



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: Theresa Lenarz, Assistant Director of Human Resources

DATE: May 18, 2017

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 25, 2016

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 18, 2017

RESOLUTION TERMINATING THE CONTRACTS OF LONG TERM SUBSTITUTE TEACHERS

WHEREAS,

<u>Name</u>	<u>Building</u>	<u>Assignment</u>	<u>Dates</u>
Anker, Alissa	GCES	Grade 4	05/01/17-06/13/17
Baldwin, Claudia	SPSRV	Speech Language	11/21/16-04/05/17
	SPSRV	Speech Language	04/07/16-06/13/17
Bertrand, Jessica	PHES	Grade 2	11/23/16-01/27/17
	BES	Kindergarten	02/21/17-04/05/17
	PHES	Kindergarten	04/17/17-06/13/17
Cole, Nicholas	LMS	Math	01/26/17-05/05/17
Cranston, Suzanne	BES	Art	08/30/16-11/30/16
Dalby, Katelyn	HES	Grade 3	01/05/17-03/03/17
	CES	Title One	03/30/17-06/13/17
Elling, Matthew	CGMS	Math	04/17/17-06/13/17
Farmer, Alicia	WES	Grade 5	02/27/17-04/28/17
Freeman, Rebecca	OMS	Language Arts	03/17/17-05/26/17
Garcia, Ceclilia	GCES	Grade 4	03/13/17-06/09/17
Hanson, Marilyn	BES	Resource	03/14/17-06/13/17
Hendrikson, Zachary	PHES	Resource	04/20/17-06/09/17
Herrick, Jennifer	WES	Art	04/17/17-06/09/17
Hugdahl, Kelly	LRES	Grade 1	02/13/17-05/12/17
Inselmann, Jennifer	LMS	Resource	04/25/17-06/13/17
Jacobs, Mary	LRES	Speech Language	03/01/17-04/27/17
	GCES	Speech Language	04/28/17-06/09/17
Jakosa, Valarie	OMS	Language Arts	08/29/16-10/17/16
Kosloski, Scott	BES/RRES	Instrumental Music	09/30/16-01/20/17
Lee, Debra	ERHS	Business	09/06/16-11/11/16
Mather, Cindy	SPSRV	Physical Therapist	10/12/16-01/20/17
Moga, Mary	PHS	ESL	08/29/16-12/02/16
Nehman, Lindsay	CES	Title One	01/03/17-03/03/17
Porter, Christine	OMS	Music Instrumental	03/23/17-06/06/17
Potter, Hailey	HES	Grade 4	08/31/16-11/01/16
Puff, Ellen	WMS/DIST	TOSA Gifted Education	10/03/16-12/16/16
Quinnell, Jereme	WMS	ABC CBP	01/03/17-03/24/17
Schmetterer, Maxwell	PHS	English/Language Arts	08/29/16-11/21/16
Schmidt, Chelsea	AES	School Readiness	10/18/16-01/31/16
	DPC	ECFE	02/01/17-06/13/17
Shaw, Oksana	VCES	ESL	04/07/17-06/09/17
Skaar, Jordan	LMS	Physical Education	02/16/17-05/16/17
Slette, Mary	HES	Instrumental Music	09/06/16-01/30/17
Stevens, Jordan	ERHS	Math	02/06/17-04/20/17
Svendsen, Catherine	WES	ESL	10/03/16-03/03/17
	WES	ESL	04/28/17-06/13/17
Wirtz, Allison	OMS	Science	01/17/17-05/12/17

long term substitute teachers, employed for a portion of the 2016-2017 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 2016-2017 school year and that said employment not be renewed for the 2017-2018 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 2016-2017 school year, and not be renewed for the 2017-2018 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 25, 2017 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 2016-2017 school year, and not renew your long term substitute teaching employment for the 2017-2018 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 2016 - 2017 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, 2016, 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.