

Chisholm School District School Board Meeting Agenda

Monday, May 10, 2021 at 5:00 PM
Regular Meeting
Chisholm School Board Room

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

A. Todd Rapp

IV. Approve Agenda

V. Approve Minutes

A. Approve April 26, 2021, Regular Meeting Minutes

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Attachments:

April 26 2021 Regular Meeting Minutes

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B. Approve April 30, 2021, Special Meeting Minutes

6

Attachments:

April 30 2021 Special Meeting Minutes

6

VI. Reports

A. Superintendent's Report

VII. Correspondence

VIII. Consent Agenda

IX. Action Agenda

A. Approve Resolution to Accept Donations of \$4,575 for a New Baritone Saxophone and \$4,700 for a New Track and Field Timing System from the Chisholm Community Foundation	7
Attachments:	
Track & Field Timer System	7
Resolution Accenpting Donations	8
Baritone Sax	9
B. Approve Shared Service Agreement for an Early Childhood Coordinator Between Chisholm School District, ISD #695 and Mountain Iron-Buhl School District, ISD #712	10
Attachments:	
ECFE Shared Service Agreement	10
C. Accept Erik Kuusinen's Resignation Effective June 30, 2021	11
Attachments:	
E.K. Resignation	11
D. Approve Internal/External 1.0 FTE Industrial Technology Instructor Posting for the 2021-2022 School Year	12
Attachments:	
2021-2022 Industrial Tech Instructor 1.0 FTE	12
E. Approve Minnesota Community Education Association Membership Renewal	
F. Approve Internal/External Posting for Community Education Director	13
Attachments:	
2021-2022 Community Education Director Posting	13
G. Approve the Hire of Kayla Waisanen as the Confidential Financial Assistant at \$39,000 Per Year with a Start Date of May 26, 2021	
X. Discussion	
XI. Information	
A. April TOC	14
Attachments:	
April TOC	14
XII. Adjourn	

Chisholm School District School Board Meeting Minutes

Monday, April 26, 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: Present.

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 agenda. Motion Passed.

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

V. Approve Minutes

A. Approve April 12, 2021, Regular Meeting Minutes

It was moved by Cindy Rice and seconded by Jaclyn Corradi Simon to approve April 12, 2021, regular meeting minutes. Motion Passed.

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

VI. Reports

Mrs. Allen will be releasing trout that her class raised into a Nashwauk lake. Prom is coming up, and he updated on state requirements. He also updated about the plan for graduation on June 4.

Mr. Hancock updated on the COVID case situation in the kindergarten sections that were quarantined. He also gave the board an update on where he is on teacher evaluations.

A. Superintendent's Report

Superintendent Blanchard announced that there is a distance learning meeting on Wednesday. She updated that the quarantine protocols have changed. She updated the board about the transition plan for the Financial Assistant position. Dr. Blanchard spoke up her upcoming schedule on-site. She updated the board on the meeting with Ingensa for the upcoming referendum/levy meetings.

VII. Correspondence

VIII. Consent Agenda

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

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

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

C.

IX. Action Agenda

A. Approve Employee Handbook

It was moved by Clarice Sever and seconded by Danielle Randa-Sauter to approve the curriculum cycle. Motion Passed.

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

B. Approve Social School 4 EDU Contract

It was moved by Shelly Lappi and seconded by Cindy Rice to approve Social School 4 Edu contract for one year for \$9,000. Motion Passed.

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

C. Approve R. Freitas Lane Change from BA+20 to MA/BA+40 (Semester) / BA/MA+60 (Quarter)

It was moved by Clarice Sever and seconded by Jaclyn Corradi Simon to approve R. Freitas lane change from BA+20 to MA/BA+40 (semester) // BA/MA+60 (quarter). Motion Passed.

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

D. Accept Melissa Cappel's Resignation as the Confidential Financial Assistant

It was moved by Clarice Sever and seconded by Shelly Lappi to accept Melissa Cappel's resignation as the full-time Confidential Financial Assistant effective April 30, 2021, retaining her as a part-time Confidential Financial Assistant at her current rate of \$18.26 per hour until a replacement has been hired and trained, not to extend past May 30, 2021. Motion Passed.

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

E. Approve Proposal Option 1 from Rapp Strategies for Support in the Levy Referendum Process

It was moved by Bob Rahja and seconded by Shelly Lappi to approve proposal option 1 from Rapp Strategies for support in the levy referendum process for a total of \$7,000. Motion Failed.

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

F. Approve the Curriculum Cycle

It was moved by Clarice Sever and seconded by Danielle Randa-Sauter to approve the curriculum cycle. Motion Passed.

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

G. Approve Ciri Falcone Lane Change Request from BA to MA/BA+40 (Semester) // BA/MA+60 (Quarter)

It was moved by Shelly Lappi and seconded by Jaelyn Corradi Simon to approve Ciri Falcone lane change request from BA to MA/BA+40 (semester) // BA/MA+60 (quarter). Motion Passed.

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

H. Approve the posting for Confidential Financial Assistant closing April 30th

It was moved by Jaelyn Corradi Simon and seconded by Cindy Rice to approve the posting for Confidential Financial Assistant closing April 30th. Motion Passed.

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

I. Approve the hire of Lynette Kowarsch as Summer School Coordinator, at her hourly rate of pay, 5-10 hours per week

It was moved by Shelly Lappi and seconded by Jaelyn Corradi Simon to approve the hire of Lynette Kowarsch as summer school coordinator, at her hourly rate of pay, 5-10 hours per week beginning May 3. Motion Passed.

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

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

It was moved by Shelly Lappi and seconded by Danielle Randa-Sauter to 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 time of hire 5:47p. Motion Passed.

Corradi Simon: **Yea**, Lappi: **Yea**, Rahja: **Yea**, Randa-Sauter: **Yea**, Rice: Abstain (With Conflict), Sever: **Yea**

X. Discussion

A. Final Interviews for Superintendent/Principal Position

The board discussed the process going forward for the superintendent selection process. The board will decide if they will hold another round of interviews or make an offer at a special meeting to be held on April 30 at 3p in the boardroom in the Elementary.

XI. Information

A. Project Green Light

Member Lappi provided information about Project Green Light.

XII. Adjourn

It was moved by Clarice Sever and seconded by Shelly Lappi to adjourn at 6:02 p.m. Motion Passed.

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

Chisholm School District School Board Meeting Minutes

Friday, April 30, 2021 at 3:00 PM
Special Meeting-Superintendent Selection Discussion
Chisholm School Board Room

I. Determination of Quorum and Call to Order

Attendance Taken at 3:01 PM. Corradi Simon: Present, Lappi: Present, Rahja: Present, Randa-Sauter: Present, Rice: Present, Sever: Present.

II. Public Comment:

III. Recognition of Guests and Visitors

IV. Approve Agenda

It was moved by Clarice Sever and seconded by Shelly Lappi to approve agenda. Motion Passed.

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

V. Discussion

A. Superintendent Selection Discussion

The board discussed board candidates for Superintendent. After discussion the board moved to the action portion of the agenda.

VI. Action Agenda

A. Extend the Offer of an Employment Contract for the Position of Chisholm Public Schools Superintendent to [name] Contingent Upon the Following: That a Mutually Agreeable Employment Contract Is Negotiated, and a Criminal Background Check Is Completed With Results Acceptable to the School Board

It was moved by Bob Rahja and seconded by Danielle Randa-Sauter to extend the offer of an employment contract for the position of Chisholm Public Schools Superintendent to Adrian Norman contingent upon the following: that a mutually agreeable employment contract is negotiated, and a criminal background check is completed with results acceptable to the School Board. Motion Passed.

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

VII. Information

VIII. Adjourn

It was moved by Clarice Sever and seconded by Shelly Lappi to adjourn at 3:31 p.m. Motion Passed.

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



101 Fifth Street East • Suite 2400 • Saint Paul, Minnesota 55101 Ph#: (651) 224-5463

On behalf of the Chisholm Community Foundation Fund of the Saint Paul & Minnesota Foundation (the Foundation), we are pleased to present a check for \$4,700.00 for new Track & Field Timer System.

By accepting this grant, your organization agrees to accept the following conditions:

1. This grant will be used in full and solely for the explicit purpose identified above. Your organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
2. Your organization acknowledges that this grant is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other private benefit as a result of this grant.
3. These grant funds will not be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research.

If for any reason this grant is not used in full for the intended purpose, the grant, or any unspent portion thereof, must be returned to the Foundation. The Foundation reserves the right to request these funds be promptly returned if the Foundation determines that your organization has not performed in accordance with the conditions outlined above.

If your organization plans to acknowledge this gift, please identify it as a grant from the Chisholm Community Foundation Fund. It is not necessary to send a receipt for tax deduction purposes to the Saint Paul & Minnesota Foundation or the advisor. However we encourage you to send a letter of appreciation to:

Chisholm Community Foundation
4 S.W. Third Avenue
Chisholm, MN 55719

If you have any questions regarding this grant, please call 651-224-5463.

Grant Tracking #: SPDA-21-203776
Check Date: April 21, 2021

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Chisholm District, ISD 695, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Chisholm Community Foundation	\$4,575	Purchase of a new baritone saxophone
Chisholm Community Foundation	\$4,700	Purchase a new track and field timing system

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk



101 Fifth Street East • Suite 2400 • Saint Paul, Minnesota 55101 Ph#: (651) 224-5463

On behalf of the Chisholm Community Foundation Fund of the Saint Paul & Minnesota Foundation (the Foundation), we are pleased to present a check for \$4,575.00 for new Baritone Saxophone.

By accepting this grant, your organization agrees to accept the following conditions:

1. This grant will be used in full and solely for the explicit purpose identified above. Your organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
2. Your organization acknowledges that this grant is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other private benefit as a result of this grant.
3. These grant funds will not be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research.

If for any reason this grant is not used in full for the intended purpose, the grant, or any unspent portion thereof, must be returned to the Foundation. The Foundation reserves the right to request these funds be promptly returned if the Foundation determines that your organization has not performed in accordance with the conditions outlined above.

If your organization plans to acknowledge this gift, please identify it as a grant from the Chisholm Community Foundation Fund. It is not necessary to send a receipt for tax deduction purposes to the Saint Paul & Minnesota Foundation or the advisor. However we encourage you to send a letter of appreciation to:

Chisholm Community Foundation
4 S.W. Third Avenue
Chisholm, MN 55719

If you have any questions regarding this grant, please call 651-224-5463.

Grant Tracking #: SPDA-21-203778
Check Date: April 21, 2021

**SHARED SERVICES AGREEMENT FOR
AN EARLY CHILDHOOD COORDINATOR BETWEEN
MOUNTAIN IRON – BUHL SCHOOL DISTRICT, ISD #712
AND
CHISOLM SCHOOL DISTRICT, ISD #695**

This contract outlines a service agreement between the Mt. Iron-Buhl School District, ISD #712 (hereinafter referred to as ISD #712), and the Chisolm School District, ISD #695 (hereinafter referred to as ISD #695) for a shared Early Childhood Coordinator (hereinafter referred to as EC Coordinator) for the 2021-2022 school year, after which time the terms of this agreement shall be renegotiated as necessary.

ISD #712 shall hire 1.0 FTE Early Childhood Coordinator; this position shall be a .50 FTE position for ISD #712 and a .50 FTE position for ISD #695. ISD #712 will pay all of his/her pay and benefits through its payroll system. At the end of the year, the total cost of the EC Coordinator will be totalled, and ISD #712 will invoice ISD #695 for 50% of these costs, with the other 50% of costs remaining with ISD #712.

Signed by Mt. Iron-Buhl School District, ISD #712

Signed by Chisolm School District, ISD #695

Reggie Engstrom, Ed.D.
Superintendent Date

Superintendent Date

Janice Lindeman 4/26/21
School Board Chair Date

School Board Chair Date

Jane Gustafson 4/26/21
School Board Clerk Date

School Board Clerk Date

Dr. Janey Blanchard
Superintendent/4-6 Principal
Ext. 2900

Simone Zunich
Business Manager
Ext. 2904

Jennifer Crotteau
Counselor
Ext. 3904

Community Ed Office
Ext. 3132



Mark C. Morrison
Sr. High Principal
Ext. 3900

Jeffrey S. Hancock
Pre K-6 Principal
Ext. 1900; Pre K-3

Jamie Steinberg
Activities Director
Ext. 3902

Dear Chisholm School Board,

I am writing to you that I will be resigning my position as Chisholm High School Industrial Technology Teacher at the end of the 2020-2021 school year. My last day of employment will be June 30th, 2021.

This was not an easy decision to make, on my part. The past 11 years have been very rewarding and I've enjoyed working with you. I greatly appreciate the opportunities that this district has provided me, as well as professional guidance and support from my principal that has allowed me to grow within this role. Although I will sincerely miss this position, my colleagues and this district, I have found a new position that will allow me to continue to grow.

I wish you and the district all the best and do hope that our paths cross again.

Sincerely


Erik Kuusinen

Committed to high expectations
300 3rd Ave. SW
Chisholm, MN 55719
(218) 254-5726 • (218) 254-3741 Fax



Recycled Products for the Next Generation

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL/EXTERNAL POSTING

Position: 1.0 FTE Industrial Technology Instructor

Qualifications: 1. Certified as Minnesota Industrial Technology teacher.
2. Vocational Certification Desired.
2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.

Duties: As assigned by building principal.

Rate of Pay: As per Master Agreement

Terms of Contract: 2021-2022 School Year

Due Date: May 21, 2021. Applicants shall include a letter of application, resume, and copy of 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

Posted: May 11, 2021

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

INTERNAL/EXTERNAL POSTING

- POSITION: Community Education Director
- QUALIFICATIONS:
1. Certified as Minnesota Community Education Director.
 2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.
- DUTIES:
1. Sets up, registers and handles all advertising for classes.
 2. Collects fees and handles all funding.
 3. Responsible for all state reports.
 4. Responsible for Community Education Secretary and overseeing the Early Childhood Education Program.
 5. Other duties as assigned.
- RATE OF PAY: \$7,500.00 annually
- TERMS OF CONTRACT: 2021-2022 School Year
- DUE DATE: May 25, 2021, applications are due in the Superintendent's Office by 3:00 P.M.

Please send application to:

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

Clarice Sever
Clerk

Posted: May 11, 2021

AN EQUAL OPPORTUNITY EMPLOYER

