

Chisholm School District School Board Meeting Agenda

Monday, November 22, 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	
IV. Approve Agenda	
A. Motion to approve the Agenda	
V. Approve Minutes	
A. Motion to approve the minutes of the November 8, 2021 Regular meeting.	4
Attachments:	
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VI. Reports	
A. Superintendent's Report	9
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VII. Correspondence	
VIII. Consent Agenda	

IX. Action Agenda	
A. Motion to accept the resignation of Don Lalonde, high school science teacher, effective January 28, 2021.	10
Attachments:	
DL Resignation	10
1. Motion to approve the posting of a 1.0 long-term sub, Science teacher, effective January 21, 2022, through June 30, 2022.	11
Attachments:	
HS Science 2022	11
B. Motion to approve the hiring of Ashley Gunderson to Job #175, Para-Professional, 31.5 hours per week, Vaughan Steffensrud, effective November 22, 2021.	13
Attachments:	
Hire Ashley Gunderson Para	13
C. Motion to approve the hiring of Aaron Musburger as a volunteer basketball coach, effective November 22, 2021.	14
Attachments:	
Hire A. Musburger Volunteer BB Coach	14
D. Motion to approve the hiring of Alex Pessenda as a volunteer basketball coach, effective November 22, 2021.	15
Attachments:	
Hire Alex Pessenda Volunteer BB coach	15
E. Motion to approve the six-month Leave of Absence for Caroline Podlogar from her Para-Professional position, effective November 11, 2021.	16
Attachments:	
C. Podlogar LOA	16
F. Motion to approve the contract for Human Resources Services between Chisholm Public Schools and Independent School District #701.	17
Attachments:	
HR Contract with Hibbing	17
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G. Motion to approve the collective bargaining agreement between I.S.D. NO. 695 and the Chisholm Local 1276 for the period of July 1, 2021-June 30, 2024. Withholding "Schedule C" of the contract until a later date.	20
Attachments:	

EdMN 2021-2024 Contract Approval	20
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X. Discussion

XI. Information

A. November 3, 2021 IEA Site Visit	21
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Attachments:

IEA 11/3/21 Site Visit	21
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B. Covid 19 Testing and Vaccine Resources	24
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Attachments:

Covid 19 Resources]	24
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XII. Adjourn

November 8, 2021

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:03 P.M. on November 8, 2021, in the Elementary Board Room. Members present: Directors Sever, Rice, Sauter, Chair Rahja and Superintendent Norman
Members Absent: Director Corradi Simon

Public Comment:

Teresa Allen informed the board about the new Robotics Team. Their number is 883. Will be following the FIRST plan. Concentrating on Gracious Professionalism, Community Involvement, and an emphasis on Sportsmanship. High School students ages 14-18 will be members at this time. Nine students are currently signed up.

Carol Wald presented two proposals for acoustical shells for the auditorium. Director Rice asked for her to apply for a Chisholm Foundation Grant. There is a need to replace the current shells since they are a safety hazard. Superintendent Norman will forward the proposals on to InGensa for review.

Recognition of Guests and Visitors: None

APPROVE AGENDA

Moved by Director Sever, supported by Director Rice to approve the November 8, 2021, agenda with addendum to add under Personnel, Item B, Item C, Item D, Item E, Item F, Business, Item B, and Item C and Information Item B. Motion carried unanimously.

Approve Minutes:

Moved by Director Lappi, supported by Director Sauter to approve the minutes from the October 25, 2021, Regular Meeting. Motion carried unanimously.

SUPERINTENDENT REPORT

Superintendent Norman updated the board regarding the following: Will have a special board meeting regarding World's Best Work Force after the Truth in Taxation meeting on December 13, 2021. E-Sports is in the beginning phase of set up with 83 students interested in competing. City council wants to meet after the November 22, 2021, board meeting about facilities. Safe Routes to School will be back at the end of the month. Delta had a presentation at the high school that went very well.

Correspondence: None

APPROVE CONSENT AGENDA

Moved by Director Lappi, supported by Director Sever and approved unanimously to approve the Consent Agenda for the month of October 2021 which consist of Payrolls in the amount of \$616,722.04, Accounts payable in the amount of \$453,742.22.

Moved by Director Sever, supported by Director Sauter to approve the resolution to accept donations from the following donors: Steve Potts, James and Jill Varichak, Stanley Kuberka, and Marie Roe. A roll call vote was taken and carried as follows:

For: Directors Sever, Rice, Sauter, Lappi and Chair Rahja

Against: None

Abstain: None

Absent: Director Corradi Simon

Action Agenda:

Personnel:

ACCEPT RESIGNATION OF JENNIFER VARDA

Moved by Director Sever supported by Director Lappi to accept the resignation of Jennifer Varda as Assistant Volleyball coach effective October 30, 2021. Motion carried unanimously.

HIRE LYNETTE KOWARSCH

Moved by Director Lappi, supported by Director Sauter to approve the hiring of Lynette Kowarsch as a Student Council Advisor, effective November 4, 2021. Motion carried unanimously.

ACCEPT RESIGNATION OF CHANTEL MCGLENO

Moved by Director Sever, supported by Director Rahja to accept the resignation of Chantel McGleno as a 30 hour per week Hibbing/10 hours per week Chisholm Indian Home School Liaison, effective November 4, 2021. Motion carried unanimously.

POST INDIAN HOME SCHOOL LIAISON POSITION

Moved by Director Sever, supported by Director Lappi to approve the posting of Job #178, Indian Home School Liaison, effective November 4, 2022. Motion carried unanimously.

POST INTERNAL/EXTERNAL TEMPORARY HIGHSCHOOL CUSTODIAN

Moved by Director Lappi, supported by Director Rice to approve the posting of Job #179, Internal/External Temporary High School Afternoon Custodian, effective November 9, 2021. Motion carried unanimously.

HIRE ANDREW JUGOVICH

Moved by Director Sever, supported by Director Rahja to approve the hiring of Andrew Jugovich as volunteer 7th and 8th grade Boys Basketball coach, effective November 6, 2021, contingent upon completing all paperwork. Motion carried unanimously.

APPROVE PAYMENT TO BETHEL UNIVERSITY

Moved by Director Lappi, supported by Director Sever to approve payment in the amount of \$4,815.00 to Bethel University for Jennifer Fleming to become the Coordinator of Work-Based Learning for the Chisholm School District. Motion carried unanimously.

STAFF DEVELOPMENT MEMORANDUM OF UNDERSTANDING

Moved by Director Sever, supported by Director Rahja to approve the Memorandum of Understanding between Independent School District #695 and its licensed teachers to waive the requirements for staff development contained in Minnesota Statute 122A.61. A roll call vote was taken and carried as follows:

For: Directors Sever, Rice, Sauter, Lappi, Chair Rahja

Against: None

Abstain: None

Absent: Director Corradi Simon

NORTHERN MINNESOTA DENTAL RATES

Moved by Director Lappi, supported by Director Sauter to approve the dental rates of \$39.30 for single and \$92.20 for family with Northern Minnesota Dental, effective January 1, 2022, to December 31, 2022. Motion carried unanimously.

Discussion: None

Information:

Enrollment Numbers November 8, 2021

IEA, OSHA's COVID-19 Vaccination Requirements. Currently on hold and more information will be coming soon.

ADJOURN

Moved by Director Lappi, supported by Director Rice to adjourn the meeting at 5:56 P.M. Motion carried unanimously.

Clarice Sever, clerk

CS/lea

At the Independent School District No. 695 Board meeting held on November 8, 2021, in the Chisholm Public Schools Board Room, Director Sever offered the following Resolution and moved its adoption;

RESOLUTION NO. 21-11-08

RESOLUTION ACCEPTING \$75.00 DONATION FROM STEVE POTTS TO SUPPORT THE CHISHOLM SCHOOLS CLOSE UP.

RESOLUTION ACCEPTING \$30.00 DONATION FROM JAMES & JILL VARICHAK TO SUPPORT CHISHOLM PUBLIC SCHOOL FOUNDATION IN MEMORY OF DANNY MCLEOD.

RESOLUTION ACCEPTING \$180.00 DONATION FROM STANLEY KUBERKA TO SUPPORT THE KINDERGARTEN MILK PROGRAM.

RESOLUTION ACCEPTING \$465.00 DONATION FROM MARIE ROE TO SUPPORT THE PBIS INITIATIVE.

Independent School District No. 695 must accept donations by way of a Resolution.

IT IS HEREBY RESOLVED by Independent School District No. 695 to accept the above list of donations.

The motion to adopt the foregoing Resolution was duly supported by Director SAUTER and upon being put to a vote, carried as follows:

FOR ADOPTION: Director SEVER
 Director RICE
 Director SAUTER
 Director LAPPI
 Director RAHJA
 Director


ABSTAINING: NONE

AGAINST ADOPTION: NONE

ABSENT: DIRECTOR CORRADI SIMON

Passed and adopted this 8th day of November 2021.

BY ORDER OF THE SCHOOL BOARD


School District Clerk

Superintendent Report 11/22/2021

- Bowling Letter Award - follows MSHSL rules but is not currently governed by them
- Fall Coaches wrap up meetings set to go over season, needs, budget, etc.
- OSHA update IEA
- OSHA & MSBA update
- Heads up on Football Helmet reconditioning is now two years and we have a bunch of helmets that have aged out at (10) years. Also, new shoulder pads are needed. Will work with vendors for quotes.
- Ingensa: met w/all staff and took survey results and had them narrow down to a top 10 list. Same will happen with students in the form of a 2nd survey. IEA is doing a more in depth look at asbestos in buildings and then after that, they will be ready to discuss next steps with the board. It may have to be in January since there is only one December mtg.

resignation

Don Lalonde <dlalonde@chisholm.k12.mn.us>

Mon, Nov 15, 2021 at 8:41 AM

To: Mark Morrison <mmorrison@chisholm.k12.mn.us>, Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Mr. Morrison,

Please accept my resignation from the teaching position of 7th and 8th science instructor effective the end of first semester (1/28/2022). I will be available to "mentor" the new science instructor for two weeks if desired. It is my intent to continue working with the athletic department as in the past. if they still would like me to. Thank you for the opportunity to get my "feet wet" again in teaching. It was a good experience and enjoyable to be back for a short while.

--

Don LaLonde

Science Instructor / Head XCountry & Track Coach

Chisholm High School

(218) 254-5726 ext 3303

dlalonde@chisholm.k12.mn.us

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota

EXTERNAL POSTING

Position: 1.0 FTE 7-12 Life Science Instructor. Will consider Middle School 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: January 21, 2022 – June 30, 2022

Due Date: **Open until filled.** Applicants shall include a letter of interest, resume, and copy of their current Minnesota certificate.

Please apply online: <https://www.applitrack.com/chisholm/onlineapp>

CHISHOLM PUBLIC SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

Posted November 23, 2021

Recommendation to Hire

Position: Para-Professional Vaughan Steffensrud

Posting duration: one week internal/external

Advertising Location: email/website/edpost/Frontline

Number of Qualified: 5

Licensed Applications: 0

Interview committee Names: Superintendent Norman
Principal Hancock

Recommended for hire: Ashley Gunderson

Supervisor: Jeff Hancock, Elementary Principal

Fwd: Volunteer boys basketball coaches

Adrian Norman <anorman@chisholm.k12.mn.us>
To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Tue, Nov 9, 2021 at 11:28 AM

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

From: **Jeremy Fleming** <jeremy.fleming@chisholm.k12.mn.us>
Date: Tue, Nov 9, 2021 at 11:27 AM
Subject: Volunteer boys basketball coaches
To: Adrian Norman <anorman@chisholm.k12.mn.us>

Could I have Alec Pessenda and Aaron Musburger added to the next school board agenda. I would like both of them approved as volunteer coaches. I am going to get them the elementary schedules, junior high, and varsity schedules. They both will be helping at times at various levels depending on their work schedules. Thanks--

Jeremy Fleming

Chisholm Varsity Boys Basketball Coach

301 4th St. SW

Chisholm, MN 55719

(218) 969-7586

jeremy.fleming@chisholm.k12.mn.us

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Jeremy Fleming

Chisholm Varsity Boys Basketball Coach

301 4th St. SW

Chisholm, MN 55719

(218) 969-7586

jeremy.fleming@chisholm.k12.mn.us

Leave of absence

1 message

Caroline Podlogar <cpodlogar@chisholm.k12.mn.us>

Thu, Nov 11, 2021 at 8:44 AM

To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

To whom it may concern.

Effective today November 11th 2022 I Caroline Podlogar is requesting a six month leave of absence. Thank you!

CONTRACT FOR HUMAN RESOURCES SERVICES

THIS AGREEMENT is made between Independent School District #695, Chisholm Public Schools, hereinafter referred to as “**School District**”, and Independent School District #701, hereinafter referred to as “**Contractor**”.

1. CONTRACTOR DUTIES

- a. Contractor will make available to School District .3 FTE of a full-time Human Resources Director.

2. TERMS OF SERVICE

Term of service shall be July 1st, 2021 through June 30th, 2023

3. FEE

The School District shall pay the contractor, prorated, as needed, for the services performed in accordance with this agreement as follows:

Year 1: \$27,137.52

Year 2: \$28,499.30 (may change depending on insurance increase/decrease)

4. MILEAGE

Mileage expenses incurred will be split between the districts

5. AUTHORIZED REPRESENTATIVES

It is acknowledged that the School District’s authorized agent for the purposes of administration of the agreement is Mr. Adrian Norman, Superintendent. It is acknowledged that the Contractor’s authorized agent for the purpose of administration of this agreement is Mr. Richard Aldrich, Superintendent

6. OWNERSHIP OF DOCUMENTS

All materials prepared or developed by Contractor including computer data, correspondence and reports regarding the School District shall become the property of the School District

7. IN WITNESS WHEREOF

The School District and the Contractor have executed this agreement as of the date first above written

ISD #695

By: _____

Date: _____

ISD #701

By: _____

Date: _____

HR Cost Breakdown

Employee Counts		Hibbing		Chisholm
Teachers		166		51
AFSCME		95		49
Confidential		4		1
Admin/Non-Aligned		14		4
		<hr style="border: 0.5px solid black;"/>		<hr style="border: 0.5px solid black;"/>
		279		105
Total Employees		384		
Percent Hibbing		72.66%	Percent Chisholm	27.34%
HR Manager Salary	\$75,000	\$54,492.19		\$20,507.81
FICA	\$ 5,737.50	\$4,168.65		\$1,568.85
PERA	\$ 5,625.00	\$4,086.91		\$1,538.09
Single Health	\$ 10,457.28	\$ 7,597.87		\$ 2,859.41
Family Health	\$ 21,014.28	\$15,268.19		\$ 5,746.09
Single Dental	\$ 120.00	\$ 87.19		\$ 32.81
Family Dental	\$ 240.00	\$ 174.38		\$ 65.63
Life	\$ 306.00	\$ 222.33		\$ 83.67
TSA Match	\$ 2,000.00	\$ 1,453.13		\$ 546.88
		<hr style="border: 0.5px solid black;"/>		<hr style="border: 0.5px solid black;"/>
Total if Single	\$99,245.78	\$72,108.26		\$27,137.52
Total if Family	\$109,922.78	\$79,865.77		\$30,057.01



Adrian Norman <anorman@chisholm.k12.mn.us>

Contract

1 message

Tim Provinzino <tprovinz@chisholm.k12.mn.us>
To: Adrian Norman <anorman@chisholm.k12.mn.us>

Mon, Nov 15, 2021 at 2:27 PM

Local 1276 ED. MN. Chisholm has ratified the contract for 2021-23 and 2023-24. We still need to finish Schedule "C" to the agreed upon terms discussed in negotiations.

--

Tim Provinzino
Chisholm High School
Industrial Tech Teacher
Baseball Coach
Chisholm President, Local 1276



Date: November 3, 2021
Site Visit: 4

Your District recently had a site visit completed by IEA. Please see below for the progress of the tasks and IEA's notes from the visit. Please contact us with any questions.

Follow-up Items:

- Based on the Science Safety Checklist, IEA recommends the following:
 - Chemical Storeroom – All containers must be properly labeled to identify the contents
 - Chemical Storeroom – Open beaker with chemical residue should be disposed of properly
 - SOPs should be available for each chemical on the excessive risk list. *IEA reviewed the list with the CHO, Rachel Maki.*

Compressed Gas Assessment

IEA completed annual compressed gas assessments in the High School and Bus Garage. The cylinders were inventoried, and an inspection completed to determine the cylinders compliance with compressed gas standards.

IEA did not note any items that were out of compliance in regard to compressed gasses.

IEA will print and file the assessment at an upcoming site visit in the Compressed Gas management plan.

Emergency Eyewash & Shower Assessment

IEA completed an annual emergency eyewash and shower throughout the district. IEA will print and file the reports within the AWAIR management plan. The following items below were not in compliance at the time of inspection:

- | | |
|---------------------------|--|
| Boiler Building | • The water pressure at this station was low. IEA recommends cleaning the station's nozzles and ensuring water pressure is adequate. |
| High School/Wood Shop | • IEA recommends regularly cleaning/wiping the station to keep it clean and free of debris. |
| Bus Garage | • IEA recommends regularly cleaning/wiping the station to keep it clean and free of debris. |
| VS Elementary/Boiler Room | • IEA recommends posting a sign to clearly mark the eyewash station. IEA will deliver a sign at an upcoming site visit. |



Hazardous Waste Program

IEA worked on updating the District's hazardous waste program. As part of updating the program, IEA conducted an evaluation of the waste and the following:

- Bus Garage - Science chemical waste that is stored in the Bus Garage flammable cabinet is required to be inspected on a weekly basis. This should be documented on the MPCA's waste inspection form. A blank copy is included within the management plan. Also, it is not acceptable to store the science chemicals in the bus garage. They should remain segregated as per their characteristics in the science lab until pickup.
- Bus Garage & Auto Shop - Containers of used oil and antifreeze should be labeled with the date the waste was first put into the container.
- Bus Garage – Containers of used oil and antifreeze are required to be fully closed.

Machine Guarding & Industrial Arts Safety

IEA reviewed the previously completed hazard assessment within the wood, metal and welding shops. IEA observed the following hazards to be present and recommends they are mitigated:

- The first aid kit found in the Metal Shop was understocked and did not comply with the ANSI Z308.1 standard. IEA recommends disposing of the old kit and ordering a new kit that complies with the standard.

IEA completed a machine guarding assessment within the wood, metal and welding shops in the High School. IEA found numerous items needing attention. Please reference the summary in a separate document.

The full report will be printed and filed in the Machine Guarding and Industrial Arts Safety management plan.

PPE Evaluation

IEA utilized the previously completed PPE Hazard Assessment to conduct an evaluation to ensure the required PPE is available in each department.

IEA visited each department, interviewed employees and determined if there were deficiencies in the PPE available to employees.

IEA found that the following PPE is needing to be ordered:

- High School/Biology: Lab coat & chemical resistant gloves
- Chisholm Elementary/Nurse's Office: Disposable nitrile gloves
- Chisholm Elementary/SPED: Disposable nitrile gloves

IEA will file the PPE evaluation within the PPE management plan at an upcoming site visit.

Chisholm Public Schools

IEA Project #201710698



Taylor Dickinson, CSP • Virginia & Brainerd Regional Manager
5525 Emerald Avenue Mountain Iron, Minnesota 55768
(218) 410-9521 • (800) 233-9513
Taylor.Dickinson@ieasafety.com

Management Plan Organization

IEA filed the AHERA Round 2 periodic inspection reports within the binders at the Chisholm Elementary, High School and Vaughan-Steffensrud Elementary buildings.

The District's annual notifications for asbestos, Indoor Air Quality, lead-in-water and Integrated Pest Management have been posted on the District's website. IEA will print and file a copy within the respective management plans.

COVID-19 Testing and Vaccine Resources

Vaccine options

- Vaxforkids
 - A resource for families to learn about the safety of the COVID-19 vaccine for children and teens, understand what to expect when their child gets vaccinated, and why it is important to do so.
- Use Minnesota's Vaccine Locator Map to find a vaccine provider near you.
- Check for vaccine appointments using the CDC's Vaccine Finder.
 - Visit the health care system's website for scheduling instructions.
- St. Louis County vaccine scheduling website
- Press Release: SLC Public Health - vaccines for youth 5-11 (govdelivery.com)

Testing options

- Vault at home test kits
- Duluth area
 - DECC Testing site
 - Walgreens
 - CVS
 - Essentia Health
 - St. Luke's Hospital
 - St. Louis County testing clinics (various locations)
- Hibbing
 - Walgreens
 - Fairview
 - Hibbing Armory - Rapid
- Chisholm
 - Casey Drug
- Virginia
 - Walgreens
 - Essentia Health
 - St. Louis County testing clinics (various locations)
- Eveleth
 - St. Louis County testing clinics (various locations)
- Ely area
 - Ely Bloomenson Community Hospital
 - Scenic Rivers Clinic, Tower, MN
 - Essentia Health, Ely, MN
 - Cook Hospital

This information is current as of 11/15/21

St. Louis County vaccination clinics: (218) 726-2623
St. Louis County testing clinics: (218) 471-7339

