

Chisholm School District School Board Meeting Agenda

Monday, April 26, 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 April 12, 2021, Regular Meeting Minutes 3

Attachments:

April 12 2021 Regular Meeting Minutes 3

VI. Reports

A. Superintendent's Report

VII. Correspondence

VIII. Consent Agenda

A. Payroll April 2021

4/15/21 \$259,001.87

4/30/21 \$253,951.96

Total \$512,953.83

B. April Accounts Payable for \$461,989.69

IX. Action Agenda

A. Approve Employee Handbook 5

Attachments:	
Employee Handbook-Updated April 2021	5
B. Approve Social School 4 EDU Contract	21
Attachments:	
ss4edu contract	21
C. Approve R. Freitas Lane Change from BA+20 to MA/BA+40 (Semester) / BA/MA+60 (Quarter)	
D. Accept Melissa Cappo's Resignation as the Confidential Financial Assistant	23
Attachments:	
Cappo Resignation	23
E. Approve Proposal Option 1 from Rapp Strategies for Support in the Levy Referendum Process	24
Attachments:	
Proposal for Chisholm School District April 2021	24
F. Approve the Curriculum Cycle	26
Attachments:	
Proposed Curriculum Review	26
G. Approve Ciri Falcone Lane Change Request from BA to MA/BA+40 (Semester) // BA/MA+60 (Quarter)	
H. Approve the posting for Confidential Financial Assistant closing April 30th	32
Attachments:	
Confidential Financial Assistant 2021	32
I. Approve the hire of Lynette Korwarsh as Summer School Coordinator, at her hourly rate of pay, 5-10 hours per week	
J. Approve the Hire of Jessie Hancock BA Step 3 \$47,328 as a Special Education Teacher at the High School for the 2021-2022 School Year	
X. Discussion	
A. Final Interviews for Superintendent/Principal Position	
XI. Information	
A. Project Green Light	33
Attachments:	
Project Green Light Flyer	33
XII. Adjourn	

Chisholm School District School Board Meeting Minutes

Monday, April 12, 2021 at 5:00 PM
Regular Meeting
High School Room 101

I. Determination of Quorum and Call to Order

Attendance Taken at 5:00 PM. Corradi Simon: Present, Lappi: Present, Rahja: Present, Randa-Sauter: Present, Rice: Present, Sever: Absent. Superintendent Blanchard

II. Public Comment:

III. Recognition of Guests and Visitors

IV. Approve Agenda

It was moved by Shelly Lappi and seconded by Danielle Randa-Sauter to approve the agenda. Motion Passed.

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

V. Approve Minutes

A. Approve the March 22, 2021, Regular Meeting Minutes

It was moved by Jaclyn Corradi Simon and seconded by Cindy Rice to approve the March 22, 2021, regular meeting minutes. Motion Passed.

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

B. Approve the March 31, 2021, Special Meeting Minutes

It was moved by Jaclyn Corradi Simon and seconded by Cindy Rice to approve the March 31, 2021, special meeting minutes. Motion Passed.

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

VI. Reports

A. Superintendent's Report

Dr. Blanchard updated the board on the hoops club signs that will be posted in the buildings. She gave an update on Esser funding from the state and what those funds can be used for. Superintendent Blanchard updated the board on the social media options for referendum planning if needed.

VII. Correspondence

There was no correspondence.

VIII. Consent Agenda

There were no items under consent agenda.

IX. Action Agenda

A. Approve Adam Schafer M.A. Education Completion

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to approve Adam Schafer M.A. Education completion. Motion Passed.

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

B. Approve the Termination of Overload for Jamie Steinberg

It was moved by Cindy Rice and seconded by Jaclyn Corradi Simon to approve the termination of overload for Jamie Steinberg for the 2020-2021 school year. Motion Passed.

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

C. Approve the Termination of Overload for Lynette Kowarsch

It was moved by Shelly Lappi and seconded by Jaclyn Corradi Simon to approve the termination of overload for Lynette Kowarsch for the 2020-2021 school year. Motion Passed.

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

D. Approve the Termination of Overload for Deb Jackson

It was moved by Cindy Rice and seconded by Jaclyn Corradi Simon to approve the termination of overload for Deb Jackson for the 2020-2021 school year. Motion Passed.

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

E. Approve 2021 Summer School Coordinator Posting

It was moved by Jaclyn Corradi Simon and seconded by Shelly Lappi to approve 2021 summer school coordinator posting. Motion Passed.

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

X. Discussion

XI. Information

A. March TOC Report

The board received the March Teachers on Call numbers.

B. American Indian Parent Advisory Committee Vote

The board was updated on the American Indian Parent Committee decision to continue seek funding from Minnesota Department of Education.

XII. Adjourn

It was moved by Jaclyn Corradi Simon and seconded by Cindy Rice to adjourn at 5:26 p.m. Motion Passed.

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

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Introduction: This handbook was created as a reference for all staff. It contains valuable information about school procedures, expectations, and contact personnel. Although it is a good resource it may not answer all of your questions. Your building secretary, principal, and colleagues are excellent resources as well.

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District Information

Central Offices 300 SW 3rd Avenue, Chisholm, MN 55719

Main Office	254-5726	Ext. 2900	
Superintendent Office		Ext. 2901	Cell 218-969-4369
Business Office		Ext. 2903	

High School Office (Gr. 7-12) 301 SW 4th Street

Main Office		Ext. 3900	
Principal		Ext. 3901	Cell 218-244-4706
Counselor		Ext. 3904	
Activities Director		Ext. 3902	
School Resource Officer		Ext. 3903	
Nurse		Ext. 2908	

Chisholm Elementary (Gr. 4-6) 300 SW 3rd Avenue

Main Office		Ext. 2906	
Principal		Ext. 2905	
Nurse		Ext. 2908	
Indian Education Office		Ext. 2302	

Vaughan-Steffensrud (Prek-3) 1000 NE 1st Avenue

Main Office		Ext. 1900	
Principal		Ext. 1901	Cell 218-966-3883
Community Ed.		Ext. 1904	
Nurse		Ext. 1902	
ECFE		Ext. 1148	
Head Start		Ext. 1149	

Bus Garage
Office Ext. 2909

Boiler Room
Office Ext. 2911
Wk Cell 208-9624

Carpenter Shop
Office Ext. 2910
Wk Cell 208-9620

Notice of Non-discrimination

The CHISHOLM SCHOOLS do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provide equal access to the Boys Scouts and other designated youth groups. The following individuals have been designated to handle enquires regarding the non-discrimination policies:

Dr. Janey Blanchard, Superintendent
Chisholm Elementary School
Phone: 218-254-2901
jblanchard@chisholm.k12.mn.us

Mr. Mark Morrison, Principal
Chisholm High School
Phone: 218-254-5726 ext. 3900
mmorrison@chisholm.k12.mn.us

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contractus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

1. Absences: In the event of illness teachers and paraprofessionals should create a vacancy as soon as possible with Frontline Absence Management. Vacancies can be created 24/7 via the website www.frontlineeducation.com or by phone at 952-346-1656 or 855-346-1650. If you know in advance of a doctor appointment, personal day, or an approved professional development day please create the vacancy as early as possible. In these instances, you may request a particular substitute teacher. All other staff also report to your supervisor (Superintendent, Building Principal, Bus Garage) as soon as possible given your workdays start time, in addition to creating the absence on Frontline Absence Management.

Notes: _____

2. Appointments: Please try to schedule all appointments outside of the school day when possible. Try to avoid scheduling on early-outs or professional development days because your involvement is essential to the success of your PLC. Complete your request for leave with Frontline Absence Management or with the business office depending on your position if you cannot avoid an absence.

Notes: _____

3.a Accident: When an accident occurs, staff are to aid the victim and notify their respective office: ext. 1900 VS, 2906 CE or 3900 HS or the nurse, VS 1902 or CE/HS 2908. If you determine it to be a life-threatening accident dial 911 immediately.

Notes: _____

3.b. Accident reports: Student accidents must be filed with the nurse or office. Forms are available in the offices. If a staff member is injured while at school or at a school-sanctioned function, which they are supervising, they must immediately report the injury to SFM at 1-855-675-3501, notify their supervisor,

and contact the Business Office, to speak to our workman compensation administrator, within 24hrs of the incident. The Business Office can be reached at ext. 2903 in the to assist you with this.

Notes: _____

4. Activity Fees: Activity fees may be assessed for high school league-related events. All fees are to be paid prior to the event to the Activity Director. Payment options are available and at the discretion of the Activity Director and Principal. Students who quit or are removed for policy violations will forfeit their fees.

Notes: _____

5. Advisors' Responsibility: If you are a paid student advisor for a high school activity the high school principal is your direct supervisor and this ext. is 3901. If it is an elementary activity the elementary principal is your supervisor and the ext. at the VS is 1901 and CE is 2905. Advisors are expected to hold meetings periodically throughout the school year outside of class time, set goals, and provide a meaningful experience for those students involved. At no time are students to be left unsupervised at events or meetings.

Notes: _____

6. Alarms: Each building is equipped with alarms set to the particular needs of that building. Staff must contact their building secretary as to the alarm schedule for that building. Staff planning to enter the building when the school isn't open MUST silence the alarm within 10 seconds. The alarm code for your building can be obtained from the building secretary. Note: A sign-in sheet is posted at the CE and HS to ensure that no one else has entered before or after you. Please be sure you are the last person in the building before reactivating the alarm.

Note: _____

7. Assemblies: All teachers and paraprofessionals are expected to help supervise at all assemblies unless you are on prep or have made prior arrangements with your building principal. If not assigned students, ask your building principal where to report.

Notes: _____

8. Attendance (Student): Student safety is a top priority. Every effort must be made to report attendance accurately. At the high school please report attendance within the first 10 minutes of every class period and in AM and PM at the elementary level. Access to PowerSchool can be arranged through the secretary in your building.

Notes: _____

9. Building Access: Every building is set up with proximity card access. Staff have varying degrees of access based on their assignments. New teachers are to contact their building secretary to receive their access card and the security code. It is the employee's responsibility to learn the procedures to access the building on non-school days or after hours. Your building secretary or principal can provide the necessary training. Abuse of school access privileges will result in the immediate loss of said privileges. Please contact your building secretary for the location of the access panel and the alarm code for your specific building. The code is used to silence the alarm and it is not the same for all buildings. Please remember to activate the alarm when exiting the building if no one else remains in the building.

Notes: _____

10. Building and Classroom Expectation: Teachers should see that their room is organized, papers picked up, lights out, and windows locked before leaving school. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and will be responsible for financial restitution. Teachers should be in their rooms whenever students are present. You could be libel if there are accidents or injuries to students left unattended. If the event you must step out, call the office or locate another adult to watch your class in your absence.

Notes: _____

11. Building Maintenance: Repairs or maintenance requests are available by filling out a request at <https://chisholm.gofmx.com/login> Use your school-issued Google account to log in for requests. If there is a problem that requires immediate attention notify the office as soon as possible. Heating concerns are examples of problems that should be reported immediately. DO NOT attempt to repair broken items on your own.

Notes: _____

12. Bulletin Boards: Classrooms and hallways should be visibly appealing, changed periodically, and relevant to the age and interest of the students.

Notes: _____

13. Bullying: Please review the district's policy # 514 on Bullying located in the student handbooks. All district policies are available in each building office or the district's website, <https://www.chisholm.k12.mn.us/en-US/policies-c88caa2f>

Notes: _____

14. Business Office: The Business Office is located on the 2nd floor of the Chisholm Elementary School. The office hours are 7:30-4:00 PM M-F, during the school year and 6a-2:30p during the summer months. The Business Office can be reached at extension 2903.

Notes: _____

15. Calendar: The School Calendar is developed in the spring for the following school year. All employees receive a copy of the calendar with their Back-to-School letter. Also, the school calendar can be found on the school website. <https://www.chisholm.k12.mn.us/>

Notes: _____

16. Cell Phones: Only a handful of staff have a district-purchased cell phone. Personal calls on your devices should only be made on your time except in an emergency. Your time is before 8:00, during your duty-free lunch, or after 3:17. We don't allow the students to use their devices. We should show them the same courtesy.

Notes: _____

17. Chain of Command: If you have a concern or complaint you should follow the chain of command. The chain of command will vary depending on your concern. Teachers, if it something you feel the district should be aware of, your first contact is your building principal. Non-licensed staff should report to your supervising teacher (for paraprofessionals) all other non-licensed staff report to your department head or the Superintendent. If it is about your supervising teacher, report it to your building principal. If it involves the principal then your concern should go directly to the Superintendent. If you feel it is a union issue your first contact should be your building representative or go directly to the union leadership.

Notes: _____

18. Chaperone List: Each fall a chaperone sign-up sheet is sent by the high school secretary. Staff may volunteer to chaperone various school-sponsored events. The secretary will post the list of Chaperones in the high school office and notify staff of which events they were assigned. There is a \$45 stipend for events lasting 3 hrs. or less and \$60 for events lasting over 3 hrs.

Notes: _____

19. Classroom Visitors: All outside visitors must receive permission from the classroom teacher and the building principal prior to their anticipated visit. All visitors must sign in at the building office and display a visitor pass at all times. Classroom visitors are never to be left alone with students under any circumstances. Prior to their visit, the teacher must inform the visitors of student confidentiality and data privacy. Remind them: "Whatever happens in the school, stays within the school."

Notes: _____

20. Coaches: All coaches are expected to adhere to all MSHSL regulations and school district policies. All coaches are expected to supervise students at all times during practice. All coaches are under the direct supervision of the Activities Director. All questions related to extracurricular activities should be referred to him at ext. 3902.

Notes: _____

21. Collective Bargaining Agreement (CBA): All licensed teachers are represented by Education MN (ED MN) Local 1276. Each newly hired staff will receive a copy of the latest CBA from the Superintendent's Office upon being offered a position. It is the staff's responsibility to understand the conditions of their employment. If a staff member has a question related to the CBA they should first go to their building representative and then to the union leadership. Each building has one person designated as the building representative. It is not the district's responsibility to interpret the CBA for staff.

Notes: _____

22. Computer/Tablet Usage: All staff and students must adhere to our Internet *Acceptable Use and Safety Policy*. Teacher desktop computers are strictly for teacher usage. Under no circumstances are students to have access to a teacher's computer or passwords. Teachers are to monitor student usage of all electronic devices while under their supervision. Teachers are to report to the building principal any violations of the policy. See Mobile Electronic Carts for usage procedures.

Notes: _____

23. Conferences: Teachers should contact parents any time there is a concern with a student whether it is academic, social, or behavioral. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if and when a problem arises in the future. Parents do not like surprises, contact them before the end of the marking period if their child is underperforming. Make it your goal to contact 100% of the parents during the conference windows either face-to-face, by email, or by phone. Remember to document all communications with parents.

Notes: _____

24. Copiers: Each building has at least two copiers in which one is a large volume copier. Each teacher will receive a 5-digit code from the building secretary that will allow him or her access to the copiers within their building. Ask the secretary to show you the location of them. Please report any copier problems to the building secretary immediately. Your code is unique to you and it identifies you and allows us to determine how many copies you have made. Do not share your code with others. Copiers¹¹ are for school use only!

Notes: _____

25. Crisis Drills and Procedures: Located by each classroom door is a 3-ring binder entitled *Classroom Operational Instructional Manual*. Within the binder are the crisis procedures and exit routes for the building. It is every employee's responsibility to become familiar with the various drills. The district will hold a minimum of five crisis drills, five fire drills, and one tornado drill annually.

Notes: _____

26. Discipline: It is everyone's responsibility to help ensure our campuses are safe and conducive for learning. This can only be accomplished by enforcing our district policies related to student behavior. District staff are to become familiar with our policies which can be found on our district website or hard copies can be found in the building offices.

Notes: _____

27. District Paychecks: All payroll is handled by the Business Office through direct deposit. Staff is paid on the 15th and the 30th of the month. Note: Please check the CBA for exceptions. It is the employee's responsibility to complete and return all required paperwork to the Business Office. All check stubs and leave available are accessible in the ESS system. Each employee will be given individual login information from the business office upon hire.

Notes: _____

28. Dress: All staff are expected to dress professionally based on their assignment. Please reserve wearing jeans and Bluestreak t-shirts and sweatshirts for Fridays. Remember you are role models for our students.

Notes: _____

29. Early Outs: Based on the current school calendar the district may have early outs scheduled throughout the school year. All staff are to follow the agenda set forth for the day. If in doubt please contact your building principal.

Notes: _____

30. Email Accounts: ALL email communication received or sent on school-owned equipment is public data. If a request is received to review email accounts we must comply. Simply erasing an email does not mean it has gone away. Caution should be used when exchanging information via email. Also, the district has the right to review your email account as well as the contents of your school-owned devices i.e. desktop computer and iPad.

Notes: _____

31. Emergency Closing: In the event of a school closing teachers and paraprofessionals will be notified via an instant alert on what, if any, requirements for the day will be. Non-licensed staff will be notified by their supervisor as to their work requirements/times for the day. It is up to the district to decide if that day will be made up at a later date.

Notes: _____

32. Employee Self Serve (ESS): Your personal information such as pay, leave information, and W-2's can be found within ESS. This system is also used for purchase order requests. Codes will be given to you by the business office for any purchases you are approved to make. ESS is located on the district's website under Staff Resources, <https://ess.arcc.org/ess/login.aspx?dn=0695>

Notes: _____

33. Facility Use: Teachers are allowed to use the school facilities within the school day with the permission of the building principal. Teachers are asked to check with their building office on the proper procedures. Teachers using the building before or after school must the approval of the principal. In the event a teacher wishes to use a facility outside the scope of their employment, they must submit a *Facility Use Form* to the Superintendent's Office. Based on the request it may have to go before the school board for approval. A cost associated with the request may be applied. *Facility Use Forms* are available by filling out a request at <https://chisholm.gofmx.com/login> Use your school-issued Google account to log in for requests.

Notes: _____

34. Fees Collection: The district will assess a supply fee for consumable materials used by students for projects they will own upon completion. Fees may also be assessed for damaged or missing textbooks. All fees are to be paid to the building secretary. Receipts must be provided for all fees collected. Teachers are never to collect fees.

Notes: _____

35. Field Trips: The district encourages educational field or class trips. All trips must have verbal approval from the building principal. Transportation requests are available by filling out a request at <https://chisholm.gofmx.com/login> Use your school-issued Google account to log in for requests. The capacity of the suburban is 9 including the driver. The district will do its best to accommodate teacher's requests. Trips further than just local must be paid by the group. Teachers are allowed to research prices from other transportation providers, such as a coach bus.

Notes: _____

36. Fire, Tornado Drills: The district is required by law to have five fire drills and one tornado drill within a school year. Procedures and exit routes can be located with the *Classroom Operational Instructional Manual* located by the entrance of each classroom. All staff are expected to familiarize themselves with the procedures and have where the information is available in their substitute folders.

Notes: _____

37. Forms: All forms needed by most teachers are available in one of two locations. First, check with your building office to see if they have the form you need. Many of our forms are being moved to electronic versions and will be available on the school website.

Notes: _____

38. Fundraising/Charitable Drives: A written request for all fundraising must be submitted to the building principal for approval. It then gets submitted to the Superintendent for approval. The *Fundraising Form* is available from your building secretary. At this time Social Media fundraising will not be allowed such as GO FUND ME.

Notes: _____

39. Gifted and Talented Programs: The district offers a variety of Gifted and Talented programs within each building. Please check with your building secretary as to the name of the staff member in charge of the program.

Note: _____

40. Grading: Teachers are expected to adhere to district policies and building-level expectations as it pertains to grading. Grades should reflect a true interpretation of the students' work. Feedback should be fair, consistent, and timely. Students' work should be updated weekly in PowerSchool for parents to be able to view.

Notes: _____

41. Hallway Supervision: Hallway supervision is everyone's responsibility. Each building's administrator assigns staff differently to fit that building's needs. Staff are to check with the building secretary as to the process in their respective building.

Notes: _____

42. Homework: When assigning homework a teacher must consider the age of the students, the resources available to the student, and the home environment. All homework must be relevant and reasonable. When homework is assigned it should be graded and the feedback should be within a week of the turn-in date for on-time assignments. Homework assigned as busy work or as a form of punishment is not acceptable. Check your building's student handbook as to the procedures when dealing with late or missing work.

Notes: _____

43. Hours and Times: The duty day of a 1.0 FTE teacher is 8:00-3:17 M-F. Any deviation from this schedule must have the prior approval of the supervising principal. In the event a building or district level meeting is held before 8:00 or extends past 3:17 the expectation is the staff will attend as a part of other duties as assigned. An IEP meeting may be scheduled before 8:00 or extend past 3:17. The expectation is the classroom teacher will remain at the IEP until excused by the principal or their designee. Paraprofessionals will have duty days given to them by their supervising teacher and building principal. All other staff will get their duty days from their supervisor in accordance with their contract.

Notes: _____

44. Identification Badges: ID badges are required in certain buildings. Please check with your building secretary the requirements for your building. If they are required for your building, staff must wear them at all times.

Notes: _____

45. Inventory: Each teacher is responsible for the contents of their room and the equipment assigned to them. Equipment assigned by grade level is also the responsibility of the teachers within that grade. Report any missing or damaged equipment to the building secretary as soon as discovered.

Notes: _____

46. SchoolMessenger: SchoolMessenger is used by the district to notify parents and staff of relevant information. The district will make the initial data entry in your profile with the contact number you have provided. It is the employee's responsibility to update the Business Office of contact information changes. The district can not be held responsible for staff not receiving pertinent information for outdated contact information.

Notes: _____

47. Individual Electronic Devices: Each teacher is assigned a district laptop for their use. Each paraprofessional is assigned a district Chromebook or iPad for school-related use. This equipment's intended purpose is to facilitate and assist with student work.

Notes: _____

48. Insurance: An employee must be employed over ½ time to qualified for insurance through the district. Please refer to your CBA and your Benefits Summary which is distributed annually from BlueCross and BlueShield and managed by the Business Office.

Notes: _____

49. Keys/Cards: Every teacher should receive a classroom door key and a building access card. All classroom keys are keyed alike so do not keep anything of value easily accessible. Teachers should lock their doors at the end of each day. Our buildings are open to the public with minimal supervision i.e. sporting events, civic organizations, after-school programs, etc. Your access card is unique to you. When used the system will identify who entered the building, what door, and at what time. No one other than yourself should have access to your card. In the event your card is lost, please notify your building principal and secretary immediately. If a new card is provided you will be charged a non-refundable \$10 fee. All keys/cards should be turned in at the conclusion of the school year. A teacher must have permission from the building principal if you need your keys over the summer.

Notes: _____

50. Lane Changes (Credits): Teachers are encouraged to improve their skill set by taking college credits. Prior to taking college classes for the purpose of a lane change, all classes must be pre-approved by the building principal. The form is available as a Google Form. Once approved by the principal it is then forwarded to the Superintendent for approval.

To qualify for the September 1 lane change, teachers must submit final grade verification of pre-approved credits to the Superintendent's Office no later than October 1 of the year the lane change is to take effect. Final grade verification of pre-approved credits must be received in the Superintendent's Office prior to April 1 to qualify for the March 1 lane change. See ARTICLE VI Section 8 Subd. 2.

Notes: _____

51. Leave (Sick/Personal): The staff has access to sick and personnel leave. The proper uses of these leaves are defined within their specific CBA and district policies. It is the employee's responsibility to familiarize themselves with the proper circumstances for which they may be used.

Note: _____

52. Lesson Plans: Teachers are expected to have the lesson plans completed by Friday for the following week. Each lesson should be tied to the state standards. Lesson plans must be easy enough to follow in the event a substitute teacher is needed.

Notes: _____

53. Mobile Electronic Carts: Each building has one mobile cart with 30 devices. The carts can be reserved by classroom teachers for short periods of time. Sign-up sheets are located with each cart. Please remember to recharge the devices when you return them. Contact your building secretary as to the location of the cart in your building.

Notes: _____

54. Movies, DVDs, Video Games: These activities can be both educational and entertaining, but they should not be a key component of the instructional day. On special occasions or in conjunction with a specific unit, but not an every Friday event. The FCC is very strict on the use of movies and DVDs and in most cases, the use within a school is in direct violation of the FCC guidelines under Public Viewing.

Note: _____

55. Purchase Orders: Every staff does receive a budget to purchase supplies for their classroom. All purchase orders are done electronically. Please contact Ext. the Business Office (ext. 2903) to get you started. Your building secretary can assist you in the process once the Business Office has you entered into the system.

Notes: _____

56. Paperwork: At the beginning and throughout the school year it is the staff's responsibility to complete and return all required paperwork. Some of the paperwork is required and must be submitted. In other cases, it may be optional but you may be missing out on things that would benefit you personally i. e. flex spending or lane changes by missing deadlines. It is not the district's responsibility to remind you of optional paperwork.

Notes: _____

57. Parent Contacts: There is no exact number of times parents should be contacted. It is recommended that teachers build a rapport with parents early in the school year. Parental involvement has proven to be one of the biggest factors in student success. Teachers are encouraged to reach out to parents early and often when it appears potential problems are on the horizon. Teachers should log the number of contacts made to parents.

Notes: _____

58. Parking: The bus parking lot and alongside the auditorium are designated for staff parking. All other parking areas are shared with students and visitors. Do not leave valuables in your vehicle.

Notes: _____

59. Pay Vouchers: Pay Voucher forms are available in the building offices. All reimbursements or compensation requests must have prior principal and Superintendent approval. Itemized receipts must accompany all out-of-pocket reimbursements requests.

Note: _____

60. Personnel Files: The district maintains data on all employees. Individual personnel files are maintained on all employees. Personnel data is maintained according to MN Statute Chapter 13. All employees have the right to view data kept on them. A written request is required in advance of viewing your file. Contact the Superintendent's Office if you have questions.

Notes: _____

61. Pets: Please check the handbook for your building concerning pets in the classroom or visiting pets. Pet allergies are very common with students.

Notes: _____

62. Phones: Every classroom has a phone with long-distance capabilities. Contact the Business Office at Ext. 2903 for your long-distance access code. Please personalize your phone message. For assistance contact your building secretary. Your building secretary also has a booklet explaining all of the functions of the phones. Remember: Phones are for school use only. All Long-distance phone calls are automatically logged and may be periodically audited.

Note: _____

63. Professional Development (PD): The district has built professional days into the school calendar. There is a PD Committee made up of building representatives from each building along with administration charged for planning PD activities. Professional development opportunities outside of the district must have prior approval. Teachers must complete the goldenrod form entitled *Staff Development Opportunities* that can be found in the office of each building. An approved request must have the following signatures: PD representatives from that building, the building principal, and Superintendent. The District has built into the monthly schedule early out time for Professional Learning Communities. Attendance at these meetings is mandatory. If a teacher is unable to attend they must get permission from their building principal or the superintendent.

Notes: _____

64. Report Cards: In grades 1-12 report cards are sent home quarterly. In Kindergarten they are sent home only twice. Teachers will be instructed by the building principal to submit their grades to the office for verification. Once the grades have been submitted for final verification only the building secretary has the ability to change a student's grade. Reports and envelopes will be returned to the teacher for distribution. Please check with your building secretary as to the grading options available within your building.

Notes: _____

65. Rules, Regulations & Policies: Like any organization, the school district has clearly defined rules, regulations, and policies to which it adheres to. District policies can be found in each building office and also on the website. The rules and regulations may vary by building. If you are unable to find the answer to a question please contact your building secretary or an administrator.

Notes: _____

66. Safety Concerns: Safety is everyone's concern. The district has a Safety Committee which meets quarterly to discuss any safety concerns. Staff are encouraged to report any safety concerns immediately and not to wait until the next meeting. Safety concerns may be reported directly to the building offices, there are reporting forms available in the teachers' lounge or they may call the Superintendent's Office directly.

Notes: _____

67. Sick Leave Bank: Teachers with less than 3 years of continuous service may access the sick bank. You must have a qualifying event and have exhausted all available leave. Please refer to the CBA for additional information. Request to access the sick band must be submitted in writing to the Superintendent's Office. (This is not a part of the AFSCME contract)

Notes: _____

68. Social Networks: Due to the filters on our network access to social networks are limited. If you have an educational need you must first get approval from your building principal. If they approve the technology it must be determined if your request can be accomplished without jeopardizing our firewalls.

CAUTION: Your private accounts are private unless your accounts cause a "significant disruption to the educational process." If it is determined that your actions have prevented you from being an "effective employee" it will result in disciplinary actions.

Notes: _____

69. Supplies and Purchase Orders: All purchase orders are done online. Along with your budget notice you will receive an electronic manual from the Business Office with step-by-step directions. If you need additional help you may contact the Business Office or ask a colleague.

Notes: _____

70. Teacher Evaluation: MN Statutes, section 122A.40 and 122A.41 mandates that every district will participate in Teacher Evaluations. In 2014, the district and Ed. MN-Chisholm has adopted the *Teacher Collaboration, Growth and Evaluation Model*. A copy of the model is available from your union representative or the building secretary. You are encouraged to review it and may want to become a peer reviewer or peer mentor.

Notes: _____

71. Transportation Requests: All transportation requests must be submitted to the building principal and the Superintendent for approval. The request forms are available by submitting a request through <https://chisholm.gofmx.com/login> Use your school-issued Google account to log in for requests. Suburban drivers must be pre-approved prior to driving a school vehicle. The pre-approval process includes a driver's license check, criminal background check, and a behind-the-wheel test. There are two forms that must be completed by the driver. The first is a *Driver Record Background Check* (goldenrod) and the second is *School Van Drivers Instructions* (Blue). Both forms are available in the building offices. Note: Our transportation director does the behind-the-wheel test. Please provide at least one week's notice so he can adjust his schedule to get you in.

Notes: _____

72. Volunteers: Prior to inviting volunteers the teacher should discuss the activity and need with the building principal. All volunteers must sign in and get a Visitors Pass from the office. Volunteers are to be supervised at all times and they are never left alone with students. They should never discipline students at any time. Volunteers need to be informed about data privacy.

Notes: _____

73. Web Page: Every teacher is expected to manage their classroom web page. This is a great opportunity to highlight activities within your classroom. Please contact Joe Phillips to get tech support. He will be able to assist you in the setup.

Notes: _____

74. Miscellaneous: _____

Contract Renewal for Chisholm

1 message

Heidi Feller <hefeller1169@gmail.com>

Thu, Mar 11, 2021 at 10:39 AM

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

Janey,

Believe it or not, it's time to start thinking about contract renewal for our social media partnership. We know that you are working on your budget for the 2021-22 school year, and we want to give you enough time to make a decision. Here are the details:

Based on your enrollment of 745 students, a one-year contract would cost \$9,000. A three-year contract would cost \$8,500 annually.

Please reach out with any questions you may have. I am available to answer them. Let us know what you decide. We'll roll out new contracts within the next few months. Thanks so much for letting us be a part of your district! We are honored to help tell the #ChisholmBluestreaks story.

Just in case you were curious - here is a list of the "what" our #SS4EDU team is responsible for:

- Strategic approach- creating a foundational system for district staff to share in the celebration
- Staff training - Kick-off video
- Communication in regards to social platforms with all stakeholders - staff, parents, students
- Daily management of email to receive content from your team
- Respond to each email submitted by your staff members to let them know we received the information/photos/pictures.
- Daily posting on your social media channels - content posted in a timely manner
- Strategic posting during peak times when followers are present- impact and awareness of algorithm
- Monitoring of comments- evenings/weekends/holidays-All questionable activities reported to the school administration.
- Like all comments on Facebook (use discretion, if it isn't a great comment but it doesn't need to be deleted, then don't like it) Invite all followers to like the page.
- Crisis plan in place - we take action in the event of negativity
- Awareness of what is suitable for social platforms - Urgent/Crisis/Celebration
- Communicating with district personnel and responding to questions
- Graphic design - Cover Updates updated quarterly
- Creative writing to increase engagement on social posts- Strive for maximum engagement
- Analyzing post-performance
- Quarterly social media report cards to report performance
- Ongoing support for all issues related to social media
- A relationship built with school district personnel - main contact/superintendent - phone conversations may be required when necessary- we are your biggest cheerleader
- Window signage
- Smooth transition for vacation - districts won't even notice - your story continues to be celebrated
- Access to membership program – providing professional development, ideas, and support to your team

We are the school social media experts. We maximize the results for your school at a fraction of the cost it would take to hire a full or part-time person. Our personal connection to your staff allows us to tell your story in a safe, positive, and continuous way.

Heidi Feller
Chief Inspirational Officer
#SS4EDU
608-393-0471



HEIDI FELLER | (608) 393-0471



Helping Schools Create
AWESOME SOCIAL MEDIA

Offer

1 message

Melissa Cappel <mcappo@chisholm.k12.mn.us> Thu, Apr 15, 2021 at 9:05 AM
To: Janey Blanchard <jblanchard@chisholm.k12.mn.us>, Cheyenne Mikkola-Rahja <cmikkola-rahja@chisholm.k12.mn.us>

Good morning,

Please accept this letter as formal notification that I am resigning from my position as Confidential Financial Assistant with ISD #695. My last day will be Friday, April 30th. I have accepted an offer with another district. I would like to thank you for the opportunity to work with the Chisholm School District. It has been a wonderful experience and I am forever grateful.

Thank you,

--

Melissa Cappel
CONFIDENTIAL FINANCIAL ASSISTANT
ISD #695 Chisholm Public Schools
218-254-5726 x2903
mcappo@chisholm.k12.mn.us



April 11, 2021

Janey Blanchard, Superintendent
Chisholm School District
300 SW 3rd Avenue
Chisholm, MN 55719

Dear Janey:

Thank you for inquiring about partnering with Rapp Strategies, Inc. on your communications needs for a November 2021 operating levy referendum. Rapp Strategies has worked with more than 45 school districts in the Upper Midwest to design and implement public information and community engagement strategies for operating and building referenda.

Rapp Strategies currently has relationships with six of Minnesota's nine regional service cooperatives. Although the Northeast Service Cooperative is not currently part of that arrangement, we are happy to offer you the same set of options we make available through our cooperative partners.

Option 1: Basic Tactical Needs. For some school districts, the primary need is a basic level of external communications materials. This option provides the core documents that a school district needs for its public information campaign, including:

- Launch/strategy call with district leadership;
- Drafting a core messaging document;
- Creating a name for the proposal/communications program;
- Designing and populating a referendum microsite (preferably working with your financial consultant on an embedded tax calculator);
- Developing a public fact sheet and FAQ; and
- Monthly calls in August, September and October to manage issues that arise within the community.

The cost for this work would be **\$7,000**, payable in two installments as the work is completed. An experienced member of the Rapp Strategies team will be assigned to lead this work.

Rapp Strategies, Inc.

333 South Seventh Street, Suite 2120, Minneapolis, MN 55402

612.843.4500 www.rappstrategies.com

Option 2: More Extensive Tactical Needs. This option includes all of the above services in Option 1, as well as these additional materials for public information:

- Three newspaper columns;
- Six letter to the editor templates;
- A 12-15 slide PowerPoint presentation for community meetings;
- A social media guide; and
- An editorial calendar for all traditional and digital media activities.

This would also be led by an experienced member of the Rapp Strategies team, with a total cost of **\$9,500** for both sets of services described above.

Option 3: Strategic and Tactical Services. Some districts prefer comprehensive support, including ongoing strategic counsel in addition to the tactical services outlined above. This would include:

- Assistance with developing the district's investment strategies and referendum request (including the number and design of ballot questions);
- In-person work with the superintendent and school board members to plan for and execute their roles in communication activities;
- More frequent discussions on issues that arise in the district, helping adjust the communications plan and solve problems, as needed;
- Referendum day and post-referendum communications needs; and
- Assistance with design and analysis of opinion research projects – telephone, online and/or group meetings (as needed).

This option would include all of the services listed in the two tactical options above, plus I would be your lead contact for strategic work, including in-person meeting(s) with the administrative staff and your board members. The cost of this option is **\$3,500 per month**, billed as a monthly retainer fee through the end of November.

These options are purposefully specific. Based on our experience and conversations with leadership at the Minnesota Rural Education Association, we believe these options reflect the types of services and pricing that school districts in Greater Minnesota generally prefer for communications support. However, we can also adapt this plan and the pricing if you have additional or different needs that must be addressed.

Please call me at 651-270-1071 (cell) if you would like to discuss these options in more detail. If one of these options meets your needs, I can prepare a letter of agreement for your review.

Sincerely,



Todd Rapp, CEO

Chisholm School District's Proposed Curriculum Review and Adoption Cycle

[Company Name] | [Company Address]

<i>School Year</i>	<i>Review</i>	<i>Assess/Adapt/Adopt</i>	<i>Implement/Monitor</i>
<i>2021-2022</i>	<i>Math</i>		
<i>2022-2023</i>	<i>Science</i>	<i>Math</i>	
<i>2023-2024</i>	<i>Social Studies</i>	<i>Science</i>	<i>Math</i>
<i>2024-2025</i>	<i>English Language Arts</i>	<i>Social Studies</i>	<i>Science</i>
<i>2026-2027</i>	<i>Physical Education</i>	<i>English Language Arts</i>	<i>Social Studies</i>
<i>2027-2028</i>	<i>Arts</i>	<i>Physical Education</i>	<i>English Language Arts</i>
<i>2028-2029</i>		<i>Arts</i>	<i>Physical Education</i>
<i>2029-2030</i>			<i>Arts</i>
<i>2030-2031</i>			

Minnesota K-12 Academic Standards Review Schedule

<i>Current Review</i>	<i>Implementation Year</i>	<i>Next Review</i>
<i>2006-2007</i>	<i>Math 2010-2011</i>	<i>2021-2022</i>
<i>2016-2017</i>	<i>Physical Education 2021-2022</i>	<i>2022-2023</i>
<i>2017-2018</i>	<i>Arts 2021-2022</i>	<i>2027-2028</i>
<i>2018-2019</i>	<i>Science 2023-2024</i>	<i>2028-2029</i>
<i>2019-2020</i>	<i>English Language Art 2024-2025</i>	<i>2029-2030</i>
<i>2020-2021</i>	<i>Social Studies (TBD)</i>	<i>2030-2031</i>

Phase 1 Review of Existing Curriculum:

Purpose: Review the new standards. Examine the existing written curriculum for correlation with the new standards, recent research, Minnesota graduation requirements, and curriculum design considerations. Investigate new instructional resources as needed to support the current standards, research, graduation requirements, and design considerations.

Timeline: The curriculum review cycle will begin after the release of revised state standards.

Review Committee: Examine the existing written curriculum for correlation with new standards, recent research, Minnesota graduation requirements and curriculum design considerations. Teachers will provide pedagogical expertise from grade level and/or content area as they write curriculum documents and assessments. This committee should be comprised of the (curriculum specialist if hired) current teachers in the area of adoption and a designee from Special Education and the Indian Education consultant. Reasonable attempts should be made to include a representative sample of teachers from across the grade levels and buildings included in the revision.

Phase 2 Revision of Written Curriculum (Assess, Adapt, Adopt)

Purpose: Revise as needed the subject area district curriculum documents, assessments, and instructional materials. Purchase instructional resources as necessary.

Timeline: This phase of the curriculum review cycle must be completed during the spring prior to the school year in which the new standards are implemented. New materials purchased during this phase should be approved and received prior to the end of the school year preceding implementation of the new standards.

Review Committee: Assess examination materials according to a rubric that includes alignment to standards/benchmarks, current research on instructional strategies, and inclusion of multicultural content. Teachers will provide pedagogical expertise from grade level and/or content area as they write curriculum documents and assessments.

Building Administrator (or curriculum specialist if hired): Will provide guidance on such matters as personnel, student population and scheduling. Facilitate the decision on whether to pilot materials before purchase. The Superintendent will make recommendations to the school board regarding the adoption of the written curriculum and related purchases of resources.

Phase 3 Implementation

Purpose: Provide staff development to support the implementation of new curriculum and resources within available budget. For adopted materials, consult your vendor for professional development offerings.

Timeline: Following the distribution of materials and through the first year of implementation.

Administrators (or curriculum specialist if hired): Oversee the distribution of materials. Communicate with staff members about the changes in curriculum, the implementation process, and the necessary requirements for monitoring stage of the curriculum review cycle. Communicate with parents regarding the curriculum changes. Ensure proper disposal of old materials.

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

INTERNAL/EXTERNAL POSTING

Position: Confidential Financial Assistant

Qualifications include: Knowledge and experience in payroll preparation and reports, standard bookkeeping practices and UFARS reporting; basic computer knowledge including spreadsheets and database; preferred education: Associate Degree in accounting or business or previous accounting/financial experience highly desirable.

Duties include: Prepare employee payrolls and maintain payroll and insurance records; prepare accounts payable checks for distribution; maintain Workers' Compensation files and reports and ACA reports.

Salary: Negotiable based on experience

Due Date: Submit letter of interest, resume, and references to Dr. Janey Blanchard, Superintendent, by 3:00 p.m. Wednesday, April 30, 2021.

Dr. Janey Blanchard, Superintendent
Chisholm Public Schools
300 3rd Ave. SW
Chisholm, MN 55719
cmikkola-rahja@chisholm.k12.mn.us

Posted: April 15, 2021

CHISHOLM KIWANIS CLUB
PRESENTS

Project Green Light

Show your support for our children!

Their resiliency throughout the COVID-19 Pandemic has been inspiring-from cancelled activities to distance learning-our children have truly adapted to the constant changes in their surroundings.

Let's recognize them and their willingness to adapt to change!

May 9th- May 16th

We are asking you to once again light up your businesses, homes, and school with GREEN lights!

Wear Green on Wednesday, May 12th!

