

# Chisholm School District School Board Meeting Agenda

Monday, March 8, 2021 at 5:00 PM  
Regular Meeting  
High School Room 101

## I. Determination of Quorum and Call to Order

### II. Public Comment:

**Description:** Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.

## III. Recognition of Guests and Visitors

## IV. Approve Agenda

## V. Approve Minutes

A. Approve February 22, 2021, Regular Meeting Minutes 4

### Attachments:

Feb 22 2021 Regular Meeting Minutes 4

## VI. Reports

A. Superintendent's Report

## VII. Correspondence

## VIII. Consent Agenda

A. Approve Facility Use Request for the Use of 2 Classrooms and Restrooms at the Vaughan-Steffensrud June 7, 2021-August 19, 2021 from 7:30a-4p, for the Summer ADAPT Program 7

### Attachments:

Summer ADAPT Facility Use Request 7

**IX. Action Agenda**

A. Approve 2020-2021 Contract for Larry Baker	8
<b>Attachments:</b>	
L.B. 2020-2021 Contract	8
<b>Description:</b> This is a retroactive approval due to there not being an approval or signed contract on file.	
B. Approve 2021 Chisholm Chamber Membership Dues	9
<b>Attachments:</b>	
2021 Chisholm Chamber Membership Dues	9
<b>Description:</b> 2021 Chamber of Commerce Membership Dues	
C. Approve Two Para Substitutes Through Teachers on Call at the Vaughan-Steffensrud	
<b>Description:</b> Requesting two substitute Paras for the Vaughan-Steffensrud from TOC. We would need them for the remainder of this school year. This would not be a permanent hire, we will be using the TOC substitute option to fill this need. This need has been generated due to the Distance Learning SPED students coming back to Face-to-Face Learning. We currently are not able to serve all students SPED minutes written in their IEP's.	
D. Accept Corydon Kolodji's Intent to Retire Effective the End of the School Year	10
<b>Attachments:</b>	
C.K. Retirement Intent	10
E. Approve Posting for a 7-12 High School Science Teacher	11
<b>Attachments:</b>	
1.0 Life Science Teacher Internal/External	11
F. Approve the Termination of Stephanie Bakkethun	
G. Approve the Internal and External Posting for Para-educator in the Chisholm Elementary	12
<b>Attachments:</b>	
2021NC001 External Para	12
2021NC001 Internal Para	13
<b>Description:</b> This position will be posted internally for 7 days followed by an external posting if there are no internal applicants.	
H. Accept Simone Zurich's Resignation Effective March 31, 2021	14
<b>Attachments:</b>	
S.Z. Resignation	14
I. Accept Lorinda Swinda's Intent to Retire Effective the End of the	15

School Year  
**Attachments:**

L.S. Intent to Retire 15

**X. Discussion**

A. Interview Schedule for Superintendent/Principal Position

**XI. Information**

A. February TOC Report 16

**Attachments:**

TOC February 16

**XII. Adjourn**

# Chisholm School District School Board Meeting Minutes

Monday, February 22, 2021 at 5:00 PM  
Regular Meeting  
Teleconference

## **I. Determination of Quorum and Call to Order**

Attendance Taken at 5:06 PM. Corradi Simon: Present, Lappi: Present, Rahja: Present, Randa-Sauter: Present, Rice: Present, Sever: Present. Superintendent Blanchard was absent. Business Manager Zunich was present.

## **II. Public Comment:**

## **III. Recognition of Guests and Visitors**

There were no guests or visitors.

## **IV. Approve Agenda**

It was moved by Jaclyn Corradi Simon and seconded by Clarice Sever to approve the agenda with additions. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

## **V. Approve Minutes**

### **A. Approve February 8, 2021, Regular Meeting Minutes**

It was moved by Jaclyn Corradi Simon and seconded by Danielle Randa-Sauter to approve the February 8, 2021, regular meeting minutes. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

## **VI. Reports**

Superintendent Blanchard was not in attendance.

Principal Morrison recognized Zach Quirk for AAA Award winner for the region. He updated that registration will be beginning this week. He also updated that they are adding CITS classes to next year's schedule. He asked the board to begin thinking about planning for Prom and Graduation.

Principal Hancock updated the board about how the new semester has been at the Vaughan-Steffensrud.

### **A. Superintendent's Report**

## **VII. Correspondence**

## **VIII. Consent Agenda**

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to approve the consent agenda. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**  
A. Approve February Accounts Payable for a total of \$251,878.83  
B. Approve February Payroll

#### **IX. Action Agenda**

A. Approve the 2021 Mandatory Health Insurance Bid Process and the NESC  
It was moved by Clarice Sever and seconded by Jaclyn Corradi Simon to approve the Superintendent and Business Manager to give the NESC approval to work with the District on the two-year mandatory health insurance bid process. Motion Passed.  
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

B. Approve the Termination of Stephanie Bakkethun  
It was moved by Clarice Sever and seconded by Bob Rahja to table the termination of Stephanie Bakkethun effective February 17, 2021. Motion Passed.  
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

C. Approve the Internal and External Posting for Para-educator in the Chisholm Elementary  
It was moved by Shelly Lappi and seconded by Danielle Randa-Sauter to table the internal and external posting for para-educator in the Elementary. Motion Passed.  
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

D. Approve 2021 AFSCME Local 536 Seniority List  
It was moved by Cindy Rice and seconded by Shelly Lappi to approve 2021 AFSCME Local 536 seniority list. Motion Passed.  
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

E. Approve 2021 Education Minnesota Local 1276 Seniority List  
It was moved by Clarice Sever and seconded by Shelly Lappi to approve the 2021 Education Minnesota Local 1276 seniority list. Motion Passed.  
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

F. Approve Tom Pascuzzi for Volunteer Boys Junior High Basketball Coach  
It was moved by Jaclyn Corradi Simon and seconded by Cindy Rice to approve Tom Pascuzzi for volunteer boy's junior high basketball coach pending background check. Motion Tabled.  
Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**

#### **X. Discussion**

The board discussed extending the posting of the Superintendent/Principal position for a week. The board asked to extend the posting to March 1, 2021, 3p.

#### **XI. Information**

Member Corradi Simon was asked by third graders for more gym time.

Business Manager Zunich provided an information sheet to the board on the Operating Referendum Revenue.

The board sent a survey to the employees. Member Sever and Lappi will be discussing the results of the survey.

- A. Request from 3rd Graders for More Gym Class Time
- B. Operating Referendum Revenue Info Sheet

## **XII. Adjourn**

It was moved by Jaclyn Corradi Simon and seconded by Clarice Sever to adjourn at 5:45 p.m. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: **Yea**, Sever: **Yea**



Application for Use of School Facilities

The undersigned requests the rental privileges of the following school facilities:

Building: Vaughan Steffensrud Elementary

Facilities: 2 classrooms and restrooms

Date: If the activity is a one day event, please complete: \_\_\_\_\_  
(date)

OR

If the activity is to continue throughout the school year please complete:

Monday-Friday Beginning: June 7, 2021 Ending: August 19, 2021  
(Day(s) of the month) (Month & Day) (Month, Day, & Year)  
(i.e., 1st & 2nd Mon)

Time: From: 7:30 am .M. To: 4:00 pm .M.

Purpose: ADAPT summer program

Anticipated Attendance: up to 30 students varied times daily/weekly Admission Charge: \_\_\_\_\_

Name of Certified lifeguard who will be in charge: \_\_\_\_\_  
(If swimming pool is to be used, a certified lifeguard must be present at all times.)

Organization: Range Mental Health Center

Your official Connection:  
Katherine Kupka ADAPT Mental Health Practitioner II

The undersigned is authorized to make this request and assume full responsibility for any damages, breakage, or loss to furniture or equipment and for the observance of all rules and regulations, which relate to this permit. PLEASE READ AND OBSERVE CAREFULLY RULES AND REGULATIONS ON REVERSE SIDE OF THIS APPLICATION. Your cooperation in keeping this building clean and orderly at all times will greatly appreciate. We reserve the right to cancel any permits.

Signature: Katherine Kupka

Address: \_\_\_\_\_

Telephone Number: 218-290-5644 ext 1137

Date: March 3, 2021

Special Requests or Remarks: We will be following all school and Covid guidelines

Date Approved: \_\_\_\_\_

Board of Education  
Independent School District No. 695  
Chisholm, MN 55719

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 695 of the State of Minnesota, Chisholm, Minnesota, at a meeting held on the eighth day of June 2020, enters into this contract with Larry Baker, a legally qualified and licensed teacher who agrees to teach in the public schools of said District as an elementary music teacher for the 2020-2021 school year:

The following provisions shall apply and are a part of this Contract:

1. Basic Services: Said substitute teacher shall faithfully perform the services prescribed by the School Board or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the salary indicated below, and agrees to teach in the schools of said District as assigned.
2. Duration: This contract is subject to the provisions of M.S.122A.40 as amended and to all laws, rules and regulations of the State of Minnesota, relevant to qualifications, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect, except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation, pursuant to M.S. 122A.40
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular,co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words," continuing contract," are recorded immediately following the assignment.
5. Reference: This Contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: [insert any other contractual provisions].

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
--------------------	-------------------------

- |          |          |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:  
 \$229.40/day for basic services  
 \$ \_\_\_\_\_ For additional services as set forth in paragraph 6.  
 \$ \_\_\_\_\_ Total salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed  
my signature this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, we have subscribed our signatures  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Teacher)

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

Chisholm Area Chamber of Commerce

221 West Lake Street  
Chisholm, MN 55719

# Invoice

Date	Invoice #
1/1/2021	3984

Bill To
Independent School District #695 300 SW 3rd Ave. Chisholm, MN 55719

Description	Amount
Non-Profit/Individual Rate	90.00
We thank you for your support!	<b>Total</b> \$90.00

Superintendent Blanchard  
I.S.D. 695  
Chisholm, Minnesota 55719

Dear Superintendent Blanchard,

After careful and difficult consideration and consultation with my family and colleagues, I have decided the time has come to retire from Chisholm Schools.

I am hereby submitting my resignation, effective at the end of the school year, under the following conditions: I shall receive all compensation due me pursuant to Minnesota statute and the Master Agreement. I shall receive all retirement and separation benefits I am eligible for under the Master Agreement between Education MN Chisholm 1276 and the District. I shall retain all my current benefits and rights pursuant to the retirement and separation sections of the Master Agreement, C.O.B.R.A. and other relevant state and federal laws.

I.S.D. 695's acceptance of my resignation is indication of the acceptance of the above mentioned conditions. If the district does not adhere to the above conditions, I retain the right to rescind this resignation.

Most importantly, I have experienced over 30 happy years teaching in Chisholm. I am grateful to a generation of students, the city of Chisholm, and the Chisholm schools for making me part of the family. To the Board of Directors of ISD 695, Chisholm, MN, thank you for taking a chance on me 36 years ago when I was just a bearded packsacker.

Sincerely,



Corydon Kolodji  
February 26, 2021

**INDEPENDENT SCHOOL DISTRICT NO. 695**  
**Chisholm, Minnesota**

INTERNAL/EXTERNAL POSTING

Position: 1.0 FTE 7-12 Life Science Instructor

Qualifications:

1. Certified as Minnesota 7-12 Life Science Teacher
2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.
3. Chemistry and physics endorsement encouraged but not necessary to apply.
4. Applicants with Minnesota Coaching Certification are encouraged to apply.

Duties: As assigned by the building principal.

Rate of Pay: As per Master Agreement

Terms of Contract: August 30, 2021 – June 3, 2022

Due Date: April 9, 2021. Applicants shall include a letter of interest, resume, and copy of their current Minnesota certificate.

Please send applications to:

Dr. Janey Blanchard, Supt.  
Chisholm Public Schools  
300 SW 3rd Avenue  
Chisholm, MN 55719  
[cmikkola-rahja@chisholm.k12.mn.us](mailto:cmikkola-rahja@chisholm.k12.mn.us)

AN EQUAL OPPORTUNITY EMPLOYER

Posted: March 9, 2021

INDEPENDENT SCHOOL DISTRICT NO. 695

Chisholm, Minnesota

## **EXTERNAL PARAPROFESSIONAL POSTING**

(2021NC001)

Job Classification: Special Education Paraprofessional (1 position available at the CE)

Qualifications:

1. Ability to read and write the English language with proficiency.
2. Ability to pass a physical examination.
3. Ability to follow directions from a supervisor.
4. The ability to keep information in confidence.
5. Work one to one with a student.
6. Be able to redirect students to the assigned task.
7. Be able to positively interact with staff and students to minimize power struggles the student might have.
8. Be able to chart behaviors each class period.
9. Be able to help the student in all subject areas with modified assignments.
10. Be able to take direction from the special education teacher.
11. Current CPR certification.
12. Valid Minnesota driver's license.
13. Other duties as assigned.

Rate of Pay: As per Master Agreement

Hours of Work: Monday-Friday

Due Date: March 16, 2021, by 3:00 p.m.

Dr. Janey Blanchard

Apply online at [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us) or mail resume to:

Dr. Janey Blanchard, Superintendent  
Chisholm Public Schools  
300 3<sup>rd</sup> Ave SW  
Chisholm, MN 55719

Posted: March 2, 2021

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695

Chisholm, Minnesota

## INTERNAL PARAPROFESSIONAL POSTING

(2021NC001)

Job Classification: Special Education Paraprofessional (1 position available at the CE)

Qualifications:

1. Ability to read and write the English language with proficiency.
2. Ability to pass a physical examination.
3. Ability to follow directions from a supervisor.
4. The ability to keep information in confidence.
5. Work one to one with a student.
6. Be able to redirect students to the assigned task.
7. Be able to positively interact with staff and students to minimize power struggles the student might have.
8. Be able to chart behaviors each class period.
9. Be able to help the student in all subject areas with modified assignments.
10. Be able to take direction from the special education teacher.
11. Current CPR certification.
12. Valid Minnesota driver's license.
13. Other duties as assigned.

Rate of Pay: As per Master Agreement

Hours of Work: Monday-Friday

Due Date: March 2, 2021, by 3:00 p.m.

Dr. Janey Blanchard

Apply online at [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us) or mail resume to:

Dr. Janey Blanchard, Superintendent  
Chisholm Public Schools  
300 3<sup>rd</sup> Ave SW  
Chisholm, MN 55719

Posted: February 23, 2021

AN EQUAL OPPORTUNITY EMPLOYER

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**Fwd: Resignation**

1 message

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**Janey Blanchard** <jblanchard@chisholm.k12.mn.us>  
To: Cheyenne Mikkola-Rahja <cmikkola-rahja@chisholm.k12.mn.us>

Sat, Mar 6, 2021 at 7:12 AM

----- Forwarded message -----

From: **Simone Zunich** <szunich@chisholm.k12.mn.us>

Date: Sat, Mar 6, 2021 at 6:58 AM

Subject: Resignation

To: Janey Blanchard &lt;jblanchard@chisholm.k12.mn.us&gt;

Dear Superintendent Dr. Janey Blanchard and the Chisholm School Board,

I am writing this letter today to you to please accept my resignation from the Chisholm School District as of March 31, 2021.

The last 17 years in Chisholm have been truly wonderful and I loved working for this district and with the best staff. I will miss all of you.

Thank you very much for all the support,

Warmest regards  
Simone Zunich

--

Simone Zunich  
Business Manager  
ISD # 695-Chisholm  
300 SW Third Ave  
Chisholm, MN 55719  
218-254-1404  
[szunich@chisholm.k12.mn.us](mailto:szunich@chisholm.k12.mn.us)

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Dr. Janey Blanchard  
Superintendent  
Chisholm School District  
218-254-2900ex 2901  
Cell 218-966-4369  
Cell 218-252-3575  
[jblanchard@chisholm.k12.mn.us](mailto:jblanchard@chisholm.k12.mn.us)

"Education is the most powerful weapon which you can use to change the world" Nelson Mandela

March 8, 2021

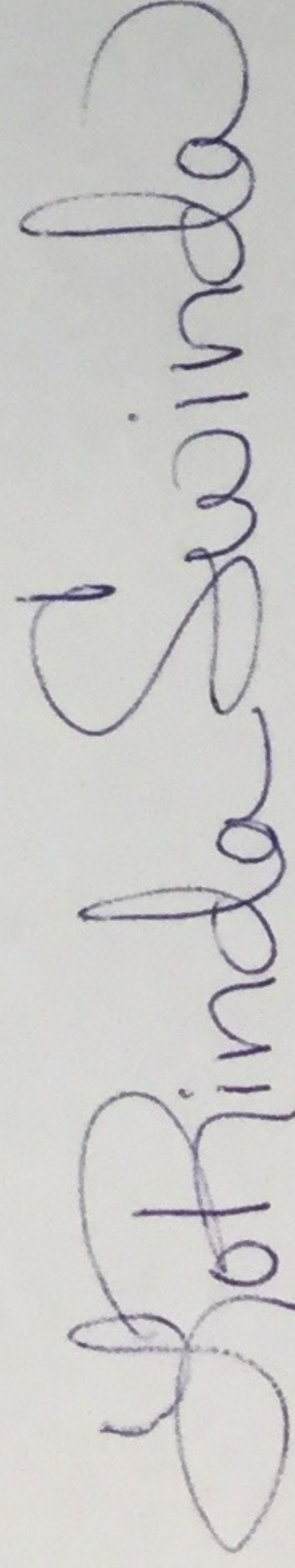
Superintendent Blanchard  
ISD 695  
Chisholm, MN 55719

Dear Superintendent,

I am hereby submitting my resignation, effective at the end of the school year, under the following conditions: I shall receive all compensation due me pursuant to Minnesota statute and the Master Agreement. I shall receive all retirement and separation benefits I am eligible for under the Master Agreement between Education MN Chisholm 1276 and the District. I shall retain all my current benefits and rights pursuant to the retirement and separation sections of the Master Agreement, C.O.B.R.A. and other relevant state and federal laws.

ISD 695's acceptance of my resignation is indication of the acceptance of the above-mentioned conditions. If the district does not adhere to the above conditions, I retain the right to rescind this resignation.

Sincerely,

A handwritten signature in cursive script that reads "LoRinda Swinda". The signature is written in dark ink and is positioned above the printed name.

LoRinda Swinda

