

THE REGULAR MEETING OF THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 2142, ST. LOUIS COUNTY SCHOOLS, HELD ON MONDAY, JULY 18, 2011.

MEMBERS PRESENT:       Bruns  
                                  B. Larson  
                                  C. Larson  
                                  Feist  
                                  Rantala  
                                  Swanson  
                                  Zupetz

ALSO PRESENT:       Strong  
                                  Cox  
                                  Johnson

The regular meeting of the Board of Education of Independent School District No. 2142, St. Louis County Schools was held at ISD # 2142 District Office on July 18, 2011, at 5:04 p.m.

Pledge of Allegiance.

Motion by C. Larson and seconded by B. Larson to approve the agenda.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Superintendent Strong report: 1.) It has been 18 days so far without a state budget, but Superintendent Strong said her main focus is on education. Looking at before and after school programs; 2.) CGI met and we are moving forward. Administrators and Q Comp leaders will have coaches and mentors. The pilot program will begin at the Tower-Soudan and North Woods Schools; 3.) State shutdown is taking a lot of time; 4.) 90% of the teaching staff is now hired; and 5.) the District office staff has been great.

John Henry of JCI report: Mr. Henry explained to the board that he went through everything with them at the board study session earlier in the day. The contractors are working on everything they can that doesn't require inspections.

Motion by Zupetz and seconded by Rantala to approve the consent agenda: June 27, 2011 Regular School Board Meeting Minutes; Policy: Bill List June 14, 2011 to June 27, 2011; Donations: 1.) \$150.00 from Richard & Susan Ostman for the North Woods School summer Youth Development Program; 5.31 Permission to receive bids for Bread, Milk, Propane, and Fleet Insurance for the 2011-2012 School Year; 5.32 Health and Safety Attachment 10.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz

Against – None

Motion by C. Larson and seconded by B. Larson to grant permission to dispose of the 1997 International school bus #55.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Feist and seconded by Zupetz to increase the lunch prices for Elementary from \$1.85 to \$1.90 and Secondary from \$2.15 to \$2.20 for the 2011-2012 school year.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by B. Larson and seconded by C. Larson to change orders for the following projects: Northeast Range-\$11,584.79; Cherry-\$14,402.53; North Woods-\$851.00; and South Ridge-\$239,971.14.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Rantala and seconded by B. Larson to approve the purchase of three (3) Monument signs for North Woods, South Ridge and Northeast Range Schools for a total amount of \$88,230.00.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Feist and seconded by Zupetz to offer Allison Thiel a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step I BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Rantala and seconded by Feist to offer Jessica Deal a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure and upon applying and securing variance or provisional licensure from the Department of Education, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz

Against – None

Motion by Feist and seconded by Zupetz to offer Dee Ann Sandberg a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step P MA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Rantala and seconded by Feist to offer Kelly Belleville a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure and upon applying and securing variance or provisional licensure from the Department of Education, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Zupetz and seconded by Swanson to offer Ryan Freitas a .9 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Rantala and seconded by Feist to offer Peter Backstrom a .7 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA+15, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Feist and seconded by Zupetz to offer Tiffany Briggs a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step K MA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz

Against – None

Motion by Feist and seconded by Rantala to offer Erin Byson a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step F BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by B. Larson and seconded by C. Larson to offer Tony DeLeon a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step E MA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by C. Larson and seconded by B. Larson to offer Rachel Mueller a .4 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by B. Larson and seconded by C. Larson to offer Christina Anderson a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step K MA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by C. Larson and seconded by B. Larson to offer Elysa Kemen a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step D BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by B. Larson and seconded by C. Larson to offer Jennie Westin a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Rantala and seconded by Feist to offer Marie Shelstad a 1.0 FTE probationary teaching contract for the 2011-2012 school year, at Step C BA, effective August 31, 2011, due to State of Minnesota budget shutdown, contingent upon verification of teaching licensure and upon applying and securing variance or provisional licensure from the Department of Education, with terms and conditions of employment in accord with master agreement ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Rantala and seconded by Feist to hire Joseph Scherer as a bus driver, bargaining unit, not to exceed full time equivalency for this position, 5 days per week, effective September 6, 2011, with terms and conditions of employment in accord with master agreement between ISD # 2142 and Operating Engineers #70.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by B. Larson and seconded by Swanson to approve 2011-2012 coaching staff as presented, dependent upon appropriate levels of high school (grades 9-12) participation: **Northeast Range:** Assistant Swimming-Julie Suihkonen; **North Woods:** Head Boys Golf-William Fierke-Kleppe; Head Girls Golf-Kandi Olson; Head Baseball-Daniel Manick; Assistant Baseball-Jeffrey Chaulklin; Head Softball-Loretta Whiteside-Rankila; Assistant Softball-Dee Ann Sandberg; and **Cherry:** Head Softball-Darrell Bjerklie.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Zupetz and seconded by Feist to recall Zachary Swart to a .1 FTE tenured teaching contract for the 2011-2012 school year, effective August 31, 2011, with terms and conditions of employment in accord with master agreement between ISD # 2142 and SLCTEM.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz

Against – None

Motion by C. Larson and seconded by Feist to approve and adopt the rewritten job descriptions for the Cook Manager; Assistant Cook and Cook Aide as follows:

Job Description, including responsibilities and all other position description components, will be subject to change in accord with District Policy 302 and other relevant school district policies.

**TITLE:** **COOK MANAGER**

**QUALIFICATIONS:** preferred.

1. Experience in commercial/public food service preferred.
2. Post-secondary training in food service preferred.
3. Pass physical exam as may be required.
4. Ability to communicate orally and in written form consistent with job responsibilities.

**REPORTS TO:** Principal and Superintendent

**JOB GOAL:** To serve the students nutritious meals in an efficient manner; and to perform duties in a manner consistent with the District's beliefs, mission, and goals.

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**PERFORMANCE RESPONSIBILITIES:**

1. Ability to obtain and keep current a Minnesota Food Manager Certification.
2. Be knowledgeable and efficient on the electronic food service system.
3. Makes all food service deposits from students/parents, makes deposits to school office daily, communicates with parents regarding low and negative balances and sends bills as necessary at sites as applicable.
4. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
5. Maintains standards of safety and cleanliness in the kitchen to comply with state and federal health regulations.
6. Checks food shipments into the school and signs invoices only after each order has been verified.
7. Determines the quantities of each food to be prepared daily.

8. Determines the size of servings to meet the necessary age requirement according to Federal Food Program guidelines.
9. Prepares food according to a planned menu and uniform recipes.
10. Records all food requisitions from the storeroom.
11. Records Daily Production Records following Federal Food Program guidelines.
12. Oversees the locking of the storeroom and the maintenance of a correct monthly inventory.
13. Orders all necessary supplies on a weekly basis.
14. Reports immediately to the principal any problems or accidents occurring in the kitchen or the cafeteria premises.
15. Confers with the principal regarding any personnel problems.
16. Reports to the principal and vendor any faulty or inferior quality food which is received.
17. Supervises the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
18. Schedules major cleaning of appliances and store rooms.
19. Follows Right-to-Know, OSHA, and District 2142 policies and procedures, and other health and safety regulations and procedures.
20. Performs various related duties as assigned.

Job Description, including responsibilities and all other position description components, will be subject to change in accord with District Policy 302 and other relevant school district policies.

**TITLE:** ASSISTANT COOK

**QUALIFICATIONS:**

1. Pass physical exam as may be required.
2. Commercial/school kitchen experience desirable.

**REPORTS TO:** Head Cook and Principal

**JOB GOAL:** To serve the students nutritious meals in an efficient manner; and to perform duties in a manner consistent with the District's beliefs, mission, and goals.

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**PERFORMANCE RESPONSIBILITIES:**

1. In absence of head cook be prepared to fulfill her/his duties.
2. Maintains standards of safety and cleanliness in the kitchen to comply with state and federal health regulations.
3. Assists in the preparation and serving of all food.
4. Removes used dishes and assists in the cleaning of counters, tables, and furnishings in the dining area.
5. Maintains the trash and garbage collection area in a neat and sanitary fashion.
6. Assists in the storage and disposal of unused food.
7. Assists in the storage and inventory of all groceries and supplies.
8. Follows Right-to-Know, OSHA, and District 2142 policies and procedures, and other health and safety regulations and procedures.
9. Performs various related duties as assigned.

Job Description, including responsibilities and all other position description components, will be subject to change in accord with District Policy 302 and other relevant school district policies.

**TITLE:** COOK AIDE

**QUALIFICATIONS:**

1. Qualifications as the Board may find appropriate and acceptable.
2. Pass physical exam as may be required.

**REPORTS TO:** Head Cook and Principal

**JOB GOAL:** To serve the students nutritious meals in an efficient manner; and to perform duties in a manner consistent with the District's beliefs, mission, and goals.

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**PERFORMANCE RESPONSIBILITIES:**

1. In the absence of the assistant cook be prepared to fulfill her/his duties.
2. Maintain standards of safety and cleanliness in the kitchen to comply with state and federal health regulations.
3. Assists in the preparation of food as directed by the head cook.
4. Assists in the serving of meals.
5. Washes dishes and maintains the dish room.
6. Assists in washing dishes and cleaning the eating, serving, and preparation areas.
7. Assists in the disposal of refuse.
8. Maintains standards of safety and cleanliness in the kitchen to comply with state and federal health regulations.
9. Follows Right-to-Know, OSHA, and District 2142 policies and procedures, and other health and safety regulations and procedures.
10. Performs various related duties as assigned.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Feist and seconded by Swanson to eliminate the custodian position, 8 hours per day, 5 days per week, held by James Stella effective September 3, 2011.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Motion by Zupetz and seconded by Rantala to accept Rebecca J. Constantine's letter of resignation as a bus driver, effective July 10, 2011.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Board Chair Bruns scheduled a Special Board Meeting for Monday, July 25, 2011, at 11:00 a.m. at ISD # 2142 District Office.

Motion by C. Larson and seconded by Feist to approve the scheduling of the Special Board Meeting for Monday, July 25, 2011, at 11:00 at ISD # 2142 District Office.

Yes – B. Larson, Bruns, C. Larson, Feist, Rantala, Swanson, Zupetz  
Against – None

Comments from the board:

Board Member Rantala welcomed Teresa Strong as superintendent. Mr. Rantala indicated that he likes having her here.

Board Member B. Larson commented that he was glad to have Teresa Strong here and said that good things are happening.

Board Member C. Larson said welcome again to Ms. Strong.

Board Member Swanson also said welcome to Ms. Strong. Mr. Swanson said that they did the filming of the commercial down at the South Ridge School.

Board Member Zupetz indicated that she saw the commercial and also said that she was glad to see Ms. Strong here.

Board Member Feist welcomed Ms. Strong and requested CGI information from the Superintendent.

Board Member Bruns said that these are challenging times for the new Superintendent and welcomed Ms. Strong.

The board meeting was adjourned at 5:21