

Chisholm School District School Board Meeting Agenda

Monday, January 24, 2022 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 January 10, 2022, Regular Meeting

4

Attachments:

1/10/2022 Minutes

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VI. Reports

A. Superintendent's Report

VII. Correspondence

VIII. Consent Agenda

A. Approve the Certified Staff Seniority List

11

Approve the Non-Certified Staff Seniority List

Attachments:

2021/2022 Certified Staff Seniority List

11

Non-Certified Seniority List 2022	12
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IX. Action Agenda

A. Motion to approve the posting of an assistant Volleyball Coach, effective August 15, 2022.

B. Motion to approve the posting of an assistant Baseball Coach, effective March 21, 2022

C. Motion to approve the hiring of Donald LaLonde IV to Job #184 para-professional, High School, effective January 24, 2022, upon completion of background and necessary paperwork. 13

Attachments:

Hire Donald LaLonde IV 13

D. Motion to approve the hiring of Zachary Conway-Zeig to Job #184 para-professional, High School, effective January 24, 2022, upon completion of background and necessary paperwork. 14

Attachments:

Hire Zachary Conway Zieg 14

E. Motion to accept the resignation of Bailee Koehler para-professional Chisholm Elementary, effective February 4, 2022. 15

Attachments:

B. Koehler Resignation 15

F. Motion to post Job #189, Para-Professional, district-wide, effective January 19, 2022. 16

Attachments:

Job #189 Para 16

G. Motion to approve the Internal Posting of 1.0 FTE Teacher, 2 Sections of Social Studies, Activities Director and Technology Support (SWIS, PBIS, Schoology), effective August 29, 2022. 17

Attachments:

JOB #190 INTERNAL TEACHER POSTING 17

H. Motion to approve the Co-Head Coach position for the Boy's 2022 Swimming season. Donald Quirk 75% and Brady Boehm 25% effective Jan. 17, 2022.

I. Motion to approve the 2022-2023 school calendar. 18

Attachments:

J. Motion to rescind MSBA/MASA Policy 491, Vaccination or Testing and Face Coverings.

K. Motion to approve the Business Services Contract Between Independent School District #695, Chisholm Public Schools, and Independent School District #701, Hibbing Public Schools in the amount of \$10, 417 per month, with annual contract settlement increases for years two and three, for the period of August 1, 2022, through July 31, 2025. 19

Attachments:

Contract for Business Services 19

L. Motion to approve salaries of the board members.

- M. Motion to approve the corporate authorization resolutions for school district depositories.
 - 1. Park State Bank
 - 2. MN Liquid Asset Fund
 - 3. PMA Financial Network
 - 4. US Bank

N. Motion to approve the Notifications to Broker Certificates and Certification by Broker for PMA Securities, LLC. and PFM Asset Management, LLC.

X. Discussion

XI. Information

A. Enrollment Numbers

XII. Adjourn

The Reorganizational and Regular Meetings of the School Board, Independent School District No. 695, was called to order at 5:06 P.M. on January 10, 2022, in the Elementary Board Room. Members present: Directors Sever, Rice, Sauter, Lappi, Chair Rahja and Superintendent Norman

Members Absent: Director Corradi-Simon.

Student council members present: Sean Fleming, Mason Yaroscak

Public Comment: As a courtesy, the student council members Fleming and Yaroscak asked to address the board regarding Policy #513.2 Class Schedule Change, of the Consent Agenda. They asked to put the policy approval on hold until they could discuss this more with Principal Morrison. They had concerns regarding the wording of the policy. The board agreed to remove the policy from the agenda for this meeting.

Reorganization of School Board:

1. ELECT BOARD CHAIR

Chair Rahja called for nominations for position of School Board Chair. Director Rice nominated Director Rahja. The board chair called for nomination three times and no other nominations were made. Chair Rahja close the nominations. Moved by Director Rice, seconded by Director Sauter that Director Rahja be named Chair of the Board for the ensuing year. Motion carried unanimously.

2. ELECT TREASURER

Chair Rahja called for nominations for position of School Board Treasurer. Chair Rahja nominated Director Rice. The board chair called for nomination three times and no other nominations were made. Chair Rahja closed the nominations. Moved by Chair Rahja, seconded by Director Lappi that Director Rice be named Treasurer of the Board for the ensuing year. Motion carried unanimously.

3. ELECT CLERK

Chair Rahja called for nominations for position of School Board Clerk. Chair Rahja nominated Director Sever. The board chair called for nomination three times and no other nominations were made. Chair Rahja closed the nominations. Moved by Chair Rahja, seconded by Director Sauter that Director Sever be named Clerk of the Board for the ensuing year. Motion carried unanimously.

A. ELECT PRO TEM CHAIR

Chair Rahja called for nominations for position of School Board Chair Pro Tem. Chair Rahja nominated Director Corradi-Simon. The board chair called for nomination three times and no other nominations were made. Chair Rahja closed the nominations. Moved by Chair Rahja, seconded by Director Rice that Director Corradi-Simon be named Chair Pro Tem of the Board for the ensuing year. Motion carried unanimously.

B. ELECT PRO TEM CLERK

Chair Rahja called for nominations for position of School Board Clerk Pro Tem. Chair Rahja nominated Director Sauter. The board chair called for nomination three times and no other nominations were made. Chair Rahja closed the nominations. Moved by Chair Rahja, seconded by Director Rice, that Director Sauter be named Clerk Pro Tem of the Board for the ensuing year. Motion carried unanimously.

C. ELECT PRO TEM TREASURER

Chair Rahja called for nominations for position of School Board Treasurer Pro Tem. Chair Rahja nominated Director Lappi. The board chair called for nomination three times and no other nominations were made. Chair Rahja closed the nominations. Moved by Chair Rahja, seconded by Director Sauter, that Director Lappi be named Treasurer Pro Tem of the Board for the ensuing year. Motion carried unanimously.

4. SET SALARIES FOR THE DIRECTORS

The chair suggested setting the salary of the chair at \$200 per meeting and \$25 each additional meeting. The Director's salary would be \$150 per meeting and \$20 each additional meeting. No motion or vote was taken. Action to be taken place at next meeting. **Follow up needed.**

5. APPROVE SIGNATURE PLATE

Moved by Director Rice, seconded by Director Lappi to approve the Signature Plate. No changes are needed. Motion carried unanimously.

6. APPROVE DATE AND TIME FOR SCHOOL BOARD MEETINGS

Moved by Director Sever, seconded by Director Rice to set the regular board meeting for the second and fourth Mondays of each month. Meetings shall begin at 5:00 P.M. in the boardroom of the Chisholm Middle School and set only one regular board meeting for the Month of December on Monday, December 12, 2022. The first meeting in October will be set for Tuesday, October 11, 2022, due to Columbus Day. The Truth in Taxation Meeting will be held on December 12, 2022, at 6:00 P.M. Motion carried unanimously.

7. ADOPT ROBERT’S RULES OF ORDER

Moved by Director Sever, seconded by Director Lappi to adopt Robert’s Rules of Order by the MSBA Manual as the authority for conducting school board meetings. Motion carried unanimously.

8. APPOINT BOARD MEMBER REPRESENTATIVES

The following board members were appointed as representatives to the Advisory Boards
A. Community Education, Clarice Sever, and
B. Early Childhood Family Education, Shelly Lappi.

9. APPOINT STANDING COMMITTEE REPRESENTATIVES

Budget/Construction Committee

Bob Rahja
Cindy Rice
Clarice Sever

Personnel Committee

Bob Rahja
Clarice Sever
Shelly Lappi
Danielle Randa-Sauter (alternate)

Teacher Negotiations

Bob Rahja
Jaclyn Corradi Simon
Clarice Sever

Non-Certified Negotiations

Bob Rahja
Jaclyn Corradi Simon
Clarice Sever

At-Will/Administrative Negotiations

Bob Rahja
Shelly Lappi
Cindy Rice
Danielle Randa Sauter (alternate)

Policy Committee

Clarice Sever
Danielle Randa Sauter
Cindy Rice
Shelly Lappi (alternate)

Collaborative Committee

Bob Rahja
Clarice Sever
Jaclyn Corradi Simon (alternate)

Sports Complex Lease Committee

Bob Rahja
Jaclyn Corradi Simon
Danielle Randa Sauter

Discipline Committee

Danielle Randa Sauter
Shelly Lappi
Bob Rahja
Cindy Rice (alternate)

Extra-Curricular/Academic

Shelly Lappi
Danielle Randa Sauter
Jaclyn Corradi Simon

10. Determine Official District Certificates. The official names of the certificates were not available. Follow up at the January 24, 2022, Board Meeting.

11. Determine Official District Depositories. The official names of the depositories were not available. Follow up at the January 24, 2022, Board Meeting

12. APPROVE OFFICIAL NEWSPAPER

Moved by Director Rice, seconded by Director Lappi to approve The Mesabi Tribune be designated the official newspaper of the School District. Motion carried unanimously.

13. ADOPT NEW FEDERAL MILAGE RATE

Moved by Director Sever, seconded by Director Rice to approve the new milage rate of 58.5 cents per mile. Motion carried unanimously.

Regular Meeting

Recognition of guests and visitors-students council representatives were recognized at the beginning of the reorganization meeting.

APPROVE AGENDA

Moved by Director Sever, supported by Director Lappi to approve the agenda with the following changes: remove, Consent Agenda, letter C, item 2, #513.3 Class Schedule Change Policy, add, Discussion, Superintendent Evaluation. Motion carried unanimously.

APPROVE MINUTES

Moved by Director Sauter, supported by Chair Rahja to approve the following minutes from the December 13, 2021, Regular Meeting, December 13, 2021, Truth in Taxation Meeting, December 23, 2021, Auditor's Report Meeting. Motion carried unanimously.

Superintendents Report

- Check and Connect Coordinator - pending St. Louis Co. funding approval (2 years position)
- OSHA - ETS (Supreme Court hearing are on Friday 7th) MSBA Policy 490 or 490
- 2 Hour Late Starts or Dismissal - We have met and discussed, and it is possible
- Admin team of Principals and Deans of Students/Curriculum Coordinators book study: Marzano "High Reliability Schools" 5 areas of focus
- Just completed our 4th training for lead teachers on Schoology - have had positive feedback from teachers
- ALICE training will be in the morning on January 17th
- AFSCME will be voting this month on their contract approval
- EdMN finalizing schedule C and hope to have this to a board vote by next meeting

Correspondence: None

APPROVE CONSENT AGENDA

Moved by Director Rice, supported by Director Lappi to approve the Consent agenda which consists of the payrolls for the month of December in the amount of \$597,937.10, Accounts Payable for the month of December in the amount of \$436,609.32 and #510.4.1 Class Schedule Change Policy as revised to include language requiring students to complete the Application for Educational Benefits/Free Lunch application as per Superintendent. A motion was made and passed at the December 13, 2021, meeting. Motion carried unanimously.

Personnel:

ACCEPT THE RESIGNATION OF GEORGE RAJKOVICH

Moved by Director Sever supported by Chair Rahja to accept the resignation of George Rajkovich, Chief Engineer, effective January 18, 2022. Motion carried unanimously.

POST CHIEF ENGINEER POSITION

Moved by Director Rice, supported by Director Lappi to approve the posting of Job #186, Chief Engineer, effective January 6, 2022. Motion carried unanimously.

ACCEPT RESIGNATION OF ELIZABETH CARROLL

Moved by Director Sever, supported by Director Lappi to accept the resignation of Elizabeth Carroll as Yearbook Advisor, effective, June 3, 2022.

POST YEARBOOK ADVISOR POSITION

Moved by Director Sever, supported by Director Sauter to approve the posting of Job#185, Yearbook Advisor, effective August 29, 2022. Motion carried unanimously.

RESCIND JENNIFER ROLLE LONG TERM SUB-CONTRACT

Moved by Director Sever, supported by Director Lappi to rescind the contract of Jennifer Rolle as a Long-Term Sub. Motion approved unanimously.

HIRE JENNIFER ROLLE

Moved by Director Sever, supported by Chair Rahja, to approve the hire of Jennifer Rolle, 1.0 FTE Science Teacher, effective January 24, 2022, through June 3, 2022. Time of hire: 5:46 PM. Motion carried unanimously.

Business:

APPROVE MSBA/MASA POLICY 491

Moved by Director Sever, supported by Chair Rahja to approve MSBA/MASA Policy 491 as presented. Motion carried unanimously.

APPROVE PAYMENT TO AIM ELECTRONICS INC.

Moved by Director Rice, supported by Director Lappi to approve payment to Aim Electronics Inc. in the amount of \$6,596.00 for the purchase of a shot clock and light strips. Motion carried unanimously.

APPROVE BSN SPORTS REWARDS PROGRAM

Moved by Director Sever, supported by Director Rice to approve the BSN Sports Program for Chisholm Schools from January 1, 2022, through December 20, 2024. Motion carried unanimously.

APPROVE PAYMENT TO SOURCEWELL TECHNOLOGY

Moved by Chair Rahja, supported by Director Sever to approve payment to Sourcewell Technology in the amounts of \$4,800.00 for Ongoing Advantage and \$1,750.00 for consulting Service for the period of January 1, 2022 through June 30, 2023. Motion carried unanimously.

ADOPT RESOLUTION

Introduced by Director Sever, supported by Director Lappi to adopt resolution to accept donation. Being a Resolution, a roll call vote was taken:

For – Directors Sever, Rice, Sauter, Lappi, and Chair Rahja.

Against – None

Abstain – None

Absent – Director Corradi Simon

Discussion:

COVID Protocols/Omicron Variant/Masking
Superintendent Evaluation

Information:

Enrollment Numbers

ADJOURN

Moved by Chair Rahja, supported by Director Rice to adjourn the meeting at 6:19 P.M. Motion carried unanimously.

Clarice Sever, clerk

CS/lea

CERTIFIED STAFF SENIORITY LIST 2021-2022

TEACHER NAME	HIRE DATE
Cindy Nehiba	7/1/82
Tim Provinzino	8/9/93
Don Quirk	8/9/93
Carolyn Ludwig	8/22/94
Jennifer Fleming	7/13/98
Jim Kne	9/14/98
Tara Anderson	8/9/99
Kristen Copp	6/25/07
Lynette Kowarsch	6/25/07
Jamie Stienberg (LOA 2024)	8/27/07
Stephanie Jensen	6/23/08
Marisa Pessenda	6/23/08
Ann Marie Lubovich	7/14/08
Cindi Nelson	11/10/08
Mary Petron	11/08/10
Peter Backstrom	6/25/12
Greg Stish	8/27/12
Ryan Freitas	5/28/13
Amy Rossini	5/28/13
Natalie Yaroscak	5/28/13
Jessica Rice	5/28/13
Mark Morrison	6/24/13
Robbi Albert	8/12/13
Julie Nehring	8/12/13
Jeff Hancock	10/14/13
Tim Nelson	5/12/14
Rachel Maki	6/23/14
Shawn Lewis	6/23/14
**Travis Vake (LOA)	6/28/14
Nico Stish	8/25/14
Myia Paradis	5/11/15
Kim Yuretich	8/24/15

Jennifer Showalter	2/29/16
Chelsy Schmitz	3/14/16
Jennifer Zbacnik-Martin	8/22/16
Darlene Esler	7/24/17
Jennifer Crotteau	11/28/16
Adam Schaffer	5/8/2017
Teresa Allen	3/12/18
Nick Milani	5/29/18
Yadith Williams	8/28/17
Megan Scipioni	6/8/2020 @ 5:23p
Debbie Jackson	6/8/2020 @ 5:25p
Elizabeth Carroll	7/13/2020
PROBATIONARY TEACHERS	
Kathryn Dewhurst	3/25/19
Beth Sullivan	5/13/19
Ciri Falcone	5/26/20
Brady Boehm	7/27/2020 @5:25p
Jesse Hancock	4/26/2021
Adrian Norman	5/24/2021
Anne Wopata	6/28/2021
Frank Cerar	7/12/2021
Don LaLonde	8/23/2021
Jamey Johnson	8/23/2021
Jennifer Rolle	1/10/2022
TITLE I	
Kathryn Anderson	8/25/08
ECFE	
Karen Copeman	9/10/01
Debbie Lamphere	9/23/02
Megan Lesarbeau	9/4/14
Laura Owens	8/14/17

ISD #695 NON-CERTIFIED STAFF SENIORITY LIST 1/24/2022

LAST NAME	FIRST NAME	JOB CLASS	SENIORITY DATE	TIME OF HIRE
Yonkovich	Diane	Secretary II	11/27/1978	
Bishop	Philip	Custodian/Operating Engineer	3/27/1990	
Plante	Ronald	Carp. Shop Foreman	9/28/1998	
Pavlovich	Mary Jo	Secretary II	9/29/1999	
Wald	Carol	Custodian/Bus Driver	12/21/2001	
Dahmen	Paula	Para-Educator	10/10/2003	
Ferrell	Deborah	Secretary II	10/12/2005	
Wiehrdt	Kim	Para-Educator	9/5/2007	
Pioski	Pam	Secretary III	11/23/2009	
Moberg	Jamie	Para-Educator	2/03/2011	1 YR LOA 7/26/21
Barney	Hannah	Para-Educator	10/24/2011	
Skurla	Kathleen	Para-Educator	10/05/2012	
Forsline	Kent	Carpenter Shop/Bus Driver	9/5/2013	
Karasti	Barbara	Para-Educator	2/27/2014	
Sundquist	Angela	Para-Educator	3/17/2014	
Lucas	Ryan	Carpenter Shop/Bus Driver	8/11/2014	
Pallin	Dave	Custodian/Bus Driver	1/5/2015	
Aldrich	Lisa	Para-Educator	9/14/2015	5:13 pm 1 YR LOA 6/8/21
Podlogar	Caroline	Para-Educator	9/14/2015	5:34 pm LOA 11/11/21
Maki	Kimberly	Para-Educator	9/14/2015	5:35 pm
Koehler	Bailee	Para-Educator	10/12/2015	Resigned 2/4/22
Johnson	Tanya	Para-Educator	10/10/2016	
Landacre	Jake	Custodian/Bus Driver	6/6/2017	
Johnson	Jamie	Para-Educator	9/25/2017	5:22 pm 1 YR LOA 9/13/21
Waryas	Jennifer	Para-Educator	9/25/2017	5:23 pm
Cianni	Karen	Para-Educator	10/23/2017	
Augustson	Theresa	Para-Educator	10/30/2017	
Hansen	Darlyn	Para-Educator	1/29/2018	
Vajdl	Brian	Transportation Foreman	5/1/2018	
Flack	Crystal	Para-Educator	8/27/2018	5:17 pm
Barabe	Samantha	Para-Educator	10/22/2018	
Anderson	Tara	Para-Educator	11/12/2018	
Allen	Doug	Custodian/Bus Driver	3/22/2019	
Hancock	Cindy	Para-Educator	4/4/2019	
Helmer	Ramona	Para-Educator	10/7/2019	5:20 pm
Brown	Beverly	Para-Educator	10/7/2019	5:25 pm
Waselk	Lori	Para-Educator	1/31/2020	
Maclean	Daniel	Custodian/Bus Driver	3/9/2020	
Spicer	Keith	Custodian/Bus Driver	5/4/2020	
Hill	Nick	Custodian/Bus Driver	11/23/2020	
Holland	Christine	Para-Educator	1/11/2021	
Bakkethun	Stephanie	Para-Educator	1/25/2021	
Toole	Amber	Para-Educator	10/12/2021	5:12 pm
Augustson	Carol	Para-Educator	10/12/2021	5:13 pm
Pinner	Denise	Para-Educator	10/12/2021	5:14 pm
Gunderson	Ashley	Para-Educator	11/22/2021	5:15 pm

Recommendation to Hire

Position: Para-Professional Job #184 Chisholm Elementary

Posting duration: 10 days

Advertising Location: Website, Frontline K12 Job Spot

Number of Qualified: 3

Licensed Applications: NA

Interview committee Names: Lynette Kowarsch
Mark Morrison

Recommended for hire: Donald Lalonde

Supervisor: Mark Morrison

Recommendation to Hire

Position: Para-Professional Job #184 Chisholm Elementary

Posting duration: 10 days

Advertising Location: Website, Frontline K12 Job Spot

Number of Qualified: 3

Licensed Applications: NA

Interview committee Names: Lynette Kawarsch
Mark Morrison

Recommended for hire: Zachary Conway

Supervisor: Mark Morrison

Resignation

1 message

Bailee Koehler <bkoehler@chisholm.k12.mn.us>

Fri, Jan 14, 2022 at 12:10 PM

To: Bob Rahja <brahja@chisholm.k12.mn.us>, Shelly Lappi <slappi@chisholm.k12.mn.us>, Danielle Randa-Sauter <dsauter@chisholm.k12.mn.us>, Clarice Sever <csever@chisholm.k12.mn.us>, Cindy Rice <crice@chisholm.k12.mn.us>, Adrian Norman <anorman@chisholm.k12.mn.us>, Jeff Hancock <jhancock@chisholm.k12.mn.us>, Lisa Aldrich <laldrich@chisholm.k12.mn.us>, Jaclyn Corradi Simon <jsimon@chisholm.k12.mn.us>

To all whom it may concern;

I am writing today to announce my resignation from my position as a paraeducator for ISD 695. I have greatly enjoyed working with our Chisholm students and my coworkers over the past 7 years and appreciate the opportunity to be a part of our school community.

Unfortunately, as stated by a board member to our union representation, if I want to increase my income during this time of inflation and struggle, I need to find new employment. I am grateful for this advice as well as for a new opportunity to feel appreciated and supported in my career.

My last official day with the school district will be February 4th, 2022.

I understand that this has been a rough time for all of us however, I do sincerely hope board members, as well as administration will take a moment to reflect on the wellbeing and support of their district employees so that the Chisholm School District will retain valuable employees who work hard every day to provide our students with the appreciation and support they deserve.

Thank you for your time and I wish you all the best.

Bailee Koehler

Elementary para-educator

ISD #695 Chisholm Public Schools

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota
2022-Job #189

INTERNAL/ EXTERNAL PARA-PROFESSIONAL POSTING

Job Classification: Special Education Para-Professional, 31.5 hours per week

Qualifications:

1. Ability to read and write the English language with proficiency.
2. Ability to maintain confidentiality
3. Ability to follow directions from a supervisor.
4. The ability to work effectively with other staff.
5. Work one to one or with a small group of students.
6. Be able to redirect student to assigned task.
7. Be able to positively interact with staff and student to minimize power struggles the student might have.
8. Be able to chart behaviors when needed.
9. Be able to help student in all subject areas with modified assignments.
10. Be able to take direction from special education teacher.
11. Current CPR certification.
12. Valid Minnesota driver's license.
13. Other duties as assigned.

Rate of Pay: As per Master Agreement

Hours of Work: 6.5 hours per day (5.5 hours Wednesday)

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

Posted: January 19, 2022

AN EQUAL OPPORTUNITY EMPLOYER

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, Minnesota
Job #190

INTERNAL POSTING - 1.0 FTE TEACHER

Position: 1.0 FTE Social Studies, Activities Director and Technology Support

- Qualifications:
1. Certified as Minnesota Social Studies teacher. SpecialSports/Activity Experience preferred.
 2. Demonstrated experience in establishing and maintaining positive working relationships and communications with students, parents, and staff.

Duties: As assigned by Superintendent and building principal.

Rate of Pay: As per master agreement

Terms of Contract: 2022-2023 school year

Due Date: February 2, 2022, at 3:00 pm.

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

Posted: January 25, 2022

CHISHOLM PUBLIC SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

ISD 695 22-23

Chisholm Public Schools

Month	Su	M	T	W	Th	F	S
Aug			3				
	1	2	3	4	5	6	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
Sept							
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
Oct							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

- Open House
- First/Last day students
- Early Release
- School Closed/Holiday
- Last day of Quarter
- No students/Teacher Inservice
- Teacher Conferences/No Students

Month	Su	M	T	W	Th	F	S
Nov							
	1	2	3	4	5		
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
Dec							
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Jan							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

- Term 1 Sept 6-Nov 4 (42 days)
- Term 2 Nov 7-Jan 20 (40 days)
- Term 3 Jan 23-March 31 (46 days)
- Term 4 April 3-June 1 (43 days)

Month	Su	M	T	W	Th	F	S
Feb							
	1	2	3	4			
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				
March							
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
April							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	29	30					

Month	Su	M	T	W	Th	F	S
May							
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
June							
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
July							
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	29	30	31				

CONTRACT FOR BUSINESS 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 four staff members including Business Manager, Administrative Assistant/Employee Benefits, Payroll Clerk, and Accounts Payable Clerk
- b. Contractor will provide:
 - a. Comprehensive accounting services
 - b. Comprehensive payroll services
 - c. Administration of employee benefits
 - d. Accounts payable services
 - e. Accounts receivable/banking services
 - f. Budget preparation
 - g. Monthly financial reports to School Board
 - h. Investment of School District funds
 - i. Assistance with costing for negotiations
 - j. Minnesota Department of Education and federal reporting
 - k. Preparation of the School District levy
 - l. Coordinate the School District’s annual audit
 - m. Other by mutual agreement

2. SCHOOL DISTRICT DUTIES

- a. Provide the Contractor with remote access to the School District’s finance system (SMARTFinance)
- b. Provide the Contractor with access to Minnesota Department of Education reporting usernames/passwords
- c. Provide access to online banking information
- d. Other by mutual agreement

3. TERMS OF SERVICE

Term of service shall be three years beginning on August 1st, 2022 and ending on July 31st, 2025

4. TERMINATION

Either party may terminate this agreement at any time, with or without cause, upon sixty (60) days written notice delivered by mail or in person to the other party

5. FEE

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

Year One: \$10,417 per month

Year Two: Year one plus annual contract settlement increase

Year Three: Year two plus annual contract settlement increase

6. MILEAGE

Mileage is included in the monthly fee and the contractor shall pay its employees for travel incurred

7. 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

8. 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

9. TRAINING

In the event the School District hires business support staff, the Contractor will provide up to two days of training to that/those individuals. Additional time for training can be purchased from the Contractor for the daily cost of an employee

10. IN WITNESS WHEREOF

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

ISD #695 Board Chair

By: _____

Date: _____

ISD #701 Board Chair

By: _____

Date: _____