

**Human Resources Committee-Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, June 16, 2015

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

- |   |           |
|---|-----------|
| <b>1. Staffing Report Action Items</b>  | <b>2</b>  |
| <b>2. Other Action Items</b>  |           |
| A. *Placeholder - Resolution HR-6-15-3271 - Termination of Non-Tenured Certified Staff  | 6         |
| B. *Placeholder - Resolution HR-6-15-3272 - Termination of Certified Hourly Staff   | 7         |
| C. *Placeholder - Resolution HR-6-15-3273 - Termination of Certified Tenured Staff  | 8         |
| <b>3. Resolution HR-6-15-3274 - Approval of Food Service Employees Collective Bargaining Agreement effective dates 7/1/13-6/30/16</b> | <b>9</b>  |
| <b>4. *Policy 4015 - Prohibiting Harassment and Violence - Second Reading</b>   | <b>10</b> |
| <b>5. Approval of Policy 8050 - Code of Ethics - First Reading</b>  | <b>12</b> |
| <b>6. Informational Items</b>   |           |
| A. There are no HR Informational Items at this time.  |           |
| <b>7. Future Items</b>  |           |
| A. There are no Future HR Items at this time.   |           |

**HUMAN RESOURCES ACTION ITEMS FOR: 6/16/15**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
CHEDERQUIST, KEVIN	.4 INDUST ARTS TE/DENFELD,.6 INDUST ARTS/EAST IV+45 9, NEW POSITION	09/02/15
CRANE, JASON	DIRECTOR SPEC SERVICES/HOCHS, \$117,340.00, L FREDRICKSON	07/01/15
NELSON, TIA	SPEC ED DCD III TEACHER/DENFELD, III 4, J HEILIG	09/02/15
PINNOW, ALETHA	SPEC ED ASD II TEACHER/STOWE, IV 3, M TAUS	09/02/15
PORKKONEN, ALEX	SPEC ED EBD TEACHER/LINCOLN PARK, III+15 3, R LINDBERG	09/02/15
SCHREIBER, SANDY	SCHL PYSCHOLOGIST/DW, IV+45 9, P DEARTH	09/02/15
SEXTON, SARAH	SPEC ED ECSE 3-5 OUTREACH TEACHER/DW, IV 6, C BEAVER	09/02/15
SPOONER, COLIN	SPEC ED LD TEACHER/EAST, III 3, C LETOURNEAU	09/02/15
Total: 8		

<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
STAFNE, CORY	HEAD GIRLS HOCKEY COACH/EAST/NON RENEWAL	06/16/15
Total: 1		

<b><u>CERT EXTENSION</u></b>	<b><u>POSITION/LOCATION/CONDITION</u></b>	<b><u>EFFECTIVE DATES</u></b>
AKERVIK, THERESA	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
ANDERSON, JILL	SPEC ED MATH/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/12/15 07/17/15
AELLA, JOHN	ESL/ALC, NOT TO EXCEED 150 HRS	06/08/15 08/21/15
BACHINSKI, SUSAN	HEAD START DISABILITIES&MH COORD/BARNES HS, NOT TO EXCEED 20 HRS	06/08/15 08/31/15
BAMBENEK, PATRICIA	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 09/01/15
BANGSUND, EDWINAE	SPEC ED ENGLISH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
BARNES, JANE	ECFE PARENT EDUCATOR/BARNES ECFE, NOT TO EXCEED 56 HRS	06/08/15 09/01/15
BENSON, KATHY	HEAD START ERSEAT COORD/BARNES HEAD START, NOT TO EXCEED 60 HRS	06/08/15 08/31/15
BERGMAN, ANDREW	SPEC ED MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
CHESLEY, SANDRA	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
CLAIRMONT, DENISE	PRINCIPAL/RESIDENTIAL ACADEMIES, NOT TO EXCEED 110 HRS	06/08/15 07/17/15
COTNER, JAMES	SCIENCE/ALC, NOT TO EXCEED 90 HRS	06/16/15 08/19/15
COTNER, JAMES	SPEC ED/ALC, NOT TO EXCEED 30 HRS	06/08/15 06/12/15
DALBEC, SHARON	SPEC ED MATH/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
EHLERT, PEGGY	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
FRANCKOWIAK, KIMBERLY	SOCIAL STUDIES/ALC, NOT TO EXCEED 90 HRS	06/15/15 08/19/15
GANGENESS, NANCY	HEAD START HEALTH COORD/BARNES HEAD START, NOT TO EXCEED 80 HRS	06/08/15 08/31/15
GOODREAU, AMANDA	HEAD START TE/LAURA MACARTHUR HEAD START, NOT TO EXCEED 1.5 HRS	06/08/15 08/31/15
GREEN, SHANNON	SPEC ED ELEM/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/11/15 07/17/15
HALVER, DEBRA	MATH/ALC, NOT TO EXCEED 90 HRS	06/16/15 08/19/15
HANNU, DEBRA	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
HANSON, BENJAMIN	MUSIC/ALC, NOT TO EXCEED 45 HRS	06/16/15 08/19/15
HARROLD, CARLA	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
HESS, VALERIE	SPEC ED DATA/CHESTER CREEK ACADEMY, NOT TO EXCEED 10 HRS	06/08/15 06/12/15
JACOBS, KACY	HEAD START TE/STOWE HEAD START, NOT TO EXCEED 41.5 HRS	06/08/15 08/31/15
JAROS, JENNIFER	ECFE/SR SPEC/BARNES ECFE, NOT TO EXCEED 40 HRS	06/08/15 09/01/15
JOHNS, SHERI	STAR/ALC, NOT TO EXCEED 120 HRS	06/16/15 08/19/15
JOHNSON, CAROL	SPEC ED ELEM/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/11/15 07/17/15
JOHNSON, ELISABETH	HEAD START TE/PIEDMONT HEAD START, NOT TO EXCEED 1.5 HRS	06/08/15 08/31/15
JONES, GREG	STAFF DEVELOPMENT COORD/HOCHS, NOT TO EXCEED 50 HRS	07/04/15 09/01/15
KEROLA, WILLIAM	SPEC ED ENGLISH/CHESTER CREED ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
KILBURG, JEANNE	SPEC ED MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
KOLQUIST, JULIE	SPEC ED ELEM/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/11/15 07/17/15
KOVACOVIC, LAURIE	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
LEBENS, LINNEA	ABE TE/ALC, NOT TO EXCEED 150 HRS	06/08/15 08/21/15

<u>CERT EXTENSION</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LEIBFRIED, CHARLES	SUPV OF FEDERAL PROG/HOCHS, NOT TO EXCEED 56 HRS	06/22/15 08/14/15
MCDONALD, SUE	HEAD START EDUC COORD/BARNES HEAD START, NOT TO EXCEED 120 HRS	06/08/15 08/31/15
MICKOLAJAK, TODD	SPEC ED/ALC, NOT TO EXCEED 30 HRS	06/08/15 06/12/15
MOHN, CHERYL	HEAD START TE/LAURA MAC HEAD START, NOT TO EXCEED 1.5 HRS	06/08/15 08/31/15
MOZOL, DIANE	ECFE PARENT EDUCATOR/DW, NOT TO EXCEED 33 HRS	06/08/15 09/01/15
NEWGREN, SANDRA	HEAD START TE/PIEDMONT HEAD START, NOT TO EXCEED 1.5 HRS	06/08/15 08/31/15
NORMAN, ADRIAN	ADMIN/PRINCIPAL/ALC, NOT TO EXCEED 120 HRS	06/16/15 08/19/15
OLSON, MOIRA	SPEC ED ELEM/CHESTER CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
PAQUETTE, BARBARA	SPEC ED ENGLISH/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
PAWLIKOWSKI, BETTY	SPEC ED ENGLISH/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/12/15 07/17/15
PETERSMEYER, ANNETTE	SPEC ED ENGLISH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 85.5 HRS	06/09/15 07/02/15
PLESKO, SHERRI	SPEC ED ELEM/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/11/15 07/17/15
POST, CHRISTINE	SPEC ED ENGLISH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
PRECKEL, KEVIN	SPEC ED ENGLISH/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/12/15 07/17/15
REMINGTON, SARAH	SPEC ED ENGLISH/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/12/15 07/17/15
SALMELA, AARON	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 80 HRS	06/08/15 09/01/15
SCHMIDT, SUSAN	CURRICULUM SPEC/HOCHS, NOT TO EXCEED 160 HRS	06/08/15 09/01/15
SHELDON, KRISTY	SPEC ED MATH/MERRITT CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
SMITH, HAMILTON	SPEC ED MATH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 104.5 HRS	06/09/15 07/17/15
STORK, JEFFREY	SPEC ED ENGLISH/WOODLAND HILLS ACADEMY, NOT TO EXCEED 19 HRS	07/06/15 07/09/15
SUNDAL, JENNIFER	FIT TEACHER/WASHINGTON CENTER, NOT TO EXCEED 160 HRS	06/08/15 08/31/15
SWENSON, DANIELLE	HEAD START TE/MYERS-WILKINS HEAD START, NOT TO EXCEED 1.5 HRS	06/08/15 08/31/15
TASTSIDES, CATHY JO	SPEC ED MATH/CHESTER CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
VOLD, CHRIS	TOSA/AEO, NOT TO EXCEED 120 HRS	06/16/15 08/19/15
WAGNER, DEBORAH	FAMILIES IN TRANSITION COORD/HOCHS, NOT TO EXCEED 56 HRS	08/24/15 09/01/15
WALKER, SARAH	HEAD START TE/BARNES HEAD START, NOT TO EXCEED 1.5 HRS	06/08/15 08/31/15
WATKINS-MELBY, LAUREL	HEAD START TE/MYERS-WILKINS HEAD START, NOT TO EXCEED 41.5 HRS	06/08/15 08/31/15
WENDLING, DEBORAH	PHY ED/HEALTH/ALC, NOT TO EXCEED 45 HRS	06/16/15 08/19/15
WILKINS, TAMMI	INNOVATION COORD/HOCHS, NOT TO EXCEED 400 HRS	06/08/15 09/01/15
WILLIAMS, PATRICIA	COUNSELOR/WOODLAND HILLS ACADEMY, NOT TO EXCEED 40 HRS	06/09/15 07/17/15
WILLIAMS, PAULA	COUNSELOR/ALC, NOT TO EXCEED 120 HRS	06/16/15 08/19/15
WITTMER, NANCY	SPEC ED ELEM/CHESTER CREEK ACADEMY, NOT TO EXCEED 104.5 HRS	06/08/15 07/17/15
ZWAK, MICHAEL	WORK EXPERIENCE/ALC, NOT TO EXCEED 45 HRS	06/16/15 08/19/15
Total: 68		

<u>CERT LEAVES</u>	<u>POSITION/LOCATION/LEAVE TYPE</u>	<u>EFFECTIVE DATES</u>
KNUTSEN, JESSICA	LD/EAST, POLICY #4125 LWOP	09/02/15 06/10/16
LIEN, CHERYL	ASST PRINCIPAL/EAST, POLICY #4125 LWOP EXT	08/17/15 06/17/16
Total: 2		

<u>CERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
ANDERSON, KEVIN	MEDIA SPECIALIST/.5 LESTER PARK/.5 HOMECROFT, .8 TO 1.0	09/02/15
Total: 1		

<u>CERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BIRKBY, PATRICK	MATH/LINCOLN	06/05/15
EVERS-GERDES, BECKY	PRINCIPAL/PIEDMONT	06/19/15
HANSON, BENJAMIN	MUSIC/ALC/EAST	08/19/15
RAMOS, ROSA	PSYCHOLOGIST/MACARTHUR	06/05/15
SAXHAUG, KRISTEN	JOB COACH/DW	06/05/15
SONG, YANG	MANDARIN CHINESE/EAST	06/05/15
Total: 6		

<u>CERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
EHLERT, PEGGY	BUSINESS EDUCATION/EAST	07/01/15
JASPERSON, ANNE	ELEM READING SPECIALIST/MYERS-WILKINS	06/05/15
MAKI, JERRY	PRINCIPAL/LOWELL	06/19/15
MAKI, KATHLEEN	KINDERGARTEN/LOWELL	06/05/15
Total: 4		

<u>CERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HALVER, DAVID	INDUSTRIAL ART TEACHER/ORDEAN EAST, 1/6 OVERLOAD	04/14/15 06/06/15
LEBENS, LINNEA	ABE TEACHER/ALC, .75 TO .90	04/01/15 06/05/15
Total: 2		

<u>NONCERT EXTENSION</u>	<u>POSITION/LOCATION/LENGTH</u>	<u>EFFECTIVE DATES</u>
ADAMS, VIOLA	SPEC ED PARA BW/LOWELL, NOT TO EXCEED 128 HRS	06/08/15 06/25/15
ANSETH, BETTY	SPEC ED PROG PARA/MERRITT CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
BECK, ELIZABETH	SPEC ED PROG PARA/WOODLAND HILLS, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
BENSON, SANDRA	OFFICE SUPPORT SPEC SR/HOCHS/TECHNOLOGY, NOT TO EXCEED 200 HRS	06/22/15 08/21/15
BERGUM, DIANE	SPEC ED PROG PARA/CHESTER CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
BLEVINS, SHARIE	OFFICE SUP SPEC INTERMEDIATE/BARNES ECFE, NOT TO EXCEED 40 HRS	06/15/15 08/21/15
CONLEY, KELLEY	MANAGEMENT INFORMATION SYSTEMS PARA/ABE, NOT TO EXCEED 480 HRS	06/08/15 08/28/15
HALLFRISCH, MONICA	COMMUNITY LIASON PARA/STOWE, NOT TO EXCEED 80 HRS	06/08/15 06/30/15
HOFFBAUER, JESSE	SPEC ED PARA BW/LOWELL, NOT TO EXCEED 128 HRS	06/08/15 06/25/15
HOLTEN, SHERRY	OFFICE SUPPORT SPEC SR/HOMECROFT, NOT TO EXCEED 40 HRS	06/22/15 06/26/15
KESTI, SHAREN	SPEC ED PROG PARA/CHESTER CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
KNAUSS, SUSAN	OFFICE SUPP SPEC/CHESTER/MERRITT CREEK, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
KORSGAARD, KATHARINE	SPEC ED PROG PARA/CHESTER CREEK, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
LEPPER, DONALD	MENTAL HEALTH PRACTITIONER PARA/LOWELL, NOT TO EXCEED 128 HRS	06/08/15 06/25/15
MCCLERNAN, SHARON	OFFICE SUPPORT SPEC/WOODLAND HILLS, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
PADDOCK, DAVID	SPEC ED PROG PARA/CHESTER CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
ROSS, TERRY	OCCUPATIONAL THERAPY PARA/DW, NOT TO EXCEED 10 HRS	08/03/15 08/14/15
RUDH, BARBARA	SPEC ED PROG PARA/MERRITT CREEK ACADEMY, NOT TO EXCEED 88 HRS	06/15/15 07/16/15
SISLO, KATHRYN	OFFICE SUPP SPEC INTER/WOODLAND HILLS, NOT TO EXCEED 16 HRS	06/15/15 07/16/15
Total: 19		

<u>NONCERT LEAVES</u>	<u>POSITION/LOCATION/TYPE OF LEAVE</u>	<u>EFFECTIVE DATES</u>
CHALMERS, JAMES	CULTURAL IMMERSION PARA/LOWELL, "A" MEDICAL LWOP	05/13/15 06/05/15
DESCHAMPE, JESSICA	BUS DRIVER/TRANSPORTATION, "A" PERSONAL LWOP	05/01/15 05/31/15
FAIRBANKS, JULIEANN	HELPER/DENFELD, "A" PERSONAL LWOP	05/05/15 05/08/15
GEPHART, JANE	OFFICE SUPPORT SENIOR/CONGDON "A" PERSONAL LWOP	06/08/15 06/10/15
MCKOWSKI, KELLIE	SATELLITE I MGR/LINCOLN "B" PERSONAL LWOP	08/01/15 08/01/16
Total: 5		

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
CIURLEO, VERONICA	SCHOOL BUS DRIVER II/TRANSPORTATION, .875 TO 1.0	05/01/15
DEFRANG, DARCIE	SCHOOL BUS HELPER/TRANSPORTATION, .875 TO 1.0	05/01/15
HANSON, BRENDA	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .75	05/01/15
KUEHNOW, KEVIN	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .75	05/01/15
NELSON, KALEY	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .875	05/01/15
PETERSON, RONALD	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .875	05/01/15

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
SIMONSON, HOLLY	SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .875	05/01/15
Total: 7		

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
CONWAY, DIANA	ADMINISTRATIVE ASSISTANT/FINANCE/HOCHS	08/14/15
FLOURA, FREDERICK	FIREPERSON 1/STOWE	07/02/15
JOHN, DANIEL	FIREPERSON 2/HOCHS	05/13/15
Total: 3		

<u>NONCERT SUMMER SCHL</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
RAPP, GEORGENE	OFFICE SUPPORT SPEC/DENFELD, NOT TO EXCEED 128 HRS	06/15/15 07/31/15
Total: 1		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
LOWE, JULIE	SUPV PARA/DENFELD, .75 TO .875	04/29/15 06/05/15
Total: 1		

<u>NONCERT RESIGNATIONS</u>		
BUCKLEY, KENNETH	SUPERVISORY PARA/EAST	05/29/15
HARTLEY, ATHENA	INSTRUCTIONAL PARA/MACARTHUR HEADSTART	06/05/15
PASARIBU, SUSI	SPECIAL ED PROG PARA/ORDEAN-EAST	06/05/15
REDMAN, SAMANTHA	SUPERVISORY PARA/ORDEAN-EAST	06/05/15
STANTON, AMANDA	INNOVATION SPECIALIST/HOCHS	06/25/15
Total: 5		

## R E S O L U T I O N

***RE: Termination of Certified Probationary (Non-Tenured) Staff***

**WHEREAS**, during the first three years of consecutive employment all teachers in the public schools in cities of the first class are deemed to be in a probational period of employment during which period the School Board may renew, or not renew, any teachers' annual contract as the School Board shall see fit. The term "teacher" includes every person regularly employed, as a principal, or to give instruction in a classroom, or to superintend or supervise classroom instruction, or as a placement teacher and visiting teacher.

**NOW, THEREFORE, BE IT RESOLVED** by the School Board on Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The employment contracts of the following probationary teachers shall not be renewed and their employment shall terminate at the end of the school day on June 5, 2015, unless another date is indicated below, in which case the employment of the particular teacher shall terminate on that date.

*\*Placeholder*

2. **BE IT FURTHER RESOLVED** the Clerk of the School Board shall notify such teachers in writing before July 1, 2015, of the termination of their employment.

## **RESOLUTION**

### **RE: Termination of Certified Hourly Staff**

**BE IT RESOLVED** by the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the employment of the following hourly teachers shall terminate effective at the end of the school day on June 5, 2015, unless another date is indicated below, in which case the employment of the individual shall terminate on that date.

**BE IT FURTHER RESOLVED** that the Clerk of the School Board shall notify such teachers in writing before July 1, 2015, of the termination of their employment.

\*Placeholder

**R E S O L U T I O N**

**RE: Termination of Certified Tenured Staff**

**WHEREAS**, enrollment in the School District is declining;

**WHEREAS**, during the 2015-16 school year, the District will lack a sufficient number of pupils to support all tenured teachers currently employed by the District;

**WHEREAS**, the School Board has found it necessary to discontinue certain positions;

**NOW, THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 709, St. Louis County, Minnesota, as follows:

1. The Board proposes that the employment of the following tenured teachers terminate effective at the end of the school day on June 5, 2015, unless another date is indicated below, due to discontinuance of position or lack of pupils.

*\*Placeholder*

2. The Clerk of the School Board shall notify all such teachers in writing of the proposed layoff, the grounds for the proposed layoff, and the right to request a hearing within ten (10) calendar days after receiving said notice. The Clerk shall also notify all such teachers that if they fail to request a hearing within ten (10) days, they will be deemed to have acquiesced in the Boards action.

## **RESOLUTION**

### **Food Service Employees**

**RESOLVED**, By the School Board of Independent School District #709, St. Louis County, Minnesota, that the Collective Bargaining Agreement between Independent School District #709 and the Food Service Employees, a summary of which is in the hands of all School Board members, be approved and adopted for the periods July 1, 2013 to June 30, 2016, inclusive, and that the Chairperson and Clerk of the School Board be hereby authorized to execute said Agreement on behalf of the School District.

**\*Placeholder**

**Resolution #HR-6-15-3274  
June 16, 2015**

## **4015 – Prohibiting Harassment and Violence**

### General Statement of Policy

Independent School District 709 (ISD 709) is committed to creating and maintaining a learning and working environment where all individuals are treated with respect and dignity. Every individual has the right to learn/work in an environment free of harassment and violence.

In this school district, harassment and violence, whether verbal, physical, or cyber which creates a hostile climate, is unacceptable and will not be tolerated. Harassment and violence are unlawful, hurt all people, and have no legitimate educational purpose. Any employee or student who engages in such conduct shall be disciplined as provided by law, District policies, and applicable labor agreements.

Therefore, it is the policy of ISD 709 to maintain a work and learning environment that is free of harassment and violence based on: ~~sex, sexual orientation, race/ethnicity, religion or religious practices, disability,~~ Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined in this policy.

Harassment based on: ~~sex, sexual orientation, race/ethnicity, and religious beliefs or practices~~ Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression and Any or All Other Protected Groups as identified by state and/or federal statute are also forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1965, as amended, 42 U.S.C. Section 2000e, et seq. and or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01 – 363.20, and may represent a criminal law violation.

Violence based on: ~~sex, sexual orientation, race/ethnicity, religion or disability~~ Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression and Any or All Other Protected Groups as identified by state and/or federal statute is a physical act of aggression, intimidation, and/or degradation directed toward a person or group of persons because of their membership or perceived membership in a protected group. ~~sex, sexual orientation, race/ethnicity, religion or religious practices, or disability.~~

It shall be a violation of this policy for any student or school personnel of ISD 709 to harass a pupil or other school personnel through conduct or communication of a sexual nature or regarding: ~~sexual orientation, race/ethnicity, religion, or religious practices, disability,~~ Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression and Any or All Other Protected Groups as identified by state and/or federal statute as well as other forms of harassment as defined by this Policy and Regulation 4015R. (For purposes of this policy, school personnel include: School Board members, administrators, teachers, all other school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of ISD 709.)

It shall be a violation of this policy for any student or school personnel of ISD 709 to inflict, threaten to inflict, or attempt to inflict violence relating to: ~~sex, sexual orientation, race/ethnicity, religion or religious practices, disability~~ Race, Color, Creed, Religion, National

Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression and Any or All Other Protected Groups as identified by state and/or federal statute as well as any other forms of violence as defined by this policy upon any pupil or school personnel.

ISD 709 will act with reasonable diligence to take action to investigate, respond, remediate and discipline all complaints, either formal or informal, oral or written, of improper actions or statements which may constitute ~~sexual, sexual orientation, ethnic/racial, religious, disability, or other~~ harassment and violence as defined in this policy and Regulation 4015R. Furthermore, ISD 709 intends to provide support for students identified as the victims of these acts in compliance with Minn. Statute Sections 121A.0695.

A report will be given to the School Board at the regular meeting in June, a summary of the number of harassment complaints, types of complaints and the action taken to resolve the complaints. This will be done without releasing any case specifics, information or personnel data.

For more detailed information on this policy, including definitions for terms used in this policy and the reporting procedures for this policy, please see Regulation 4015R.

Adopted: 05-11-1982 ISD 709  
Revised: 06-10-1986  
12-10-1991  
10-19-1993  
06-20-1995  
02-15-2000  
09-17-2002  
05-21-2013  
08-19-2014 ISD 709

Adopted:

MSBA/MASA Model Policy 209

Orig. 1995

Revised: Rev. 2009

## 209 CODE OF ETHICS

### I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

#### A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. ~~Support~~ Uphold the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
- ~~3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.~~ Model civility to students, employees, and all elements of the community by behaving in a respectful, professional manner towards other school board members and district employees.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. ~~Insist~~ Ensure that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
- ~~2. Attempt to obtain adequate financial support for the school district's programs.~~
- ~~3.~~ 2. Insist Ensure that business transactions of the school district be ethical and open.

43. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available. Vote on all personnel matters before the school board based on the needs of the school district, rather than any personal bias or personal motivation.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
- ~~7. Offer the superintendent counsel and advice.~~
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
- ~~11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.~~

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration. By way of example, this includes but is not limited to, refraining from making any promise regarding votes on any proposition in advance of meetings at which the proposition will be considered by the school board and complying with all applicable laws restricting gifts to school board members.
7. Guard the confidentiality of information that is protected under applicable law.

Subject to applicable law, violation of this policy may constitute grounds for censure, removal from internal school board officer position (e.g., chair, vice chair, secretary), removal from school board committee(s), and/or removal from the school board.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

RRM: 201511