

# Chisholm School District School Board Meeting Agenda

Tuesday, October 11, 2022 at 5:00 PM  
Addendum to the Regular Meeting  
Chisholm School Board Room

<b>I. Action Agenda</b>	
A. M. First Reading Policy 155 Outside Agencies Supporting Schools	2
<b>Attachments:</b> Policy_155_Outside_Agencies_Supporting_Schools	2
B. N. Motion to approve payment to Wenger Corporation in the amount of \$31,450.67 for the purchase of Acoustical Shells for the auditorium.	3
<b>Attachments:</b> Chisholm HS Shell Quote	3
<b>II. Discussion</b>	
A. Review and Comment	5
<b>Attachments:</b> Review and Comment	5
B. Upcoming Community Referendum Meetings -October 13, 2022 3:30 PM joint meeting with the City and Board -October 20, 2022 6:00 PM Balkan Community Center Board -October 24, 2002 6:00 PM Valentini's Supper Club -November 1, 2022 6:00 PM Tom and Jerry's	
<b>III. Information</b>	

**INDEPENDENT SCHOOL DISTRICT #695  
Chisholm, Minnesota**

**OUTSIDE AGENCIES SUPPORTING SCHOOLS**

**I. PURPOSE**

The purpose of the policy is to establish rules and regulations related to outside agencies supporting schools.

**II. DEFINITIONS**

- A. An outside Agency may include but not limited to: foundations, booster clubs, parent-teacher organizations or similar entities as a source of additional support and resources.

**III. RULES AND REGULATIONS**

AGENCY:

- A. The agency must follow state and federal laws governing nonprofit organizations.
- B. The agency should maintain and control its own financial accounts, using their own tax identification number.
- C. The agency must adhere to all district policies and procedures.
- D. The agency, when fundraising in the name of the district must adhere to the school district's policies and procedures.
- E. Coaches funded through an outside agency are employees of ~~that agency~~ the school. ~~District and the agency shall reimburse the school district for coaching expenses.~~
- ~~The agency is responsible for the supervision of their coaches.~~ The athletic director is responsible for the supervision of coaches.
  - ~~All coaches should receive the basic training on Bloodborne pathogens, Right to Know, concussion, and bullying.~~ All coaches must complete annual training as required of school district employees.
  - ~~The agency is responsible to provide liability coverage for their employees.~~ The school district has a general liability policy it's employees.
- F. Volunteer coaches recruited by an outside agency are under the jurisdiction of the ~~agency~~ school district.
- ~~The agency is responsible for the supervision of their coaches.~~ The head coach and Athletic Director are responsible for the supervision of volunteer coaches.
  - ~~All coaches should receive the basic training on Bloodborne pathogens, Right to Know, concussion and bullying.~~ All volunteer coaches must complete annual training as required of school district employees.
  - ~~The agency is solely responsible to provide liability coverage for their employees.~~ The school district does not have liability coverage for third-party or volunteer personnel.

SCHOOL DISTRICT:

- A. School board members are prohibited from having a personal financial interest in the organization.
- B. The school district shall not attempt to control the outside nonprofit organization.
- C. The school district may contract with a nonprofit organization to provide services. The district must consider all aspects of the arrangement before committing.
- D. All funds or gifts accepted by the school district, become the district's property.
- E. Coaches (Paid/Volunteer)
- All coaches will adhere to MSHSL regulations and District policies.
- F. The district reserves the right to limit the access to their facilities. School-related activities take priority over outside agency activities.

Wenger Corporation  
 555 Park Drive  
 Owatonna, MN 55060-4940  
 United States



C O R P O R A T I O N

Phone: 507-455-4100  
 Fax: 507-455-4258

**Quote Number: 3231084**

Legacy Classic Shells qty 8 Rectangle

**QUOTE**

Date: 10/05/2022  
 Page: 1 of 2  
 Cust #: 00054380

<p><b>Quote To:</b>          Ryan Freitas          Chisholm Senior High School          301 4th St SW          Chisholm MN 55719-1900          United States</p> <p><b>Phone:</b> (218) 254-5726  <b>Fax:</b>  <b>E-Mail:</b> rfreitas@chisholm.k12.mn.us</p>	<p><b>Date:</b> 10/5/2022  <b>Expires:</b> 11/4/2022  <b>Reference:</b>  <b>Terms:</b> Net 30 Days  <b>Created By:</b> Teresa Nelson</p> <p><b>Salesperson:</b> Robert McMullen  <b>Phone:</b> +1 (507) 774-8529  <b>E-Mail:</b> Robert.McMullen@wengercorp.com</p>
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**Quote Comments:**

*Since the beginning of the year, significant supply chain issues have been creating disruption across many industries globally. At Wenger Corporation, our purchasing team is working with our suppliers to mitigate the impact of the disruptions. Unfortunately, we are facing shortages in key areas such as steel, plastic and wood resulting in delays in meeting our customers' orders/timelines. Freight quoted is for a one time shipment. As a result, once orders are placed, delivery dates may change.*

*We apologize for any inconvenience this may cause. We value your business and thank you for your patience during these unusual circumstances.*

Line	PartNum/Description	Qty	Net Price	Ext. Price
1.00	186L055.100 Legacy Classic Acoustical Shell, Rectangular Canopy Oyster	8 EA	\$3,597.00	\$28,776.00
2.00	Freight Freight Services	1 EA	\$2,674.67	\$2,674.67

**LIFTGATE DELIVERY:**  
*Freight reflected in this quotation is for common carrier shipment with liftgate delivery.*

*Liftgate delivery means the carrier driver will lower the products to curbside where your facility staff are responsible for taking the products from curbside into the building to the desired location and for completing the final assembly/installation.*

*Inside delivery and installation services are available. Contact your Wenger sales representative to discuss these delivery methods and to find out the appropriate charge.*

*If you are a tax-exempt organization and quote includes tax, please send a copy of your tax-exempt certificate and we will remove the sales tax. Thank you.*

*Notwithstanding anything to the contrary in this agreement, Wenger shall not be liable for delay or non-performance caused by any of the following circumstances when beyond its control: acts of God,*

Wenger Corporation  
555 Park Drive  
Owatonna, MN 55060-4940  
United States



Phone: 507-455-4100  
Fax: 507-455-4258

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*explosions, riots, labor disputes (provided Wenger has exercised reasonable commercial efforts to avoid it), failures of utilities or public services, civil unrest, foreign or domestic governmental regulation or order, public health emergencies, natural disasters, cyber-attacks, wars, acts of foreign enemies, sabotage, or terrorism, including sub-supplier delays caused by any of the above provided the same are not caused or contributed to by the negligence or fault of Wenger ("Force Majeure").*

Lines Total	\$31,450.67
Total Taxes	\$0.00

<b>Quote Total</b>	<b>\$31,450.67</b>
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October 7, 2022

Adrian Norman, Superintendent  
Chisholm Public School District, ISD #0695-01  
300 SW 3<sup>rd</sup> Avenue  
Chisholm, MN 55719-2074

Dear Superintendent Norman:

Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school district and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, voter and school board approval is required for Chisholm Public School District, Independent School District #0695-01, to proceed with the proposed projects.

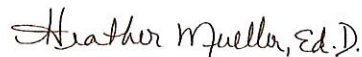
***The district shall publish a summary of the review and comment statement (the final page) in the legal newspaper of the district at least 20 days, but not more than 60 days, prior to holding a referendum for bonds or soliciting any bids for the construction, expansion, or remodeling of an educational facility.*** The department may request a statement certifying the publication, and require the submission, review, and approval of preliminary and final construction plans.

Minnesota Statutes, section 123B.71, requires the commissioner to include comments from residents of the school district in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minnesota Statutes, section 123B.71, ***requires the school board hold a public meeting to discuss the review and comment prior to the date of the bond referendum election.***

Minnesota Statutes, section 123B.71, ***requires that a school district, prior to occupying a new or renovated facility after July 1, 2002, must submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit.*** The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance specialist, at 651-582-8319 or [chris.kubesh@state.mn.us](mailto:chris.kubesh@state.mn.us). Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,

  
Heather Mueller, Ed.D.  
Commissioner

cc: Robert Rahja, School Board Chair

Enclosure

**The Commissioner of the Department of Education  
Review and Comment on the School Construction  
Proposal of Chisholm Public School District, ISD #00695-01**

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
  - a. preschool through grade 12 student enrollment for the past five years, and
  - b. student enrollment projections for the next five years.
  
2. A list of existing school facilities:
  - a. by year constructed,
  - b. their uses, and
  - c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.
  
3. A list of specific deficiencies of the facility:
  - a. demonstrating the need for a new or renovated facility to be provided,
  - b. the process used to determine the deficiencies,
  - c. a list of those deficiencies that will and will not be addressed by the proposed projects,
  - d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.
  
4. A description of the project, including:
  - a. specifications of site and outdoor space acreage,
  - b. square footage allocations for classrooms, laboratories and support spaces,
  - c. estimated expenditures for major portions of the project,
  - d. estimated changes in facility operating costs, and
  - e. dates the project will begin and be completed.
  
5. A specification of the source of project financing, including:
  - a. applicable statutory citations,
  - b. the scheduled date for a bond issue or school board action,
  - c. a schedule of payments, including debt service equalization aid, and
  - d. the effect of a bond issue on local property taxes by property class and valuation.
  
6. Documentation obligating the school district and contractors to comply with the following items:
  - a. Minnesota Statutes, section 471.345 governing municipal contracts,
  - b. sustainable design,
  - c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
  - d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
  - e. state fire code,
  - f. chapter 326B governing building codes, and
  - g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

## Description of Proposed School Construction Project

Chisholm Public School District, ISD #0695-01, is proposing a two question referendum on November 8, 2022. The first ballot question would renew the existing operating referendum revenue authorization of \$251.28 per pupil for a ten year period. The existing operating referendum authorization expires with the Payable 2023 levy. The second ballot question would authorize \$31,999,191 in bonding authority to finance the construction of an elementary building addition to the existing high school for PK-6 students. If the referendum is successful, the district plans to demolish the Chisholm Elementary School and sell the Vaughan-Steffensrud Elementary School.

The proposed elementary addition to the high school would also provide programming space for all students, including a new kitchen, cafeteria/commons area and a competition gymnasium with locker rooms. Deferred maintenance projects at the existing high school are also part of the referendum proposal. The proposed projects would be scheduled for completion in calendar years 2024 through 2025. Cost estimates by location/project component are as follows:

Elementary Addition to High School	
Building Construction	\$21,790,331
Site Improvements	\$1,162,071
FF&E / Technology	\$877,205
Deferred Maintenance - High School	\$2,642,318
Contingencies	\$1,249,361
Fees, Permits & Testing	\$3,512,592
Decommission Existing Elementary	\$901,459
Bond Issuance	\$643,985
	<u>\$32,779,322</u>

The district is projecting a decline in enrollment over the next five years and expects to drop below 600 students by the 2027-28 school year. The district is also aware that the existing high school site size is well below MDE size guidelines.

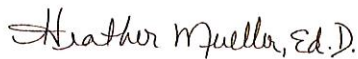
The district has supplied cost estimates to operate and staff the new building space and it appears existing revenues, in conjunction with efficiencies realized from the elimination of the existing elementary schools, will be sufficient to offset any associated operational cost increases. The proposed projects appear to be in the long-term interest of the school district.

### Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

### Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.



Heather Mueller, Ed.D.  
Commissioner

October 7, 2022