

## Consent Agenda - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, March 16, 2021

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

### 1. Consent Agenda

#### A. Approval of Minutes from Past School Board Meetings

- 1) Regular School Board Meeting - February 23, 2021

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#### B. Approval of Resolutions

- 1) Human Resources

- 2) Finance

a. B-3-21-3799 - Acceptance of Donations

b. B-3-21-3800 - Acceptance of Grant Awards to Duluth Public Schools

- 3) Other

#### C. Approval of Action Items

- 1) Human Resources

a. Staffing Report

b. Approval of New Position - Business Services Coordinator & Executive Assistant to the CFO/Executive Director of Business Services

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c. Other Action Items

- 2) Finance

a. Financial Report

b. Bids, RFPs and Quotes

(1) Bid #1290 - Ordean East Middle School Exterior Door Replacement (FY21 LTFM Ten-Year Plan Board Approved Project)

c. Contracts, Change Orders, Leases - None

- 3) Items Brought Forward From the Monthly Committee of the Whole Meeting

- 4) Other

a. Diploma Requests

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It is recommended that the Duluth School Board approve the attached requests for students who have met all graduation requirements for the Duluth Public Schools and should be awarded a diploma.

b. Field Trip Requests - None

c. Data Sharing Agreements - None

#### D. Approval of Policy Readings

- 1) First Readings

a. Bylaw 250 - School Board Member Compensation

It is required that this bylaw be reviewed in January of odd years. The policy

committee recommends that this policy be carried over to the March Policy meeting to allow for additional research/discussion.

2) Second Readings

a. Bylaw 203.2 - Order of the Regular School Board Meeting

This bylaw requires updates based on our current committee structure.

3) Annual Review

E. **Approval of Committee Reports**

By approving Committee Reports, the board acknowledges and approves all informational and action items represented in the Regular School Board Meeting Report of each committee.

1) Monthly Committee of the Whole - March 2, 2021

2) Policy Committee - March 4, 2021

3) Human Resources/Finance Committee - March 10, 2021

## Minutes of the Regular School Board Meeting

Of the School Board of Independent School District No. 709 held at: virtually via video conference, Duluth, Minnesota 55802, on

Tuesday, February 23, 2021

### Members Present:

Kelly Durick Eder  
David Kirby  
Rosie Loeffler-Kemp  
Jill Lofald  
Alanna Oswald  
Paul Sandholm  
Sally Trnka

### Others Present:

John Magas, Superintendent  
Cathy Erickson, CFO  
Melinda Thibault, Secretary

### Student Representatives:

Stella Schutz (East)  
Aliyah Bartling (Denfeld)

- Chair Lofald called the Regular School Board meeting February 23, 2021 to order at 6:35 p.m.

**M-Trnka, S-Loeffler-Kemp, to approve the agenda. Upon a vote on the agenda as presented, the same was approved – unanimously.**

### School and Community Recognition

February 2021

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Anthony Bonds:

Members of the Board, this month I'm pleased to welcome Jamie Bennett and Phil Thouin, to accept recognition on behalf of the Duluth Area Learning Center.

Our Duluth Area Learning Center is the recipient of the 2021 MAAP Alternative School of the Year Award.

The Duluth ALC was nominated for their outstanding efforts in several areas. They include:

- Their digital components/curriculum built by Duluth teachers;
- The open door policy that has hosted a state conference and invited dozens of districts to tour and help develop their digital reach;
- The school's outdoor education component with the Wilderness Elite students;
- Their Restorative Learning model to decrease suspension.

Each year, MAAP recognizes the contribution of exceptional individuals and programs to the mission and vitality of MAAP and to the overall well-being of Minnesota education. Being honored by MAAP reflects the quality and dedication of our ALC teachers and staff.

Congratulations, and thanks for all you do for our Duluth students and community.

**Public Comments**  
**February 2021**

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Public comments were played via voice messages, or attached as emails to the agenda (no public presence was allowed at the meeting) as follows (some spellings/names may be incomplete due to lack of information via voice messages):

The following people spoke/wrote regarding concerns with the proposed hybrid plan for secondary students asking that there be more in person learning time for students and concerns for the students mental health, lack of socialization, failure rates, and bordering schools offering more than our districts: Maglina Lubovich, John Svobdny, Teresa Hanson, Dan Winkler, Alison Cone, Branson Martinson, Kelly Reinking, Judith Christianson, David Chura Lisa Maciver, Ruth Jimenez, Kelly Goetzman, Marla Halvorson, Marina Udd, Jeff Goetzman, Christa, Nordheim

Carol Furchert wrote to express her concerns with returning elementary students to full in person learning.

Carl Sack spoke to express his concern with the lack of travel quarantine/protocol for teachers.

Ethan Fisher, on behalf of the DFT Executive Board, wrote to express their concerns with the plan to hybrid plan for secondary students citing safety concerns, the unrealistic work load it will place on teachers, and the lack of collaboration with the DFT in the process.

**Communications, Petitions, Etc.**  
**February 2021**

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Chair Lofald stated that there were no communications received.

**Superintendent's Report**  
**February 2021**

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Student Representative Stella Schutz (East): Reported – In recent commitments, William Schaub committed to play soccer at Tiffin University and John Butler has committed to play lacrosse at North Central College. East's red and grey week will be starting soon, although it will definitely have a different appearance than other years. Since I gave my last report, students have had more time to acclimate to synchronous learning. From what I've seen, it's been pretty well received by both learners and teachers. A few people asked me to bring up the fact that workload is still the same but now there is significantly less time to complete said work because students are in class and also no longer have those extra two days. I know that there has to be tradeoffs and there is no way that this will be perfect, but it is something that students are feeling. There has been a lot of buzz from students about hybrid learning, but also a lot of confusion. I've heard curiosity over how the groups will be split up, how sanitizing and transportation will work, and also I think the

overarching question has been how will distance learners be ensured the same quality of learning as those attending in person? I recently met with a few students and professionals to hear concerns about SROs. I know that was something Nabiha was really adamant about discussing and I'd love to continue that conversation. Last month a handful of student leaders participated in a program called vids for kids. Where the older students sent some words of encouragement to younger students in video form. We've also got some students who have agreed to have an Ecumen nursing home pen pal. No emails, nothing virtual, it's all snail mail. From what I've heard, it's all anyone can talk about there! the folks at Ecumen have absolutely loved it. Our school supply pickup and drop-off was about a month ago, that went well, and during that we also hosted a food drive and blood drive. The blood drive was fully booked and we got a ton of food donations, including grocery store gift cards that'll be distributed to East families who are in need.

Student Representative Aliyah Bartling (Denfeld): Reported - Knowledge bowl has finally begun their season and have done pretty well. It was a challenge at first learning to navigate discord and google meet at the same time but the team figured it out. Girls basketball played TH tonight. It was well fought despite the loss. Eric Reinertson has been working with the girls' basketball team. He gave the girls his allegedly famous golden nugget speech and ran his screening camp with the girls last week. The yearbook is almost finished. It will be interesting to see how the yearbook turns out considering the circumstances. SOS is working out a way to welcome everyone back to school. The athletic court is going to be announced in the next couple of days which is pretty exciting. Elliana Jouppi has set up a winter clothing drive for the homeless because of the extreme temperatures we've been having. So if anyone has any extra winter clothes feel free to contact Elliana Jouppi or I. Boys hockey is doing really well. They beat AA Cloquet and played great against Hermantown despite the score what the score may have suggested. Speech has been doing very well. Tessa Shauer was the champion of prose and Maddie watts was the champion of drama at their meet in Hibbing. Robotics has been designing an obstacle course for their robot from last year to navigate through. No inter-team competitions this year. A lot of students are really excited about finally going back to school because it's been nearly a year without seeing everyone.

Superintendent Magas gave an update on the return to learn planning and discussion took place regarding the update.

Chair Lofald reviewed the schedule of meetings.

**Monthly Committee of the Whole Report**  
**February 2021**  
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Member Lofald presented the Monthly Committee of the Whole report which was available electronically to each school board member.

**Policy Committee Report**  
**February 2021**  
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Member Loeffler-Kemp presented the Policy Committee report which was available electronically to each school board member.

**Human Resources/Finance Committee Report**

**February 2021**

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

**Consent Agenda**

**February 2021**

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**M-Loeffler-Kemp, S-Trnka, to approve the Consent Agenda as presented. Upon a vote the same was approved – unanimously.**

**Special Resolutions/Other Action Items**

**February 2021**

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None

**Other**

**February 2021**

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**M-Kirby, S-Sandholm, to adjourn the meeting. Upon a vote, the same was approved – unanimously.**

Chair Lofald adjourned the Regular School Board Meeting of February 23, 2021 at 9:55 p.m.

**CLASSIFICATION DESCRIPTION**  
**Business Services Coordinator & Executive Assistant**  
**to the CFO/Executive Director of Business Services**

<b>TITLE OF IMMEDIATE SUPERVISOR:</b> CFO/Executive Director of Business Services	<b>DEPARTMENT:</b> Business Services	<b>FLSA STATUS:</b> Exempt
<b>ACCOUNTABLE FOR (Job Titles):</b>	<b>PAY GRADE ASSIGNMENT:</b> Executive Employees Association Administrative Salary Schedule, Pay Group 1	

<b>GENERAL SUMMARY OR PURPOSE OF JOB:</b>
<p>The essential duties of this position encompass all areas of work conducted by the District, Chief Financial Officer (CFO) and School Board. It accesses the highest level of district information from administrative decisions and policy discussion, to confidential legal and personnel issues, as well as labor negotiations and school board elections.</p> <p>With limited to no administrative direction, initiate and coordinate the Business Services department. Develop, review, coordinate and negotiate non-labor district contracts and agreements. Supervise School Board elections. Manage and support District insurance policies for cyber, general liability, commercial umbrella and automotive. Know, understand and enforce compliance with Minnesota Government Data Practices Act (MGDPA) for all data requests made to the District. Create, collect and compile information for the monthly Business Services school board report.</p> <p>Provides executive level support to the CFO/Executive Director of Business Services requiring a high degree of awareness, tact, creativity and initiative in managing and/or completing projects and resolving complex work problems or processes.</p>

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Contracts: Administer the contract process for the District. Develop, review, amend, coordinate and negotiate district non-labor contracts (contracts, leases, agreements, memoranda of understanding, etc.). Ensure all contracts contain the necessary protections for the District, coordinate input from appropriate departments. Identify when legal advice is needed and consult with district's attorneys as appropriate. Maintain district contract template, consult and assist those that use it to create viable, legally binding contracts.	25%
2.	Election Clerk: Supervise local/district election process (elections process includes regular school board elections, special school board elections, and levy referendums) throughout the year as primary contact for the City of Duluth, Saint Louis County, City of Rice Lake, four adjacent townships and two adjacent unorganized precincts. Manage and monitor the budget and ensure all expenses are paid. Research regulations to answer questions. Apply detailed knowledge of election procedures, Minnesota state law, and emergency training to manage type and scope of each election, address and resolve unforeseen events and ensure fair and legal process. Requires certification.	10%
3.	Provide support for the CFO/Executive Director of Business Services: Includes managing schedules, electronic communications, information gathering, word processing, travel arrangements, preparation of professional leaves and reimbursements as necessary. Gather and prepare information for scheduled meetings; follow up on progress and status of projects as needed, etc.	15%
4.	Greet public, answer calls (including the District Operator line), and direct questions to appropriate personnel; receive, post and distribute mail, provide Public Notary services to District, maintain District website pages as apparent or assigned.	5%

**CLASSIFICATION DESCRIPTION**  
**Business Services Coordinator & Executive Assistant**  
**to the CFO/Executive Director of Business Services**

5.	District Insurance: Administer the District's liability insurance. Review, manage, amend and support District insurance policies for cyber liability, general liability, commercial umbrella, and automotive policies, including non-employee injuries. Coordinate all communications and claims to district insurance agent. Function as primary contact for all district related lawsuits, pursue and obtain appropriate documents, communicate with attorneys, etc. Report all district data breaches, coordinate/facilitate restoration/reconciliation process with insurance carrier for individuals affected by data breach, such as coordinating credit reporting services and maintaining positive communication. Maintain relationships, negotiate with insurance carrier regarding annual renewal process. Create and/or obtain required information to solicit market renewals for all of the above-mentioned policies as well as workman's compensation. Propose changes to coverage and calculate potential savings.	15%
6.	Data Requests: Administer the data request process for the District. Know, understand and enforce compliance with MN Government Data Practices Act (MGDPA). Receive, clarify, research, coordinate, and track all incoming data requests for the District. Solicit legal advice as necessary. Clarify, coordinate and aggregate data responses in a timely manner. Determine and enforce collections or reimbursements per MGDPA guidelines.	15%
7.	Business Services Board report: Create, collect and compile information for the monthly Business Services School Board report.	10%
8.	Budget: Manage and monitor budget for the CFO/Executive Director of Business Services' Office.	5%
9.	Policy and Procedures: Develop and maintain District Policy documentation and support the Policy Review Process including revisions from the MN School Boards Association (MSBA) that fall under Business Services reporting area.	As required
10.	Labor Negotiations: Assist CFO with financial reports related to labor negotiations including the use of an Excel software program.	As required
11.	Serve as back up to make all airfare travel arrangements for District employees.	As required
12.	Serve as back up to set up for and attend all board meetings.	As required
13.	Serve as back up to take and publish minutes of all board meetings.	As required
14.	Serve as back up to create and maintain the permanent record of school board minutes.	As required
15.	Perform other duties of a comparable level or type.	As required

<p><b>MINIMUM QUALIFICATIONS:</b> <i>(necessary qualifications to gain entry into the job not preferred or desirable qualifications)</i></p> <p>Bachelor's degree in business, finance or related field; Two (2) years related experience in business, finance or related field; Demonstrated knowledge of:</p> <ul style="list-style-type: none"> <li>• School Board election process</li> <li>• Contract design and negotiation process</li> <li>• Legal terminology</li> <li>• Data request processing</li> <li>• High-level proficiency with Microsoft Word, Excel, database management, and Google applications.</li> </ul> <p>Demonstrated ability to:</p> <ul style="list-style-type: none"> <li>• Meet deadlines while working under pressure and with frequent interruptions and/or priority shifts</li> <li>• Problem solve with limited to no direction.</li> <li>• Maintain confidentiality.</li> </ul>
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**CLASSIFICATION DESCRIPTION**  
**Business Services Coordinator & Executive Assistant**  
**to the CFO/Executive Director of Business Services**

**CERTIFICATION OR LICENSING REQUIREMENTS:** *(prior to job entry)*

Election Administration Training and Certification as required by Minnesota Statutes, Section 204B.25 and Secretary of State Rules, Chapter 8240 preferred, required prior to election.

**KNOWLEDGE REQUIREMENTS:**(Requires knowledge of)

- District policies, regulations, procedures, and processes.
- State and federal rules, regulations, policies and procedures.
- Minnesota Election Laws.
- Minnesota Government Data Practices Act (MGDPA).
- Property, Cyber and Automotive Insurance management.
- Contract design and legal terminology.
- Customer service principles and practices.
- District budgeting and payroll systems.
- Modern office methods, practices and procedures.
- Bookkeeping procedures and principles.
- Advanced to expert level personal computer operations and software applications.

**SKILLS REQUIREMENTS:** *(Skilled in)*

- Experience working independently and making decisions independently.
- Experience in planning, coordinating and supervising School Board elections.
- Experience with data requests.
- Experience with contract creation and negotiation.
- Experience with general liability, cyber, umbrella and automotive insurance.
- Experience with contract negotiation and development.
- Experience with planning, organizing and setting work priorities and working independently in a fast pace administrative office.
- Excellent communication and interpersonal skills including the ability to write clearly and concisely.
- Experience with meeting predetermined deadlines.
- Experience with gaining cooperation and conformance.
- Experience with interpreting, explaining and applying written and oral instruction, procedures, and regulations.
- Experience with determining priorities in the handling of unique and complex problems.
- Experience with promoting public relations and dealing tactfully and diplomatically with School Board, staff, parents and students, and the public.
- Experience with maintaining confidentiality with highly sensitive information, issues and situations.

**CLASSIFICATION DESCRIPTION**  
**Business Services Coordinator & Executive Assistant**  
**to the CFO/Executive Director of Business Services**

<b>PHYSICAL REQUIREMENTS:</b> (indicate according to the requirements of the essential duties/responsibilities)				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
<b>Lift &amp; Carry:</b> Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>GENERAL ENVIRONMENTAL CONDITIONS:</b> Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.				
<b>GENERAL PHYSICAL CONDITIONS:</b> <i>Work can be generally characterized as:</i>				
<b>Sedentary Work:</b> Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.				

<b>Vision Requirements:</b> (Check box if relevant)	<b>YES</b>	<b>NO</b>
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		
<b>JOB CLASSIFICATION HISTORY:</b> HR Reviewed 11/2020; Banded and Graded by Bjorklund Compensation Consulting, LLC. 11/14/20		

**MEMORANDUM**

TO: Curriculum Dept.

FROM: Patricia Fleege, Adult Diploma Program

SUBJECT: High School Diploma

DATE: 2/11/2021

The following student completed all requirements for graduation from I.S.D. 709 via the Adult Diploma Program and requests his Duluth Public Schools diploma, dated

Audie Lucius

2/11/2021

February 16, 2021

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Bonds:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Dylan L. Tharaldson	Duluth Public Schools	2/12/2021

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

February 22, 2021

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Bonds:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Haley L. Hoops	Duluth Public Schools	2/23/2021

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

March 3, 2021

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Bonds:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Jaydin Q. Edwards	Duluth Public Schools	3/4/2021

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center

March 4, 2021

Anthony Bonds, Assistant Superintendent  
Independent School District 709  
215 N 1<sup>st</sup> Ave E  
Duluth MN 55802

Dear Mr. Bonds:

This is to certify that the person(s) listed below has completed all the requirements for High School graduation from the Duluth Public Schools and is eligible to receive their diploma from the school listed.

<u>NAME OF GRADUATE</u>	<u>SCHOOL ON DIPLOMA</u>	<u>GRADUATION DATE</u>
Brady J. Coquette	Duluth Public Schools	3/5/2021

Please send diploma to Michelle Porter at the Area Learning Center, Room 126.

Adrian Norman  
Principal

Michelle Porter  
Administrative Assistant  
Area Learning Center