

Chisholm School District School Board Meeting Agenda

Tuesday, October 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

A. Steve Rahkkola from Mesabi TV

IV. Approve Agenda

V. Reports

A. Superintendent's Report

B. Principal's Report

C. Athletic/Activities Report

D. Facilities and Grounds Report

VI. Consent Agenda

A. Minutes of the September 26, 2022, Regular Meeting

Accounts Payable for the Month of September 2022 - \$325,228.86

Payrolls for the Month of September 2022 - \$577,152.40

Attachments:

SBM 9/26/2022

Sept. 22 Accounts Payable

Sept. 22, Payrolls

4

4

8

15

VII. Action Agenda	
A. Motion to approve the hiring of Nicholas Milani as the Level I Boys' Basketball Coach, effective October 3, 2022.	16
Attachments:	
Hire N. Milani BB Coach	16
B. Motion to approve the proposal from Captivate Media Consulting for the amount of \$4,000.00 for 3-one-minute referendum videos.	17
Attachments:	
Captivate Media Proposal	17
C. Motion to adopt resolution to accept donations.	21
Attachments:	
October donations	21
D. First Reading Policy 211 Criminal or Civil action Against School District, School Board Member, Employee, or Student	22
Attachments:	
Policy 211	22
E. First Reading Policy 212 School Board Member Development	25
Attachments:	
Policy 212	25
F. First Reading Policy 213 School Board Committees	26
Attachments:	
Policy 213	26
G. First Reading Policy 214 Out-Of-State Travel by School Board Members	28
Attachments:	
Policy 214	28
H. First Reading Policy 301 School District Administration	30
Attachments:	
Policy 301	30
I. First Reading Policy 302 Superintendent	31
Attachments:	
Policy 302	31
J. First Reading Policy 303 Superintendent Selection	33

Attachments:	
Policy 303	33
K. First Reading Policy 304 Superintendent Contract, Duties, and Evaluation	34
Attachments:	
Policy 304	34
Attachments:	
L. First Reading Policy 305 Policy Implementation	35
Attachments:	
Policy 305	35
M. First Reading Policy 306 Administrator Code of Ethics	36
Attachments:	
Policy 306	36
VIII. Discussion	
IX. Information	
Attachments:	
A. Received resignation from Angela Sundquist, Paraprofessional, Chisholm Elementary, effective October 19, 2022.	38
Attachments:	
AS Resignation	38
B. Enrollment numbers-10/7/2022	39
Attachments:	
Enrollment	39
X. Adjourn	

September 26, 2022

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:00 P.M. on September 26, 2022, in the Elementary Board Room. Members present: Directors Sauter, Rice, Corradi Simon, Lappi, Casey, Rahja and Superintendent Norman.

Public Comment: None

Recognition of Guests and Visitors: None

APPROVE AGENDA

Moved by Director Corradi Simon supported by Director Lappi to approve the September 26, 2022, agenda with the following additions: Personnel: items A and B. Motion carried unanimously.

Administrative Reports:

Superintendent/Business Manager

LCP Grant to expand the Smartlab
Esports had 25 students attend signup day
30 students are attending afterschool care
Joint School Board/City Council Candidate Forum at the Senior Citizen Center on Oct. 27th
Phone system is having major problems and we may be looking at replacing soon

Business Manager

Levy at the maximum amount
Down \$66,000 or 6%

Principals

Mr. Morrison
Attendance is at 90%, up 10% from last year
Homecoming/dress up days great participation
Mr. Provinzino field trips to Logging Expo and HCC Tech Days
Schoolology is going well
Principal Winter
90% of parents attended the VS open house
70% of parents attended the CE open house
CE/VS celebrating homecoming week
Elementary is now participating in the HS newspaper
Win time is part of Social/Emotional Building

Athletic/Activities Director

City/SB joint meeting for referendum
Social Media is up and running
Yearbook has started
Tressa Baumgard broke the 2014 Swimming record
2 athletes are interested in Golf with Hibbing this spring

Facility and Grounds Operations Supervisor

Bus leases/Bus purchase
Boilers to hopefully be turned on Thursday
Interviewed/Offered position to Custodian/Bus driver

APPROVE CONSENT AGENDA

Moved by Director Randa Sauter supported by Director Lappi to approve the Consent Agenda which consists of the Minutes from the August 26, 2022, regular meeting. Motion carried unanimously.

Personnel:

ACCEPT THE RESIGNATION FROM JEREMY FLEMING

Moved by Director Lappi supported by Director Casey to accept the resignation from Jeremy Fleming, as the Level I Boys' Basketball Coach, effective September 18, 2022. Motion carried unanimously.

HIRE FRANK CERAR

Moved by Director Corradi Simon supported by Director Rice, to approve the hiring of Frank Cerar to Job #203, Level I Boys' Track Coach, effective September 26, 2022. Motion carried unanimously.

HIRE LINDZEE COLWELL

Moved by Director Corradi Simon, supported by Director Randa Sauter to approve the hiring of Lindzee Colwell to Job #199 Custodian/Bus Driver, Chisholm Elementary, Afternoon Shift, effective September 28, 2022. Time of hire 5:40 Motion carried unanimously.

Administrative Business:APPROVE THE 2022 PAYABLE 2023 PROPOSED LEVY WITH MAXIMUM AUTHORITY

Moved by Director Corradi Simon, supported by Director Casey to approve the 2022 Payable 2023 proposed levy with maximum authority. Motion carried unanimously.

APPROVE "POST-SECONDARY EDUCATION OPTION" PROGRAM AGREEMENT BETWEEN MINNESOTA NORTH COLLEGE AND INDEPENDENT SCHOOL DISTRICT NO. 695 FOR THE 2022-2023 SCHOOL YEAR

Moved by Director Lappi, supported by Director Corradi Simon to approve the "Post-Secondary Education Option" Program agreement between Minnesota North College and Independent School District No. 695 for the 2022-2023 School Year. Motion carried unanimously.

APPROVE THE REVISED 2022-2023 SCHOOL CALENDAR TO INCLUDE MONDAY, JANUARY 2, 2023, IN OBSERVATION OF NEW YEAR'S DAY.

Moved by Director Rice, supported by Director Corradi Simon to approve the revised 2022-2023 school calendar to include Monday, January 2, 2023, in observation of New Year's Day. Motion carried unanimously.

APPROVE HOGLUND BUS COMPANY LEASE CONTRACT AS PRESENTED AMENDED TO INCLUDE THE THREE-YEAR LEASE CONTRACT AND ONE YEAR EXTENSION CONSIDERED SEPARATELY

Moved by Director Rice, supported by Director Lappi to approve the one-year lease extension. Motion carried unanimously.

Moved by Director Randa Sauter, supported by Director Rice to approve the three-bus lease.
For: Directors Randa Sauter, Rice, Lappi, Corradi Simon and Rahja
Against: Director Casey
Motion passed

APPROVE POLICY #201 LEGAL STATUS OF THE SCHOOL BOARD

Moved by Direct Casey, supported by Director Lappi to approve the Policy #410 Legal Status of the School Board. Motion carried unanimously.

APPROVE POLICY #202 SCHOOL BOARD OFFICERS

Moved by Direct Casey, supported by Director Lappi to approve Policy #202 School Board Officers. Motion carried unanimously.

APPROVE POLICY #203 OPERATION OF THE SCHOOL BOARD-GOVERNING RULES

Moved by Direct Casey, supported by Director Lappi to approve Policy #203 Operation of the School Board-Governing Rules. Motion carried unanimously.

APPROVE POLICY #203.1 SCHOOL BOARD PROCEDURES: RULES OF ORDER

Moved by Direct Casey, supported by Director Lappi to approve Policy #203.1 School Board Procedures: Rules of Order. Motion carried unanimously.

APPROVE POLICY #203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

Moved by Direct Casey, supported by Director Lappi to approve Policy #203.2 Order of the Regular School Board Meeting. Motion carried unanimously.

APPROVE POLICY #203.5 SCHOOL BOARD MEETING AGENDA

Moved by Direct Casey, supported by Director Lappi to approve Policy #203.5 School Board Meeting Agenda. Motion carried unanimously.

APPROVE POLICY #203.6 CONSENT AGENDAS

Moved by Direct Casey, supported by Director Lappi to approve Policy #203.6 Consent Agendas. Motion carried unanimously.

APPROVE POLICY #204 SCHOOL BOARD MEETING MINUTES

Moved by Direct Casey, supported by Director Lappi to approve Policy #204 School Board Meeting Minutes. Motion carried unanimously.

APPROVE POLICY #205 OPEN MEETINGS AND CLOSED MEETINGS

Moved by Direct Casey, supported by Director Lappi to approve Policy #205 Open Meetings and Closed Meetings. Motion carried unanimously.

APPROVE POLICY #206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT ASCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

Moved by Direct Casey, supported by Director Lappi to approve Policy #206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations. Motion carried unanimously.

APPROVE POLICY #207 PUBLIC HEARINGS

Moved by Direct Casey, supported by Director Lappi to approve Policy #207 Public Hearings. Motion carried unanimously.

APPROVE POLICY #208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

Moved by Direct Casey, supported by Director Lappi to approve Policy #208-Development, Adoption, and Implementation of Policies. Motion carried unanimously.

APPROVE POLICY #209 CODE OF ETHICS

Moved by Direct Casey, supported by Director Lappi to approve Policy #209 Code of Ethics. Motion carried unanimously.

APPROVE POLICY #210 CONFLICT OF INTEREST-SCHOOL BOARD MEMBERS

Moved by Direct Casey, supported by Director Lappi to approve Policy #210 Conflict of Interest-School Board Members. Motion carried unanimously.

AKPPROVE POLICY #416 DRUG AND ALCOHOL TESTING

Moved by Direct Casey, supported by Director Lappi to approve Policy #416 Drug and Alcohol Testing. Motion carried unanimously.

APPROVE POLICY #418 DRUG-FREE WORKPLACE/ DRUG-FREE SCHOOL

Moved by Direct Casey, supported by Director Lappi to approve Policy #418 Drug-Free Workplace/Drug-Free School. Motion carried unanimously.

Discussion:

- School Board Director Do and Don'ts during a referendum handouts
- Joint Meeting/Walkthrough of Building on Oct 12th at 4:00.

Information:

- Enrollment numbers as of September 26, 2022-693
- Jen Gigliotti took a picture of the Board for the referendum

ADJOURN

Moved by Director Lappi supported by Director Rice to adjourn the meeting at 6:10 P.M. Motion carried unanimously.

Danielle Randa Sauter, clerk

DRS/lea

Summary of Payments Issued:

SEPTEMBER Accounts Payable Checks	\$268,956.08
SEPTEMBER Accounts Payable Wires	<u>\$56,272.78</u>
Total Accounts Payable	\$325,228.86

ISD 695-Chisholm
Void Payment Listing with Detail

Batch Co Pmt No Bank Check No Pmt Dt Type Grp Code Rcd 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	Pay/Void	Amount
10		35827		Wire	1		NORTHEAST SERVICE COOP - INSURA		No	No	No	09/16/2022		56,272.78
													Bank Total:	\$56,272.78
													Report Total:	\$56,272.78

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	35762	66984	Check	1	3853		KEITH TURNER	Yes	No	No	USD		09/01/2022	5,000.00
		35760	66985	Check	1	2161		MIN BUREAU CRIM APPREHENSION	Yes	No	No	USD		09/01/2022	15.00
		35761	66986	Check	1	2161		MIN BUREAU CRIM APPREHENSION	Yes	No	No	USD		09/01/2022	15.00
		35759	66987	Check	1	2101		MIN ENERGY RESOURCES CORP	Yes	No	No	USD		09/01/2022	738.32
		35758	66988	Check	1	06375		MIN POWER	Yes	No	No	USD		09/01/2022	9,672.04
		35763	66989	Check	1	3012		ISD #0316 GREENWAY	Yes	No	No	USD		09/01/2022	150.00
		35813	66990	Check	1	3836		A.R.S.	Yes	No	No	USD		09/08/2022	14,285.00
		35788	66991	Check	1	2368		ABATEK INC	Yes	No	No	USD		09/08/2022	800.00
		35794	66992	Check	1	2588		ACADEMIC INNOVATIONS LLC	Yes	No	No	USD		09/08/2022	2,089.28
		35789	66993	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD		09/08/2022	2,667.63
		35781	66994	Check	1	1775		ANDERSON PLUMBING & HEATING	Yes	No	No	USD		09/08/2022	4,560.63
		35764	66995	Check	1	00150	R1	ARAMARK	Yes	No	No	USD		09/08/2022	461.91
		35787	66996	Check	1	2354		ATT MOBILITY	Yes	No	No	USD		09/08/2022	94.14
		35783	66997	Check	1	1944		AVIBEN	Yes	No	No	USD		09/08/2022	123.35
		35765	66998	Check	1	00610		BARK DESIGN INC	Yes	No	No	USD		09/08/2022	190.00
		35779	66999	Check	1	1514		BISS LOCK INC	Yes	No	No	USD		09/08/2022	73.30
		35806	67000	Check	1	3375		BOBCAT OF DULUTH	Yes	No	No	USD		09/08/2022	541.70
		35799	67001	Check	1	3037		BRAD ZUMBAUM	Yes	No	No	USD		09/08/2022	100.00
		35800	67002	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD		09/08/2022	1,826.97
		35797	67003	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD		09/08/2022	70.00
		35766	67004	Check	1	01612		C & J INTERIORS	Yes	No	No	USD		09/08/2022	365.84
		35796	67005	Check	1	2632	R1	CDW-G	Yes	No	No	USD		09/08/2022	2,500.00
		35780	67006	Check	1	1691		CERRY GREENHOUSE	Yes	No	No	USD		09/08/2022	467.47
		35795	67007	Check	1	2599	REMIT	DALCO ENTERPRISE	Yes	No	No	USD		09/08/2022	724.19
		35805	67008	Check	1	3265		DARREN LEIGH VISSER	Yes	No	No	USD		09/08/2022	182.50
		35803	67009	Check	1	3164		DAVID TAUS	Yes	No	No	USD		09/08/2022	80.00
		35819	67010	Check	1	3859		DAWN KOSKI	Yes	No	No	USD		09/08/2022	37.34
		35775	67011	Check	1	10255		DEX MEDIA	Yes	No	No	USD		09/08/2022	134.00
		35809	67012	Check	1	3739		GOOGLE VOICE INC	Yes	No	No	USD		09/08/2022	22.48
		35778	67013	Check	1	1392		HIBBING CHRYSLER CENTER	Yes	No	No	USD		09/08/2022	2,390.93
		35793	67014	Check	1	2571		HIBBING CITY BAND	Yes	No	No	USD		09/08/2022	300.00
		35777	67015	Check	1	1375		HOGLUND BUS CO INC	Yes	No	No	USD		09/08/2022	67.83
		35817	67016	Check	1	3857	R1	IMPACT APPLICATIONS INC	Yes	No	No	USD		09/08/2022	482.00
		35768	67017	Check	1	04212		INAC, INC	Yes	No	No	USD		09/08/2022	29,815.21
		35791	67018	Check	1	2439		JAY WETZEL	Yes	No	No	USD		09/08/2022	100.00
		35812	67019	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	USD		09/08/2022	1,750.00
		35810	67020	Check	1	3750		JERRY SCOTT CASEY	Yes	No	No	USD		09/08/2022	100.00
		35814	67021	Check	1	3854		JOEL ANDERSON	Yes	No	No	USD		09/08/2022	600.00
		35776	67022	Check	1	1154		JOHNSON CONTROLS	Yes	No	No	USD		09/08/2022	6,971.00
		35771	67023	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD		09/08/2022	377.37
		35770	67024	Check	1	05201		LAKE SHORE	Yes	No	No	USD		09/08/2022	2,032.05

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	35785	67025	Check	2232		LOWE'S	Yes	No	No	USD	09/08/2022	1,230.88
		35807	67026	Check	3605		LVC COMPANIES	Yes	No	No	USD	09/08/2022	862.50
		35798	67027	Check	2860		MENARDS - VIRGINIA	Yes	No	No	USD	09/08/2022	670.73
		35801	67028	Check	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	09/08/2022	880.00
		35784	67029	Check	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	09/08/2022	219.72
		35772	67030	Check	06425		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	09/08/2022	4,836.25
		35786	67031	Check	2303		NAPA AUTO PARTS	Yes	No	No	USD	09/08/2022	246.42
		35811	67032	Check	3751		NICOLE SCOFFIELD	Yes	No	No	USD	09/08/2022	130.00
		35773	67033	Check	07675		PTNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	09/08/2022	434.52
		35802	67034	Check	3144	R1	POMP'S TIRE SERVICE INC	Yes	No	No	USD	09/08/2022	2,253.96
		35767	67035	Check	03061	R1	REALLY GOOD STUFF, LLC	Yes	No	No	USD	09/08/2022	1,002.02
		35818	67036	Check	3858		RUTH NOSAN	Yes	No	No	USD	09/08/2022	408.90
		35774	67037	Check	09083		SCHOOL SPECIALTY SUPPLY LLC	Yes	No	No	USD	09/08/2022	461.47
		35815	67038	Check	3855		STEVEN W TRACY	Yes	No	No	USD	09/08/2022	130.00
		35782	67039	Check	1899		SUNRISE BAKERY	Yes	No	No	USD	09/08/2022	38.50
		35808	67040	Check	3628		SWANK MOTION PICTURES INC	Yes	No	No	USD	09/08/2022	790.00
		35804	67041	Check	3194	R1	TEACHER SYNERGY LLC (TEACHERS	Yes	No	No	USD	09/08/2022	23.99
		35790	67042	Check	2438		THOMAS J MCDONALD	Yes	No	No	USD	09/08/2022	100.00
		35816	67043	Check	3856		TIFFANY LARSON	Yes	No	No	USD	09/08/2022	91.50
		35792	67044	Check	2440		TIMOTHY JOHN OMERZA	Yes	No	No	USD	09/08/2022	100.00
		35769	67045	Check	05150	R1	TK ELEVATOR CORPORATION	Yes	No	No	USD	09/08/2022	7,085.98
		35820	67046	Check	2795		PARK STATE BANK	Yes	No	No	USD	09/12/2022	1,153.93
		35821	67047	Check	3855		STEVEN W TRACY	Yes	No	No	USD	09/13/2022	82.50
		35824	67048	Check	3387		BLUE CROSS BLUE SHIELD OF MN B	Yes	No	No	USD	09/15/2022	324.25
		35825	67049	Check	3387		BLUE CROSS BLUE SHIELD OF MN B	Yes	No	No	USD	09/15/2022	2,794.00
		35823	67050	Check	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	09/15/2022	1,996.56
		35822	67051	Check	06979		NORTHERN MINNESOTA DENTAL, INC	Yes	No	No	USD	09/15/2022	8,482.50
		35826	67052	Check	3581		CHISHOLM FOOTBALL QUARTERBACK	Yes	No	No	USD	09/15/2022	1,270.21
		35828	67053	Check	02386		DRAMATIC PUBLISHING	Yes	No	No	USD	09/19/2022	2,238.73
		35861	67054	Check	3045		AARON DONAIS	Yes	No	No	USD	09/20/2022	100.00
		35842	67055	Check	1887		ABSOLUTE FIRE PROTECTION, INC	Yes	No	No	USD	09/20/2022	1,675.00
		35876	67056	Check	3762		ADAM LUCAS VAKE	Yes	No	No	USD	09/20/2022	50.00
		35848	67057	Check	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	09/20/2022	1,685.44
		35866	67058	Check	3220		APG MEDIA OF MN	Yes	No	No	USD	09/20/2022	2,910.00
		35829	67059	Check	00610		BARK DESIGN INC	Yes	No	No	USD	09/20/2022	310.50
		35873	67060	Check	3547		BIG STONE THERAPIES, INC	Yes	No	No	USD	09/20/2022	1,045.00
		35854	67061	Check	2653		BLICK ART MATERIALS	Yes	No	No	USD	09/20/2022	517.54
		35871	67062	Check	3375		BOBCAT OF DULUTH	Yes	No	No	USD	09/20/2022	72.09
		35862	67063	Check	3060	R1	BSN SPORTS	Yes	No	No	USD	09/20/2022	387.50
		35857	67064	Check	2774		BUHL WATER CO INC	Yes	No	No	USD	09/20/2022	45.00
		35858	67065	Check	2870		CASEY'S	Yes	No	No	USD	09/20/2022	75.25

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	35879	67066	Check	1	3821	CEDAR ISLAND COMMUNICATIONS	Yes	No	No	USD	09/20/2022	737.50
		35850	67067	Check	1	2471	CHARLES GLUMACK	Yes	No	No	USD	09/20/2022	50.00
		35830	67068	Check	1	01600	CHISHOLM CITY OF	Yes	No	No	USD	09/20/2022	4,722.34
		35855	67069	Check	1	2668	CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	09/20/2022	1,032.44
		35853	67070	Check	1	2599	DALCO ENTERPRISE	Yes	No	No	USD	09/20/2022	5,256.10
		35865	67071	Check	1	3164	DAVID TAUS	Yes	No	No	USD	09/20/2022	122.50
		35851	67072	Check	1	2485	DAVIS LAMPPA	Yes	No	No	USD	09/20/2022	100.00
		35841	67073	Check	1	1797	DELL MARKETING LP	Yes	No	No	USD	09/20/2022	1,747.49
		35872	67074	Check	1	3420	DYNAMIC GARAGE DOOR, LLC	Yes	No	No	USD	09/20/2022	202.40
		35840	67075	Check	1	1496	FLINN SCIENTIFIC INC	Yes	No	No	USD	09/20/2022	199.50
		35832	67076	Check	1	03577	GRAYBAR	Yes	No	No	USD	09/20/2022	11.78
		35868	67077	Check	1	3270	HERMANTOWN SCHOOLS	Yes	No	No	USD	09/20/2022	75.00
		35883	67078	Check	1	3862	HHS CC BOOSTER CLUB	Yes	No	No	USD	09/20/2022	250.00
		35838	67079	Check	1	1375	HOGlund BUS CO INC	Yes	No	No	USD	09/20/2022	1,065.30
		35884	67080	Check	1	3863	HORIZON SEMINARS	Yes	No	No	USD	09/20/2022	385.00
		35878	67081	Check	1	3785	INNOVATIVE OFFICE SOLUTIONS LLC	Yes	No	No	USD	09/20/2022	382.56
		35847	67082	Check	1	2402	ISD #0361 INTERNATIONAL FALLS	Yes	No	No	USD	09/20/2022	100.00
		35833	67083	Check	1	04276	ISD #0696 ELY	Yes	No	No	USD	09/20/2022	130.00
		35834	67084	Check	1	04300	ISD #0701 HIBBING	Yes	No	No	USD	09/20/2022	11,599.00
		35885	67085	Check	1	3864	JANESSA KNUTT-GREENLY	Yes	No	No	USD	09/20/2022	130.00
		35877	67086	Check	1	3778	JEFFREY PERUNOVICH	Yes	No	No	USD	09/20/2022	50.00
		35870	67087	Check	1	3329	JENNIFER ZBACNIK MARTIN	Yes	No	No	USD	09/20/2022	219.17
		35874	67088	Check	1	3750	JERRY SCOTT CASEY	Yes	No	No	USD	09/20/2022	100.00
		35831	67089	Check	1	03553	JUBILEE FOODS	Yes	No	No	USD	09/20/2022	81.81
		35856	67090	Check	1	2711	JW PEPPER	Yes	No	No	USD	09/20/2022	96.34
		35875	67091	Check	1	3761	KAJA KIMBERLY GAMS	Yes	No	No	USD	09/20/2022	80.00
		35860	67092	Check	1	3041	KYLE D LAMPPA	Yes	No	No	USD	09/20/2022	100.00
		35835	67093	Check	1	05206	L & M FLEET SUPPLY	Yes	No	No	USD	09/20/2022	131.25
		35886	67094	Check	1	3865	LAINIE SKOGLUND	Yes	No	No	USD	09/20/2022	50.00
		35839	67095	Check	1	1416	LIFE SECURITY AND CONTROL	Yes	No	No	USD	09/20/2022	1,246.00
		35864	67096	Check	1	3154	LINDA L MANICK	Yes	No	No	USD	09/20/2022	151.88
		35882	67097	Check	1	3861	MASC	Yes	No	No	USD	09/20/2022	150.00
		35887	67098	Check	1	3866	MICHAEL J POPE	Yes	No	No	USD	09/20/2022	100.00
		35863	67099	Check	1	3097	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	09/20/2022	26.60
		35881	67100	Check	1	3860	MONTE SPEIDEL	Yes	No	No	USD	09/20/2022	100.00
		35849	67101	Check	1	2449	PAUL MCDONALD	Yes	No	No	USD	09/20/2022	182.50
		35844	67102	Check	1	2019	PURCHASE POWER	Yes	No	No	USD	09/20/2022	526.94
		35836	67103	Check	1	08215	RADKO IRON & SUPPLY	Yes	No	No	USD	09/20/2022	453.93
		35869	67104	Check	1	3313	REGION 7A	Yes	No	No	USD	09/20/2022	320.00
		35843	67105	Check	1	1968	SCHOOL NURSE SUPPLY, INC	Yes	No	No	USD	09/20/2022	49.64
		35837	67106	Check	1	09645	SULLIVAN SUPPLY	Yes	No	No	USD	09/20/2022	913.14

ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Fcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	35867	67107	Check	1	3247	TAYLOR MATTHEW SKOGLUND	Yes	No	No	USD	09/20/2022	50.00
		35869	67108	Check	1	2963	TEACHERS ON CALL	Yes	No	No	USD	09/20/2022	1,051.12
		35846	67109	Check	1	2395	TREVOR S SIMONSON	Yes	No	No	USD	09/20/2022	50.00
		35880	67110	Check	1	3847	VC3	Yes	No	No	USD	09/20/2022	887.00
		35845	67111	Check	1	2133	VIKING COCA COLA	Yes	No	No	USD	09/20/2022	225.20
		35852	67112	Check	1	2562	WEST MUSIC	Yes	No	No	USD	09/20/2022	115.40
		35888	67113	Check	1	2320	MEDICARE BLUE RX	Yes	No	No	USD	09/22/2022	17,733.20
		35889	67114	Check	1	3387	BLUE CROSS BLUE SHIELD OF MIN B	Yes	No	No	USD	09/23/2022	11,570.00
		35891	67115	Check	1	3869	HYPE SOCKS LLC	Yes	No	No	USD	09/26/2022	2,092.00
		35890	67116	Check	1	2101	MIN ENERGY RESOURCES CORP	Yes	No	No	USD	09/26/2022	694.17
		35892	67117	Check	1	05731	MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	09/29/2022	2,484.38
		35893	67118	Check	1	3787	TRES INC	Yes	No	No	USD	09/30/2022	56,407.68
Bank Total: 10													
Report Total: \$268,956.08													
Report Total: \$268,956.08													



CHISHOLM
I.S.D. 695

300 3rd Ave. SW
Chisholm, MN 55719
Tel: (218) 254-5726
Fax: (218) 254-3741
Web: chisholm.k12.mn.us

Adrian Norman III
Superintendent

Mark C. Morrison
7-12 Principal

Karla Winter
Pre K-6 Principal

Jennifer Crotteau
Counselor

Travis Vake
Activities Director

Mike Fredeen
Building & Grounds
Manager

October 11 , 2022

To: Adrian Norman
Superintendent

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

September Payrolls

September 15 payroll	\$ 259,848.31
September 30 payroll	\$ 317,304.09

Total Payrolls	\$ 577,152.40
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Alex Kaczor
Business Manager
AK:kk

Recommendation to Hire

Position: Job #207 Level I Boys Basketball Coach

Posting duration: Posted since 9/19/22

Advertising Location: email/website

Number of Qualified: 1

Licensed Applications: 1

Interview committee Names: Travis Vake and Mark Morrison

Recommended for hire: Nick Milani

Supervisor: J. V. [Signature]



CHISHOLM PUBLIC SCHOOLS

PROPOSAL FOR: REFERENDUM VIDEOS

PREPARED FOR:

Adrian Norman, Chisholm Public Schools

PREPARED BY:

Jake Sturgis, Captivate Media + Consulting

PREPARED DATE:

10/04/2022



www.captivatemedi.us
612.314.3314

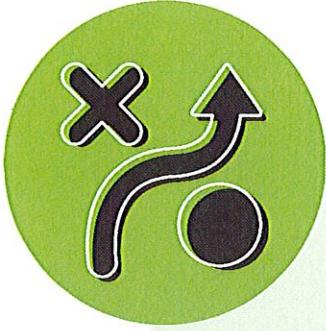
YOUR STORY. OUR EXPERTISE.

At Captivate Media + Consulting, we craft compelling communications that move people to action. Our dedicated team of digital content creation and storytelling strategists are passionate about uncovering opportunities to make your mission like no other.

We don't just *do* video; we are passionate about leveraging what video *does*. It's about starting a conversation, sharing an experience and making an emotional connection that inspires change. Our award-winning visual storytellers will partner with you to discern the best perspective from which to tell your stories and develop the concept with you.

We understand education. Our Founder & CEO Jake Sturgis worked in school communications for more than a decade before starting the business in 2014. Since then, Captivate Media has worked with school districts nationwide to draw out authentic voices and build up communities through storytelling.

It's our mission to make students, staff, parents and community stakeholders feel like they're a part of something special—something bigger than themselves. That's how you create a community of supporters who evangelize your district and brand.

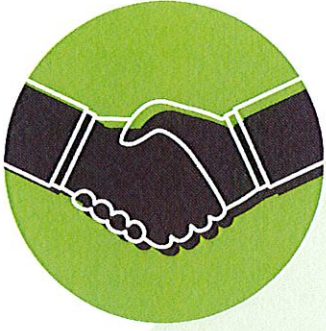


PROJECT BRIEF

District leaders in Chisholm Public Schools have been working for years to expand opportunities for students. This work has resulted in a new strategic plan, updated curriculum, professional learning development for staff, and more. As Chisholm looks to its future, the need to keep its spaces up-to-date is vital. Unfortunately, current spaces in the buildings are in disrepair, and the district does not have the funds to continue to make emergency repairs to the over 100-year-old buildings.

On November 8th, voters in the district will vote on a two-question ballot. Question 1 will renew the operating levy, providing continued support to programs and opportunities. Question 2 will provide a bond for a new E-6 school to be built and improve the condition of the buildings and athletics facilities.

To reach your community in the final weeks before the vote, Captivate Media will produce 3 one-minute videos that will overview the needs of the district and the proposed solutions. We will work with you to develop key messages for each video and a list of questions for interview subjects. We will conduct video interviews remotely via webcam to get soundbites from key staff and community members. District staff will provide additional footage or photos of the buildings. Simple graphics will be used to highlight key messages and create a call to action to learn more and vote at the end of the videos.



INVESTMENT:

\$500 Pre-production planning and project management

\$750 One half day of virtual interviews conducted by a producer

\$2,750 Editing of three one-minute videos

\$4,000 Total estimated cost of project

The rates in this proposal will be honored for one month.

The final videos will be provided as digital files of your choice (.mov, .wmv, .mp4, etc.). We will provide a closed caption version in English of the project. All raw footage would be the property of Chisholm Public Schools and could be transferred to a client-supplied external hard drive or Captivate Media + Consulting can provide a hard drive for an additional cost.

Thanks for this opportunity. Please let me know if you have any questions.

At the Independent School District No. 695 Board meeting held on October 11, 2022 in the Chisholm Public Schools Board Room, Director _____ offered the following Resolution and moved its adoption;

RESOLUTION NO. 22-10-11

RESOLUTION ACCEPTING SNACK DONATIONS FROM LIZ JAKOLA TO SUPPORT THE CHISHOLM PUBLIC SCHOOLS.

RESOLUTION ACCEPTING \$10.00 DONATION FROM MARIAN AND WILLIAM COOPER TO SUPPORT THE CHISHOLM PUBLIC SCHOOL FOUNDATION IN MEMORY OF SHEILA KNE.

RESOLUTION ACCEPTING \$150.00 DONATION FROM THE CHISHOLM LUNCH BUNCH TO SUPPORT THE CHISHOLM PUBLIC SCHOOLS.

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

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

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

FOR ADOPTION: Director
 Director
 Director
 Director
 Director
 Director

ABSTAINING:

AGAINST ADOPTION:

ABSENT:

Passed and adopted this 11th day of October 2022.

BY ORDER OF THE SCHOOL BOARD

School District Clerk

**211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT,
SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**
Chisholm Public Schools Independent School District No. 695

Board Policy 211

Series: 200-School Board

Subject: 211 Criminal or Civil Action Against School District, School Board
Member, Employee, or Student

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subdivision. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to

the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials.

The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.

2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308(1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

212 SCHOOL BOARD MEMBER DEVELOPMENT

Chisholm Public Schools Independent School District No. 695

Board Policy 212

Series: 200-School Board

Subject: 212 School Board Member Development

Adopted/Revised:

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

213 SCHOOL BOARD COMMITTEES

Chisholm Public Schools Independent School District No. 695

Board Policy 213

Series: 200-School Board

Subject: 213 School Board Committees

Adopted/Revised:

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Audit.
 - 2. Policy.
 - 3. Building and Grounds.
 - 4. Negotiations Committee(s) for various employee groups.

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

Chisholm Public Schools Independent School District No. 695

Board Policy 214

Series: 200-School Board

Subject: 214 Out-of-State Travel by the School Board Members

Adopted/Revised:

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of

reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

301 SCHOOL DISTRICT ADMINISTRATION

Chisholm Public Schools Independent School District No. 695

Board Policy 301

Series: 300-Administration

Subject: School District Administration

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None

302 SUPERINTENDENT

Chisholm Public Schools Independent School District No. 695

Board Policy 302

Series: 300-Administration

Subject: 302 Superintendent

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)

303 SUPERINTENDENT SELECTION

Chisholm Public Schools Independent School District No. 695

Board Policy 303

Series: 300-Administration

Subject: 303 Superintendent Selection

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

Chisholm Public Schools Independent School District No. 695

Board Policy 304

Series: 300-Administration

Subject: 207 Public Hearings

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

305 POLICY IMPLEMENTATION

Chisholm Public Schools Independent School District No. 695

Board Policy 305

Series: 300-Administration

Subject: 305 Policy Implementation

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

306 ADMINISTRATOR CODE OF ETHICS

Chisholm Public Schools Independent School District No. 695

Board Policy 306

Series: 300-Administration

Subject: 306 Administrator Code of Ethics

Adopted/Revised:

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
 2. Fulfills professional responsibilities with honesty and integrity.
 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 5. Implements the school board's policies.
 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
 7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
 8. Accepts academic degrees or professional certification only from duly accredited institutions.
 9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.

10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Duties of Board of School Administrators)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None

Fwd: 2 weeks notice

1 message

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

Tue, Oct 4, 2022 at 2:27 PM

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

From: **Angela Sundquist** <asundquist@chisholm.k12.mn.us>
Date: Tue, Oct 4, 2022 at 1:10 PM
Subject: 2 weeks notice
To: Adrian Norman <anorman@chisholm.k12.mn.us>

To Whom it May Concern,

I'm writing today, to put in my 2 weeks notice of resignation. I would like to thank Chisholm Schools for the opportunity to work within the school district for the past 9 years.

I plan to work the remainder of this week, Wed-Fri, October 5-7. I will be using my 7 remaining vacation days to finish off the 2 weeks of notice, Oct. 10-14 and Oct. 17-18. Thank you.

Sincerely,

Angie Sundquist

Enrollment Summary as of 10/7/2022 Total Records: 5

School	-2	-1	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Chisholm Elementary							52	39	46							137
Chisholm High School										46	76	62	56	52	43	335
Vaughan Steffensrud		17	48	46	48	44										259
Enrollment			1													1
District Total		17	49	46	48	44	52	39	46	46	76	62	56	52	43	732