



## South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

### District Service Center

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### ADMINISTRATIVE REPORT

TO: Members of the School Board  
Keith Jacobus, Superintendent

FROM: Kevin Witherspoon, Director of Human Resources

DATE: May 17, 2018

TOPIC/PURPOSE OF REPORT: Termination of Long-Term Substitute Teaching Contracts

REFERENCE TO POLICY/STRATEGIC PLAN: Compliance with State Statute 122A.44

RECOMMENDED BOARD ACTION: Approve Resolution

DATE FOR BOARD ACTION: May 24, 2018

### REPORT

In compliance with Minnesota statutes, we are required to terminate the teaching contracts of District 833's long-term substitute teachers.

A long-term substitute by definition is one who worked all or part of the school year replacing a specific teacher who has return rights to her or his position. The contracts of the long-term substitutes must be terminated. Failure to terminate these contracts would result in the district allocating two teachers in each affected position as the regular teachers exercise their contractual right to return from leave.

School Board approval of this resolution is recommended.

May 17, 2018

**RESOLUTION TERMINATING THE CONTRACTS OF LONG TERM SUBSTITUTE TEACHERS**

WHEREAS,

<u>Name</u>	<u>Building</u>	<u>Assignment</u>	<u>Dates</u>
Awada, Andrea	VCES	Art	09/05/17-11/10/17
	GCES	Art	01/29/18-05/01/18
Blom, Samantha	PHS	Language Arts	03/12/18-06/06/18
Boese, Kristen	BES	School Readiness	01/08/18-04/10/18
Bougie, Melissa	CGMS	Language Arts	02/21/18-04/16/18
Clevenger, Brooke	OMS	Social Studies	10/16/17-12/20/17
Cody, Erin	HES	ABC CBP	03/19/18-06/06/18
Cole, Nicholas	LMS	Math	12/06/17-02/01/18
Esselman, Hannah	PHS	Spanish	01/03/18-03/23/18
Evans, Renee	DPC	Occupational Therapist	08/22/17-11/10/17
Fong, Theresa	CGES	DCD CBP	01/29/18-04/23/18
Hall, Rebekah	ROES	Kindergarten	04/23/18-06/06/18
Hassler, Hannah	PES	Resource	01/04/18-03/02/18
	GCES	Resource	04/09/18-06/04/18
Heideman, Suzanne	MES	Grade 4	10/23/17-12/20/17
Hodne, Jill	BES	Grade 4	10/23/17-01/24/18
Johnson, Marcia	LRES	Classroom Music	03/05/18-05/25/18
Johnson, Sara	ROES	Grade 4	04/02/18-06/06/18
Kajer, Kristin	WES	Grade 4	10/11/17-03/22/18
Kiemen, Megan	LRES	School Readiness	03/07/18-06/04/18
Miller, Bethanie	WHS	Licensed School Nurse	01/18/18-03/07/18
Moga, Mary	PHS	Resource	11/20/17-03/20/18
Nightingale, Donna	LRES	Grade 4	04/20/18-06/04/18
Ouverson, Julie	WES	Grade 1	12/12/17-03/02/18
Roberts, Paige	WMS	Resource	01/03/18-04/27/18
Rogers, Miriam	LMS	Language Arts	01/17/18-06/05/18
Salava, Susan	MES	Grade 5	09/14/17-12/06/17
	MES/VCES	ESL	02/14/18-05/04/18
Schmidt, Valerie	ERHS	Math	11/27/17-06/06/18
Schultz, Heather	BES	Reading (.5 FTE)	03/13/18-05/24/18
Smith, Michael	MES	Physical Education	09/05/17-12/01/17
Svendsen, Catharine	CGES	ESL	02/20/18-06/04/18
VanKleek, Anne	GCES	Grade 2	12/14/17-05/31/18
Williams, Marion	OMS	Counselor	04/02/18-05/25/18
Zimmer, Isabella	EHR	Math	09/18/17-11/03/17

long term substitute teachers, employed for a portion of the 2017-2018 school year by Independent School District No. 833; and,

WHEREAS, M.S. 122A.44 provides that substitute teaching employment can be terminated at the end of the 2017-2018 school year and that said employment not be renewed for the 2018-2019 school year;

BE IT RESOLVED by the School Board of Independent School District No. 833 that pursuant to M.S. 122A.44 the employment of the above named long term substitute teachers is hereby terminated at the end of the 2017-2018 school year, and not be renewed for the 2018-2019 school year; and

BE IT FURTHER RESOLVED that written notice of the termination and non-renewal of substitute teaching employment as provided herein and by law shall be sent to the aforementioned teachers and said notice shall be in substantially the following form:

**NOTICE OF TERMINATION OF LONG TERM SUBSTITUTE EMPLOYMENT**

Name of Teacher                      Date:  
Address

Dear:

This notification is to inform you that at a the May 24, 2018 meeting of the School Board of Independent School District No. 833, Washington County, Minnesota, a Resolution was adopted by the School Board to confirm the ending of the long term substitute teaching assignment that you held during a portion of the 2017-2018 school year, and not renew your long term substitute teaching employment for the 2018-2019 school year. Said action of the Board was taken pursuant to M.S. 122A.44.

Please note that this does not impact your ability to continue on the District 833 substitute list, as a daily substitute, nor does it impact your ability to be considered for long term substitute assignments in the future.

Thank you for your service in the 2017-2018 school year as a long term substitute.

Respectfully,

SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 833  
CLERK OF SCHOOL BOARD

BE IT FURTHER RESOLVED that, before July 1, 2018, the Superintendent of Schools is directed to notify substitute teachers by mailing a copy of the notice prescribed herein to each of them by certified mail, or by delivering a copy to each at their place of employment.