

# Chisholm School District School Board Meeting Agenda

Monday, July 11, 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

## V. Reports

### A. Superintendent's Report

1. -We received a \$2,000 grant from SFM for partial payment for the Kubota snowblower attachment.
- Applied for an additional 1.0 FTE Check -n- Connect Coordinator grant for grades k-6 for the 2022-2023 school year through St. Louis County

## VI. Consent Agenda

### A. Motion to approve the Consent Agenda:

- A. Minutes of the July 27, 2022, Regular Meeting
- B. Approve the transfer of Nicholas Hill to Job #198, Custodian/Bus Driver, Vaughan Steffensrud, effective July 6, 2022.
- C. Accounts Payables-June 2022
- D. Payrolls for the months of June, July, and August 2022

### **Attachments:**

SBM 6\_27\_22

Accounts Payable June 2022

4

4

7

Payrolls June, July, August 2022	14
VII. Action Agenda	
A. Motion to approve the hire of Jennifer Varda as the Level II Assistant Volleyball Coach, effective August 15, 2022. <b>Attachments:</b>	15
JV Hire	15
B. Motion to approve payment to NAVIGATE360 in the amount of \$2,752.50 for Alice Training curriculum beginning 8/1/2022 through 7/31/2025. <b>Attachments:</b>	16
NAVIGATE360	16
C. Motion to approve payment to Arrowhead/Jamar Services in the amount of \$13,150.00 for boiler tear down, cleaning, inspection & reassembly. <b>Attachments:</b>	18
Jamar Boiler tear down	18
D. Motion to adopt the Resolution approving the ten-year facilities plan as presented. <b>Attachments:</b>	21
Long Term Facilities Ten-Year Plan Resolution FY 24	21
E. Motion to approve the Long-Term Facilities Maintenance ten-year expenditure and revenue plan for fiscal year 2024. <b>Attachments:</b>	22
LTFM Ten Year Expenditure and Revenue Plan FY 24	22
LTFM 10 Year Expenditure Application	25
LTFM FY 24 Statement of Assurances	26
F. Motion to approve the Confidential Superintendent's Administrative Assistant's Contract Agreement between I.S.D. #695 and Lisa E. Aldrich for the period of July 1, 2022 - June 30, 2026. <b>Attachments:</b>	27
Superintendent's Administrative Assistant Contract 2022-2026	27
G. Motion to approve the Superintendent's Contract Agreement between I.S.D. #695 and Adrian Norman for the period of July 1, 2022 - June 30, 2023. <b>Attachments:</b>	39
2022-23 Superintendent Contract	39

H. Second Reading Policy #101 Legal Status of the School District	48
<b>Attachments:</b>	
Policy 101	48
Policy 101.1	51
I. Second Reading Policy #102 Equal Educational Opportunity	52
<b>Attachments:</b>	
Policy #102	52
J. Second Reading Policy #103 Complaints - Students, Employees, Parents, other Persons	54
<b>Attachments:</b>	
Policy #103	54
VIII. Discussion	
A. Travis Vake will talk about the following: Powerade for Schools BSN Sports Reward Program	
IX. Information	
A. General Obligation Debt Report	56
<b>Attachments:</b>	
General Obligation Debt Report 6/30/22	56
X. Adjourn	

June 27, 2022

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on June 27, 2022, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Lappi, Casey, Chair Rahja, Superintendent Norman, and Business Manager Alex Kaczor.

**Public Comment: None**

**Recognition of Guests and Visitors: None**

APPROVE AGENDA

Moved by Director Lappi supported by Director Rice to approve the June 27, 2022, agenda with the following changes: Personnel, add items B, C and D. Motion carried unanimously.

SUPERINTENDENT REPORT

Superintendent Norman updated the board regarding the following: Stephanie Jensen and he had their first “launch” meeting with Scott Hutton with Smartlabs, CE was offered up to the city for use during summer rec due to weather related issues, Prolific was chosen by NLC as a software system to organize all of the MTSS work and Chisholm is the first district to migrate their data and align it with PowerSchool, Jamey Johnson was at

APPROVE CONSENT AGENDA

Moved by Director Corradi Simon supported by Director Casey and approved unanimously to approve the Consent Agenda which consists of the Minutes from the June 13, 2022 Regular Meeting.

**Personnel:**

ACCEPT THE RESIGNATION OF DON LALONDE AS BOYS’ VARSITY TRACK COACH

Moved by Director Corradi Simon supported by Director Rice to accept the resignation from Don LaLonde as boys’ varsity track coach, effective June 15, 2022, Motion carried unanimously.

APPROVE THE HIRING OF KENT MICHAEL FREDEEN

Moved by Director Casey, supported by Director Lappi to approve the hiring of Kent Michael Fredeen as the Facilities and Grounds Operations Supervisor, effective July 15, 2022. Motion carried unanimously.

APPROVE THE FACILITIES AND GROUNDS OPERATIONS SUPERVISOR AGREEMENT BETWEEN I.S.D. NO. 695 AND KENT MICHAEL FREDEEN FOR THE PERIOD OF JULY 15, 2022 – JUNE 15, 2023

Moved by Director Corradi Simon and supported by Chair Rahja to approve the Facilities and Grounds Operations Supervisor Agreement between I.S.D. No. 695 and Kent Michael Fredeen for the period of July 15, 2022 – June 15, 2023. Motion carried unanimously.

APPROVE THE HIRING OF KARLA WINTER

Moved by Director Lappi, supported by Director Sauter to approve the hiring of Karla Winter as the Prek-6 Principal, effective August 8, 2022. Motion carried 5-1 with Director Casey against.

**Administrative Business:**

APPROVE ADRIAN NORMAN TO ACT AS THE IDENTIFIED OFFICIAL WITH AUTHORITY (IOWA) FOR 0695-01 TO AUTHORIZE, REVIEW, AND RECTIFY USERS FOR THE EDUCATION IDENTITY ACCESS MANAGEMENT (EDIAM) SYSTEM

Moved by Director Casey, supported by Director Lappi, to approve Adrian Norman to act as the Identified Official with Authority (IOwA) for 0695-01 to authorize, review, and rectify users for the Education Identity Access Management (EDIAM) system. Motion carried unanimously.

APPROVE THE FISCAL YEAR 2023 BUDGET AS PRESENTED

Moved by Director Casey, supported by Director Corradi Simon to approve the fiscal year 2023 budget as presented. Discussion. Motion carried unanimously.

APPROVE THE REVISED FISCAL YEAR 2022 BUDGET AS PRESENTED

Moved by Director Corradi Simon, supported by Director Rice, to approve the fiscal year 2022 revised budget as presented. Discussion. Motion carried unanimously.

APPROVE THE PROPERTY, LIABILITY, AUTO, CYBER, AND WORKERS COMPENSATION INSURANCE WITH VAALER FROM JULY 1, 2022, TO JUNE 30, 2023, AS PRESENTED

Moved by Director Lappi, supported by Director Corradi Simon to approve property, liability, cyber, and workers compensation insurance with VAALER from July 1, 2022, to June 30, 2023, as presented. Motion carried unanimously.

AWARD THE BID TO INAC, INC FOR THE FOOD SERVICE MANAGEMENT CONTRACT FOR THE 2022-2023 SCHOOL YEAR

Moved by Director Corradi Simon, supported by Director Lappi to award the bid to INAC, Inc. for the Food Service Management Contract for the 2022-2023 school year. Discussion. Motion carried unanimously.

APPROVE FOOD SERVICE MEAL PRICES FOR THE 2022-2023 SCHOOL YEAR AS PRESENTED

Moved by Director Sauter, supported by Director Rice to approve food service meal prices for the 2022-2023 school year as presented. Motion carried unanimously.

MOTION TO APPROVE PAYMENT TO MOSYLE CORPORATION IN THE AMOUNT OF \$2,809.00 FOR APPLE/IOS MANAGEMENT FOR A 1-YEAR SUBSCRIPTION BEGINNING JULY 1, 2022

Moved by Director Casey, supported by Director Corradi Simon to approve payment to Mosyle Corporation in the amount of \$2,809.00 for Apple/iOS management for a 1-year subscription beginning July 1, 2022. Motion carried unanimously.

FIRST READING OF POLICY #101 LEGAL STATUS OF THE SCHOOL DISTRICT

Chair Rahja presented the First Reading of Policy #101 Legal Status of the School District.

FIRST READING OF POLICY #102 EQUAL EDUCATIONAL OPPORTUNITY

Chair Rahja presented the First Reading of Policy #102 Equal Educational Opportunity.

FIRST READING OF POLICY #103 COMPLAINTS-STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

Chair Rahja presented the First Reading of Policy #103 Complaints-Students, Employees, Parents, other Persons.

**Discussion:** Director Casey addressed the board regarding a conflict with the July 25, 2022, regular meeting. There is a Chisholm Community Foundation Golf outing that the board will be participating in.

\*A motion was made by Director Casey, supported by Director Rice to cancel the July 25, 2022, regular board meeting. Motion carried unanimously.

Chair Rahja discussed the benefits of Aubrey Hoover helping with mental health for the upcoming school year.

**Information:**

ADJOURN

Moved by Director Rice, supported by Director Lappi to adjourn the meeting at 5:46 P.M. Motion carried unanimously.

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Danielle Randa Sauter, clerk

Summary of Payments Issued:

JUNE Accounts Payable Checks	\$378,090.89
JUNE Accounts Payable Wires	<u>\$56,344.25</u>
Total Accounts Payable	\$434,435.14

**ISD 695-Chisholm**  
**Void Payment Listing with Detail**

**Batch Co   Pmt No   Bank Check No   Pmt Dt   Type   Grp Code   Recd   Vendor   Curr Print Recon   Void You No   Period   Void Dt   Amount**

**ISD 695-Chisholm  
Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
10		35448		Wire	1	06857	NORTHEAST SERVICE COOP - INSURA		No	No	No	06/01/2022	56,209.50
10		35542		Wire	1	3046	FURTHER		No	No	No	06/24/2022	134.75
												Bank Total:	
												\$56,344.25	
												Report Total:	
												\$56,344.25	

# ISD 695-Chisholm

## Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Date	Amount
0695	10	35541	66769	Check	1	3842		ADVENTURE ZONE	Yes	No	No	USD	06/22/2022	1,466.64
		35557	66773	Check	1	3539	R1	AETNA BUILDING SOLUTIONS	Yes	No	No	USD	06/27/2022	6,428.60
		35578	66789	Check	1	2622		AIM ELECTRONICS INC	Yes	No	No	USD	06/30/2022	6,596.00
		35531	66730	Check	1	3584		ALLEN, TERESA	Yes	No	No	USD	06/17/2022	171.43
		35470	66681	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	06/02/2022	3,072.75
		35489	66718	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	06/03/2022	129.95
		35518	66731	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	06/17/2022	284.39
		35539	66770	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	06/22/2022	646.24
		35556	66774	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	06/27/2022	1,499.99
		35466	66682	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	06/02/2022	3,482.20
		35553	66775	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	06/27/2022	450.00
		35572	66790	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD	06/30/2022	432.09
		35527	66732	Check	1	3220		APG MEDIA OF MN	Yes	No	No	USD	06/17/2022	294.60
		35487	66719	Check	1	00150	R1	ARAMARK	Yes	No	No	USD	06/03/2022	1,107.82
		35499	66733	Check	1	00428		ARCC	Yes	No	No	USD	06/17/2022	61.55
		35579	66791	Check	1	2919		ARROWHEAD DRIVERS TRAINING LT	Yes	No	No	USD	06/30/2022	1,728.00
		35494	66724	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	06/08/2022	94.18
		35517	66734	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	06/17/2022	453.62
		35450	66683	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	06/02/2022	38.00
		35543	66776	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD	06/27/2022	613.34
		35530	66735	Check	1	3547		BIG STONE THERAPIES, INC	Yes	No	No	USD	06/17/2022	100.00
		35472	66684	Check	1	2653		BLICK ART MATERIALS	Yes	No	No	USD	06/02/2022	1,034.72
		35521	66736	Check	1	2653		BLICK ART MATERIALS	Yes	No	No	USD	06/17/2022	2,411.77
		35497	66726	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN B	Yes	No	No	USD	06/08/2022	256.35
		35449	66680	Check	1	3838		BOOMTOWN	Yes	No	No	USD	06/02/2022	500.00
		35559	66792	Check	1	00936		BREITBARTH, STEVE	Yes	No	No	USD	06/30/2022	87.00
		35476	66685	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	06/02/2022	5,599.98
		35473	66686	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	06/02/2022	75.00
		35524	66737	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	06/17/2022	60.00
		35588	66793	Check	1	3814		CE LLC	Yes	No	No	USD	06/30/2022	7,161.82
		35484	66687	Check	1	3821		CEDAR ISLAND COMMUNICATIONS	Yes	No	No	USD	06/02/2022	170.00
		35535	66738	Check	1	3821		CEDAR ISLAND COMMUNICATIONS	Yes	No	No	USD	06/17/2022	127.50
		35500	66739	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	06/17/2022	5,026.87
		35544	66777	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	06/27/2022	64,931.34
		35554	66778	Check	1	3806	R1	CITY AUTO GLASS	Yes	No	No	USD	06/17/2022	1,160.66
		35522	66741	Check	1	2668		COLOSIMO PATCHIN KEARNEY ET AL	Yes	No	No	USD	06/27/2022	1,414.00
		35529	66742	Check	1	3376		CONSOLTDATED COMMUNICATIONS	Yes	No	No	USD	06/17/2022	1,028.91
		35520	66743	Check	1	2614		CROTTEAU, JENNIFER	Yes	No	No	USD	06/17/2022	35.69
		35560	66794	Check	1	03017		CW TECHNOLOGY	Yes	No	No	USD	06/17/2022	887.00
		35519	66744	Check	1	2599	REMIT	D ERVASTI SALES CO LLC	Yes	No	No	USD	06/30/2022	527.28
								DALCO ENTERPRISE	Yes	No	No	USD	06/17/2022	1,839.76

# ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	35463	66688	Check	1	10255		DEX MEDIA	Yes	No	No	USD	06/02/2022	134.00
		35551	66779	Check	1	10255		DEX MEDIA	Yes	No	No	USD	06/27/2022	134.00
		35486	66717	Check	1	02280		DOMINOS PIZZA	Yes	No	No	USD	06/03/2022	232.83
		35451	66689	Check	1	02386		DRAMATIC PUBLISHING	Yes	No	No	USD	06/02/2022	360.00
		35452	66690	Check	1	02400	R1	DULUTH NEWS TRIBUNE	Yes	No	No	USD	06/02/2022	204.24
		35583	66795	Check	1	3420		DYNAMIC GARAGE DOOR, LLC	Yes	No	No	USD	06/30/2022	324.71
		35545	66780	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	USD	06/27/2022	534.71
		35587	66796	Check	1	3805	R1	ELITE SPORTSWEAR L.P.	Yes	No	No	USD	06/30/2022	132.24
		35501	66745	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	06/17/2022	5,965.30
		35574	66797	Check	1	1924		EXPRESS PRINT 1, LTD	Yes	No	No	USD	06/30/2022	3,193.01
		35571	66798	Check	1	1496		FLINN SCIENTIFIC INC	Yes	No	No	USD	06/30/2022	76.06
		35467	66691	Check	1	2056		GREAT LAKES AQUARIUM	Yes	No	No	USD	06/02/2022	280.00
		35516	66746	Check	1	2341	REMIT	GREGORY SKALCO	Yes	No	No	USD	06/17/2022	270.00
		35478	66692	Check	1	3161		HAFDAHL, JAMES	Yes	No	No	USD	06/02/2022	50.00
		35481	66693	Check	1	3624		HIBBING HEATING & AIR CONDITIONI	Yes	No	No	USD	06/02/2022	947.50
		35464	66694	Check	1	1375		HOGLUND BUS CO INC	Yes	No	No	USD	06/02/2022	123.47
		35538	66771	Check	1	1375		HOGLUND BUS CO INC	Yes	No	No	USD	06/22/2022	14.80
		35575	66799	Check	1	2066		IASCO	Yes	No	No	USD	06/30/2022	777.26
		35455	66695	Check	1	04212		INAC, INC	Yes	No	No	USD	06/02/2022	46,898.05
		35456	66696	Check	1	04213		INAC, INC	Yes	No	No	USD	06/02/2022	27.00
		35503	66747	Check	1	04212		INAC, INC	Yes	No	No	USD	06/17/2022	33,311.75
		35505	66748	Check	1	04438		INDUSTRIAL ARTS SUPPLY CO	Yes	No	No	USD	06/17/2022	777.90
		35483	66697	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	USD	06/02/2022	152.20
		35532	66749	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	USD	06/17/2022	13.54
		35558	66781	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	USD	06/27/2022	37.50
		35525	66750	Check	1	2925		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	06/17/2022	475.20
		35581	66800	Check	1	3074		INTERQUEST DETECTION CANINES	Yes	No	No	USD	06/30/2022	330.00
		35504	66751	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	USD	06/17/2022	7,842.85
		35561	66801	Check	1	04376		ISD #2142 ST LOUIS COUNTY	Yes	No	No	USD	06/30/2022	2,451.58
		35573	66802	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	06/30/2022	31,157.99
		35584	66803	Check	1	3631		JAMESTOWN PUBLIC SCHOOL DIST	Yes	No	No	USD	06/30/2022	3,960.28
		35552	66782	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD	06/27/2022	693.00
		35686	66804	Check	1	3770		JOSEPH J SCHINGEN	Yes	No	No	USD	06/30/2022	650.00
		35510	66752	Check	1	1442		JOSTENS INC	Yes	No	No	USD	06/17/2022	652.88
		35454	66698	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	06/02/2022	136.90
		35502	66753	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	06/17/2022	34.97
		35546	66783	Check	1	03553		JUBILEE FOODS	Yes	No	No	USD	06/27/2022	69.97
		35490	66720	Check	1	3829		JUSTIN KOIVISTO	Yes	No	No	USD	06/03/2022	900.00
		35589	66805	Check	1	3835		JUSTIN PIOSKE	Yes	No	No	USD	06/30/2022	140.00
		35485	66699	Check	1	3830		KATRINA SWALBY	Yes	No	No	USD	06/02/2022	197.82
		35506	66754	Check	1	05206	R1	L & M SUPPLY FLEET SUPPLY	Yes	No	No	USD	06/17/2022	193.91

## ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	35547	66784	Check	1	05206	R1	L & M SUPPLY FLEET SUPPLY	Yes	No	No	USD	06/27/2022	1,905.02
		35562	66806	Check	1	05206	R1	L & M SUPPLY FLEET SUPPLY	Yes	No	No	USD	06/30/2022	133.94
		35457	66700	Check	1	05201		LAKESHORE	Yes	No	No	USD	06/02/2022	894.73
		35498	66729	Check	1	05201		LAKESHORE	Yes	No	No	USD	06/09/2022	458.85
		35491	66722	Check	1	1329		LALONDE, DONALD	Yes	No	No	USD	06/07/2022	364.00
		35509	66755	Check	1	1329		LALONDE, DONALD	Yes	No	No	USD	06/17/2022	1,702.59
		35528	66756	Check	1	3268	R1	LAWSON PRODUCTS	Yes	No	No	USD	06/17/2022	532.23
		35465	66701	Check	1	1416		LIFE SECURITY AND CONTROL	Yes	No	No	USD	06/02/2022	190.00
		35514	66757	Check	1	2232		LOWE'S	Yes	No	No	USD	06/17/2022	180.27
		35469	66702	Check	1	2353		MACGILL DISCOUNT SCHOOL	Yes	No	No	USD	06/02/2022	84.40
		35577	66807	Check	1	2353		MACGILL DISCOUNT SCHOOL	Yes	No	No	USD	06/30/2022	94.00
		35458	66703	Check	1	05971		MARY'S LAKE STREET FLORAL	Yes	No	No	USD	06/02/2022	274.00
		35477	66704	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	06/02/2022	26.60
		35496	66727	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	06/08/2022	2,058.15
		35513	66758	Check	1	2161		MN BUREAU CRIM APPREHENSION	Yes	No	No	USD	06/17/2022	15.00
		35493	66725	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	06/08/2022	4,032.30
		35511	66759	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	06/17/2022	4,280.55
		35554	66785	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	06/27/2022	960.82
		35563	66808	Check	1	06336		MN INDUSTRIES	Yes	No	No	USD	06/30/2022	405.00
		35488	66721	Check	1	06375		MN POWER	Yes	No	No	USD	06/03/2022	15,005.87
		35564	66809	Check	1	06375		MN POWER	Yes	No	No	USD	06/30/2022	11,897.29
		35468	66705	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	06/02/2022	204.86
		35576	66810	Check	1	2303		NAPA AUTO PARTS	Yes	No	No	USD	06/30/2022	205.53
		35533	66760	Check	1	3792		NATHAN LUTZKA	Yes	No	No	USD	06/17/2022	426.23
		35565	66811	Check	1	06850		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	06/30/2022	7,219.38
		35495	66728	Check	1	06979		NORTHERN MINNESOTA DENTAL, INI	Yes	No	No	USD	06/08/2022	8,421.46
		35523	66761	Check	1	2737		NORTHERN TWISTARS	Yes	No	No	USD	06/17/2022	45.00
		35480	66706	Check	1	3246		OSTROOT, RICHARD L	Yes	No	No	USD	06/02/2022	133.00
		35548	66786	Check	1	07500		PAXTON PATTERSON	Yes	No	No	USD	06/27/2022	1,085.30
		35459	66707	Check	1	07675		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	06/02/2022	434.52
		35471	66708	Check	1	2454		POGUE, THOMAS G	Yes	No	No	USD	06/02/2022	70.00
		35507	66762	Check	1	07730		PORTABLE JOHN	Yes	No	No	USD	06/17/2022	778.00
		35508	66763	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	06/17/2022	10.99
		35566	66812	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	06/30/2022	960.00
		35549	66787	Check	1	08310		RANGE CORNIC AND ROOFING CO	Yes	No	No	USD	06/27/2022	1,156.00
		35460	66709	Check	1	08317		RANGE MENTAL HEALTH CENTER IN	Yes	No	No	USD	06/02/2022	1,544.75
		35567	66813	Check	1	08317		RANGE MENTAL HEALTH CENTER IN	Yes	No	No	USD	06/30/2022	3,138.25
		35453	66710	Check	1	03061	R1	REALLY GOOD STUFF, LLC	Yes	No	No	USD	06/02/2022	22.66
		35475	66711	Check	1	2985	REMIT	RECOVER HEALTH SERVICES	Yes	No	No	USD	06/02/2022	9,749.50
		35537	66767	Check	1	2985	REMIT	RECOVER HEALTH SERVICES	Yes	No	No	USD	06/21/2022	10,841.00
		35580	66814	Check	1	2985	REMIT	RECOVER HEALTH SERVICES	Yes	No	No	USD	06/30/2022	1,239.50

# ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Red	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount	
0695	10	35515	66764	Check	1	2272		RYANS INDEPENDENT ELECTRIC	Yes	No	No	USD		06/17/2022	2,365.31	
		35479	66712	Check	1	3175		SCHELDE, JULIE	Yes	No	No	USD		06/02/2022	503.00	
		35512	66765	Check	1	2121	R1	SCHMITT MUSIC	Yes	No	No	USD		06/17/2022	651.18	
		35461	66713	Check	1	09074	R1	SCHOOL HEALTH CORPORATION	Yes	No	No	USD		06/02/2022	83.74	
		35550	66788	Check	1	09083	REMIT	SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD		06/27/2022	88.23	
		35568	66815	Check	1	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD		06/30/2022	85.23	
		35536	66768	Check	1	2859	REMIT	SHRED IT USA	Yes	No	No	USD		06/21/2022	1,472.94	
		35462	66714	Check	1	09350		SHUBAT TRANSPORTATION	Yes	No	No	USD		06/02/2022	1,850.00	
		35569	66816	Check	1	09645		SULLIVAN SUPPLY	Yes	No	No	USD		06/30/2022	177.55	
		35585	66817	Check	1	3698		TEACHER INNOVATIONS, INC	Yes	No	No	USD		06/30/2022	337.50	
		35474	66715	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD		06/02/2022	4,308.87	
		35526	66766	Check	1	2963		TEACHERS ON CALL	Yes	No	No	USD		06/17/2022	2,492.47	
		35482	66716	Check	1	3728		THORNBLOOM, NEAL	Yes	No	No	USD		06/02/2022	166.00	
		35570	66818	Check	1	1340		U/LINE	Yes	No	No	USD		06/30/2022	384.98	
		35492	66723	Check	1	3839		WINGATE BY WYNDHAM COON RAPI	Yes	No	No	USD		06/07/2022	852.36	
		35562	66819	Check	1	3329		ZBACNIK MARTIN, JENNIFER	Yes	No	No	USD		06/30/2022	209.49	
		35540	66772	Check	1	3641		ZUPETZ, ELANA	Yes	No	No	USD		06/22/2022	534.00	
Bank Total: 10																
Report Total:																
<table border="1" style="float: right;"> <tr> <td>\$378,090.89</td> </tr> <tr> <td>\$378,090.89</td> </tr> </table>															\$378,090.89	\$378,090.89
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\$378,090.89																

Adrian Norman III  
Superintendent  
Ext. 2900

Jennifer Crotteau  
Counselor  
Ext. 3904

Community Education  
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

July 11, 2022

To: Adrian Norman  
Superintendent

The following is a summary of payrolls for the month of June 2022.

June Payrolls

June	15 payroll	\$	369,259.25
June	30 payroll (retro)	\$	48,696.31
June	30 payroll	\$	299,370.31
July	15 payroll	\$	163,518.21
July	29 payroll	\$	176,871.58
August	15 payroll	\$	156,417.69
August	31 payroll	\$	170,719.03

Total Payrolls \$ 1,384,852.38

Alex Kaczor  
Business Manager  
AK:kk

*Committed to high expectations*

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



Recycled Products for the Next Generation

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## Hiring of Jennie Varda

1 message

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**Pam Pioske** <ppioske@chisholm.k12.mn.us>  
To: Lisa Aldrich <laldrich@chisholm.k12.mn.us>

Wed, Jul 6, 2022 at 8:26 AM

I am requesting Jennie Varda to be hired as the assistant Volleyball coach for Chisholm.

--

Thank you,

Pam Pioske

Community Ed Assistant  
Athletic Director Assistant  
Varsity Girls Volleyball Coach  
Varsity Girls Basketball Coach

Chisholm High School  
218-254-5726 ext 3132  
[ppioske@chisholm.k12.mn.us](mailto:ppioske@chisholm.k12.mn.us)

Sent from Gmail Mobile.

## NAVIGATE360 - ORDER FORM

**Customer:** Chisholm Public Schools  
300 3rd Avenue Southwest  
Chisholm, MN 55719  
Adrian Norman  
anorman@chisholm.k12.mn.us

**Proposal No:** Q-46292  
**Proposal By:** Patrick Colaluca  
**Email:** pcolaluca@navigate360.com  
**Opp Number:** 153068  
**Proposal Expires:** 7/29/2022

**Initial Investment:** \$2,752.50 - Net 30

**Term:** The 36 month term for subscription services begins on 8/1/2022 and ends on 7/31/2025. Subscription services will be billed according to the following invoice schedule: Annually

### BUNDLED SERVICES

Group1			
Product	Description	Quantity	Price
Navigate360 Training Institute - Schools	Access to all courses included within the following catalogs: -ALICE Training -Personal Safety Skills -Wellness - ITEM ID: 1000-1000-1000-1007	650	Included
Elearning Support & Maintenance - School	Elearning Support & Maintenance - ITEM ID: 1200-1	650	Included
<b>Group1 TOTAL:</b>			<b>\$2,752.50</b>

**Subscription Amount:** \$2,752.50\*

**Initial Investment Total:** \$2,752.50

## Terms and Conditions

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

× By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: [Chisholm Public Schools MSA](#)

Software Services Addendum A

IN WITNESS WHEREOF, the parties have caused their respective duly authorized representatives to execute this Agreement in consideration of the promises and mutual covenants contained herein.

### NAVIGATE360 SIGNATORY

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

### CUSTOMER BILLING INFORMATION

A/P Contact Name: \_\_\_\_\_  
A/P Phone: \_\_\_\_\_  
A/P Email: \_\_\_\_\_  
A/P Address: \_\_\_\_\_  
City: \_\_\_\_\_

### CUSTOMER SIGNATORY

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

State (2 Letter Abbreviation): \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Federal Tax ID: \_\_\_\_\_  
Purchase Order  
[ ] Attached PO #: \_\_\_\_\_  
[ ] PO in process to be sent separately

Sales Tax Exempt No. \_\_\_\_\_

**Sales Tax Exemption Certificate must be attached.**



**ARROWHEAD/JAMAR SERVICES**

4701 MIKE COLALILLO DRIVE  
DULUTH MN. 55807  
218-628-3624

Proposal: FQ2206280035

**PROPOSAL**

**Job Name:** CHISHOLM HIGH SCHOOL  
**Site Address:** 301 4TH ST SW  
CHISHOLM, MN 55719-1920

**Invoice To:** CHISHOLM PUBLIC SCHOOLS  
300 3RD AVE SW  
ATTN: BUSINESS OFFICE  
CHISHOLM, MN 55719-2064

**Contact:** Joe Novak  
218-208-9624

---

**Open Date:** 06/28/2022

**Sales Rep:** JACOB VANDERBEEK

**Email:** jake.vanderbeek@jamarcompany.us

**Work Description:** Boiler tear down, cleaning, inspection, & reassembly.

Price includes 80 straight time labor hours, rope/gasket material to reassemble boilers after teardown, regular fees and surcharges.

T&M Pricing

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PROPOSED TOTAL Not Including Estimated Applicable Taxes

**\$13,150.00**



## ARROWHEAD/JAMAR SERVICES

4701 MIKE COLALILLO DRIVE  
DULUTH MN. 55807  
218-628-3624

Proposal: FQ2206280035

ARROWHEAD/JAMAR SERVICES TERMS & CONDITIONS 1. Customer shall permit and provide Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services/work. All planned work under these Terms and Conditions will be performed during Contractor's normal working hours unless otherwise agreed to. 2. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder unless a tax exempt certificate is provided prior to the work being performed. 3. Customer will pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work being performed under these Terms and Conditions without notice at which time the entire amount owed shall become due and payable immediately upon demand. All invoices not paid in 30 days will be charged 1-1/2% interest per month on the unpaid balance as well as any fees incurred resulting from collection efforts. 4. Any approved work performed outside the scope of this agreement will be performed in accordance with these terms and conditions subject to mutual agreement as to scope and payment terms. 5. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this work unless specifically agreed to. 6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorney's fees incurred by Contractor. 7. Any claims relating to Contractor's workmanship shall be commenced within 30 days following completion of work or be deemed barred. 8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control. 9. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations. 10. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under the Agreement. 11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Contractor's sole obligation will be to notify the Owner of the existence of such products and materials. Contractor shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. 12. The work will be performed based on the applicable union labor agreements. 13. TO THE FULLEST EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS CONTRACTOR AND ITS AFFILIATES, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, LOSSES, INJURIES OR LIABILITIES, OF ANY KIND, RESULTING FROM OR IN ANY MANNER RELATED TO OR CONNECTED WITH THE WORK PERFORMED BY THE CONTRACTOR UNDER THIS AGREEMENT (WHETHER ARISING DURING OR FOLLOWING THE PERFORMANCE OF THE WORK), AND ALL ACTIVITIES RELATED THERETO, OR OCCURRING OR RESULTING FROM THE USE BY THE CONTRACTOR OR ITS AGENTS OR EMPLOYEES OF MATERIALS, EQUIPMENT, INSTRUMENTALITIES OR OTHER PROPERTY, WHETHER THE SAME BE OWNED BY THE CUSTOMER, THE CONTRACTOR OR THIRD PARTIES, EXCEPT FOR AND TO THE EXTENT OF CLAIMS AND LIABILITIES ARISING SOLEY OUT OF THE CONTRACTORS NEGLIGENT ACTS OR OMISSIONS BUT SUBJECT TO THE LIMITATION IN PARAGRAPH 13.a BELOW. CUSTOMER SHALL INDEMNIFY CONTRACTOR FOR COMPAN'Y'S LEGAL FEES, COSTS AND DISBURSEMENTS PAID OR INCURRED TO ENFORCE THE PROVISIONS OF THIS PARAGRAPH. CUSTOMER FURTHER AGREES TO OBTAIN MAINTAIN AND PAY FOR SUCH



**ARROWHEAD/JAMAR SERVICES**

4701 MIKE COLALILLO DRIVE  
DULUTH MN. 55807  
218-628-3624

Proposal: FQ2206280035

INSURANCE COVERAGE AND ENDORSEMENTS, INCLUDING COMPLETED OPERATIONS COVERAGE, AS WILL INSURE THE PROVISIONS OF THIS PARAGRAPH AND, UPON REQUEST, SHALL PROVIDE CONTRACTOR WITH EVIDENCE THEREOF. IF THE ABOVE INDEMNIFICATION IS UNENFORCEABLE IN THE STATE IN WHICH THE WORK IS PERFORMED, THEN THE FOLLOWING LIMITED LIABILITY LANGUAGE APPLIES: 13.a. CUSTOMER AGREES THAT THE LIABILITY OF CONTRACTOR, IT'S OFFICERS, DIRECTORS, EMPLOYEES, PARENT COMPANY, SUBSIDIARIES, AFFILIATES, CONSULTANTS, SUBCONTRACTORS AND VENDORS TO CUSTOMERS AND OR OTHER OCCUPANTS OR VISITORS OF THE PROPERTY, ARISING OUT OF THE CONTRACTOR'S NEGLIGENT ACTS OR OMISSIONS, SHALL BE LIMITED TO THE LESSER OF \$ 5,000.00 OR THE AMOUNT OF THE CONTRACT/PRICE OF WORK PERFORMED BY THE CONTRACTOR. THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL JUDGMENTS, CLAIMS, LIABILITY, COSTS, EXPENSES, LEGAL FEES AND ALL DAMAGES OR LOSSES OF ANY NATURE, SUSTAINED BY CUSTOMER, CONTRACTOR OR SUBCONTRACTOR, OR ANY OTHER PARTY CLAIMING BY OR THROUGH THEM. THIS LIMITATION DOES NOT APPLY TO CLAIMS OF INTENTIONAL, WILLFUL OR WANTON ACTS. IT IS UNDERSTOOD AND AGREED BY THE CUSTOMER THAT THE CONTRACTOR IS NOT AN INSURER AND THAT INSURANCE COVERAGE SHALL BE OBTAINED BY THE CUSTOMER AND THAT THE AMOUNTS PAYABLE TO THE CONTRACTOR HEREUNDER ARE BASED UPON THE VALUE OF THE SERVICES TO BE RENDERED AND ARE UNRELATED TO THE VALUE OF THE CUSTOMER'S PROPERTY AND THE PROPERTY OF OTHERS LOCATED ON THE PREMISES. CUSTOMER AGREES TO LOOK EXCLUSIVELY TO THE CUSTOMER'S INSURANCE TO RECOVER FOR INJURY OR DAMAGE IN THE EVENT OF ANY LOSS OR INJURY AND THE CUSTOMER RELEASES AND WAIVES ALL RIGHT OF RECOVERY AGAINST CONTRACTOR ARISING BY WAY OF SUBROGATION. 14. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT, (INCLUDING NEGLIGENCE) EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. 15. "Due to the existing coronavirus pandemic and the resulting consequences, which include shut downs of definite and indefinite durations by the federal, state, and local governments, quarantines, business shut downs, transportation interruptions, disruptions in the supply chain of certain materials, supplies, or equipment, disruptions to public services, temporary suspensions of work on site, or the unavailability or reduced availability of manpower, the parties agree that if Jamar is hindered, prevented or delayed at any time in the commencement or progress of the work for a cause arising from or related to COVID-19, including but not limited to any of the examples above, Jamar shall be entitled to an extension of the Contract time. Furthermore, to the extent that the project is impacted by increased costs associated with the high demand for specified materials or any proposed substitute approved by Contractor or Owner, or if the project is suspended or experiences any other similar cost increase outside the control of Jamar, Jamar shall be entitled to additional compensation".

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ PO#: \_\_\_\_\_

EXTRACT OF MINUTES OF MEETING OF  
SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT #695  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 695, State of Minnesota, was held on July 11, 2022 at 5:00 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 24 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2021, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 695  
FY 24 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**BE IT RESOLVED** that the School Board of Independent School District No. 695, State of Minnesota, approves the attached FY 24 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

**WHEREUPON** the resolution was declared duly passed and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk, Independent School District No. 695



FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection										
695	<= Type in School District Number	Revised 5/04/2022								
CHISHOLM PUBLIC SCHOOL DISTRICT										
Pay 22	Change only if requiring levy adjustments	Current Estimate								
LLC#	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2032
	Old Formula revenue									
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2024)	166,300								
22	Old formula alt facilities debt revenue (1A) - gross before debt excess									
23	Debt Excess allocated to line 22									
24	Old formula alt facilities debt revenue (1A) - debt excess									
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)									
26	Old formula alt facilities pay as you go revenue (1A)									
27	Old formula alt facilities pay as you go revenue (1B) = \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)									
27a	LTFM "H83 > 100K per site" bonds	131,250	136,500	136,500	876,750	876,750	687,750			
27b	LTFM "other" bonds for IA hold harmless									
28	Old formula deferred maintenance revenue	51,634	50,903	50,903	50,903	50,903	50,903	50,903	50,903	50,903
29	Total old formula revenue = (21) + (24) + (25) + (26) + (27a) + (27b) + (28)	349,184	187,403	187,403	927,653	927,653	738,653	50,903	50,903	50,903
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or (29) + (20c)	437,823	438,735	438,735	1,178,985	1,178,985	989,985	302,235	302,235	302,235
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number									
32	District LTFM Revenue (30) - (31)	437,823	438,735	438,735	1,178,985	1,178,985	989,985	302,235	302,235	302,235
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)									
34	Grand Total LTFM Revenue (32) + (33)	437,823	438,735	438,735	1,178,985	1,178,985	989,985	302,235	302,235	302,235
	Additional Levy Shares of Total Revenue									
35	For ANTC & APU, three year prior date	2020	2021	2022	2023	2024	2025	2026	2027	2028
36	Three year prior Ag Modified ANTC	3,045,293	3,457,394	3,595,690	3,739,517	3,889,098	4,044,662	4,206,449	4,374,706	4,549,695
37	Three year prior Adjusted PU (New Weights)	778,711	751,977	809,011	806,78	795,35	795,35	795,35	795,35	795,35
38	ANTC / APU = (36) / (37)	3,910,69	4,459,79	4,444,58	4,635,14	4,889,77	5,085,36	5,288,77	5,500,33	5,720,34
39	State average ANTC / APU with age value adjustment	9,596,79	10,491,16	11,673,33	12,421,51	12,918,00	13,435,00	13,972,00	14,551,00	15,112,00
40	Equalizing Factor = 1.23% of (39)	11,804,05	12,904,13	14,358,20	15,278,46	15,889,14	16,525,05	17,185,56	17,873,13	18,587,76
41	Local (levy) share of Equalized Revenue (lessor of 41 or (38) / (40))	33,13%	35,63%	30,95%	30,34%	30,77%	30,77%	30,77%	30,77%	30,77%
42	State (avg) share of Equalized Revenue (1 - (41))	66,87%	64,37%	69,05%	69,66%	69,23%	69,23%	69,23%	69,23%	69,23%
43	Equalized Revenue (lessor of (34) or (6) * (8))	303,316	306,575	302,235	302,235	302,235	302,235	302,235	302,235	302,235
44	Initial LTFM State Aid (42) * (43)	202,827	208,109	208,678	210,543	209,224	209,224	209,224	209,224	209,224
45	Old formula Grandfathered Alternative Facilities Aid									
46	Total LTFM State Aid (Greater of (44) or (45))	202,827	208,109	208,678	210,543	209,224	209,224	209,224	209,224	209,224
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	220,638	244,187	230,057	968,441	969,761	780,759	93,011	93,011	93,011
48	Debt Service Portion of Revenue (non-grandfather districts)									
49	Subtotal Debt Service Revenue from above	765,766*	131,250	136,500	876,750	876,750	687,750			
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767,268								
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	769	202,263	206,305	202,840	204,625	206,253	201,213	201,423	201,213
51	Total Debt Service Revenue = (49) + (50) + (50b)	770	333,513	342,805	1,079,590	1,081,375	894,003	201,213	201,423	201,213
52	Equalized debt Service Revenue (lessor of (43) or (51))	486	306,575	302,235	302,235	302,235	302,235	302,235	302,235	302,235
53	Debt Service Aid = (52) * (42)	488	208,109	208,678	210,543	209,224	209,224	209,224	209,224	209,224
54	Equalized debt Service Levy = (52) - (53)	489	98,466	107,687	91,691	93,011	93,009	61,922	61,987	61,925
55	Unequalized debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490	26,938	38,628	40,571	779,141	591,768			
56	General Fund Portion of Revenue (non-grandfather districts)									
57	Total General Fund Revenue = (34) - (51)	491	104,312	97,872	95,929	99,394	97,609	95,982	101,022	100,812
58	General Fund Equalized Revenue = (43) - (52)	492								
59	Total General Fund Aid = (46) - (53)	493								
60	General Fund Equalized Levy = (58) * (41)	494								
61	General Fund Unequalized Levy = (57) - (58)	495	104,312	97,872	95,929	99,394	97,609	95,982	101,022	100,812
62	Total General Fund Levy = (60) + (61)	496	104,312	97,872	95,929	99,394	97,609	95,982	101,022	100,812



Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

Division of School Finance  
400 NE Stinson Blvd  
Minneapolis, MN 55413

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information
District Name:	Chisholm Public Schools
District Number:	0695-01
District Contact Name:	Alex Kaszor
Contact Phone #:	218-208-0849
Date:	7/11/22
Email:	alex.kaszor@chisholm.k12.mn.us

		Fiscal Year (FY) Ending June 30											
		2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Expenditure Categories</b>													
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>													
<b>Category (1)</b>													
347	Physical Hazards	\$15,606	\$15,918	\$16,236	\$16,561	\$16,892	\$17,230	\$17,575	\$17,926	\$18,285	\$18,650	\$18,650	\$18,650
349	Other Hazardous Materials	\$8,232	\$8,490	\$8,659	\$8,833	\$9,009	\$9,189	\$9,373	\$9,561	\$9,752	\$9,947	\$9,947	\$9,947
352	Environmental Health and Safety Management	\$27,090	\$27,591	\$28,143	\$28,706	\$29,280	\$29,866	\$30,463	\$31,072	\$31,693	\$32,327	\$32,327	\$32,327
358	Asbestos Removal and Encapsulation	\$7,803	\$7,959	\$8,118	\$8,281	\$8,446	\$8,615	\$8,787	\$8,963	\$9,142	\$9,325	\$9,325	\$9,325
363	Fire Safety	\$17,687	\$18,041	\$18,401	\$18,769	\$19,145	\$19,528	\$19,918	\$20,317	\$20,723	\$21,138	\$21,138	\$21,138
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	\$76,378	\$77,999	\$79,557	\$81,150	\$82,772	\$84,428	\$86,116	\$87,839	\$89,595	\$91,387	\$91,387	\$91,387
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>													
<b>Category (2)</b>													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remodelling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>													
<b>Category (3)</b>													
355	Remodelling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Remodelling for Approved Voluntary Pre-K Projects</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>													
<b>Category (4)</b>													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Accessibility Projects</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
<b>Category (5)</b>													
368	Building Envelope	\$236,781	\$23,500	\$23,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$50,000	\$0	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	\$291,781	\$7,500	\$7,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	<b>Total Annual 10-Year Plan Expenditures</b>	\$368,159	\$85,499	\$87,057	\$88,650	\$89,772	\$91,428	\$93,116	\$94,839	\$96,595	\$98,387	\$98,387	\$98,387
<b>Fund Balance Section</b>													
<b>Fund 01</b>													
	Beginning Fund Balance 01-467-XX	\$397,562	\$414,685	\$432,524	\$446,705	\$457,351	\$472,340	\$483,888	\$492,120	\$506,170	\$518,253	\$528,544	\$528,544
	LTFM Fiscal Year Revenue - Levy	\$98,501	\$103,338	\$101,238	\$99,296	\$102,761	\$100,976	\$99,348	\$97,297	\$95,230	\$93,229	\$91,229	\$91,229
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$81,378	\$85,499	\$87,057	\$88,650	\$89,772	\$91,428	\$93,116	\$94,839	\$96,595	\$98,387	\$98,387	\$98,387
	<b>Ending Fiscal Year Fund Balance 01-467-XX</b>	\$414,685	\$432,524	\$446,705	\$457,351	\$472,340	\$483,888	\$492,120	\$506,170	\$518,253	\$528,544	\$528,544	\$528,544
<b>Fund 06</b>													
	Beginning Fund Balance 06-467-XX	\$286,912	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$286,912	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Ending Fiscal Year Fund Balance 06-467-XX</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



## Fiscal Year (FY) 2024 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2021, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2022. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District or Cooperative: <b>Chisholm Public Schools</b>	District Number and Type: <b>0695-01</b>	Date Submitted: <b>7/11/22</b>
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### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2024 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2024 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.411, subd. 3[2021]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2021]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print) <b>Adrian Norman</b> 26	Date: <b>7/11/22</b>
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**AGREEMENT BETWEEN  
INDEPENDENT SCHOOL DISTRICT NO. 695**

**AND**

**LISA E. ALDRICH**

**CONFIDENTIAL SUPERINTENDENT'S ADMINISTRATIVE  
ASSISTANT**

**JULY 1, 2022-JUNE 30, 2026**

THIS AGREEMENT, ENTERED INTO BETWEEN THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NO. 695, HEREINAFTER REFERRED TO AS THE "EMPLOYER," AND LISA ALDRICH, CONFIDENTIAL SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT, HEREINAFTER REFERRED TO AS THE "EMPLOYEE." THE EMPLOYEE IS HIRED AS AN "AT WILL" EMPLOYEE.

ARTICLE I  
PURPOSE AND AGREEMENT

Section 1.

It is the parties hereto intent and purpose to set forth the basic Agreement covering rates of pay, hours of work, and selected conditions of employment to be observed by the parties hereto.

ARTICLE II  
RESPONSIBILITIES OF PARTIES

Section 1.

Each of the parties of this Agreement hereby acknowledges the rights and responsibilities of the other parties and agrees to discharge its responsibilities under this Agreement.

ARTICLE III  
EMPLOYMENT DATE

Section 1.

The employment date is to be determined based on total years of employment with the school district.

ARTICLE IV  
NOTICE OF TERMINATION

Section 1.

Two weeks' written notice to terminate employment shall be given to the Superintendent of Schools by the Employee. If the Employee fails to do so, she shall forfeit all benefits, including back pay for unused vacation and sick leave provided by this agreement.

In the event of school district reorganization, the Employer shall endeavor to keep the employee in the equivalent position within the new school district organization.

Section 2. Notice of Termination.

Upon termination of employment for any cause, the Employee shall be paid for any accumulated vacation credit, including pro rata payments for periods of less than one year, unless she has failed to comply with IV, Section 1, or was unable to do so because of a serious emergency.

ARTICLE V  
SICK LEAVE

Section 1.

The employee shall earn sick leave at the rate of two (2) working days for each month of service, accumulative to one hundred eighty (180) working days.

Section 2.

Sick leave with pay shall be allowed by the Employer whenever the Employee's absence is found to have been due to personal or family illness which prevented her attendance at school and performance of duties on that day or days.

The Employer may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, to qualify for sick leave pay. However, the final determination as to the eligibility for payment of the Employee for sick leave is reserved for the Employer. If a medical certificate is required, the Employee will be advised.

Section 3.

Emergency and other leaves may be granted upon approval of the Superintendent of Schools or School District.

Section 4

The School District agrees to pay the daily rate of pay for sick leave accumulated to 180 days as severance pay upon termination of employment from the School District. Severance eligibility offered after 10 consecutive years of employment with the district.

Section 5.

The district will follow all Family Medical Leave Act (FMLA) requirements.

Section 6.

The Employer and the Employee agree to comply with the following Workmen's Compensation regulations. It is agreed that if the Employee of Independent School District No. 695 shall receive a compensable injury and have accrued benefits under either sick leave or vacation plan, the Employer shall pay the difference between the compensation received by the Employee and her regular monthly pay rate, same to be deducted from said accrued vacation or sick leave benefits; The School District will provide for the payments described in this section during the periods of disability. It is understood that the additional payments made to the Employee over and above that paid by Workmen's compensation shall not exceed the number of credits the Employee is entitled to from such accrued vacation or sick leave.

Section 6.

Four (4) personal leave days shall be allowed per year. One personal day shall be allowed to carry over to the next year with a maximum of five (5) in one year. Unused personal days in any given year will be paid to the employee at the daily rate of pay. Personal days may be taken as either full days or half days.

ARTICLE VI  
DEATH OR SERIOUS ILLNESS IN A FAMILY

Section 1.

The employee shall be granted five days of bereavement leave for death within the employee's immediate family or family emergencies due to illness. The time utilized shall be in a reasonable amount and shall be determined after conferring with the Superintendent. Days utilized will not be deducted from sick leave.

ARTICLE VII  
HOLIDAYS

Section 1.

The Employee shall receive the following paid holidays:

Two days at New Year's  
President's Day  
Good Friday

Easter Monday  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Two days at Christmas

The Employee will be given the Friday after Thanksgiving. At such a time when Veteran's Day might become a school holiday, the Friday after Thanksgiving would no longer be given as a paid holiday.

Section 2.

When required to work on any of the above-mentioned holidays, the Employee shall be compensated at one-half pay for her work that day in addition to her regular holiday pay.

Section 3.

When a paid holiday falls on the Employee's scheduled day off or during her vacation, she shall receive an additional day's paid vacation.

Section 4.

To qualify for holiday pay for a holiday not worked, it is required that the Employee shall have worked her last scheduled workday or shift prior to and the first scheduled workday following the holiday, unless the Employee is absent before or after a holiday for such reasons as scheduled vacation, sick leave, jury duty, or death in the immediate family.

Section 5.

The Employee, if working during Christmas Break, will be allowed to come to work at 6:00 am and have both Christmas Eve and New Years' Eve Day off.

ARTICLE VIII  
VACATIONS

Section 1.

The Employee shall receive three weeks (15 working days) of annual paid vacation each contract year. Unused vacation days may accumulate to a maximum of 30 days or be paid out at the daily rate of pay if chosen by the employee.

Section 2.

Upon termination of employment for any cause, the Employee shall be paid for any accumulated vacation credit to a maximum of 30 days to be paid out at the daily rate of pay, including pro rata payments for periods of less than one year. Unless she has failed to comply with Article IV, Section 1, or was unable to do so because of a serious emergency.

ARTICLE IX  
HOURS OF WORK

Section 1.

The normal hours of work shall be eight (8) hours per day and forty hours per week, Monday through Friday coordinated between the Employee and the Superintendent. All hours worked in excess of scheduled hours per day shall be compensated at time and one-half (1.5 rates). In determining whether an employee has worked more than five days in any week for the purpose of determining overtime, a Holiday occurring in such a week shall be considered as a day worked regardless of whether it was scheduled as a day of work or a day of rest.

Section 2.

When an employee is "called out" to work on other than his/her regular shift, he/she shall be compensated for all hours worked at time and one-half (1.5) rates.

Section 3.

Compensatory Time: An employee, in lieu of being paid overtime, may be given compensatory time of one and one-half hours for each hour of overtime worked. Compensatory time off shall not be provided when overtime is a result of non-school activities. All hours of accumulated compensatory time in excess of eight hours shall be paid at the rate earned if not used before July 1st. An employee may not use more than 24 hours of compensatory time in any one instance. The Superintendent may waive the 24-hour maximum. The Employee's job description and salary include school board meetings and election duties outside the basic 8-hour day. Any hours worked beyond the scheduled 8-hour day will be considered overtime and paid to the employee accordingly. Compensatory time provided for these tasks is to be approved on an hour-per-hour basis.

Section 4.

In the event of the death of an employee, all severance pays, unused vacation, sick leave, and accumulated compensatory time not paid to the employee shall be paid to his/her beneficiary or to the estate of the employee.

ARTICLE X  
LONGEVITY

The Employee shall be entitled to longevity on the following basis: 3.5% of the Employee's annual salary will be paid after 15 years of service with the district, 4.5% of the annual salary after 20 years of service with the district, 5.5% of annual salary after 25 years of service with the district, and 6% of annual salary after 30 years with the district. The annual salary would not include compensatory work.

ARTICLE XI

## INSURANCE BENEFITS

### Section 1. Hospital and Medical Insurance:

If chosen by the employee, in Lieu of the district contribution to Health Insurance, single or family, the District will contribute \$5,000 per year towards a Health Saving Account.

### Section 2. Life Insurance

The Employer will provide and pay for the premiums for a Life Insurance Program for the Employee as follows:

Basic Insurance per employee	\$50,000
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Active Employees retain the option to purchase more life insurance at their own expense as per the policy of the insurance carrier. The Employer shall provide a \$10,000 paid-up life insurance at retirement.

### Section 3. Retired and Disabled Employee Coverage:

See Appendix "A"

Section 5. Long-Term Disability Policy: 100% paid by the School District.

ARTICLE XII  
DURATION OF AGREEMENT

Except as otherwise provided, this Agreement shall continue in full force and effect until June 30, 2026. If a successor agreement is not reached by the termination of this Agreement, then this agreement is to remain in effect until a new agreement has been reached.

In witness whereof I have subscribed by signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Lisa E. Aldrich  
Confidential Superintendent's Administrative Assistant

In witness whereof we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

**APPENDIX "A"**

**RETIRED AND DISABLED EMPLOYEE COVERAGE**

- A.** Retiring employees hired after January 1, 2016, who are qualified by P.E.R.A. requirements (age plus years of service) must either have served the School District for at least 15 years, or otherwise have 20 years of service or more with the School District immediately prior to retirement in order to qualify for the retiree plan.

Effective September 1, 2019, Veba/ Retiree Hospital/Medical Benefits shall be as follows:

**SCHEDULE E  
VEBA MEDICAL  
RETIREE HOSPITAL/MEDICAL BENEFITS  
Effective rates as of 9/1/2021**

	Total	District Share	Employee Share
Family 65-	\$2,091.00	\$1,247.17	\$843.83
Single 65-	\$851.50	\$613.25	\$238.25
Single RE Dependent	\$851.50	\$458.50	\$393.00

**GROUP PLATINUM BLUE  
RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL BENEFITS  
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$130.00	\$100.50	\$29.50
Retired Emp Dependent	\$130.00	\$64.50	\$65.50
RE Widow/Widower	\$130.00	\$0	\$130.00

**(Any increases would be a 50/50 split.)  
PRE-MACRA RETIREE/MEDICARE ELIGIBLE HOSPITAL/MEDICAL  
BENEFITS  
Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$254.00	\$162.50	\$91.50

Retired Employee	\$254.00	\$126.25	\$127.75
Dependent			
RE Widow/Widower	\$254.00	\$0.00	\$254.00

**(Any increases would be a 50/50 split.)**  
**POST MACRA SENIOR GOLD/MEDICARE ELIGIBLE HOSPITAL/MEDICAL**  
**BENEFITS**  
**Effective rates as of 1/1/2022**

	Total	District Share	Employee Share
Retired Employee	\$236.50	\$153.75	\$82.75
Retired Employee	\$236.50	\$117.75	\$118.75
Dependent			
RE Widow/Widower	\$236.50	\$0	\$236.50

**RETIREE/MEDICARE ELIGIBLE GROUP PRESCRIPTION PLAN (BLUE RX)**  
**Effective rates as of 1/1/2022**

	Total	District Share	Employee share
Retired Employee	\$178.00	\$110.50	\$67.50
Retired Emp Dependent	\$178.00	\$88.50	\$89.50
RE Widow/Widower	\$178.00	\$0	\$178.00

**RETIREE/MEDICARE ELIGIBLE PRESCRIPTION RATES AS FOLLOWS:**

		<b>\$0, \$20, \$40, \$60, 25%</b>
GAP		NO
DEDUCTIBLE		N/A
LEVEL 1	FORMULARY GENERIC	\$0
LEVEL 2	FORMULARY PREFERRED BRAND	\$20
LEVEL 3	FORMULARY BRAND	\$40
LEVEL 4	SPECIAL TIER	\$60
SUPPLEMENTAL DRUGS		25%
FORMULARY		4-LEVEL

- B. All retirees qualifying under Section (A) and dependents eligible for parts A or B Medicare, or both, shall enroll in those parts of Medicare for which they are eligible and

shall be offered a supplemental plan to Medicare which will make their level of benefits equal to the benefits of an active employee. The district and retiree shall split premium increases 50/50. Effective January 1, 2008, a new supplemental plan shall be offered to all qualifying retirees and their dependents. Each qualifying individual will carry a single supplemental plan covering both medical and prescription coverage. Conditions governing the new supplemental coverage include

- a) All increases in both medical and prescription coverage will be split 50/50.
  - b) This is the plan for all future retirees covered by medical/retiree insurance.
- C. Retirees, as defined in Section (A) above, and/or their dependents that are not eligible for Medicare, shall be continued on the active group level of benefits. The School District will contribute towards single and family coverage in accordance with the active employee Hospital/Medical Benefits Schedule. The district and retiree shall split premium increases 50/50.
- D. Part-time employees who are eligible as active employees for hospitalization and medical insurance coverage shall qualify for the retiree plan.
- E. The retired employee shall monthly remit to the School District Business Office that portion of the premium for which he/she is liable prior to the due date. Failure to comply with such a procedure shall result in a termination of the plan for such an employee.
- F. Retiring employees not eligible for Medicare must have served the School District for at least 15 continuous years immediately prior to retirement in order to qualify for the following plan:
1. Retirees who are forced to leave for medical reasons shall be continued on the active level of benefits. The School District will contribute towards single and family coverage. The district and retiree shall split premium increases 50/50.
  2. The School Board reserves the right to determine the eligibility of the employee applying for this benefit.
- G. Each retiree, upon retirement, shall be given a copy of the rules for hospital and medical insurance coverage for retired employees.

**APPENDIX "B"**

SALARY SCHEDULES

Annual Salary

2022-2023	\$58,000.00
2023-2024	\$59,160.00
2024-2025	\$61,503.20
2025-2026	\$62,733.06

The district will contribute \$3000 match annually with a cap of \$12,000 towards a tax deferred annuity of the employee's choice beginning July 1, 2022.

## SUPERINTENDENT'S CONTRACT

The School Board of Independent School District 695, Chisholm, Minnesota enters into this agreement with Adrian Norman, a legally qualified and licensed Superintendent, who agrees to perform the duties of Superintendent of schools of the School District.

The School District and the superintendent agree as follows:

I. Applicable Statute:

This contract is entered into between the School District and the Superintendent in conformance with MN Stat. 123B.143 Subd. 1.

II. Licensure:

The Superintendent shall furnish throughout the life of this contract a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

III. Duration, Exploration, Termination, and Mutual Consent::

1. Duration:

This contract is for a term of 1 year commencing on July 1, 2022 and ending June 30, 2023. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent, or unless terminated as provided herein.

2. Subsequent Contract::

a. Preliminary Notice - School Board: In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than December 1, 2022 immediately preceding the date of expiration of this contract.

b. Request for Meeting: Within ten calendar (10) days after receipt of an intent not to renew as provided in Paragraph b hereof, the Superintendent may request, in writing, a meeting with the School Board to discuss its

intentions, the reasons therefor, and ways in which any concerns of the School Board might be addressed by the parties.

- c. Meeting Between the Parties: Upon receipt of such request, the School Board shall within fifteen (15) calendar days hold a meeting with the Superintendent.
- d. Evaluation: The School Board will provide the Superintendent with an annual evaluation of his performance, including strengths and weaknesses, which will include a formal written evaluation and an informal discussion between the Board and the Superintendent. The evaluation of the Superintendent will be based upon mutually agreeable criteria and shall be completed within 30 days after the end of the fiscal year.

3. Expiration:

This contract shall expire at the end of the term specified in Section 1 hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with MN Stat. 123B.143, Subd. 1.

4. Termination During the Term:

The Superintendent's employment may be terminated during the term of this contract only for cause as defined in MN Stat. 122A.40, subs. 9 or 13, Except for purposes of describing grounds for discharge, the provision of MN Stat. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the contract term for cause as described in MN Stat. 122A.40, Subs. 9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator providing the Superintendent makes such a request in writing within fifteen (15) calendar days after the receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration

procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Superintendent to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

5. Mutual Consent::

This contract may be terminated at any time by the parties by mutual consent.

The Superintendent may retire at any time during the term of this contract after giving 90 days notice to the School Board without penalty or loss of benefits.

IV. Duties:

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the school district subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall from time to time suggest policies, regulations, rules and procedures deemed necessary for the School District, and in general perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the State Board of Education. The Superintendent shall have the right to attend all School Board meetings and all school board and citizen committee meetings, serve as an ex-officio member of the school board and all school board committees and provide administrative recommendations on each item of business considered by each of these groups. The superintendent shall submit annually those reports as required by MN Stat. 123B.143, Subd. 1.

V. Duty Year and Leaves:

1. Basic Work Year:

The Superintendent's duty year shall be for the entire 12-month contract year as provided herein and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

2. Vacation & Personal Leave:

The Superintendent shall earn 24 working days of annual paid vacation plus four days of paid personal leave each contract year. Annually, up to ten (10) days of the unused vacation days may be carried into the subsequent contract period or the Superintendent can receive pay for up to ten days of unused vacation at his/her discretion. Pay for unused vacation or personal days will be at the Superintendent's current rate of pay. Upon termination of employment, the Superintendent shall be entitled to any unused vacation days accrued and earned pursuant to the provisions of this paragraph. This clause is in effect retroactively to any years of service in the school district as Superintendent.

3. Holidays:

The Superintendent shall be entitled to 14 paid holidays each contract year as follows:

New Year's Eve, New Year's Day, President's Day, Good Friday, Monday after Easter, Memorial Day, Veteran's Day, Independence Day, Labor Day,

Thanksgiving Day, Friday (after Thanksgiving), Christmas Eve, Christmas Day, and one floating holiday not to be used during the school year when students are present.

4. Sick Leave:

The Superintendent shall earn paid sick leave at the rate of 24 days annually, which may be accumulated to a maximum of 180 days. Upon retirement from the District the Superintendent will receive payment for unused sick leave calculated

by using the Superintendent's daily rate of pay x up to 48 days of accumulated sick leave.

5. Emergency Leave:

The Superintendent may be granted paid emergency leave during the contract year at the discretion of the School Board up to five (5) days. Any unused days will be paid out annually in July. Emergency leave will be deducted from accrued vacation or sick leave benefits.

6. Bereavement Leave:

The Superintendent shall be granted 5 days bereavement leave for a death within the Superintendent's immediate family or for family emergencies due to illness. The time utilized shall be in a reasonable amount and shall be determined after conferring with the School Board Chair. Days utilized will not be deducted from sick leave.

The immediate family, or permanent members of the immediate household, will ordinarily be interpreted as father, mother, brother, sister, wife, husband, or child' grandchild, grandparents; mother-in-law; sister-in-law; brother-in-law; or guardian.

7. Medical Leave:

- a. The Superintendent and School District agree to incorporate by reference and be bound by the provisions of MN Stat. 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.
- b. If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation and has not been suspended or placed on leave of absence pursuant to MN Stat. 122A.40, Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated

time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provision, but the Superintendent shall pay the entire premium for such programs, as the Superintendent wishes to retain commencing with the beginning of the leave. If medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence which Superintendent might otherwise be entitled pursuant to MN stat. 122A.40, Subd. 12.

VI. Insurance:

- a. Health Insurance - Single/Family health insurance under the District's group health insurance plan.
- b. Dental Insurance - Single/Family dental insurance under the District's group dental insurance plan.
- c. Life Insurance - Basic Insurance/ Double Indemnity \$100,000; Upon retirement ten (10) continuous years of service; the District shall pay the premiums for the retiree until his death.
- d. Liability Insurance - The School District shall provide, at the district expense, liability insurance naming the Superintendent as insured, along with the School District, in an amount not less than that which is required by law for the School District.
- e. Claims against the school district - The eligibility of the Superintendent, or the Superintendent's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and the premiums described herein.

- f. Long Term Disability Insurance - The School District shall provide, at the School District's expense, long term disability coverage for the Superintendent in the School District's group plan,

VII. Other Benefits:

1. Tax Sheltered Annuities:

The Superintendent will be eligible to participate in a tax-sheltered annuity plan through payroll deduction as provided by law. The School District will annually pay a matching sum of up to \$4,000. (IRS Code of 1986, M.S. 123B,02, Subd.15)

2. Transportation:

The School District shall compensate the Superintendent for business use of the Superintendent's private automobile at the rate of district mileage pursuant to MN Stat. 471.665, Subd. 1.

3. Conferences and Meetings:

The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board. The superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by law.

VIII. Salary:

The Superintendent shall be paid an annual salary of \$135,700 for the 2022-23 school year. In addition to this salary, the Community Education Director stipend shall be \$8,300 for the 2022-23 school year. Stipend will be removed if the position is filled. The salary shall be paid in 24 equal installments during the contract year.

IX. Other Provisions:

1. Outside Activities:

While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, the Superintendent may serve as a consultant to other School Districts or educational agencies, lecture, engage in

writing and speaking activities, and engage in other activities if such activities do not impede the Superintendent's ability to perform the duties of the Superintendency. The Superintendent shall communicate any and all of these opportunities to the School Board chair for prior approval.

2. Indemnification and Provision of Counsel:

In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment, and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in MN Stat., Chapter 466.

3. Dues:

The Superintendent is encouraged to belong to and participate in appropriate professional educational and vivid organizations where such membership will serve the best interests of the School District. Accordingly, the School District will pay such membership dues for organizations as are required, directed or permitted, by the School Board such as MASA, MREA, and AASA. The Superintendent shall present appropriate statements for approval as provided by law.

4. Severance:

The Superintendent will accumulate 12 days annually up to a maximum of 120 days. Payments may be issued into a tax deferred annuity in proportions directed by the Superintendent. This clause is retroactive to any and all years of service within the School District. Severance eligibility offered after 10 consecutive years.

X. Severability:

If any provision of this contract is held to be invalid by operation of law, the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

This contract shall be effective only upon signatures of the Superintendent and of the officers of the school board after authorization for such signatures by the officer is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Superintendent

IN WITNESS WHEREOF, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 101

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022

## **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

### **III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

### **IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

#### **A. Funds**

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
- 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

#### **B. Raising Funds**

- 1. The school district shall, within the limitations specified by law, provide by levy

of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of School Board)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 705 (Investments)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)  
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 101.1

Orig. 1998

Revised: \_\_\_\_\_

Rev. 1999

## **101.1 NAME OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

### **II. GENERAL STATEMENT OF POLICY**

Pursuant to statute, the official name of the school district is **Independent School District No. 695**. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

### **III. UNIFORM NAME**

- A. The name of the school district shall be Chisholm Public School District.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as **Independent School District No. 695 (Chisholm Public Schools)**, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

**Legal References:** Minn. Stat. § 123A.55 (Classes, Number)

**Cross References:**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 102

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2021

## 102 EQUAL EDUCATIONAL OPPORTUNITY

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

- F. Every school district employee shall be responsible for complying with this policy.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:**  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 103

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

### **II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

**Independent School District No. 695,  
Chisholm, Minnesota**

**Continuing Disclosure Report for Reporting Date June 30, 2022**

**ISSUES SUBJECT TO RULE 15c2-12**

**General Obligation Debt – Base CUSIP 170142**

<b>Par Amount</b>	<b>Issue Name</b>	<b>Dated Date</b>	<b>Maturity</b>
\$3,560,000	G.O. Taxable OPEB Refunding Bonds, Series 2016A	05/10/2016	03/01/2025
\$2,745,000	G.O. Facilities Maintenance Bonds, Series 2018A	10/11/2018	02/01/2040
\$2,415,578	G.O. Facilities Maintenance Bonds, Series 2018B (CABs)	10/11/2018	02/01/2028



**INDEPENDENT SCHOOL DISTRICT  
NO. 695, CHISHOLM**

**GENERAL INFORMATION**

**Largest Taxpayers<sup>1</sup>**

Following are the ten largest taxpayers within the District:

<u>Name</u>	<u>Property Classification</u>	<u>2021 / 2022 Taxable Market Value</u>	<u>2021 / 2022 Tax Capacity</u>	<u>Percent of Total Tax Capacity (2,088,341)</u>
Delta Air Lines Inc	commercial	2,703,400	53,318	2.55%
Minnesota Energy Resources Corp	utility	1,405,400	28,108	1.35%
Minnesota Power/Allete	utility	914,000	18,280	0.88%
Serving Hrt LLC	rural vacant	1,285,200	16,065	0.77%
RGGS Land & Minerals LTD LP	commercial	1,537,200	15,553	0.74%
Hariom Hospitality Three LLC	commercial	754,200	14,334	0.69%
Wisconsin Central LTD	Railroad	674,000	13,372	0.64%
Lakeside Manor Apartments	apartment	964,000	10,220	0.49%
Aspen Grove Properties Inc	apartment	782,500	9,858	0.47%
The Conservation Fund	Vacant Land	894,100	8,941	0.43%
	TOTAL	11,914,000	188,049	9.00%

**Major/Leading Employers<sup>2</sup>**

Following are the major/leading employers located in close proximity to the School District:

<b>Employer</b>	<b>Product/Service</b>	<b>Number of Employees<sup>3</sup></b>
Hibbing Taconite Company	Taconite	716
Delta Airlines	Reservation Center	700
Northstar Specialized Services	Human Service Agency	312
Range Center	Supervised Living Facility	197
ISD 695, Chisholm Public Schools	Public Education	130
Heritage Manor	Skilled Nursing Care Facilities	125
Minnesota Twist Drill	Fabricated Metal Products	105
City of Chisholm	City Government	38
E.H. Lawrence	Construction Contractor/Developer	30
Minnesota Industries, Inc.	Commercial Industrial Products	28

<sup>1</sup> Source: St Louis County.

<sup>2</sup> Source: The District.

<sup>3</sup> Includes full-time, part-time, and seasonal employees.

**INDEPENDENT SCHOOL DISTRICT  
NO. 695, CHISHOLM**

**ECONOMIC AND FINANCIAL INFORMATION<sup>1</sup>**

**Valuations**

	2021/2022 Estimated Market Value	2021/2022 Net Tax Capacity
Real Property	238,364,300	2,027,997
Personal Property	<u>3,044,900</u>	<u>60,344</u>
	241,409,200	2,088,341
Less: Tax Increment Adjustment	0	(505)
Less: 10% of 200 KV Transmission Lines	0	(2,035)
Less: Fiscal Disparity Contribution Value	0	(72,911)
Plus: Fiscal Disparity Distribution Value	<u>0</u>	<u>1,110,266</u>
Total Valuation	241,409,200	3,123,156

**Economic Market Value<sup>2</sup>**

Economic market value has been calculated as shown below.

	\$234,874,200	Estimated Market Value of Total Property (as of January 1, 2020 for taxes payable 2021)
÷	<u>91.90%</u>	Minnesota Department of Revenue 2020 Estimated Market Value Sales Assessment Ratio
=	\$255,584,006	Total Economic Market Value

**Adjusted Market Value**

Adjusted market value has been calculated as shown below, and is also used in the “Summary of Debt and Debt Statistics.”

	\$241,409,200	Estimated Market Value of real and personal property (as of January 1, 2021 for taxes payable 2022)
÷	<u>95.7%</u>	Minnesota Department of Revenue 2020 Net Tax Capacity Sales Assessment Ratio <sup>3</sup>
=	\$252,256,217	Adjusted Market Value of Real and Personal Property

<sup>1</sup> Information in this section provided by St Louis County unless noted otherwise.

<sup>2</sup> Source: Minnesota Department of Revenue website at: <https://www.revenue.state.mn.us/economic-market-values-reports>. Economic market value calculations for taxes payable 2022 are currently unavailable from the MN Department of Revenue.

<sup>3</sup> 2021 sales ratio is currently unavailable. This data typically becomes available in July of the calendar year.

## Sales Assessment Ratios<sup>1</sup>

Sales assessment ratios have been as follows:

Year	Ratio	Year	Ratio
2020	95.7%	2016	97.6%
2019	95.3	2015	96.6
2018	97.8	2014	95.0
2017	99.0	2013	94.8

## Valuation Trends (Real and Personal Property)

Valuation trends have been as follows:

Levy Year/ Collection Year	Adjusted Market Value	Estimated Market Value	Taxable Market Value	Tax Capacity Before Tax Increment Adjustment*	Tax Capacity After Tax Increment Adjustment**
2021 / 2022	252,256,217	241,409,200	196,461,497	2,088,341	3,123,156
2020 / 2021	244,895,611	234,365,100	190,269,029	2,047,579	2,922,377
2019 / 2020	243,023,042	231,357,936	187,247,766	2,013,716	2,970,501
2018 / 2019	232,633,333	227,515,400	184,217,024	1,980,483	2,909,794
2017 / 2018	229,805,455	227,507,400	184,525,200	1,990,048	2,896,678
2016 / 2017	226,648,361	221,208,800	178,264,668	1,917,993	2,741,643
2015 / 2016	227,542,236	219,805,800	176,909,900	1,900,795	2,658,645

\*Also before power line and fiscal disparities adjustments.  
\*\*Also after power line and fiscal disparities adjustments.

## Breakdown of Valuations

2021/2022 Net Tax Capacity, Real and Personal Property (before tax increment, power line and fiscal disparities adjustments):

Residential Homestead	1,252,632	59.98%
Agricultural	150,839	7.22%
Commercial & Industrial	217,649	10.42%
Public Utility	3,750	0.18%
Railroad Operating	13,264	0.64%
All Other C&I (Mineral)	3,616	0.17%
Residential Non-Homestead	331,676	15.88%
Seasonal/Recreational Comm. & Resid't'l	54,571	2.61%
Other (JOBZ)	0	0.00%
Personal Property	<u>60,344</u>	<u>2.89%</u>
TOTAL	2,088,341	100.00%

<sup>1</sup> Sales Ratio data obtained from District's Levy Limitation and Certification Reports that can be obtained from Minnesota Department of Education website at <http://education.state.mn.us/MDE/index.html>. 2021 sales ratio is currently unavailable. This data typically becomes available in July of the calendar year.

### Tax Capacity Rates

Following are tax rates for the past five-assessable/collection years for a District resident living in the City of Chisholm:

Levy Year/Collection Year	2017/2018 Tax Capacity Rates	2018/2019 Tax Capacity Rates	2019/2020 Tax Capacity Rates	2020/2021 Tax Capacity Rates	2021/2022 Tax Capacity Rates
St. Louis County	53.703%	53.208%	56.109%	54.845%	55.916%
City of Chisholm	82.560%	90.616%	92.898%	96.394%	94.540%
ISD 695, Chisholm	17.387%	19.633%	11.715%	15.633%	15.887%
ARDC	0.168%	0.170%	0.171%	0.171%	0.167%
St. Louis County HRA	0.221%	0.213%	0.211%	0.827%	0.851%
St. Louis County Railroad Authority	<u>0.809%</u>	<u>0.776%</u>	<u>0.863%</u>	<u>0.209%</u>	<u>0.211%</u>
Total	154.848%	164.616%	161.967%	168.079%	167.572%

### Tax Levies and Collections

Levy Year/Collection Year	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022
Original Gross Tax Levy	1,131,188.09	1,211,278.00	1,093,435.45	1,122,526.08	1,085,130.25
Disparity Reduction	(129,950.00)	(129,950.00)	(129,950.00)	(129,950.00)	(129,950.00)
Property Tax Credits*	(71,433.62)	(79,253.45)	(51,613.72)	(59,634.40)	(60,376.56)
Levy Adjustments	29.00	-	10.00	(187.00)	(17.00)
Net Tax Levy	929,833.47	1,002,074.55	911,881.73	932,754.68	894,786.69
Amount Collected and Abated During Collection Year	904,393.17	973,859.71	887,337.62	893,859.28	<i>In Process of Collection</i>
Percent of Net Tax Levy Collected During Collection Year	97.26%	97.18%	97.31%	95.83%	
Amount Delinquent at End of Collection Year	25,440.30	28,214.84	24,544.11	38,895.40	
Delinquencies Collected As of 12/31/2021	(14,572.60)	(16,513.54)	(10,630.86)	-	
Delinquencies Abated or Cancelled as of 12/31/2021	(3,500.92)	(1,751.66)	(882.78)	(737.16)	
Total Delinquencies Outstanding as of 12/31/2021	7,366.78	9,949.64	13,030.47	38,158.24	
Percent of Total Net Tax Levy Collected	99.21%	99.01%	98.57%	95.91%	

\*Property tax credits are aids provided by the State of Minnesota and paid directly to the District.

**SUMMARY OF DEBT AND DEBT STATISTICS**

**Statutory Debt Limit<sup>1</sup>**

Minnesota Statutes, Section 475.53, subdivision 4, states that a district may not incur or be subject to a net debt in excess of fifteen percent (15%) of its estimated market value or adjusted market value, whichever results in a higher value. Net debt is, with limited exceptions, debt paid solely from ad valorem taxes.

Computation of Legal Debt Margin as of June 2, 2022:

2021/2022 Adjusted Market Value	\$252,256,217
Times 15% of Adjusted Market Value	<u>          x 0.15</u>
Statutory Debt Limit	\$37,838,433
Amount of debt applicable to debt limit:	
\$2,745,000 G.O. Facilities Maintenance Bonds, Series 2018A	2,485,000
\$2,415,577.65 G.O. Facilities Maintenance Bonds, Series 2018B (CABs)	<u>2,130,987</u>
Total debt applicable to debt limit	\$4,615,987
Legal debt margin	\$33,222,446

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<sup>1</sup> The District's outstanding \$2,030,000 of the \$3,560,000 G.O. Taxable OPEB Refunding Bonds, Series 2016A are exempt from computation of the Statutory Debt Limit.

**ISD 695, Chisholm Public Schools**

*General Obligation Debt Payable from Ad Valorem Taxes  
(shown by fiscal year and as of June 2, 2022)\**

Purpose	G.O. Taxable	G.O. Facilities	G.O. Facilities	Total	Total
	OPEB	Facilities	Facilities		
Dated:	5/10/2016	10/11/2018	10/11/2018		
Par Amount:	3,560,000	2,745,000	2,415,578	Principal	P & I
Maturity:	1-Mar	1-Feb	1-Feb		
Footnote:	A				
2022	0	0	0	0	0
2023	665,000	100,000	111,889	876,889	1,028,356
2024	675,000	105,000	112,463	892,463	1,031,724
2025	690,000	110,000	108,416	908,416	1,033,386
2026	0	110,000	670,305	780,305	1,028,181
2027	0	115,000	643,568	758,568	1,029,881
2028	0	120,000	484,346	604,346	851,431
2029	0	120,000	0	120,000	191,631
2030	0	125,000	0	125,000	191,831
2031	0	130,000	0	130,000	191,831
2032	0	135,000	0	135,000	191,631
2033	0	145,000	0	145,000	196,231
2034	0	150,000	0	150,000	195,431
2035	0	155,000	0	155,000	194,431
2036	0	160,000	0	160,000	193,231
2037	0	165,000	0	165,000	191,831
2038	0	175,000	0	175,000	195,231
2039	0	180,000	0	180,000	193,231
2040	0	185,000	0	185,000	191,706
<b>TOTAL</b>	2,030,000	2,485,000	2,130,987	6,645,987	8,321,210

\* Debt summary reflects payments for issues subject to mandatory redemption. For more information please refer to the applicable official statement that can be viewed by borrower at:

<http://emma.msrb.org/IssuerView/IssuerDetails.aspx?cusip=170142>

\*\* The Taconite Environmental Protection Fund is responsible for 80 percent of the principal and interest on all outstanding Bonds. The School Board shall levy an ad valorem tax for each year of the term of these Bonds in an amount equal to 20% of the principal and interest payments on the outstanding Bonds.

A) The Bonds crossover refunded on March 1, 2019 the 2020 through 2025 maturities of the G.O. Taxable OPEB Bonds, Series 2009B.

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**Indirect Debt<sup>1</sup>**

<b>Issuer</b>	<b>2021/2022 Tax Capacity Value</b>	<b>2021/2022 Tax Capacity Value IN DISTRICT</b>	<b>Percent Applicable in District</b>	<b>Net Debt</b>	<b>Taxpayers' Share of Debt</b>
St. Louis County	222,632,973	3,123,156	1.40%	154,805,000	2,171,647
City of Chisholm	2,343,351	2,339,614	99.84%	180,000	179,713
					<u>2,351,360</u>

**Direct Debt**

Bonds secured by ad valorem taxes	<u>\$6,645,987</u>
<i>Direct Debt</i>	<u>\$6,645,987</u>
Add taxpayers' share of indirect debt	<u>2,351,360</u>
<i>Direct and Indirect Debt</i>	<u>\$8,997,347</u>

**Factors for Ratio Computations**

2021/2022 Adjusted Market Value (real and personal property)	\$252,256,217
District Population (2022 Estimate) <sup>2</sup>	5,573

**Debt Ratios**

	Direct Debt	Indirect Debt	Direct and Indirect Debt
To Adjusted Market Value	2.63%	0.93%	3.56%
Per Capita	\$1,193	\$422	\$1,615

<sup>1</sup> Only those taxing jurisdictions with general obligation debt outstanding are included. Debt figures do not include non-general obligation debt, general obligation debt supported by revenues, short-term obligation debt or general obligation tax/aid anticipation certificates of indebtedness. Net debt figures are as of June 2, 2022 and obtained from EMMA website at <http://emma.msrb.org/Search/Search.aspx> unless noted otherwise.

<sup>2</sup> Source: The District.