

## **RESOLUTION**

### **Proposing Discipline of an Employee**

WHEREAS, the School Board has reviewed a letter informing an employee of proposed discipline the School District seeks to impose.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 709, Duluth, as follows:

1. The School Board hereby approves the letter setting forth the proposed discipline and adopts the grounds for the proposed discipline as stated in the letter.
2. The School Board Chair is authorized to sign the letter on behalf of the School Board and the administration is directed to arrange to have the letter served on the employee.
3. A copy of the letter shall be placed in the employee's personnel file.
4. Pursuant to Minnesota Statutes section 13.43, subdivision 2, the specific reasons for the proposed discipline, the nature of the proposed discipline, and the letter are private data on the employee until final disposition of the disciplinary action.