT, JULIE	HEALTH ASST LPN PARA/PIEDMONT, 31.25/38WKS, \$18.20/HR, L DARNELL	12/16/2019
CANAVAN, KELLY	SPEC ED ECSE PARA/BW/DW, 16/38WKS, \$16.08/HR, L ANDERSON	1/02/2020
CICH, ELINOR	FOOD SERVICE HELPER/LESTER, 15/38WKS, \$11.55/HR, M SORENSON	1/02/2020
COTTINGHAM, JANE	SPEC ED PARA/PROG/DENFELD, 32.5/38WKS, \$16.08/HR, NEW POS	1/02/2020
GALLIAN, WILLIAM	SCHOOL CUST FLOATER/DW, 40/52WKS, \$12.76/HR, K LUOTO	12/11/2019
GROVENBURG, CHARMAINE	SPEC ED PARA/STUD SPEC/MERRITT, 31.25/38WKS, \$16.08/HR, NEW POS	12/05/2019
HANSEN, NATHANIEL	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.96/HR, D BREWSTER	12/16/2019
HENDRICKS, LEXIE	CERT LIFEGUARD PARA/ORDEAN EAST, 19/38WKS, \$15.18/HR, TEMP POS	1/03/2020 6/05/2020
OSUCHUKWU, CHIBUZO	SUPV PARA/LINCOLN, 32.5/38WKS, \$15.18/HR, M MATTHEES	1/02/2020
PFEIFER, CALDER	SPEC ED PARA/BW/DENFELD, 32.5/38WKS, \$16.08/HR, S KITTERMAN	1/02/2020
RICHARDSON, ELIZABETH	PRE-K 2ND PARA/STOWE, 18/38WKS, \$16.08/HR, D JAKUBEK	12/03/2019
ROSKE-STODOLA, LORIE	SPEC ED PARA/STUD SPEC/MACARTHUR, 31.25/38WKS, \$16.08/HR, M BACKSTROM	1/02/2020
SANDS, ALEXANDER	SUPV PARA/DENFELD, 30/38WKS, \$15.18/HR, M KAPSNER, TEMP POS	11/26/2019 12/13/2019
TJADEN, GLENN	SCHOOL BUS DRIVER II/TRANSPORTATION, 25/38WKS, \$15.96/HR, H PAPPAS	12/16/2019
VANDAL, TYLER	SUPV PARA/PIEDMONT, 23.75/38WKS, \$15.18/HR, NEW POS	12/03/2019
*Placeholder		
Total: 15		
<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>
NELSON, SUSAN	OSSI/DENFELD, 50 TO 52 WEEKS	12/17/2019 6/30/2020
*Placeholder		
Total: 1		
<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
BOWKER, DIANA	FOOD SERVICE HELPER/ROCKRIDGE, A" MEDICAL LWOP TO DATE TBD"	12/05/2019
LY, NAM	FOOD SERVICE HELPER/HOMECROFT, A" PERSONAL LWOP"	1/02/2020 1/31/2020
MARSHALL, HOLLY	SPEC ED LPN PARA/LESTER, A" MEDICAL LWOP"	12/02/2019 12/27/2019
MARSHALL, HOLLY	SPEC ED LPN PARA/LESTER, A" MEDICAL LWOP"	11/12/2019 11/15/2019
MARSHALL, HOLLY	SPEC ED LPN PARA/LESTER, A" MEDICAL LWOP"	11/19/2019 11/26/2019
SLAGLE, MARGARET	SPEC ED LPN PARA/LINCOLN, A" MEDICAL LWOP"	12/02/2019 12/18/2019
*Placeholder		
Total: 6		
<u>NONCERT PERM DECREASE</u>	<u>POSITION/LOCATION/TYPER OF LEAVE</u>	<u>EFFECTIVE DATES</u>
BAKKEN, KIM	PRE-SCHOOL 2ND PARA/PIEDMONT, .75 TO .5, S WALKER CAMPBELL, VOLUNTARY	1/02/2020
*Placeholder		
Total: 1		
<u>NONCERT PROMOTION</u>	<u>NEW POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HANSON, JENELLE	SPEC ED PARA/BW/MYERS-WILKINS, INSTR PARA/ECFE/PIEDMONT, \$16.08/HR, D TREB	1/02/2020
*Placeholder		
Total: 1		
<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
ANDERSON, JENNIFER	FOOD SERVICE HELPER/CONGDON	11/29/2019
CLARK, ALLYSON	FOOD SERVICE HELPER/LOWELL	12/20/2019
JARVELA, LISA	OSSS/ROCKRIDGE	12/20/2019

NONCERT RESIGNATION

KALLEVIG, BRYAN
 SANDS, ALEXANDER
 *Placeholder
 Total: 5

POSITION/LOCATION

SUPV PARA/EAST
 SUPV PARA/DENFELD

EFFECTIVE DATES

12/20/2019
 12/13/2019

NONCERT RETIREMENT

DARTANYAN, ALAN
 MORRIS, HEIDI
 *Placeholder
 Total: 2

POSITION/LOCATION

ENGINEER II/LESTER PARK
 EXECUTIVE CLERICAL/FINANCE

EFFECTIVE DATES

2/13/2020
 1/10/2020

NONCERT TEMP INCREASE

BEYER, ANGELA
 CANAVAN, JASMINE
 CHIALASTRI, THERESE
 NELSON, JANICE
 ROSETH, RICHARD
 WHITE, KEVIN
 *Placeholder
 Total: 6

POSITION/LOCATION/CONDITION

FOOD SERVICE HELPER/LESTER, .375 TO .75
 SATELLITE MGR I/MYERS-WILKINS, .4375 TO .875, R TARAN
 FOOD SERVICE HELPER/MYERS-WILKINS, .46875 TO .75
 SPEC ED PARA/STOWE, .78125 TO .875
 SUPV PARA/DENFELD, .73125 TO .85625
 SUPV PARA/ORDEAN EAST, .625 TO .75

EFFECTIVE DATES

1/02/2020
 8/27/2019
 1/02/2020
 12/06/2019
 8/27/2019
 10/07/2019

426 NEPOTISM IN EMPLOYMENT —~~CHARTER SCHOOLS~~

~~***[Note: Charter schools are required by the charter school law to have a policy addressing this issue.]***~~

I. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments, work direction, performance reviews, or compensation of a family member who is also employed by the ~~charter school~~ **School District**.

II. GENERAL STATEMENT OF POLICY

The ~~charter school~~ **School District** may employ family members of current employees. However, to be hired, transferred, or promoted, close family members may *not* be assigned to the following:

- A. Positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities, and work assignments; or
- B. Positions where one reports to, directs the work of, or otherwise has direct or indirect supervision of another close family member.

III. DEFINITIONS

A. Close Family Member

A close family member means the employee's parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, +including father- and mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the employee or employee's spouse, domestic partner, or person cohabitating in the employee's household regardless of the degree of relationship.

B. Direct or Indirect Supervision

Direct or indirect supervision means the authority to make, participate in, or recommend employment- and/or compensation-related decisions involving a close family member, including, but not limited to, decisions concerning hiring, promotion, transfer, discipline, termination, salary, evaluation, grievance resolution, or other similar personnel actions.

IV. APPLICATION TO BOARD MEMBERS

Board members are not considered to have direct or indirect supervision except in situations when they are called upon to act specifically on matters of employment status or compensation for an applicant or employee. In such cases, board members shall abstain from the action when a close family member is involved.

V. EXCEPTIONS; SPECIAL CIRCUMSTANCES

In exceptional circumstances, a direct or indirect supervision relationship may exist between employees who are close family members. Such circumstances may be necessitated by factors such as the unique qualifications or responsibilities of the individuals involved, the lack of other available appropriate supervisory personnel, or whether the position for which the close family member is being considered is temporary in nature. Any exception must be reviewed and approved in writing by the ~~charter school's chief administrator~~ **Superintendent**. Any direct or indirect supervision relationship approved by the ~~chief administrator~~ **Superintendent** shall be reported to the ~~board of directors~~ **School Board**. All employment decisions affecting the subordinate employee, including, but not limited to, selection, hiring, discipline, performance review, compensation, or leave, must be assigned to other supervisory personnel or, if no other supervisory personnel exist, to the ~~charter school's board of directors~~ **Superintendent**. Exceptions involving the ~~charter school's chief administrator~~ **Superintendent** and a close family member of the ~~chief administrator~~ **Superintendent** shall be approved in writing by the ~~charter school's board of directors~~ **School Board**.

VI. ADDRESSING EXISTING CONFLICTS AND CHANGES IN RELATIONSHIP BETWEEN EMPLOYEES

Any ~~charter school~~ **School District** employee involved in a direct or indirect supervision relationship with a close family member that existed *prior to* the original approval date of this policy or that arises *after* the adoption of this policy shall promptly notify the ~~charter school's chief administrator~~ **Superintendent** of such relationship. The ~~chief administrator~~ **Superintendent** shall make suitable arrangements for the transfer of one of the employees, assignment of a different supervisor, or a determination that an exception is necessary under Section V. of this policy. Any direct or indirect supervision relationship approved by the ~~chief administrator~~ **Superintendent** under Section V. shall be reported to the ~~board of directors~~ **School Board**. The ~~chief administrator~~ **Superintendent** shall promptly notify the ~~charter school's board of directors~~ **School Board** of any direct or indirect supervision relationship which arises concerning a close family member of the ~~chief administrator~~ **Superintendent**. All such direct or indirect supervision relationships involving the ~~chief administrator~~ **Superintendent** shall be resolved by the ~~board of directors~~ **School Board** in accordance with this policy.

VII. COMPLIANCE WITH EQUAL OPPORTUNITY AND DISCRIMINATION LAWS

Nothing in this policy shall be construed as discouraging the employment of close family members for positions that do not involve direct or indirect supervision. Nothing in this policy shall be construed to otherwise limit the employment opportunities of any person employed by the ~~charter school~~ **School District**.

Legal References: ~~Minn. Stat. § 124E.07, Subd. 6 (Charter Schools)~~

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: ~~MSBA/MASA Model Policy 210.1 (Conflict of Interest — Charter School Board Members)~~

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Replacing: None
First Reading: 12-17-2019
Second Reading: 1-21-2020